



## **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,  
Temporary Embankment Repairs,  
Oakwood Drive, Havelock NC*

**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 **3:00 PM (EST) on Tuesday, December 4, 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 Friday, November 30, 2018**. If questions are received, the City will respond no later than **5:00 PM (EST) on Monday, December 3, 2018**.

This is the 26th day of November 2018

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

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.**

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- Project Scope: Temporary embankment repairs, Oakwood Drive, Havelock NC

Locate all existing utilities, test pit as necessary.

Maintain proper safety measures during construction, including but not limited to traffic control and pedestrian traffic.

Ensure all proper erosion and control measures are in place, including but not limited to silt fence and downstream protection. Limit disturbance to downstream areas.

Saw cut neat edge of failed asphalt to eliminate all unsupported asphalt where base has been eroded, one (1) foot beyond failure of existing roadway.

Carefully remove all loose trash and debris from project area, and properly stage all debris until removed to truck from site to a proper receiving area. As necessary, shore existing utilities during excavation and backfill.

From approximately three (3) feet from existing edge of failed asphalt, begin an embankment at a slope of 3:1 to natural grade. The embankment will be constructed of clean, suitable fill placed in lifts no greater than eight (8) inches to a height two (2) feet from bottom of asphalt. Each lift to be properly tamped and compaction. Within three foot shoulder area place woven fabric underlayment and two feet (thick )Class B Rip-Rap to an elevation equal to elevation of existing asphalt top surface. No new asphalt. Top of rip-rap flush with existing roadway. Length of embankment and riprap to extend 10 (ten) foot either side of repair area.

Finish grade and dress final surface area, seed with contractor mix and maintain until good stand of grass.

Contact engineer of record, in case of any discrepancies with site conditions or this scope.

- Materials furnished by Owner

None