



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 through the United States Postal Service to P.O. Box 368 Havelock, NC 28532 or emailed to bids@havelocknc.us. Cover sheets, envelopes, etc. should be clearly marked with the words:

*“City of Havelock,
Public Services 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

Bids will be accepted until **2:00 PM (EST) on Wednesday, July 8, 2020** 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.

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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The City will not sell bid packages. Plans, specifications, and addenda may be viewed and obtained online at 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. 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 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: Bids@havelocknc.us

Questions must be received by **2:00 PM (EST) on Friday, June 26, 2020**. If questions are received, the City will respond no later than **12:00 PM (EST) on Tuesday, June 30, 2020**.

This is the 12th day of June 12, 2020

Published: Vendor Registry June 12, 2020

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

Bid Sheet

Base Bid: _____

Additive 1: _____

Additive 2: _____

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
Bids@Havelocknc.us

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

Public Services Storage Building

Location: 104 Outer Banks Drive Havelock, NC 28532

Building Specs:

Building size 150' X 50' (open on all sides)

Roof slope 2:12 eave height 16'

Standard roof panels

Standard gauge steel

Gutters and downspouts on front and rear of building

Cover trim on red iron framing front and rear of building

Standard roof insulation

Standard color from color chart (TBD)

PEMB manufacturer shall provide all engineered drawings and calculations stamped by a professional engineer for footers, anchor bolts, layout of building foot print, etc.

Building shall be rated for 140mph winds.

Building shall meet all State and local codes for North Carolina, Craven County

Phase 1: Contractor shall prepare site location by removing of 6" of existing soil material and placement of 6" of ABC stone (furnished by City of Havelock and delivered to site) graded to a smooth profile and compacted to a 98% density. Finish product will be used as a floor base for parking of heavy trucks and rubber tire equipment.

Phase 2: Place concrete for foundation supports allow cure time to obtain 80% design strength prior to placing loads on supports. Test reports shall be required to verify compression strength of concrete. When compression strength is met contractor may proceed with erection of building.

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. No adjustment in contract price will be allowed for failure to visit site prior to bid.

Bid sheet will have a line for base bid as described in above requirements.

Bid sheet will have an additional line for additive bid item # 1. Additive bid item # 1 will include provide and install standard metal panels to enclose both ends and back side. Front to remain open.

Bid sheet will have an additional line for additive bid item #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, three (3) four (4) foot electrical commercial shop lights, with additional capacity for future use. The outlets are to be installed along the inside back of the building and are to be spaced every ten (10) feet. The three (3) commercial shop lights are to be hung from the ceiling.

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.

General Provisions

1. Contractor shall comply with all requirements of OSHA 1926.
2. Period of Performance is ninety (90) days from award date.
3. Contractor is responsible for obtaining all necessary permits. Permits required by City of Havelock will be provided free of charge.
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.