



## 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 Sewer Main Repair  
102 McCotter Blvd., 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 Thursday, June 19, 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 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](http://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](http://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](http://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](mailto:Bids@havelocknc.us)

Questions must be received by **12:00 PM (EST) on Friday, June 6, 2025**. If questions are received, the City will respond no later than **2:00 PM (EST) on Thursday, June 12, 2025**.

This is the 28th day of May 2025

Published: Vendor Registry May 28, 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

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 Sewer Main Repair

## 102 McCotter Blvd., Havelock, NC. 28532

### **Objective:**

Repair of a section of sewer main between manholes W-34 and W-35.

### **Scope:**

The sewer main service is 8" Truss Pipe and is at a depth of approximately 11.5 feet deep. The sewer main is located between manholes W-34 and W-35 and travels underneath McCotter Blvd. The distance between manholes M-34 and M-35 is approximately 400'. Contractor shall be responsible for following all OSHA regulations, including the utilization of trench boxes for shoring.

The sewer service repair shall consist of replacement of no less than approximately 50' of the 8" Truss pipe. Sewer Main Piping Replacement shall begin at manhole M34 and extend approximately 50' to the West towards W-35, underneath McCotter Blvd. The new replacement pipe shall be inserted into manhole W-34 utilizing new boot connectors and shall be grouted inside and outside the manhole. Replacement of the portion of sewer main shall consist of 8" PVC SDR 35 Pipe. There are no service laterals within the approximate 50' of sewer main replacement.

All dewatering shall be the responsibility of the contractor. Contractor shall design and supply a copy of all dewatering plans to a representative of the City of Havelock before the project is to begin. All dewatering shall follow all specifications under section 2 for dewatering within this Scope of Work.

Sanitary sewer bypass pumping shall be required during the course of this project. Contractor shall design and furnish all material, labor, equipment, power, fuel, fuel storage, maintenance, etc. to implement a temporary bypass arrangement for the purpose of diverting flow around the work area on a daily basis for the duration of the repair. Contractor shall furnish a copy of the bypass plan to a representative of the City of Havelock before this project is to begin. Access to residences for local traffic shall be maintained throughout duration of the repair.

McCotter Blvd is a DOT regulated roadway, contractor shall be responsible for all traffic control. All traffic control shall meet DOT requirements, the City of Havelock will be responsible for initiating an encroachment agreement between the City of Havelock, contractor, and the DOT. The contractor shall be responsible for following all specifications within the encroachment agreement and attending a DOT Pre-Con meeting before the projects beginning. A copy of all traffic control plans shall be submitted to a representative of the City of Havelock for approval, prior to any repair work beginning.

Pavement Restoration shall follow all DOT and City of Havelock specifications for asphalt repair. Pavement Restoration shall be a minimum of 24' wide. There shall be a 12" Key-In within both sides of the utility cut and within any section of asphalt pavement adjoining existing asphalt pavement. See figure 3. The length of the Pavement Restoration shall be a minimum of 36' long, which shall encompass the entire width of McCotter Blvd., and any depression created by the sanitary sewer repair and a 1' Key-In for the asphalt restoration on both the North and South ends of the restoration. 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 9 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.

An area within the North Side of the parking lot at Sermons Park which is 280 McCotter Blvd. Havelock NC. 28532 will be utilized as a laydown area for both equipment and materials to be utilized within this project. See figure 2.

A site visit is highly recommended but not mandatory. All measurements are approximate contractor to verify. Contractor shall be responsible for all locating services. Damage to any utilities shall be the responsibility of the contractor to remediate before the work is completed. 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. Gravity Sewer Materials:**

- a. PVC SDR35 Gravity Sewer Pipe: Pipe shall conform to all requirements of AWWA and shall be capable of withstanding the overburden pressures determined by the depth of burial in the field.
- b. Non-pressure-type Pipe Couplings: Couplings for joining new PVC pipe to existing pipe shall be solid sleeve type suitable for all types of pipe. When applicable, material shall be ductile iron with gaskets suitable for sewer service. Coupling shall be Maxadaptor coupling or equal, per AWWA C605. Fernco couplings shall not be permitted within the City of Havelock.
- c. Solid Wall Plastic Pipe Cutting: Cutting of pipe lengths shall be performed using tools and or equipment that will provide a neat, perpendicular cut without damage to the plastic. All burrs shall be removed using a file, knife or abrasive paper. Ends on the cut pipe shall be beveled to prevent gasket damage.

### **2. Dewatering:**

- a. The contractor shall dewater as required for completion of work. Excavation shall be kept free of water at all times during pipe removal, pipe replacement, and backfill operation.
- b. All dewatering shall flow through a sediment filter bag. Sediment filter bags shall be of Polypropylene non-woven geotextile fabric with a sewn-in sleeve of sufficient size to accept a 4-inch diameter discharge hose. The discharge hose shall be extended into the sleeve a minimum of six (6) inches and be tightly secured with a hose clamp or other suitable device to prevent leakage. Contractor shall size sediment filter bags as necessary to dewater excavations. Effluent to be directed to adjacent stormwater conveyance areas and Contractor shall remove any accumulation of sediment from such areas following dewatering operations.
- c. Upon removal of any dewatering header pipe system the contractor shall be responsible for filling the header pipe hole with filter sand to 50% of the depth of the hole while compacting to 95% standard proctor in 8" lifts. Excavatable Flowable Fill shall be utilized to fill to 90% of the depth of the hole and the remaining 10% shall be topsoil or select fill.
- d. The usage of water from a hydrant will only be allowed by use of a Hydrant Meter. An application must be filled out at Customer Service at City Hall at 1

Governmental Ave. Havelock, NC. 28532. The Hydrant Meter must be returned to the City of Havelock at the completion of the project by calling 1-252-670-0663 and scheduling pickup of the Hydrant Meter.

- e. Upon submission of the Hydrant Meter Application there will be a \$ 500.00 dollar deposit due. The Hydrant Meter will be delivered to the project site upon the contractor calling 1-252-670-0663 and scheduling the delivery. Hydrant Meters are subject to availability.
- f. Upon return of the Hydrant Meter, usage will be read and the metered charge will be applied. If the metered charge is less than the deposit the contractor will receive a refund which will be minus the metered charge, if the metered charge is over the deposit amount a usage bill will be issued to the contractor for the balance over the deposit amount.

### **3. Excavation and Shoring:**

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

### **4. Backfill and Compaction:**

- a. All excavations shall be backfilled with new 57 stone or ABC stone. Contractor shall be responsible for removal and disposal of all excavation material, spoils, 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.

### **5. Pipe and Manhole Bedding:**

- a. Pipe bedding shall consist of a twelve-inch (12") depth of # 57 stone under and to the midpoint of the pipe and ABC stone to six inches from the top elevation of the existing asphalt pavement.

### **6. Erosion and Sediment Control and Restoration:**

- a. The contractor shall be responsible for the installation and maintenance of all erosion and sediment control in accordance with the NC DEQ Erosion and Sediment Control Manual.
- b. Construction activities shall be completed in such a manner that erosion of disturbed areas and off-site sedimentation is absolutely minimized.

- c. All disturbed areas shall be restored as soon as construction is complete. Seed or sod type shall match existing grass in maintained areas. Follow the NC DEQ Erosion and Sediment Control Manual for type or as directed by City of Havelock representative.

#### **7. Bypass Pumping:**

- a. Sewage bypass pumping shall be required for completion of repairs. If required, contractor shall design and furnish all material, labor, equipment, power, fuel, fuel storage, maintenance, etc. to implement a temporary bypass arrangement for the purpose of diverting flow around the work area on a daily basis for the duration of the repair. The bypass system shall meet the requirements of all codes and regulatory agencies having jurisdiction. Contractor shall be held liable for any and all fines imposed by local, State, and/or Federal agencies for failure to maintain flows or contain spills and/or overflows.
- b. Contractor shall submit a bypass pumping plan to a representative of the City of Havelock before any project is to begin.

#### **8. Traffic Control**

- a. Contractor shall submit a Traffic Control Plan for any operations affecting traffic including but not limited to lane closures.
- b. Contractor must submit a traffic control plan prior to any project is to begin and the City of Havelock must approve the traffic plan prior to implementation, particularly 48-hour notice prior to any lane closure.
- c. Access to residences for local traffic and businesses shall be maintained throughout contract. Contractor shall provide a minimum of 48-hour notice to City of Havelock for any road closure.

#### **9. Pavement Restoration**

- a. Replacement of asphalt roadway and/or concrete driveways/sidewalks are the responsibility of the contractor and shall be returned to original condition or better before the end of the project.
- b. The contractor shall 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 contractor shall utilize a 12" bedding of 57 stone for both the newly installed 12" sanitary sewer line and 4" lateral services and fill the excavation with 57 or ABC stone to the midpoint of the installed pipe. ABC stone shall be brought to 6" from existing asphalt for an asphalt bedding. See figure 3.
- e. 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.

- f. 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.
- 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.

#### **10. Concrete Restoration (if applicable)**

- a. Replacement and restoration of concrete driveways / sidewalks are the responsibility of the contractor and shall be returned to original condition before the end of the project.
- b. The concrete is to be 3500-pound fiber reinforced concrete mix.
- c. The area for concrete restoration will be compacted to 98% standard proctor before pouring the concrete.
- d. The concrete shall be no less than four inches thick.
- e. The concrete for walkways, and sidewalks will require no wire mesh or rebar.
- f. Concrete will have an expansion joint placed at the joints where the new concrete meets the old concrete.
- g. The seam where the new concrete meets the old concrete will be tooled to a ½” radius with the use of a concrete edging tool.
- h. Until completely cured the contractor will supply signage “No Walking, Wet Concrete”.

## **11. Site Restoration**

- a. Disturbance of existing landscape features shall be held to a minimum and all disturbed areas returned to a condition equal or better when repair is complete. Care shall be taken so as not to damage existing features to remain such as roadways, signs, curbs, driveways, sidewalks, etc. All features removed or damaged shall be protected against damage and if damaged shall be replaced or repaired to existing condition or better. All demolished material shall become the property of the contractor and shall be removed from the work site and disposed of in accordance with all local State, and Federal requirements. As-built documentation shall include a description of materials used and repair procedures completed at each site.

## **12. Performance Period**

- a. It will be the contractor's responsibility to set a start date with a representative from the City of Havelock to begin a project within thirty (30) days from the issuance of a Notice of Award - Proceed.
- b. The performance period will be 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.

## **13. Access:**

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

## **14. Termination Clause:**

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

**15. Warranty:**

- a. Contractor will be held responsible for the materials and workmanship utilized within this project for a term of one year from the time that the sanitary sewer service and roadway are put back into service.
- b. The City of Havelock will be responsible for the warranty of any materials that are supplied to the contractor by the City of Havelock during the course of this project.

**General Provisions:**

- a. Contractor shall comply with all requirements of OSHA 1926.
- b. Work hours shall be 8am to 5pm, Monday through Friday. No work shall be performed on City holidays. Work outside established work hours must be scheduled with the City, 48 hours in advance and is subject to approval.
- c. Contractor will obtain all necessary permits. Permits required by City of Havelock are provided free of charge.
- d. Roadway repair is the responsibility of the contractor.
- e. Contractor shall control erosion and sediment release while this project is under construction.
- f. The contractor is to clean and remove all debris at the end of each work day.
- g. All underground utilities are to be 811 located, prior to work being started.
- h. Contractor is responsible for all damage to existing roads, driveways, drainage, or utilities that occur as a result of the construction project.
- i. Contractor is responsible for all damage to City property that occurs as a result of the construction of the project.
- j. Contractor shall provide safety measures during the entire length of the project.
- k. Contractor is responsible for the storage and safety of materials and equipment on jobsite.
- l. Submittals must be approved by the City of Havelock prior to any work starting.
- m. The performance period is 30 days from the Notice to Proceed.

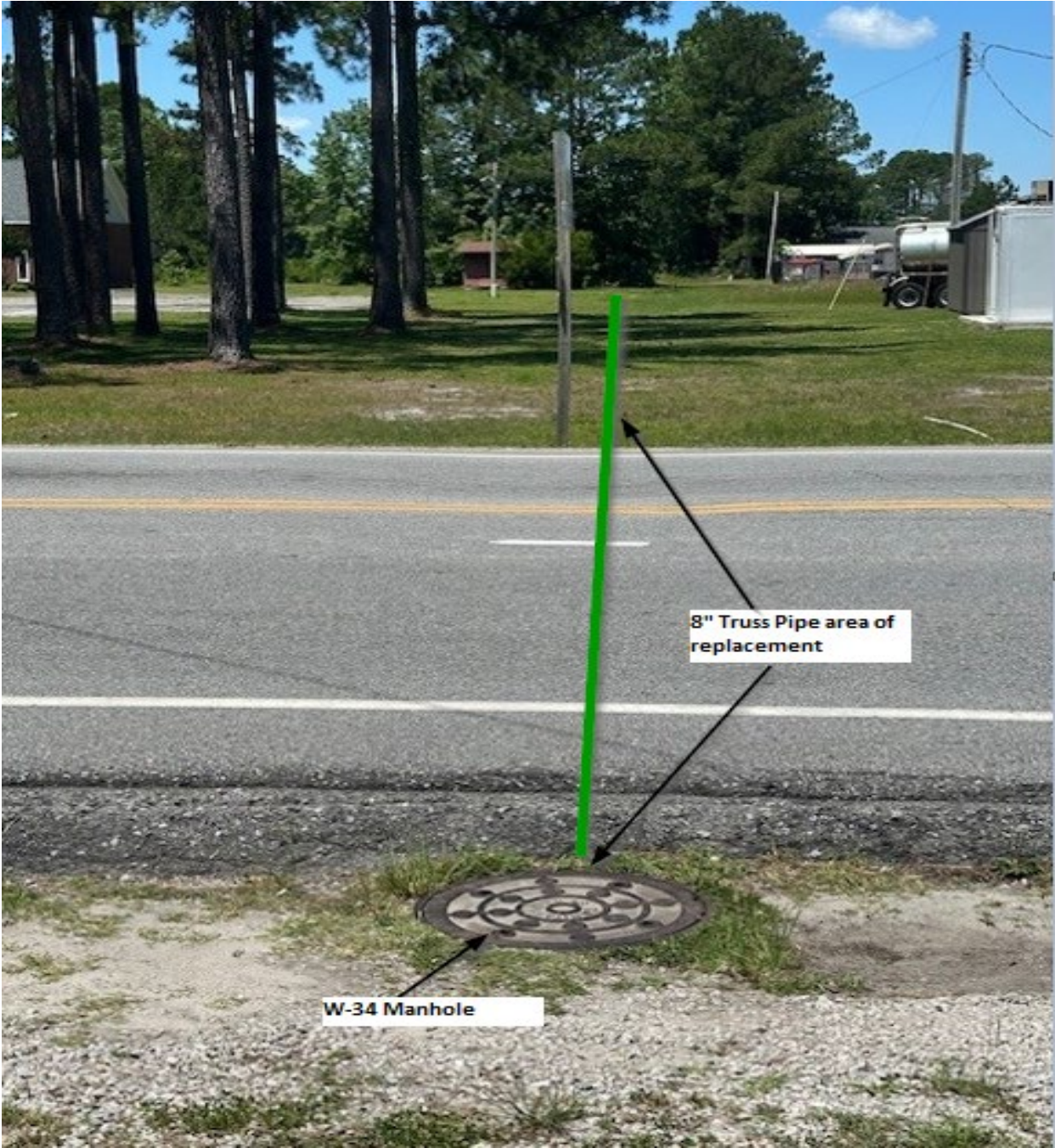
**Liquidated Damages:**

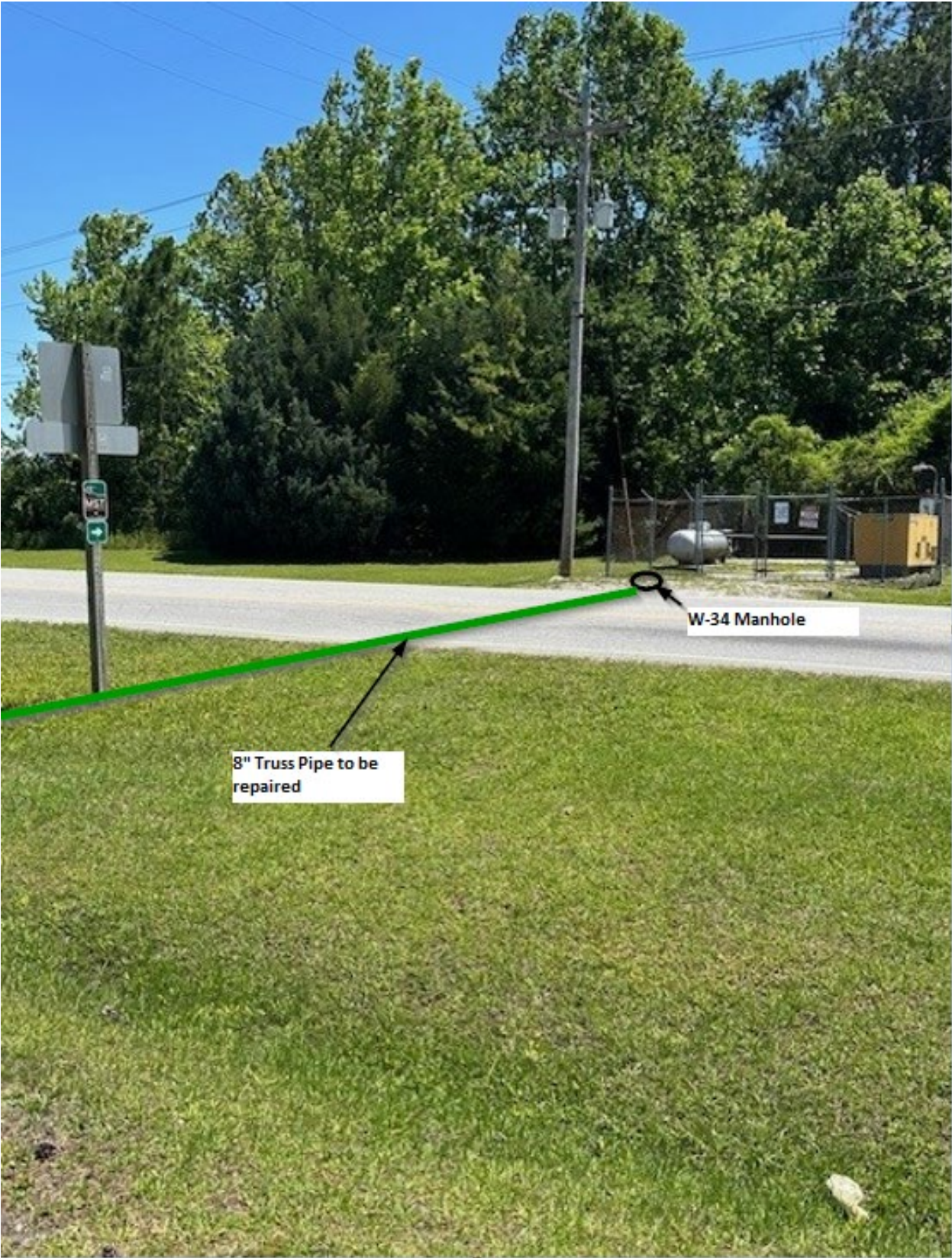
- a. The Contractor agrees to pay the owner \$300 per day in liquidated damages for each day beyond the period of performance.

Figure 1: Work area map.



*Figure 2: Images of Site*





W-34 Manhole

8" Truss Pipe to be repaired

**Figure 3: Pipe Bedding and Pavement Cross Section, Typical.**

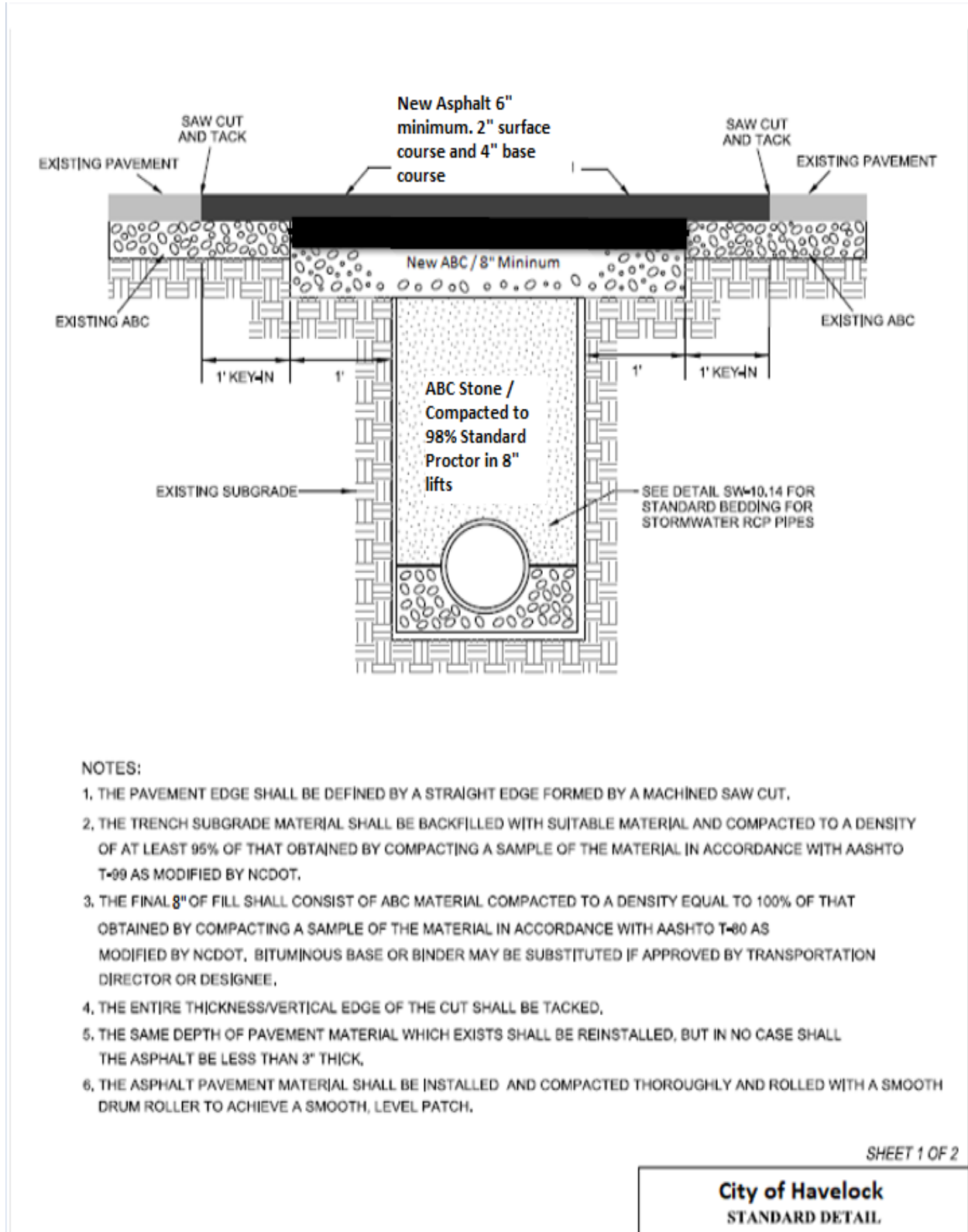
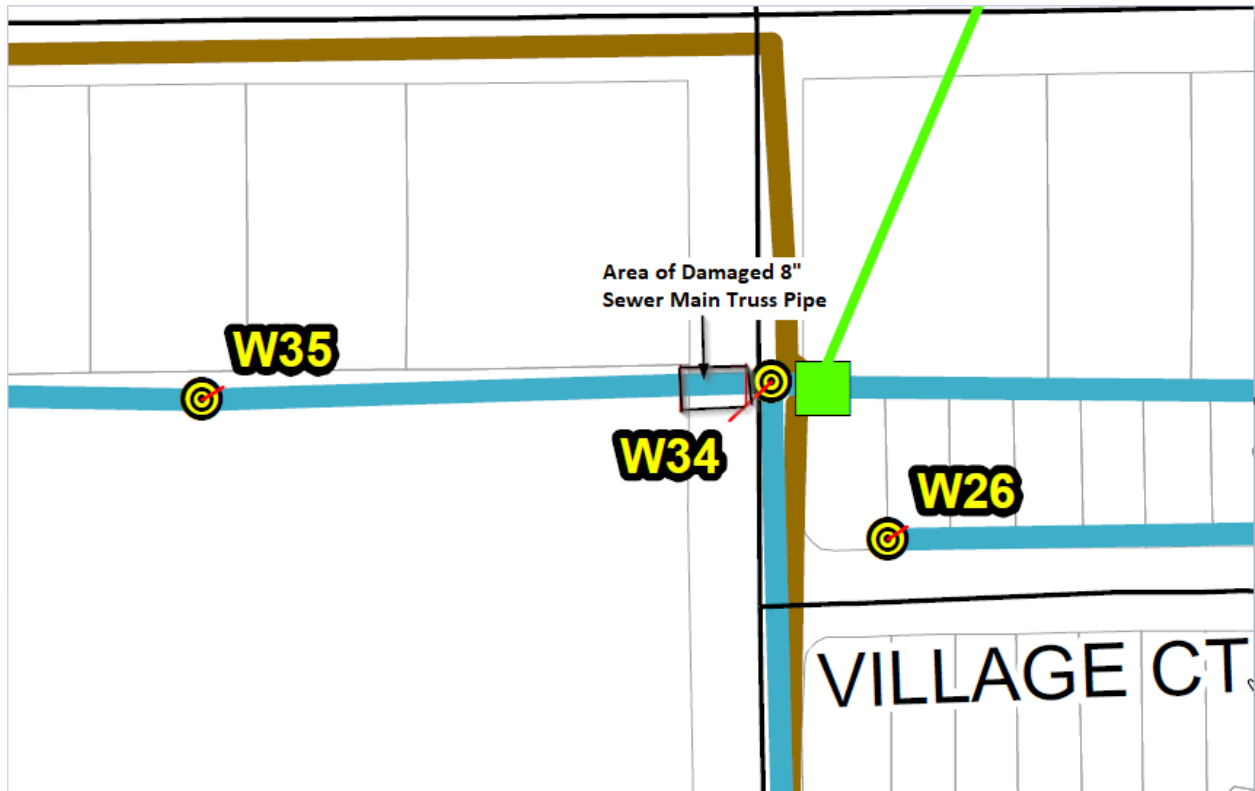


Figure 4: Sewer Manhole and Pipe Mapping and pipe size legend



## Legend

MAP 1

Sewer - Gravity Main

Diameter (Inch)

8

10

12

15

18

Sewer - Force Main

• Manholes

■ Lift Station

