



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,
Tourist Center,
Wall Repair Project”*

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 **2:00 PM (EST) on Thursday, January 3, 2019** 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 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 AND cc: Asmith@havelocknc.us

Questions must be received by **3:00 PM (EST) on Friday, December 28, 2018**. If questions are received, the City will respond no later than **5:00 PM (EST) on Monday, December 31, 2018**.

This is the 20th day of December 2018

CITY OF HAVELOCK

Lee W. Tillman
Director of Finance

Bid Sheet

Total Base Bid⁽¹⁾: _____

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.

Wall Repair Project Scope: Tourist Center Repairs, 201 Tourist Center Drive, Havelock, NC

- Contact either Tourist Center manager, Pam Holder, 444-4348 or City Engineer, 252-665-0080, no later than 24 hours prior to beginning activities.
- Maintain proper safety measures during construction, including good housekeeping of all work areas and hazardous materials storage.
- Notice to proceed is January 11, 2019. Time to complete is 45 days from notice to proceed. Access to the building is normal business hours, Monday through Friday. However, with prior arrangements, work on weekend may be permissible.

Ensure all construction is completed in compliance with all State, local, ADA, and OSHA regulations.

Carefully remove all loose debris from area, properly stage bagged debris outside of building for weekly removal to truck from site to a proper receiving area.

Construct or install each of the following:

Sheet Rock/Insulation

Along exterior walls only, where removed, replace R-11 insulation. Once insulation replaced, where existing dry wall has been removed, angle cut edge at a 45-degree angle into the wall space. Install, tape, and float dry wall. Ensure no spaces or gaps at joint with in-place sheet rock. According to provided drawing, install either ½ inch thickness or double thickness, 2-hour rated walls. 2-hour rated walls designated by wall markings. Single thickness walls require a one-half inch gap from the bottom of the new dry wall to the slab. Gap is not to exceed the top of the channel. 2-hour rated wall to have mismatched joints and no gap at floor level.

Painting

Wall – Paint walls with neat clean edge to six-foot from floor height with high-use, semi-gloss paint. Ensure paint color matches existing color for blending. Obtain color code and approval from Tourist Center Manager.

Frame Members

Where marked, rough sand down frame member to clean surface. Prime area with red oxide primer. Once dry, paint over primed area with two coats enameled paint. Obtain color approval from Tourist Center Manager prior to paint purchase.

Close-out

Arrange final inspection with City Engineer, or designee, prior to close-out.

Discrepancies

Contact City Engineer or Tourist Center Manager in case of any discrepancies with site conditions or this scope. No changes to any aspect of this scope without prior approval.

Pay Application

Contractor shall submit an application for payment on account of the contract price in a timely manner in an amount equal to progress of work.

Materials

No materials to be furnished by Owner