



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 Remove and Replace Multiple Dugouts at the Parks and Recreation Facility
1 Recreation Dr. 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 **11:00 AM (EST) on Tuesday, November 26, 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 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 **2:00 PM (EST) on Friday, November 15, 2024**. If questions are received, the City will respond no later than **2:00 PM (EST) on Thursday, November 21, 2024**.

This is the 30th day of October 2024

Published: Vendor Registry October 30, 2024

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

Dugout 1A: _____

Dugout 1B: _____

Dugout 2A: _____

Dugout 2B: _____

Dugout 3A: _____

Dugout 3B: _____

Dugout 4A: _____

Dugout 4B: _____

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.
The City of Havelock shall reserve the right to accept any, all or none of the dugouts to be removed and replaced.

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 Remove and Replace Multiple Dugouts at the Parks and Recreation Facility

1 Recreation Dr. Havelock, NC. 28532

Objective:

Remove and replace multiple dugouts at the Parks and Recreation Facility in Havelock, NC. 28532

Scope:

The existing dugouts are block walls with a wooden shingled roof. There is also a concrete floor within the dugouts. See figure 9. The existing dugouts and concrete flooring are to be demolished and removed from the site. All quotes are to reflect the complete replacement of each individual dugout location (see figure 1). There are eight individual dugouts. Each dugout replacement shall include demolishing of one current dugout, removal of all dugout concrete, removal of all demolished concrete, dugout material kit, dugout bench kit, installation of new concrete pads, installation of a new dugout, benches and installation of all dugout fencing. All work shall be scheduled with the Parks and Recreation department as not to interfere with scheduled use of the fields. The City of Havelock shall reserve the right to accept any, all or none of the dugouts to be removed and replaced.

The replacement dugouts are to be prefabricated metal dugout kits which are 8' wide, 20' long, 9'8" tall on the inner wall, and 8' tall on the outer wall with a 12 – 2 roof pitch. The roofing material shall be 26-gauge metal panel roofing. If color options are available for the metal panel roofing the contractor will provide samples for the city to select roofing color. There shall also be an edge trim adhered around the entire perimeter of the roofing panel. All four sides of the dugout are to be wrapped with black PVC coated chain link fencing. The two sides and back of the fencing shall be 8' tall chain link fencing. The front of the dugout shall be 4' tall black PVC coated chain link with the last 5' of the front section left open for field access to the dugout. All chain link hardware is to be black PVC coated material. The wind speed rating for the newly installed dugouts shall be no less than 150 MPH. Dugouts shall be equal to or better than Beacon Athletics Southern Climate series model number DUG-8-20 dugouts. All frames, base, and welds are to be prefabricated and powder coated black at the factory. There shall be no welding, grinding, or abrading done in the field to the prefabricated dugout kits. Dunnage shall be utilized to keep the prefabricated dugout kits off the ground upon delivery and shall be covered with a tarp until needed for installation.

A site visit is highly recommended but not mandatory. All measurements are approximate contractor to verify. The Contractor shall be responsible for all locating services and verification of locates. Remediation of any damaged utilities within the course of this project will be the responsibility of the contractor. Contractor is to supply all labor, materials, equipment needed to complete this project, unless otherwise specified in writing. Upon issuance of a purchase order the awarded contractor shall supply submittals drawings of the dugouts to be utilized within this project. The City of Havelock shall not be held responsible for omissions or errors in description.

Demolition of the existing Dugouts.
Contractors' responsibilities:

- a. The existing dugout is an 8' X 20' concrete block structure sitting on a 4" thick concrete slab. See figure 9. Any concrete slab outside of the dugouts but attached to the dugout concrete slab is to be demolished and disposed of in accordance with all state and federal regulations.
- b. The roof material on the dugout is wooden framed with asphalt shingles.
- c. The concrete block structure, 4" thick concrete slab, and all roofing material is to be demolished and removed from the site. Disposal of all material shall be the responsibility of the contractor and shall be disposed of in accordance with all state and federal regulations.
- d. The back chain link corner post in the front of the dugout will have to be removed and reset in concrete to leave an opening of 22' 2" from corner post to corner post. Any chain link fencing which is attached to the back section of the existing dugout is to be detached, resetting any corner posts leaving a 22' 2" opening for the new concrete pad to be installed. See figure 8. All fencing fabric that is to remain is to be tightened and mechanically adhered to the reset fencing corner posts.
- e. The existing fencing in front of the existing dugouts is to be removed and disposed of, leaving a 22' 2" void for the new dugout to be installed. See figure 8. Disposal of all removed fencing material shall be the responsibility of the contractor, in accordance with all state and federal regulations.
- f. Disposal of all demolished material shall be the responsibility of the contractor and shall be completed within all state and federal regulations.

New Dugout Concrete Pad.

- a. All concrete shall be 3500-pound fiber filled mix, poured at no more than a 5" slump.
- b. The back chain link corner post in the front of the dugout will have to be removed and reset in concrete to leave an opening of 22' 2" from corner post to corner post. Any chain link fencing which is attached to the back section of the existing dugout is to be detached, resetting any corner posts leaving a 22' 2" opening for the new concrete pad to be installed. See figure 8. All fencing fabric that is to remain is to be tightened and mechanically adhered to the reset fencing corner posts.
- c. The concrete footings for the corner posts of the dugout shall be 28" X 28" X 22" deep. See F1 within figure 2 The footings for the center posts of the dugout shall be 40" X 40" X 22" deep. See F2 within figure 3. A chain link fencing corner post footing shall be placed within the F4 footing 5' from the dugout corner post closest to the fields' home plate. This footing shall adjoin footing F3 and be 17" X 12" X 12". See F4 within figure 5 & 7.
- d. All dugout center and corner posts shall line up and be straight with the existing fencing corner posts and fabric. See figure 8.

- e. A black PVC coated chain link fencing corner post shall be submerged into the chain link corner post footing F4 by 8" and extend 4'6" upward from the top elevation of the finish slab concrete. See figures 4 & 7.
- f. Two layers of reinforcing rebar matt shall be placed within the corner post footings and center post footings and be no closer than 3" from the form edge. The reinforcing rebar matt shall consist of four pieces of #4 rebar equally spaced in each direction. See figures 2 & 3.
- g. After completion of the corner post footings and center post footings; base plates which shall be factory welded to the corner posts and center posts shall be adhered to the top of the corner post and center post footings by use of ½" X 8 ½" zinc plated wedge anchors. Base plate anchors shall be submerged within the corner post footings and center post footings by no less than 4".
- h. The dugout corner posts and center posts shall have asphalt impregnated fiberboard expansion joint placed around all four sides of the tubing before the finish slab is poured. The asphalt impregnated fiberboard expansion joint shall extend from the base plate to the top elevation of the finish slab.
- i. Base plates shall be held 1.5" off the top of the footings by use of 1/2" Hex nuts underneath the base plates and secured by use of ½" hex nuts on the top of the base plates. The hex nuts underneath the base plates shall be utilized as leveling nuts for the corner and center posts. The hex nuts on top of the base plates shall be utilized to secure the base plate to the leveling nuts. See Figure 2 & 3.
- j. The void between the footing and the base of the base plate shall be dry packed with a non-shrink grout before the finish slab is poured.
- k. The foundation for the concrete slab shall be compacted to 95% standard proctor. A vapor barrier of 6 mil plastic shall be placed on the foundation before the concrete finish slab is poured.
- l. The finish slab shall be 9'10" wide X 21'10" long, being poured over the corner post and center post footings. The thickened edge footing for the finish slab shall be 1' deep X 8" wide between the corner post and center post footings. See F3 within figure 4 & 6.
- m. Upon completion of the finishing of the finish slab, a light broom finish shall be applied.
- n. A widthwise control joint shall be saw cut into the center of the finish slab at 10'11".
- o. Any and all concrete residue left on existing structures, fencing, or new dugout material must be removed and cleaned.

Installation of the dugouts.

- a. Installation of the dugouts shall follow manufacturers prints.
- b. A copy of the manufacturer prints shall be supplied to a representative of the City of Havelock.
- c. All dugout kit material shall have a factory applied black powder coat. There shall be no welding, cutting, grinding or abrading of the dugout kit material.
- d. The dugout benches shall be two-tiered freestanding player benches with composite decking seats and backrests. The dugout bench shall be equal to or better than Eagle Dugout Bench model number BEN1.

- e. Once completed the dugout benches are to be 15' in length; utilizing multiple permanently attached benches to achieve this total lineal footage will be acceptable
- f. Installation and assembly of the dugout benches shall follow all manufacturer's instructions.
- g. A copy of the manufacturer's installation and assembly instructions shall be supplied to a representative of the City of Havelock.
- h. The dugout benches shall be anchored to the concrete, with 2" spacing between the dugout corner and center posts.
- i. The dugout benches shall be adhered to the concrete floor by use of 3" heavy duty four-hole angle brackets, 2.5" long by 3/8" concrete wedge anchors, and galvanized 2.5" long by 3/8" lag bolts.

Installation of the dugout fencing.

- a. The fencing to be utilized shall be 14-gauge black coated PVC and all fencing fabric shall be knuckled top and bottom.
- b. The fencing shall be continuous on all four sides of the dugout, the back and two sides of the dugout shall be 8' tall fencing. The front fencing shall be 4' tall fencing with a five-foot field access opening on the side of the dugout closest to home plate. See figure 8.
- c. The corner posts and fencing fabric shall be straight and in line with the remaining existing chain link fabric and corner posts.
- d. The black PVC coated chain link fencing in the front of the dugout shall terminate at the chain link corner post that has been submerged within the concrete footings. The remaining 5' area shall be utilized as field access to the dugout.
- e. The dugout corner and center posts will be utilized as fencing supports. The hardware utilized to mount to the posts shall be black PVC coated square fencing hardware and shall be mounted directly to the dugout corner and center posts.
- f. All chain link fencing fabric and hardware to be utilized in and around the dugout shall be black PVC coated material. All fencing fabric shall be knuckled top and bottom.

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. Site Restoration

- a. Disturbance of existing landscape features shall be held to a minimum and all disturbed areas returned to a condition equal or better when repair is complete. Care shall be taken so as not to damage existing features to remain such as roadways, curbs, driveways, sidewalks, etc. All features removed or damaged shall be replaced or repaired to existing condition or

better. All demolished material shall become the property of the contractor and shall be removed from the work site and disposed of in accordance with all local State, and Federal requirements. As-built documentation shall include a description of materials used and repair procedures completed at each site.

2. Performance Period

- a. It will be the contractor's responsibility to set a start date with a representative from the City of Havelock to begin a project within thirty (30) days from the issuance of a notice to 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 must also be in the form of an email.
- e. Lead time for material is acceptable for an extension of the performance period. The contractor must be capable of presenting an ongoing material order at the request of a representative of the City of Havelock.

3. Access:

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

4. Termination Clause:

- a. Any agreement and issuance of purchase orders shall be terminated upon the expiration of (90) ninety days without work commencing. At the end of ninety days the City of Havelock will give written notice to the other party of its intention to terminate.
- b. Any intent to begin a project ninety (90) days or more after a purchase order has been issued must be submitted in writing and approved by a representative of the City of Havelock.

5. Warranty:

- a. Contractor will be held responsible for the materials and workmanship utilized within this project for a term of one year from the time that the dugout 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 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: Corner Post Footings.

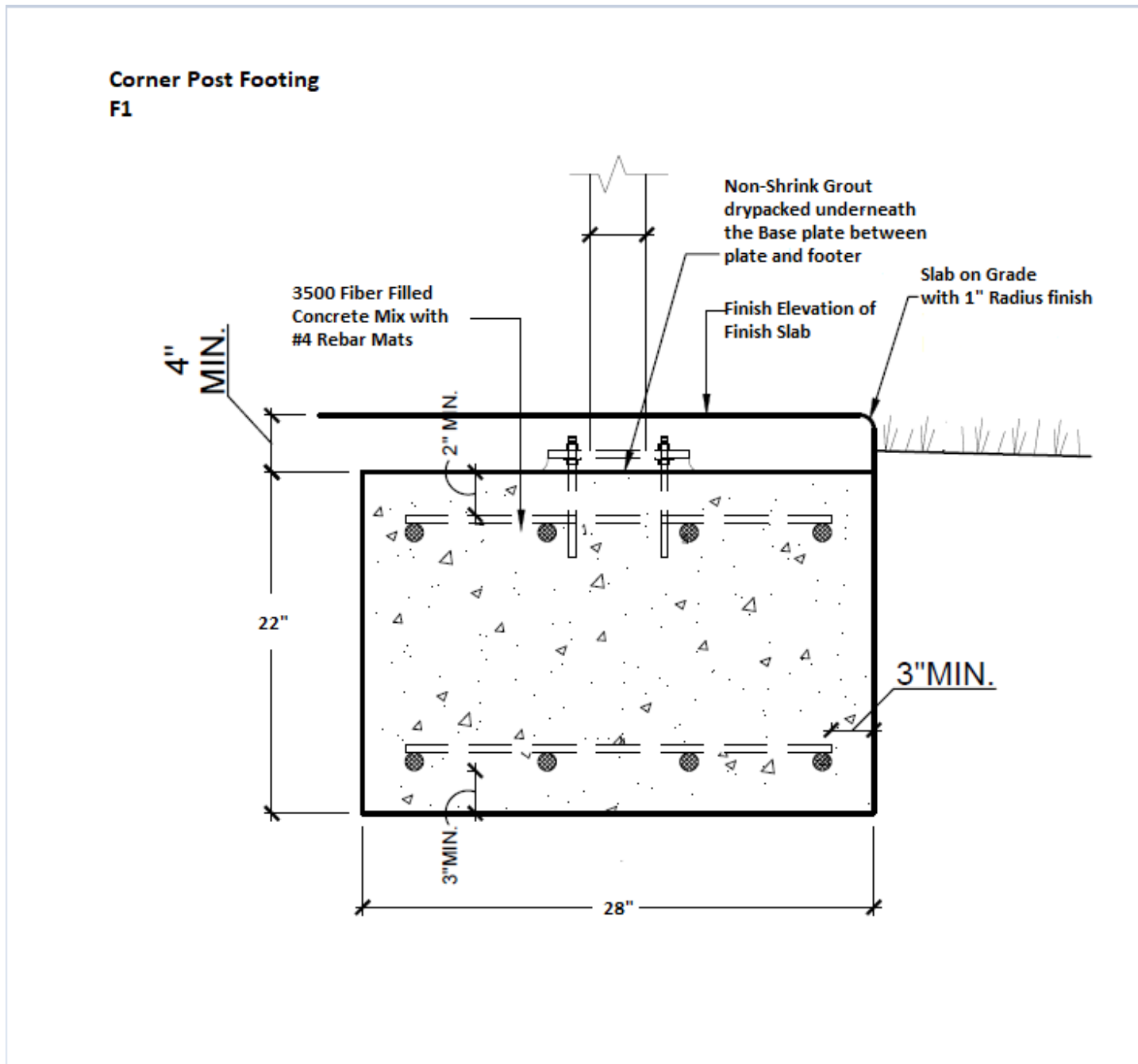


Figure 3: Center Post Footings

**Center Post Footing
F2**

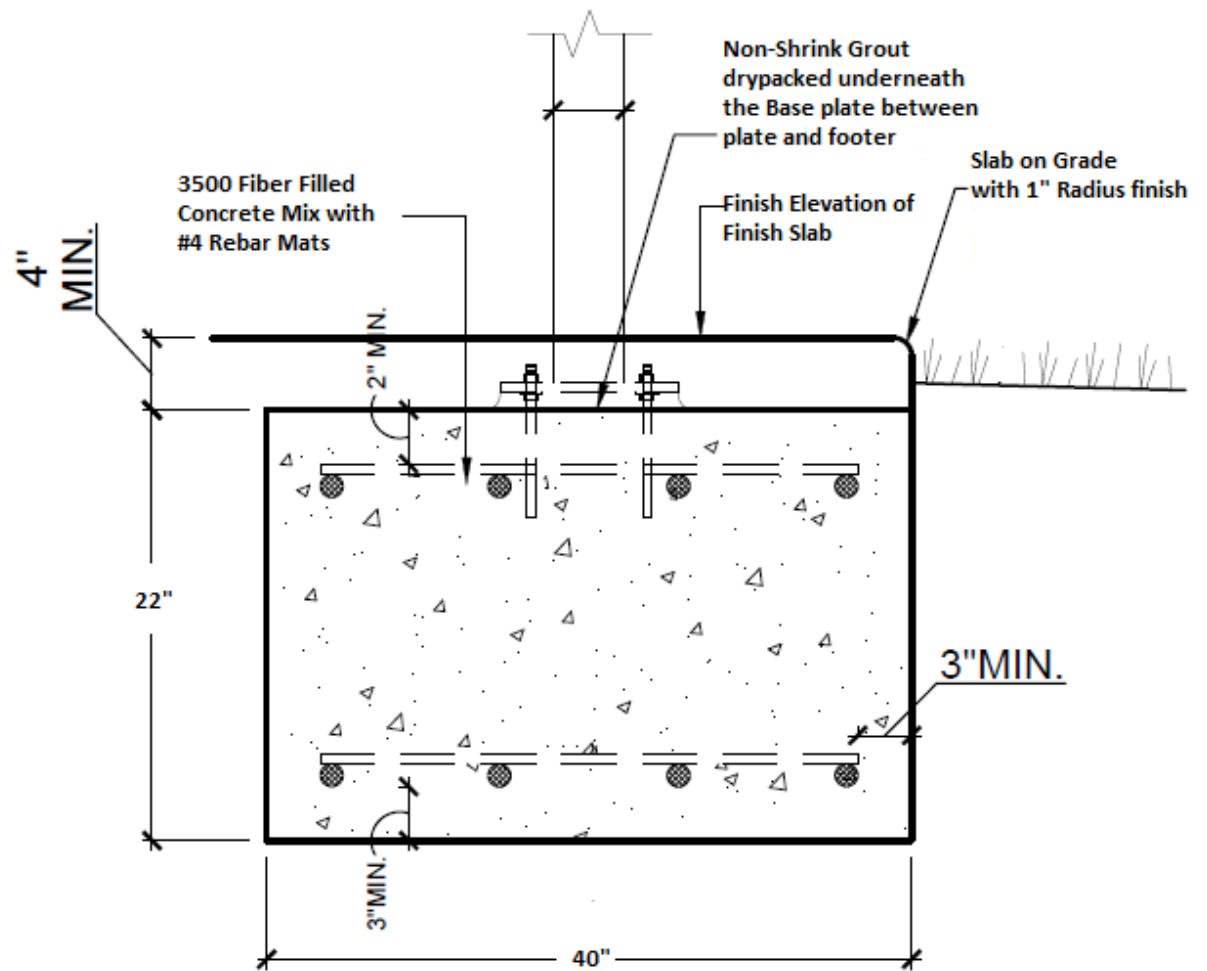


Figure 4: Thickened Edge Footing F3.

**Footing F3 / Thickened Edge
Footing**

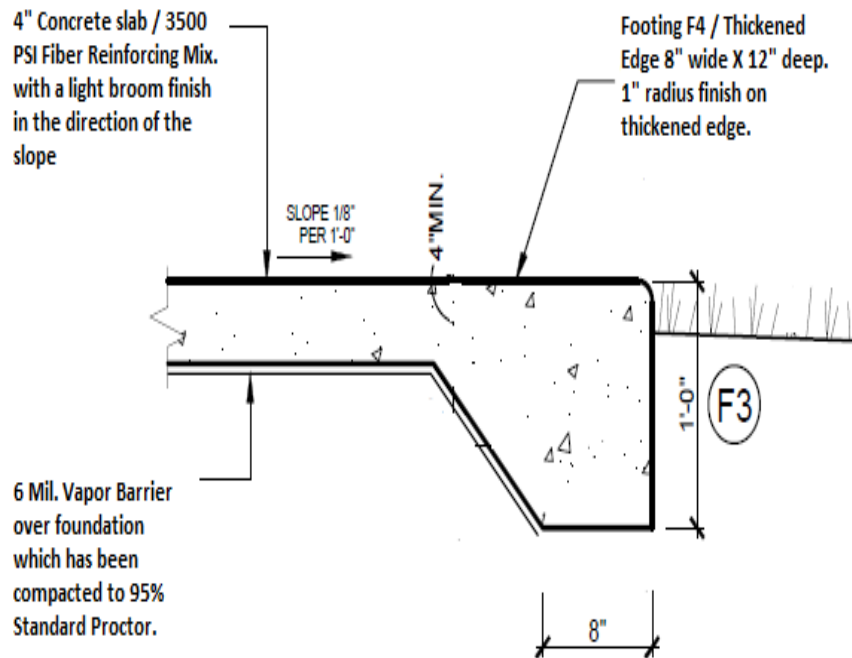


Figure 5: Footing F4

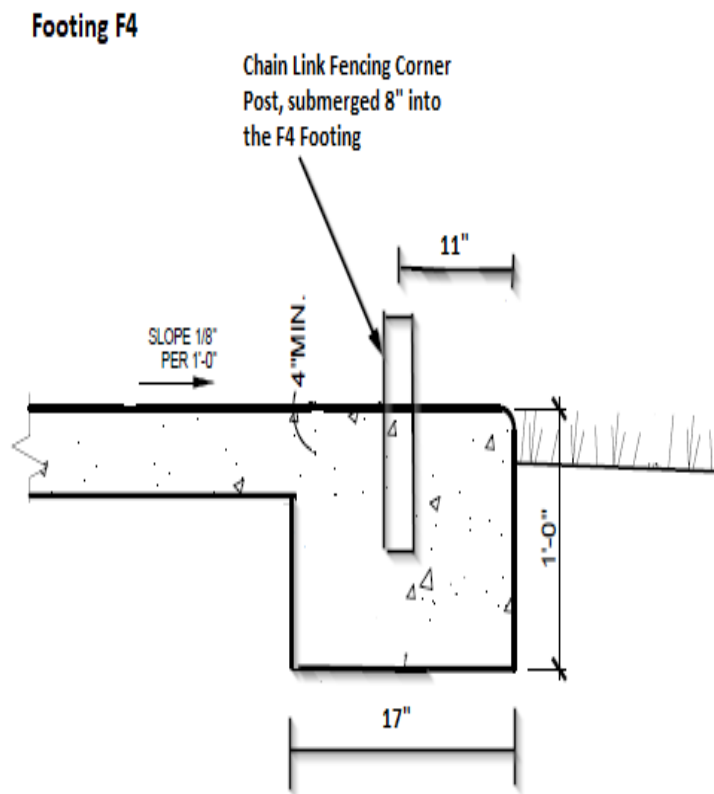


Figure 6: Slab and Footings

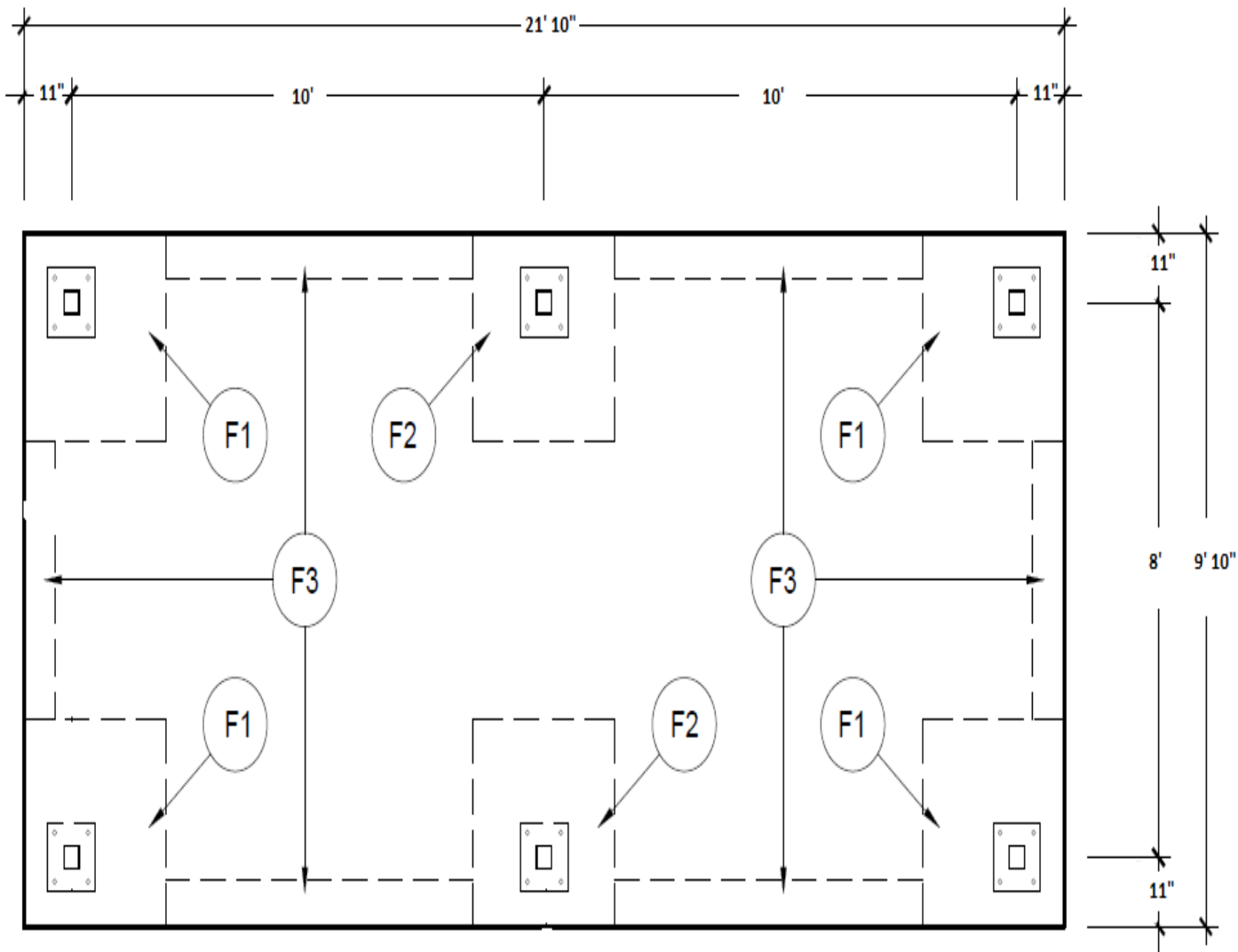


Figure 7: Footings with the F4 Chain Link Corner Post footing.

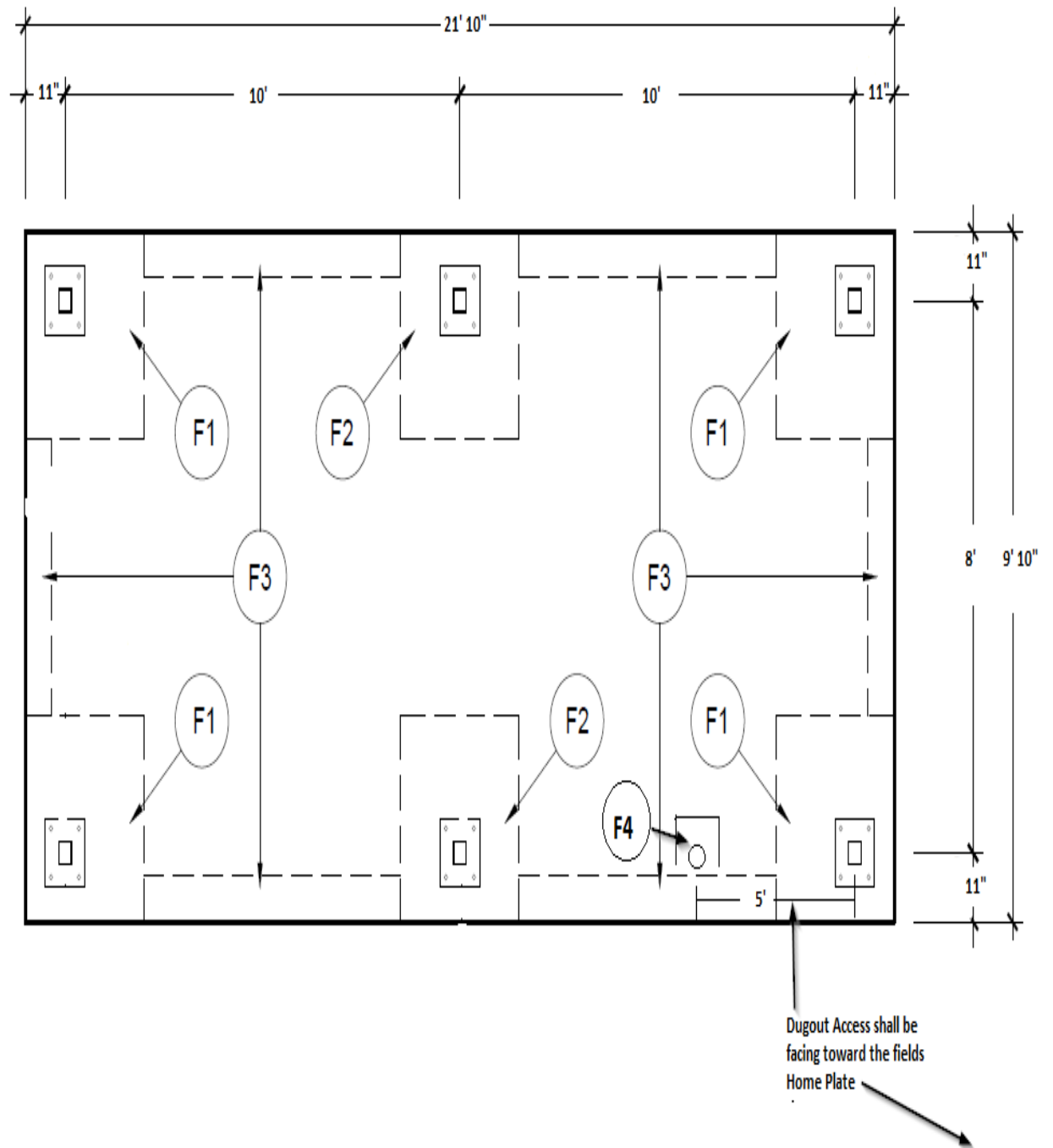


Figure 8: Chain Link Fencing and Relocated Chain Link Corner Posts

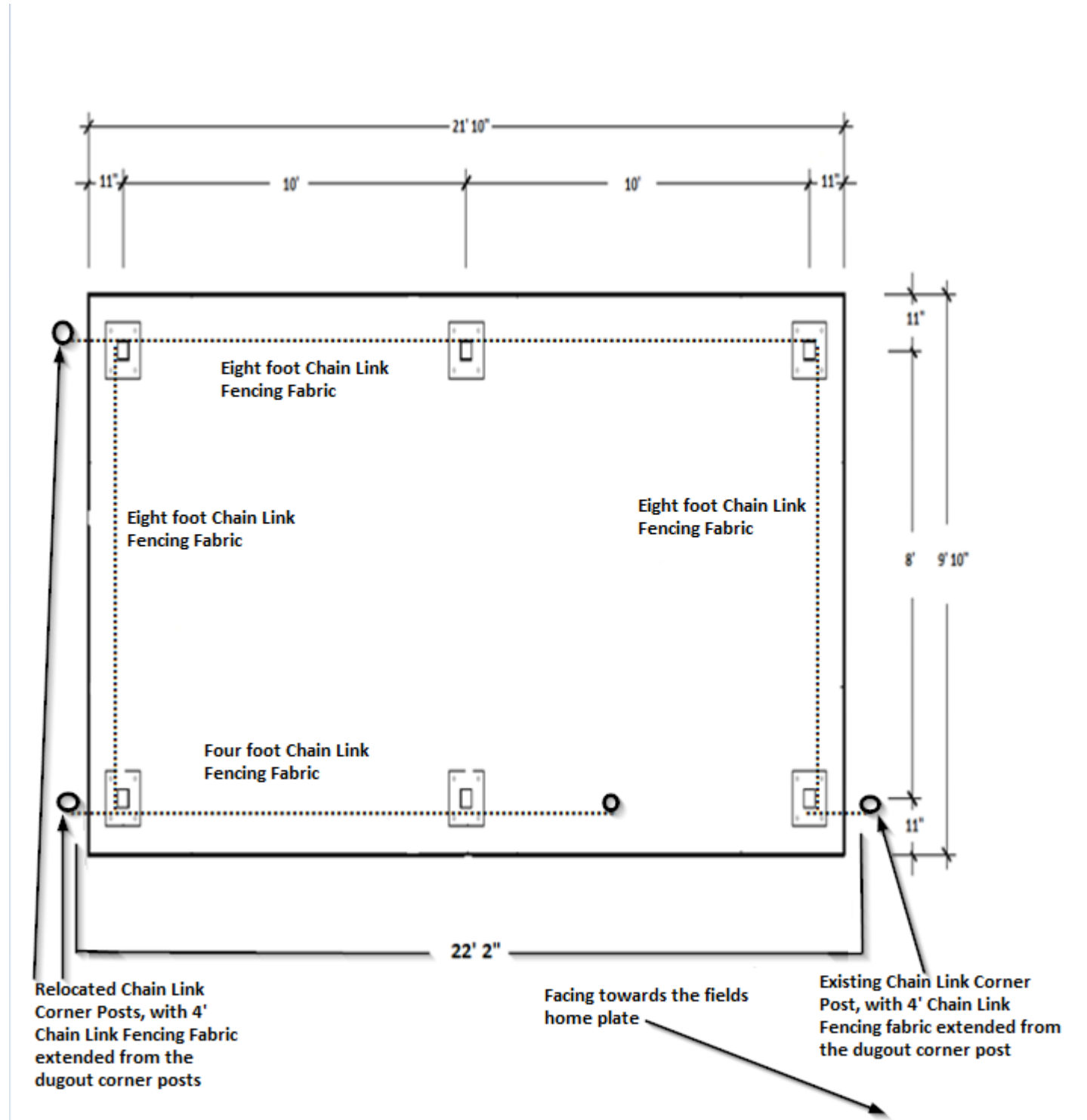


Figure 9: Existing Dugouts.

