



Facilities Design & Construction

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Notice of Wake County Electronic Contracting Processes for Construction Agreements

All Wake County contracts are executed and processed electronically. The successful lowest responsive responsible bidder upon award of the construction contract must be a registered Wake County vendor to start the electronic contract process. Any company not registered as a Wake County vendor, must register at the Self-Service Portal and enroll in EFT and be paid by direct deposit. The Vendor Registration portal may be found at:

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

Upon notification of contract award, contractor will be issued instructions for processing Performance and Payment Bonds, Certificates of Insurance, and issuance of the Construction Agreement

Contracts will then be transmitted via DocuSign for signing, attesting, and execution.