



## CITY OF HAVELOCK

Post Office Box 368  
Havelock, NC 28532

### INVITATION TO BID

Pursuant to North Carolina General Statutes §143-131, the City of Havelock invites informal bids on the following:

Bids must be submitted in accordance with the attached specifications. Bids must include an itemized schedule (including quantity, unit price and total) for each work element. Bids can be submitted by mail, email, fax or hand delivered. Cover sheets, envelopes, etc. should be clearly marked with the words:

*“City of Havelock,  
Recreation Center Field Storage Buildings”*

**Address Bids to:** Lee Tillman, Director of Finance  
City of Havelock  
P.O. Box 368  
1 Governmental Ave.  
Havelock, NC 28532  
Fax: 252-447-0126  
Email: [Bids@havelocknc.us](mailto:Bids@havelocknc.us)

Bids will be accepted until **2:00 PM (EST) on Tuesday, March 1, 2022** at which time they will be reviewed in the office of the City Finance Director. Quotes are not subject to public inspection until the contract is awarded. The bids are good for 75 days after opening. The winning bidder will be issued a Notice To Proceed (NTP) along with a Purchase Order. Period of Performance is ninety (90) days from one week prior to building delivery.

**Bidders are cautioned not to submit bids until the proposed requirements and specifications have been carefully examined. It will be considered that bidders will have satisfied themselves as to the accuracy of the specifications. No proposal will be considered unless prices are submitted for all items requested in any section. The City reserves the right to change the amount of quantities.**

**All bids submitted should be to the desired specifications. Any exceptions to the specifications will be evaluated based on the best interest of the City. Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**

The names of certain brands or makes denote quality standard in the article desired, but do not restrict bidders to the specific brand, make or manufacturer named. They are meant to convey to prospective bidders the general style, type, character and quality of the article desired.

The successful bidder on all construction contracts will be required to conduct the operation in accordance with all Federal, State, and Municipal health and safety rules, regulations and laws applicable to the operation. The successful bidder may be asked to provide the City with a copy of the company's safety plan prior to commencing work. For all projects over \$30,000, a general contractor's license must be furnished to the City if applicable.

Certificate to Transact Business in North Carolina: As a condition of contract award, each out-of-State Vendor that is a corporation, limited-liability company or limited-liability partnership shall have received, and shall maintain throughout the term of The Contract, a Certificate of Authority to Transact Business in North Carolina from the North Carolina Secretary of State, as required by North Carolina law. A contract requiring only an isolated transaction completed within a period of six months, and not in the course of a number of repeated transactions of like nature, shall not be considered as transacting business in North Carolina and shall not require a Certificate of Authority to Transact Business.

The City will not sell bid packages. Plans, specifications, and addenda may be viewed and obtained online at [www.havelocknc.us](http://www.havelocknc.us). Click on: “Bid on a Contract”; “Current Bids”. The Bidder’s List is maintained by Vendor Registry. Registration for the Bidder’s List is made online at [www.havelocknc.us](http://www.havelocknc.us). Click on: “Bid on a Contract”; “Vendor login/Registration”.

**N.C.G.S. (North Carolina General Statutes), specifically §160A-20.1(b), prohibit the City from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 or Chapter 64. The Contractor shall submit the E-Verify Affidavit, located in the Bid Proposal section, with their bid. Bids that do not include this Affidavit will be considered non-responsive.**

N.C.G.S 147-86.42-84 requires that contractors with a North Carolina Local Government must not utilize any subcontractor found on the State Treasurer’s Iran Divestment list or Companies Boycotting Israel list. The referenced lists can be found on the State Treasurer’s website at the address [www.nctreasurers.com](http://www.nctreasurers.com) and will be updated every 180 days.

The City of Havelock reserves the right to reject any or all proposals and to purchase items from the state contract in the efforts to award the contract to the bidder it deems to be for the best interest of the City.

**MODIFICATION AND WITHDRAWAL OF BIDS.** Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids. A request to withdraw a bid may be made to the Owner within 72 hours after Bids are opened in accordance with NCGS § 143-129.1 Requests to withdraw a Bid will be subject to the requirements of NCGS §143-129.1 and in the sole discretion of the City of Havelock Finance Officer.

This institution is an equal opportunity provider, and employer.

**Contact person(s) for information on this bid:**

For questions in regards to the bid specifications, the City requires and only responds to questions submitted in writing and sent via email to: [Bids@havelocknc.us](mailto:Bids@havelocknc.us)

Questions must be received by **2:00 PM (EST) on Friday, February 11, 2022**. If questions are received, the City will respond no later than **12:00 PM (EST) on Tuesday, February 15, 2022**.

This is the 25th day of January 2022  
Published: Vendor Registry January 25, 2022

CITY OF HAVELOCK

Lee W. Tillman  
Director of Finance



**STATE OF NORTH CAROLINA  
AFFIDAVIT  
CITY OF HAVELOCK**

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of \_\_\_\_\_ (the entity 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 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 the 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 North Carolina County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

## Bid Sheet

Base Bid: \_\_\_\_\_

NC Sales Tax: \_\_\_\_\_

Delivery Cost (if applicable): \_\_\_\_\_

Total Cost to City: \_\_\_\_\_

Bids must include an itemized schedule by quantity, unit price and total for each work element.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

NC Contractor's License Type and Number: \_\_\_\_\_

Number of Addendums Acknowledged (circle one):    N/A    1    2    3    4

***As of the date listed below, the vendor or bidder listed above is compliant with N.C.G.S. 147-86.42-84, the Iran Divestment Act and the Companies Boycotting Israel Act.***

Authorized Signature: \_\_\_\_\_

Print Name of Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Address Bid to:**    Lee Tillman, Director of Finance  
                                  City of Havelock  
                                  P.O. Drawer 368  
                                  1 Governmental Avenue  
                                  Havelock, NC 28532  
                                  Bids@Havelocknc.us

**Please indicate the Bid name on the outside of the envelope.**

## **Recreation Center Field Storage Buildings Scope of Work**

**Objective:** Construct two metal storage buildings approx. 24' x 40' on concrete slabs between each set of baseball fields at City of Havelock Recreation Department.

Location: Parcel 6-222 -043 between 804 and 824 Fontana Blvd Havelock, NC 28532

See Figures 1 for building locations at each field

### **Excavation and Site work:**

- A. Site tree at west location to be relocated prior to construction.
- B. Excavate for new slab on grade and footings for new structure. Provide clean fill, with even mix of cohesive and granular soil, compacted to 95% standard Proctor (ASTM D698) in minimum 6-inch lifts. Provide compaction testing for soil at new slabs.

### **Concrete:**

- A. Form and pour 6" slabs (typ. 2) over 4" gravel base and 6 mil plastic sheet vapor barrier. Provide 6x6 #10 wire wound reinforcing mesh. Slabs to turn down at perimeter to 20" depth x 18" width with 2 # 5 bars continuous.
- B. Provide anchor bolts for building column attachment. All reinforcing steel to conform to ASTM A615 grade 60, installed per ACI 318.
- C. Provide control joints at 10'-0" OC across length and 12' along longitudinal centerline.
- D. Concrete to be min 4000 psi, W/C ratio < 0.42, normal slump at 4" type ii or i/ii cement per ASTM C-150. Allow 14 days curing to achieve min 80% design strength before starting steel building erection. Contractor to provide concrete supplier tickets with specifications and compression slump tests for City approval. Concrete to be poured level and provide a smooth troweled finish.

### **Steel Building:**

Manufacturer: TBD

See Figure 4 for layout.

Size: Approx. 24 ft. x 40 ft. x 9 ft. eave height.

(2) bays with center longitudinal partition (steel stud wall framing @ 24" OC w/ ½" sheathing one side.

26-gauge PBR prefinished galv. steel panels (vertical on walls).

12 ga. 2 ¼"x 2 ¼" steel tube frame

+/- 3:12 Roof Pitch.

Doors: (2) 9'w x 8't overhead garage doors, manual operation.

No gutters or downspouts.

No insulation.

Base trim and weatherproofing including flashing, closure strips and mastic at base, eaves and rake

Building Code: NCBC-18

Wind load 140 exp-C, min. live load 20psf and snow load 10psf

Standard Colors to be selected by City.

2 sets manufacturer's drawings.

Install all components of building in accordance with manufacturer's instructions and drawings

### **Electrical:**

- A. Provide 120v/240v 100-amp service in conduit from existing service at baseball service buildings to new sub panel at new buildings. Conduit to be min. 24" underground with min coverage of 6" ABC stone. Electrician to verify existing connections and routing.
- B. Provide (2) outlets, (3) fixtures (two 4 ft. LED strip and interior at ceiling and one exterior wall sconce) and (3) switches in each building as shown in Figure 4.

### General Provisions

1. Prior to placing bid, contractor should visit job site for observation of existing site conditions. Site visit is not mandatory but highly recommended. Bidders should contact [bids@havelocknc.us](mailto:bids@havelocknc.us) to request an appointment. No adjustment in contract price will be allowed for failure to visit site prior to bid.
2. Contractor shall comply with all requirements of OSHA 1926.
3. Period of Performance is ninety (90) days from one week prior to building delivery. Liquidated damages of \$300 per day will be assessed for each day work is not completed within contract duration period.
4. Contractor is responsible for obtaining all necessary permits. Permits required by City of Havelock will be provided free of charge. Contractor is responsible for setting up inspections with the City of Havelock planning and inspection department.
5. Contractor shall provide all necessary erosion control devices to prevent sediment run off during construction.
6. Existing structures, equipment, pavement, and vehicles shall be protected from damage by construction activities. Any damages that occur during work activities shall be reimbursed to the City of Havelock for cost of repair or replacement by the contractor.
7. All underground utilities shall be located prior to any excavation.
8. All elevations shall be established prior to work being started.
9. Contractor shall complete an activity hazard analysis (AHA) for each day of work.
10. Contractor shall submit for approval by the City of Havelock a schedule of values (SOV) for each definable feature of work. Each line item shall have a breakdown between material and labor.
11. Work hours shall be between 7:00 am – 5:00 pm Monday through Friday. Work outside of established work hours must be approved by City of Havelock 48 hours prior to anticipated work change. No work will be allowed on City holidays.
12. Daily cleaning of construction site is required and will be enforced.



Figure 1. Area Map

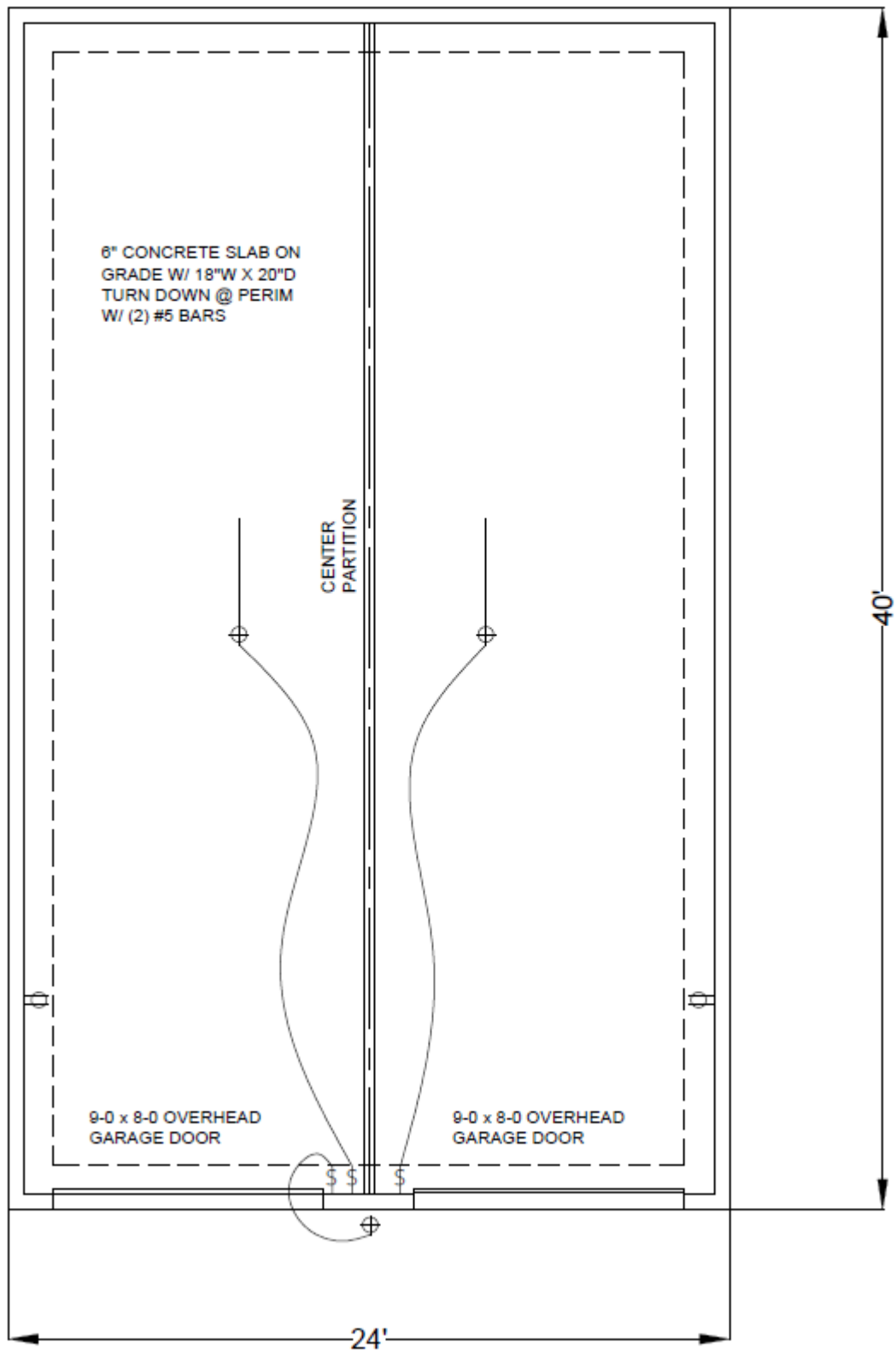


Figure 4. Typical Building Plan