

# How To Do Business with the Town of Wake Forest

**PRESENTED BY**

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TOWN of  
WAKE FOREST



# Vendor Application

1. Visit [wakeforestnc.gov](http://wakeforestnc.gov)
2. Search Box - enter “conducting business”
3. Complete and submit Vendor Application Form



# Vendor Application *continued*

- Select respective commodity codes applicable to your company
- Allows your company to be on bid notification system



# Where To Access Bid Information

- Town website - [wakeforestnc.gov](http://wakeforestnc.gov)
- NC IPS website - [ips.state.nc.us](http://ips.state.nc.us)
- NCDOA HUB website - [ncadmin.nc.gov](http://ncadmin.nc.gov)



# Insurance Requirements

- Onsite vendor requirements: insurance and submission of current COI
- Current COI must be submitted before purchase order or contract can be completed
- Insurance requirements are listed on the website





# Minority Participation

- ▶ Town goal is 10%
- ▶ We encourage all minority/women-owned vendors to register with NCDOA HUB Division



# Resources

- ▶ “How to do Business” video
- ▶ Vendor Application
- ▶ Questions?





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