



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,
2024 Resetting a Manhole and Repairing Sanitary Sewer Line
1217 Wormwood Branch Havelock NC 28532”*

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 Wednesday, October 30, 2024** 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 60 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 Wednesday, October 16, 2024**. If questions are received, the City will respond no later than **12:00 PM (EST) on Tuesday, October 22, 2024**.

This is the 2nd day of October 2024

Published: Vendor Registry October 2, 2024

CITY OF HAVELOCK

Kimberly Walters
Finance Director

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.

2024 Resetting a Manhole and Repairing Sanitary Sewer Line 1217 Wormwood Branch, Havelock, NC. 28532

Objective:

Excavating and resetting one manhole and replacement of specified amounts of PVC SDR35 Gravity Sewer Pipe within in the City of Havelock.

Scope:

Existing manhole ST-15 has sunk approximately 6” and is now to be excavated, and reset in a secure gravel base in the existing location. The existing sanitary sewer line to the South West side of manhole ST-15 size is believed to be 8” PVC SDR 35. Twenty feet of the 8” PVC sanitary sewer line to the South West side of manhole ST-15 will require replacement. There are two laterals coming into the North East end of ST-15, both are 4” PVC, ten feet of each of the 4” PVC laterals shall require replacement. Pipe is at a depth of approximately 6 feet. Laterals from properties at 1218, 1219 Wormwood Branch Court are directly connected to the North East side of the manhole ST-15. The two lateral services, 1216, and 1217 Wormwood Branch Court are connected to the 8” sanitary sewer line, each will be rebuilt four feet from the sanitary sewer 8” PVC main line.

The sinkhole in front of 1217 Wormwood Branch Court is 10’ wide 27’ long. This asphalt is to be square cut, removed and replaced utilizing the specifications listed under section 9, image 4. Any concrete driveways or sidewalks removed or damaged during the course of this work shall be the responsibility of the contractor to restore to original condition or better, follow concrete specifications in section 10.

A site visit is highly recommended but not mandatory. All measurements are approximate and contractor is to verify. Contractor is to supply all labor, materials, and equipment to complete this project, unless otherwise specified in writing. The contractor shall be responsible for any and all locating services and verifying. Any damage to any utilities during the course of this project shall be the responsibility of the contractor to repair and restore to service. The City of Havelock shall not be held responsible for omissions or errors in description.

Manhole Resetting and Sanitary Sewer Line Replacement: Contractors’ responsibilities:

- a. The 8” PVC SDR35 Gravity Sewer Pipe line must be replaced twenty feet to the South West Side of Manhole ST-15. There are two residential laterals which must also be rebuilt four feet into the service line. The two residential services which will have their laterals rebuilt into the 8” PVC SDR 35 main, these are 1216 and 1217 Wormwood Branch Court. There are two lateral services directly connecting to the North East side of the manhole, these are 1218 and 1219 Wormwood Branch Court sanitary sewer laterals. These two 4” PVC services are to be replaced ten feet from the North East side of manhole ST-15.
- b. The existing 8” PVC Gravity Sanitary Sewer Line is approximately six feet deep. Excavate and replace the 8” PVC Gravity Sanitary Sewer Line and the 4” PVC service laterals utilizing a trench box per OSHA standards. The excavated and removed pipe will become the property of the contractor. It will be the responsibility of the contractor to dispose of the excavated and removed pipe.

- c. The contractor shall design and furnish a bypass pumping system during the course of this project. The contractor shall supply the City of Havelock a copy of the bypass pumping plan for approval before the project shall begin.
- d. Excavate and remove the existing ST-15 manhole, being careful not to damage the manhole as to be able to reuse. Excavated spoils cannot be used for any material that requires compaction. Excavated spoils will become the responsibility of the contractor to remove from the site. It will be the responsibility of the contractor to inspect the ST-15 manhole before excavation to ensure the manhole does not require replacement.
- e. The contractor must excavate a minimum of 100 square feet (10'X10') of base soil underneath the manhole base by a minimum of twenty-four inches deep and replace with 57 stone. The 57 stone shall be wrapped on all sides, top and bottom with Geo-Textile fabric. See Figure 6. The 57 stone must be compacted to 95% standard proctor in no more than eight-inch lifts.
- f. Form and pour a Ballast ring on the bottom of the manhole. The ballast ring must be six inches wide, surrounding the base of the manhole and six inches high from the bottom of the base of the manhole. The Ballast ring must be reinforced by the use of rebar that has been inserted into the existing manhole base. See figure 5.
- g. The contractor shall determine the correct elevation for manhole ST-15 by utilizing the invert elevation of manhole ST-27 which is located between 1211 and 1213 Wormwood Branch Court. See figure 2 & 3 for manhole location.
- h. Replace the ST-15 manhole ensuring that the manhole is being reset to the correct elevation.
- i. The bedding for the new 4" PVC lateral sanitary sewer piping and the 8" PVC SDR35 Gravity Sewer Pipe shall be twelve inches of 57 stone; 57 or ABC Stone is to be utilized from the base of the pipe to 12" above the top elevation of the pipe. Engineered select fill is to be utilized to backfill the remainder of the excavation. All backfill material is to be compacted to 95% standard proctor in no more than 8" lifts.
- j. Install the influent and effluent pipe using mechanically installed flexible rubber boot seals to create a watertight connection.
- k. Utilizing a hydraulic grout, grout the internal and external connections of the 8" main PVC SDR 35 and 4" PVC lateral services to the newly installed manhole.
- l. Any concrete driveways, sidewalks, or curbing removed or damaged during the course of his project shall be the responsibility of the contractor to restore to original condition or better, follow concrete specifications in section 10.
- m. Access to residential driveways shall stay as accessible as possible during the course of this project.
- n. Restore the asphalt pavement following the specifications within section 9 for Pavement Restoration. See section 9 and image 4.

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.

1. Gravity Sewer Materials:

- a. PVC SDR35 Gravity Sewer Pipe: Pipe shall conform to all requirements of AWWA and shall be capable of withstanding the overburden pressures determined by the depth of burial in the field.
- b. Non-pressure-type Pipe Couplings: Couplings for joining new PVC pipe to existing pipe shall be solid sleeve type suitable for all types of pipe. When applicable, material shall be ductile iron with gaskets suitable for sewer service. Coupling shall be Maxadaptor coupling or equal, per AWWA C605.
- c. Solid Wall Plastic Pipe Cutting: Cutting of pipe lengths shall be performed using tools and or equipment that will provide a neat, perpendicular cut without damage to the plastic. All burrs shall be removed using a file, knife or abrasive paper. Ends on the cut pipe shall be beveled to prevent gasket damage.

2. Dewatering:

- a. The contractor shall dewater as required for completion of work. Excavation shall be kept free of water at all times during pipe removal, pipe replacement, and backfill operation.
- b. All dewatering shall flow through a sediment filter bag. Sediment filter bags shall be of Polypropylene non-woven geotextile fabric with a sewn-in sleeve of sufficient size to accept a 4-inch diameter discharge hose. The discharge hose shall be extended into the sleeve a minimum of six (6) inches and be tightly secured with a hose clamp or other suitable device to prevent leakage. Contractor shall size sediment filter bags as necessary to dewater excavations. Effluent to be directed to adjacent stormwater conveyance areas and Contractor shall remove any accumulation of sediment from such areas following dewatering operations.
- c. Upon removal of any dewatering header pipe system the contractor shall be responsible for filling the header pipe hole with filter sand to 50% of the depth of the hole while compacting to 95% standard proctor in 8" lifts. Grout shall be utilized to fill to 90% of the depth of the hole and the remaining 10% shall be topsoil, or select fill.
- d. The usage of water from a hydrant will only be allowed by use of a Hydrant Meter. An application must be filled out at Customer Service at City Hall at 1 Governmental Ave. Havelock, NC. 28532. The Hydrant Meter must be returned to the City of Havelock at the completion of the project by calling 1-252-670-0663 and scheduling pickup of the Hydrant Meter.
- e. Upon submission of the Hydrant Meter Application there will be a \$ 500.00 dollar deposit due. The Hydrant Meter will be delivered to the project site upon the contractor calling 1-252-670-0663 and scheduling the delivery. Hydrant Meters are subject to availability.

- f. Upon return of the Hydrant Meter, usage will be read and the metered charge will be applied. If the metered charge is less than the deposit the contractor will receive a refund which will be minus the metered charge, if the metered charge is over the deposit amount, a usage bill will be issued to the contractor for the balance over the deposit amount.

3. Excavation and Shoring:

- a. Contractor is responsible for the design and protection of all excavation and shoring. Standard shoring practices including trench boxes, can be used and certified/stamped by manufacturer. If required, shoring shall be designed and sealed by a professional engineer registered in the State of North Carolina, as required by OSHA, CFR1926.
- b. Contractor shall notify NC 811 for utility locations prior to any excavations.
- c. In no case shall excavations exceed that which cannot be backfilled by the end of the work day.

4. Backfill and Compaction:

- a. All excavations shall be backfilled with 57 stone, ABC stone, and engineered select fill. Contractor shall be responsible for removal and disposal of all excavation material and construction debris.
- b. Compaction in embankment shall be to 95% standard proctor in no more than 8" lifts.
- c. Compaction in roadways, driveways, and sidewalks shall be to 98% standard proctor in no more than 8" lifts.

5. Pipe and Manhole Bedding:

- a. Pipe bedding shall consist of a twelve-inch (12") depth of # 57 stone under pipe and #57 or ABC stone to 12" above the top of the pipe. The remainder of the backfill shall be engineered select fill to 3.5" from the top of the asphalt elevation. See figure 4.

6. Erosion and Sediment Control and Restoration:

- a. The contractor shall be responsible for the installation and maintenance of all erosion and sediment control in accordance with the NC DEQ 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. Seed or sod type shall match existing grass in maintained areas. Follow the NC DEQ Erosion and Sediment Control Manual for type or as directed by City of Havelock representative.

7. Bypass Pumping:

- a. Sewage bypass pumping shall be required for completion of repairs. Contractor shall design and furnish all material, labor, equipment, power, fuel, fuel storage, maintenance, etc. to implement a temporary bypass arrangement for the purpose of diverting flow around each residence and the work area on a daily basis for the duration of the repair. The bypass system shall meet the requirements of all codes and regulatory agencies having jurisdiction. Contractor shall be held liable for any and all fines imposed by local, State, and/or Federal agencies for failure to maintain flows or contain spills and/or overflows.
- b. Bypass pumping will be required to maintain continuous service to the residents on Wormwood Branch Court. The contractor will be responsible for developing a bypass plan and supplying a copy of this plan to a representative of the City of Havelock.

8. Traffic Control

- a. Contractor shall submit a Traffic Control Plan for any operations affecting traffic including but not limited to lane closures. City must approve the traffic plan prior to implementation, particularly 24-hour notice prior to any lane closure.
- b. Access to residences for local traffic shall be maintained throughout contract. Contractor shall provide a minimum of 24-hour notice to City of Havelock for any road closure.

9. Pavement Restoration

- a. Replacement of asphalt roadway and/or concrete driveways/sidewalks are the responsibility of the contractor and shall be returned to original condition or better before the end of the project.
- b. The contractor shall utilize a 12" bedding of 57 stone for both the newly installed 8" sanitary sewer line and 4" lateral services and fill the excavation with 57 or ABC stone to 12" above the top of the sanitary sewer lines. Engineered select fill shall complete the backfill of the remainder of the excavation to 3.5" from the top of the existing asphalt. See figure 4.
- c. The contractor shall be responsible for square cutting the utility cut back to undisturbed asphalt before the Pavement Restoration portion of this project can begin.
- d. Engineered select fill shall be utilized from the top of the 57 or ABC stone above the top of the newly installed sanitary sewer lines. The Engineered select fill shall be compacted to 95% standard proctor in a maximum of eight-inch lifts.
- e. Asphalt base course shall be a minimum of two inches thick and meet the requirements of B25.OB per NCDOT Standards for Roads and Structures. The asphalt base will remain one and a half inches (1.5") below the elevation of the existing asphalt.
- f. Asphalt tack coat shall be sprayed or brushed on the existing asphalt to be

tied into and shall be in accordance with section 605 asphalt tack coat of the NCDOT Standard Specifications for Roads and Structures.

- g. The asphalt surface course shall be S9.5B at one and a half inches thick per NCDOT Standards for Roads and Structures. Prior to placement of the asphalt surface course, the base course shall be inspected for damage or defects and repaired to the satisfaction to the representative of the City of Havelock.
- h. Access to residents' driveways must remain as accessible as possible during the course of this project.

10. Concrete Restoration:

- a. Any concrete rubble from removal of the sidewalks, driveway aprons, and curbing will be the responsibility of the contractor to remove and dispose of in accordance with all local, state, and federal regulations.
- b. Concrete is to be 3500-pound fiber reinforced concrete mix.
- c. The foundation for the concrete shall be compacted to 95% standard proctor in no more than 8" lifts before the concrete is poured.
- d. The concrete driveway aprons and sidewalks shall be no less than four inches thick.
- e. The concrete driveway aprons and sidewalks will require no wire mesh or rebar.
- f. The seams where the new concrete meets the old concrete will be tooled to a ½" radius.
- g. The seams where the new concrete meets the existing concrete shall have a ½" expansion joint between the existing and newly poured concrete.
- h. Until completely cured the contractor will supply signage "No walking, Wet concrete".

11. 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.

12. 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 to Award - Proceed.
- b. The performance period is 60 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.

13. Access:

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

14. 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.

15. 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 sanitary sewer, concrete sidewalks, and driveway aprons are 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 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 60 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: Manholes and Sanitary Sewer Line.

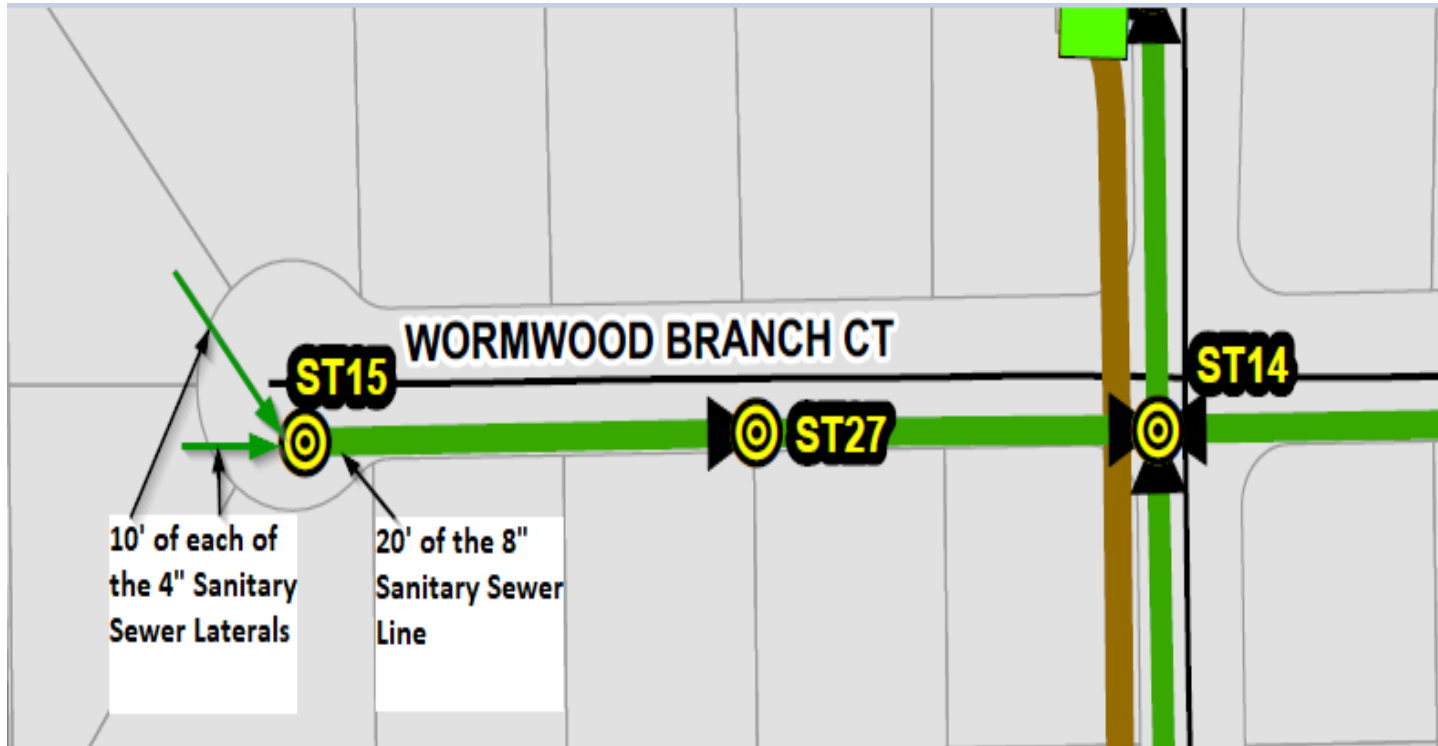


Figure 3: Addresses and Service Laterals.

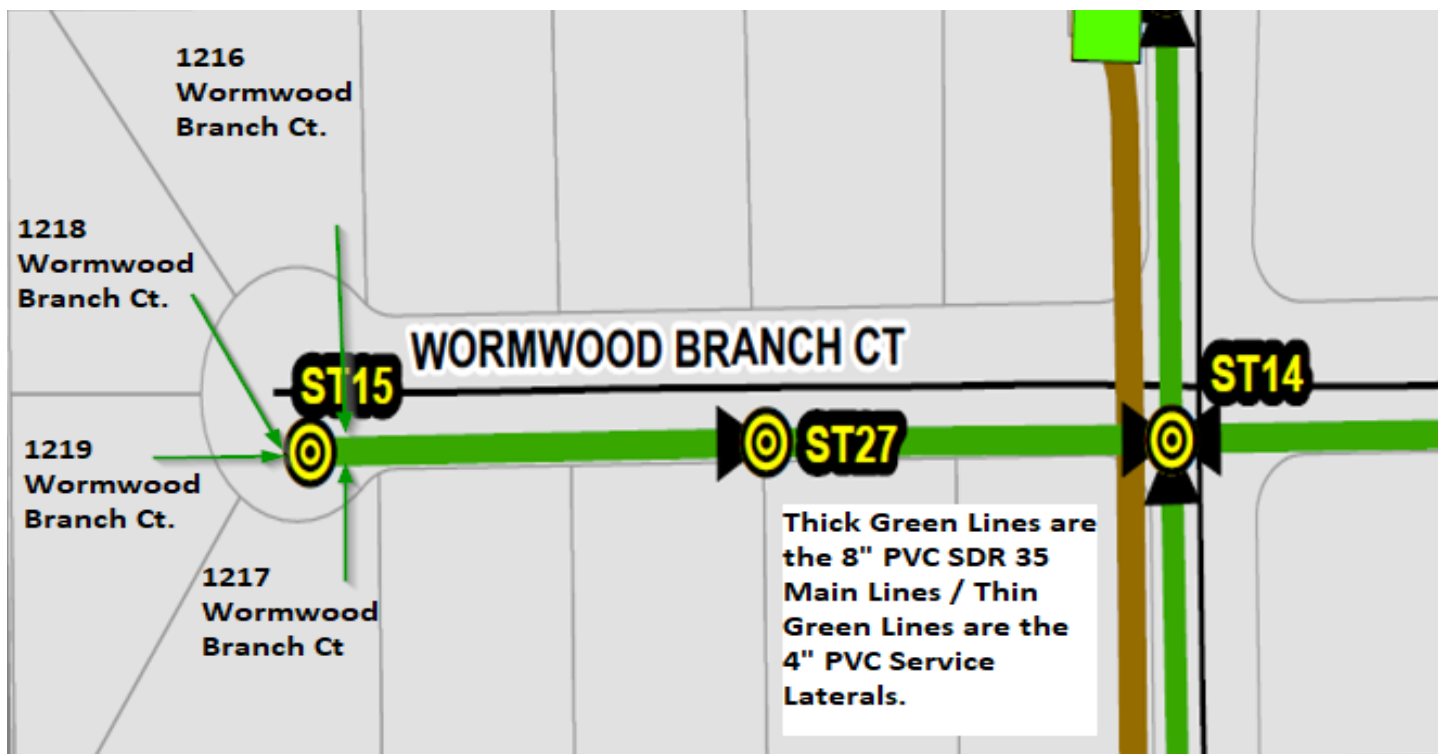


Figure 4: Pipe Bedding and Pavement Cross Section, Typical.

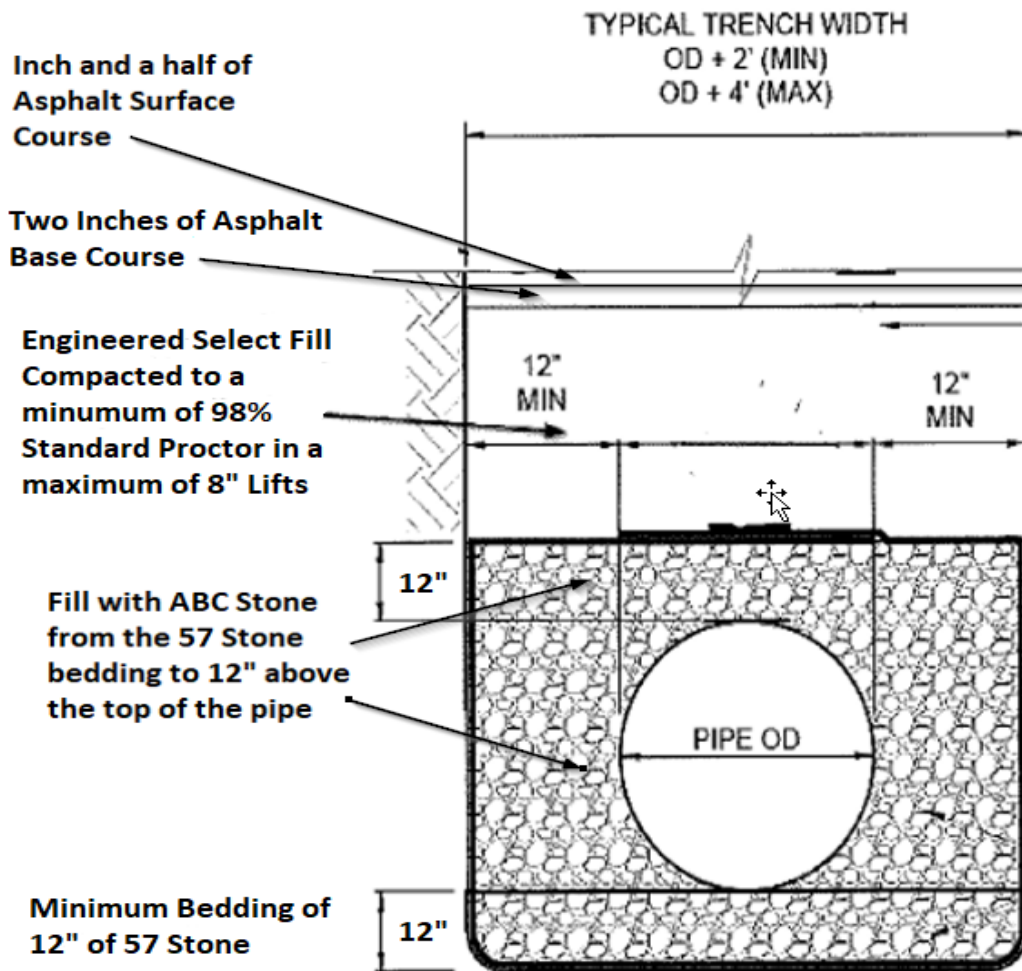


Figure 5: Ballast Ring for the base of the Manholes.

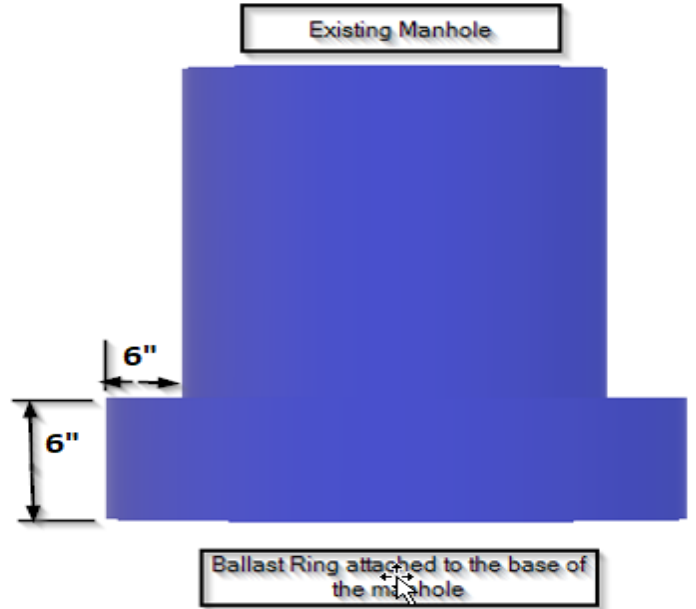
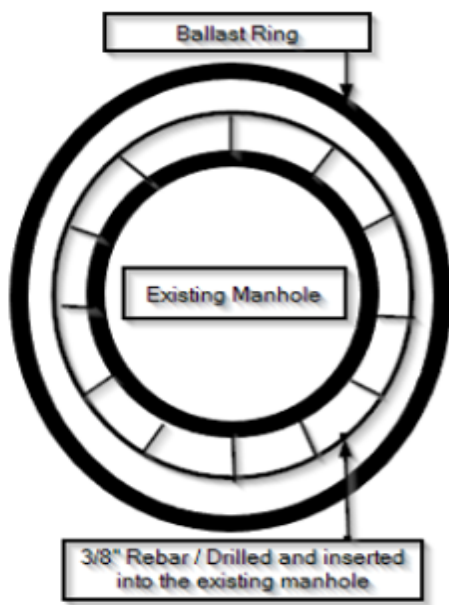


Figure 6: Manhole Foundation.

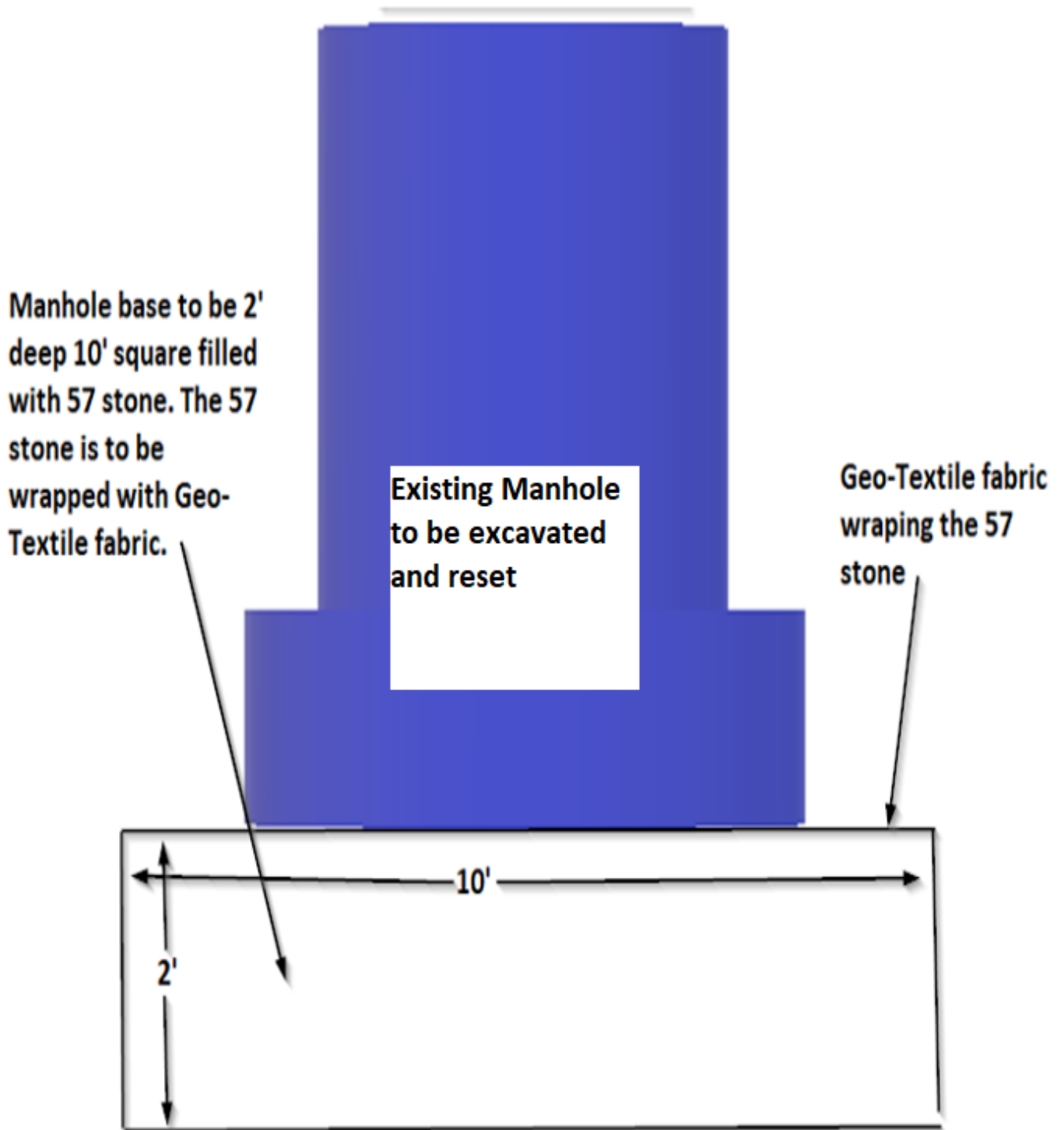


Figure 7: Image of the sinkhole.

