



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 Water Utility Work
Intersection of Miller and Kenneth between 223 and 301 Miller”*

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, January 21, 2026**, 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 30 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 Tuesday, January 6, 2026**. If questions are received, the City will respond no later than **12:00 PM (EST) on Tuesday, January 13, 2026**.

This is the 11th day of December 2025

Published: Vendor Registry December 11, 2025

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.

2025 Water Utility Work

Intersection of Miller and Kenneth between 223 and 301 Miller Havelock, NC. 28532

Objective:

Install an insert-a-valve on the 6" water main at the intersection of Miller and Kenneth between 335 Miller and 401 Miller. Make needed repairs to the 6" main between the addresses of 223 Miller and 301 Miller. Directionally bore a new ¾" water service to the address of 300 Miller.

Scope:

An existing water leak within the East Bound Lane of Miller Blvd, at the 200-block intersection of Miller Blvd and Kenneth is to be repaired by replacement of a 5' section of 6" water main. The existing 6" water main is believed to be Lead Joint Cast Iron. The replacement and repair section of pipe should be C-900 PVC. See image 5 for water main location and legend. The contractor shall install a 6" insert-a-valve at the 300-block of Miller Blvd between 335 Miller and 401 Miller within the intersection of Miller Blvd and Kenneth for water main isolation during the main line water repair. See images 2 & 3 for locations of the insert-a-valve and water main repair. Absolute location of the insert-a-valve shall be determined by a representative of the City of Havelock. The replacement section of 6" water main shall include one ¾" water service supply line, which shall supply water to the water meter for 300 Miller Blvd. The ¾" water service line shall be directionally bored underneath Miller Blvd and attached to the 6" water main with a saddle and corporation stop. The approximate distance from the 6" water main line to the meter box is 45 lineal feet. See figure 7 for boring location and distance. Directional boring shall follow DOT specifications which are project specific requirements. The beginning depth of boring shall be approximately 3.5 feet deep and remain at this depth until completion of the bore. Within the existing water main there are 2 two-inch water valves. These valves are to be removed and are not to be replaced. There is also a 2" water main, which is currently attached to the 6" water main; the 2" water main shall be abandoned in place. See image 4. After completion and backfilling of the installation of the insert-a-valve and repair of the water main line, a ¾" road rated steel plate, which shall be supplied by the contractor, shall be placed and pinned over the utility cuts until the time that asphalt pavement can be restored.

The contractor shall be responsible for all traffic control. Miller Blvd is a DOT roadway; all traffic control shall follow DOT regulations. A copy of all traffic control shall be supplied to a representative of the City of Havelock. A copy of the Encroachment agreement between the City of Havelock and DOT shall be supplied to the contractor. Attendance shall be required for any requested DOT Pre-Con meetings between the DOT, City of Havelock, and the Contractor.

Pavement Restoration shall follow all DOT and City of Havelock specifications for asphalt repair. The contractor shall be responsible for any and all traffic control during the course of asphalt pavement restoration. The contractor shall be responsible for giving the City of Havelock 72 hours of notification before the beginning of any traffic control for asphalt restoration. Pavement Restoration for both the insert-a-valve and 6" main line repair shall be a minimum of 8' wide with the 12" Key-In beginning in the center crown of Miller Blvd. and extending to the intersection. There shall be a 12" Key-In within any section of asphalt pavement adjoining existing asphalt pavement. See figure 6. Specifications for the utility cuts shall be for both the insert-a-valve utility cut and the water main line repair utility cut. Any damage to the

asphalt roadway created by contractors' equipment during the course of this project shall be remediated to an as was or better condition. Pavement remediation shall follow specifications within figure 3. All asphalt restoration shall follow specifications within section 8 and image 6 of this Scope of Work. Damage to any ditches, landscaping, or concrete driveways must be remediated to an as was or better condition before the end of the project.

A site visit is highly recommended but not mandatory. All measurements are approximate contractor to verify. Contractor is to verify the location of the existing 6" water main line and the location of installation of an insert-a-valve. 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. 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 accomplished by use of a Hydrant Meter which will be issued from Customer Service at City Hall within the City of Havelock. The Hydrant Meter must be returned to Customer Service at City Hall within the City of Havelock at the completion of the project.

2. Excavation and Shoring:

- a. Contractor is responsible for the design and protection of all excavation and shoring. Standard shoring practices including trench boxes, which can be used if 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.

3. Backfill and Compaction:

- a. All excavations shall be backfilled with select fill material if excavated material is unsuitable. 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.
- c. Compaction in roadways, driveways, and sidewalks shall be to 98% standard proctor.

4. Water Main 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 top of pipe (*Figure 2*).

5. 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.

6. Traffic Control

- a. Contractor shall submit a Traffic Control Plan for any operations affecting traffic including but not limited to lane closures. Miller Blvd is a DOT roadway, all DOT specifications for traffic control must be strictly adhered to; the City of Havelock and DOT must approve the traffic plan prior to implementation. The contractor shall give a 48-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.

7. 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 be responsible for square cutting the utility cut back to undisturbed asphalt before the Pavement Restoration portion of this project can begin.
- c. There shall be a 12" Key-In around the Utility Cut which is excavated to a minimum depth of 3".
- d. The asphalt shall be restored to the same depth as what was removed but in

no case shall be less than 6". The repair shall consist of 4" of asphalt base course meeting the requirements of B25.2 per NCDOT Standards for Roads and Structures. Asphalt Surface Course shall consist of S9.5B per NCDOT Standards for Roads and Structures at a minimum of 2" thick. See figure 3.

- e. ABC stone shall be utilized from the top of the 57 stone at the midpoint of the newly installed sanitary sewer lines. The ABC stone shall be compacted to 98% standard proctor in a maximum of eight-inch lifts.
- f. After completion and backfilling of the installation of the insert-a-valve and repair of the water main line a ¾" road rated steel plate, which shall be supplied by the contractor, shall be placed and pinned over the utility cuts until the time that asphalt pavement can be restored.
- g. The entire thickness / vertical edge of the existing asphalt shall be tacked in accordance with section 605 asphalt tack coat of the NCDOT Standard Specifications for Roads and Structures.
- h. Asphalt base course shall be a minimum of four inches thick and meet the requirements of B25.OB per NCDOT Standards for Roads and Structures. The asphalt base will remain two inches (2") below the elevation of the existing asphalt, including restoration within the 12" Key-In.
- i. The asphalt surface course shall be S9.5B at two 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.
- j. The asphalt shoulder shall be straight, level and even. Topsoil shall be utilized for shoulder treatment and shall begin at the same elevation as the newly installed asphalt pavement transitioning into the shoulder on a 3 to 1 slope. The shoulder treatment shall be seeded and straw placed on top.
- k. The asphalt pavement shall be installed and compacted thoroughly in no more than 2" lifts and rolled with a smooth drum roller to achieve a smooth, level asphalt pavement.
- l. Access to residents' driveways shall remain accessible during the course of this project.

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 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 30 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.

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 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 30 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.

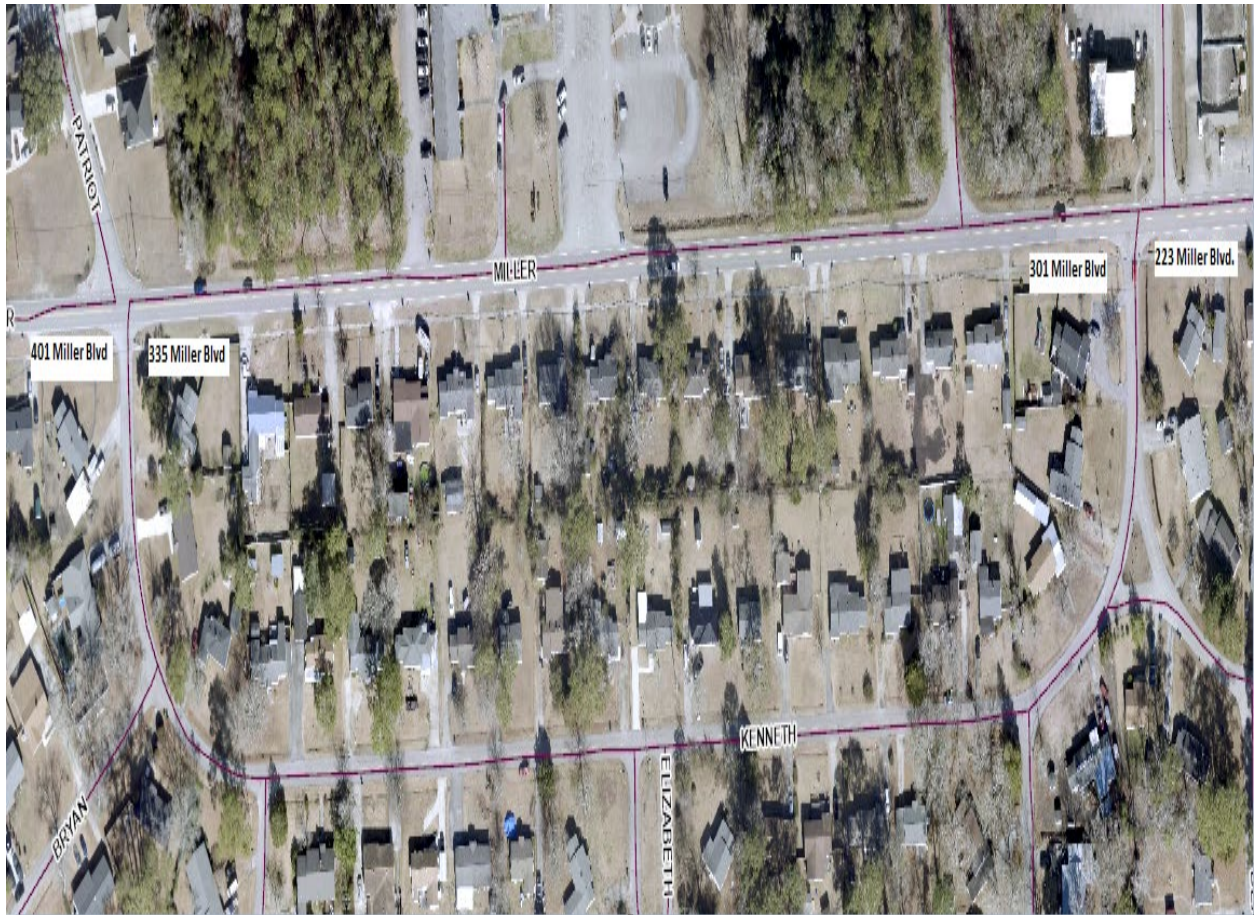


Figure 2: Area of the 6" Insert-A-Valve Installation:



Figure 3: Area of the 6" Water Main Line Repair



Figure 4: Water Valves and 2" Main to be removed and abandoned



Figure 5: Water Line Main Location and Legend



LEGEND MAP 1

Water Main
Diameter

— Unknown

— 2

— 4

— 5

— 6

— 8

— 10

— 12

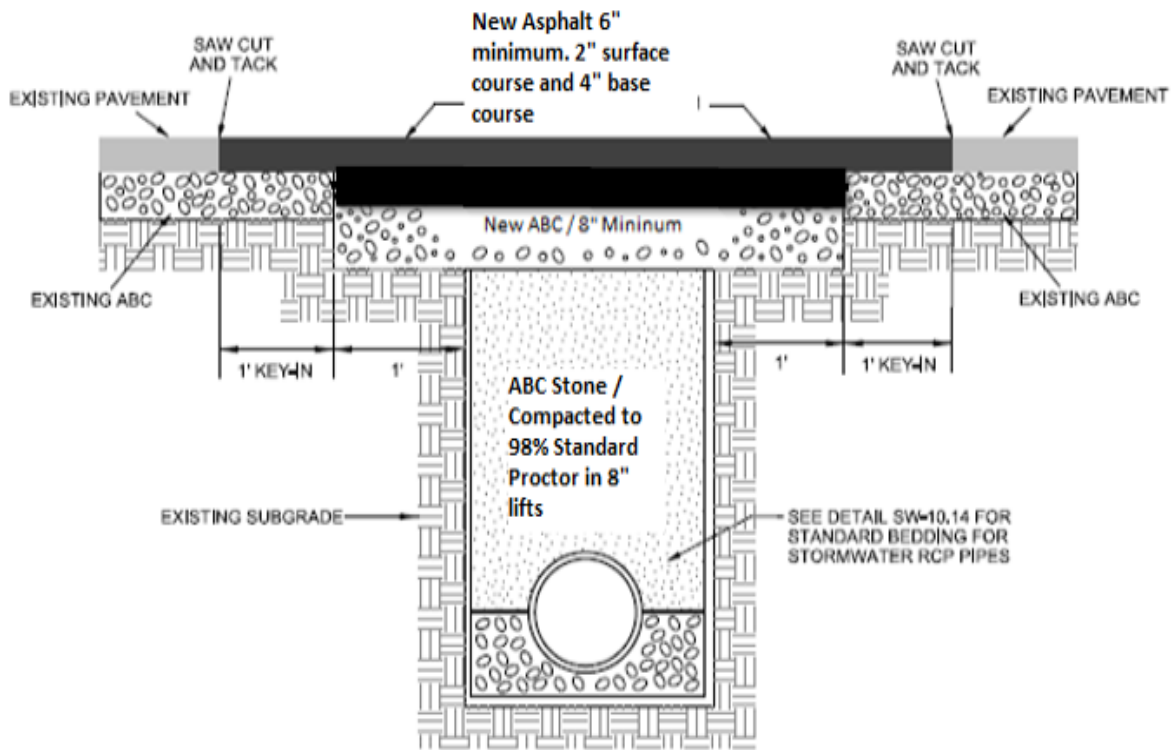
▲ Water Valves

— Roads

▭ City Limits

▭ Parcel

Figure 6: Utility Cut Specifications



NOTES:

1. THE PAVEMENT EDGE SHALL BE DEFINED BY A STRAIGHT EDGE FORMED BY A MACHINED SAW CUT.
2. THE TRENCH SUBGRADE MATERIAL SHALL BE BACKFILLED WITH SUITABLE MATERIAL AND COMPACTED TO A DENSITY OF AT LEAST 95% OF THAT OBTAINED BY COMPACTING A SAMPLE OF THE MATERIAL IN ACCORDANCE WITH AASHTO T-99 AS MODIFIED BY NCDOT.
3. THE FINAL 8" OF FILL SHALL CONSIST OF ABC MATERIAL COMPACTED TO A DENSITY EQUAL TO 100% OF THAT OBTAINED BY COMPACTING A SAMPLE OF THE MATERIAL IN ACCORDANCE WITH AASHTO T-99 AS MODIFIED BY NCDOT. BITUMINOUS BASE OR BINDER MAY BE SUBSTITUTED IF APPROVED BY TRANSPORTATION DIRECTOR OR DESIGNEE.
4. THE ENTIRE THICKNESS/VERTICAL EDGE OF THE CUT SHALL BE TACKED.
5. THE SAME DEPTH OF PAVEMENT MATERIAL WHICH EXISTS SHALL BE REINSTALLED, BUT IN NO CASE SHALL THE ASPHALT BE LESS THAN 3" THICK.
6. THE ASPHALT PAVEMENT MATERIAL SHALL BE INSTALLED AND COMPACTED THOROUGHLY AND ROLLED WITH A SMOOTH DRUM ROLLER TO ACHIEVE A SMOOTH, LEVEL PATCH.

City of Havelock
STANDARD DETAIL

Figure 7: Boring location and distance:

