



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, 2025 Boys and Girls Club ADA and Building Upgrades”

Address Bids to: **Kimberly Walters, Finance Director**
 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 Friday, November 14, 2025**, at which time they will be reviewed in the office of the City Finance Officer. 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. 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, October 30, 2025**. If questions are received, the City will respond no later than **12:00 PM (EST) on Thursday, November 6, 2025**.

This is the 13th day of October 2025

Published: Vendor Registry October 13, 2025

CITY OF HAVELOCK

Kimberly Walters
Finance Director



**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

Line Item 1: _____

Line Item 2: _____

Line Item 3: _____

Line Item 4: _____

Line Item 5: _____

Line Item 6: _____

Line Item 7: _____

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: Kimberly Walters, Finance Director
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.

2025 Boys and Girls Club ADA and Building Upgrades

199 Webb Blvd, Havelock, NC. 28532

Objective:

Upgrading the ADA Standards, making some Electrical Repairs and Upgrades, and Painting the Boy's and Girl's Bathrooms within the interior of the building for the Havelock Boys and Girls Club.

Scope:

The Boys and Girls club in Havelock is an 80-foot-wide X 100 feet deep steel building and is approximately 50 years old. The Boys and Girls Club began occupying the building in 2004 and modified the interior of the building to fit their needs of their organization. There is a line-item list of seven improvements to be made to the interior of the building which are listed below. The cost for each of the portions of upgrades and improvements are to be quoted separately within line-items. The City of Havelock will reserve the right to accept all, a portion of, or none of the quoted line-items.

List of upgrades and improvements:

1. Replace all doorknobs with ADA compliant knobs and adjust doors for ease of opening.
2. Install ADA compliant tactile signage within the facility.
3. Insulate all kitchen and bathroom sink drains and water supply lines per ADA Standard.
4. Replace all soap and paper towel dispensers and mount at an ADA height.
5. Remodel men and women's bathrooms to include ADA compliant stalls, Ambulatory stalls, and ADA compliant vanities and sinks.
6. Painting the bathrooms within the Boys and Girls Club.
7. Inspect and repair the electrical service within the kitchen and bathrooms.

A site visit is highly recommended but not mandatory. All site visits shall be escorted by a representative of the City of Havelock and can be scheduled by emailing bids@havelocknc.us and requesting a site visit. All measurements and quantities are approximate, contractor to verify. Contractor is to supply all labor, materials, and equipment to complete this project, unless otherwise specified in writing. The City of Havelock shall not be held responsible for omissions or errors in description.

1. Replace all interior doorknobs with ADA compliant and adjust doors for ease of opening.

- a. There are a total of ten interior doors within the Boys and Girls Club facility which will require doorknob replacements and door adjustments for ease of opening.
- b. All doorknobs shall be keyed security doorknobs. All doorknobs shall be keyed alike.
- c. The doorknob hardware must be usable with a single hand. The design cannot require a tight grip, a pinch, or the twisting of the wrist.
- d. Lever-operated handles, push-type mechanisms, and U-shaped pulls shall be acceptable. The ADA compliant interior doorknobs shall be equivalent, equal to or better than Brinks Commercial Lever Entry Doorknob Item

#5194951 Model #BC40049.

- e. Round doorknobs and knobs requiring a full-hand grip and twisting of the wrist shall not be acceptable.
- f. The handles shall be mounted no higher than 48 inches above the finished floor.
- g. The force required to open a door shall not exceed more than 5 pounds of continuous force.

2. Install ADA compliant tactile signage within the facility.

- a. Contractor shall be responsible for supplying and mounting all signage.
- b. Signage to be installed shall be as follows:
 - 1. Room and Floor numbers
 - 2. Restrooms and locker rooms
 - 3. Exits and exit routes
 - 4. Stairways and areas of refuge
- c. There shall be a total of fourteen tactile signs posted within the Boys and Girls Club. Quantities and labeling shall be as follows:
 - 1. One - Staff Closet
 - 2. One - Administrative Office
 - 3. One - Computer Lab
 - 4. One - Library
 - 5. One - Men's Bathroom
 - 6. One - Women's Bathroom
 - 7. One - Kitchen
 - 8. One - Classroom
 - 9. Two - Exit
 - 10. Two - Exit Route
 - 11. Two - Stairways and Area of Refuge
- d. Tactile characters must be sans-serif and in all uppercase.
- e. Raised characters must be between 5/8 and 2 inches high.
- f. Tactile characters must be raised at least 1/32-inch from the background.
- g. Braille position shall be grade 2 braille and placed directly below the text if corresponds to, with a 3/8-inch minimum separation from any raised characters or borders.
- h. Signs must have a non-glare finish, and the characters must have a high color contrast with their background.
- i. Tactile signs are required on the wall adjacent to the latch side of the door and shall be mounted per all ADA standards.
- j. The baseline of the lowest tactile character must be mounted between 48 and 60 inches above the floor.
- k. A clear floor space of at least 18 by 18 inches shall be provided in front of the sign and outside of the arc of any door swing.

3. Insulate all kitchen and bathroom sink drains and water supply lines.

- a. Insulation material shall include non-laminated, flexible, and durable material such as PVC or Vinyl.
- b. The exterior surface shall be smooth, with no sharp or abrasive elements which shall protect users from cuts and abrasions.
- c. The insulation material shall protect against burns from hot water supply pipes and hot drainpipes, with the required thermal resistance R-value of 0.504.
- d. The insulation shall include weep holes or drainage areas to allow for sanitary condensation drainage and air circulation.
- e. The insulation product shall meet specific accessibility standards, such as ADA 4.19.4, the ICC/ANSI A117.1 and the International Building Code (IBC).

4. Replace all soap and paper towel dispensers and mount at an ADA height.

- a. There are a total of six soap dispensers and three paper towel dispensers within the Boys and Girls Club, all of which are located within the bathrooms and kitchen.
 - a. The current soap and paper towel dispensers are to be replaced and located within ADA requirements.
 - b. The soap and paper towel dispensers shall have a clear unobstructed reach.
 - c. The soap dispensers shall be equivalent, equal to, or better than Alpine Industries Automatic Soap Dispenser Item #2766776 Model #430-L.
 - d. The paper towel dispensers shall be equivalent, equal to, or better than Bradley Surface Mounted Paper Towel Dispenser SKU: 252-000000
 - e. The operable parts of the soap and paper towel dispensers shall be mounted between 15 inches and 48 inches from the finished floor and between 9 inches and 54 inches for a side reach.
 - f. Dispensers shall be operable with one hand, without requiring tight grasping, pinching, or a twist of the wrist.

5. Remodel the men and women's bathrooms, including one ADA compliant stall in each bathroom, one Ambulatory stall in each bathroom, and ADA compliant vanities and sinks.

- a. One bathroom shall be remodeled at a time, allowing the second bathroom available for use during operating hours for the Boys and Girls Club.
- b. The wooden commode partitions shall be removed and replaced utilizing a Powder Coated Steel Commode Partition and shall include privacy doors. The commode partitions shall be equivalent, equal to, or better than the One Point Partitions Model Name: Powder Coated Steel. The partitions shall include one ADA compliant partition and one ambulatory partition per bathroom. Within the girl's bathroom the third partition shall be a standard size partition.
- c. Currently there are two commodes and two urinals within the men's bathroom, within the women's bathroom there are currently four commodes.
- d. Upon completion of the remodel of the bathrooms there will be two

commodes within the men's bathroom and one urinal. Within the women's bathroom there will be three commodes.

- e. All commodes within the bathrooms are floor mounted, all modifications to the plumbing shall be the responsibility of the contractor. The floor mounted plumbing is encased within concrete.
- f. All concrete removed or modified for the purpose of modifying plumbing shall be the responsibility of the contractor and shall be replaced to an as was condition before the completion of the project.
- g. All commodes shall be replaced with ADA compliant commodes which shall be equivalent, equal to, or better than the American Standard Elongated two-piece floor mounted commode Item #5619673 Model #767AA001.020
- h. The urinals are wall mounted, all modifications to the plumbing shall be the responsibility of the contractor.
- i. The vanities shall be an ADA compliant dual sink, five feet in length and a maximum countertop height of 34 inches. The new vanities shall have at least 27 inches of knee clearance, and have an unobstructed roll-under space. Sinks shall have shallow depths, and faucets requiring easy, one-handed operation with minimal force.
- j. The vanities, sinks, and faucets shall be equivalent, equal to, or better than Goodtime Medical ADA Double Vanity, Sink, and faucet SKU #A60-OS-2B.
- k. All modifications to the plumbing for the vanities shall be the responsibility of the contractor.
- l. All walls including drywall, wainscot, and structural components of the walls which are modified for the purpose of plumbing modifications for both the installation of the vanities and urinals shall be the responsibility of the contractor and shall be remediated to an as was or better condition before the completion of the project.
- m. Upon completion of the plumbing modifications for the new bathroom fixtures, the flooring within the bathrooms shall be replaced. Each of the bathrooms are approximately 12'X12' for an approximate square footage of 144 square feet.
- n. The flooring to be installed shall be a LVP flooring and shall be equivalent, equal to, or better than North Star LVP SKU #3230091V.
- o. The color of the LVP flooring shall be Zapan (color #91) or equivalent.
- p. LVP flooring shall be installed per all manufacturers' specifications.
- q. Transition strips and vinyl cove base trim shall be included within the installation of the new flooring. Color of the Vinyl Cove Base Trim shall be determined at a later date.
- r. A copy of the manufacturer's installation specifications shall be supplied to a representative of the City of Havelock.
- s. The dimensions of the ADA compliant stalls shall be a minimum of 60 inches wide and 59 inches deep. The door width shall be a minimum of 34

to 36 inches wide.

- t. The ADA compliant stalls shall have adequate clear floor space for a wheelchair to maneuver inside the stall. This stall shall require a 60-inch diameter circular space for wheelchair turning.
- u. The ADA bathroom stall shall be clearly marked with the International Symbol of Accessibility.
- v. The Ambulatory stalls shall be 36-inches wide by 60-inches deep, with extra grab bars and support for individuals with motor disabilities who may not use a wheelchair but still need additional assistance.
- w. All rubble and demolished materials shall become the property of the contractor and shall be disposed of according to all local, state, and federal regulations.

6. Painting the bathrooms within the Boys and Girls Club.

- a. Upon completion of the plumbing modifications, structural and drywall repair, both bathrooms including the walls, ceiling, and trim shall be repainted.
- b. Both bathrooms are 12'X12' with 8' tall walls. The ceiling shall be approximately 144 square feet. The surface wall area shall be approximately 384 square feet.
- c. The shade and color for the bathrooms shall be decided upon at a later date. The paint to be utilized on the walls shall be an enamel self-priming paint. The paint to be utilized for the ceilings shall be a water-based matt finished paint. The paint to be utilized for the trim shall be an enamel semi-gloss paint.
- d. The ceiling tiles within the bathrooms of the Boys and Girls club are textured 12"X12" Mineral Fiber Surface-mount Ceiling Tiles.
- e. Approximately 20 square feet of ceiling tiles shall require replacement.
- f. The texture of the newly installed tiles shall match the existing texture as closely as possible.
- g. Installation of the newly installed ceiling tiles shall be accomplished by use of ceiling tile adhesive.
- h. There shall be two coats of paint applied to all repainted surfaces.
- i. The contractor shall be responsible for removal and replacement of all mirrors, dispensers, lighting, hanging fixtures, and hooks to be able to access all surfaces for painting.
- j. The contractor shall be responsible for removal of all stickers on the walls before painting.
- k. The contractor shall be responsible for filling holes or depressions within the drywall 1" in diameter and smaller with a drywall compound.
- l. The contractor will be responsible for removal and replacement of any areas of drywall with a hole or depression larger than 1" in diameter. Areas of replacement will be taped with drywall joint tape and smoothed with a drywall joint compound.
- m. The contractor shall be responsible for removal and disposal of any and all

waste materials. Material storage during the course of this project will be the responsibility of the contractor.

- n. The City of Havelock shall be supplied with one gallon of each style of paint from the contractor to be utilized as touch up paint.

7. Inspect and repair the electrical service within areas of the Boys and Girls Club.

- a. All circuitry within the panel boxes shall be identified and properly labeled.
- b. All 110v receptacles and light switches within the kitchen and bathrooms shall be replaced.
- c. There are approximately six 110v receptacles within the bathrooms and kitchen. There are approximately nine 110v light switches within the bathrooms and kitchen. The list of receptacles and locations are approximate and are as below:
 - 1. 110v Receptacles**
 - a. Men's Bathroom has one 110v receptacle.
 - b. Women's Bathroom has two 110v receptacles
 - c. The Kitchen has three 110v receptacles.
 - 2. 110v Switches**
 - a. Men's Bathroom has one three gang switch box with three switches.
 - b. Women's Bathroom has one three gang switch box with three switches.
 - c. The Kitchen has three single gang switch boxes with three switches.
- d. There is one 220v receptacle within the kitchen, this receptacle shall be replaced and remounted to the wall.
- e. There are a total of three ventilation fans within the Boys and Girls Club, one in each of the bathrooms and one in the kitchen. The ventilation fans within the bathrooms and kitchen shall be replaced.
- f. The ventilation fans shall be equipped with motion sensing technology. The exhaust fans shall be equal to or better than Panasonic Whisper Value 0.3-Sone 110-CFM White Lighted Bathroom Fan Item #1170184 Model #FV-0510VSL1.
- g. The existing exhaust fans are switch operated. The newly installed exhaust fans shall be direct hard wired to a circuit.
- h. The light fixture within the Staff Closet shall be replaced with an 11" Matte Integrated LED Flush Mount Light equal to or better than Model #MXL1137 – L24K9027. The switch for the lighting fixture shall also be replaced.
- i. The circuit breaker which controls the electrical power to the reception area within the South side of the building shall be replaced. The circuit breaker shall be upgraded from a 20-amp breaker to a 30-amp breaker;

providing the gauge of the wiring will accept a 30- amp breaker; if the wiring will not accept a 30-amp breaker the circuit breaker shall be replaced and remain a 20-amp breaker.

- j. All electrical work shall conform to NEC code.
- k. All replaced material shall become the property of the contractor and shall be disposed of according to all local, state, and federal regulations.

8. Site Restoration

- a. Disturbance of existing landscape features shall be held to a minimum and all disturbed areas returned to a condition equal or better when repair is complete. Care shall be taken so as not to damage existing features to remain such as roadways, curbs, driveways, sidewalks, etc. All features removed or damaged shall be replaced or repaired at the responsibility of the contractor to existing condition or better. All demolished material shall become the property of the contractor and shall be removed from the work site and disposed of in accordance with all local State, and Federal requirements. As-built documentation shall include a description of materials used and repair procedures completed at each site.

9. Performance Period

- a. It will be the contractor's responsibility to set a start date with a representative from the City of Havelock to begin a project within thirty (30) days from the issuance of a Notice of Award - Proceed.
- b. The performance period is 90 days from the listed date on the Notice to Proceed.
- c. The contractor shall work diligently to complete the project from the arranged start date. 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 of Havelock, 48 hours in advance and is subject to approval.
- d. The contractor will be responsible for contacting a representative of the City of Havelock in the event that a project will be extended outside of the arranged performance period. Contact must be in the form of an email and acceptance of the extension of the performance period from a representative of the City of Havelock must also be in the form of an email.

10. Access:

- a. Access to project site is within existing City of Havelock right of way.

11. Termination Clause:

- a. Any agreement and issuance of purchase orders shall be terminated upon the expiration of (90) ninety days without work commencing. At the end of ninety days the City of Havelock will give written notice to the other party of its intention to terminate.

- b. Any intent to begin a project ninety (90) days or more after a purchase order has been issued must be submitted in writing and approved by a representative of the City of Havelock.

12. Warranty:

- a. Contractor will be held responsible for the materials and workmanship utilized within this project for a term of one year from the time that the equipment is put back into service.
- b. The City of Havelock will be responsible for the warranty of any materials that are supplied to the contractor by the City of Havelock during the course of this project.

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 of Havelock holidays. Work outside established work hours must be scheduled with the City of Havelock, 48 hours in advance and is subject to approval.
- c. Contractor will obtain all necessary permits. Permits required by the City of Havelock are provided free of charge.
- d. Roadway repair is the responsibility of the contractor.
- e. Contractor shall 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 workday.
- 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 project.
- i. Contractor is responsible for all damage to City of Havelock property that occurs as a result of the construction of the project.
- j. Contractor shall provide safety measures during the entire length of the project.
- k. Contractor is responsible for the storage and safety of materials and equipment on jobsite.
- l. Submittals must be approved by the City of Havelock prior to any work starting.
- m. The performance period is 90 days from the Notice to Proceed.

Liquidated Damages:

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

Figure 1: Work area map.



Figure 2: Images of the Boys' Bathroom.



Figure 3: Images of the Girls Bathroom



Figure 4: Images of the Kitchen

