



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 can be submitted by mail, email, fax or hand delivered. Cover sheets, envelopes, etc. should be clearly marked with the words:

*“City of Havelock,
Slocum Creek Historic Waterfront Park;
Waterway Marker Installation”*

Address Bids to: Amy Smith, Sr. Accounting Technician
City of Havelock
P.O. Box 368
1 Governmental Ave.
Havelock NC 28532
Fax 252-447-0126
Email: ASmith@havelocknc.us

Bids will be accepted until **3:00 p.m. (EST) on Wednesday, November 2, 2016** 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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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 of 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 147-86.55-69 requires certification for bids with a North Carolina Local Government. The certification is required at the time when a bid is submitted.

N.C.G.S 147-86.55-69 requires that contractors with a North Carolina Local Government must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurers.com/Iran 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:

Asmith@havelocknc.us

This is the 19th day of October 2016

CITY OF HAVELOCK

Lee W. Tillman
Finance Director



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

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

My Commission Expires: _____

Bid Sheet

Base Bid: _____

NC Sales Tax: _____

Delivery Cost (if applicable): _____

Total Cost to City: _____

Company Name: _____

Company Address: _____

Contact Person: _____

Telephone Number: _____

NC Contractor's License Type and Number: _____

IRAN DIVESTMENT ACT CERTIFICATION

REQUIRED BY N.C.G.S 147-86.55-69

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.55-69

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the forgoing statement.

Authorized Signature: _____

Print Name of Authorized Signature: _____

Title: _____

Address Bid to:

Amy Smith, Sr. Accounting Technician
City of Havelock
P.O. Drawer 368
1 Governmental Avenue
Havelock NC 28532

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



Project Scope:

Install two (2) No Wake Zone signs (1-Enter, 1-End) on a single post, three (3) waterway marker buoys, and one (1) High Paddle Sport Activity (HPSA) caution sign on a post to delineate the waterway for access to and from the City of Havelock's Slocum Creek Historic Waterfront Park.

General Provisions:

1. Contractor shall comply with all OSHA requirements.
2. Installation will be in accordance with the North Carolina Wildlife Resources Commission, Division of Engineering Services, Technical Specifications for the Installation, Repair, and Removal of Uniform Waterway Markers and Related Services.
3. Installation must be completed by November 1, 2016.
4. Approved CAMA permit is available from City of Havelock, Planning and Inspections Department.
5. No Wake Zone signs, buoy markers, anchor weights, and HPSA sign are provided by the City of Havelock.
6. Buoy chains and two (2) sign posts to be provided by contractor. One for two-sided No Wake Zone Sign (Enter/Exit) and one for the HPSA caution sign.

Marker Locations:

1. Locations for the signs and buoy markers are provided on the attached sheet titled "Havelock Waterway Marker Plan, Sheet 1 of 2."
2. Location for the one (1) HPSA caution sign is shown on the attached sheet titled "Havelock Waterway Marker Plan, Sheet 2 of 2."



