

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

Submit

by Greg Morgan 2/19/2020 3:42:40 PM (A Routing Form has started)

Approve

by Andy Neff 2/20/2020 7:26:50 AM (Division Director Signature)

■ *Contract time extension*

- The task was assigned to Andy Neff. The due date is: February 24, 2020 5:00 PM 2/19/2020 3:42 PM

Approve

by Hyong Yi 2/20/2020 9:44:38 AM (PW Administrator Signature)

- The task was assigned to Hyong Yi. The due date is: February 25, 2020 5:00 PM 2/20/2020 7:26 AM

Correction

by Ava Strawn 2/20/2020 2:45:20 PM (Approve - Contract routing started for Public Works - Water & Wastewater)

- Ava Strawn assigned the task to Ava Strawn 2/20/2020 2:43 PM
- The task was assigned to Procurement Team 2/20/2020 9:44 AM

Submit

by Ava Strawn 2/20/2020 2:46:47 PM (Correction Copy)

- Ava Strawn reassigned the task to Ava Strawn 2/20/2020 2:45 PM
- The task was assigned to Trina Horne 2/20/2020 2:45 PM

Approve

by Ava Strawn 2/20/2020 2:47:11 PM (Approve - Contract routing started for Public Works - Water & Wastewater)

- Ava Strawn assigned the task to Ava Strawn 2/20/2020 2:46 PM
- The task was assigned to Procurement Team 2/20/2020 2:46 PM

Approve

by Keith Richards 2/20/2020 3:03:12 PM (Risk Management)

- The task was assigned to Keith Richards 2/20/2020 2:47 PM

Submit

by Ava Strawn 2/20/2020 3:07:30 PM (Approve - Assign Routing)

- Ava Strawn assigned the task to Ava Strawn 2/20/2020 3:06 PM
- The task was assigned to Procurement Team 2/20/2020 3:03 PM

Approve

by Benjamin Isley 3/4/2020 8:48:29 PM (Legal)

■ *Extension of this Agreement requires BOC approval. The BOC's action on 9/4/18 was to authorize the Manager to approve the agreement for a total of \$180,000 over an initial 2-year term. The extension for an additional year beyond the initial term (with an estimated \$90,000 annual expenditure) will require BOC authorization. Once authorized by the BOC, the extension letter should be signed by the County Manager and documented as a contract to ensure that the updated term is noted in the records*

- Benjamin Isley reassigned the task to Benjamin Isley 2/21/2020 2:51 PM
- The task was assigned to Carolyn Mayer 2/20/2020 3:07 PM

Submit

by Ava Strawn 3/5/2020 10:41:01 AM (Approve - Assign Routing)

■ *Notified Greg Morgan on 3/5/20 this agreement requires board approval. (A.S.)*

- Ava Strawn assigned the task to Ava Strawn 3/5/2020 10:31 AM
- The task was assigned to Procurement Team 3/4/2020 8:48 PM

Submit

by Christi Climbingbear 3/5/2020 10:50:58 AM (Finance start with AP)

- Christi Climbingbear assigned the task to Christi Climbingbear 3/5/2020 10:50 AM
- The task was assigned to Christi Climbingbear, Lindsay Helms, Alex Whitaker 3/5/2020 10:41 AM

Approve

by Ebru Cukro 3/6/2020 9:58:19 AM (Budget Signature)

■ *Pending FY2021 Budget*

- The task was assigned to Ebru Cukro 3/5/2020 10:51 AM

Submit

by Ava Strawn 3/6/2020 9:58:39 AM (Approve - Assign Routing)

- Ava Strawn assigned the task to Ava Strawn 3/6/2020 9:58 AM
- The task was assigned to Procurement Team 3/6/2020 9:58 AM

Approve

by Trina Horne 3/24/2020 9:55:38 AM (Hold for Agenda)

- The task was assigned to Trina Horne 3/6/2020 9:58 AM

Submit

by Trina Horne 3/24/2020 9:56:51 AM (Approve - Assign Routing)

■ *Pending Fy2021 Budget Approval and BOCC Manager Signatory Approval*

- Trina Horne assigned the task to Trina Horne 3/24/2020 9:55 AM
- The task was assigned to Procurement Team 3/24/2020 9:55 AM

Submit

by Trina Horne 6/25/2020 3:19:00 PM (Hold for future budget year)

- The task was assigned to Trina Horne 3/24/2020 9:57 AM

Correction

by Trina Horne 6/25/2020 3:20:42 PM (Approve - Assign Routing)

■ v#37249

Ebru, please note that these notices of renewal does not require pre-audit, as the underlying contract was pre-audited when originally routed and executed. A copy of the letter is attached as notice that the financial obligation is continuing through the renewal period.

- Trina Horne assigned the task to Trina Horne 6/25/2020 3:19 PM
- The task was assigned to Procurement Team 6/25/2020 3:19 PM

Submit

by Trina Horne 6/25/2020 3:21:47 PM (Correction)

■ *Added copy of renewal letter*

- Trina Horne assigned the task to Trina Horne 6/25/2020 3:21 PM
- The task was assigned to Procurement Team 6/25/2020 3:20 PM

Submit

by Trina Horne 6/25/2020 3:25:25 PM (Approve - Assign Routing)

■ v#37249

Ebru, please note that these notices of renewal does not require pre-audit, as the underlying contract was pre-audited when originally routed and executed. A copy of the letter is attached as notice that the financial obligation is continuing through the renewal period.

- Trina Horne assigned the task to Trina Horne 6/25/2020 3:25 PM
- The task was assigned to Procurement Team 6/25/2020 3:21 PM

Submit

by Christi Climbingbear 6/25/2020 3:31:24 PM (Finance start with AP)

- Christi Climbingbear assigned the task to Christi Climbingbear 6/25/2020 3:31 PM
- The task was assigned to Christi Climbingbear, Lindsay Helms, Alex Whitaker 6/25/2020 3:25 PM

Approve

by Ebru Cukro 6/26/2020 9:33:04 AM (Budget Signature)

- The task was assigned to Ebru Cukro 6/25/2020 3:31 PM

Submit

by Trina Horne 6/26/2020 11:39:32 AM (Approve - Assign Routing)

■ *notice sent to Mark for electronic signature*

- Trina Horne assigned the task to Trina Horne 6/26/2020 11:39 AM
- The task was assigned to Procurement Team 6/26/2020 9:33 AM

Submit

by Trina Horne 7/1/2020 9:11:00 AM (Hold for future budget year)

- The task was assigned to Trina Horne 6/26/2020 11:39 AM

Send to Laserfiche

by Trina Horne 7/1/2020 9:47:33 AM (Approve - Assign Routing)

- Trina Horne assigned the task to Trina Horne 7/1/2020 9:11 AM
- The task was assigned to Procurement Team 7/1/2020 9:11 AM

Contract Routing Form

To be completed by Department

Note: Incomplete packages will be returned to the departments.

Submitted By Greg Morgan

Submitted by Email gregmorgan@unioncountync.gov

Submission Date 2/19/2020

Party/Vendor Name JA Segraves

Party/Vendor Contact Person Tony Seagraves

Contract Purpose Description Asphalt Restoration Services after Utility System Repairs

Contact Email tonypaves@hotmail.com

Contact Phone 704-585-1043

Contact Address Street Address

P.O.Box 2352

Address Line 2

City

Indian Trail

Postal / Zip Code

28079

State / Province / Region

NC

Country

USA

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

Department Public Works - Water & Wastewater

Department Point of Contact Greg Morgan

Dept. Point of Contact Email gregmorgan@unioncountync.gov

Solicitation/Project 18-069

Budget Code 60026513-5389; 60026514-5389;
60026813-5389; 60026650-5381;
60026651-5381

Amount

\$ 250,000.00

- ☐ 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#)

5589

Additional Comments

legal to generate amendment to extend for one year.

Contract is

Select all that apply

- ☐ State Funded
☐ Federal Funded
☐ State Contract

☒ Other Based on Budget Appropriation

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

- ☐ Yes ☒ No

Additional Comments**Division Director***Andrew Neff***Date of Authorization**

2/20/2020

Attach Documents**File Upload**

Upload supporting documentation

Contract_5589(Seagraves).pdf	762KB
Contract_5589(Seagraves)RFQ.pdf	941.24KB
JA Seagraves (6318) Contract Extension.msg	117.5KB

[Pending Contract](#)**Executive Director Signature**

Executive
Director



Date 2/20/2020

Comments

Procurement - Routing



Contract Number Number add by Procurement
6318

Start Date for
Internal Routing 2/20/2020

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

Requested
Meeting Date 4/20/2020

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 checked="" type="checkbox"/> CGL	<input checked="" type="checkbox"/> Auto
<input checked="" 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

Approved By: Keith Richards

Signature



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:

Extension of this Agreement requires BOC approval. The BOC's action on 9/4/18 was to authorize the Manager to approve the agreement for a total of \$180,000 over an initial 2-year term. The extension for an additional year beyond the initial term (with an estimated \$90,000 annual expenditure) will require BOC authorization. Once authorized by the BOC, the extension letter should be signed by the County Manager and documented as a contract to ensure that the updated term is noted in the records

Authorizations: ☐ Approval by Manager ☒ Board Authorization Required

Approved By: Benjamin T. Isley

Signature

Benjamin T. Isley

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 37249

R Number

Date 3/5/2020

AP Signature

Christi Climbingbear

☒ 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

Expenditure

PO Number 216017

Budget Signature

Ebba Cukko

County Manager

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

County Manager
Signature

Sign

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

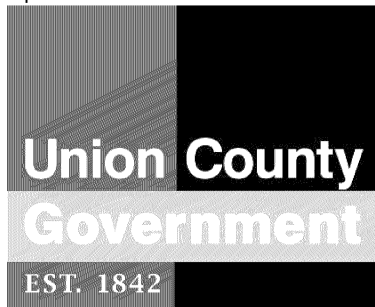
Contract
Execution Date 6/26/2020

Contract
Effective Date 9/28/2020

Contract
Expiration Date 9/27/2021

BOCC 4/20/2020; Item 14
Renewal letter sent certified mail 6/29/2020 and email notification
sent 6/30/2020.
Approved COI on file as of 7/1/2020

[Print Page](#)



County Manager's Office
500 N Main St
Suite #913
Monroe, NC 28112

T. 704.283.3636

www.unioncountync.gov

6/26/2020

Via First Class Mail and Certified Mail (Return Receipt Requested)

Mr. James Seagraves
Mr. Tony Seagraves
JA Seagraves
P.O. Box 2352
Indian Trail, NC 28079

**Re: Notice of Renewal of Asphalt Restoration Services Agreement between
Union County, North Carolina and JA Seagraves**

Dear Mr. James Seagraves and Mr. Tony Seagraves:

Pursuant to Section 4 of the Agreement dated September 28, 2018, between Union County and JA Seagraves (the "Agreement"), the Agreement became effective on the date of mutual Agreement execution (the "Effective Date"). Thus, the Agreement's Effective Date is September 28, 2018. Section 4 of the Agreement also provides that following an initial two-year term, Union County may, in its sole discretion, elect to renew the Agreement for up to three (3) additional one-year terms.

This letter shall constitute Union County's notice that it is exercising its option to elect that the Agreement continue for the first additional one-year term. This one-year term shall run from September 28, 2020, through September 27, 2021. Union County reserves the right to exercise its ability to extend the Agreement for up to two additional one-year terms in the future.

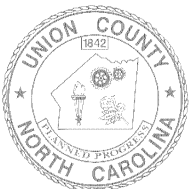
If there are any questions or concerns, please let us know.

Sincerely,

DocuSigned by:

A84957CDD7DF479...
William Mark Watson
County Manager

Cc: Hyong Yi, Public Works Administrator



SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Mr. James Seagraves

Mr. Tony Seagraves

A Seagraves

P.O. Box 2352

Indian Trail, NC 28079



9590 9402 5860 0038 1170 29

2. Article Number (Transfer from service label)

7020 0640 0000 3971 6984

COMPLETE THIS SECTION ON DELIVERY

A. Signature

☐ Agent☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

2010

D. Is delivery address different from item 1? ☐ YesIf YES, enter delivery address below: ☐ No

3. Service Type

☐ Adult Signature☐ Adult Signature Restricted Delivery☒ Certified Mail®☐ Certified Mail Restricted Delivery☐ Collect on Delivery☐ Collect on Delivery Restricted Delivery☐ Priority Mail Express®☐ Registered Mail™☐ Registered Mail Restricted Delivery☒ Return Receipt for Merchandise☒ Signature Confirmation™☐ Signature Confirmation Restricted Delivery

Mail

Mail Restricted Delivery

(00)

USPS TRACKING#

CHARLOTTE

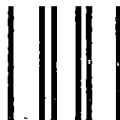


NC 282

07 JUL 20

PM 3 L

9590 9402 5860 0038 1170 29



First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

United States
Postal Service

• Sender: Please print your name, address, and ZIP+4® in this box•

Union County Procurement
500 North Main Street
Suite #709
Monroe, NC 28112

