



**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,  
Tourist Center,  
Wall Repair Project”***

**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: [Ltillman@havelocknc.us](mailto:Ltillman@havelocknc.us)

Bids will be accepted until **2:00 PM (EST) on Wednesday, December 12, 2018** 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.

**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.**

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.



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**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.

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:

[Ltillman@havelocknc.us](mailto:Ltillman@havelocknc.us) AND cc: [Asmith@havelocknc.us](mailto:Asmith@havelocknc.us)

Questions must be received by **3:00 PM (EST) on Monday, December 10, 2018**. If questions are received, the City will respond no later than **5:00 PM (EST) on Tuesday, December 11, 2018**.

This is the 3rd day of December 2018

CITY OF HAVELOCK

Lee W. Tillman  
Director of Finance



## Bid Sheet

Total Base Bid<sup>(1)</sup>: \_\_\_\_\_

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

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

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

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

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

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

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



## **Wall Repair Project Scope: Tourist Center Repairs, 201 Tourist Center Drive, Havelock, NC**

- Contact either Tourist Center manager, Pam Holder, 444-4348 or City Engineer, 252-665-0080, no later than 24 hours prior to beginning activities.
- Maintain proper safety measures during construction, including good housekeeping of all work areas and hazardous materials storage.

Ensure all construction is completed in compliance with all State, local, ADA, and OSHA regulations.

Carefully remove all loose debris from area, properly stage bagged debris outside of building for weekly removal to truck from site to a proper receiving area.

Construct or install each of the following:

### **Sheet Rock**

Where existing dry wall has been removed, angle cut edge at a 45-degree angle into the wall space. Install, tape, and float dry wall. Ensure no spaces or gaps at joint with in-place sheet rock. According to provided drawing, install either ½ inch thickness or double thickness, 2-hour rated walls. 2-hour rated walls designated by wall markings. Single thickness walls require a one-half inch gap from the bottom of the new dry wall to the slab. Gap is not to exceed the top of the channel. 2-hour rated wall to have mismatched joints and no gap at floor level.

### **Painting**

Wall – Paint walls with neat clean edge to four foot from floor height with high-use, semi-gloss paint. Ensure paint color matches existing color for blending. Obtain color approval from Tourist Center Manager.

### **Frame Members**

Where marked, rough sand down frame member to clean surface. Prime area with red oxide primer. Once dry, paint over primed area with two coats enameled paint. Obtain color approval from Tourist Center Manager prior to paint purchase.

### **Close-out**

Arrange final inspection with City Engineer, or designee, prior to close-out.

### **Discrepancies**

No changes to any aspect of this scope without prior approval.

**Pay Application**

Contractor shall submit an application for payment on account of the contract price in a timely manner in an amount equal to progress of work.

**Materials**

No materials to be furnished by Owner