



## 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 Installation and Rebuild of Air Release Valves (AVRs) & Air-Vacuum Combination Valves”*

**Address Bids to:**     **Kimberly Walters, Finance Director**  
                              **City of Havelock**  
                              **P.O. Box 368**  
                              **1 Governmental Ave.**  
                              **Havelock, NC 28532**  
                              **Fax: 252-447-0126**  
                              **Email: Bids@havelocknc.us**

Bids will be accepted until **2:00 PM (EST) on Wednesday, May 6, 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](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 Wednesday, April 15, 2026**. If questions are received, the City will respond no later than **12:00 PM (EST) on Wednesday, April 22, 2026**.

This is the 1<sup>st</sup> day of April 2026

Published: DemandStar April 1, 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

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.**

# 2026 Installation and Rebuild of Air Release Valves (ARVs) & Air-Vacuum Combination Valves MCAS Cherry Point, NC

## **Objective:**

Remove, rebuild and reinstall fourteen (14) air release valves (ARVs) and three (3) air-vacuum combination valves on the 24-inch effluent force main pipeline.

## **Scope:**

The air release valves, also known as “small orifice valves”, are automatic float operated valves that sit at the highest point of the pipeline to continually release unwanted air. This is to protect against unwanted surges and maintain system efficiency while the system is in operation and under pressure. The air vacuum valve (Figure 5) is designed that if a vacuum forms in the pipeline the air vacuum valve will insert large amounts of air into the pipeline to protect it from collapsing. The air vacuum combination valve is a blend between both the air release valve and the air vacuum valve. No more than three (3) ARVs should be disconnected from the system at any time to prevent system failure.

Rebuilding the ARVs and the air-vacuum combination valves will follow manufacturer specifications of the disassembly procedures and the reassembly procedures. The valves shall have full size NPT inlets and outlets equal to the nominal valve size. The body inlet connection shall be hexagonal for a wrench connection. The body shall have 2” NPT cleanout and 1” NPT drain connections on the sides of the casting. The cover shall be bolted to the valve body and sealed with a flat gasket. A threaded adjustable orifice button shall provide drop tight shut off to the full valve pressure rating. Each Chicago fitting, 1” Full Flow Ball Valve, and Valve pipe located on each ARV and air-vacuum combination valve needs to be replaced with new fittings and hardware (Figure 7). The manholes must be dewatered to access the ARVs and air-vacuum combination valves, see Section 1.

The city of Havelock currently has five (5) Crispin “A” Series air release valves (Figure 3) located at 304 Jackson Dr. Havelock, NC 28532 that will be used to replace the ARVs located at areas 2-6 (Figure 1). The remaining nine (9) ARVs will be Val-Matic 48A or 49A Models (Figure 4) that will need to be removed, rebuilt, and reinstalled in the following order. Areas 2-6 will need to be rebuilt and used to replace areas 7-11 (Figure 2). The ARVs located at 12-15 will be replaced by four (4) of the rebuilt ARVs pulled from areas 7-11. The ARVs pulled from 11-15 will be rebuilt and stored at the Wastewater Treatment Plant located at 304 Jackson Dr. Havelock, NC 28532; making a total of fourteen (14) rebuilt ARVs.

The City of Havelock currently has one (1) Crispin “A” Series air-vacuum combination valve (Figure 6) located at 304 Jackson Dr. Havelock, NC that will be used to replace area 16. Areas 16-18 are Val-Matic 48A/302A Wastewater combination Air Valves (Figure 7). 16 will be rebuilt and used to replace 17. 17 will be rebuilt and used to replace 18. 18 will be rebuilt and placed back in storage at the Wastewater Treatment Plant located at 304 Jackson Dr.

Areas 2 and 3 are unable to access with a vehicle. Area 3 is inaccessible and must have the overgrowth cleared and properly disposed of utilizing yard waste facilities or by any other means that follow local municipality and federal laws. The contractor will assume any fees that may be incurred. The contractor will follow all OSHA standards according to the 1910 General Industry regulations including Confined Space Entry.

A site visit is highly recommended but not mandatory. All locating services will be the responsibility of the contractor. Damaged utilities will be the responsibility of the contractor to remediate before the project is completed. All measurements are approximate contractor to verify. 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.

**Contractor Responsibilities:**

- a. Contractor shall be responsible for locating and accessing ARVs.
- b. Contractor shall be responsible for gaining access to MCAS Cherry Point. See **Section 5** for details.
  - a. Contractor shall have existing base access or the ability to gain access withing thirty (30) days of the Notice of Award to Proceed.
- c. Contractor shall be responsible for dewatering manholes to gain access to ARVs.
- d. Contractor shall be responsible for clearing overgrowth surrounding area 3.
- e. Contractor will assume all responsibility for proper disposal of debris.

**City of Havelock Responsibilities:**

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 or Federal holidays. Work outside established work hours must be scheduled with the City of Havelock and MCAS Cherry Point, 48 hours in advance and is subject to approval.

**1. Dewatering:**

- a. The contractor shall dewater until completion of work. Excavation shall be kept free of water at all times during pipe removal, pipe replacement, and backfill operation.
- b. A dewatering plan shall be submitted to the City of Havelock/MCAS Cherry Point for approval prior to the beginning of the project.
- c. 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.
- d. The usage of water from a hydrant will only be accomplished through MCAS Cherry Point. Contractor will need to work with MCAS Cherry Point to acquire a hydrant meter and assume all fees and costs associated.

**2. Traffic Control**

- a. Contractor shall submit a Traffic Control Plan for any operations affecting traffic including but not limited to lane closures. City must approve the traffic plan prior to implementation, particularly 24-hour notice prior to any lane closure.

- b. Access to residences for local traffic shall be maintained throughout contract. Contractor shall provide a minimum of 24-hour notice to City of Havelock for any road closure.

### **3. 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.

Damage to any residential or commercial property shall be immediately reported to a

- b. representative of the City of Havelock and MCAS Cherry Point. Remediation of damage to any residential or commercial property shall be carried out as an immediate priority and completed in a manner satisfactory to the City of Havelock and MCAS Cherry Point. If remediation of commercial or residential property is not performed within a timeframe deemed satisfactory by the City, the City of Havelock or MCAS Cherry Point may undertake the necessary corrective action, and all associated costs shall be borne by the contractor.

### **4. Performance Period**

- a. It will be the contractor's responsibility to set a start date with a representative from the City of Havelock and MCAS Cherry Point to begin a project within thirty (30) days from the issuance of a Notice to Proceed. Failure to meet this requirement will result in potential termination of the contract.
- 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 or Federal holidays. Work outside established work hours must be scheduled with the City and MCAS Cherry Point, 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.

**5. Access:**

- a. Access to project site is within MCAS Cherry Point. Contractors will need base permission to access the project site.
- b. Base privileges can be obtained through Pass and ID located 100 Roosevelt Blvd, Havelock, NC 28532.
- c. Base access must be obtained within thirty (30) days of Notice to Proceed.
- d. The City of Havelock will not assist in obtaining base access.
- e. The City of Havelock recommends all interested contractors have permission to access base prior to bidding this project.

**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 or Federal holidays. Work outside established work hours must be scheduled with the City and MCAS Cherry Point, 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 and MCAS Cherry Point 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: ARV and Air-Vacuum Combination Valve Locations (1-13)

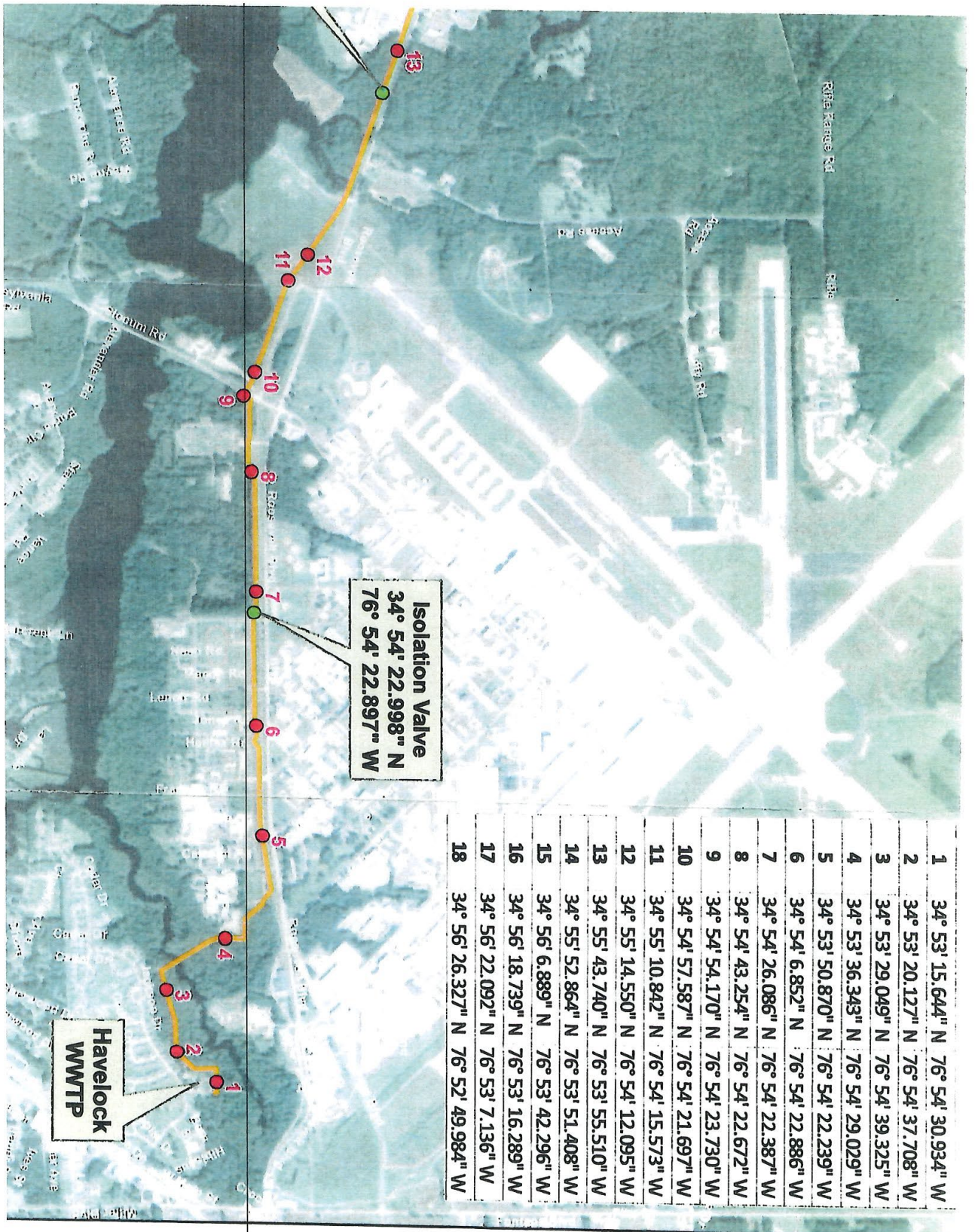


Figure 2: ARV and Air-Vacuum Combination Valve Locations (7-18)

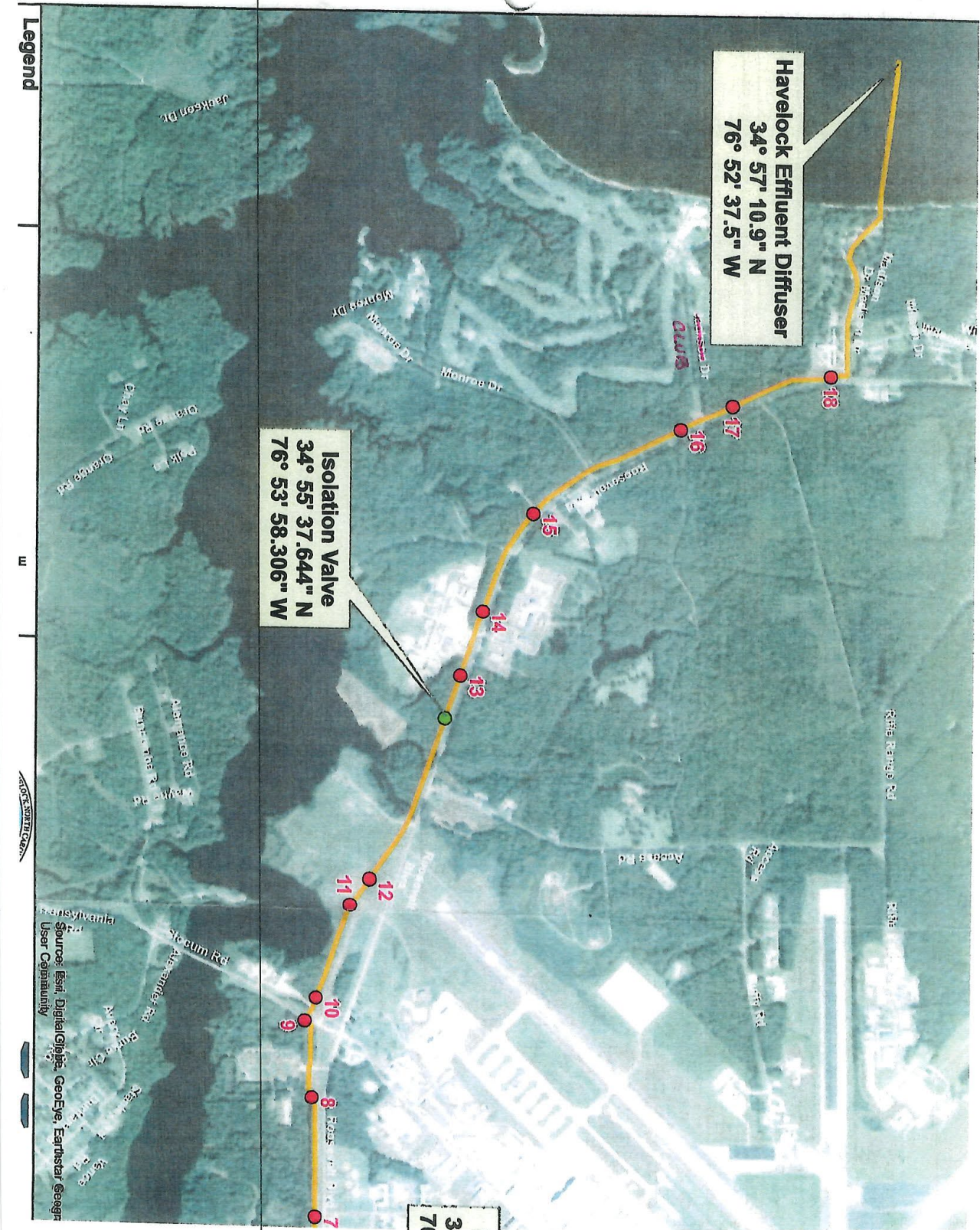
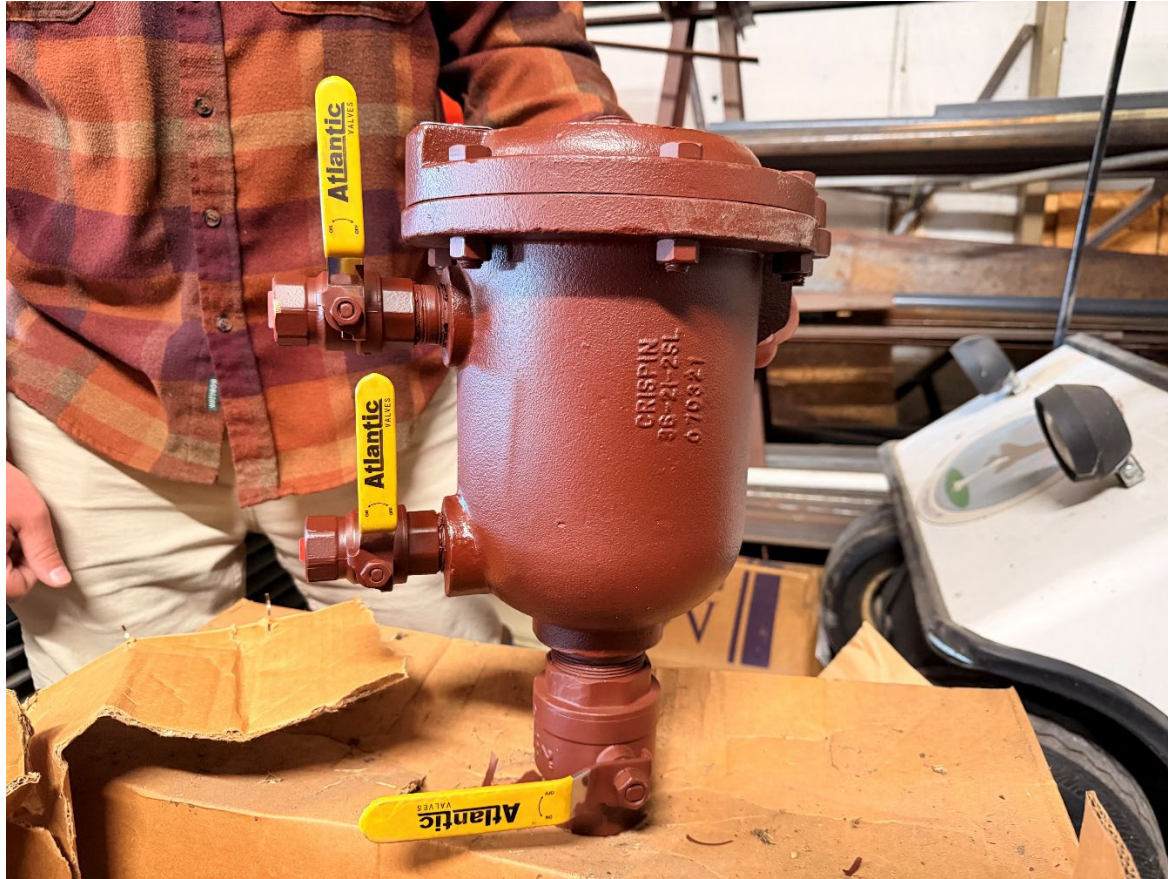


Figure 3: Crispin Air Release Valves (ARV)

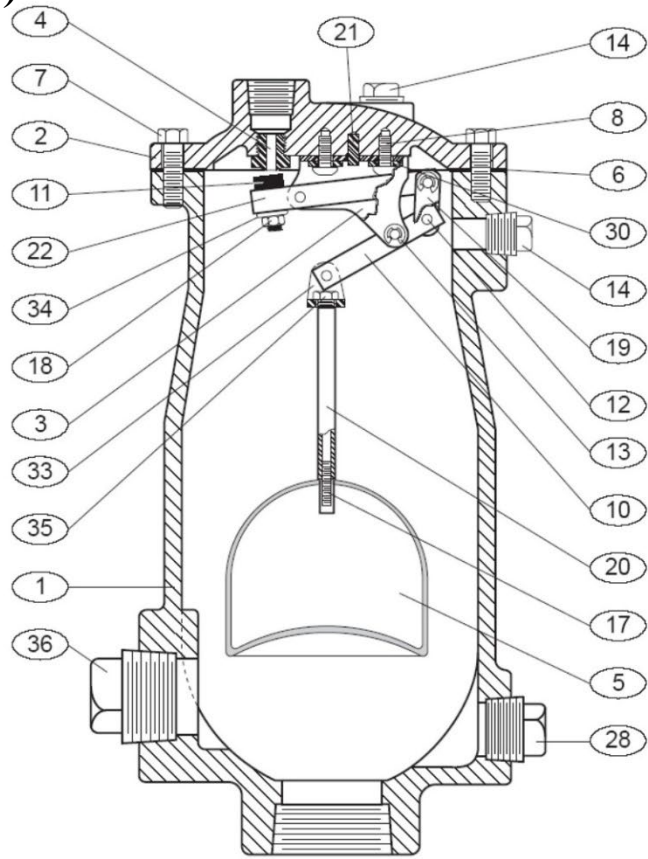


**Figure 4: Val-Matic Air Release Valves (ARV)**

ITEM	DESCRIPTION	MATERIAL
1	Body	Cast Iron
2	Cover	Cast Iron
3	Leverage Frame*	Stainless Steel
4	Seat*	Stainless Steel
5	Float*	Stainless Steel
6	Gasket*	Non-Asbestos
7	Cover Bolt	Alloy Steel
8	Retaining Screw*	Stainless Steel
10	Float Arm*	Stainless Steel
11	Orifice Button*	Buna-N
12	Pivot Pin*	Stainless Steel
13	Retaining Ring*	Stainless Steel
14	Pipe Plug	Iron
17	Float Retainer*	Stainless Steel
18	Lock Nut*	Stainless Steel
19	Link*	Stainless Steel
20	Extension Shaft*	Stainless Steel
21	Locating Pin	Stainless Steel
22	Orifice Button Arm*	Stainless Steel
28	Pipe Plug	Malleable Iron
30	Washer*	Stainless Steel
33	Clevis*	Stainless Steel
34	Lock Washer*	Stainless Steel
35	Retaining Screw*	Stainless Steel
36	Pipe Plug	Malleable Iron

\*RECOMMENDED REPAIR PART KIT

**TABLE 1. LIST OF PARTS**

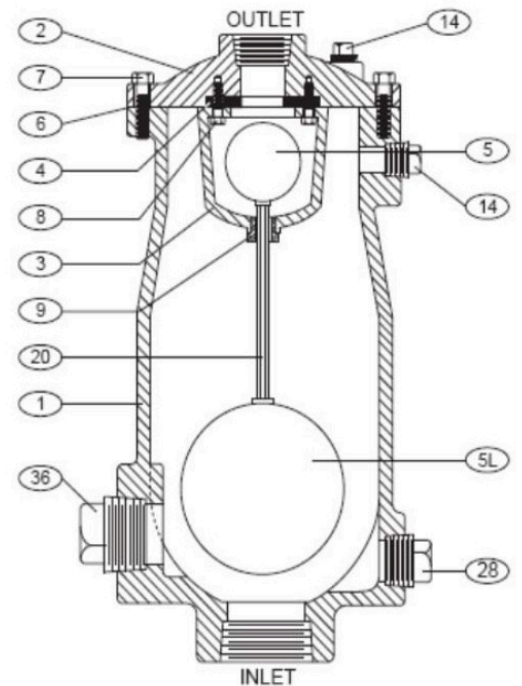


**FIGURE 2. WASTEWATER AIR RELEASE VALVE**

**Figure 5: Val-Matic Air-Vacuum Valves**

Table 1. Wastewater Air/Vacuum Valve Parts List		
Item	Description	Material
1	Body	Cast Iron
2	Cover	Cast Iron
4	Seat*	Buna-N
5	Upper Float*	Stainless Steel
5L	Lower Float*	Stainless Steel
6	Gasket*	Non-Asbestos
7	Cover Bolt	Alloy Steel
8	Retaining Screw	Stainless Steel
9	Guide Bushing*	Stainless Steel
15	Cushion*	Buna-N
20	Guide Shaft*	Stainless Steel
27	Washer*	Stainless Steel
28	Pipe Plug	Malleable Iron

\*Recommended Spare Part



**Figure 2. 1"-3" Wastewater Air/Vacuum Valve**

*Figure 6: Crispin Air-Vacuum Combination Valves*



*Figure 7: Val-Matic Air-Vacuum Combination Valves*



Figure 7.1: Val-Matic Air-Vacuum Combination Valves

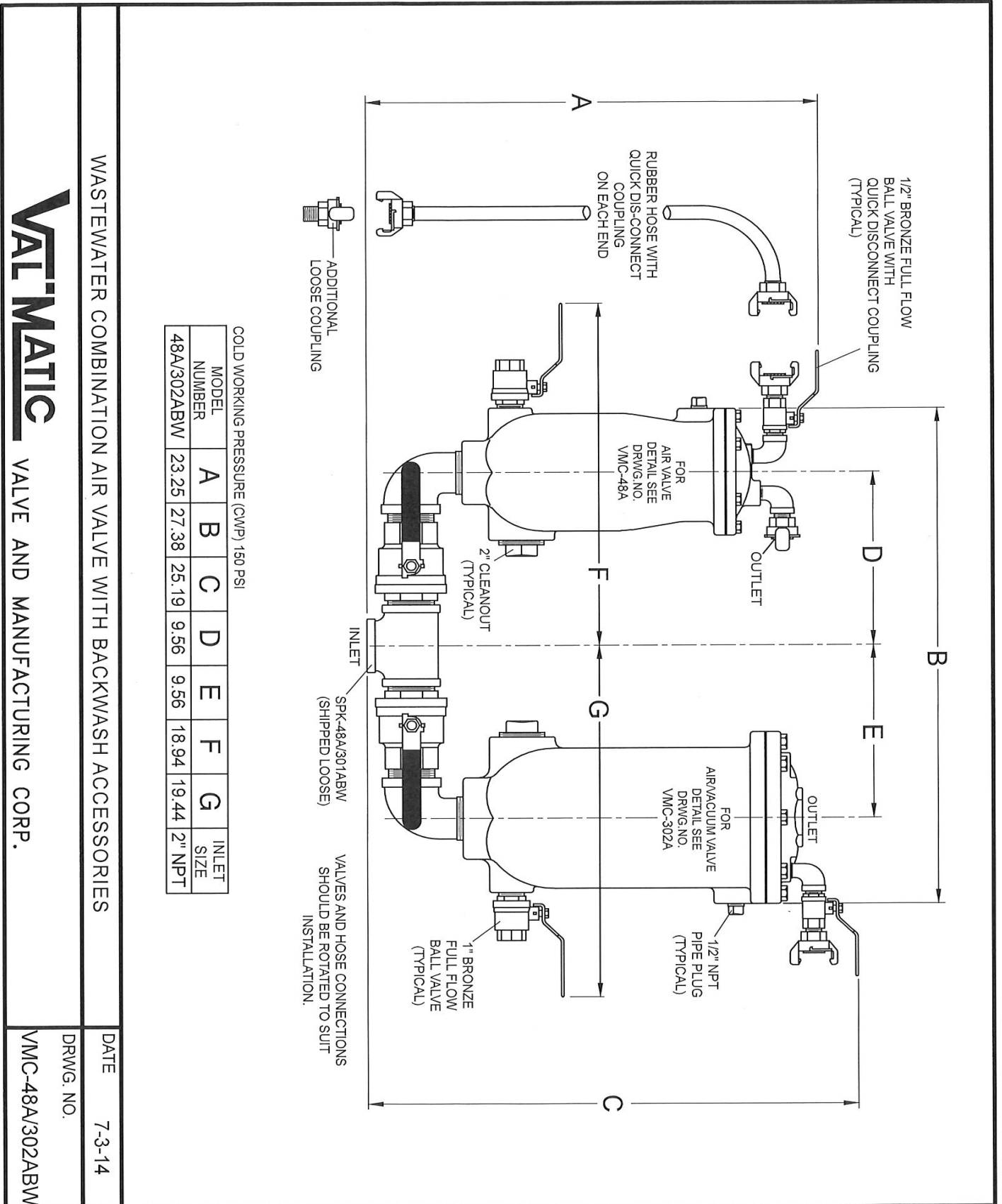
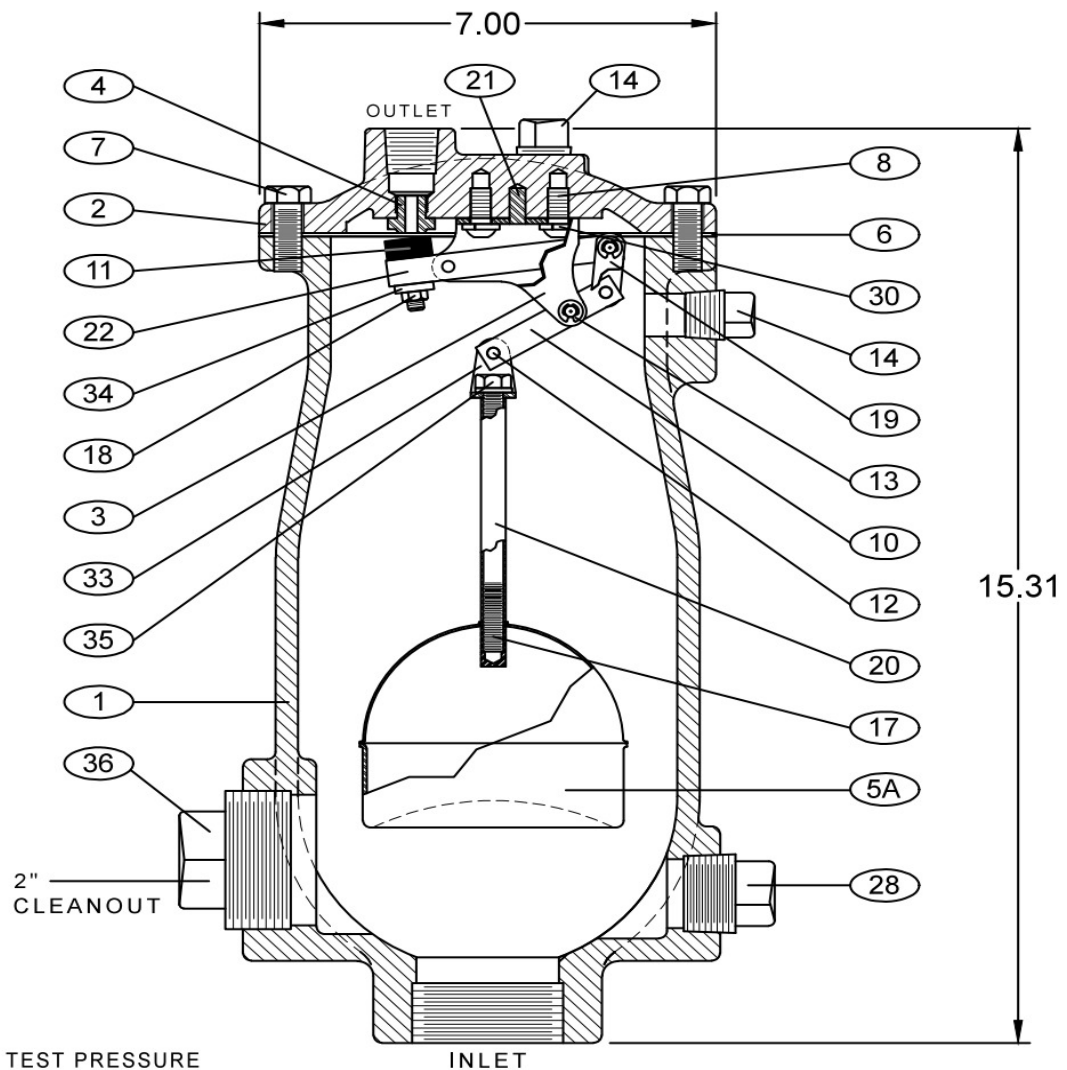


Figure 7.2: Val-Matic Air-Vacuum Combination Valves



TEST PRESSURE  
1.5 TIMES COLD WORKING PRESSURE-CWP

SERIES NO. 48A					
INLET SIZE		2"	3"	4"	
OUTLET SIZE		1/2"	1/2"	1/2"	
COLD WORKING PRESSURE	75 PSI CWP	MODEL NO.	48A.4	48A.5	48A.6
		ORIFICE SIZE	5/16"	5/16"	5/16"
	150 PSI CWP	MODEL NO.	48A	48A.2	48A.3
		ORIFICE SIZE	3/16"	3/16"	3/16"
	300 PSI CWP	MODEL NO.	48A.7	48A.8	48A.9
		ORIFICE SIZE	5/32"	5/32"	5/32"

- |    |                 |    |                    |
|----|-----------------|----|--------------------|
| 1  | BODY            | 17 | FLOAT RETAINER     |
| 2  | COVER           | 18 | LOCK NUT           |
| 3  | LEVER FRAME     | 19 | LINK               |
| 4  | SEAT            | 20 | EXTENSION SHAFT    |
| 5A | FLOAT           | 21 | LOCATING PIN       |
| 6  | GASKET          | 22 | ORIFICE BUTTON ARM |
| 7  | COVER BOLT      | 28 | PIPE PLUG          |
| 8  | RETAINING SCREW | 30 | WASHER             |
| 10 | FLOAT ARM       | 33 | CLEVIS             |
| 11 | ORIFICE BUTTON  | 34 | LOCK WASHER        |
| 12 | PIVOT PIN       | 35 | RETAINING SCREW    |
| 13 | RETAINING RING  | 36 | PIPE PLUG          |
| 14 | PIPE PLUG       |    |                    |

SEE DRAWING NO. VM-48A-M FOR STANDARD MATERIALS OF CONSTRUCTION.  
SEE DRAWING NO. VM-48ADISV-M FOR SUPER VALVE MATERIALS OF CONSTRUCTION.

<b>WASTEWATER AIR RELEASE VALVE</b>	DATE 4-8-14
<b>VAL-MATIC</b> VALVE AND MANUFACTURING CORP.	DRWG. NO. <b>VMC-48A</b>

Figure 7.3: Val-Matic Air-Vacuum Combination Valves

