



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 Walk-in Freezer for Senior Center”

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 Friday, May 29, 2020** at which time they will be reviewed in the office of the City Finance Director. Informal bid openings are not subject to public inspection until the contract is awarded. 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, May 15, 2020**. If questions are received, the City will respond no later than **2:00 PM (EST) on Tuesday, May 19, 2020**.

This is the 30th day of April 2020

Published: Vendor Registry April 30, 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

_____ 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
Bids@Havelocknc.us

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

“City of Havelock Walk-in Freezer for Senior Center”

Objective: The City is intending to purchase and have installed an outside walk-in freezer at our Senior Center located at 103 Trader Ave Havelock, NC 28532 (see *Figure 1*).

General Provisions

1. Contractor shall comply with all requirements of OSHA 1926.
2. Period of Performance is ninety days (90) days from date of award/ notice to proceed.
3. Contractor will obtain all necessary permits. Permits required by City of Havelock are provided free of charge.
4. The Contractor is to clean and remove all debris at the end of each work day.
5. All underground utilities are to be located, prior to work being started.
6. Contractor is responsible for all damage to existing roads, parking lot, drainage, or utilities that occur as a result of the construction of the project.
7. Contractor is responsible for all damage to City property that occur as a result of the construction of the project.
8. Contractor shall provide safety measures during entire length of the project.
9. Contractor is responsible for the storage and safety of all materials on jobsite.
10. Schedule of Work is due within ten (10) days of Notice to Proceed.

A submission of a bid for the project shall constitute confirmation that the Contractor has inspected the site, and is familiar with site conditions and scope of work required for project completion as described. Site inspections can be set by emailing bids@havelocknc.us. All bids must include freezer make and model with specification sheets detailing manufacture installation instructions and warranty information.

Liquidated Damages:

The Contractor agrees to pay the owner \$300 per day in liquidated damages for each day beyond the duration described above for the period of performance.

Scope of Work

The outside walk-in freezer is to be furnished and installed. As seen in *Figure 2* the outside walk-in freezer is to be remote/unattached to building with floor. The freezer is to be a 10' X 14' walk-in with a 60" wide X 78" tall single door, internal ramp, 5-foot wooden exterior ramp (no greater than 1:12), interior lighting, an internal panic hardware (inside), and a minimum 3hp refrigeration system to maintain -10 degrees F. Any drains are to drain to grade, no areas of ponding are to be created. All bids must include a new 6-inch-thick 3500 psi concrete slab with # 4 rebar at 6-inch on center each way, all required electrical work, permits, inspections, and factory recommended start up and commissioning. Testing must be done with the backup generator to ensure the freezer remains running during a power outage. The freezer will be wired through conduit into the building to the existing electrical panel located inside the Senior Center. Contractor must ensure the wiring is compatible with existing automatic transfer switch. The freezer will need to be secured to the new 6-inch-thick concrete slab. The Contractor is to supply

anchoring system to secure freezer to the concrete slab to withstand 140 mph winds. The freezer will be located in a 140 MPH wind zone and is required to comply with all NC State building and electrical codes. The walk-in freezer must be designed to withstand outside weather conditions. Three bollards are to be placed between 6"-12" from the freezer. Extending no further than 12" from the freezer. One on each end and one in the middle, the bollards are to be painted bright yellow.

Warranty Information

The outside walk-in freezer is to be covered by a minimum 10-year panel warranty. The refrigeration equipment is to be covered by a minimum 5-year compressor warranty, and a minimum 1 year parts warranty. Contractor is also to provide a minimum 2-year labor warranty.



Figure 1 Walk-in Freezer Site Map

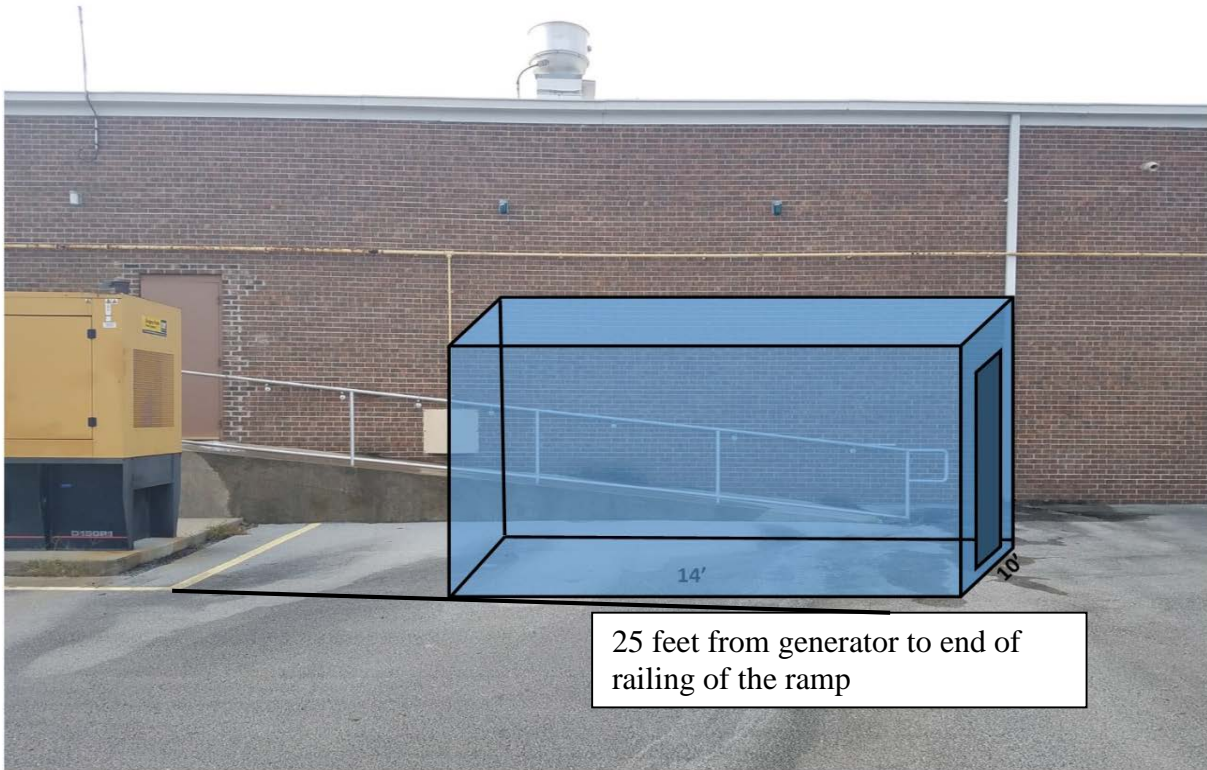


Figure 2 Walk-in Freezer Location Map