



## 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,  
Waste Water Treatment Plant Office  
& UV room”*

**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 **3:00 PM (EST) on Monday, October 1, 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 Thursday, September 27, 2018**. If questions are received, the City will respond no later than **5:00 PM (EST) on Friday, September 28, 2018**.

This is the 20th day of August 2018

CITY OF HAVELOCK

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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  
City of Havelock  
Waste Water Treatment Plant Office  
& UV room  
527 Webb Blvd.  
Havelock, NC 28532

Scope of work

- Prospective bidders are highly recommended to visit site prior to submitting proposals. Sight visit date will be set at time of advertisement of job.
- Building will remain open and occupied during regular operating hours. Contractor will have access during those hours. Regular working hours are 0730 to 1530 Monday through Friday.
- Preconstruction conference will be required. Date will be set after notice to proceed.
- Discuss safety equipment –working perimeters-dumpster placement-porta-john that is to be provided by contractor for the durations of contracted work.
- Remove old roof to metal decking (metal decking to remain) and dispose of all demo debris. Contractor shall provide water tight roof during construction period.
- Roof section 1- Inspect all metal decking and replace all damaged decking not suitable for new roof system. Notify owner immediately of hidden damage, for immediate inspection and verification prior to removal of damaged areas. Contractor to provide price per square foot for materials and labor for repairs for hidden damage before starting job.
- Install ¼ “per foot taper polyisocyanurate insulation minimum thickness 1.5” for positive roof drainage to existing roof drains. Insulation shall be compatible with roof manufacturers system.
- Roof section 2 has a plywood deck. Replace any damaged deck with same materials.
- Replace outside roof drain domes.
- Install a Firestone or equal too, white 060 TPO membrane roof system fully adhered with heat welded seams according to manufactures specifications. Contractor must be licensed or certified installer of roof system manufacture.
- Fabricate and install 24-gauge metal edging, drip leg to extend a minimum of 6” with hemmed exposed edge.

- Provide and install an aluminum roof access ladder by roof blowers. Ladder design shall meet current OSHA and local safety and building codes for its intended use.
- Provide walk pads that lead to the 3 blower units continuous from the access ladder. Filter side only of blower.
- Remove one existing roof fan and curb to metal deck. Fan will be marked for removal.  
Remove electrical to nearest junction box. Fill hole with matching corrugated metal, same profile as existing. Overlap edges with metal of 6" minimum and mechanically attach to existing metal.
- Reposition and refasten 2 perimeter concrete fascia panels that have shifted.
- Remove and replace all existing sealant between all vertical joints on existing fascia panels. All areas to be sealed against water intrusion.
- Remove all loose and flaking paint on fascia panels. Prep for new paint system, one coat of sealer primer and two finish coats of industrial white exterior latex paint.
- Roof section 3 has no protrusion, but it is a rock roof over with precast concrete panels. Same specifications apply for that section, as well.
- Contractor to provide all tools and equipment for the job.
- Contractor shall comply with all local and state building codes as well as all OSHA safety code.
- Remove all trash and clean working area.
- Contractor shall provide a 2-year workmanship warranty.
- Need at least a 20-year labor and materials warranty by manufacturer of roof system. Contractor shall submit shop drawings to owner for all roof penetrations, roof flashing details. Provide details for curb flashing for all roof mounted mechanical equipment to remain.
- Attached photos are for information only. Not to be used for bid purpose.







