



## 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:

#### *“WWTP Cleaning and Inspection”*

**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](mailto:Ltillman@havelocknc.us)

Bids will be accepted until **3:00 PM (EST) on Monday, May 21, 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:

[njohnson@hazenandsawyer.com](mailto:njohnson@hazenandsawyer.com) (Nichole Johnson) AND cc: [Ltillman@havelocknc.us](mailto:Ltillman@havelocknc.us) AND [Asmith@havelocknc.us](mailto:Asmith@havelocknc.us)

Questions must be received by **3:00 PM (EST) on Friday, May 11, 2018**. If questions are received, the City will respond no later than **5:00 PM (EST) on Tuesday, May 15, 2018**.

This is the 4th day of May 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.**

Havelock, NC  
WWTP Sewer Cleaning and Inspection  
Scope of Work

1. Summary of Work

In August 2017 a sinkhole at the City of Havelock WWTP began to form near MH2, as shown on Figure 1. To determine the cause of the sinkhole and develop a repair plan, the sewer lines into and out of the manhole near the sinkhole as well as other influent lines shall be cleaned and inspected. The following pipes are included in this project:

- Junction Box 1 to MH1
- MH1 to MH2
- Junction Box 2 to MH2
- MH2 to MH3
- MH5 to MH4
- MH4 to MH3
- MH3 to bar screen
- MH5 to Junction Box 2

2. Maintenance of Plant Operations

Operations at the WWTP must be maintained at all times. Coordinate all work onsite with the WWTP operator. The average daily flow at the WWTP is 1.304 MGD with a peak flow of 2.3 MGD.

Existing bypass lines are as shown on Figure 1. Existing bypass lines do not have valves, gates or other means to stop or direct flow. The contractor shall supply and install plugs in the lines as necessary to stop flow in order to complete the cleaning and inspection process. Lines may need to be cleaned prior to installation of plugs to provide a clean surface for the plug to seal against.

Where bypass lines do not exist, bypass pumps may be used. The contractor shall provide, install, and maintain bypass pumps at all times.

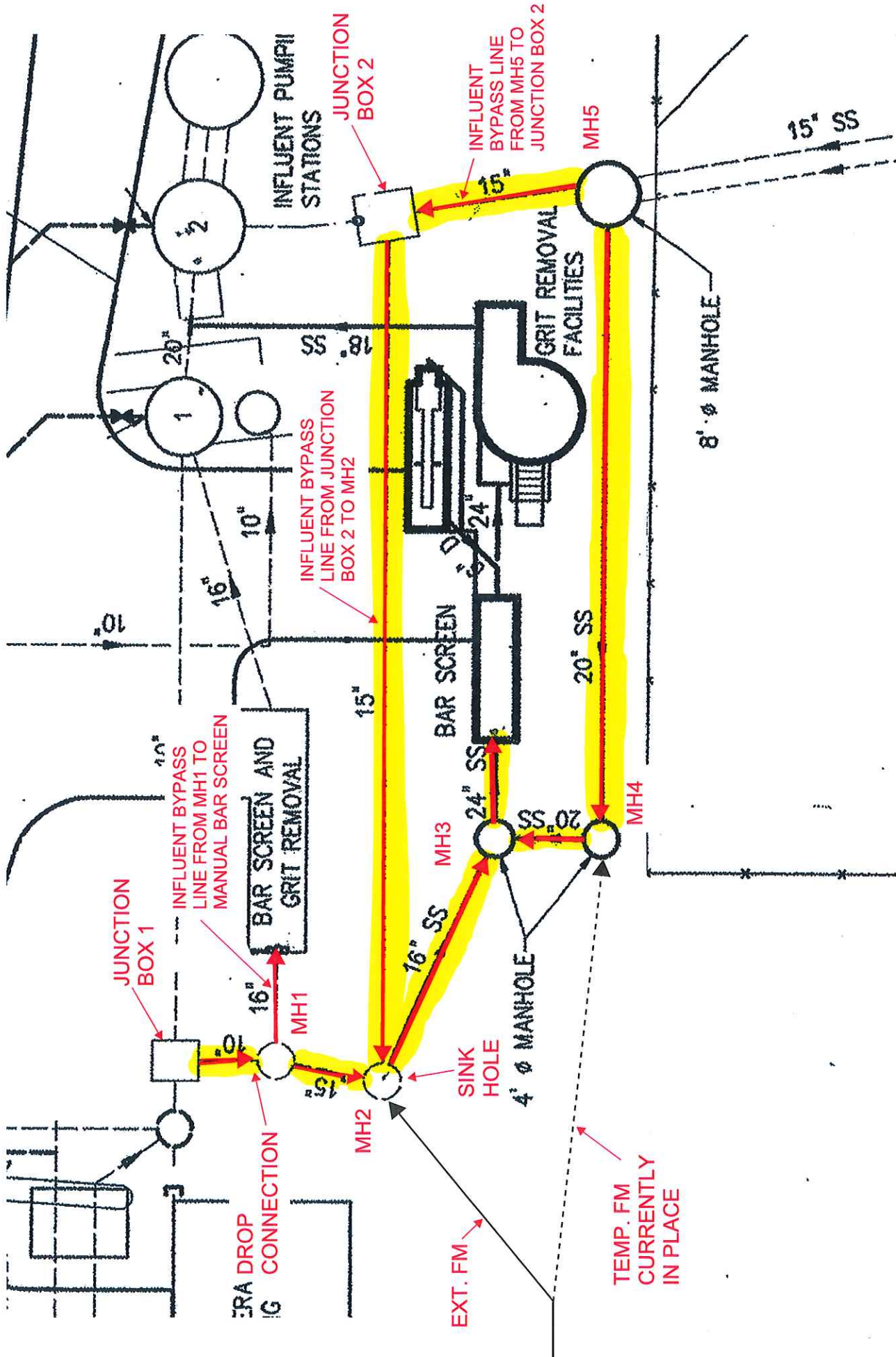
Plugs and bypass pump operations shall be removed at the end of each workday. Work shall be performed during dry weather and during average flow conditions. Contractor shall be responsible for scheduling work. Work should not be scheduled when rain is imminent or after a rain event if influent flows have not returned to average flow conditions. Any overflows or wastewater discharged to the ground due to the operation of bypass pumps or bypass lines shall be the responsibility of the contractor including cleanup and payment of any fines associated with the wastewater discharge.

3. Cleaning and Inspection

All lines indicated in the summary of work shall be cleaned of all debris and internally inspected via CCTV video inspection to NASSCO standards. The entire pipe shall be visible during inspection. Inspection shall include video of the connection point at each manhole and junction box.

4. Onsite Visit

A visit to review the work site prior to submitting a bid is strongly recommended. The visit can be arranged with the Assistant Public Services Director, Ashley Wimberly at [awimberly@havelocknc.us](mailto:awimberly@havelocknc.us)



This figure is based on record drawings of the WWTP influent piping network.

**Figure 1**  
**Not to Scale**