



OFFICE OF THE COMMISSIONERS AND MANAGER

500 N. Main St., Room 921 • Monroe, NC 28112 • Phone (704)283-3810 • Fax (704)282-0121

RESOLUTION AUTHORIZING EXECUTION OF A LEASE OF OFFICE SPACE AT THE UNION COUNTY AGRICULTURAL SERVICES CENTER

THAT WHEREAS, pursuant to North Carolina General Statutes §160A-272, Union County may lease or rent property owned by the County for such terms and upon such conditions as the Union County Board of Commissioners (the "Board") may determine;

WHEREAS, the USDA Service Center (Farm Service Agency), a division of the North Carolina Department of Agriculture and Consumer Services, has requested to lease office space at the Union County Agricultural Services Center; and

WHEREAS, the Board deems the terms of the Lease Agreement which has been presented to the Board to be satisfactory.

NOW, THEREFORE, BE IT RESOLVED by the Union County Board of Commissioners that the County Manager is authorized to execute the Lease Agreement, and any other such documentation as may be required to effectuate said amended lease, by and between Union County and the State of North Carolina for office space at the Union County Agricultural Services Center, said lease to run from August 1, 2021, through July 31, 2024, for an annual rental rate of \$36,355.50.

This the 17th day of May, 2021.

ATTEST:

Lynn G. West, Clerk to the Board

Richard B. Helms, Sr., Chairman



Action History (UTC-05:00) Eastern Time (US & Canada)

Submit

by Kelli Manczka 2/24/2021 1:09:29 PM (A Routing Form has started)

Approve

by Christopher Boyd 2/24/2021 1:27:21 PM (General Services Director)

- The task was assigned to Christopher Boyd 2/24/2021 1:09 PM

Approve

by Jeffrey Caton 2/24/2021 1:51:42 PM (General Services Manager)

- The task was assigned to Jeffrey Caton 2/24/2021 1:27 PM

Correction

by Ava Strawn 2/24/2021 4:48:09 PM (Approve - Contract routing started for General Services - Facilities Management)

■ Original Contract #1228
Amendment #4

- Ava Strawn assigned the task to Ava Strawn 2/24/2021 4:36 PM
- The task was assigned to Procurement Team 2/24/2021 1:51 PM

Submit

by Ava Strawn 2/24/2021 4:50:03 PM (Correction Copy)

- Ava Strawn reassigned the task to Ava Strawn 2/24/2021 4:48 PM
- The task was assigned to Trina Horne 2/24/2021 4:48 PM

Approve

by Ava Strawn 2/24/2021 4:50:22 PM (Submit - Contract routing started for General Services - Facilities Management)

- Ava Strawn assigned the task to Ava Strawn 2/24/2021 4:50 PM
- The task was assigned to Procurement Team 2/24/2021 4:50 PM

Approve

by Keith Richards 2/24/2021 5:05:21 PM (Risk Management)

- The task was assigned to Keith Richards 2/24/2021 4:50 PM

Submit

by Ava Strawn 2/25/2021 8:22:51 AM (Approve - Assign Routing)

- Ava Strawn assigned the task to Ava Strawn 2/25/2021 8:22 AM
- The task was assigned to Procurement Team 2/24/2021 5:05 PM

Approve

by Carolyn Mayer 3/15/2021 5:00:59 PM (Legal)

- Ramona Mullet reassigned the task to Carolyn Mayer 2/25/2021 9:06 AM
- The task was assigned to Ramona Mullet 2/25/2021 8:22 AM

Submit

by Ava Strawn 3/29/2021 9:16:44 AM (Approve - Assign Routing)

■ Requested signer info on 3/17/21
BOCC approval required
Danny Kelly is the Lease Contracting Officer for this location
Danny.kelly@usda.gov

- Ava Strawn assigned the task to Ava Strawn 3/17/2021 1:11 PM
- The task was assigned to Procurement Team 3/15/2021 5:01 PM

Submit

by Heather Howey 3/29/2021 10:22:38 AM (Finance start with AP)

- Heather Howey assigned the task to Heather Howey 3/29/2021 10:22 AM
- The task was assigned to Alex Whitaker, Heather Howey 3/29/2021 9:16 AM

Approve

by Ebru Cukro 3/29/2021 10:41:09 AM (Budget Signature)

- The task was assigned to Ebru Cukro 3/29/2021 10:22 AM

Submit

by Ava Strawn 3/29/2021 12:58:04 PM (Approve - Assign Routing)

- Ava Strawn assigned the task to Ava Strawn 3/29/2021 12:57 PM
- The task was assigned to Procurement Team 3/29/2021 10:41 AM

Approve

by Ava Strawn 6/7/2021 10:38:56 AM (Hold for Agenda)

- The task was assigned to Ava Strawn 3/29/2021 12:58 PM

Submit

by Ava Strawn 6/7/2021 10:39:14 AM (Approve - Assign Routing)

- Ava Strawn assigned the task to Ava Strawn 6/7/2021 10:39 AM
- The task was assigned to Procurement Team 6/7/2021 10:38 AM

Submit

by Ava Strawn 9/2/2021 8:46:33 AM (DocuSign)

- The task was assigned to Ava Strawn 6/7/2021 10:39 AM

Send to Laserfiche

by Ava Strawn 9/2/2021 8:46:48 AM (Submit - Assign Routing)

- Ava Strawn assigned the task to Ava Strawn 9/2/2021 8:46 AM
- The task was assigned to Procurement Team 9/2/2021 8:46 AM

Contract Routing Form

To be completed by Department

Note: Incomplete packages will be returned to the departments.

Submitted By Kelli Manczka

Submitted by Email kellimanczka@unioncountync.gov

Submission Date 2/24/2021

Party/Vendor Name USDA Farm Service Agency

Party/Vendor Contact Person Kenneth Boykins

Contract Purpose Description Amendment #4 to extend the lease for three years (2,693 sq. ft. of office space at the Ag Center)

Contact Email kenneth.boykins@usda.gov

Contact Phone 919-376-8807

Contact Address

Street Address	
Opelika Service Center	
Address Line 2	
600 South 7th Street, Suite 3	
City	State / Province / Region
Opelika	Alabama
Postal / Zip Code	Country
36801	United States

(If the above information is inaccurate, a delay in contract processing could occur)

Department General Services - Facilities Management

Department Point of Contact Kelli Manczka

Dept. Point of Contact Email kellimanczka@unioncountync.gov

Solicitation/Project No Solicitation Required

Budget Code 10115130-4860

Amount \$ 36,355.50

- Monthly
- Quarterly
- Yearly
- Other

Amounts expended or received pursuant to this agreement will be more than \$50,000.

Contract Start Date

- Based on Final Signature
- Specific Start Date (note date)

Type of Contract

- New
- Renewal
- Amendment (Enter Original Contract#)

Additional Comments

Contract is

Select all that apply

- State Funded
- Federal Funded
- State Contract
- Other

If this is a grant agreement, pre-application has been authorized by the Board of Commissioners?

- Yes No

Additional Comments

Division Director

Christopher J. Boyd

Date of Authorization

Attach Documents

File Upload

Upload supporting documentation

NC_UnionCo_Monroe_LA4.pdf	132.79KB
SAM-Help renew.pdf	55.72KB

[Pending Contract](#)

Executive Director Signature

Executive Director

Jeffrey S. Caton

Date

2/24/2021

Comments

Procurement - Routing



Contract Number Number add by Procurement
6935

Start Date for Internal Routing 2/24/2021

- Notify Department to enter Novus Agenda Information with Completed package attached.

Requested Meeting Date

Approval Needed* Send to Laserfiche

Print Page

Risk Management

Approval of this form confirms that document has been reviewed and approved by the Risk Management leadership.

- No Insurance Required
 Use Standard Template. Include the following coverages.

Include these coverages

- | | |
|---|---|
| <input type="checkbox"/> CGL | <input type="checkbox"/> Auto |
| <input type="checkbox"/> Worker's Compensation | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Property | <input type="checkbox"/> Pollution |
| <input type="checkbox"/> Network Security | <input type="checkbox"/> See Working Copy |
| <input type="checkbox"/> No Insurance Required | <input type="checkbox"/> Sexual Molestation |
| <input type="checkbox"/> Builder's Risk | <input type="checkbox"/> Other (see comments) |
| <input type="checkbox"/> Current COI on File | |
| <input type="checkbox"/> Insurance Memo Sent to Procurement | |

Notes from Risk Management amendment to extend lease

Approved By: Keith Richards

Signature

Keith Richards

Information Technologies

Approval of this form confirms that document has been reviewed as to technical content and approved by the Information Technology Director.

Approved By:

Sign

Comments:

Legal

Approval of this form confirms that document has been reviewed and approved as to legal form by the Attorney and stamp affixed thereto.

Notes From Legal: Lease amendment requires Board action because it is a lease of County-owned real property of longer than one year.

Authorizations: Approval by Manager Board Authorization Required

Approved By: Carolyn Mayer

Signature

Carolyn A. Mayer

Finance

The Finance Director/ Deputy Finance Director affirm that this has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

W-9 Processed

Vendor Number

R Number

Date 3/29/2021

AP Signature

Heather Honey

- The Finance Director/Deputy Finance Director affirm that this has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.
 Sufficient funds available Conditioned upon appropriation
 Budget amendment necessary NO PRE-AUDIT REQUIRED

Revenue or Expenditure Revenue

PO Number

Budget Signature

NOT PREAUDITED

County Manager

Approval of this form confirms that document has been reviewed and its approval recommended by the County Manager.

County Manager Signature

Date

Clerk

Approval of this form confirms that document has been reviewed and seal affixed and/or signatures witnessed.

Approved By Board

- No
- Yes, enter approval date

Signatures Required

- Board Chairman
- County Manager
- Finance Director
- Clerk
- Attorney
- Information Tech Director
- Other

Clerk Signature

Sign

Date

Procurement

Date To Vendor

**Date Vendor
Return To
Procurement**

**Contract
Execution Date**

**Contract
Effective Date**

**Contract
Expiration Date**

BOCC approved 5/17/21 item 7

Print Page

UNITED STATES DEPARTMENT OF AGRICULTURE LEASE AMENDMENT	LEASE AMENDMENT No. 4
	TO LEASE NO. Union County, NC USDA Service Center
ADDRESS OF PREMISES 3230 Presson Road Monroe, North Carolina 28112	PDN Number: N/A

THIS AMENDMENT is made and entered into between **County of Union**

whose address is: **500 North Main Street; Monroe, North Carolina 28112**

hereinafter called the Lessor, and the **FARM SERVICES AGENCY**, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease to extend lease term.

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective upon execution by the Government as follows:

1. Effective upon execution by the Government, the lease period of the above described premises will be extended from **August 1, 2021 through July 31, 2024.**
2. **Effective August 1, 2021**, the Government will pay the Lessor annual rent of **\$36,355.50** payable at the rate of **\$3,029.63** per month (representing **\$13.50** per square foot for **2,693** net usable square feet) in arrears.
3. The Lessor must have an active/updated registration in the System for Award Management (SAM) System (<https://www.sam.gov>) upon receipt of this lease Amendment. The Government will not process rent payments to Lessors without an active/updated SAM Registration.

(Continued on next page...)

This Lease Amendment contains 2 pages.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

DocuSigned by:
Signature: William M. Watson
Name: William M. Watson
Title: County Manager
Entity Name: Union County
Date: June 7, 2021

FOR THE GOVERNMENT:

Signature: DANNY KELLY Digitally signed by DANNY KELLY
Name: _____ Date: 2021.06.27 17:22:33 -05'00'
Title: Lease Contracting Officer, USDA
Date: _____

WITNESSED FOR THE LESSOR BY:

DocuSigned by:
Signature: Lynn West
Name: Lynn West
Title: Clerk to the Board of Commissioners
Date: June 7, 2021

Approved as to Legal Form GA

(Amendment continued...) ...parties covenant and agree that the said Lease is amended as follows:

4. Janitorial requirements now include the following:

Cleaning and Disinfecting requirements. The Lessor shall routinely wipe down all solid, high contact surfaces in common and high traffic areas using soap and water, followed by a disinfectant from the EPA-registered list of products. Cleaning staff shall use products in accordance with directions provided by the manufacturer, including the use of personal protective equipment (PPE), if applicable. Disinfection application and products should be chosen so as to not damage interior finishes or furnishings.

“Routinely,” for purposes of this section, is defined as no less than once daily. More frequent cleaning and disinfection may be required based on level of use.

Examples of common and high traffic areas include, but are not limited to, handrails, door knobs, key card scan pads, light switches, countertops, table tops, water faucets and handles, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls. Disinfected surfaces should be allowed to air dry.

INITIALS:  & _____
LESSOR GOV'T