

Forsyth County Community & Economic Development Procurement and Disbursement Policy

WINSTON-SALEM/FORSYTH COUNTY HOUSING CONSORTIUM'S HOME REHABILITATION PROGRAM, NORTH CAROLINA HOUSING FINANCE AGENCY'S ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL & URGENT REPAIR PROGRAM, FORSYTH COUNTY SINGLE-FAMILY URGENT REPAIR PROGRAM

FISCAL YEAR 2026: July 1, 2025 – June 30, 2026

PROCUREMENT POLICY

1. To the maximum extent practical, the Forsyth County Community & Economic Development Department (the County) promotes a fair, open, and competitive procurement process as required under the Winton-Salem/Forsyth County Housing Consortium's HOME Rehabilitation Program (HOME), North Carolina Housing Finance Agency's Essential Single-Family Rehabilitation Loan Pool (ESFRLP) and Urgent Repair Program (URP), and the County's Single-Family Urgent Repair Program (FC-URP). Bids are invited from Contractors who are part of the County's approved contractor registry. To be on the registry, a contractor must complete an application, have their recent work inspected, reviewed, and approved by the Rehabilitation Specialist, as well as submit proof of insurance. Any contractor (in good standing) listed with and approved by the County will receive automatic approval status on the contractor registry.
2. At least three eligible contractors on the County's approved contractor registry shall be invited to bid on each job; the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the County's cost estimate, (c) there is no conflict of interest (real or apparent), and (d) the contractor has no more than three (3) open contracts under construction.
3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded, and they shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.
5. Bids must include a cost-per-item breakdown with line-item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.

6. Any change to the original scope of work must be reduced to writing in the form of a change order, to be agreed upon and signed by all parties to the original contract and two representatives of the County. The change order must also detail any changes to the original contract price.
7. No work may begin prior to a contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and “walk thru” shall be held at a pre-determined location prior to commencement of repair work.
8. The County reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids, and the like. Should such methods ever become necessary, the transaction will be fully documented.
10. All sealed bids will be opened publicly at a time and place detailed in the bid invitation. All bidders are welcome to attend.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County’s Rehabilitation Specialist and (b) the homeowner prior to any payments to contractors. If all work is deemed satisfactory, and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.
2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the County’s Rehabilitation Specialist, payment may be withheld until such time the work is satisfactory. The Contractor shall provide a one-year materials and workmanship warranty beginning on the date that the Project Manager approves all work as complete and satisfactory. Contractors may follow the County’s Housing Rehabilitation Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy.
3. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
4. All contractors, sub-contractors, and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this 1st day of July, 2026.

FORSYTH COUNTY:

BY: _____

ATTEST: _____

CONTRACTORS STATEMENT:

I have read and understand the attached Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____