

ALEXANDER COUNTY PURCHASING POLICY
ATTACHMENT A – PURCHASE CONTRACTS

Bidding Laws and Local Policies: Purchase Contracts
("G.S." stands for the North Carolina General Statutes. Refer to the statutes for explanations, details, and exceptions.)

Contract amount: \$0		→ \$30,000		→ \$90,000		→	
Advertisement (G.S. 143-129)	G.S. – no ads required Local policies may require specific method/timing of ad			G.S. – newspaper or electronic ads (electronic only requires board approval) for full 7 days before bid opening Local policies may require extra time/conditions for ads.			
Minimum # of bids (G.S. 143-132)	G.S. – no minimum Local policies may require a minimum						
Form of bids (G.S. 143-129, 143-131)	G.S. – no specific form required (email, phone, fax, mail all acceptable) Local policies may require a specific form.						
Record of bids (G.S. 143-131)	G.S. – not required Local policies may require a record		G.S. – must keep a record of all bids received Local policies must comply with G.S.				
Bid opening (G.S. 143-129, 143-129.9, 143-131)	G.S. – public bid opening not required Local policies may require public bid opening					G.S. – public bid opening required, but may use reverse auction or electronic bidding instead Local policies must comply with G.S.	
Bid bonds (G.S. 143-129)	G.S. – bonds not required Local policies may require bonds						
Performance/payment bonds (G.S. 44A-26, 143-129)	G.S. – bonds not required Local policies may require bonds						
HUB participation goals (G.S. 143-128.2, 143-131)	G.S. – not required Local policies may require good faith efforts/goals – check with your attorney						
Board approval (G.S. 143-129, 143-131)	G.S. – not required Local policies may require board approval						
Standard of award (G.S. 143-129, 143-131)	G.S. – no standard given Local policies may require a specific standard		G.S. – award to lowest responsive, responsible bidder Local policies must comply with G.S.				
Public records (G.S. 132-1, 132-6, 143-131)	G.S. – bids become public record when received Local policies must comply with G.S.		G.S. – record of bids not subject to public inspection until contract award Local policies may permit public inspection before award			G.S. – bids become public record once opened Local policies must comply with G.S.	
Contract amount: \$0		→ \$30,000		→ \$90,000		→	

Email Eileen Youens with comments, questions, or suggestions at eyouens@sog.unc.edu.

ALEXANDER COUNTY PURCHASING POLICY
 ATTACHMENT B - CONSTRUCTION AND REPAIR CONTRACTS
 (NOT INVOLVING BUILDINGS)

Bidding Laws and Local Policies: Construction and Repair Contracts (Not Involving Buildings)
 ("G.S." stands for the North Carolina General Statutes. Refer to the statutes for explanations, details, and exceptions.)

Contract amount: \$0		→ \$30,000		→ \$500,000	
Advertisement (G.S. 143-129)	G.S. - no ads required. Local policies may require specific method/formatting of ad.			G.S. - newspaper or electronic ads for full 7 days before bid opening (board approval for electronic only). Local policies may require extra time/locations for ads.	
Minimum # of bids (G.S. 143-132)	G.S. - no minimum Local policies may require a minimum			G.S. - minimum of three bids is required Local policies may require more than three bids	
Form of bids (G.S. 143-129, 143-131)	G.S. - no specific form required (email, phone, fax, mail all acceptable) Local policies may require a specific form			G.S. - bids must be sealed Local policies must comply with G.S.	
Record of bids (G.S. 143-129, 143-131)	G.S. - not required Local policies may require a record		G.S. - must keep a record of all bids received Local policies must comply with G.S.	G.S. - because bids are public, no separate record is required Local policies must comply with G.S.	
Bid opening (G.S. 143-129, 143-131)	G.S. - public bid opening not required Local policies may require public bid opening			G.S. - public bid opening required Local policies must comply with G.S.	
Bid bonds/deposit (G.S. 143-129)	G.S. - bid bonds not required Local policies may require bid bonds			G.S. - bid bond/deposit (5% of bid amount) are required Local policies may require more than 5%	
Performance/payment bonds (G.S. 44A-26, 143-129)	G.S. - performance and payment bonds are not required Local policies may require bonds		G.S. - Performance and payment bonds are required (100% of bid amount) for contracts costing more than \$50,000 that are part of a project costing more than \$300,000 Local policies must comply with G.S.		
HUB participation goals (G.S. 143-128.2, 143-131)	G.S. - not required Local policies may require good faith efforts/goals - check with your attorney				
Separate specifications (G.S. 143-128)	G.S. - separate specifications not required Local policies may require separate specifications				
Licensed contractor (G.S. 87-1, 87-1.1, 143-139.1)	G.S. - must use a licensed general contractor if the contract is part of a project worth more than \$30K Local policies must comply with G.S.				
Construction methods (G.S. 143-128)	G.S. - no specific methods must be used Local policies may require specific methods				
Board approval (G.S. 143-129, 143-131)	G.S. - not required Local policies may require board approval			G.S. - board approval required; cannot be delegated Local policies must comply with G.S.	
Standard of award (G.S. 143-129, 143-131)	G.S. - no standard given Local policies may require a specific standard		G.S. - award to lowest responsive, responsible bidder Local policies must comply with G.S.		
Dispute resolution (G.S. 143-128(f))	G.S. - dispute resolution process not required Local policies may require a dispute resolution process				
Public records (G.S. 132-1, 132-6, 143-131)	G.S. - bids become public record when received Local policies must comply with G.S.		G.S. - record of bids not subject to public inspection until contract award Local policies may permit public inspection before award	G.S. - bids become public record once opened Local policies must comply with G.S.	
Contract amount: \$0			→ \$30,000	→ \$500,000	

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ALEXANDER COUNTY PURCHASING POLICY
ATTACHMENT C – BUILDING CONSTRUCTION AND REPAIR CONTRACTS

Bidding Laws and Local Policies: Building Construction and Repair Contracts
("G.S." stands for the North Carolina General Statutes. Refer to the statutes for explanations, details, and exceptions.)

Contract amount: \$0		\$30,000	\$300,000	\$500,000
Advertisement (G.S. 143-129)	G.S. – no ads required Local policies may require specific method/timing of ads			G.S. – newspaper or electronic ads for full 7 days before bid opening; board approval for electronic only Local policies may require extra time/location for ads
Minimum # of bids (G.S. 143-132)	G.S. – no minimum Local policies may require a minimum			G.S. – minimum of three bids is required Local policies may require more than three bids
Form of bids (G.S. 143-129, 143-131)	G.S. – no specific form required (email, phone, fax, mail all acceptable) Local policies may require specific form			G.S. – bids must be sealed Local policies must comply with G.S.
Record of bids (G.S. 143-129, 143-131)	G.S. – not required Local policies may require a record	G.S. – must keep a record of all bids received Local policies must comply with G.S.		G.S. – because bids are public, no separate record is required. Local policies must comply with G.S.
Bid opening (G.S. 143-129, 143-131)	G.S. – public bid opening not required Local policies may require a public bid opening			G.S. – public bid opening required Local policies must comply with G.S.
Bid bonds/deposit (G.S. 143-129)	G.S. – bid bonds not required Local policies may require bid bonds			G.S. – bid bond/deposit (5% of bid amount) required Local policies may require more than 5%
Performance/payment bonds (G.S. 44A-26, 143-129)	G.S. – performance and payment bonds are not required. Local policies may require bonds	G.S. – performance and payment bonds are required (100% of bid amount) for contracts costing more than \$50,000 that are part of a project costing more than \$300,000. Local policies must comply with G.S.		
HUB participation goals (G.S. 143-128.2, 143-131)	G.S. – not required unless part of State-funded project worth \$100,000 or more Local policies may require good faith efforts/goals for other projects	G.S. – document good faith efforts; report to HUB Local policies must comply with G.S.	G.S. – good faith efforts to reach goals; bidders must submit affidavits so local government can verify bidders' good faith efforts; report to HUB Local policies must comply with G.S.	
Separate specifications (G.S. 143-128)	G.S. – separate specs not required Local policies may require separate specs		G.S. – separate specs required for plumbing, electrical, HVAC, and general Local policies may require additional specs	
Licensed contractor (G.S. 87-1, 87-1.1, 143-139.1)	G.S. – must use licensed general contractor if part of a project worth more than \$30K Local policies must comply with G.S.			
Construction methods (G.S. 143-128)	G.S. – no specific methods must be used Local policies may require specific methods		G.S. – must use single-prime, separate-prime, dual bidding, or construction management at risk; may use alternate methods only if approved by the State Building Commission or authorized by local act Local policies must comply with G.S.	
Board approval (G.S. 143-129, 143-131)	G.S. – not required Local policies may require board approval			G.S. – board approval required; cannot be delegated Local policies must comply with G.S.
Standard of award (G.S. 143-129, 143-131)	G.S. – no standard given Local policies may require a specific standard	G.S. – award to lowest responsive, responsible bidder Local policies must comply with G.S.		
Dispute resolution (G.S. 143-128(1))	G.S. – must adopt own dispute resolution process (including mediation) or process adopted by the State Building Commission; available to all parties, with amount-in-controversy not less than \$15,000. Local policies must comply with G.S.			G.S. – bids become public record once opened Local policies must comply with G.S.
Public records (G.S. 132-1, 132-6, 143-131)	G.S. – bids become public record when received. Local policies must comply with G.S.	G.S. – record of bids not subject to public inspection until contract award Local policies may permit public inspection before award		
Contract amount: \$0		\$30,000	\$300,000	\$500,000

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