



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,
2026 Parking Lot Installation and Improvements
1 Recreation Drive, 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 Friday, August 28, 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 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 Thursday, August 13, 2026**. If questions are received, the City will respond no later than **12:00 PM (EST) on Thursday, August 20, 2026**.

This is the 30th day of July 2026

Published: DemandStar July 30, 2026

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: _____

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 bid.

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.

2026 Parking Lot Installation and Improvements

1 Recreation Drive, Havelock, NC 28532

Objective:

Asphalt parking lot/stone parking lot installation at the Parks and Recreation Center adding a lot north and east of the existing parking lot to create additional parking and resurfacing the existing parking lot, see Figure 1.

Scope:

The asphalt paving/stone installation to be completed at the Parks and Recreation facility shall be around and including the existing easternmost parking lot.

The first line item to be paved shall be Line Item 1A and shall be an area north of the existing lot. This area shall be a quadrilateral shape, with approximate measurements of 180' on the east, 150' on the north, 125' on the west, and 290' on the south, see Figure 2. There shall be a grass island from light pole to light pole that is approximately 190' by 20'. The square yardage to be paved will be approximately 2,554 square yards. Also in this line item shall be an area east of the existing lot that measures approximately 120' by 90' and will have an approximate area of 1,200 square yards. See Figure 3. The total area to be paved in this line item shall be approximately 3,754 square yards. This line item will include striping the parking lot to accommodate as many standard-sized parking spots using opposing angled parking with appropriate spacing between rows.

The alternate to Line Item 1A shall be using the areas in Figures 2 and 3, excavating the existing earth and installing 7-1/2" of ABC stone. The square yardage of these two areas of ABC stone shall be approximately 3,754 square yards. This shall be referred to as Line Item 1B.

The second line item shall be to resurface the existing parking lot. The existing parking lot is approximately 412' by 90', making the area to be resurfaced 4,120 square yards. See Figure 3. This line item will include striping the parking lot to accommodate as many standard-sized parking spots using opposing angled parking with appropriate spacing between rows.

The two areas to be paved or excavated and have ABC stone and the one area to be resurfaced shall be priced within the Itemized Proposals within this Scope of Work. There is a total of three Itemized Bid Proposals within this Scope of Work, one for the new northern and eastern parking lots being paved (Line-Item 1A), one for adding stone to the areas in Figures 2 and 3 (Line-Item 1B), and one for the resurfacing of the existing parking lot (Line-Item 2). 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 bid. The line items are listed as below:

- **Line-Item 1A: See Figures 2 and 3.**

- 1) New Northern Section

- a. The new parking lot section north of the existing lot shall be excavated to a 7-1/2" depth from the existing grade for positive drainage north to the woods line. Spoils generated from the preparation of the site shall be removed from the property daily.
- b. The area to be paved shall be a quadrilateral measuring 180' on the east, 150' on the north, 125' on the west, and 290' on the south. There shall be a grass island around the light poles approximately 190' by 20'. The area to be paved shall be approximately 2,554 square yards.
- c. The new ABC stone for the parking lot shall be installed at a 6" depth to 1-1/2" below the finish grade of the asphalt surface and 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.
- d. Four bollards shall be installed around the existing pad mounted and transformer. The above ground junction boxes (two) located at the light poles shall require two bollards at both locations.
- e. The subgrade shall be proof rolled before any ABC stone is installed. Proof roll must be witnessed by a city of Havelock representative.
- f. Once asphalt is completed, parking spots shall be striped to accommodate as many standard-sized parking spots using opposing angled parking with appropriate spacing between rows.

- 2) New Eastern Section

- a. The new parking lot section east of the existing lot shall be excavated to a 7-1/2" depth from the existing grade for positive drainage east to the woods line. Spoils generated from the preparation of the site shall be removed from the property daily.
- b. The area to be paved shall be 120' by 90' with a square yardage of 1,200.
- c. The new ABC stone for the parking lot shall be installed at a 6" depth to 1-1/2" below the finish grade of the asphalt surface and 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.
- d. Two bollards shall be installed to protect the above ground junction box.
- e. The subgrade shall be proof rolled before any ABC stone is installed. Proof roll must be witnessed by a city of Havelock representative.
- f. Once asphalt is completed, parking spots shall be striped to accommodate as many standard-sized parking spots using opposing angled parking with appropriate spacing between rows.

- 3) The combined square yardage for the new northern and eastern sections is approximately 4,120.

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. ABC stone for parking area shall be graded to provide positive drainage from the edge of the existing parking lot north to the woods line.

- **Line-Item Number 1A Itemized Proposal**

Itemized Proposal for the new Pavement North and East of the Existing Lot					
Item	Item	Quantity	Unit	Unit Price Bid	Amount Bid
No.	Description	Quantity	Unit	Dollars	Dollars
1	Hauling Spoils		Lump Sum		
2	Grading		Square Yards		
3	ABC Stone		Ton		
4	1.5” Asphalt Surface Course Type S 9.5 B		Square Yard		
5	Shoulder Treatment		Linear Feet		
6	Striping		Linear Feet		
				Subtotal	
				Total Bid Amount	

- **Alternate Line-Item 1B: See Figure 2 and 3.**
 - a) The new parking lot sections north and east of the existing lot shall be excavated to a 7-1/2” depth from the existing grade for proper installation of new ABC Stone. Spoils generated from the preparation of the site shall be removed from the property daily.
 - b) The area to be excavated to the north shall be a quadrilateral measuring 180’ on the east, 150’ on the north, 125’ on the west, and 290’ on the south. There shall be a grass island around the light poles approximately 190’ by 20’. That area shall be approximately 2,554 square yards. There shall be positive drainage from the existing parking lot north to the woods.
 - c) The area to be excavated to the east shall be 120’ by 90’ with a square yardage of 1,200. There shall be positive drainage from the existing parking lot east to the woods.
 - d) The square yardage of these two areas of stone shall be approximately 4,176 square yards.

- e) The new ABC stone for the parking lot shall be installed at a 7-1/2” depth and 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.

The elevation of the parking lot shall remain the same elevation and contour as the existing terrain.

- **Alternate Line-Item Number 1B Itemized Proposal**

Itemized Proposal for the new Stone Lot North and East of the Existing Lot					
Item	Item	Quantity	Unit	Unit Price Bid	Amount Bid
No.	Description	Quantity	Unit	Dollars	Dollars
1	Hauling Spoils		Lump Sum		
2	Grading		Square Yards		
3	ABC Stone		Ton		
4	Shoulder Treatment		Linear Feet		
				Subtotal	
				Total Bid Amount	

Line-Item 2: See Figure 4.

- The existing parking lot shall be resurfaced. The area to be resurfaced is approximately 90’ by 412’ with a square yardage of approximately 4,120.
- Remove the existing parking bumpers and reinstall once the lot is resurfaced.
- The area to be resurfaced shall be cleaned and repaired.
- A tack coat shall be placed on the existing surface, followed by resurfacing with new asphalt that is rolled and compacted.
- Once asphalt is completed, parking spots shall be striped to accommodate as many standard-sized parking spots using opposing angled parking with appropriate spacing between rows. The three existing handicapped spots shall be restriped in their current position in addition to one new van accessible handicapped spot.

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 3/4” of fall measured from the inside edge to the outside edge of the asphalt shall be graded to provide water runoff.

- **Line-Item number 2 Itemized Proposal**

Itemized Proposal for Resurfacing of the Existing Lot					
Item	Item	Quantity	Unit	Unit Price Bid	Amount Bid
No.	Description	Quantity	Unit	Dollars	Dollars
1	Grading		Square Yards		
2	Shoulder Treatment		Linear Feet		
3	Resurfacing		Square Yards		
4	Striping		Linear Feet		
				Subtotal	
				Total Bid Amount	

Quantities stated in this scope of work are approximate. Contractor is responsible for verifying exact quantities prior to bid proposal.

- **Asphalt Paving**

- A minimum of a 6" base of new ABC stone or Select Fill shall be installed as a base for all new asphalt.
- Any new ABC stone for 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 subgrade shall be proof rolled before any ABC stone is installed.
- Subgrade compaction shall be the responsibility of the contractor.
- 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.
- The asphalt pavement material shall be installed and compacted thoroughly and rolled with a smooth drum roller to achieve a smooth level parking lot.
- Excavated spoils shall become the responsibility of the contractor to remove and dispose of on a daily basis, within all local, state, and federal regulations. In no case shall excavated material be used for compacting material.
- The edge of the asphalt 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.

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 course of this project. 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 daily 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. 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.

2. 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.

3. 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 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 that must also be in the form of an email.

4. Access:

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

5. Termination Clause:

- a. Any agreement and issuance of purchase orders shall be terminated upon the expiration of sixty (60) days without work commencing. At the end of sixty 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 sixty (60) 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.

6. Warranty:

- a. Contractor will be held responsible for the materials and workmanship utilized within this project for a term of one year from the completion of the project.
- 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.

8. 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.
- 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 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



**City of Havelock
2026 Parking Lot Installation and
Improvements**



-Work Area

1 Recreation Drive, Havelock

Figure 2: Line-Item 1A and Alternate Line-Item 1B- New Parking Area North of Existing Area with Either ABC Stone or Asphalt

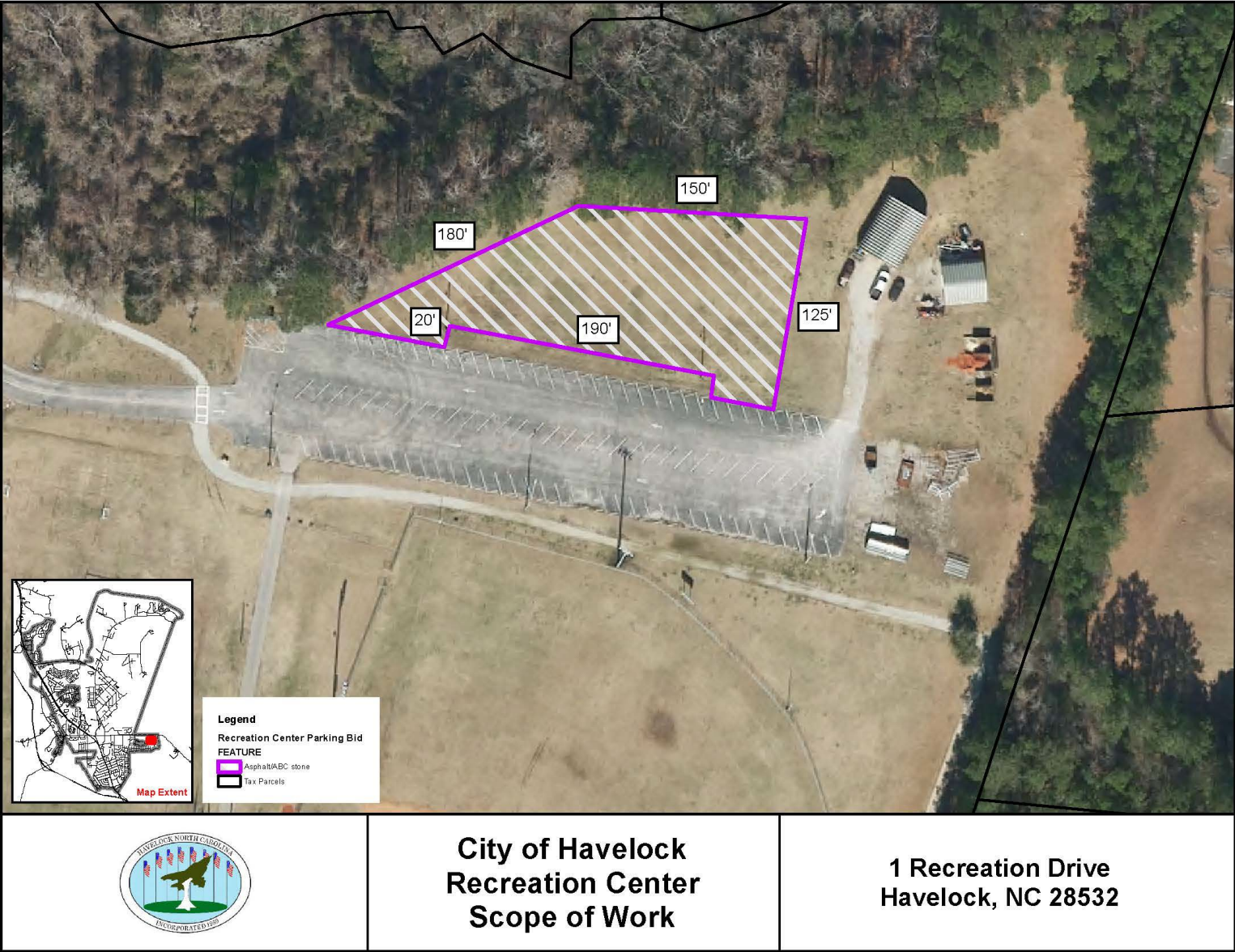


Figure 3: Line-Item 1A and Alternate Line-Item 1B- New Parking Area of East of Existing Area with Either ABC Stone or Asphalt



Figure 4: Line-Item 2 Resurfacing Existing Pavement

