

February 20, 1998

FOR YOUR INFORMATION

TO: Chief Business Officers
Community and Technical Colleges

FROM: Philip V. Albano, Director
Administrative and Facility Services

SUBJECT: Revisions to the NCCCS's Construction Manual

Enclosed are revised and new pages to be placed in the NCCCS's Construction Manual. They include the following:

Request to Acquire or Dispose of Real Property (new page 22A) -Includes a certification which must be completed prior to the State Board approving any purchase or sale of real property.

Contact Persons (revised page 23) - Reflects changes at the State Construction Office and North Carolina Department of Insurance.

Sample letter requesting advertisement (revised page 27).

Sample letter requesting design contract (revised page 28).

Sample letter (with alternates) requesting award of construction contract (revised page 50).

Sample letter (with negotiations) requesting award of construction contract (new page 50A).

If you have any questions, please contact Ms. Darlene Ausley, Ms. Dee Burns or me at (919) 733-7051.

PVA/DA/db

Enclosures

c: Presidents
Kennon Briggs

CC-98-061
Paper Copy