

INVITATION TO BID

BID # 25-26-21

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
BUILDINGS AND GROUNDS DIVISION
CONTRACT # 9 CITY WIDE RIGHT OF WAY MOWING
CITY OF GREENVILLE, NORTH CAROLINA**



Pre-Bid Meeting: **Tuesday, November 4, 2025, at 2:00 pm**
Public Works Department Conference Room
1500 Beatty Street, Greenville, NC

Bid Due Date: **Thursday, December 4, 2025, at 2:00 pm**
Public Works Administration Office
1500 Beatty Street, Greenville, NC

Contact Persons:

Questions regarding the bid package:
Wanda House
Financial Services Manager
Telephone: 252-329-4862
Fax: 252-329-4464
Email: whouse@greenvillenc.gov

Questions regarding the specifications:
Michael Turner
Building Facilities Coordinator
Telephone: 252-329-4921
Fax: 252-329-4844
Email: mturner@greenvillenc.gov

**CITY OF GREENVILLE
ADVERTISEMENT FOR BIDS
PUBLIC WORKS DEPARTMENT
BUILDINGS AND GROUNDS DIVISION CITY WIDE RIGHT OF WAY MOWING**

The City of Greenville, NC is requesting bids for "Public Works Department City Wide Right of way Mowing/Landscape Contract # 9" as listed on Exhibit "B" of this request for bids. The scope of work will include litter removal, finish mowing, edging, weed trimming, limb removal, and clipping/debris removal on each contract area per scope of work and specifications.

Contract # 9-Right of Way Mowing (Every two-week cycle):

Sealed proposals will be received by the City of Greenville until Thursday, December 4, 2025, at 2:00 pm at the Public Works Department located at 1500 Beatty Street, Greenville, NC 27834 with the Company Name, Attention: Michael Turner, and the words City of Greenville Public Works Department Mowing Contract #9 Bid written on the outside of the sealed envelope. Bids will not be opened and read aloud at this time.

A Pre-bid Conference will be held at the Public Works Conference Room located at 1500 Beatty Street on Tuesday, November 4, 2025, at 2:00 pm. The City of Greenville reserves the right to reject any or all bids, waive any informality, and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of ninety (90) days from the bid opening thereof.

From the date of this advertisement until the date and time the proposals are due, the specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of Wanda House, Financial Services Manager, 200 W. Fifth Street, Greenville, NC, or at the Public Works Department located at 1500 Beatty Street, Greenville N.C., during regular business hours, and available to prospective bidders. Inquiries regarding the bidding process or documents should be directed to the Financial Services Manager at whouse@greenvillenc.gov or by telephone (252) 329-4862. Minority/Women owned business are encouraged to submit proposals.

Wanda House, Financial Services Manager
City of Greenville
P O Box 7207
Greenville, NC 27835-7207

INSTRUCTIONS TO CONTRACTORS

**Invitation to Bid
Buildings and Grounds Division City Wide Right of Way Mowing
Location: Greenville N.C.**

- 1. Contractor is to provide verification to the City that the company's employees are covered under workers' compensation insurance coverage prior to contract award on this contract.**
- 2. It is expressly understood by the contractor offering a proposal, a written contract will be required to be executed, and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.**
- 3. Each Contractor submitting a proposal is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.**
- 4. Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation Tax from which the City is exempt.**
- 5. Questions regarding the specifications or mowing areas for City of Greenville Public Works Department Right of Way Mowing Contract shall be directed by email to Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov**
- 6. By submitting a proposal, the Contractor attests that it is in compliance with all items listed in the bid instructions. Further, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm's employees while on City property performing their duties.**
- 7. Contractor must comply with all local, state, federal laws, safety/regulatory requirements, and ordinances associated with the work within this contract.**
- 8. It is expected that contract would begin around April 1, 2026. However, such starting date is subject to change based on time needed to finalize the contract, or the approval/signature process, or other reasons.**
- 9. No work will be performed at any time without proper supervision. Supervisors name and direct contact information must be provided to Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov**
- 10. All Greenville city-wide rights-of-way or city facility mowing, or landscaping, must be performed Monday – Saturday during daylight hours. Mowing on Sunday will only be allowed with prior proper approval from the City.**

11. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance must be corrected immediately.
12. The City reserves the right to add or delete similar items/services specified in the proposal as requirements change during the period of the contract. Prices for items/services to be added or deleted from contract will be mutually agreed upon by the City of Greenville and the Contractor. A contract amendment will be issued for each addition or deletion.
13. The Contractor shall NOT have the right to subcontract any part of its obligations and service requirements without the prior written authorization of the City. This authorization may be given by the Director of Public Works or designee. If any part of this work under this agreement is sublet, the subcontractor shall be required to meet all insurance requirements set forth in the Agreement. The parties stipulate that the Company will maintain each type of insurance set forth in the Agreement at a coverage equal to the amount set forth for each type of insurance. However, nothing contained herein shall relieve the Company from meeting all insurance requirements or otherwise being responsible for the subcontractor.
14. All new vendors, including subcontractors/consultants, must register with the City of Greenville's online portal prior to the rendering of goods or services.

Registration as a vendor with the City of Greenville is the responsibility of prime or subcontractor/consultant, and requires the prospective new vendor to submit a W-9, and complete the registration through the City's vendor portal at the following web address: <https://cityofgreenvillenc.munisselfservice.com/vss>.

If the prospective new vendor is *only* providing service(s) as a subcontractor or consultant, submission of payment information is not necessary at the time of registration.

General Contractors must provide total amounts paid to M/WBE subcontractors with each payment application/invoices.

General Contractor(s) is responsible for ensuring all subcontractors working on the project are registered as vendors with the City of Greenville and have active registration prior to contract award.

15. The Contractor shall provide full protection for the safety of employees, public, grounds, and adjacent thoroughfares while performing maintenance operations.

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
SPECIFICATIONS FOR
RIGHT OF WAY MOWING BUILDING AND GROUNDS CONTRACT # 9**

1.0 SCOPE:

- 1.1** The scope of work shall include litter removal, finish mowing, edging, weed trimming, limb removal, and clipping/debris removal for all areas listed on Exhibit "B" of this request for bids every two weeks during the mowing season, or as instructed by the City of Greenville.
- 1.2** The total bid amount per mowing cycle shall be included on the Request for Bid sheet. A cycle includes mowing all locations listed on Exhibit "B" of this request for bids one time.
- 1.3** Mowing and Debris/Litter removal will include medians and on either side of traffic lane to fencing, woods line, City/State Rights-of-way line, and railroad rights-of-way, depending on need of the location indicated on the mowing location list. The mowing location listed will give specific direction or will indicate ROW (rights-of-way) only. If ROW only is indicated, mow 10' from street curb or 10' behind the sidewalk (or to woods line, fence, or slope that prevents mowing 10 feet).

2.0 GENERAL:

- 2.1** Areas of work are to be mowed every two weeks and started and completed within a week period (Monday-Saturday). Mowing frequency is subject to change due to weather conditions such as drought or increased wet conditions.
- 2.2** All mowing shall be completed in a professional manner and shall conform to these specifications. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance must be corrected immediately.
- 2.3** Failure of the contractor to meet or perform work to these specifications as determined by the Public Works Department shall warrant written notice to the contractor specifying areas of nonperformance or unacceptable performance and the contractor shall have ten (10) days to rectify. Immediate cancellation of the contract or purchase order may occur if performance is not rectified in ten (10) days.
- 2.4** Within seven (7) days of notice to proceed, the contractor must be prepared to begin work on the awarded sites.

3.0 RIGHT OF WAY MOWING:

- 3.1 The contractor is expected to remove scattered debris, litter, and limbs prior to mowing, excluding material that has been illegally dumped. Contractor must notify Michael Turner, Building Facilities Coordinator, of the location of illegally dumped material.**
- 3.2 The contractor is responsible for removing from each site and properly disposing of all tree limbs of six (6) inch diameter and below. The contractor is not responsible for tree limbs placed by the curb for sanitation collection by residents.**
- 3.3 The City will be responsible for hauling limbs larger than six (6) inches in diameter from all areas. Contractor must notify Michael Turner, Building Facilities Coordinator, with location of limbs larger than six (6) inches in diameter.**
- 3.4 All areas will be finished mowed at two and one-half (2.5) inches in height. Areas where large riding mowers are not proper or feasible must be mowed with push mowers or properly sized equipment.**
- 3.5 Herbicide spraying will NOT be allowed in these areas.**
- 3.6 Weed trimming must be performed around all poles, trees, signs and along the fence areas.**
- 3.7 Edging must be performed on each cycle along sidewalks, medians, and curbs. Edging can be performed with string trimmer or edger.**
- 3.8 Clippings and debris scattered into the streets from mowing and trimming must be removed immediately and before relocating to another work site. Do not blow debris into, or on, paved areas, storm drains, adjacent parking lots, vehicles, landscape beds, tree rings, or other structures.**
- 3.9 All mulched areas, including tree rings, must not be damaged from mowing operations. Damage to mulched areas must be repaired immediately and prior to relocating to another work site. All debris, limbs, or litter in mulch areas must be removed prior to completion of each mowing/maintenance cycle.**
- 3.10 The City of Greenville reserves the right to reduce or add to the number of line item areas for any reason it deems necessary during the contract period. Any elimination or addition of areas will be communicated to the contractor in a timely manner. The bid price will be adjusted in the event of any elimination or addition of areas.**
- 3.11 The contractor shall avoid mowing under extremely wet conditions where heavy equipment could rut the soil. Notify Michael Turner, Building Facilities Coordinator, in the event that a site is too wet to cut.**

4.0 PAYMENT AND BID:

- 4.1** The attached bid sheet details the bid entries required. Each contract bid sheet line item shall be filled in as directed.
- 4.2** The contract period this year will be from approximately April 1, 2026, to March 31, 2027. The City reserves the right to extend the contract annually for up to a total of two (2) additional years if the City and contractor agree in writing starting annually on April 1st and ending the last day in March.
- 4.3** Payment will be made by the City to the contractor on a monthly basis for the work completed within the previous month. The invoice is expected prior to the 10th of each month. The City will render payment within thirty days of receipt of an approved invoice.
- 4.4** Bidders will comply with all local, state, federal laws, and ordinances governing said work including the current Occupational Safety and Health regulations.
- 4.5** By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.
- 4.6** The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to insure equality of opportunity in all aspects of employment.

4.7 Minority and/or Women Business Enterprise (M/WBE) Program

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project.

All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to Wanda House, at (252) 329-4862, or whouse@greenvillenc.gov

- 4.8** Bidder, its assignees and successors in interest, further agrees that in the performance of these services that it shall comply with the requirements of Title VI of the Civil Rights Act of 1964 and other pertinent Nondiscrimination Authorities, as cited in this bid package, and will not discriminate in its hiring, employment, and contracting practices in any manner or form based on actual or perceived political affiliation, genetic information, sexual orientation, age, sex, race,

color, religion, marital status, veteran status, economic status, national origin, handicap or disability.

4.9 TITLE VI NONDISCRIMINATION NOTIFICATION

The City of Greenville, North Carolina in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

4.10 The City of Greenville reserves the right to reject any and all proposals, to waive any informalities and to accept the proposal that seems most advantageous to the City. Any proposal submitted will be binding for ninety (90) days after the date of the opening.

4.11 Contractor must complete a new vendor application or update an existing vendor profile and associated documents as required upon acceptance of contract. New vendors must register online at the City of Greenville Vendor Self Service portal: <https://cityofgreenvillenc.munisselfservice.com/vss>

5.0 WORKERS' COMPENSATION AND INSURANCE:

5.1 The contractor must maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.

5.2 The Contractor agrees to purchase at its own expense insurance coverages to satisfy the following minimum requirements. Work under this contract shall not commence until all insurance required as listed has been obtained. Insurance required shall remain in effect through the life of this contract.

- a. Workers' Compensation Insurance:** No contractor or subcontractor may exclude executive officers. Workers Compensation must include all employees

Limits:

Workers Compensation: Statutory for the State of North Carolina.
Employers Liability: Bodily Injury by Accident \$1,000,000 each accident.
 Bodily Injury by Disease \$1,000,000 policy limit.
 Bodily Injury by Disease \$1,000,000 each employee.

- b. Commercial General Liability:**

Limits:

Each Occurrence:	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate Limit	\$2,000,000
Products and Completed Operations Aggregate	\$2,000,000

The aggregate limit must apply per project. The form of coverage must be the ISO CG 00 01 policy as approved by the State of North Carolina Department of Insurance. If a form of coverage other than the CG 00 01 is used it must be approved by the City. Any endorsed

exclusions or limitations from the standard policy must be clearly stated in writing and attached to the Certificate of Insurance. Completed Operations coverage must be maintained for the period of the applicable statute of limitations. Additionally, the Consultant/Contractor must be added as an Additional Insured to the Commercial General Liability policy.

c. **Commercial Automobile Liability:**

Limits: \$1,000,000 combined single limit.

d. **Cancellation:**

Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.

e. **Proof of Carriages:**

i. The Contractor shall provide the City with insurance industry standard ACCORD form Certificate(s) of Insurance on all policies of insurance and renewals thereof in a form(s) acceptable to the City prior to the commencement of services. Said policies shall provide that the City be an additional named insured.

ii. The City shall be notified in writing of any reduction, cancellation, or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action.

iii. All insurance policies shall be issued by responsible companies who are acceptable to the City and licensed and authorized to do business under the laws of North Carolina.

5.3 The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.

5.4 Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent by registered mail.

5.5 After award, and prior to beginning work on the awarded contract, the contractor shall furnish a certificate of insurance, including liability, of the coverage requested herein. This is to remain in effect through the duration of the contract.

5.6 Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:

Michael Turner
Building Facilities Coordinator
City of Greenville
Public Works Department
1500 Beatty Street
Greenville, N.C. 27834
Email: mturner@greenvillenc.gov

6.0 DAMAGE TO CONTRACTORS' PROPERTY:

- 6.1** Should fire, theft, vandalism or other casualty, damage or destroy the equipment or property belonging to the Contractor while on City property, the City shall be under no obligation to replace or in any way compensate the contractor for said property.
- 6.2** The successful bidder agrees to indemnify or hold harmless City from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge City and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.
- 6.3** It is understood and agreed by the parties that City will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tool or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein.
- 6.4** The successful bidder shall assume full and complete liability for any and all damages to tombstones, markers, building improvements, fences, or other City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.

7.0 AMENDMENTS, ADDENDUMS, OR QUESTIONS:

- 7.1** Addendum: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect. Any issued addenda will be posted on the City's bid advertisement site. The contractor must acknowledge reading each addendum on the bid sheet.
- 7.2** Amendment: The contract may be amended from time to time through written agreement by both parties.
- 7.3** Any questions regarding these bid specifications must be sent by email to mturner@greenvillenc.gov
- 7.4** Schedule for questions and addenda:

Last date to submit a question: Tuesday, November 18, 2025, by 5 p.m.
 Questions will be answered via addenda posted on the City's website answered by: Tuesday, November 25, 2025, by 5 p.m.

8.0 E-VERIFY COMPLIANCE:

- 8.1** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. The Contractor represents that the Contractor and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
- 8.2** BIDDER acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Contractor and its Subcontractors by North Carolina law and the provisions of the Contract Documents. The BIDDER represents that the BIDDER and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers, that transact business in the State of North Carolina and employ 25 or more employees in the State of North Carolina, to electronically verify the legal employment status of an employee through the federal E-Verify program after hiring the employee to work in the State of North Carolina.

9.0 IRAN DIVESTMENT ACT:

- 9.1** Vendor certifies that it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. The vendor will not utilize on the contract any subcontractor that is listed on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

10.0 NON-COLLUSION:

- 10.1** Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

11.0 WITHDRAWAL OF PROPOSALS:

- 11.1** No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of submittal.

12.0 REFERENCE INFORMATION:

- 12.1 All bidders must provide a list of three (3) client references of similar right of way, facility, or traffic related mowing projects. The reference information must include the company's name, a contact person's name with his or her title and their telephone number. Please provide the information on the "Contractor Reference Information" sheet and attach with the bid sheet.**

13.0 CONTRACTOR INFORMATION:

- 13.1 Please provide the information on the "Contractor Data Form" and attach with the bid sheet. All information should be accurate and detailed in description.**



Contractor Reference Information

1. **Company name:** _____
 Contact person: _____
 Title: _____ **Phone No.** _____

2. **Company name:** _____
 Contact person: _____
 Title: _____ **Phone No.** _____

3. **Company name:** _____
 Contact person: _____
 Title: _____ **Phone No.** _____

****Include completed form with submitted bid package****



Contractor Data Form

Company Name: _____

Address: _____

Phone Number: _____ **Mobile Phone Number:** _____

Company Owner: _____ **Company Owner Phone Number:** _____

Authorized Company Representative submitting bid: _____

Title: _____

Phone Number of Authorized Representative: _____

Email: _____

Description of Equipment you plan to utilize to perform this contract:
Attach additional sheet or continue on back if needed.

****Include completed form with submitted bid package****



REQUEST FOR BIDS

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment and labor as provided in the above-mentioned specifications.

Description

Bid

Contract # 9 Mowing Bid per cycle
(Approximately April 1- November 1)

Note 1: Definition of per cycle is one complete mowing per specifications of all locations listed on "Exhibit "B" of this request for bids.

Addendum Acknowledgement:

Please record each Addendum Number Received: ____ / ____ / ____ / ____

Bid Submitted By:

Company Name: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

****Include completed form with submitted bid package****

STATE OF NORTH CAROLINA

AFFIDAVIT

CITY OF GREENVILLE

I, _____ (the individual attesting below), being duly authorized by and on behalf of
 _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or
 affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark Yes or No)
 - a. YES _____, or
 - b. NO _____
 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.
- This ____ day of _____, 20__.

 Signature of Affiant
 Print or Type Name: _____

State of _____ City of _____

Signed and sworn to (or affirmed) before me, this the _____

Day of _____, 20__.

My Commission Expires:

 Notary Public

(Affix Official/Notarial Seal)

****Include complete form with submitted bid package****

**City of Greenville/Greenville Utilities Commission
Minority and Women Business Enterprise Program**

**City of Greenville
MWBE Guidelines for Professional Service Contracts
\$50,000 and above**

These instructions shall be included with each bid solicitation.

City of Greenville/Greenville Utilities Commission Minority and Women Business Enterprise Program

MWBE Guidelines for Professional Service Contracts \$50,000 and above

Policy Statement

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

Goals and Good Faith Efforts

Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation.

	CITY	
	MBE	WBE
Professional Services	4%	4%

Submitters shall submit MWBE information with their submissions on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as "WBE" for the City's goals must be designated as a "women-owned business" by the HUB Office. Firms qualifying as "MBE" for the City's goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). According to new Statewide Uniform Certification (SWUC) Guidelines, ethnicity supersedes gender; therefore, firms who are certified as both a "WBE" and "MBE" will satisfy the "MBE" category only. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.**

The City shall accept NCDOT certified firms on federally funded projects only.

Please note: A service provider may utilize any firm desired. However, for participation purposes, all MWBE firms who wish to do business *as a minority* must be certified by NC HUB. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>

Instructions

The submitter shall provide the following forms:

☐ **FORM 1—Sub-Service Provider Utilization Plan**

This form provides the amount of sub-contracted work proposed on the project for MWBE. This proposed participation is based on the current scope of work. Submitter must turn in this form with submission. If the submitter does not customarily subcontract elements of this type of project, do not complete this form. Instead complete FORM 2.

☐ **FORM 2--Statement of Intent to Perform work without Sub-Service Providers**

This form provides that the submitter does not customarily subcontract work on this type of project.

☐ **Sub-Service Provider Utilization Commitment**

Submitted by the selected service provider after negotiation of the contract and prior to Award, this form lists the MWBE firms committed to participate on the project. This commitment will reflect any changes in the Plan due to adjustments in project scope.

NOTE: A firm is expected to maintain the level of participation proposed in FORM 1 – Sub-Service Provider Utilization Plan – unless there is a negotiated change in the service required by the City. A firm is also encouraged to increase MWBE participation in the Utilization Commitment as a result of ongoing Good Faith Efforts.

☐ **Proof of Payment Certification**

Submitted by the selected service provider with each payment application, listing payments made to subconsultants. This form is not provided with the submission.

In addition to the forms provided above, each service provider must provide a discussion of its diverse business policies and procedures to include the good faith efforts it employed to utilize minority and women-owned firms on this project. This discussion must include:

- 1. Outreach efforts that were employed by the firm to maximize the utilization of MWBE's.*
- 2. A history of MWBE firms used on similar projects; and*
- 3. The percentage participation of MWBE firms on these projects.*

NOTE: Those service providers submitting FORM 2 should discuss and provide documentation to justify 100% performance without the use of subconsultants (both majority and minority) per the statements of the form.

Minimum Compliance Requirements: All written statements, signed forms, or intentions made by the Submitter shall become a part of the agreement between the Submitter and the City for performance of contracts. Failure to comply with any of these statements, signed forms, or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a Submitter has made Good Faith Efforts, the City will evaluate all efforts made by the Submitter and will determine compliance in regard to quantity, intensity, and results of these efforts.

****Include completed form with submitted bid package****

Sub-Service Provider Utilization Plan

FORM 1

(Must be included with submission if subcontracting any portion of work)

We _____, do certify that on the
(Company Name)
_____ we propose to expend a minimum of _____%
(Project Name)
of the total dollar amount of the contract with certified MBE firms and a minimum of _____% of the total
dollar amount with WBE firms.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

*Minority categories: Black, African American (B), Hispanic or Latino (L), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (S) Disabled (D)

The undersigned intends to enter into a formal agreement with MWBE firms for work listed in this schedule conditional upon execution of a contract with the current scope proposed by the Owner.

The undersigned hereby certifies that he/she has read the terms of this agreement and is authorized to bind the submitter to the agreement herein set forth.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

****Include completed form with submitted bid package. Form 1 OR 2. Not both****

**Statement of Intent to Perform work without
Sub-Service Providers
FORM 2**

(Must be included with submission if not subcontracting any portion of work)

We, _____, hereby certify that it is our
intent to perform **100% of the work required** for the _____ contract.
(Project Name)

In making this certification, the Proposer states the following:

- i. It is a normal and customary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of subconsultants. *The Proposer has substantiated this by providing documentation of at least three (3) other projects within the last five (5) years on which they have done so.*
☐ **Check box to indicate documentation is attached.**
- ii. The Proposer has a valid business reason for self-performing all work on the Contract as opposed to subcontracting with a MWBE. The Proposal must describe the valid business reason for self-performing, and the Proposer must submit with its Bid or Proposal documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.
☐ **Check box to indicate documentation is attached.**
- iii. If it should become necessary to subcontract some portion of the work at a later date, the Proposer will notify the City and institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs to subcontract the work. **The firm will also submit a Request to Change MWBE Participation Form (even if the final subconsultant is not MWBE).**

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Proposer in accordance herewith.

Date: _____
Name & Title of Authorized Representative _____
Signature of Authorized Representative _____

****Include completed form with submitted bid package. Form 1 OR 2. Not both****

Sub-Service Provider Utilization Commitment

(Must be submitted after contract negotiation and prior to Award)

We _____, do certify that on the
(Company Name)
_____ we will expend a minimum of _____%
(Project Name)
of the total dollar amount of the contract with certified MBE firms and a minimum of _____% of the total
dollar amount of the work with WBE.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

*Minority categories: Black, African American (B), Hispanic or Latino (L), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (S) Disabled (D)

The undersigned will enter into a formal agreement with MWBE firms for work listed in this schedule. Failure to fulfill this commitment may constitute a breach of contract.

The undersigned hereby certifies that he/she has read the terms of this commitment and is authorized to bind the submitter to the commitment herein set forth.

Date: _____
Name & Title of Authorized Representative _____
Signature of Authorized Representative _____

REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if recipient of intent to award letter, continuing through project completion.)

Project: _____

Bidder or Prime Consultant: _____

Name & Title of Authorized Representative: _____

Address: _____ **Phone #:** _____

_____ **Email Address:** _____

Original Total Contract Amount: \$ _____

Total Contract Amount (including approved change orders or amendments): \$ _____

Will this request change the dollar amount of the contract? ☐ Yes ☐ No

If yes, give the total contract amount including change orders and proposed change: \$ _____

The proposed request will do the following to overall MWBE participation (please check one): ☐

Increase ☐ **Decrease** ☐ **No Change**

Name of subconsultant: _____

Service provided: _____

Proposed Action:

____ **Replace subconsultant**

____ **Perform work in-house**

For the above actions, you must provide one of the following reasons (Please check applicable reason):

____ **The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.**

____ **The listed MBE/WBE is bankrupt or insolvent.**

____ **The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.**

____ **The work performed by the listed subconsultant is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subconsultant is substantially delaying or disrupting the progress of the work.**

If replacing subconsultant:

Name of replacement subconsultant: _____

Is the subconsultant a certified MWBE ? Yes No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Other Proposed Action:

___ Increase total dollar amount of work

___Add as an additional subconsultant*

 Decrease total dollar amount of work

 Other

Please describe reason for requested action: _____

**If adding additional subconsultant:*

Is the subconsultant a certified MWBE? Yes No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$_____

Dollar amount of amended consultant contract \$ _____

Interoffice Use Only:

Approval_Y_N

Date_____

Signature_____

Pay Application No. _____

Purchase Order No. _____

Proof of Payment Certification

MWBE Contractors, Suppliers, Service Providers

Project Name: _____

Prime Service Provider: _____

Current Contract Amount (including change orders): \$ _____

Requested Payment Amount for this Period: \$ _____

Is this the final payment? ____ Yes ____ No

Firm Name	MWBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount	Total Amount Remaining

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Date: _____

 Certified By: _____
 Name

 Title

 Signature

Title VI of the Civil Rights Act of 1964 Nondiscrimination Provisions, Appendices A & E.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1) Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, creed (religion), low-income, limited English proficiency, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the USDOT to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the USDOT, as appropriate, and will set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

(6) Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

- I. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

City Right of Way Mowing (Contract #9)

Every 2 Week Cycle

EXHIBIT "B"

Number	Location	Notes or Comments
1	408 block Oak Grove Ave. to 404 Oak Grove Ave.	ROW only
2	100 Block of Oak Grove Ave. from Fleming School Rd. to end vacant lot	ROW only
3	Easy St. from ECU bus station to Hwy 11 (Memorial Dr.) to end of fence	ROW only
4	608 Greenfield Blvd around cul-de-sac to Noah Arc Church	ROW only
5	305 Haw Rd. to 209 Haw Rd.	ROW only
6	203 Haw Rd. to 800 block Belvoir Rd.	ROW only
7	1800 block Hop Tyson Rd. to 600 block Belvoir Rd. (All Vacant lots on circle road)	Vacant lot ROW only
8	200 Pollard from Holbert to 1st House	ROW only
9	W. Gum Rd. from Memorial Dr. to 204 W. Gum Rd.	ROW only
10	Holbert from W. Gum to Pollard	ROW only
11	1200 block Melody Ln. to 100 Block Dudley to FedEx complex	ROW only
12	1200 block Melody Ln. to Matthew Lewis Park	Mow to Railroad ROW
13	1200 block Legion St to 1008 Legion St. to Old River Rd	ROW and Fence Line
14	"Pinecrest" 1400 block Mumford Rd to 1800 block Pactolus Hwy.	ROW only
15	4600 block North Creek Dr. to 4640 North Creek Dr.	Vacant Lot ROW only
16	500 block Moyer Blvd. to 517 Moyer Blvd.	Vacant Lot ROW only
17	2100 block Hemby Ln. to SECU	Vacant Lot ROW only
18	2210 Hemby Ln. to Woodline	Vacant Lot ROW only
19	300 block Spring Forest Rd leftside to Woodline to RR tracks	ROW only on both sides of the road
20	300 block Spring Forest Rd. right side to end of Woodline	ROW only on both sides of the road
21	Spring Forest Rd. Breckenridge Court Apt. to 3700 block Nantucket Rd	ROW only
22	Spring Forest Rd. from Nursing Home to end of Woodline	ROW only on both sides of the road
23	Spring Forest Rd. from 1004 Spring Forest Rd to 2800 block Dickinson Ave	ROW only
24	Mall Dr. from Greenville Blvd to Academy Sports	ROW only
25	Frontgate Dr. from the treeline to Dead End on Left side	ROW only
26	1000 block Peed Dr. leftside vacant lot ROW	ROW only
27	3600 block Baywood Ln. vacant lot between 3600 & 3500 block	ROW only around whole lot
28	600 Block Whitley Dr. both sides to Firetower Rd.	ROW only
29	100 block South Square both sides to South Pointe Dr	ROW of spur off S. Square also
30	500 block South Pointe Dr left side to 400 block Sedona Dr.	ROW only
31	Sedona Dr dead end to 405 South Pointe Dr.	Row only
32	3928 Sedona Dr to 500 block South Pointe Dr	ROW only
33	600 block Chapman Rd both sides.	Vacant lots ROW only
34	600 block Dunn St to 200 block Arlington Circle	ROW only
35	203 Millbrook St to 209 Millbrook along the wood line	ROW only
36	294 Millbrook ROW of Vacant Lot	ROW only
37	308 Millbrook St to 406 Millbrook - curb to No Trespassing sign	ROW only
38	408 Millbrook St to 504 Millbrook St - curb to No Trespassing sign	ROW only
39	600 Millbrook St to 604 Millbrook St - curb to No Trespassing sign	ROW only
40	3709 Ashcroft Dr to 2005 Coleman Dr	ROW only
41	2002 Coleman Dr to 2004 Coleman Dr (Includes guardrail and sidewalk)	ROW only on both sides of the road
42	Ashcroft from Firetower to Wickham	Vacant Lots only
43	604 Kings Rd to 616 Kings Rd to wood line	ROW only
44	609 Kings Rd - curb to beginning to end of wood line	ROW only
45	Arlington Boulevard from Hyde Dr to Greenville Blvd.	Vacant Lots ROW only on both sides of the road
46	1600 block Wimbledon Dr to dead end on the right	ROW only on both sides of the road
47	1567 Wimbledon Dr to 1429 Wimbledon Dr	ROW only
48	600 Cromwell Dr to 600 block Remington Dr to deadend (Median at entrance too)	ROW only
49	Forest Hill from Greenville Blvd to 1900 Brook ROW to top of ditch	ROW only
50	1509 Greenville Blvd to RR track to wood line	ROW only
51	Memorial Baptist Church on Greenville Blvd to RR track	ROW only
52	1800 Greenville Blvd to 816 Greenville Blvd - Autozone	ROW Only
53	208 Oxford Rd to 216 Oxford Rd - all little vacant lots by both bridges	ROW only
54	300 block Oxford Rd to 324 Oxford Rd by RR tracks	ROW only

City Right of Way Mowing (Contract #9)

Every 2 Week Cycle

EXHIBIT "B"

Number	Location	Notes or Comments
55	306 King George Rd to 308 King George Rd to wood line	ROW only on both sides of the road
56	311 King George Rd to 313 King George Rd to wood line	ROW only on both sides of the road
57	204 Riverhill Dr to 400 Riverhill Dr to wood line	ROW only
58	2600 block River Chase Dr ROW across from 2604 only	ROW only
59	900 block Greensprings Dr to 5th Street by the bridge and down to Greenway entrance	ROW only/Handrails/Bridge
60	Greensprings from 5th to Heath Right Side ROW	ROW only
61	Greensprings from 5th to Heath Left Side Vacant ROW only	ROW only
62	10th Street Vacant Rights of Way from 5th Street to Ernul/Wright Rd	ROW -Vacant areas only
63	W. Berkley From Elmhurst Elementary to Treemont Dr.	ROW to Woodline
64	5th Street woodline from Wahl Coates School to Greensprings Park	ROW only
65	900 block Dickinson Ave to 600 block Clark St	Vacant Lot (Has Metal Art)
66	500 block 14th St to 1300 block Clark St	Vacant Lot ROW
67	508 14th St to Beatty Street	Vacant Lots both sides Railroad
68	400 block 14th St to RR tracks at 301 14th St	Vacant Lots
69	1900 block Greene St to Howell St Vacant Lot Rights of Way	ROW only
70	1600 block Evans St from bus shelter to 500 block Clifton St (Greenway Parking)	ROW only/Greenway Parking
71	Evans St from English Chapel Church to Red Banks Rd	ROW and Guardrails
72	Howell Street from McClellan to S. Greene Street Rights of Way	ROW only
73	1000 block Howell St to Funeral Home (Noland side only)	ROW only
74	S. Pitt St. Median from 14th st. to 11th st.	Median
75	S. Pitt St. from Howell Street to Railroad Dead End (Vacant Lot ROW)	ROW only
76	911 Norris St to 300 block Skinner St to automatic gate on the left only	ROW only
77	500 block Skinner St to 600 block Griffin St	ROW only
78	McClellan St from Howell St. to 1800 McClellan - right side only	ROW only
79	1911 McClellan St - vacant lot	ROW only
80	401 Deck St to 209 Deck St - vacant lots	ROW only
81	1900 block Pitt St to 300 block Deck St - vacant lots	Vacant Lots ROW Only
82	1900 block Greene St to 200 block Deck St - both side of Evans St	ROW only
83	1900 block Greene St to 200 block Arthur St - right side	Right side to Deck Street+I86
84	200 block Arthur St from bus stop vacant lot to S. Pitt vacant lot	ROW only
85	2200 block Lone St to 300 block Truman St to 200 block May St	ROW only
86	100 block Truman St to 100 block West St right side along the fence	ROW only
87	2700 Block of Sunset Lane from Hillcrest to Dai Discount Auto	ROW of vacant lot only
88	100 block Maxwell St to Department of Public Safety entire fence line	ROW only
89	423 3rd St to 415 3rd St - vacant lot & right of way	ROW only
90	504 3rd St to 300 block Elizabeth St	ROW only
91	803 Colonial Ave - vacant lot	ROW only
92	802 Colonial Ave to 111 Vance St	ROW only
93	900 block Fairfax Ave to 1000 Fairfax Ave	ROW only
94	1112 Fairfax Ave to 102 Tyson St	ROW only
95	200 block Tyson St & 1100 block Colonial Ave - vacant lot	ROW only
96	1300 block Colonial Ave to 200 block Ford St - vacant lot	ROW only
97	1305 Fairfax Ave - vacant lot	ROW only
98	4th and Latham Vacant Lot Rights of Way	ROW both streets
99	200 Nash St - vacant lot	ROW only
100	203 Nash St to 207 Nash St - vacant lot	ROW only
101	305 Hudson St vacant lot to 1309 3rd St vacant lot	ROW only
102	400 block Hudson St & 1300 block 4th St - vacant lot	ROW only
103	400 block Ford St & 1200 block 4th St - both vacant lots across each other	ROW only
104	306 Tyson St - vacant lot (intersection with 4th st.)	ROW only
105	511 Ford St - vacant lot & 600 block Ford St & 1300 block 6th St.	ROW only
106	1100 block 6th St & 600 block Sheppard St - vacant lots	ROW only
107	500 block Davis St to 911 Imperial St	ROW only
108	911 Imperial St to 905 Imperial St - vacant lot	ROW only

City Right of Way Mowing (Contract #9)

Every 2 Week Cycle

EXHIBIT "B"

Number	Location	Notes or Comments
109	1107 Douglas Ave to 1101 Douglas Ave - vacant lot	ROW only
110	600 block Carolina Ave to 700 block Pamlico Ave - vacant lot	ROW only
111	600 block Albemarle ave tp 600 block Bonners Ln to RR tracks on 5th St	ROW only
112	1311 Chestnut St - vacant lot (to 14th around whole lot)	ROW only
113	109 Raleigh Ave - vacant lot	ROW only
114	Higgs St. from Chestnut to Dickinson (fenceline to fenceline)	ROW on both sides
115	14th Chestnut to Myrtle	ROW only
116	Chestnut and Pennsylvania Vacant Lot	ROW only
117	Myrtle and Manhattan Vacant Lot	ROW only
118	Myrtle from 14th to Dead End	ROW only
119	1800 block Chestnut St & 200 block Skinner St - vacant lot	ROW only
120	1600 block Spruce St & 400 block Manhattan Ave - vacant lot	ROW only
121	400 block Line Ave & 500 block Watauga Ave - vacant lot	ROW only
122	1700 block Lincoln Dr & 600 block Bancroft Ave - vacant lot	ROW only
123	1500 block 14th Ave & 800 block Tyson St - vacant lot (point at school too)	ROW only/Point in road
124	100 block Watauga Ave to 1500 block Broad St - vacant lot	ROW only
125	1505 Broad St to 204 Ridgeway St - vacant lot right of way	ROW only
126	204 Ridgeway St to 205 Ridgeway St - along fence line around cul-de-sac	ROW only
127	1400 block Broad St & 100 block Wade St - both vacant lots	ROW only
128	100 block Wade St to 1400 block Dickinson Ave	ROW only
129	1241 Westpointe to Stantonsburg rd.	ROW only
130	14th St from Tuckahoe Dr to Firetower Rd	ROW only
131	14th St from 1302 to Brownlea Dr	ROW only
132	14th St from Brownlea Dr to Greenville Blvd	ROW only
133	5th Street from Greenway Entrance to Greensprings Drive	ROW and Handrails
134	5th Street from Greenway Entrance along pedestrian bridge	