



## **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,  
Recreation Complex LED Sign”***

**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 Tuesday, May 11, 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 Thursday, April 22, 2021**. If questions are received, the City will respond no later than **12:00 PM (EST) on Wednesday, April 28, 2021**.

This is the 8th day of April 2021

Published: Vendor Registry April 8, 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.**

**BID FOR:****“OUTDOOR PYLON SIGN TO INCLUDE FULL COLOR LED DISPLAY FOR RECREATION COMPLEX”****SCOPE:**

This project is subject to specifications herein and will be for a free standing pylon sign including full color, 2 sided LED display. The sign will be installed in a location to be determined by the City of Havelock. The size shape and design will generally match the specification and rendering included with this bid package as Attachment A. These attachments are included as general design guidelines and minor deviations from these are acceptable.

**SPECIFICATIONS:**

The specifications herein describe the complete and turnkey installation of pylon sign with 2 sided full color LED display that shall be new (unused). The LED component of the sign shall be supplied with all equipment and accessories to meet the following:

- Double (2 sided) faced full color outdoor rated LED sign
- Microsoft Windows 10 compatible with SMinfinity computer software to operate the LED sign
- Video, photo, text, time, date and temperature sensor functions
- Wireless networking with onboard antenna for remote network connection from sign location back to Recreation Complex
- Minimum LED sign size of 36” by 108” in a landscape orientation
- LED pixel resolution of 16mm pitch
- LED panel frame shall be black in color
- Pylon base shall be black in color
- All electrical connections will be terminated in a manner to connect to a direct electrical supply
- Electrical connection to the sign will be provided by the City
- All hardware and software manuals to be included by the contractor
- Sign will comply with all applicable City codes
- LED display must have the ability to dim the lighting levels

The specifications for the pylon sign (LED will be mounted on) will meet the following:

- Design and size to generally match the additional specification drawings and images included as Attachment A. Minor deviations in these specifications are allowed.
- Sign to be built to comply with NC building codes and be inspected by the City Building Inspector
- Sign to be erected on a minimum 96” high base with proper footing
- 2-2” schedule 80 PVC conduits to be installed through base for purpose of running electrical and control wiring.
- Sign to have lettering to state “HAVELOCK RECREATION COMPLEX” at the top of the sign above the LED display panel
- Sign face color to be white with black letters
- Bid responses shall provide sign drawings showing style, color and overall sign design

Restoration of sign install site to a condition equal to or better than the condition prior to the start of the project

Through coordination with City Project Manager the contractor shall take all necessary steps to minimize damage to the existing lawn, grass and sidewalks any damaged caused during construction will be the responsibility of the contractor

The bid will include itemized pricing and total price. LED price in itemized list.

#### WARRANTY:

The LED sign furnished in accordance with these specifications shall be covered by the manufacturer's warranty on the units bid. Warranty terms shall be supplied with the bid. The manufacturer shall warrant the equipment to be of quality construction and free from defects in materials and workmanship. The warranty will become effective upon acceptance by the Owner or Owner's authorized agent.

Warranty Terms:

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#### 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.

Attachment A

