

# How to do Business with Wake County



@wakegov    

wakegov.com

# Wake County Procurement

Wake County's Division of Procurement Services strives to provide all vendors an opportunity to bid on items and services that the County needs to operate efficiently, effectively and with the highest accountability.

To achieve these goals, Wake County employs both centralized and decentralized procurement operations.

As a division of the Wake County Finance Department, all purchasing activities are governed by N.C. General Statutes.

# Primary Purchasing Methods

## Purchase Orders

Used primarily for supplies, equipment and materials

Purchase is greater than \$2,500

## Contracts

Used for services and construction projects

Examples include consultants, janitorial services, security and medical services.

## P-Cards

Used for small dollar, low volume purchases – generally less than \$2,500

# Competition & Bidding Requirements (NCGS 143)

	Informal Bids	Formal Bids
Equipment, Supplies, and Materials	\$30,000 - \$90,000	\$90,000 and up
Construction, Renovation, and Repair	\$30,000 - \$500,000	\$500,000 and up

Formal bids require a “published notice”. That notice may either be a legal ad in the newspaper or an electronic ad on our Wake County website – [www.wakegov.com](http://www.wakegov.com)

Award is made to the lowest responsible, responsive bidder, taking into consideration quality, performance, and time specified in the contract or RFP.

Wake County is NOT exempt from Sales & Use Tax.

# Wake County Website – list of Bids & RFPs



Living & Visiting

Doing Business

Departments & Government

News

## Doing Business

Essential information for conducting business with Wake County.

Doing Business with Wake County

Bids & RFPs

Construction Projects

Vendor Enrollment & Management



# Wake County Website – list of Bids & RFPs

Home ▶ Departments & Government ▶ Finance ▶ Bids & RFPs

## Current Business Opportunities



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# Wake County Vendor Enrollment

- Vendor Self Service (VSS) Portal
- Create new account/activate or make changes to existing account
- W-9 or Wake County substitute W-9 form
- Preferred method of payment is EFT
- EFT enrollment form can be requested through our Vendor team (voided check or bank letter)

# Wake County Website – Vendor Enrollment & Management



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# Wake County Website – Vendor Enrollment & Management

[Begin Vendor Registration](#)

VSS Quick Reference Guides 

[Access Existing Account](#) 

[Add Commodity Codes](#) 

[Commodity Codes](#) 

[Create a New Account](#) 

[Manage Your Vendor Account](#) 

[Respond to a Solicitation](#) 

# Wake County Website – Vendor Enrollment & Management

Welcome to Wake County Vendor Self Service

What would you like to do ?

- Create Your Vendor Account
- View Published Solicitations
- Download Vendor Forms and Quick Reference Guides
- Contact Us
- View Latest Announcements

Create a new vendor account, or find and activate your existing vendor account already on file.

Once you complete the registration process, you'll enjoy having immediate access to your account information, interacting with our buyers, and being notified of our latest business opportunities. Start the process now by signing up as a user.

WAKE COUNTY JUSTICE CENTER

Create Account

Link directly to VSS page: <https://vss.wakegov.com>

# Contact Information

Position	Name	E-mail
Controller	Kim Lorbacher	Kim.Lorbacher@wakegov.com
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Vendor Enrollment		vssvendor@wakegov.com

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Physical Location:  
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