



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,
Water Treatment Plant,
Storm/Discharge Drainage Improvement”*

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 Friday, January 15, 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 Tuesday, January 8, 2019**. If questions are received, the City will respond no later than **5:00 PM (EST) on Friday, January 11, 2019**.

This is the 14th day of December 2018

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

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.

The City of Havelock is requesting proposals for performance of general construction work adjacent to the Havelock Water Treatment Plant located at the intersection of Webb Boulevard and Brown Boulevard – 527 Webb Boulevard; Havelock, North Carolina 28532. The work includes asphalt removal, existing culvert removal, excavation, headwall installation, culvert installation with placement of bedding and backfill, asphalt placement and other surface restoration; plus excavation to shape cross-section and profile grade for existing ditches.

The contractor shall adhere to requirements of the Davis-Bacon Wage Act and submit certified payrolls to confirm adherence; plus the contractor shall comply with NC Division of Water infrastructure MBE/WBE/(DBE) requirements for subcontracting work of the project, and comply with provisions of American Iron and Steel (AIS).

As shown by Rivers Drawing CS 2A there are three (3) areas about the Havelock Water Treatment plant (WTP) scheduled for work. Area 1 is the westerly WTP Driveway from Webb Boulevard; Area 2 is the drainage ditch adjacent to the southern boundary of the WTP property and perpendicular to Brown Boulevard; Area 3 includes drainage ditch and driveway culvert alongside Brown Boulevard parallel to easterly boundary of property now or formerly Ambassadors for Christ – Church Facility. The site may be viewed anytime and questions should be directed to Gale Smith, P.E. – Rivers & Associates, Inc – 252 / 752-4135.

The *contractor* shall schedule, perform and complete the work within 45 days of receiving purchase order for performance of all or any combination of Area(s). Interested contractor(s) shall submit a lump sum price for work in each of the Area(s) as follow:

AREA 1 – ALONGSIDE WEBB BOULEVARD BENEATH WTP DRIVEWAY

In general, replace section of existing 24-inch concrete culvert pipe with new 24-inch reinforced concrete pipe.

Contractor Proposal shall be a lump sum price for work as shown on the plans; included and incidental to items that follow:

- Cut, remove, load, haul and dispose off-site all demolition debris including section of existing asphalt driveway.
- Perform excavation and remove section of existing 24-inch culvert pipe. As noted by drawing the contractor may replace or reuse existing undamaged flared-end section.
- Perform excavation, place #57 stone-bedding with depth equal to six-inches for the new culvert pipe.
- Install new 24-inch reinforced concrete pipe (RCP) Type III meeting NCDOT Standard Specification 2012.
- Backfill to elevation of driveway subgrade with select material Class III Type 1 meeting NCDOT Standard Specification 2012. In lieu of select material the contractor may use #57 stone.
- Install aggregate base course (ABC) plus asphalt pavement, with ABC having depth of six-inches and asphalt-pavement with depth of 2-inches including surface course to match existing asphalt pavement.
- Perform surface restoration for ditch and adjacent areas in-kind as directed by the *engineer/owner*.

NOTE: Contractor to check elevation and slope of existing culvert to remain in-place and install new section of culvert at the same slope in manner to have continuous straight end-to-end profile without change in slope for approval of the *engineer*.

AREA 2 – DRAINAGE DITCH ADJACENT TO WTP AND PERPENDICULAR TO BROWN BOULEVARD

In general, excavate to shape cross-section of the ditch and grade profile of ditch to drain; plus perform surface restoration with seed / mulch.

Contractor Proposal shall be a lump sum price for work as shown on the plans; included and incidental to items that follow:

- Cut, remove, load, haul, and dispose off-site vegetation as required to perform work.
- Perform excavation to shape cross-section of the ditch and grade profile of ditch with length approximately 270 LF from upstream end with existing culvert invert 22.4 MSL to proposed downstream end with proposed elevation equal to 21.5 MSL. Protect and preserve existing storm water features including drainage culverts and outlets from the water treatment plant site.
- Perform surface restoration for ditch and adjacent areas in-kind with seed/mulch and as directed by the *engineer/owner*.

NOTE: Contractor to make field determination for the profile slope relevant to elevation of existing culvert at upstream-end and proposed elevation at downstream-end of the ditch. The intent is for excavation to have a smooth end-to-end profile and a cross-section conforming to existing condition generally with a two-foot bottom and side slopes 2:1 or flatter to match existing slope.

AREA 3 – HEADWALLS, DRIVEWAY CULVERT AND DRAINAGE DITCH DOWNSTREAM FROM WTP AND PARALLEL TO BROWN BOULEVARD

In general, replace existing concrete culvert pipe beneath downstream driveway with new installation of headwalls and 40 LF of 24-inch reinforced concrete pipe; plus shape cross-section and grade profile of the ditch followed by surface restoration with seed/ mulch.

Contractor Proposal shall be a lump sum price for work as shown on the plans; included and incidental to items that follow:

- Cut, remove, load, haul and dispose off-site all demolition debris, including headwalls and section of existing asphalt driveway.
- Remove timbers from slope and dispose off-site unless requested otherwise by *owner* to stockpile on-site.
- Perform excavation and remove existing culvert pipe from beneath driveway.
- Perform excavation, place #57 stone-bedding with depth equal to six-inches for the new culvert pipe.
- Install new 24-inch reinforced concrete pipe (RCP) Type III and headwalls in appropriate sequence in conformance with NCDOT Standard Specification 2012.
- Backfill to elevation of driveway subgrade with select material Class III Type 1 meeting NCDOT Standard Specification 2012. In lieu of select material the contractor may use #57 stone.

- Install aggregate base course (ABC) plus asphalt pavement, with ABC having depth of six-inches and asphalt-pavement with depth of 2-inches including surface course to match existing asphalt pavement.
- Perform grading of ditch to match an upstream outlet and a downstream driveway culvert as shown by the drawing.
- Perform surface restoration for ditch and adjacent areas in-kind including replacement of rip-rap at upstream outlet and replacement of plants and shrubs as directed by the *engineer/owner*.

CONTRACTOR PROPOSAL

AREA 1 – ALONGSIDE WEBB BOULEVARD BENEATH WTP DRIVEWAY

TOTAL LUMP SUM PRICE FOR AREA 1 \$ _____

AREA 2 – DRAINAGE DITCH ADJACENT TO WTP
AND PERPENDICULAR TO BROWN BOULEVARD

TOTAL LUMP SUM PRICE FOR AREA 2 \$ _____

AREA 3 – HEADWALLS, DRIVEWAY CULVERT AND DRAINAGE
DITCH DOWNSTREAM FROM WTP AND
PARALLEL TO BROWN BOULEVARD

TOTAL LUMP SUM PRICE FOR AREA 3 \$ _____

TOTAL OF AREA 1 + AREA 2 + AREA 3 \$ _____

SIGNATURE and DATE: _____
Sign *Date*

Submit proposal including all of these three (3) pages with prices written in blanks on this page to the City of Havelock c/o Lee Tillman, Finance Director, PO Box 368, 1 Governmental Ave, Havelock, North Carolina.

Proposals for work for these three (3) Area(s) shall be submitted by the contractor and received by the City no later than January 15, 2019.