



## 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,  
2023 Storm Water Drain Pipe Replacement  
Hillcrest St. Havelock, NC. 28532”*

**Address Bids to:** Kimberly Walters, Interim Deputy Finance Officer  
City of Havelock  
P.O. Box 368  
1 Governmental Ave.  
Havelock, NC 28532  
Fax: 252-447-0126  
Email: [Bids@havelocknc.us](mailto:Bids@havelocknc.us)

Bids will be accepted until **11:00 AM (EST) on Thursday, September 21, 2023** at which time they will be reviewed in the office of the City Finance Director. 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](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 **2:00 PM (EST) on Friday, September 8, 2023**. If questions are received, the City will respond no later than **12:00 PM (EST) on Wednesday, September 13, 2023**.

This is the 23rd day of August 2023

Published: Vendor Registry August 23, 2023

CITY OF HAVELOCK

Kimberly Walters  
Interim Deputy Finance Officer



**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, Interim Deputy Finance Officer**  
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.**

# 2023 Storm Water Drain Pipe Replacement Hillcrest St. Havelock, NC. 28532

## **Objective:**

Replacement of the Storm Water Drainage Piping on Hillcrest Lane, Havelock, NC 28532.

## **Scope:**

The storm water piping on Hillcrest Lane is in need of replacement. This pipe is an oval, corrugated, galvanized steel pipe and measures approximately forty-two inches wide by twenty-nine inches tall by thirty-five feet in length. The new storm pipe to be installed will extend an additional three feet into the influent side, a FES flared end will be on the effluent side which will extend the piping an additional three feet, which will make the total length of the new pipe forty-one feet. There is to be a wing wall installed which will be a total of sixteen feet in length, extending eight feet both directions from the center of the newly installed pipe. This wing wall is to be formed and poured in place by the contractor.

The existing pipe runs underneath Hillcrest Ln., and the top of the pipe is approximately eighteen inches below the road surface, the bottom of the pipe is approximately three and a half feet below the road surface. The material to be used to replace the corrugated galvanized steel pipe must be of the standard size forty-two by twenty-nine inches with a FES flared end on the effluent side, the wing wall to be formed and poured shall be installed on the influent side. Corrugated metal piping shall be utilized to complete this project and must meet the specification of NCDOT AASHTO-M-36. Upon completion of the installation of the new pipe and wing wall, granite rip-rap locked together with cement grout will be placed on the effluent side of the ditch bank to prevent future erosion.

Hillcrest St. proceeds into a cul-de-sac that becomes Hill Ct., there are currently seven residences that reside on Hill Ct. and the only access is through Hillcrest Ln. To allow access to the residences on Hill Ct. only half of Hillcrest St. can be shut down at any time during the project. Upon beginning of the project notification must be given to the City of Havelock five days in advance to allow notifications to be sent to the residents of Hill Ct.

The amount of asphalt pavement that is to be removed and replaced during the course of this project is approximately 625 square feet (25' X 25'), see section 7 under pavement restorations for specifications. There are concrete sidewalks on both the North East and North West sides of Hillcrest St. Both sidewalks are fifty-two inches wide. The concrete sidewalks are to be removed along both sides of the street and be replaced with a new concrete sidewalk. The concrete sidewalk to be removed on the North East side of Hillcrest St. shall be the same size as the utility cut at 25'. The concrete sidewalk on the North West side of Hillcrest St. is one hundred and four feet and begins at the driveway of 109 Hillcrest, the end of the new sidewalk will be 38' beyond the driveway for 107 Hillcrest, see section 9 under sidewalk restoration for specifications. The ground along the Northwest side of Hillcrest is degraded and will have to be rebuilt before the sidewalk can be replaced. All measurements are approximate and it will be the contractor's responsibility to verify.

The driveway for 107 Hillcrest will be replaced to the first expansion joint, this driveway is broken in several places due to root intrusion from a gum tree next to the driveway, see figure 3. Before the driveway is replaced the tree is to be removed, the stump is to be ground, and the roots intruding into the driveway are to be removed. There is an existing 12" RCP pipe under the

driveway of 107 Hillcrest, this pipe is to be replaced with a 15" RCP pipe. See section 8 for pavement restoration specifications.

The utilities owned by the City of Havelock running down Hillcrest St. are gravity sanitary sewer and Water. See Figure 1. The Gravity Sanitary Sewer line is an eight-inch terracotta main and is approximately four feet below the road surface. The water main which begins on Hillcrest is a six-inch main although the size is unknown as it crosses beneath the storm water drainage pipe. This water main is approximately three and a half feet beneath the road surface. If either the terracotta gravity sanitary sewer pipe or the water main is damaged during the course of this project it will be the responsibility of the contractor to make the needed repairs to these utilities. It will be the responsibility of the contractor to have all utilities located before work is to commence.

Disturbance of existing landscape features shall be held to a minimum and all disturbed areas returned to a condition equal or better once the repair is completed. 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.

A site visit is highly recommended before submitting a bid. The City of Havelock shall not be held responsible for omissions or errors.

#### **1. 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 storm water conveyance areas and Contractor shall remove any accumulation of sediment from such areas following dewatering operations.

#### **2. Excavation and Shoring:**

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

**3. Backfill and Compaction:**

- a. All excavations shall be backfilled with select fill material if excavated material is unsuitable. Contractor shall be responsible for removal and disposal of all excavation material 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.

**4. Pipe and Manhole Bedding:**

- a. Pipe bedding shall consist of a twelve-inch (12") depth of # 57 stone under pipe and #57 or ABC stone to top of pipe (*Figure 4*).

**5. 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.

**6. 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 48-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 five days' notice to the City of Havelock for any road closure.

**7. Pipe Materials**

- a. The residential driveway pipe at 107 Hillcrest is currently a 12" RCP pipe and is to be replaced with a 15" RCP pipe.

- b. The pipe beneath Hillcrest Lane is currently an oval, corrugated, galvanized steel pipe that measures forty-two inches wide by twenty-nine inches tall by thirty-five feet in length. It is to be replaced with a an oval, corrugated, galvanized steel pipe that measures forty-two inches wide by twenty-nine inches tall by forty-one feet in length with one FES Flared end.

## **8. 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 before end of project.
- b. A trench shall be excavated only wide enough to allow adequate room to remove and replace the steel corrugated storm drain See figure four for trench aggregate and asphalt.
- c. Engineered select fill shall be utilized from eight inches above the top of the replaced Corrugated Steel Pipe to within three and a half inches of the existing pavement and be compacted to 98% standard proctor in a maximum of eight-inch lifts.
- d. Asphalt base course shall be a minimum of two inches thick and meet the requirements of B25.OB per NCDOT Standards for Roads and Structures. The asphalt base will be one and a half inches from grade of the asphalt surface on Hillcrest Lane.
- e. Asphalt tack coat shall be applied on the existing asphalt where the new asphalt is to tie in with Hillcrest Lane, and shall be in accordance with section 605 asphalt tack coat of the NCDOT Standard Specifications for Roads and Structures.
- f. The asphalt surface course shall be S9.5B at one and a half 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.

## **8. Driveway Restoration**

- a. The driveway is to be replaced to the expansion joint. See figure 3 for expansion joint location.
- b. Once existing concrete is removed, all tree roots are to be removed from the area of the new driveway and an additional two inches of top soil to be removed. Engineered select fill will be utilized to level the subbase for the installation of a new driveway. Before pouring the new driveway, all Engineered Select Fill will be compacted to 98% Standard Proctor.
- c. The new driveway to be poured will be formed to match the contour that exists within the original driveway and will remain at the same elevation of the existing driveway.
- d. The concrete mix shall be 5000-pound concrete mix poured at four to six inches thick, with no reinforcing wire, fiber mesh, or footings.

## **9. Sidewalk Restoration**

- a. There are two sidewalks along Hillcrest Lane within the area of work, one on the Northeast side and one on the Northwest side, both are fifty-two inches wide.
- b. Once existing concrete is removed, all tree roots are to be removed from the area of the new sidewalk and an additional two inches of top soil shall also be removed. Engineered select fill will be utilized to level the subbase for the installation of a new sidewalk. Before pouring the new sidewalk, all Engineered Select Fill shall be compacted to 98% Standard Proctor.
- c. The sidewalk to be replaced on the Northeast side of Hillcrest Lane shall be the same size as the utility cut at twenty-five lineal feet.
- d. The sidewalk on the Northwest side of Hillcrest Lane will be a total of one hundred and four lineal feet. Extending from the driveway of 109 Hillcrest Lane to thirty-eight lineal feet beyond the driveway of 107 Hillcrest. Both sidewalks will have the original contour and meet the original sidewalk elevation.
- e. The concrete mix shall be 3000-pound concrete mix poured at four to six inches thick, with no reinforcing wire, fiber mesh, or footings.

## **9. Access:**

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

## **10. Termination Clause:**

- a. Any agreement and issuance of purchase orders shall be terminated upon the expiration of (30) thirty days without work commencing. At the end of thirty days the City of Havelock will give written notice to the other party of its intention to terminate.

## **11. 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.

## **General Provisions:**

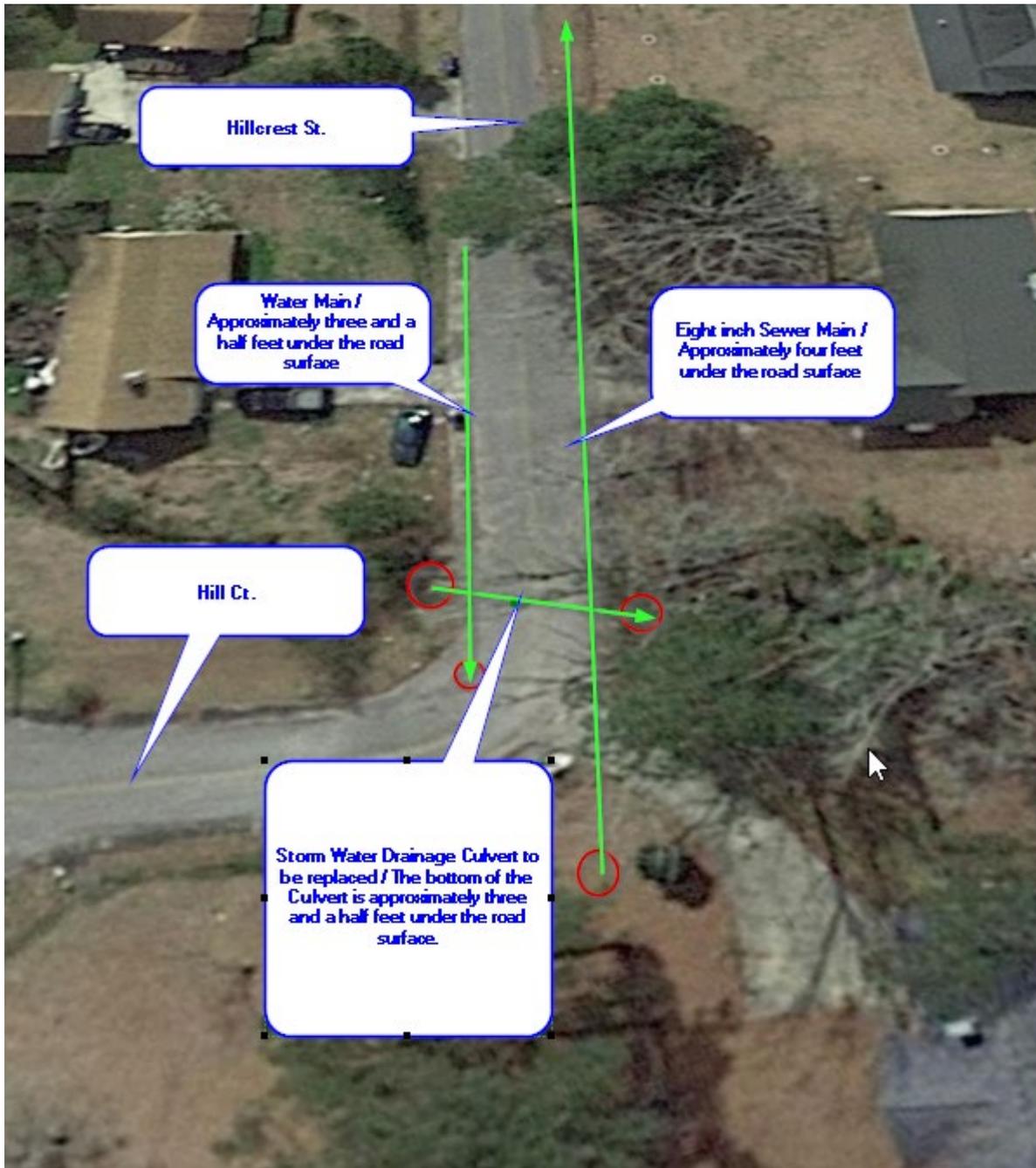
- a. Contractor shall comply with all requirements of OSHA 1926.
- b. Work hours shall be 8am to 5pm, Monday through Friday. No work shall be performed on City holidays. Work outside established work hours must be scheduled with the City 48 hours in advance and is subject to approval.
- c. Contractor 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 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:**

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

*Figure 1: Map of the Cities Utilities on Hillcrest St.*



**Figure 2: Picture of the work area:**



**Figure 3: 107 Hillcrest Driveway and Tree to be removed.**



*Figure 4: Pipe Bedding and Pavement Cross Section, Typical.*

