



## 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,  
Public Works Storage Building”*

**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 Wednesday, May 3, 2023** 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. The performance period is 90 calendar days from the NTP.

**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 Thursday, April 20, 2023**. If questions are received, the City will respond no later than **2:00 PM (EST) on Tuesday, April 25, 2023**.

This is the 6th day of April 2023

Published: Vendor Registry April 6, 2023

CITY OF HAVELOCK

Lee W. Tillman  
Director of Finance



## Bid Sheet

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

Additive 1: \_\_\_\_\_

Additive 2: \_\_\_\_\_

Additive 3: \_\_\_\_\_

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.**

## Public Works Storage Building

Location: 104 Outer Banks Drive Havelock, NC. 28532, North Parcel

### Objective:

Construct one 100' X 50' metal storage building on a concrete slab at the Public Service complex.

### Excavation and Sitework:

- A. Site trees and brush will be cleared by others 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. See Figures 1 & 2.
- C. Remove approximately 6" of soil surrounding the concrete pad location as shown in Figure 1. Grade away from building and proof roll subsoil. Install 6" of ABC stone and roll to 98% density. Provide compaction testing.

### Concrete:

- A. Specifications for the concrete slab and footings will be supplied by the manufacturer of the building. The concrete shall just be the location of the building. There will be no concrete parking area outside the building.

### Steel Building:

- A. Size: 100 ft x 50 ft x 16 ft eave height.
- B. 26-gauge PBR Panels.
- C. 2:12 Roof Pitch.
- D. Doors:
  - a. (1) entry door 3'x7' solid core insulated framed w/ keyed lever lockset
  - b. (2) 16'w x 14't overhead garage doors, roll up doors.
  - c. (3) 12'w x 14't overhead garage doors, roll up doors.
- E. Base trim and weatherproofing including flashing, closure strips and mastic at base, eaves and rake.
- F. Building Code: NCBC-18.
- G. Wind load 140 exp-C, live load 20psf and snow load 10psf.
- H. Standard Colors to be selected by City.
- I. Minimum of 1 set of stamped engineered drawings provided to the City.
- J. Install all components of the building in accordance with the manufacturer's instructions and drawings.

### Building Alternate to include:

- A. Gutters and downspouts on both long walls.
- B. Insulation: R-30 Pro Value at Roof. R-19 reinforced white vinyl backed at walls.

### Electrical Alternate:

- A. Provide 120v/240v 200-amp service in conduit from existing service box at existing storage building to new panel at new building as shown on plan. Conduit to be underground and meet minimum North Carolina Electrical code for coverage.
- B. Provide electrical service to five (5) Bay Doors.
- C. Provide electrical panel install as shown within Figure 3.
- D. Provide outlets and fixtures as shown on Electrical Plan in Figure 5.

## Plumbing Alternate:

- A. Water and sewer are to be roughed in and shall be capped on the interior of the building. Outside plumbing shall be capped within a plumbing valve box.
- B. Interior plumbing shall include access for one eye wash station, two restrooms which will have one vanity and two commodes per restroom, one within each restroom to be ADA compliant, and one hand washing sink. (plumbing rough in is the only requirement, the City is not requesting vanity's, commodes, etc.)
- C. Provide Rough in Plumbing as shown within Figure 4.

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 the City prior to making site visit. Email [bids@havelocknc.us](mailto:bids@havelocknc.us) to make site visit arrangements. No adjustment in contract price will be allowed for failure to visit site prior to bid.

- Bid sheet will have a line item for Base Bid and will include concrete slab installation and manufacture and installation of one 100' x 50' X 16' eave height building as described under Concrete/Steel Building.
  - Bid sheet will have an additional line item for #1. Additive bid item #1 will include gutters, downspouts and insulation as specified under Steel Building/ Building Alternate.
  - Bid sheet will have an additional line item for #2. Additive bid item #2 will include running electrical service in underground conduit to the proposed storage building from existing underground electrical service to the installation electrical panel inside the building. The electrical panel needs to be large enough to supply power, for up to fifteen (15) 110-volt outlets, five (5) electrical bay doors, six (6) eight (8) foot electrical commercial shop lights, with additional capacity for future use. The six (6) commercial shop lights are to be hung from the ceiling. Electrical service shall follow the specifications as described under Electrical.
  - Bid sheet will have an additional line item for #3. Additive bid item #3 will include the rough in plumbing which is to be capped on the interior of the building, placed within a plumbing valve box on the exterior of the building and capped for future use. Rough in plumbing shall include hookups for one eyewash, one hand washing sink, two bathrooms which will include one vanity and two commodes each, one of which per bathroom to be ADA compliant. Rough in plumbing service shall follow the specifications as described under Plumbing.
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- **The City reserves the right to accept all, any or none of the alternates.**
  - **A manufactures warranty shall be provided with the building.**
  - **A contractor warranty shall be provided for craftsmanship.**
  - Liquidated damages of \$300 per day will be assessed for each day work is not complete within contract duration period as stated in item number two (2) of general provisions, period of performance.
  - See Figure 1 for building site location and layout.
  - See Figure 2 for preliminary building drawings for reference.

## **General Provisions**

1. Contractor shall comply with all requirements of OSHA 1926.
2. Period of Performance is ninety (90) days from notice to proceed date.
3. Contractor is responsible for obtaining all necessary permits.
4. Contractor shall provide all necessary erosion control devices to prevent sediment run off during construction.
5. 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.
6. All underground utilities shall be located prior to an excavation.
7. All elevations shall be established prior to work being started.
8. Contractor shall complete and activity hazard analysis (AHA) for each day of work.
9. 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.
10. 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.
11. Daily cleaning of construction site is required and will be enforced.

*Figure 1: Diagram of Area:*

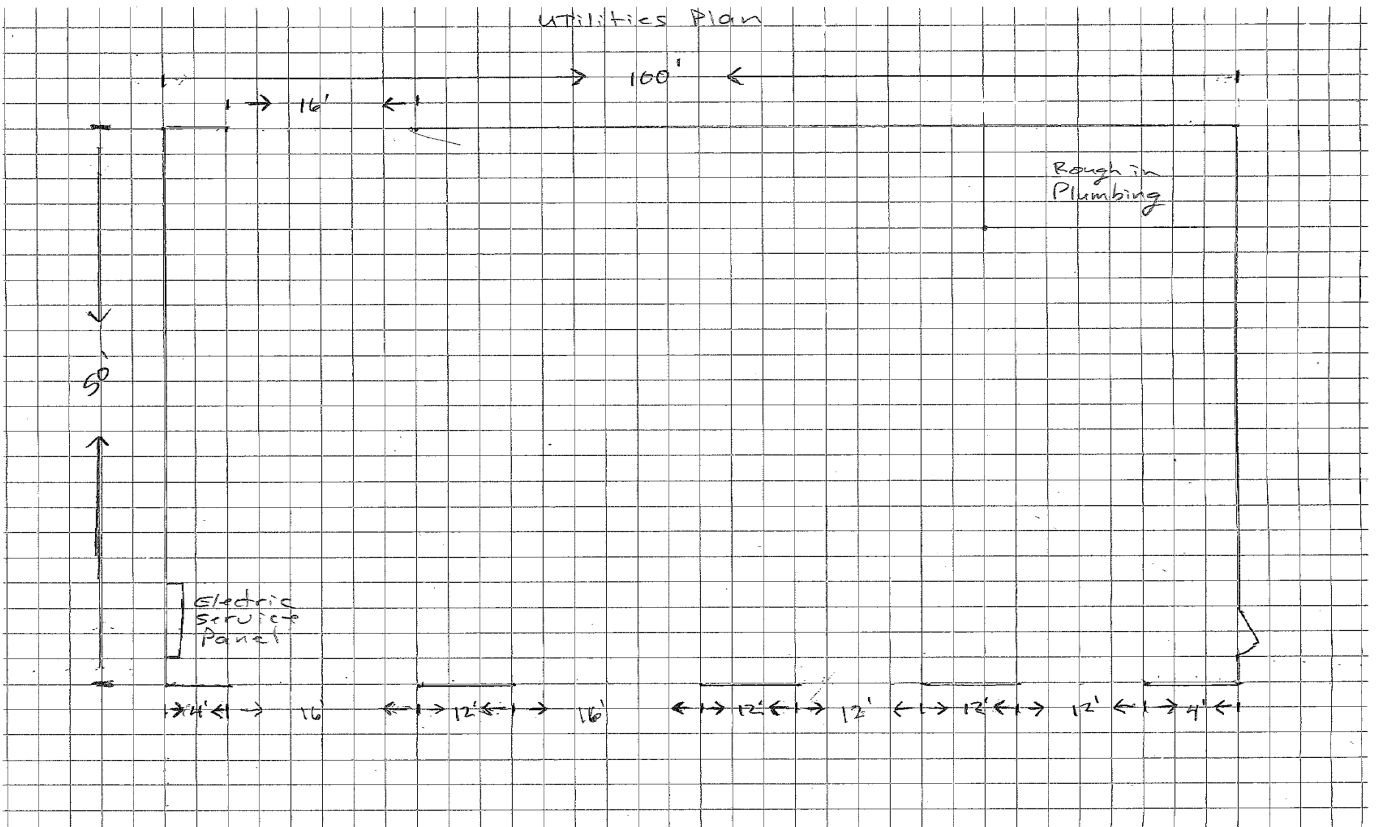




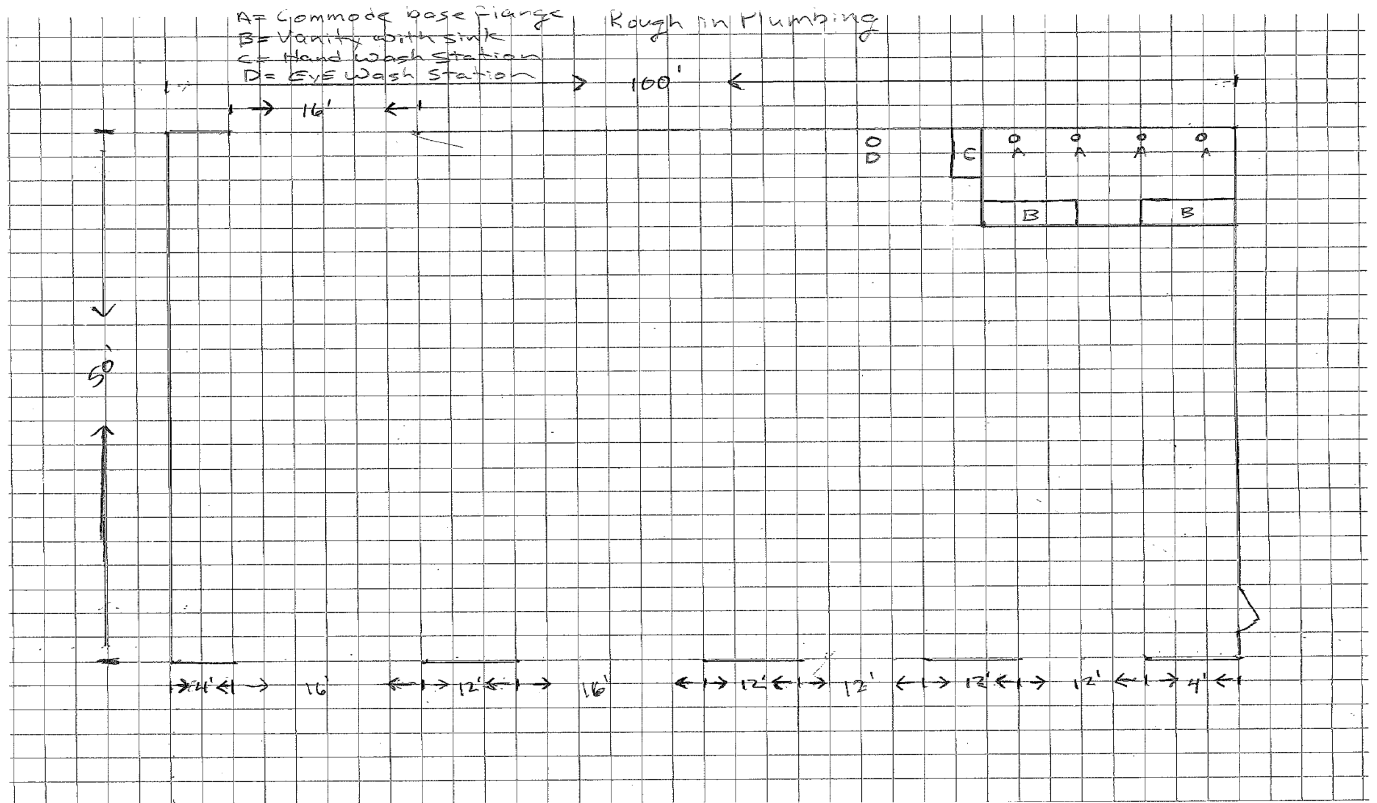
Figure 2: Existing Electrical Service



Figure 3: Area of Rough in Plumbing and Electrical Service



**Figure 4: Area of Rough in Plumbing**



**Figure 5: Area of Electrical Service**

