



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 Asphalt Paving at the Parks and Recreation Facility”

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 **1:30 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 **3:00 PM (EST) on Thursday, October 30, 2025**. If questions are received, the City will respond no later than **2:00 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 1a.: _____
Line Item 1b.: _____
Line Item 2.: _____
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 Asphalt Paving at the Parks and Recreation Facility

1 Recreation Dr. Havelock, NC. 28532

Objective:

Asphalt paving half of the existing walking Path around the Parks and Recreation facility and asphalt paving around the concession stand.

Scope:

The asphalt paving to be completed at the Parks and Recreation facility shall be half of the existing walking path and paving around the concession stand. The total lineal footage of the walking path is approximately 5,300 lineal feet. The first area to be paved shall be line item #1 and shall be approximately half of the walking path at approximately 2,321 lineal feet with two options for width. The first width option shall be 6' wide, the second width option shall be 8' wide. See figure 2 for the area of the walking path to be paved.

The second area to be paved shall be line item #2 which will be around the concession stand. The concession stand sits on a concrete pad extending from the building approximately 8 feet on all sides. There is currently approximately 63 square yards of asphalt pavement within the East side of the concession stand, this asphalt is to be square cut, removed, and replaced. The area for new asphalt pavement will extend 12 feet on all four sides from the concrete pad surrounding the concession stand. The square footage of asphalt pavement will be approximately 293 square yards.

The two areas to be asphalt paved shall be priced within the Itemized Proposals within this Scope of Work. The line item for the walking path shall include pricing options for both 6' and 8' wide. There are a total of three Itemized Bid Proposals within this Scope of Work, one for the 6' wide walking path option, one for the 8' wide walking path option, and one for the concession stand. Within the Itemized Proposal the contractor shall include Quantity, Unit Price Bid, Amount Bid, and Total Bid Amount. The City of Havelock will reserve the right to accept any, all, a portion of, or none of the line items listed within the contractor's quote. The line items are listed as below:

- **Line-item number One: See figure 2.**
 - a. The portion of the existing walking path around the Parks and Recreation facility which is to be quoted for asphalt pavement installation is approximately 2,321 lineal feet. This path is currently approximately 6 feet wide, using gravel as the walking path. The asphalt pavement to be applied will be approximately 2,321 lineal feet. Option one, line item 1a., for a 6' wide asphalt paved walking path will be approximately 1,547 square yards. Option two, line item 1b., for an 8' wide asphalt paved walking path will be approximately 2,063 square yards.
 - b. The new ABC stone or Select Fill material for the walking path shall be compacted to a density equal to 100% of that obtained by compacting a sample of the material in accordance with AASHTO T-80 as modified by NCDOT. Bituminous base or binder may be substituted if approved by a representative of the City of Havelock.

The asphalt to be utilized shall be asphalt surface course S9.5B and shall be 1.5" thick per NCDOT standard specifications for roads and structures. A slope of $\frac{3}{4}$ " of fall measured from the inside edge to the outside edge of the walking path shall be graded into the ABC or Select Fill asphalt base and utilized for water runoff. The elevation of the walking path shall remain the same elevation and contour as the existing walking path and meet the crossing roadways at an even elevation, See figure 2 for walking path. All water drainage piping shall be replaced by the City of Havelock prior to the Asphalt Paving.

- **Line-Item number One A Itemized Proposal / Option One**

Itemized Proposal for the 6' wide Walking Trail Option					
Item	Item	Quantity	Unit	Unit Price Bid	Amount Bid
No.	Description	Quantity	Unit	Dollars	Dollars
1	Mobilization		Per		
2	Remove Existing Asphalt				
3	Grading		Square Yards		
4	ABC Stone or Select Fill		Ton		
5	1.5" Asphalt Surface Course Type S 9.5 B		Square Yard		
6	Shoulder Treatment		Lineal Feet		
7	Hauling Spoils		Lump Sum		
				Subtotal	
				Total Bid Amount	

- **Line-Item number One B Itemized Proposal / Option Two**

Itemized Proposal for the 8' wide Walking Trail Option					
Item	Item	Quantity	Unit	Unit Price Bid	Amount Bid
No.	Description	Quantity	Unit	Dollars	Dollars
1	Mobilization		Per		
2	Remove Existing Asphalt				
3	Grading		Square Yards		
4	ABC Stone or Select Fill		Ton		
5	1.5" Asphalt Surface Course Type S 9.5 B		Square Yard		
6	Shoulder Treatment		Lineal Feet		
7	Hauling Spoils		Lump Sum		
				Subtotal	
				Total Bid Amount	

- **Line-item number Two: See figure 3.**
 - a. The concession stand has a concrete pad extending approximately 8 feet from the building. There is a concrete pad extension at the back of the building which is 4.5 feet X 22 feet. Asphalt pavement is to extend 12 feet from the farthest extending portion of concrete pad and surround the building.
 - b. Currently there is approximately 63 square yards of asphalt pavement existing on the East side of the concession stand, this asphalt pavement is to be square cut and removed before the new pavement is installed.
 - c. The approximate square yardage of asphalt to be installed will be approximately 293 square yards.
 - d. The new ABC stone or Select Fill material for the concession stand shall be compacted to a density equal to 100% of that obtained by compacting a sample of the material in accordance with AASHTO T-80 as modified by NCDOT. Bituminous base or binder may be substituted if approved by a representative of the City of Havelock.

The asphalt to be utilized shall be asphalt surface course S9.5B and shall be 1.5” thick per NCDOT standard specifications for roads and structures. A slope of ¼” of fall measured from the inside edge to the outside edge of the asphalt surrounding the concession stand shall be graded into the ABC or Select Fill asphalt base and utilized for water runoff.

- **Line-Item number Two Itemized Proposal**

Itemized Proposal for the Asphalt Paving around the Concession Stand					
Item	Item	Quantity	Unit	Unit Price Bid	Amount Bid
No.	Description	Quantity	Unit	Dollars	Dollars
1	Mobilization		Per		
2	Grading		Square Yards		
3	ABC Stone or Select Fill		Ton		
4	1.5” Asphalt Surface Course Type S 9.5 B		Square Yard		
5	Shoulder Treatment		Lineal Feet		
6	Hauling Spoils		Lump Sum		
				Subtotal	
				Total Bid Amount	

- **Asphalt Paving**
 - a. The elevation of the walking path shall remain the same elevation and contour as the existing walking path and meet the crossing roadways at an even elevation with a minimum of a 6” base of new ABC stone or Select Fill as a base for the new asphalt.

- b. The elevation of the walking path shall have a $\frac{3}{4}$ " of fall graded into the ABC or Select Fill asphalt base which will be measured from the inside edge to the outside edge of the walking path and shall be utilized for water runoff
- c. The elevation of the asphalt surrounding the concession stand shall begin at the same elevation as the concrete pad at a thickness of 1.5". There shall be $\frac{3}{4}$ " of fall towards the outer perimeter of the asphalt pavement which shall be graded into the ABC or Select Fill asphalt base and be utilized for water runoff.
- d. A minimum of a 6" base of new ABC stone or Select Fill shall be installed as a base for all new asphalt.
- e. The new ABC stone or Select Fill material for both the walking path and the concession stand shall be compacted to a density equal to 100% of that obtained by compacting a sample of the material in accordance with AASHTO T-80 as modified by NCDOT. Bituminous base or binder may be substituted if approved by a representative of the City of Havelock.
- f. The asphalt surface course shall be S9.5B per NCDOT Standards for Roads and Structures. All asphalt paving shall be 1.5" thick per NCDOT standard specifications for roads and structures.
- g. The asphalt pavement material shall be installed and compacted thoroughly and rolled with a smooth drum roller to achieve a smooth level walking path.
- h. Excavated spoils shall become the responsibility of the contractor to remove and dispose of within all local, state, and federal regulations. In no case shall excavated material be used for compacting material.
- i. 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.

There are two areas in which the walking path crosses an existing walking bridge and a roadway within the Parks and Recreation facility. The paving is to meet the roadway and wooden bridge utilizing an apron which is to transition from the walking path and to adjoin to the road, and wooden bridge. See figure 2 for roadway and wooden bridge locations. See figure 5 & 6 for apron image.

- **Aprons at Roadway and Wooden Bridge: See figure 5 & 6.**
 - a. There is a total of one roadway and one wooden bridge crossing the walking path.
 - b. The beginning of the apron shall be 4' from the roadway and wooden bridge.
 - c. The width at the end of the aprons for the 6' wide walking path option shall be 10' wide. See figure 5.
 - d. The width at the end of the aprons for the 8' wide walking path option shall be 12' wide. See figure 6.

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

Disturbance of existing landscape features shall be held to a minimum and all disturbed areas returned to a condition equal to 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.

1. Compaction:

- a. All excavations shall be backfilled with new ABC stone or select fill material. Contractor shall be responsible for removal and disposal of all excavation material and construction debris.
- b. Compaction of asphalt bedding for both the walking path and the concession stand shall be compacted to a density equal to 100% of that obtained by compacting a sample of the material in accordance with AASHTO T-80 as modified by NCDOT. Bituminous base or binder may be substituted if approved by a representative of the City of Havelock.

2. 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. Sod which is installed by the contractor shall be maintained by the contractor for a term of two weeks from installation. Follow the NC DEQ Erosion and Sediment Control Manual for type or as directed by a City of Havelock representative.

3. Site Restoration

- a. Disturbance of existing landscape features shall be held to a minimum and all disturbed areas returned to a condition equal to 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.

4. 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, 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 that must also be in the form of an email.

5. Access:

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

6. 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.

7. 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 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 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: Line Item #1 Walking Path to Pave with Asphalt.

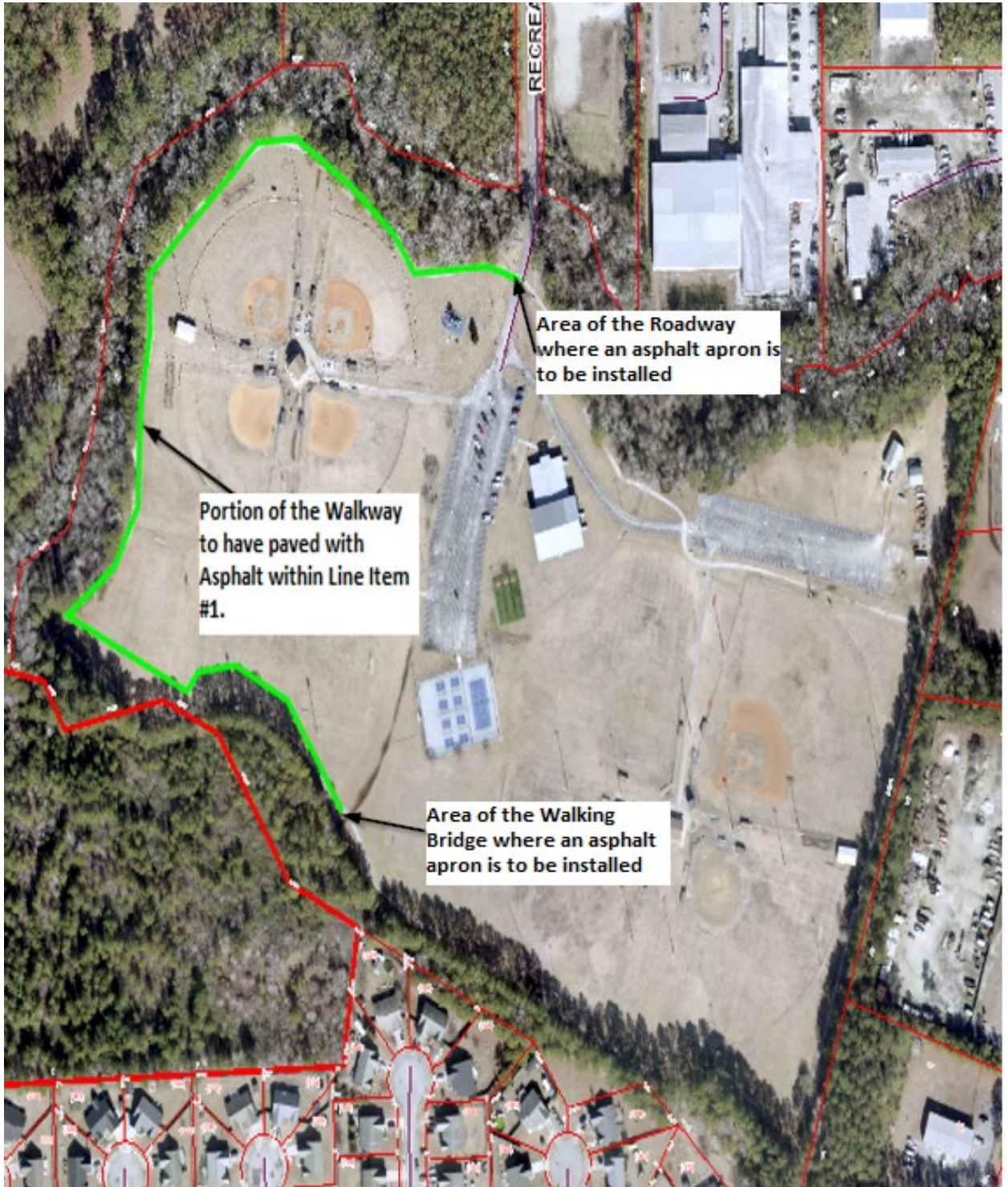


Figure 3: Line item #2 Asphalt to be installed around the Concession Stand



Figure 4: Equipment Staging Area



Figure 5: Example of the Asphalt Aprons for the 6' wide Walking Trail Option

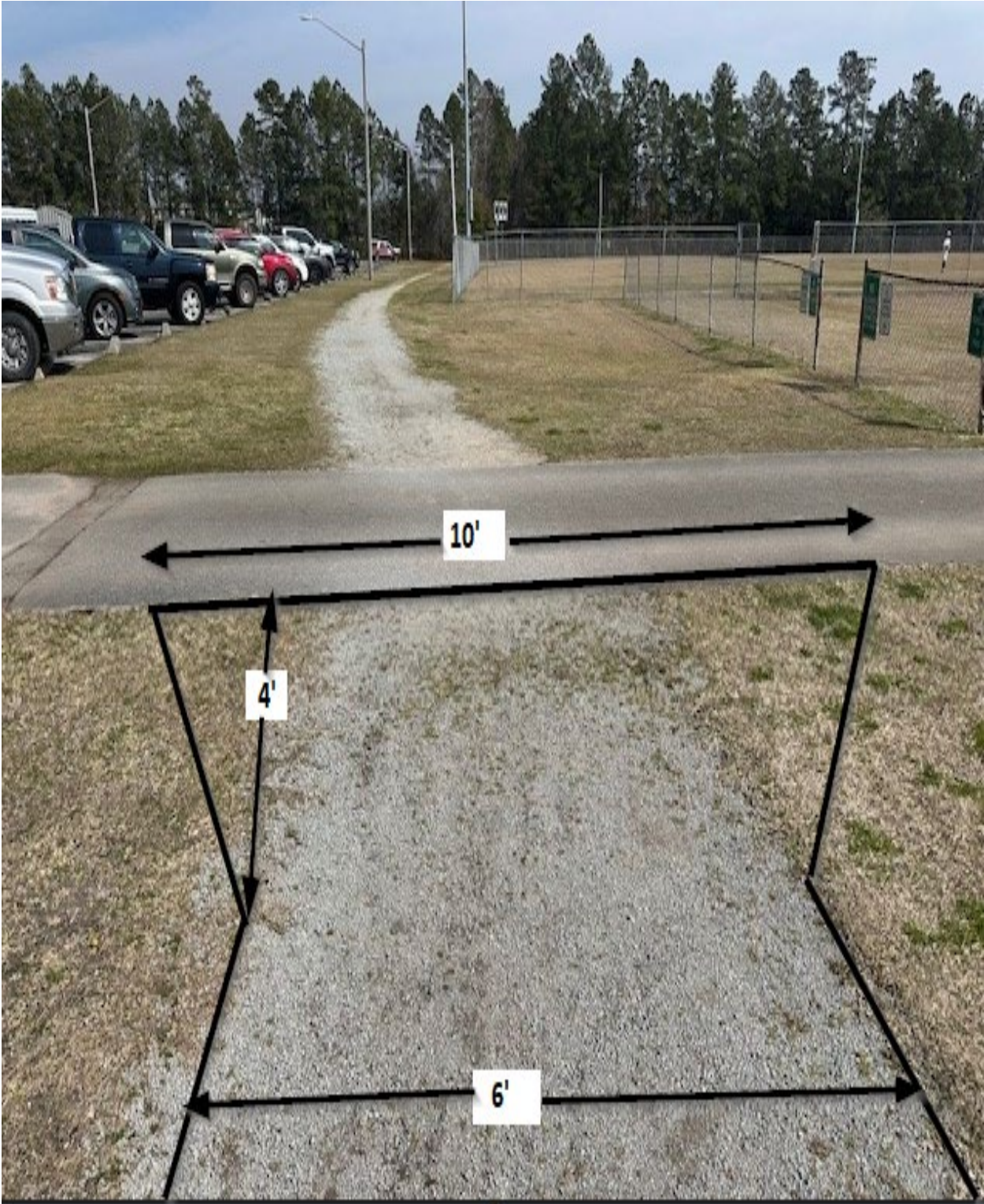


Figure 6: Example of the Asphalt Aprons for the 8' wide Walking Trail Option

