



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 18, 2004

IMPORTANT DEADLINE
February 25, 2004

MEMORANDUM

TO: Chief Business Officials

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

SUBJECT: Contracts With Out-of-State Contractors

The Higher Education Bond Oversight Committee has requested information on construction and design contracts with out-of-state contractors or designers for the state bond projects. They would like to know the company name, the state where the company is located, and the total amount of their contract. If a company has offices in North Carolina and another state, do not include them on the list.

This list is only for out-of-state contractors that do not have offices in North Carolina, and only for projects that include state bond funds.

Attached is a form in Excel on which you can enter your data. If you have not used any out-of-state contractors, please send us a reply stating that. Send your reply to Ms. Marlene Hocutt, with a copy to Ms. Sharon Rosado, no later than February 25, 2004.

/pva

c: Presidents
Mr. Kennon D. Briggs
Capital Project Coordinators

CC04-034
Email

College Name:			
Person Completing Form:			
Contractor's/Designer's Name	From What State?	Type of Contract (Gen, Plbg, HVAC, Elec, etc.)	Total Amount of Contract