

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) Notice of Electronic Contracting Processes for Construction Agreements
- (f) Sample Construction Agreement
- (g) General Conditions
- (h) Supplementary General Conditions
- (i) Appendix A – Dispute Resolution
- (j) Mediator List
- (k) Appendix B – Tax Report Form

ii. Informal Contract Bids (Construction Contracts –under \$500,000)

Identical documentation to Part i. Bid bond used unless agreed to otherwise by Owner

iii. Prequalification for Bidding

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

iv. Miscellaneous Forms

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

.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.

- i.** Construction Change Directive
- ii.** Change Order
- iii.** Certificate of Substantial Completion
- iv.** Closeout Checklist (provided by Owner)