



## 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,  
Resurfacing and Repair of Recreation Courts”*

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

Bids will be accepted until **2:00 PM (EST) on Wednesday, April 21, 2021** 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](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, April 9, 2021**. If questions are received, the City will respond no later than **12:00 PM (EST) on Tuesday, April 13, 2021**.

This is the 30th day of March 2021

Published: Vendor Registry March 30, 2021

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

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:**    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 Resurfacing and Repair of Recreation Courts”

Objective: The City of Havelock is seeking to repair and resurface the tennis court area at the recreation complex located at 1 Recreation Drive Havelock, NC, 28532 and the basketball courts at Walter B Jones Park located on 2 Governmental Ave Havelock NC 2853. When the tennis court has been repaired and resurfaced it will be converted into one tennis court and four pickle ball courts. When the basketball court has been repaired and resurfaced it will remain as originally installed as two basketball courts.

### Scope of Work for Tennis Court Area

Provide all labor and materials to repair, resurface, and convert tennis court area into one tennis court and 4 pickle ball courts. The final product will include new posts, nets, fencing, coating, and painting of lines. Coating is to include the entire court area in one color and the individual courts surfaces in different colors. Coating is to be in accordance with USPTA and USPBA tournament regulations. The court lines are to be painted according to USPTA and USPBA regulation.

The tennis court/pickle ball area is approximately 120' X 157'

Before repairing and resurfacing the court area.

1. Remove and dispose of existing outer fencing. (Approximately 157' long 10' high chain link with top rail and tension wire.
2. Clean and fill six (6) 2 ½ diameter 18-inch deep post holes with non-shrink grout.

### Resurfacing and Coatings

1. Scrape courts of all loose material, dirt, foreign matter, and debris.
2. Remove vegetation from cracks and perimeter of courts and apply a broad spectrum herbicide. Herbicide is to be applied twice with a 7-day interval between applications.
3. Clean existing cracks with a high pressure power washer. (Minimum 4500 psi.)
4. Level court with a minimum of 1% slope to the west.
5. Patch all structural cracks, dings, voids, etc. in the asphalt surface using an acrylic patch binder. Approximately 2800 linear feet of cracks.
6. Seal all cracks
7. Apply a tack coat.
8. Apply a 1 ½ of 4.75 asphalt mix overlay.
9. After asphalt has cured apply two coats of 100% acrylic resin with fade resistant pigments. (Colors to be chosen by City staff)
10. Layout, tape, and apply two coats for court lines. Layout to conform to USPTA and USPBA specifications.

### Installation of Posts and Nets

1. Nets and posts are to be installed in accordance to USPTA and USPBA tournament regulations.
2. Nets and posts to be furnished by Contractor.

## Fencing

1. Install new partial outer fencing. The fencing is to be 10 feet high galvanized chain link approximately 394 linear feet with two gates.
2. Install two interior fences.
  - a. Fence 1 is to separate tennis court from pickle ball courts. Fence is to be galvanized chain link 6 feet high approximately 112 linear feet. The fence will leave 4 feet on each end to allow for movement between courts.
  - b. Fence 2 is to separate the pickle ball courts. Fence is to be galvanized chain leak 4 feet high approximately 89 linear feet. The fence will leave 4 feet on each end to allow for movement between courts.

## Scope of Work for Basketball Court

Provide all labor and materials to repair and resurface basketball courts at Walter B Jones Park. The final product will include coating of the entire court, and painting of lines. Lines are to be in accordance Jr. High court minus the 3-point line.

The basketball court area is approximately 6400 square feet 80' x 80'.

## Resurfacing and Coatings

1. Scrape courts of all loose material, dirt, foreign matter, and debris.
2. Remove vegetation from cracks and perimeter of courts and apply a broad spectrum herbicide. Herbicide is to be applied twice with a 7-day interval between applications.
3. Clean existing joints and cracks with a high pressure power washer. (Minimum 4500 psi.)
4. Patch all structural joints, cracks, dings, voids, etc. in the concrete surface. Approximately 80 linear feet of 3/8 joints and approximately 540 linear feet of cracks.
5. Seal all cracks
6. Elevation of sealed cracks etc. must match elevation of surrounding surface to render a smooth transition.
7. Apply a tack coat.
8. After concrete has cured apply two coats of 100% acrylic resin with fade resistant pigments. (Colors to be chosen by City staff)
9. Layout, tape, and apply two coats for court lines. Layout to conform to Jr. High School specifications minus the 3-point line.

## General Provisions

1. Contractor shall comply with all requirements of OSHA 1926.
2. Asphalt overlay shall be in accordance with NCDOT Standard Specifications for Roads and Structures.
3. All measurements included are approximate. Measurements are the Contractors responsibility.
4. Work shall commence no later than twenty-one (21) days from the Notice to Proceed.

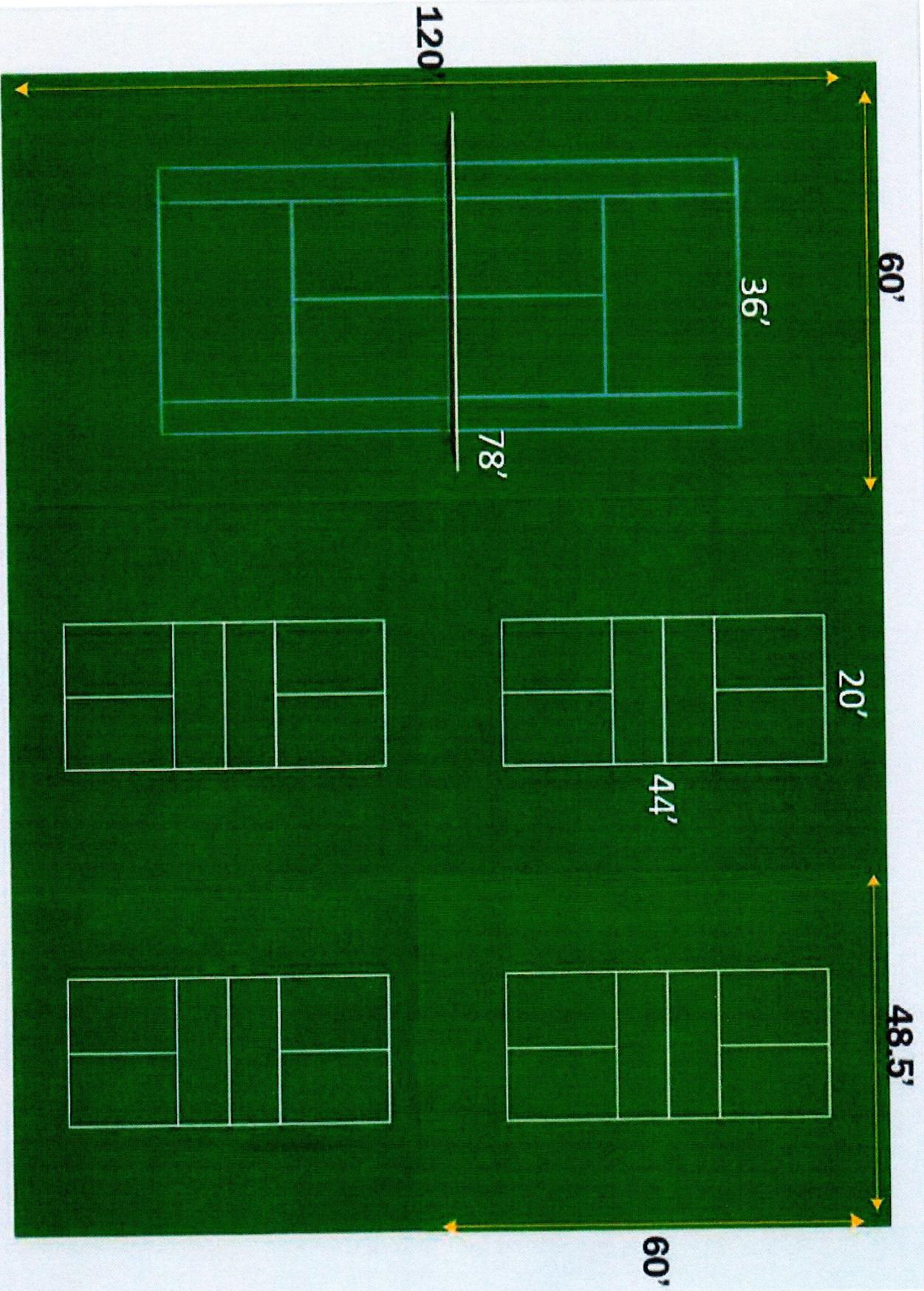
5. Work hours shall be 8am to 5pm, Monday through Friday. No work shall be performed on City holidays. All work to be conducted outside established work hours must be scheduled with the City 48 hours in advance and is subject to approval.
6. Contractor will obtain all necessary permits. Permits required by City of Havelock are provided free of charge.
7. The Contractor is to clean and remove all debris at the end of each work day.
8. All underground utilities are to be 811 located, prior to work being started.
9. Contractor is responsible for all damage to City property that occur as a result of the construction of the project.

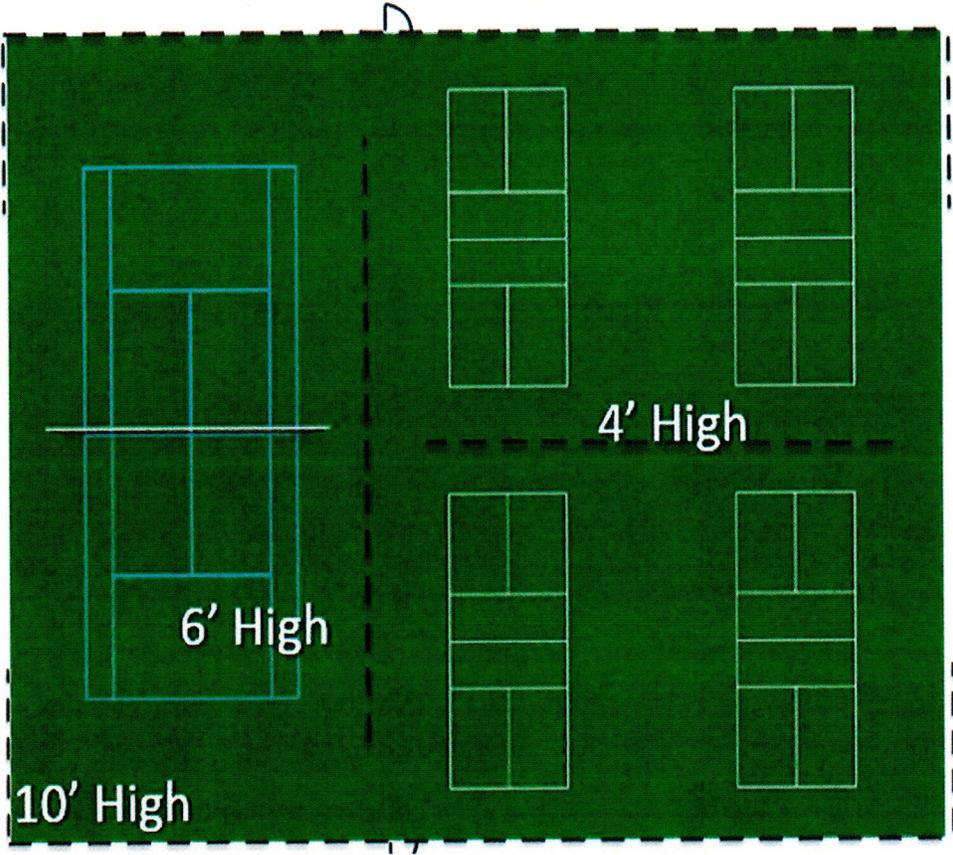
Tennis Court

1 Recreation Dr. Havelock NC 28532

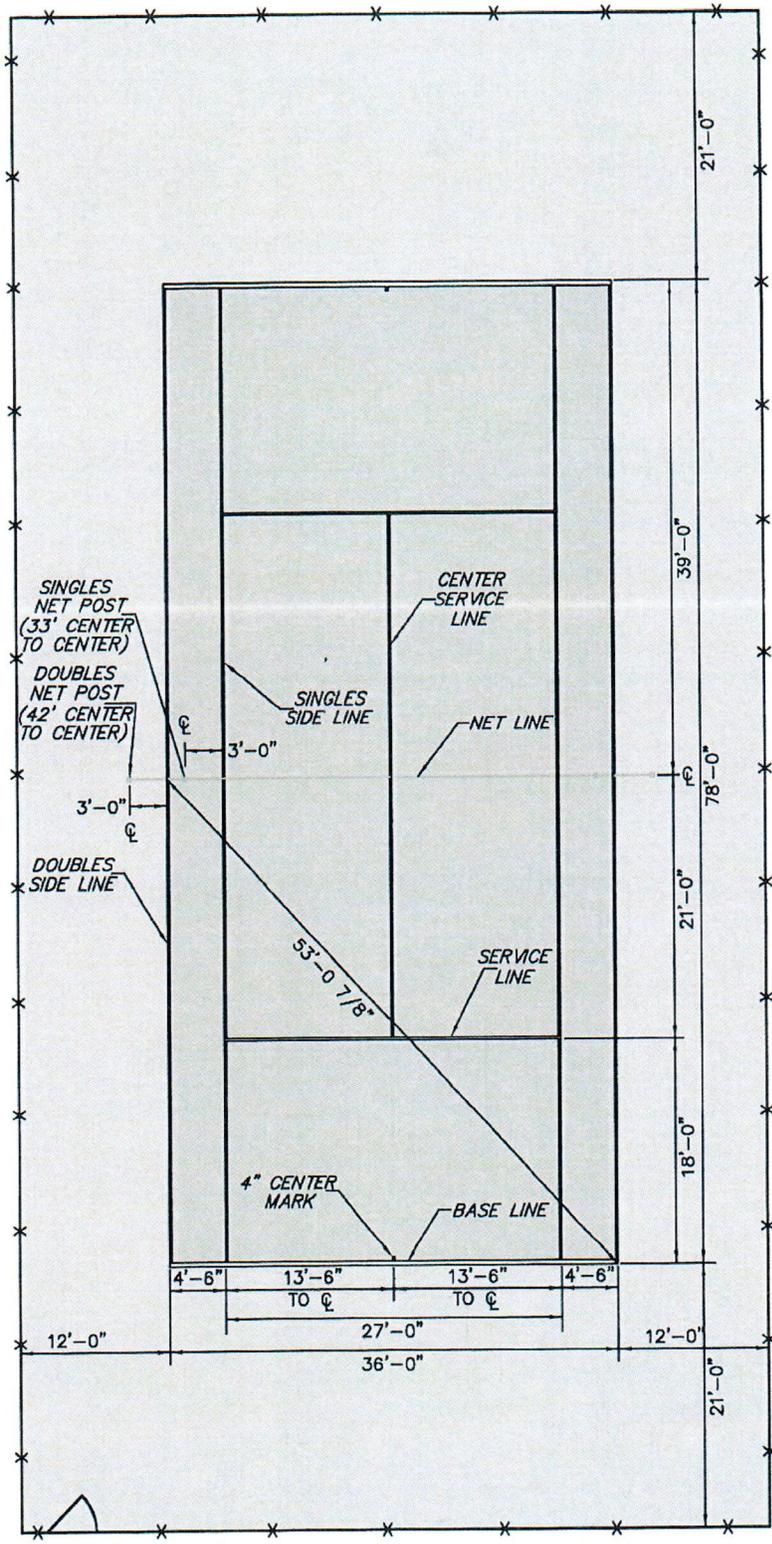








Fencing layout



78 FOOT COURT

NOTES:

1. ALL DIMENSIONS ARE TO THE OUTSIDE EDGE OF THE PLAYING LINES, WITH THE EXCEPTION OF THE CENTER LINES WHICH ARE MEASURED OUT TO CENTER.
2. THE CENTER SERVICE LINE AND CENTER MARKS SHALL BE 2 INCHES WIDE. OTHER LINES SHALL BE BETWEEN 1" AND 2" WIDE, EXCEPT THE BASE LINES MAY BE UP TO 4 INCHES WIDE.

78 FOOT TENNIS  
TYPICAL STRIPING PLAN

MAY 31, 2018





## Basketball Court

2 Governmental Ave Havelock NC 28532

