



Facilities Design & Construction

TEL 919 856 6350
FAX 919 856 6355

Wake County Office Building, 11th Floor
P.O. Box 550 • Raleigh, NC 27602

<Date>

{name}
{company name}
{address}
{city, state, zip}

Attn: _____

RE: Wake County {Project}

Dear Mr. XXXX:

On **January XX, 20xx** Wake County received bids on the above referenced project. Based on the results of the bid opening, you are hereby notified that **{company name}** is the apparent lowest responsive, responsible bidder. Per the bidding documents you must submit to Wake County either form MBE-4 or MBE-5 regarding the participation of minority business on this project within seventy-two (72) hours of this notice. Please review the "Instructions to Bidders" within the bid specifications for further information. Following this submittal, Wake County will notify you if further information is needed in order to confirm your company's qualifications as the lowest responsible bidder.

Please note that all Wake County contracts are now executed and processed electronically. Should your company be awarded the contract, your company must be a registered Wake County Vendor to start the electronic contract process. If your company is not a registered Wake County vendor, you must register at:

<http://www.wakegov.com/finance/business/vendors/Pages/default.aspx>

In the meantime, a copy of our standard construction agreement is in the project manual for your review.

This project is scheduled to be reviewed by the Wake County Board of Commissioners at their _____, 20xx meeting. At that meeting the Board will decide whether to award the project to **{company name}**. We will notify you immediately by email and US mail of the Board's decision, with further instructions on the contract execution process.

We look forward to working with you on this project.

Sincerely,

{Your Name & Title}

cc: