



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,
2020 Drainage System Maintenance”*

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 Wednesday, September 16, 2020** 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. 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. 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, August 28, 2020**. If questions are received, the City will respond no later than **12:00 PM (EST) on Wednesday, September 2, 2020**.

This is the 20th day of August 2020

Published: Vendor Registry August 20, 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

Bid Sheet

Area 1: _____
Area 2: _____
Area 3: _____
Area 4: _____
Area 5: _____
Area 6: _____
Area 7: _____
Area 8: _____
Area 9: _____
Area 10: _____
Area 11: _____
Area 12: _____
Area 13: _____
Area 14: _____
Area 15: _____
Area 16: _____

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.

It is the City's intention to award this bid to one contractor as single project with multiple areas; however, the City reserves the right to adjust the scope of work and award a reduced list of areas.

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 2020 Drainage System Maintenance

Work to be done:

In an effort to reduce flooding throughout the City of Havelock, scheduled drainage system maintenance is required. Maintenance must include regrading, digging, dredging, excavating, mowing and grubbing of obstructions, sedimentation and debris including, but not limited to: removal of grass, brush, shrubs, dirt, trees (less than 6 inches in diameter), loose debris and other encumbrances. A minimum of 6 inches of topsoil shall be removed along the entire length of all areas. Ground level should be established at the invert level of all existing drainage pipes. All work will be performed within the existing right-of-way. Dirt and debris shall be removed from all road culverts/pipes that are contiguous to ditches. Maximum care shall be taken while excavating to avoid any damages to natural flows, erosion of disturbed areas and off-site sedimentation is to be absolutely minimized.

Specifications:

All work under this Contract shall be done in conformance with and subject to the limitations of the latest editions of the North Carolina Department of Transportation Standard Specifications for Roads and Structures and the North Carolina Erosion and Sediment Control Planning and Design Manual.

Locations:

- Area 1: Gray Fox Rd.: From Fox Ridge to East Prong Slocum Creek approximately 2565ft.
- Area 2: Brown Blvd.: From Webb Blvd. to McCotter Blvd. approximately 2063ft.
- Area 3: Tarheel Dr.: From Webb Blvd. to McCotter Blvd. approximately 2189ft.
- Area 4: N. Shepard St.: From Hwy. 70 to Brown Blvd. approximately 1107ft.
- Area 5: Keith Dr.: From Webb Blvd. to McCotter Blvd. approximately 2896ft.
- Area 6: Kyle Dr.: From Shipman Rd. to McCotter Blvd. approximately 1506ft.
- Area 7: Nunn St.: From Hwy. 70 to Webb Blvd. approximately 2338ft.
- Area 8: Dogwood St.: From Hwy 70 to Webb Blvd. approximately 2533ft.
- Area 9: Forest Hill Dr.: From Hwy 70 to McCotter Blvd. approximately 4352ft.
- Area 10: McCotter Blvd.: From Rice Ln. to Brown Blvd. approximately 11141ft.
- Area 11: Pineview St.: From Hollywood Blvd. to Joes Branch approximately 1470ft.
- Area 12: Speight St.: From Hwy 70 to Shepard St approximately 3106ft.
- Area 13: Karol St.: From Shepard St. to Speight St. approximately 2566ft.
- Area 14: Shepard St.: From Hollywood Blvd. to South Forest Dr. approximately 3574ft.
- Area 15: Kim Ave.: From Webb Blvd. to McCotter Blvd. approximately 1604ft.
- Area 16: Pirates Ln.: From Tarheel Dr. to McCotter Blvd. approximately 1938ft.

A site visit is recommended before submission of bid. Site visits can be arranged by emailing bids@havelocknc.us.

General Provisions:

1. Contractor shall comply with all requirements of OSHA 1926.
2. Period of Performance is ninety (90) days from award date.
3. Contractor is responsible for obtaining all necessary permits. Permits required by City of Havelock will be provided free of charge.
4. Contractor shall provide all necessary erosion control devices to prevent sediment run off during construction.
5. All pollutants other than sediment that occur on-site during construction shall be handled and legally disposed of in a manner that does not cause contamination of surface waters.

6. Existing structures, equipment, pavement, and vehicles shall be protected from damage by construction activities. Any damages that occur during work activities shall be reimbursed to the City of Havelock for cost of repair or replacement by the contractor.
7. All underground utilities shall be located prior to an excavation.
8. All elevations shall be established prior to work being started.
9. Contractor shall complete and activity hazard analysis (AHA) for each day of work.
10. Contractor shall submit for approval by the City of Havelock a schedule of values (SOV) for each definable feature of work. Each line item shall have a breakdown between material and labor.
11. Work hours shall be between 7:00 am – 5:00 pm Monday through Friday. Work outside of established work hours must be approved by City of Havelock 48 hours prior to anticipated work change. No work will be allowed on City holidays.
12. Daily cleaning of construction site is required and will be enforced.

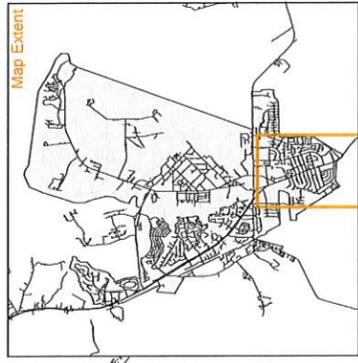
Bid Award:

It is the City's intention to award this bid to one contractor as single project with multiple areas; however, the City reserves the right to adjust the scope of work and award a reduced list of areas.

Liquidated Damages:

If the Contractor fails to perform the work within the specified time set forth as described above, the Owner and Contractor agree that as liquidated damages, and not as penalty, for delay in performance the Contractor shall pay the Owner in the amount of \$300 for each and every calendar day that expires after ninety days where the work is not complete and ready for Final Payment.

City of Havelock 2020 Drainage System Maintenance



Legend

- Stormwater Drainage
- Roads
- Havelock City Limits

| Maintenance Area | Approx. Length (ft.) |
|------------------|----------------------|
| 1 | 2565 |
| 2 | 2063 |
| 3 | 2189 |
| 4 | 1107 |
| 5 | 2896 |
| 6 | 1506 |
| 7 | 2338 |
| 8 | 2533 |
| 9 | 4352 |
| 10 | 11141 |
| 11 | 1470 |
| 12 | 3106 |
| 13 | 2566 |
| 14 | 3574 |
| 15 | 1604 |
| 16 | 1938 |

