



## **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,  
Waterline Leak Repair  
273 McCotter Blvd"***

**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**

Bids will be accepted until **1:00 p.m. (EST) on Wednesday, May 2, 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, April 30, 2018**. If questions are received, the City will respond no later than **5:00 PM (EST) on Tuesday, May 1, 2018**.

This is the 24th day of April 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

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: \_\_\_\_\_

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.**





**Project Scope:**

Repair leak in waterline service feeding 273 McCotter Blvd. (*Shown on attached map*)

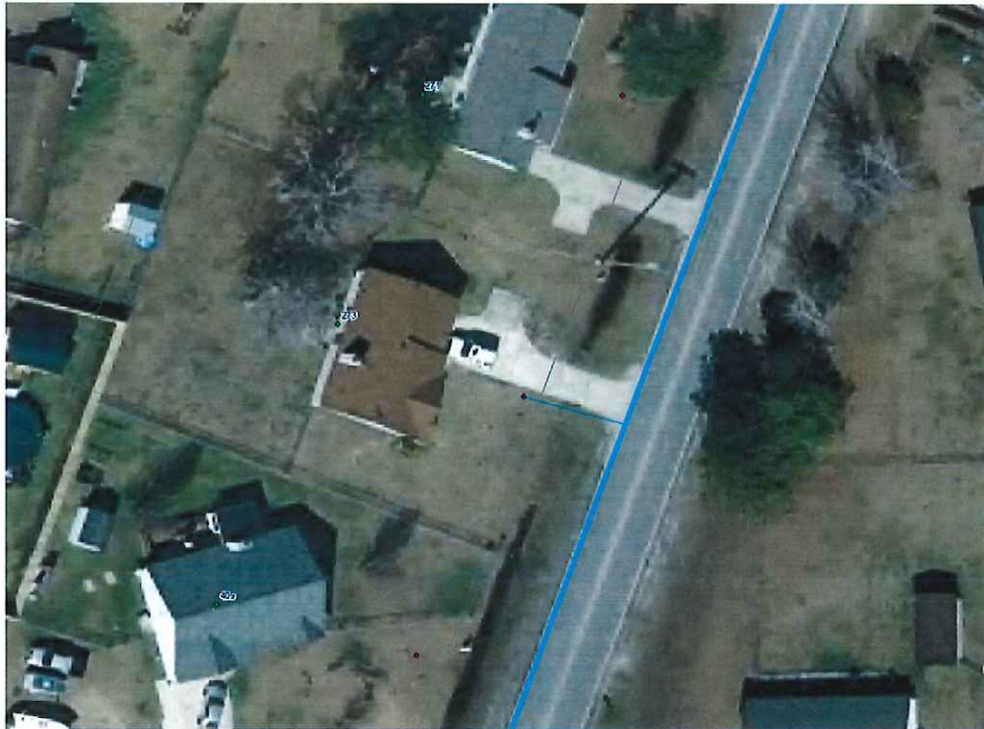
**General Provisions:**

1. Contractor shall comply with all requirements of OSHA 1926.
2. Contractor shall complete an Activity Hazard Analysis (AHA) for each day's work.
3. Period of Performance is ninety days (90) days from date of Notice to Proceed.
4. Contractor shall submit a Schedule of Values (SOV) for scope of work. Each line item of the SOV will include a total for that line and a break down between Labor and Materials for each line item.
5. Contractor shall not proceed with construction or repair until there has been a Pre-Construction Conference attended by the Contractor and City of Havelock Public Services.
6. Notice to Proceed will be issued following the Pre-Construction Conference.
7. Contractor is responsible for verifying site conditions.
8. Contractor is responsible for all appropriate Sediment and Erosion Control measures consistent with and appropriate for the scope of work.
9. Contractor is responsible to notify NC 811 prior to any excavations.
10. Contractor is responsible for submitting a Traffic Control Plan in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for any operations affecting traffic including but not limited to road closures. City must approve the traffic plan prior to implementation.
11. Local traffic will need access to residences throughout contract. Contractor is required to provide a minimum of one week (7 days) notice to City of Havelock for any road closing.
12. Backfilling of any excavation should be done with select fill in dirt areas and under the road will be in accordance with DOT guidelines.
13. Select fill shall be used for backfilling any and all excavations. On site excavated material shall not be used for backfilling.
14. Contractor Mix seed will not be accepted for final landscaping.
15. Use of City of Havelock supplied water will require installation of an appropriate back flow preventer with current certification at the time of installation.
16. Replacement of asphalt roadway and/or concrete driveways, to include under driveway culverts, is the responsibility of the contractor and should be returned to original condition at end of project.

17. All road repairs shall meet NCDOT standards using NCDOT Standard Drawing #654.01 Pavement Repairs, detail titled "Pavement Repairs on Roads to Be Resurfaced". The surface course shall be three (3) inches thick. (Standard Drawing PDF attached.)

**Specific Provisions:**

1. Waterline is  $\frac{3}{4}$  Inch SDR9 tubing
2. Approximate depth of the line is 4.5 linear feet and is located approximately 2 linear out into McCotter Blvd on the same side as the address above.
3. Replace service line using appropriate  $\frac{3}{4}$  inch compression couplings and  $\frac{3}{4}$  inch SDR9 blue tubing equivalent to Ford/Muller no lead brass 3-parts CTS X CTS. If service line is not found to be perpendicular to meter box a 10" repair clamp will be necessary to abandon old tap and shift over with new tapping saddle 10" X  $\frac{3}{4}$ " with corporation stop to bring service into alignment.
4. McCotter Blvd is a NCDOT road and will require a traffic control plan that meets or exceeds NCDOT standards be submitted along with bid.
5. Excavation/excavated area must be steel plated following repairs and asphalt replaced within ten (10) working days. Contractor responsible for maintaining plate until asphalt is replaced.
6. Any concrete driveways that are removed shall be replaced using 4000 psi concrete, 4-inches thick. New portions of driveway will match existing grades. Any portions of driveways removed will be removed to the nearest full width joint. Entire apron shall be replaced as to minimize patching.
7. Select fill shall be used in maximum of 12-inch lifts when backfilling the trench that must be compacted with proper equipment to meet NCDOT compaction ratings.



Aerial Photo  
Waterline Leak 273 McCotter Blvd

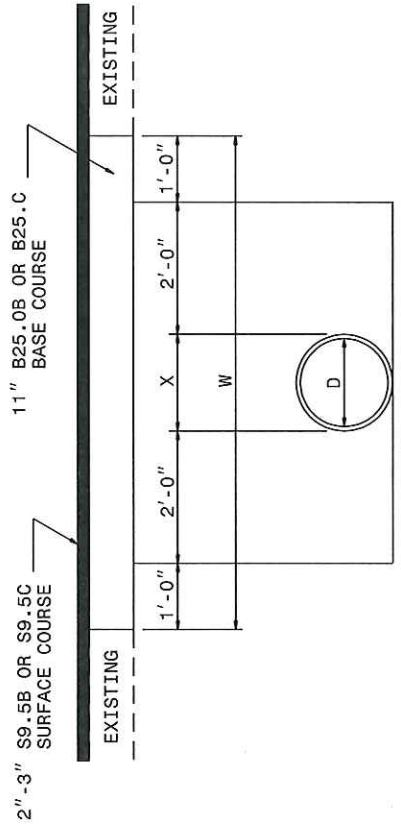
**Basis of Award**

Bids will include two prices one repair using existing tap and one repair abandoning existing tap and providing a new tap.

Both repair options will be added together and award will be made to the lowest total bid, even though only one of the two repair methods will be executed and paid.

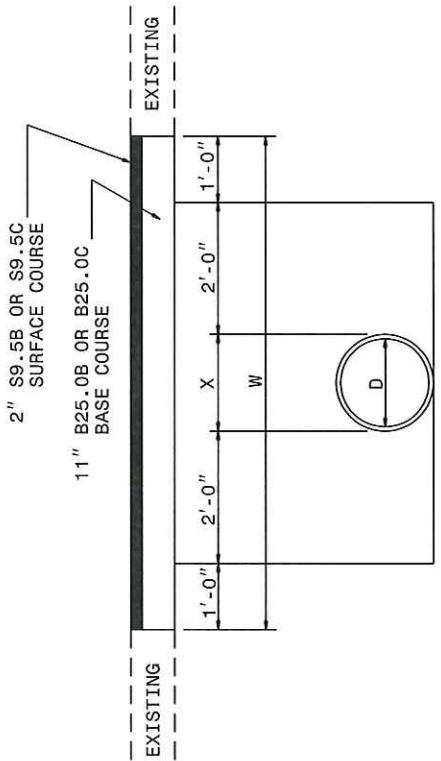
Waterline Repair Using Current Tap	\$ -
Waterline Repair Abandoning Existing Tap and Providing New Tap	\$ -
<b>TOTAL</b>	<b>\$ -</b>





PAVEMENT REPAIRS ON ROADS TO BE RESURFACED  
(PIPE IS PLACED UNDER EXISTING PAVEMENT)

D	X	W
12"	1'-4"	7'-4"
15"	1'-7"	7'-7"
18"	1'-10"	7'-10"
24"	2'-6"	8'-6"
30"	3'-1"	9'-1"
36"	3'-8"	9'-8"
42"	4'-5"	10'-5"
48"	5'-0"	11'-0"



PAVEMENT REPAIRS ON ROADS NOT TO BE RESURFACED  
(PIPE IS TO BE PLACED UNDER EXISTING PAVEMENT)