



## 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 Pouring a Concrete Pad Within an Existing Building”*

**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 Tuesday, February 25, 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](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 Monday, February 10, 2025**. If questions are received, the city will respond no later than **12:00 PM (EST) on Friday, February 14, 2025**.

This is the 31<sup>st</sup> day of January 2025

Published: Vendor Registry January 31, 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

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:**    **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 Pouring a Concrete Pad Within an Existing Building 104 Outer Banks Dr. Havelock, NC. 28532

## **Objective:**

Pour a concrete pad within an existing building at the Public Services facility in Havelock.

## **Scope:**

The existing building to have a concrete pad poured within is a 50'X100' metal building. The foundation surrounding this building is concrete footings which are 1'6" wide, which will leave the pad to be poured approximately 47'X97'. The concrete pad to be poured within the footings shall be 6" thick and should utilize approximately 85 yards of concrete. The concrete to be used shall be 4500 psi fiber reinforced concrete. The City of Havelock highly encourages a site visit but not mandatory. All measurements are approximate contractor to verify. The City of Havelock shall not be held responsible for omissions or errors in description.

## **Concrete Pad:**

### **Contractor Responsibilities:**

- a. The contractor shall be responsible for removal of the 6" thick ABC stone flooring within the existing building. The removed rock flooring shall be placed within the ABC Stone bin within the Public Services facility.
- b. The contractor shall compact the soil base to a minimum of 95% standard proctor, and maintain a minimum of 6" of thickness for the concrete pad.
- c. The contractor shall utilize 6 mil polyethylene as a vapor barrier. The vapor barrier shall be in rolls of no less than 20' wide and 100' long. The vapor barrier shall overlap itself by no less than 16" and be tapped together at the seams.
- d. The contractor shall pour the concrete pad in four separate pours. The contractor shall utilize 6" metal keyway as a construction joint between the four pads. The keyway will be placed within the pad separating the four pours, extending the entire width of the pad. See figure 3.
- e. The contractor shall utilize a 1/2" asphalt impregnated expansion joint around the perimeter of the concrete pad to be poured. After the complete curing of the newly installed concrete pad, a 3/8" deep X 1/2" wide bead of polyurethane elastomeric sealant shall be applied within the expansion joint terminating at the top of the newly installed concrete pad.
- f. The contractor shall utilize 4500 psi fiber reinforced concrete. There will be no wire mesh or rebar required.
- g. It shall be at the discretion of the contractor as to how much concrete is poured within one day, although the concrete shall be poured in the sequence that is depicted within Figure 3.
- h. The contractor shall supply the City of Havelock a mix design from the concrete supplier.
- i. The contractor shall ensure the 4500-psi mix design has 5 – 7% entrained air within the mix.

- j. The contractor shall supply 1 five parts set of testing cylinders per each of the four sectional pours. The contractor shall be responsible for hiring an independent testing company for cylinder and slump testing. Slump testing shall follow concrete suppliers mix design. Copies of all testing results must be given to a representative of the City of Havelock.
- k. The contractor shall supply concrete curing blankets during the curing of the concrete if the ambient temperature is at or below 32 degrees at any time during the first 24-hour period after the concrete is poured.
- l. The contractor shall apply a light broom finish on the concrete.
- m. The contractor shall cut 1” deep control joints within the concrete. There shall be ten areas of angular saw cut control joints at the structural beam footing pad extensions, the control joints are to be cut diagonally and are to extend 3’ from the foundation bases. See figure 4. There shall be two control joints cut the length of the pad. See figure 4. All control joints shall be cut within the concrete 18 – 24 hours after being poured.
- n. Care shall be taken to eliminate concrete residue on all existing building siding and structural steel during concrete placement. All concrete residue shall be removed to the satisfaction of the City of Havelock representative.
- o. The contractor shall be responsible for supplying all equipment and materials during the course of this project.

### **City of Havelock Responsibilities**

- a. A representative of the City of Havelock will track progress daily. 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.

The City of Havelock highly encourages a site visit but not mandatory. The contractor shall be responsible for supplying all equipment, labor and materials during the course of this project. All measurements are approximate contractor to verify. The City of Havelock shall not be held responsible for omissions or errors in description.

#### **1. 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 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.

#### **2. 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 purchase order.
- 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, 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.

**3. Access:**

- a. Access to project site is within City of Havelock Public Services Facility Property.

**4. 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.

**5. 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 concrete is cured.
- 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 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. 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 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 project.
- i. Contractor is responsible for all damage to City 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: Image of the work area.*



*Figure 2: Rock Floor which is to be removed and placed within the ABC Stone bin.*



Figure 3: Image of the Foundation, sequence of pours, and Keyway Location

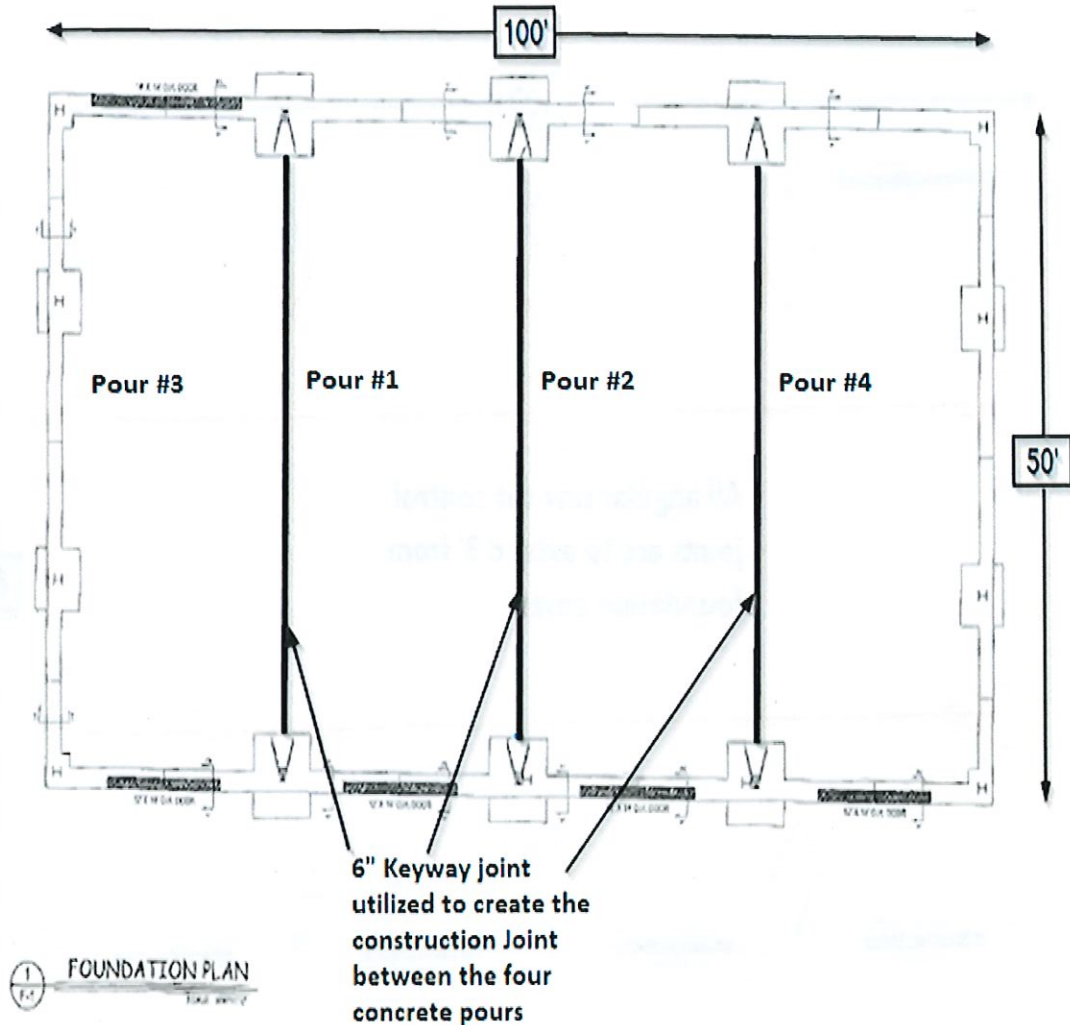


Figure 4: Image of the Foundation and Saw Cut Control Joints.

