



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,
Repair/Replace Roofs at Various Buildings”*

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, May 22, 2019** 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.

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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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 Thursday, May 16, 2019**. If questions are received, the City will respond no later than **12:00 PM (EST) on Monday, May 20, 2019**.

This is the 10th day of May 2019

Published: Vendor Registry May 10, 2019

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

Bid: _____

Provide unit prices for material and labor for removal and replacement of rotted and or defective wood.

¾" Plywood Unit price per 4x8 sheet \$ _____

Rake and Facial Board Unit price per board foot \$ _____

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
 Bids@Havelocknc.us

Please indicate the Bid name on the outside of the envelope.

**Repair/Replace Roofs
Various Buildings – City of Havelock**

Project consists of (4) Four Buildings all located within the City Limits radius not to exceed (5) five miles. All roofs consist of three-tab shingles, underlayment 15 lb. felt with metal drip edge. Roof pitch for all roofs is 5/12 or less. All buildings are one story in height, "A" roof construction, and easily accessible.

Building: Animal Control	Address: 6 Governmental Ave. Havelock NC 28532
Building: Evidence & Storage	Address: 4 Governmental Ave. Havelock NC 28532
Building: Walter B Jones Park	Address: 101 Atlantic Ave. Havelock NC 28532
Building: WWTP Blower Building #2	Address: 304 Jackson Dr. Havelock NC 28532

For each of the above. Please bid on both alternates on four buildings. Bid one will be a total for alternate #1 for all four buildings. Bid two will be a total for alternate #2 for all four buildings.

Scope of Work

Alternate #1 Scope of Work

Repair areas damaged by hurricane, by removal of damaged roof materials to a clean substrate and replacing with 30 lb. felt and three-tab shingles matching color and style as closely as possible to provide a water tight repair. Only full shingles are allowed within the field of the roof. No cuts except along the rake. All demolished material shall become the property of the contractor and shall be removed from site daily or stored in a covered container. Repair/Replacement materials shall be installed following strict compliance with manufacture's printed instructions. Contractor shall field verify quantities and notify City representative if there are any differences that do not match quantities listed in bid documents. Contractor shall provide a water tight roof during construction period. Craven County is located in 140 MPH Wind Zone.

Alternate #2 Scope of Work

Remove existing shingles, felt underlayment, ridge cap, eave and rake metal trim from entire roof. Remove or reset existing nails that remain in roof substrate after demolition of existing roof covering. Inspect existing roof substrate for damage or rotten wood that is unsuitable for application of new roof system. Replace any damaged substrate with same materials. Notify City representative immediately of hidden damage, for immediate inspection and verification prior to removal of damaged areas. Contractor to provide price per square foot for materials and labor for repairs for hidden damage before starting job. Prior to proceeding with new roof system. Authorization and quantity of material and labor will be established based on unit price items in contract. Any such work performed by contractor prior to authorizations shall be at no cost to the City. Contractor shall submit shop drawings to owner for all roof penetrations, roof flashing details. Provide details for curb flashing for all roof mounted mechanical equipment to remain. New Roof system consist of (1) one (3) three-foot-wide application of ice and water shield at eaves and rakes. Remainder of roof will be (1) one layer of 30 lb. felt. New architectural shingles with a minimum of 40 year guarantee, ridge cap and new eave and rake metal. Installation shall be in strict compliance with manufactures' application instructions. Color for roofs will be responsibility of City representative. A minimum of (6) six nails per shingle is required. All demolished material shall become the property of the contractor and shall be

removed from site daily or stored in a covered container. Contractor shall provide a water tight roof during construction period. Craven County is located in 140 MPH Wind Zone.

Quantities

Alternate #1

Building: Animal Control

Replace missing or damaged (3) three-tab shingles. Approximately (40) forty square feet

Building: Evidence and Storage

Replace entire ridge vent approximately (80) eighty linear feet, replace missing or damaged (3) three-tab shingles. Approximately (300) three hundred square feet.

Building: Water B. Jones Park

Replace (3) three-tab shingles where tabs are missing. Approximately (30) thirty shingles

Building: WWTP Blower Building #2

Replace ridge cap approximately (50) fifty linear feet. Replace shingles on northeast side approximately (450) four hundred fifty square feet. Remove and replace existing roof felt in damaged area.

Alternate #2

Building: Animal Control

178 Linear feet eave and rake metal. Twelve (12) ± linear feet step flashing, 14.5 squares of shingles, 60 linear feet ridge cap.

Building: Evidence & Storage

242 linear feet of eave & rake metal. 80 linear feet of ridge vent, 31 squares shingles.

Building: Walter B. Jones Park

170 Linear feet eave and rake metal, 50 linear feet of ridge cap, 18 squares shingles, 1 vent through roof flashing.

Building: WWTP Blower Building #2

136 Linear feet eave and rake metal, 50 linear feet of ridge vent, 9 squares shingles

Note:

1. It is highly encouraged that prospective bidders visit sites prior to submitting proposals. Please contact Bids@havelocknc.us to make arrangements.
2. Contractor must be licensed or certified installer of roof system manufacture.
3. Contractor to provide all tools and equipment for the job.
4. Discuss safety equipment –working perimeters-dumpster placement of -porta-john that is to be provided by contractor for the durations of contracted work.
5. Contractor shall comply with all local and state building codes, as well as all OSHA safety codes.
6. Contractor shall provide a 2-year workmanship warranty.
7. All demolished material becomes the property of the Contractor and shall be removed

- from site daily or stored in a covered container.
8. Remove all trash and clean working area.
 9. All buildings are located on or in close vicinity of vehicular travel areas. Extra caution shall be used to keep these areas clear of any debris, nails, screws, etc.
 10. Attached photos are for information only. Not to be used for bid purpose.
 11. All gutter and downspouts will be replaced as necessary.

Animal Control



Evidence and Storage



Walter B. Jones Park



WWTP Blower Building # 2

