



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. If submitting a bound paper copy an unbound or electronic copy must be included with bid package. Cover sheets, envelopes, etc. should be clearly marked with the words:

*“City of Havelock,
Rebuilding Culvert Bridge at Sermon’s Park”*

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 Thursday, June 17, 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 45 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.

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

Questions must be received by **2:00 PM (EST) on Thursday, May 27, 2021**. If questions are received, the City will respond no later than **12:00 PM (EST) on Thursday, June 3, 2021**.

Pre-bid Meeting

A pre-bid meeting will be held on Wednesday, May 26, 2021 at 10:00 AM at the site: Sermon’s Park Havelock NC 28532. The meeting will be held to discuss the Project and answer pertinent questions. Representatives of the City and Engineer will be available to answer questions. The pre-bid meeting is not mandatory.

This is the 14th day of May 2021
Published: Vendor Registry May 14, 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.

Scope of Work

The City of Havelock is seeking bids for rebuilding the culvert and bridge over the drainage ditch at Sermon's Park along the east side of McCotter Blvd, Havelock, NC, near the intersection at Rice Lane (See Figure 1). The work will require dewatering the ditch as required, removal of existing CMP and damaged timber retaining walls, rip-rap and backfill. Save rip-rap for re-use. Construction debris to be removed from site and disposed of in accordance with local and state ordinances. Excavate ditch and bank as required for new culvert and headwalls. Install new headwalls and concrete pipe according to attached sketch (See Figures 2 & 3). Backfill with gravel and fill as shown, restore and provide rip-rap at wing walls and to ditch at 4 corners. Grade and seed disturbed areas, including staging and traffic areas across field. Leave site free of all construction debris and materials. Dispose of construction debris and materials accordance with all state and local laws.

Materials:

- A. One (54-inch inside diameter) reinforced concrete pipe, minimum 4000 psi, and two reinforced concrete headwall assemblies as shown in Figure 2. Headwall corners to be chamfered or 1" radius. Pipe to conform to ASTM 76. Reinforcing steel to conform to ASTM 706 (or ASTM 615 for grade 60) with minimum 2" clearance from concrete surface.
- B. ABC gravel bedding, minimum 8" depth and minimum 3" around pipe and behind wing walls.
- C. Apply hydraulic plug cement, Proselect PSHYD regular set or equivalent at connection of pipe ends to headwall openings.
- D. Metal Railings: Provide painted steel or prefinished aluminum rails as shown in Figure 2. Height to be min 3ft, baluster spacing Maximum 4". Minimum 8 ft. sections with 1 1/2" square posts bolted to concrete (min. 5/8" x8 galv. bolts w/ shields epoxy grouted, min 6" deep, 2 per post) end walls and wing walls.

Contractor is responsible for any additional materials needed to complete the job. Site visits are highly recommended. Any questions should be directed to bids@havelocknc.us by the question deadline.

Excavation and Shoring:

- A. Contractor is responsible for excavating to remove existing pipes and retaining wall materials, including old rip-rap.
- B. Contractor is responsible for proper shoring and/or sloping during work to comply with OSHA standards.
- C. The Contractor is responsible for the design and protection of all excavation and shoring.

- D. Contractor shall notify NC 811 for utility locations prior to any excavations.

- E. During demolition, excavation, and new work, the Contractor shall erect and maintain temporary Tenax or equal orange construction fencing with “No Entry”/ “Danger” signage on all sides.

Backfill and Compaction:

- A. All excavations shall be backfilled with native soils or select fill if the excavated material is not suitable. Contractor shall be responsible for the removal and disposal of all excavation material and construction debris.

- B. Compaction shall be to 98% Standard Proctor.

- C. Backfill shall be completed and layered in maximum lifts of 8 inches.

Erosion and Sediment Control and Surface Restoration:

- A. The Contractor shall be responsible for the installation and maintenance of all erosion and sediment control, including dewatering if required, in accordance with the NC Erosion and Sediment Control Manual.

- B. Construction activities shall be completed in such a manner that erosion of disturbed areas and off-site sedimentation is absolutely minimized.

- C. All disturbed areas shall be restored as soon as construction is complete. Sod shall match existing grass in maintained areas. Follow the NC Erosion and Sediment Control Manual for seeding type.

- D. Reinstall existing rip-rap and supplement new above wing walls and at outflow apron.

- E. Rolled erosion control matting shall be used to stabilize all disturbed slopes.

Access:

- A. Project area is within an existing City of Havelock easement or within City street right-of-way.

- B. If additional access is required through private property, the Contractor shall coordinate access through the City with the property owner(s) and restore all disturbed area to the satisfaction of the property owner(s).

Traffic Control:

- A. Access to residences for local traffic shall be maintained throughout contract. Contractor shall provide a minimum of one week (7 days) notice to City of Havelock for any road closure.

General Provisions:

- A. Contractor shall comply with all requirements of OSHA 1926.
- B. Work hours shall be 8am to 5pm, Monday through Friday. No work shall be performed on City holidays. Work outside established work hours must be scheduled with the City 48 hours in advance and is subject to approval.
- C. Contractor will obtain all necessary permits. Permits required by City of Havelock are provided free of charge.
- D. Roadway repair is the responsibility of the contractor.
- E. All necessary efforts shall be made by Contractor to control erosion and sediment release while this project is under construction.
- F. The Contractor is to clean and remove all debris at the end of each work day.
- G. All underground utilities are to be 811 located prior to work being started.
- H. Contractor is responsible for all damage to existing roads, driveways, drainage, or utilities that occur as a result of the construction of the project.
- I. Contractor is responsible for all damage to City property that occur as a result of the construction of the project.
- J. Contractor shall provide safety measures during entire length of the project.
- K. Contractor is responsible for the storage and safety of all materials and equipment on jobsite.

Liquidated Damages:

The Contractor agrees to pay the owner \$300 per day in liquidated damages for each day beyond the duration described below for the period of performance.

Period of Performance:

The performance period is 45 days from the notice to proceed.

A map of the area is attached for planning purposes. Photos and drawings are for reference only. Site visits are highly recommended.

Figure 1: Site location map

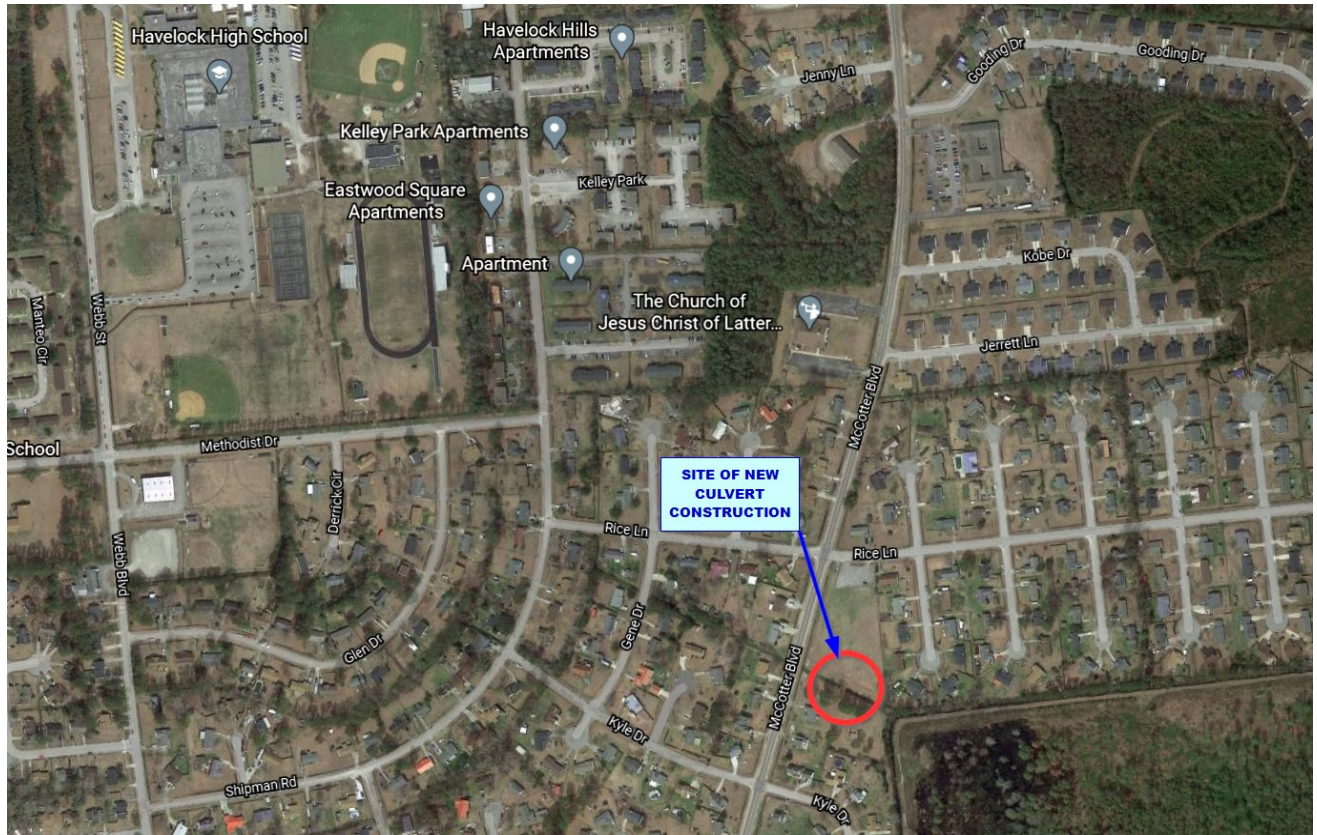


FIGURE 2. ELEVATION, PLAN, SECTION

SCALE $\frac{3}{16}''=1'$

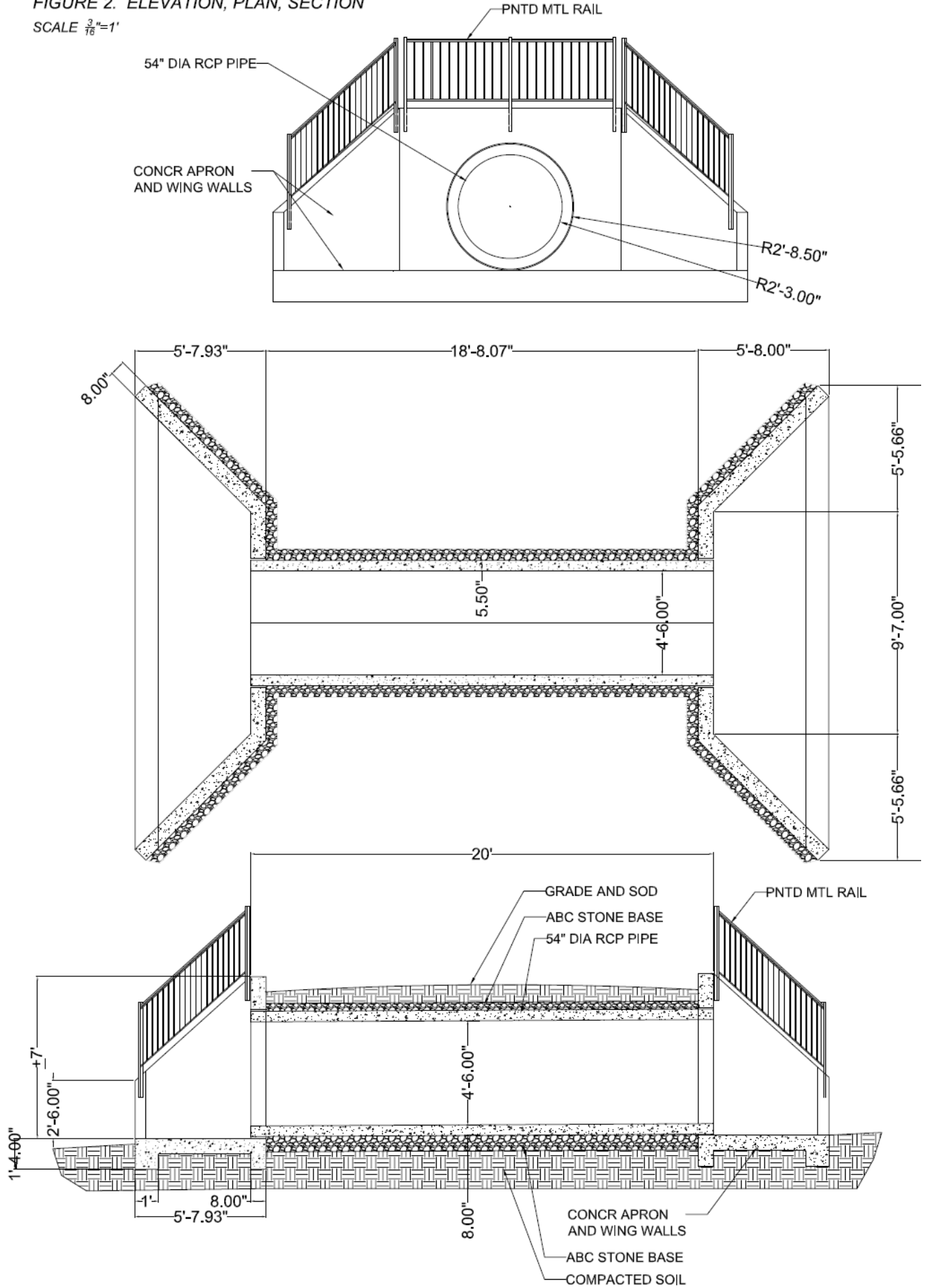


Figure 3: View from McCotter Blvd of existing conditions



