

# 1 General

## .1 Procurement

.a Refer to following documentation listed below for Wake County's procurement requirements:

i. Formal Contract Bids (Construction Contract Over \$500,000)

\*All documents below are provided by the County with edits by the Consultant as required for each specific project where noted on each individual template

- (a) Notice to Bidders
- (b) Instructions to Bidders
- (c) Form of Proposal – Single Prime Contract Work/Construction Manager at Risk
- (d) Bid Bond Form
- (e) MBE Resolution
- (f) MBE Forms
- (g) Notice of Electronic Contracting Processes for Construction Agreements
- (h) Sample Construction Agreement
- (i) General Conditions
- (j) Supplementary General Conditions
- (k) Appendix A – Dispute Resolution
- (l) Mediator List
- (m) Appendix B – Tax Report Form

ii. Major Informal Contract Bids (Construction Contracts between \$300,000 - \$500,000)

\*This contract range is informal bid/formal MBE where MBE participation is publicly advertised

\*Identical documentation to Part i, except that Item (f) MBE Forms are adjusted

iii. Minor Informal Contract Bids (Construction Contracts below \$300,000)

\* This contract range is informal bid/formal MBE where MBE participation is publicly advertised

\* Identical documentation to Part ii.

iv. Prequalification for Bidding

- (a) Prequalification Resolution
- (b) Prequalification Policy & Purpose
- (c) Sample Prequalification Application

v. Miscellaneous Forms

- (a) E-Verify Affidavit & Final Divestment List Certification– (Provided by the County)

**\* The above documents are being updated and are not currently available on this site.**

**Please contact the Department for copies of these forms.**

## .2 Contracting

The following is a listing of forms specific to Wake County, that align with the General Conditions of Construction. These forms are to be used by the Consultant during construction administration in combination with other customary forms that the Consultant may have. The Project Manager will provide these specific forms:

- i. Construction Change Directive
- ii. Change Order
- iii. Certificate of Substantial Completion
- iv. Closeout Checklist