



## 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, Manhole Repair  
Nunn St at Joes Branch in Havelock, NC. 28532”*

**Address Bids to:**     **Kimberly Walters, Interim Finance Officer**  
                              **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 Tuesday, January 30, 2024** at which time they will be reviewed in the office of the City Finance Officer. 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.**

**All bids submitted should be to the desired specifications. Any exceptions to the specifications will be evaluated based on the best interest of the City. Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**

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.

Certificate to Transact Business in North Carolina: As a condition of contract award, each out-of-State Vendor that is a corporation, limited-liability company or limited-liability partnership shall have received, and shall maintain throughout the term of The Contract, a Certificate of Authority to Transact Business in North Carolina from the North Carolina Secretary of State, as required by North Carolina law. A contract requiring only an isolated transaction completed within a period of six months, and not in the course of a number of repeated transactions of like nature, shall not be considered as transacting business in North Carolina and shall not require a Certificate of Authority to Transact Business.

The City will not sell bid packages. Plans, specifications, and addenda may be viewed and obtained online at [www.havelocknc.us](http://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](http://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](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.

**MODIFICATION AND WITHDRAWAL OF BIDS.** Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids. A request to withdraw a bid may be made to the Owner within 72 hours after Bids are opened in accordance with NCGS § 143-129.1 Requests to withdraw a Bid will be subject to the requirements of NCGS §143-129.1 and in the sole discretion of the City of Havelock Finance Officer.

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](mailto:Bids@havelocknc.us)

Questions must be received by **2:00 PM (EST) on Friday, January 12, 2024**. If questions are received, the City will respond no later than **2:00 PM (EST) on Wednesday, January 17, 2024**.

This is the 29th day of December 2023

Published: Vendor Registry December 29, 2023

CITY OF HAVELOCK

Kimberly Walters  
Interim Finance Officer



**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: \_\_\_\_\_

Email Address: \_\_\_\_\_

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:    Kimberly Walters, Interim Finance Officer**  
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.**

# Manhole Repair

## Nunn St at Joes Branch in Havelock, NC. 28532

### **Objective:**

Excavating and resetting a manhole on Nunn St. at Joe's Branch Bridge and replacing a specified amount of PVC SDR35 Gravity Sewer Pipe.

### **Scope:**

Existing manhole MH-3 is located on Nunn St. within the bridge spanning across Joe's Branch. This manhole is four feet wide by eleven feet deep and has one influent line and one effluent line, both are 10" SDR 35 PVC Pipe tying into the manhole. The influent line for manhole MH-3 is VCP (Terracotta), although this piping has been repaired with 10" SDR 35 PVC Pipe, this influent piping is also to be replaced forty feet upstream from the influent side of the manhole. This manhole is to be excavated and reset to the correct elevation, see section 1 and figure 1. This manhole will also have a six-inch wide, six-inch-tall ballast ring formed and poured around the manhole before the manhole is reset within the excavation, see section 1 figure 3. There is also a specified amount of PVC SRD35 Gravity Sewer Piping to be replaced. There is a six-inch water main running along the South side of the bridge, this water main is eight feet underneath the elevation of the top of the asphalt roadway. It will be the responsibility of the contractor to locate this water main and avoid causing any damage to this water main. Any damage to this water main will become the responsibility of the contractor to repair at the expense of the contractor. The contractor shall be responsible for the use of a trench box, per OSHA regulations, during the course of this project. The contractor shall be responsible for any locating services. All measurements are approximate, it will be the responsibility of the contractor to verify. The City of Havelock shall not be held responsible for omissions or errors in description.

### **1. Excavating and resetting the Manhole and PVC SDR35 Gravity Sewer Pipe:**

- a. Install a bypass, see section 8 and figure 2
- b. Cut a 100 square foot (10'X10') utility cut in the bridge pavement.
- c. Remove thirty-eight feet of the Guardrail on the South side of Nunn to allow access to the manhole and sanitary sewer line. Store the guardrail in a safe area as to be able to replace after the course of the manhole and piping work is complete. If the guardrail is damaged during removal or replacement, it will be the responsibility of the contractor to replace the damaged section and reinstall.
- d. Excavate and remove the existing MH-3 manhole, being careful not to damage the manhole as to be able to reuse. Excavated spoils cannot be used for any material that requires compaction. Excavated spoils will become the responsibility of the contractor to remove from the site.
- e. Form and pour a new Ballast ring on the bottom of the manhole. The Ballast ring must be six-inches wide, surrounding the base of the manhole and six inches high from the bottom of the base of the manhole. The Ballast ring must be reinforced by the use of rebar that has been inserted into the existing manhole base, see figure 3.
- f. The rim elevation of the manhole MH-3 shall align with the rim elevation of manhole P-97.

- g. Excavate a minimum of 100 square feet (10'X10') of base soil underneath the manhole base by a minimum of twenty-four inches deep and replace with 57 stone. The 57 stone must be compacted to 98% standard proctor in no more than 8" lifts, see figure 4 for pipe bedding.
- h. Replace the MH-3 manhole ensuring that the manhole is being reset to the correct elevation.
- i. The existing forty feet of Gravity Sanitary Sewer Line is approximately eleven feet deep. Excavate the existing forty feet of Gravity Sanitary Sewer Line utilizing a trench box per OSHA standards. The excavated and removed pipe will become the property of the contractor. It will be the responsibility of the contractor to dispose of the excavated and removed pipe.
- j. The bedding for the new PVC SDR35 Gravity Sewer Pipe is to be eight inches of 57 stone compacted to 95% standard proctor. ABC Stone is to be utilized from the base of the pipe to the top elevation of the pipe and backfill that is compacted to 95% standard proctor in eight-inch lifts to the ground elevation.
- k. Install the influent and effluent pipe using mechanically installed flexible rubber boot seals to create a watertight connection.
- l. Following the specifications within section 10 for Pavement Restoration, backfill the excavation.

**2. Gravity Sewer Materials:**

- a. PVC SDR35 Gravity Sewer Pipe
- b. Pipe shall conform to all requirements of AWWA and shall be capable of withstanding the overburden pressures determined by the depth of burial in the field.
- c. Non-pressure-type Pipe Couplings: Couplings for joining new PVC pipe to existing pipe shall be solid sleeve type suitable for all types of pipes. When applicable, material shall be ductile iron with gaskets suitable for sewer service. Coupling shall be Maxadaptor coupling or equal, per AWWA C605.
- d. Solid Wall Plastic Pipe Cutting: Cutting of pipe lengths shall be performed using tools and or equipment that will provide a neat, perpendicular cut without damage to the plastic. All burrs shall be removed using a file, knife or abrasive paper. Ends on the cut pipe shall be beveled to prevent gasket damage.

**3. Dewatering:**

- a. The contractor shall dewater as required for completion of work. Excavation shall be kept free of water at all times during pipe removal, pipe replacement, and backfill operation.
- b. All dewatering shall flow through a sediment filter bag. Sediment filter bags shall be of Polypropylene non-woven geotextile fabric with a sewn-in sleeve of sufficient size to accept a 4-inch diameter discharge hose. The discharge hose shall be extended into the sleeve a minimum of six (6) inches and be tightly secured with a hose clamp or other suitable device to prevent leakage. Contractor shall size sediment filter bags as necessary to dewater excavations. Effluent to be directed to adjacent stormwater conveyance areas and Contractor shall remove any accumulation of sediment from such areas following dewatering operations.

#### **4. Excavation and Shoring:**

- a. Contractor is responsible for the design and protection of all excavation and shoring. Standard shoring practices including trench boxes, can be used and certified/stamped by manufacturer. If required, shoring shall be designed and sealed by a professional engineer registered in the State of North Carolina, as required by OSHA, CFR1926.
- b. Contractor shall notify NC 811 for utility locations prior to any excavations.
- c. In no case shall excavations exceed that which cannot be backfilled by the end of the work day.

#### **5. Backfill and Compaction:**

- a. All excavations shall be backfilled with select fill material if excavated material is unsuitable. Contractor shall be responsible for removal and disposal of all excavation material and construction debris.
- b. Compaction in embankment shall be to 95% standard proctor.
- c. Compaction in roadways, driveways, and sidewalks shall be to 98% standard proctor.

#### **6. Pipe and Manhole Bedding:**

- a. Pipe bedding shall consist of an eight-inch (8") depth of # 57 stone under pipe and #57 or ABC stone to top of pipe, and backfill to ground elevation compacted to 95% standard proctor in no more than eight-inch lifts see figure 4.
- b. The bedding for MH-3 shall be 57 stone in a 100 square foot area (10'X10') 24" deep.

#### **7. Erosion and Sediment Control and Restoration:**

- a. The contractor shall be responsible for the installation and maintenance of all erosion and sediment control in accordance with the NC DEQ Erosion and Sediment Control Manual.
- b. Construction activities shall be completed in such a manner that erosion of disturbed areas and off-site sedimentation is absolutely minimized.
- c. All disturbed areas shall be restored as soon as construction is complete. Seed or sod type shall match existing grass in maintained areas. Follow the NC DEQ Erosion and Sediment Control Manual for type or as directed by City of Havelock representative.

#### **8. Bypass Pumping:**

- a. Sewage bypass pumping shall be required for completion of this project. Contractor shall furnish all material, labor, equipment, power, fuel, fuel storage, maintenance, etc. to implement a temporary bypass arrangement for the purpose of diverting flow around the work area on a daily basis for the duration of the repair. The bypass system shall meet the requirements of all codes and regulatory agencies having jurisdiction.

Contractor shall be held liable for any and all fines imposed by local, State, and/or Federal agencies for failure to maintain flows or contain spills and/or overflows.

- b. The South side of manhole P-98 will be plugged, the North side of P86 will be plugged.
- c. The bypass will be from P-98 to P-86, see figure 2.

## **9. Traffic Control**

- a. Contractor shall submit a Traffic Control Plan for any operations affecting traffic including but not limited to lane closures. City must approve the traffic plan prior to implementation, particularly 24-hour notice prior to any lane closure.
- b. Access to residences for local traffic shall be maintained throughout contract. Contractor shall provide a minimum of 24-hour notice to City of Havelock for any road closure.

## **10. Pavement Restoration**

- a. Replacement of asphalt roadway and/or concrete driveways/sidewalks are the responsibility of the contractor and shall be returned to original condition before end of project.
- b. 57 stone shall be placed within the excavation surrounding the MH-3 manhole to within three and a half inches of the rim elevation of the newly set MH-3 manhole.
- c. The 57 stone shall be placed in the excavation and compacted to 98% standard proctor in no less than eight-inch lifts.
- d. Asphalt base course shall be a minimum of two inches thick and meet the requirements of B25.OB per NCDOT Standards for Roads and Structures. The asphalt base will be one and a half inches beneath the top manhole rim elevation.
- e. Asphalt tack coat shall be applied on any edges where the asphalt is currently existing and shall be in accordance with section 605 asphalt tack coat of the NCDOT Standard Specifications for Roads and Structures.
- f. The asphalt surface course shall be S9.5B at one and a half inches thick per NCDOT Standards for Roads and Structures and shall cover the entire utility cut. Prior to placement of the asphalt surface course, the base course shall be inspected for damage or defects and repaired to the satisfaction to the representative of the City of Havelock.
- g. Upon completion of the asphalt road repair, shoulder work must be completed. Topsoil will be placed along the new asphalt to the ground at a 3 to 1 slope to achieve a backing for the asphalt. All shoulder work will be seeded and straw placed on top.

## **11. Performance Period**

- a. It will be the contractor's responsibility to set a start date with a representative from the City of Havelock to begin a project within thirty (30) days from the



issuance of a Notice of Award and Proceed.

- b. The performance period is ninety (90) days from the issuance of a notice to proceed.
- c. The contractor shall work diligently to complete the project from the arranged start date. Work hours shall be 8am to 5pm, Monday through Friday. No work shall be performed on City holidays. Work outside established work hours must be scheduled with the City, 48 hours in advance and is subject to approval.
- d. The contractor will be responsible for contacting a representative of the City of Havelock in the event that a project will be extended outside of the arranged performance period. Contact must be in the form of an email and acceptance of the extension of the performance period from a representative of the City of Havelock must also be in the form of an email.

**12. Access:**

- a. Access to project site is within existing City of Havelock right of way.

**13. Termination Clause:**

- a. Any agreement and issuance of purchase orders shall be terminated upon the expiration of (90) ninety days without work commencing. At the end of thirty days the City of Havelock will give written notice to the other party of its intention to terminate.
- b. Any intent to begin a project ninety (90) days or more after the Notice of Award and Proceed has been issued must be submitted in writing and approved by a representative of the City of Havelock.

**14. Warranty:**

- a. Contractor will be held responsible for the materials and workmanship utilized within this project for a term of one year from the time that the project is completed.
- b. The City of Havelock will be responsible for the warranty of any materials that are supplied to the contractor by the City of Havelock during the course of this project
- c. Disturbance of existing landscape features shall be held to a minimum and all disturbed areas returned to a condition equal or better when repair is complete. Care shall be taken so as not to damage existing features to remain such as roadways, curbs, driveways, sidewalks, etc. All features removed or damaged shall be replaced or repaired to existing condition or better. All demolished material shall become the property of the contractor and shall be removed from the work site and disposed of in accordance with all local, State, and Federal requirements. As-built documentation shall include a description of materials used and repair procedures completed at each site.

**General Provisions:**

- a. Contractor shall comply with all requirements of OSHA 1926.

- b. Work hours shall be 8am to 5pm, Monday through Friday. No work shall be performed on City holidays. Work outside established work hours must be scheduled with the City, 48 hours in advance and is subject to approval.
- c. Contractor will obtain all necessary permits. Permits required by City of Havelock are provided free of charge.
- d. Roadway repair is the responsibility of the contractor.
- e. Contractor shall control erosion and sediment release while this project is under construction.
- f. The contractor is to clean and remove all debris at the end of each work day.
- g. All underground utilities are to be 811 located, prior to work being started.
- h. Contractor is responsible for all damage to existing roads, driveways, drainage, or utilities that occur as a result of the construction project.
- i. Contractor is responsible for all damage to City property that occurs as a result of the construction of the project.
- j. Contractor shall provide safety measures during the entire length of the project.
- k. Contractor is responsible for the storage and safety of materials and equipment on jobsite.
- l. Submittals must be approved by the City of Havelock prior to any work starting.
- m. The performance period is 90 days from the issuance of a Notice of Award and Proceed.

**Liquidated Damages:**

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

Figure 1: Location Map of the Manholes:

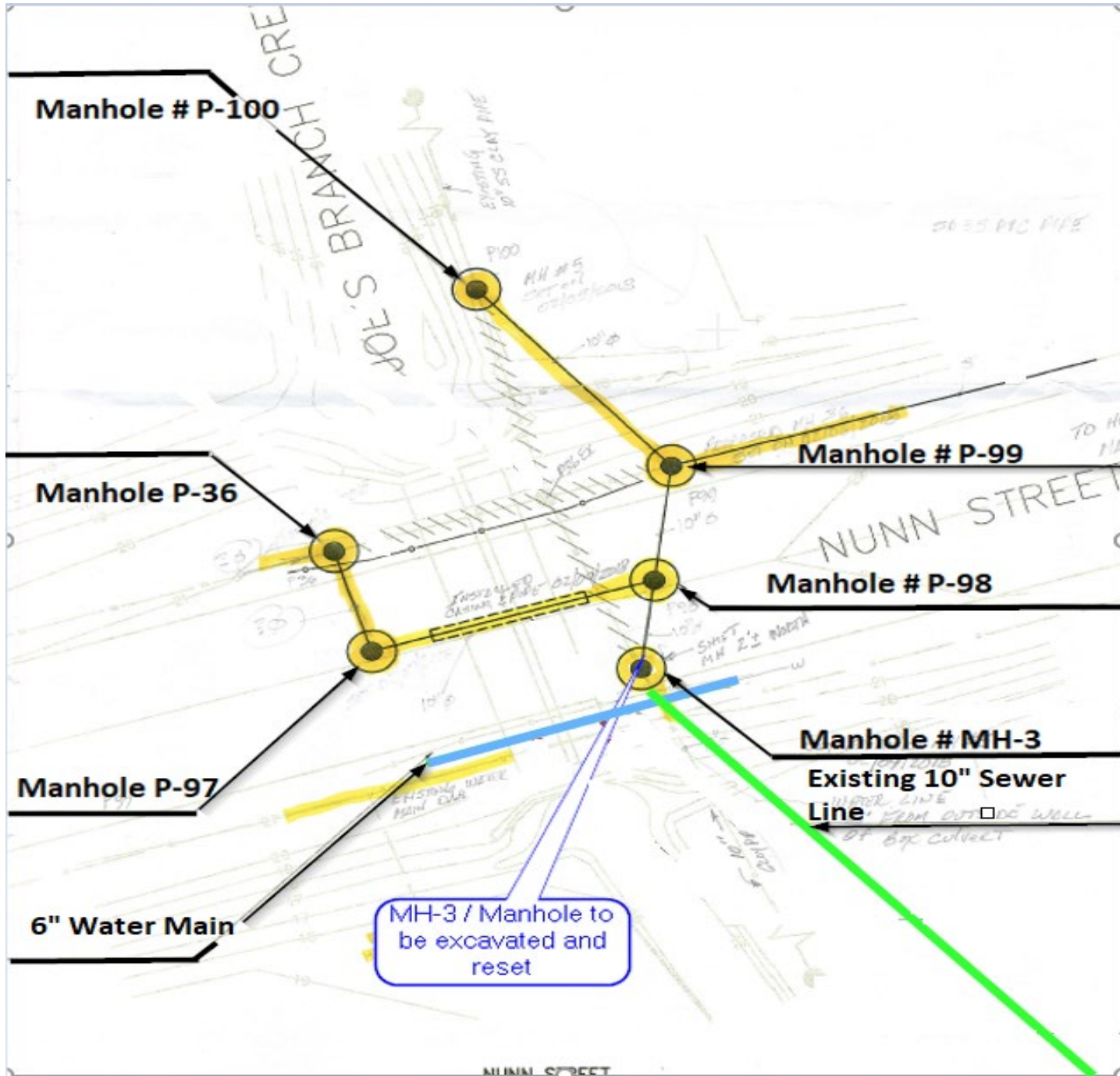
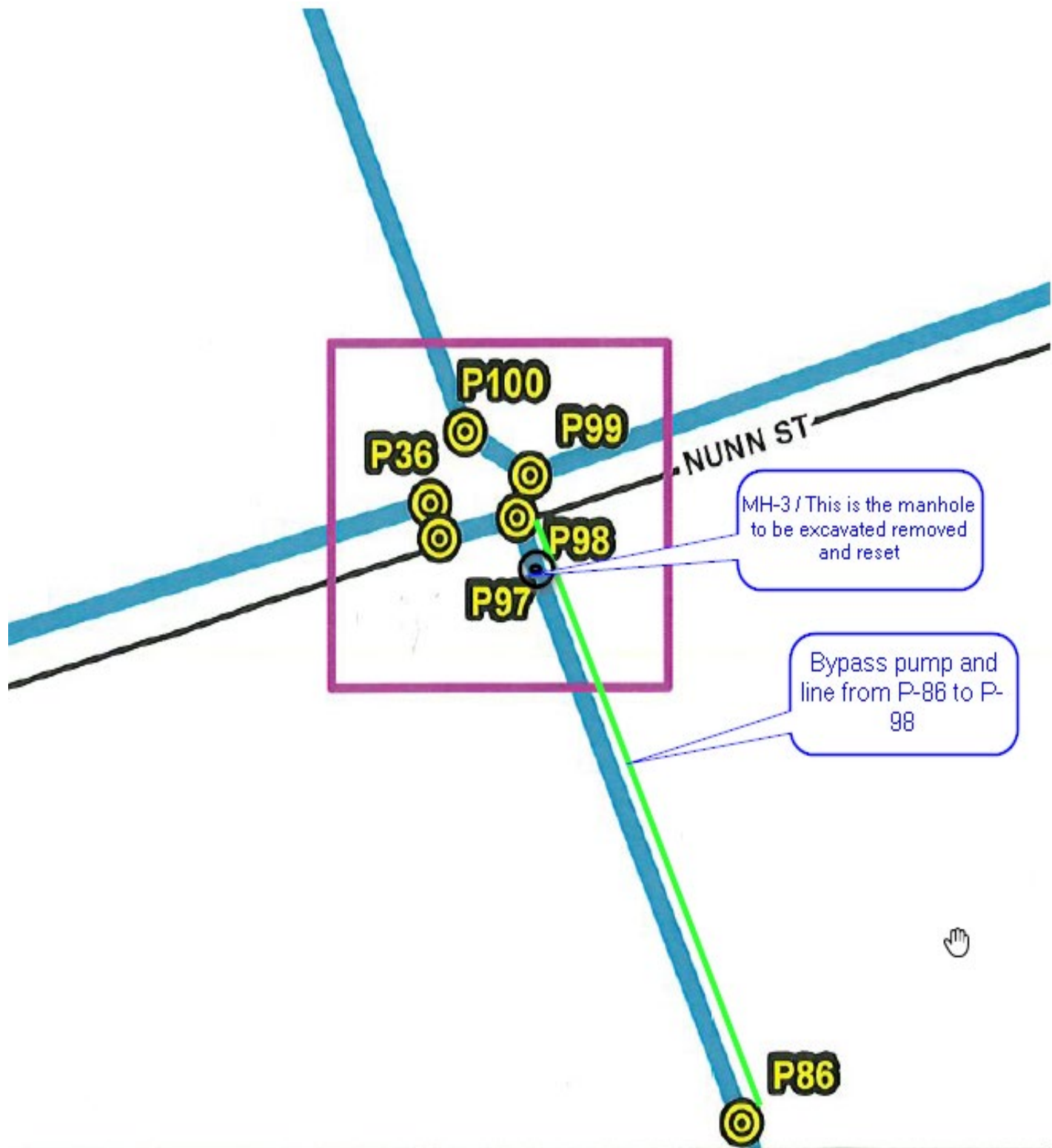


Figure 2: Bypass from P-86 to P-98



*Figure 3: Ballast Ring to be attached to the base of the manhole.*

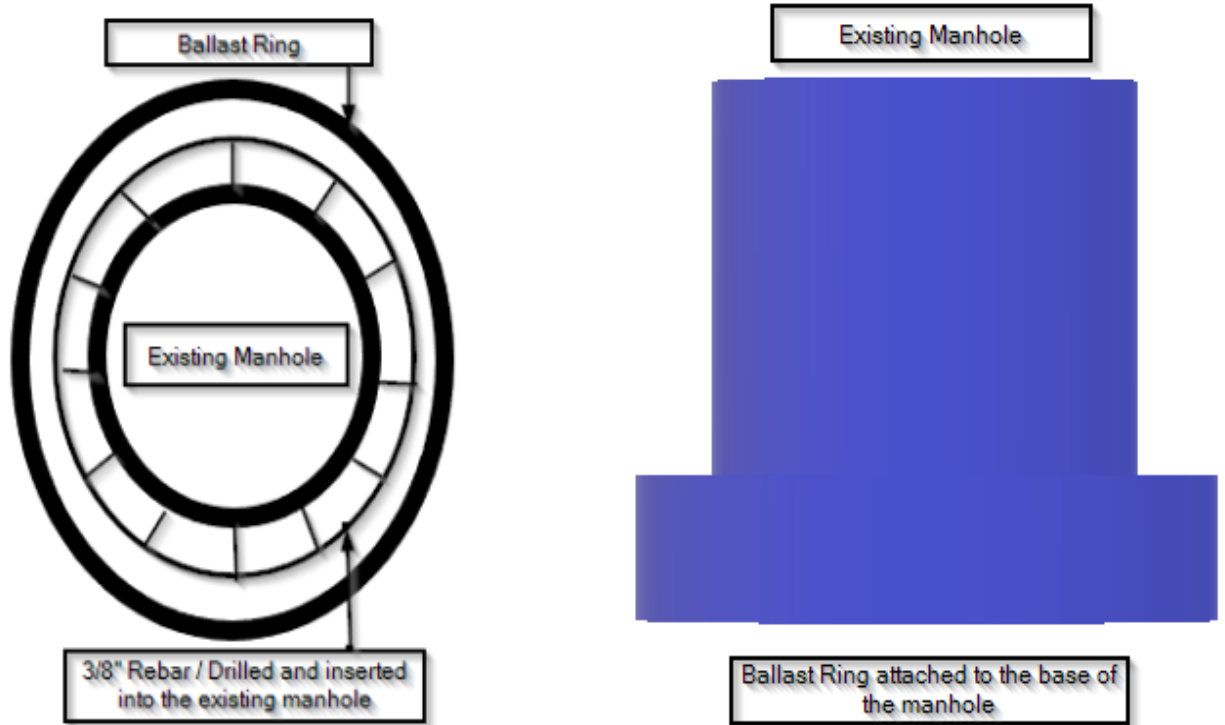


Figure 4: Pipe Bedding and Pavement Cross Section, Typical.

