

Union County, NC

Union County Government Center
500 North Main Street
Monroe, North Carolina



Meeting Agenda

Monday, November 3, 2025

6:00 PM

Board Room, First Floor

Board of Commissioners

Chair Melissa Merrell

Vice Chair Brian Helms

Commissioner Clancy Baucom

Commissioner Christina Helms

Commissioner Gary Sides

Visitor Advisory

Due to construction on the first floor of the UC Government Center, the primary entrance off Main Street Plaza is closed. Throughout construction, visitors should follow signage to enter or exit the facility. For meetings of the Board of County Commissioners, two temporary entrances will be available. Meeting attendees may enter via Main Street Plaza (near the intersection of W. Crowell St. and N. Stewart St.) or via the ground floor of the Government Center (off N. Church St.). To learn more about the project or view a project map, visit ucgov.info/PardonOurProgress.

Closed Session - 5:15 PM**Opening of Meeting - 6:00 PM**

Invocation - Vice Chair Brian Helms

Pledge of Allegiance

Informal Comments**Public Hearing(s)****Consent Agenda****25-637****Contract - Utility Locating and Mapping Services****INFORMATION CONTACT:**

Christopher Clark, UC Water - Water & Wastewater Operations, Director,
704-296-4215

ACTION REQUESTED:

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

Union County Water maintains and operates over 1,000 miles of water system infrastructure and over 700 miles of wastewater infrastructure. A large portion of the combined 1,700+ miles of piping is located near roadway shoulders in both residential and commercial areas. A State managed system for locating underground infrastructure exists and is operated by NC811. Utilities are required by NC General Statute Chapter 87, Article 8A, to mark all requests within 3 days of receipt of the request. With the proliferation of underground cable and fiber installation contractors working in Union County, UC Water is overwhelmed with the number of locate requests it receives.

Water and Wastewater Operations currently has a crew of seven to complete our ticket load, which is on track to reach 70,000 this year. This results in 27 locates per day per employee or about one every 18 minutes. As a result, UCW has often had a locate backlog stretching into the hundreds.

Since then, UCW has added staff to the locate crew, improved processes, and worked with the contractors to reduce the number of

requests. This has resulted in elimination of the backlog and being able to keep up with the workload. This contract for utility locate and mapping services is a supplement to staff should the workload exceed our staff resources or require a technology that we do not have (e.g. ground penetrating radar). Locating underground services requires a very specific skill set and rapid response given the time frames in which we must complete the locate tasks. Our efforts have resulted in reduced pipe breaks and damage, work for our repair crews, and inconvenience to our customers.

The Procurement Department partnered with Union County Water to issue a Request for Proposal RFP 2025-054 Utility Locate Services. On July 15, 2025, four proposals were received and reviewed by an evaluation team in accordance with applicable evaluation criteria for this project. As a result, the team requests approval to enter into a contract with the top scoring/ranked preferred offeror, Surveying and Mapping, LLC, to provide Utility Locating services. This contract has an initial term of three years with two one-year renewal options at the sole discretion of the County and is subject to annual budget appropriation.

FINANCIAL IMPACT:

The anticipated annual cost for this service is up to \$300,000. Since this contract contains an initial three-year term, with two additional one-year renewal options, a total of up to \$1,500,000 is estimated to be spent. Funding is available in the adopted FY26 budget appropriation with future expenditures subject to annual BOCC budget appropriation.

25-664

Bid Award & Contract - Joe Kerr Sub-Basin Rehabilitation Project

INFORMATION CONTACT:

John Shutak, Union County Water, Engineering Director, 704-283-3651

ACTION REQUESTED:

1) Award contract to B&C Utility Contracting, LLC in the amount of \$379,285.00; 2) authorize the County Manager to i) negotiate and execute an agreement with B&C Utility Contracting, LLC substantially consistent with this agenda item, ii) exercise any renewal or extension term options set forth in the agreement, and iii) terminate the agreement if deemed in the best interest of the County, each in the County Manager's discretion; and 3) adopt Resolution Providing Notice of Construction of the Joe Kerr Sub-Basin Rehabilitation Project construction.

PRIOR BOARD ACTIONS:

November 18, 2024, Regular Meeting, Agenda Item #24-757 - Approved Hydrostructures, P.A. (a.k.a. Duke's d/b/a DH Engineering NC, PLLC) Task Order 2020-23 for engineering design and construction administration services.

BACKGROUND:

The Wastewater Rehab & Renewal Program, as adopted by the Board of

County Commissioners, includes an annual allocation for rehab and renewal of wastewater infrastructure. This project will include the rehabilitation of manholes and cleanouts identified in the Six Mile Creek Basin SSES report for Joe Kerr Sub-Basins M9, M8, M1, and M5 dated September 2024.

On November 18, 2024, the BOCC approved Hydrostructures, P.A. (a.k.a. Duke's d/b/a DH Engineering NC, PLLC) Task Order 2020-23 for engineering design and construction administration services for the project in the amount of \$54,000.00.

On September 4, 2025, the Procurement Department partnered with the Union County Water to issue an Invitation for Bid - IFB 2026-006. On September 30, 2025, six (6) bids for the title project were received. All bids were tabulated, reviewed, and certified by Duke's d/b/a DH Engineering NC, PLLC per the attached award recommendation letter and bid tabulation. The bids ranged from \$379,285.00 to \$684,580.00; staff recommends that the project be awarded to the lowest responsive, responsible bidder, B&C Utility Contracting, LLC, in the amount of \$379,285.00.

FINANCIAL IMPACT:

Funding is available within the adopted capital account 60185090 Joe Kerr Sub-Basin Rehabilitation Project to support the construction contract amount of \$379,285.00 with B&C Utility Contracting, LLC.

25-665

Sole Source Standardization Approval and Purchase - Calgon Carbon Granular Activated Carbon Filter Media Replacement

INFORMATION CONTACT:

Christopher Clark, Union County Water - Water and Wastewater Division, Director, 704-296-4215

ACTION REQUESTED:

1) Approve the standardization of Filtrasorb 820 carbon filter media, manufactured and installed exclusively by Calgon Carbon, as the County's granular activated carbon as part of the water treatment process and 2) authorize the County Manager to i) negotiate and execute an agreement substantially consistent with this agenda item, ii) exercise any renewal or extension term options set forth in the Agreement, and iii) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

Since February 2023, The Yadkin River Water Treatment Plant, Union County Water has operated four filters utilizing granular activated carbon (GAC) as part of the water treatment process. These filters were initially equipped with Filtrasorb 820, a high-activity GAC product manufactured by Calgon Carbon Corporation, as specified by the design-builder. Following several months of operation and thorough evaluation, Union

County Water, Water and Wastewater Division, Water Treatment Department recommends standardizing the use of Filtrasorb 820 for continued operations.

Filtrisorb 820 is specifically engineered for potable water treatment applications and is under NSF/ANSI Standard 61 and AWWA B604. Based on operational experience and laboratory performance data collected over the past 2½ years, Filtrasorb 820 has proven to be the most effective solution for maintaining regulatory compliance and treatment efficiency across all four filters. It has consistently demonstrated reliable performance in removing organic contaminants, taste and odor compounds, and disinfection byproduct precursors.

Standardizing the use of Filtrasorb 820 will ensure operational consistency and support the long-term integrity of Union County's water treatment systems. No other supplier provides this exact formulation nor can guarantee compatibility with the County's existing filter infrastructure. Therefore, we are requesting the Board to approve Sole Source Standardization for Filtrasorb 820, manufactured and installed exclusively by Calgon Carbon Corporation. This request is in accordance with the Union County Procurement Policy, Section 3.8, Item (ii), a needed product is available from only one source of supply.

In FY26, Union County Water plans to complete two full carbon media replacements using Filtrasorb 820. Each filter replacement requires 2,280 cubic feet of media and will be installed by Calgon Carbon. The cost of each replacement is \$180,370.00, resulting in a total planned expenditure of \$360,740.00 for FY26.

FINANCIAL IMPACT:

Funding is available within the adopted FY2026 Water Treatment Department Budget to support the purchase amount of \$360,740.00.

25-678

Contract - Sewer Repair & Rehabilitation Excavation Repairs

INFORMATION CONTACT:

Christopher Clark, Union County Water - Water and Wastewater Operations, Director, 704-296-4215

ACTION REQUESTED:

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

The purpose of this Contract is to provide the UC Water Department with a Contractor to repair, rehab and replace existing sanitary sewers,

manholes and service laterals. This Contract will be used to repair sewer system defects that are allowing substantial rainwater and groundwater (inflow and infiltration) to enter the sewer system as well as to repair significant structural defects that are causing re-occurring maintenance issues.

On June 5, 2025, the Procurement Department partnered with Water and Wastewater Operations to issue Invitation For Bid #2025-019 Sewer Repair & Rehabilitation Excavation Repairs. Only one bid was received, so the project was rebid on July 7, 2025. On July 18, 2025, one bid for the project was received and processed. The bid was tabulated, reviewed, and certified by the Water & Wastewater Operations Department. Staff recommends that the project be awarded to the lowest responsive, responsible bidder, GS Construction, Inc d/b/a G.S. Construction Service, Inc.

FINANCIAL IMPACT:

The estimated annual cost for this service is \$150,000. Since this contract contains an initial term of two years with three one-year renewal options, a total of \$750,000 is estimated to be spent. Funding is available in the adopted FY2026 budget with future expenditures subject to annual BOCC budget appropriation.

25-682

Contract - Radio Frequency Telemetry Contract

INFORMATION CONTACT:

Christopher Clark, Union County Water - Water & Wastewater Operations, Director, 704-296-4215

ACTION REQUESTED:

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

In order to efficiently manage our water and wastewater system spanning hundreds of miles, UC Water uses a Supervisory Control and Data Acquisition (SCADA) network to send information via radio signals that allow our operators to communicate with and remotely control our infrastructure. This is standard practice in the utilities industry. Per the Federal Communications Commission (FCC), Union County Water currently operates the radio signals of the SCADA system as a secondary licensed user in certain spectrums of the radio band.

While UC Water has historically experienced no issues with signal interference, earlier this year our low power signal was overwhelmed by signal interference operating at a much stronger wattage which rendered our system inoperable. Working with communications specialists, UC

Water discovered that it was utilizing a radio frequency that is located on a specific spectrum licensed to Choctaw Holdings, LLC ("Choctaw"). Union County was licensed by the FCC as a secondary permitted user on this frequency, while Choctaw is licensed as the primary user. A secondary licensee cannot broadcast harmful interference to the primary license holder of any radio spectrum and must accept interference from the primary license holder in accordance with FCC regulations. This past April, Choctaw began operating on the frequency that Union County Water had been using which caused complete signal loss and shutdown UC Water's telemetry control system.

Choctaw subsequently voluntarily shut off its signal for a period of time; however, Choctaw has indicated they cannot continue to leave their operations off indefinitely. If Choctaw were to commence operations, the County would potentially have to operate without SCADA for a period of time. While we can operate without SCADA for a short time, it is labor intensive and expensive as it requires staff to drive to each telemetry site in person.

After several months of negotiation, Union County Water and Choctaw have come to an agreement to secure lease of a radio frequency that is dedicated for our use on the spectrum licensed to Choctaw as a primary licensee free from any spectrum interference. An initial spectrum lease term of three years is required so that Union County Water can complete its new SCADA and telemetry system. The lease agreement also has two additional one-year options that the County may exercise in its discretion.

FINANCIAL IMPACT:

The anticipated annual cost for this service is \$61,200. Since this contract contains a three-year term, with an additional two-year renewal option, a total of \$306,000 is estimated to be spent. Funding is available in the adopted FY2026 budget appropriation with future expenditures subject to annual BOCC budget appropriation.

25-667

Sole Source Standardization Approval - Knox Box eKey System

INFORMATION CONTACT:

Jon Williams, Union County Fire Marshal's Office, Fire Marshal,
704-296-4296

ACTION REQUESTED:

1) Approve the standardization of the Knox eKey System, manufactured and distributed exclusively by The Knox Company, as the County's rapid entry access solution pursuant to N.C.G.S. §143-129(e) and Section 3.8 of the Union County Procurement Policy and 2) adopt Budget Amendment 9 and Capital Project Ordinance 350A.

PRIOR BOARD ACTIONS:

September 2, 2025, Regular Meeting, Agenda # 25-529: Authorized County Manager to approve contract.

BACKGROUND:

The Union County Fire Marshal's Office currently utilizes KnoxBox 3200 units as the standardized rapid entry system across the County for emergency access. As part of a department-wide modernization effort, the Fire Marshal's Office is transitioning from mechanical key cylinders to the electronic Knox eKey system, which provides secure access, audit trail capabilities, and integration with KnoxConnect® management software. The Knox eKey cylinders are required for this upgrade and are only available from The Knox Company, which is the sole source manufacturer and distributor of these proprietary components.

Using a different manufacturer's product would require replacement of the entire existing KnoxBox infrastructure, which would significantly increase costs and disrupt operational consistency. Therefore, we are requesting the Board to approve Sole Source Standardization for the Knox eKey System, manufactured and distributed exclusively by The Knox Company. This request is in accordance with the Union County Procurement Policy, Section 3.8, Item (ii), a needed product is available from only one source of supply.

FINANCIAL IMPACT:

None.

25-673

JROTC Proclamations to be Awarded at the 2025 Veterans Day Celebration

INFORMATION CONTACT:

Michelle Marcano, Human Services Agency - Veterans Services, Director, 704-283-3711

ACTION REQUESTED:

Adopt Junior Reserve Officers' Training Corps (JROTC) proclamations to be awarded at the Veterans Day Celebration on November 8, 2025.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

In October 2002, the Union County Board of Commissioners established the Patriot Award to recognize one outstanding Junior Reserve Officers' Training Corps (JROTC) cadet from each of the high school programs in Union County. The recipient will be selected for demonstrating a high degree of patriotism, leadership, military bearing, scholarship and general excellence. Each high school's JROTC Senior Instructor selects a cadet to receive the Patriot Award.

FINANCIAL IMPACT:

Cost to frame awards & medallion ribbons approximately \$200.00.

25-676

Memorandum of Agreement between The Public Health Authority of Cabarrus County d.b.a. Cabarrus Health Alliance and Union County Health Department

INFORMATION CONTACT:

Stephanie Starr, Human Services Agency - Community Support and Outreach, Director, 704-296-4302; Traci Colley, Human Services Agency - Public Health, Director, 704-296-3717

ACTION REQUESTED:

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

PRIOR BOARD ACTIONS:

- 1) March 4, 2024, Regular Meeting, Agenda Item # 24-135 - Approved Memorandum of Agreement between The Public Health Authority of Cabarrus County d.b.a. Cabarrus Health Alliance and Union County Health Department.
- 2) November 18, 2024, Regular Meeting, Agenda Item #24-768- Approved Memorandum of Agreement between The Public Health Authority of Cabarrus County d.b.a. Cabarrus Health Alliance and Union County Health Department.
- 3) May 19, 2025, Regular Meeting, Agenda Item #25-291- Approved Contract and Budget Amendment - Memorandum of Agreement between The Public Health Authority of Cabarrus County d.b.a. Cabarrus Health Alliance and Union County Health Department

BACKGROUND:

Union County Human Services Agency, along with Catawba County, Gaston County, Mecklenburg County, and Rowan County, were approached in January 2023 by Cabarrus Health Alliance (CHA) regarding our interest in participating in a regional grant initiative in which they were applying. CHA will provide leadership and maintain fiduciary responsibilities associated with the Racial & Ethnic Approaches to Community Health (REACH) program's grant funding, which has been in place since 1999 through the National Center for Chronic Disease Prevention and Health Promotion. The purpose of the 5-year REACH program is to improve health, prevent chronic disease (i.e., hypertension, heart disease, type 2 diabetes, and obesity), and reduce health disparities in local communities. The grant strategies for year three include:

- Food and nutrition security through the promotion of food service and nutrition guidelines and the expansion of existing fruit and vegetable vouchers incentive.
- Safe and accessible physical activity.

Since these are shared goals of our Human Services Agency and consistent with our current work efforts in Union County, it is advantageous for us to be a partner county in the regional initiative and gain the benefit of the available funding. Year three funding, which is eligible for expenses from November 1, 2025, through June 30, 2026, will go towards funding current staff time conducting activities, training and education efforts, marketing and communication, and operational

expenses such as meetings and outreach events.

Following are a few examples of how we will use these funds:

- Nutrition: Enhance accessibility to the Farmer's Market for WIC and Senior Nutrition program participants w/ coupons for fresh, locally grown fruits & vegetables and create a communication campaign to promote this. In addition, assist our community partners with creating on-site food pantries and emergency management plans.
- Physical Activity: Conduct data collection through focus groups & walkability assessments; replace signs where needed (with NCDOT) that highlight trails, parks, greenways, bicycle paths, sidewalks, etc. Work with local Parks and Recreation & Planning departments to promote & increase outside physical activity & activity-friendly routes in priority communities.

The CHA submitted the grant application in early April 2023, and the grant was awarded in September 2023. The CHA will receive \$1,021,899 annually for five years. As a partner County in this regional effort, Union County received a subaward of \$126,618 in the first year, \$88,633 in year two, \$66,475 in year three, and TBD in future years.

FINANCIAL IMPACT:

Union County will receive \$66,475 in FY2026 from the Cabarrus Health Alliance. No County funding is required or requested. These funds are already recognized in the FY2026 budget.

25-674

September 2025 NCVTS Motor Vehicle Tax Report

INFORMATION CONTACT:

Vann Harrell, Tax Administration, Tax Administrator, 704-283-3748;
Kristen Foxworth, Tax Administration, Deputy Tax Administrator,
704-283-3591

ACTION REQUESTED:

Approve the September 2025 NCVTS Motor Vehicle Tax Refund Report.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

The refunds included in this report represent adjustments made to tax bills that resulted in refunds of motor vehicle taxes paid under the Tax and Tag Together program operated jointly between the counties and the state.

FINANCIAL IMPACT:

\$5,839.08

25-679

Grant Application - Department of Military and Veteran Affairs

INFORMATION CONTACT:

Jason May, Budget & Grants Management, Director, 704-283-3760

ACTION REQUESTED:

Authorize the County Manager to submit the associated grant application and make necessary assurances and certifications associated with the

grant applications as substantially consistent with this agenda item, which includes the authorization to execute documents related to award of the grant and budget funds as appropriate.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

Session Law 2023-134, Section 33.13(a) directed the North Carolina Department of Military and Veterans Affairs (NCDMVA) to establish a grant program for existing county veterans offices (CVOs) to provide services to veterans. A grant may be awarded up to \$20,000.

FINANCIAL IMPACT:

Union County anticipates requesting \$20,000 for public outreach, services to veterans, and technology purchases to assist with serving veterans in Union County.

25-687

Contract - Creative Services

INFORMATION CONTACT:

Liz Cooper, Public Communications, Director, 704-283-3587

ACTION REQUESTED:

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

This agreement meets the definition of a Fixed Price Term Agreement under the BOCC-adopted Fixed Price Term Agreements Policy. This agenda item includes a request for the Board to approve this agreement under the Fixed Price Term agreement Policy. The Procurement Department partnered with Public Communications to issue Request for Proposals 2026-007 Creative Services. On June 29, 2025, 29 proposals were received and reviewed by an evaluation team in accordance with applicable evaluation criteria for this project. The six (6) top-ranked firms/vendors were invited to shortlist interview/presentations. As a result, the team requests approval to enter into a contract with the top scoring/ranked preferred offerors, My House of Design, Flick Studios, Threaded Marketing Group, and Walk West, to provide supplemental graphic design, photography, and/or videography service(s). This contract has an initial term of three- years with two, one (1) year renewal options at the sole discretion of the County and is subject to annual budget appropriation.

FINANCIAL IMPACT:

Expenditures under the contracts are based upon departmental usage. Departments will utilize the funding as appropriated for FY2026 for Union

County's creative services. Future year annual expenditures are subject to appropriation by the Board of Commissioners.

25-680**Minutes for Approval****INFORMATION CONTACT:**

Lynn G. West, Clerk to the Board of Commissioners, 704-283-3853

ACTION REQUESTED:

Approve minutes of the October 20, 2025, regular meeting.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

Draft minutes have been emailed to the Board for review and approval.

FINANCIAL IMPACT:

None.

Information Only**25-663****Tax Collector's Departmental Report for September 2025****INFORMATION CONTACT:**

Kristen Foxworth, Tax Administration, Deputy Tax Administrator,
704-283-3591

ACTION REQUESTED:

None - Information Only.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

This report reflects the totals of all tax transactions within the Tax Collector's Office for the month of September 2025 as required by NCGS 105-350(7).

FINANCIAL IMPACT:

None.

25-669**Tax Refunds, Releases and Prorations Approved by Finance Officer****INFORMATION CONTACT:**

Beverly Liles, Finance, Director, 704-283-3675

ACTION REQUESTED:

None - Information Only.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

On September 8, 2020, the Board of Commissioners adopted a Resolution Delegating Authority for Tax Releases and Refunds of less than \$100 to Union County's Finance Officer. The resolution and NC GS 105-381(b) require such refunds to be reported to the Board regarding actions taken on requests for releases or refunds. All such actions shall be recorded in the Board's minutes. NC GS 105-330.6 authorizes the tax

collector to direct an order for a tax refund of prorated taxes to the county finance officer related to surrendering of registered motor vehicle plates. The finance officer shall issue a refund to the vehicle owner. The attached report is for September 2025 NCVTS releases and refunds less than \$100 and prorations approved by the finance officer.

FINANCIAL IMPACT:

None.

25-671

Human Resources Reports for September 2025

INFORMATION CONTACT:

Julie Broome, Human Resources, Director, 704-283-3869

ACTION REQUESTED:

None - Information Only.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

These reports include all new hires, separations from service, and retirements for Union County Local Government for the month of September 2025.

FINANCIAL IMPACT:

None.

25-672

FY 2025 Annual Performance Report

INFORMATION CONTACT:

Megan Parks, County Manager's Office - Strategy & Innovation, Director, 704-292-2578

ACTION REQUESTED:

None - Information Only.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

This Annual Performance Report highlights the County's progress in advancing strategic objectives for Fiscal Year 2024-2025. The report showcases innovative approaches, improved service delivery, and the dedication of County employees who work every day to provide quality services enhancing our community.

While this report does not highlight performance measures from every department, additional performance measures and related data can be found in individual department sections of Union County's annually adopted budget document. This report highlights initiatives and metrics within key areas of focus across County services, representing only a sample of all services provided by the County.

FINANCIAL IMPACT:

None.

25-675**Facilities Major Capital Projects Update - Quarterly Report****INFORMATION CONTACT:**

Linda Whitaker, Facilities & Fleet Management, Assistant Director Design and Construction, 704-420-2626

ACTION REQUESTED:

None - Information Only.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

This is the quarterly major capital projects update for projects managed by the Facilities and Fleet Management Department.

FINANCIAL IMPACT:

None.

Business**25-695****Union County Public Schools Funding Update****INFORMATION CONTACT:**

Brian Matthews, County Manager, 704-292-2597

ACTION REQUESTED:

Receive information from staff.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

Staff will provide a presentation on county funding for Union County Public Schools.

FINANCIAL IMPACT:

None.

25-684**State Budget Update****INFORMATION CONTACT:**

Brian Matthews, County Manager, 704-292-2597

ACTION REQUESTED:

Receive an update on the state budget.

BACKGROUND:

Staff will provide the latest information to the Board of Commissioners regarding the status of state budget negotiations and other items of interest related to the State's budget.

FINANCIAL IMPACT:

None.

25-681**Appointments to Boards & Committees****INFORMATION CONTACT:**

Lynn West, Clerk to the Board of Commissioners, 704-283-3853

ACTION REQUESTED:

Appointment to fill the Chief of Police position on the Union County Juvenile Crime Prevention Council.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

A vacancy exists on the Union County Juvenile Crime Prevention Council (JCPC) for a Chief of Police. William "Rhett" Bolen, Monroe Police Chief has applied to fill this position.

FINANCIAL IMPACT:

None.

County Manager's Comments

Commissioners' Comments

Adjournment



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-637

Agenda Date: 11/3/2025

TITLE:

Contract - Utility Locating and Mapping Services

INFORMATION CONTACT:

Christopher Clark, UC Water - Water & Wastewater Operations, Director, 704-296-4215

ACTION REQUESTED:

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

Union County Water maintains and operates over 1,000 miles of water system infrastructure and over 700 miles of wastewater infrastructure. A large portion of the combined 1,700+ miles of piping is located near roadway shoulders in both residential and commercial areas. A State managed system for locating underground infrastructure exists and is operated by NC811. Utilities are required by NC General Statute Chapter 87, Article 8A, to mark all requests within 3 days of receipt of the request. With the proliferation of underground cable and fiber installation contractors working in Union County, UC Water is overwhelmed with the number of locate requests it receives.

Water and Wastewater Operations currently has a crew of seven to complete our ticket load, which is on track to reach 70,000 this year. This results in 27 locates per day per employee or about one every 18 minutes. As a result, UCW has often had a locate backlog stretching into the hundreds.

Since then, UCW has added staff to the locate crew, improved processes, and worked with the contractors to reduce the number of requests. This has resulted in elimination of the backlog and being able to keep up with the workload. This contract for utility locate and mapping services is a supplement to staff should the workload exceed our staff resources or require a technology that we do not have (e.g. ground penetrating radar). Locating underground services requires a very specific skill set and rapid response given the time frames in which we must complete the locate tasks. Our efforts have resulted in reduced pipe breaks and damage, work for our repair crews, and inconvenience to our customers.

The Procurement Department partnered with Union County Water to issue a Request for Proposal RFP 2025-054 Utility Locate Services. On July 15, 2025, four proposals were received and reviewed

by an evaluation team in accordance with applicable evaluation criteria for this project. As a result, the team requests approval to enter into a contract with the top scoring/ranked preferred offeror, Surveying and Mapping, LLC, to provide Utility Locating services. This contract has an initial term of three years with two one-year renewal options at the sole discretion of the County and is subject to annual budget appropriation.

FINANCIAL IMPACT:

The anticipated annual cost for this service is up to \$300,000. Since this contract contains an initial three-year term, with two additional one-year renewal options, a total of up to \$1,500,000 is estimated to be spent. Funding is available in the adopted FY26 budget appropriation with future expenditures subject to annual BOCC budget appropriation.

STATE OF NORTH CAROLINA

AGREEMENT

COUNTY OF UNION

THIS AGREEMENT is made and entered into as of _____, by and between UNION COUNTY, a political subdivision of the State of North Carolina, whose address is 500 North Main Street, Monroe, NC 28112, hereinafter “Union,” and SURVEYING AND MAPPING, LLC, a Texas limited liability company authorized to do business in North Carolina, whose address is 9800 Southern Pine Blvd., Suite I, Charlotte, NC 28273, hereinafter “Contractor.”

W I T N E S S E T H

WHEREAS, Union desires that Contractor perform certain utility location services; and

WHEREAS, Contractor is willing to perform such services as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. SERVICES PERFORMED. Contractor agrees to perform the services as set forth in the attached Request for Proposal No. 2025-054 Utility Locate Services, which is incorporated herein by reference (hereinafter the “Services”), in accordance with the terms of this Agreement.

2. FEE AND PAYMENT SCHEDULE. Union shall pay Contractor in accordance with Contractor’s Appendix A – Cost Proposal (the “Cost Proposal”) for performance of the Services, which Cost Proposal is attached hereto and incorporated herein by reference. Contractor shall invoice Union on a monthly basis for Services performed, or upon such other schedule as may be agreed upon by the parties. Payment is due within thirty (30) days of receipt of an accurate invoice by Union’s Finance Division. All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.

3. TERM AND TERMINATION. The Effective Date is the date of mutual execution of this Agreement. This Agreement shall have a term of three (3) years (the “Initial Term”). Upon completion of the Initial Term, Union may, in its sole discretion, elect to renew this Agreement for up to two (2) additional one (1)-year terms, each a “Renewal Term,” upon written notice to the Contractor. Union may terminate this Agreement at any time, without cause, upon provision of ten (10) days’ written notice to Contractor. In the event of termination without cause, Contractor shall be paid for services performed to the date of notification of termination by Union.

4. OWNERSHIP OF DOCUMENTS. All deliverables and any other contract documents prepared by Contractor, or any subcontractors or subconsultants under the terms of this Agreement (“the Documents”), shall be the property of Union. Contractor further acknowledges that Union is subject to Chapter 132 of the North Carolina General Statutes, the Public Records Act (the “Act”), and that this Agreement, as well as any of the Documents as defined herein, shall be a public record as defined in such Act, and as such, will be open to public disclosure and copying.

5. INSURANCE. The attached Exhibit A, Insurance Requirements, is incorporated herein by reference.

6. INDEMNIFICATION. Contractor agrees to protect, defend, indemnify and hold Union, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

7. DECLARATION BY CONTRACTOR. Contractor declares that Contractor has complied with all federal, state and local laws regarding the location and operation of Contractor's business and regarding business permits, certificates, and licenses that may be required to carry out the work to be performed under this Agreement.

8. FEDERAL, STATE, AND LOCAL TAXES. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by Union on behalf of Contractor or the employees of Contractor. Contractor shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.

9. NOTICE TO CONTRACTOR REGARDING ITS TAX DUTIES AND LIABILITIES. Contractor understands that Contractor is responsible to pay, according to law, Contractor's income tax. If Contractor is not a corporation, Contractor further understands that Contractor may be liable for self-employment (social security) tax, to be paid by Contractor according to law.

10. FRINGE BENEFITS. Because Contractor is engaged in Contractor's own independently established business, Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of Union.

11. UNION NOT RESPONSIBLE FOR WORKERS' COMPENSATION. No workers' compensation insurance shall be obtained by Union concerning Contractor or the employees of Contractor. Contractor shall comply with the workers' compensation law concerning Contractor and the employees of Contractor.

12. NO AUTHORITY TO BIND UNION. Contractor has no authority to enter into contracts or agreements on behalf of Union. This Agreement does not create a partnership or any form of agency between the parties.

13. ASSIGNMENT. Neither Union nor Contractor shall assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this Agreement.

14. NON-WAIVER. The failure of either party to exercise any of its rights under this agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

15. HOW NOTICES SHALL BE GIVEN. Any notice given in connection with this agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

16. APPLICABLE LAW AND JURISDICTION. This Agreement shall be construed and enforced in accordance with the laws of the State of North Carolina. The parties to this Agreement confer exclusive jurisdiction of all disputes arising hereunder upon the General Courts of Justice of Union County, North Carolina.

17. COMPLETE AGREEMENT. This Agreement contains the complete agreement of the parties regarding the terms and conditions of the Agreement, and there are no oral or written conditions, terms, warranties, understandings or other agreements pertaining thereto which have not been incorporated herein. This Agreement may be modified only by written instrument duly executed by both parties, or their respective successors in interest.

18. SEVERABILITY. The provisions hereof are severable, and should any provision be determined to be invalid, unlawful or otherwise null and void by any court of competent jurisdiction, the other provisions shall remain in full force and effect and shall not thereby be affected unless such ruling shall make further performance hereunder impossible or impose an unconscionable burden upon one of the parties.

19. AUTHORITY. Each party warrants that it has the corporate or other organizational power and authority to execute, deliver and perform this Agreement. Each party further warrants that the execution, delivery and performance by it of the Agreement has been duly authorized and approved by all requisite action of the party's management and appropriate governing body.

20. E-VERIFY. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Contractor shall ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Contractor will be considered a breach of this Agreement, which entitles Union to terminate this Agreement, without penalty, upon notice to Contractor.

[Signatures follow on the next page.]

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have hereunto set their hands and seals, and have caused this Agreement to be duly executed, this the day and year first above written.

UNION COUNTY

By: _____ (SEAL)
Brian W. Matthews, County Manager

SURVEYING AND MAPPING, LLC

By: _____ (SEAL)

Approved as to Legal Form RLM

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

Exhibit A
Insurance Requirements

I. BASIC INSURANCE REQUIREMENTS. At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

- A. **WORKERS' COMPENSATION**
Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

- B. **COMMERCIAL GENERAL LIABILITY**
Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit

- C. **COMMERCIAL AUTOMOBILE LIABILITY**

\$1,000,000	Combined Single Limit - Any Auto
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- D. **PROFESSIONAL LIABILITY**

\$1,000,000	Claims Made
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Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

II. ADDITIONAL INSURANCE REQUIREMENTS.

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY INSURANCE POLICY.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 North Main Street, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:
- Department: Water & Wastewater
Contract #: 9899
- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- I. Certificate Holder shall be listed as follows:
- Union County
Attention: Risk Manager
500 North Main Street
Monroe, NC 28112
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

SECTION F - COST PROPOSAL

Appendix A - Cost Proposal



B APPENDIX A – COST PROPOSAL

RFP 2025-054 Utility Locate Services

SUBMIT WITH PROPOSAL


Company Name: Surveying And Mapping, LLC

The Offeror shall provide a unit price for each locate type described below. The rates proposed shall be fully burdened and include all labor, equipment, tools, travel, overhead, supervision, and administrative costs. No minimum or maximum quantities are guaranteed under this contract. The estimated annual quantities listed in the Cost Proposal Form are provided solely for the purpose of proposal evaluation and comparison. These estimates do not represent a commitment by Union County and shall not be construed as a minimum or maximum guarantee of work to be performed. Union County may issue Work Orders or Task Orders, for services based on actual needs.

Actual quantities of locate services may be higher or lower than the estimates based on operational needs. The Contractor shall be compensated based on the unit prices submitted in this proposal for the actual quantities of work performed.

Item	Description	Unit	Estimated Annual Quantity	Unit Price	Extended Price
1	Standard Locate	Each	60,000	\$45.00	\$2,700,000.00
2	Advanced Locate (GPR or excavation required)	Each	3,000	\$200.00**	\$600,000.00
3	Attempted Locate (Unlocatable or inaccessible) (May not exceed 50% of Standard Locate price)	Each	2,000	\$22.50	\$45,000.00

Total Proposal Price: \$ 3,345,000.00

Authorized Signature: 

Date: 7/15/25

Chad Thurner, PSM, Senior Vice President

*The County will not compensate for duplicate locate efforts, damage tickets, or any locate completed after the excavation has occurred or damage has taken place.

** SAM will estimate cost and perform the work based on each ticket. The scope of work will be approved by owner prior to performing the excavation.



Request for Proposal No. 2025-054

Utility Locate Services

Due Date: July 15, 2025
Time: 11:00 AM Local Time
Submittal Location: Electronic Submission
Union County Government Center
Procurement Department
500 N. Main Street, Suite 709
Monroe, NC 28112

Non-Mandatory Pre-Submittal Conference

Date: June 18, 2025
Time: 10:00 AM Local Time
Location: Union County Operations Center
Training Room
4600 Goldmine Road
Monroe, NC 28110

Procurement Contact:

Corey Brooks, CLGPO
Senior Procurement Specialist
704.283.3683
corey.brooks@unioncountync.gov

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1 NOTICE OF ADVERTISEMENT

**Union County, North Carolina
Request for Proposals No. 2025-054
Utility Locate Services**

Electronic proposals will be received by the Union County's Procurement Department at the Union County Government Center, 500 North Main Street, Monroe, NC 28112, until **11:00 AM Local Time on July 15, 2025.**

Union County, North Carolina, through Union County Water, is seeking proposals from qualified firms to provide Utility Locate Services for locating and marking underground water and sewer infrastructure owned and operated by UCW.

Copies of the solicitation may be obtained from the locations listed below:

1. Download the Solicitation Documents from the Union County website:
<https://www.unioncountync.gov/departments/bids-procurement/current-bids>
2. Download the Solicitation Documents from the State of North Carolina eVP website:
<https://evp.nc.gov/solicitations/> (Search County of Union)

A Non-Mandatory Pre-Proposal Conference will be held on **June 18, 2025, at 10:00 AM Local Time.** Representatives from Union County will be on-hand to give a brief overview of the project and to answer questions. Attendance at this meeting is strongly encouraged.

All questions about the meaning or intent of the RFP Documents are to be submitted in writing to the Procurement Representative listed on the cover page (corey.brooks@unioncountync.gov) no later than **June 25, 2025, at 5:00 PM Local Time.**

Union County reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.

Union County reserves the right to award to multiple vendors.

Offerors are required to comply with the non-collusion requirements set forth in the Solicitation Documents.

Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses.

--End of Advertisement--

2 SUBMITTAL DETAILS

2.1 PROPOSAL SUBMISSION DEADLINE

All Proposals are to be received electronically by the Union County Procurement Department no later than **July 15, 2025, at 11:00 AM Local Time**, per the instructions below. Any proposals received after this date and time shall be rejected without exception.

2.2 PROPOSAL SUBMISSION REQUIREMENTS

The proposal must be submitted electronically using the following link: <https://lfportal.unioncountync.gov/Forms/procurementsubmit>. The proposal must be signed by a person who is authorized to bind the proposing Company. Instructions for preparing the proposal are provided herein.

Select the solicitation drop down arrow and choose this RFP from the list. Complete the form, upload your proposal as one (1) complete document, and select submit. The maximum size accepted is 30 MB. A delivery notification email, from LF-Forms@co.union.nc.us, will be sent as your confirmation of receipt.

Paper submissions and/or email submissions will not be accepted.

There is no expressed or implied obligation for Union County to reimburse for any expenses incurred in preparing proposals in response to this request.

Union County reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest, cancel this solicitation and award to multiple vendors.

2.3 PROPOSAL QUESTIONS

Proposal questions will be due on or before **June 25, 2025, at 5:00 PM Local Time**. The primary purpose of this is to provide participating vendors with the opportunity to ask questions, in writing, related to the RFP.

Submit questions by email to Corey Brooks at corey.brooks@unioncountync.gov by the deadline shown above. The email should identify the proposal number and title. All questions and answers may be posted as addenda on www.unioncountync.gov and <https://evp.nc.gov/solicitations/>.

2.4 PROPOSAL ADDENDUM

Union County may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum. Should an Offeror find discrepancies or omissions in this RFP, or any other documents provided by Union County, the Offeror should immediately notify the County of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda.

Receipt of Addenda shall be acknowledged by the Offeror on Appendix C, Addendum and Anti-Collusion Form.

2.5 COMMUNICATION

All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this Request for Proposals must be made only through the Procurement Contact noted on the cover of this RFP. A violation of this provision is cause for the County to reject a Company's proposal. No contact regarding this document with other County employees is permitted and may be grounds for disqualification.

3 INTRODUCTION

3.1 COUNTY

The County (estimated population 254,070) is located in the central, southern piedmont. The County provides its citizens with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

3.2 PURPOSE

Union County, North Carolina, through Union County Water, is seeking proposals from qualified firms to provide Utility Locate Services for locating and marking underground water and sewer infrastructure owned and operated by UCW.

The selected contractor will be responsible for performing timely, accurate, and compliant locates in response to excavation notices received through NC811, in accordance with the North Carolina Underground Damage Prevention Act. These services are intended to supplement UCW's in-house locating capabilities and help manage an increasing volume of locate tickets due to regional growth.

The intent of this contract is to establish a partnership with a qualified service provider capable of protecting critical infrastructure, supporting operational continuity, and ensuring public and worker safety through high-quality utility locating services.

3.3 PROJECT BACKGROUND

Union County Water (UCW) owns and operates over 1,200 miles of water main and 780 miles of sewer lines, serving a rapidly growing customer base. With more than 65,000 811 locate requests annually and increasing excavation activity throughout the region, UCW is seeking to supplement internal resources with a qualified contractor to perform underground utility locating services.

The selected contractor shall coordinate closely with UCW staff to deliver seamless locating services to support utility locating efforts and ensure compliance with the North Carolina Underground Damage Prevention Act. The work will involve locating and marking UCW-owned water and sewer infrastructure in street rights-of-way and easements across Union County and, where applicable, neighboring areas.

Contractors will be responsible for performing Standard Locates (electromagnetic induction), Advanced Locates (including GPR and potholing when needed), and providing documentation such as digital photos, ticket responses, and reports in coordination with UCW's ticket management system. Services must be performed in a professional and timely manner, and contractors must be equipped with the personnel, equipment, and technology necessary to handle high volumes and diverse field conditions.

This engagement is critical to ensuring the protection of public infrastructure, the safety of excavators and the public, and the continuity of service for Union County residents.

4 SCOPE OF WORK

4.1 DEFINITIONS

- Locate

The process of identifying and marking underground utilities in response to a Notice of Excavation, including submission of a positive response code to NC811.

- Standard Locate

A locate that can be completed using electromagnetic (induction) locating methods, typically by connecting directly to a tracer wire or metallic pipe.

- Advanced Locate

A locate that cannot be completed using induction methods and requires advanced techniques such as ground penetrating radar (GPR), potholing, or hand-digging to identify infrastructure locations.

- Attempted Locate

A locate that is attempted but cannot be completed due to the presence of **unlocatable facilities**, despite the use of both standard and advanced methods. Must be documented and closed out properly in NC811 with a positive response code.

- Unlocatable Facilities

Facilities that are known to exist (through records or maps) but cannot be field located with **reasonable accuracy** using electromagnetic or GPR methods due to non-metallic materials, lack of tracer wire, or interference.

- Positive Response

The formal reply submitted by the utility owner or contractor to NC811 indicating the status of a locate ticket (e.g., marked, no conflict, unlocatable, etc.), as required under state law.

- Notice of Excavation

A locate request generated by an excavator and transmitted through NC811. Each notice is assigned a unique ticket number. Multiple notifications related to the same ticket (e.g., 3-hour retransmits) are considered a single locate and are not billable as separate tickets.

- Marking

The physical application of paint, flags, or stakes to indicate the location of underground facilities on the horizontal plane, in accordance with the **North Carolina Underground Damage Prevention Act** and **APWA color codes**.

- Reasonable Accuracy

The tolerance for locate markings as defined in the NC Underground Damage Prevention Act, typically within **24 inches of the outside edge** of the facility on a horizontal plane.

4.2 OVERVIEW

Union County Water (UCW) is requesting proposals from qualified contractors to provide Underground Utility Locate Services. The purpose of this service is to protect UCW's water and sewer infrastructure by responding to excavation notices and accurately marking underground utilities in accordance with the North Carolina Underground Damage Prevention Act (N.C.G.S. 87-100, et seq.).

UCW receives a high volume of locate request tickets annually and expects continued growth due to broadband and infrastructure expansion. The service area includes approximately 1,214 miles of water pipe and 780 miles of sewer pipe, approximately sixty-three thousand (63,000) active water connections and approximately forty-two thousand six hundred and seventy-two (42,672) active sewer connections, spanning Union County and adjacent jurisdictions. The selected contractor may be assigned geographic territories, which UCW may adjust at its discretion.

All Proposals must be inclusive of the entire Union County Water service area, whereas no proposal will be accepted that is limited to only a portion of the Service area and must include all services described in this RFP.

The selected contractor shall serve as an extension of UCW staff and will be responsible for:

- Receiving and responding to locate tickets via UCW's electronic ticket management system (Irth).
- Performing field locates for water and sewer mains, laterals, appurtenances, and service connections.
- Using electromagnetic (induction) and, when necessary, ground penetrating radar (GPR) technologies.
- Providing appropriate markings and documentation in accordance with APWA color code standards.
 - "Centerline" marking requirement
 - "UCW" on all marks

- Avoid painting hydrants
- Taking and archiving digital photographs of each locate.
- Closing out tickets with proper positive response codes as defined by NC811.
- Contractor personnel must attend an initial UCW training session and may be required to participate in periodic field meetings or technical briefings as requested.
- Contractors must submit a weekly email to UCW identifying the number of tickets assigned per locator
- Contractors must respond to any service complaints within three (3) business days. Failure to address or resolve complaints may constitute a breach of contract

Contractors must be capable of operating in varied weather and field conditions and shall provide all labor, vehicles, equipment, materials, technology, supervision, and administrative support necessary to fulfill the work. The contractor will also be required to maintain accurate records and coordinate regularly with UCW staff to ensure quality, compliance, and performance.

The contractor must provide all tools and technology necessary for successful locate operations, including but not limited to electromagnetic locating equipment, GPS-enabled devices, digital cameras (minimum 200 DPI resolution), and marked vehicles. GPR must be available for advanced locates. All locate staff must wear identifiable uniforms and appropriate PPE.

UCW's system includes a variety of pipe materials including ductile iron, PVC, copper, clay, steel, and asbestos cement, some of which may lack tracer wire.

Services may be assigned geographically and adjusted at UCW's discretion based on operational needs.

4.3 UNION COUNTY WATER RESPONSIBILITIES

UCW has the right to expand or decrease the territory covered by the Company and we will attempt to have any additional areas assigned contiguous to the original assigned area. However, depending on the workload, UCW reserves the right to add geographic areas that may not be contiguous but does **not** intend to have areas that are a blend of UCW staff and Company staff. When a property address is provided on a locate ticket, the locate service must include the full property address, from one end of the property to the other, as well as any additional area(s) requested on the ticket.

UCW will provide the Company access to UCW's utility locate system, "Irth". Access to this system will be limited and provided to appropriate Company personnel. The Company must agree to limit access to only those employees acting on behalf of the Company for the purposes of this contract.

UCW will provide the Company with maps that are available to support locating water and wastewater infrastructure as defined by the scope of this RFP. UCW cannot guarantee the completeness or accuracy of the maps. UCW will provide access to view the water and wastewater system through a secure mapping portal. Access via this portal precludes output functions such as printing, downloads to internal or external data storage, data replication, etc. when viewing water and wastewater maps.

Some of the as-builts do not show measurements or exact locations of the mains and services. There have been many road changes and construction work that have made some as-builts obsolete. However, much of the system has been field surveyed, and the GIS mapping system provides survey quality data for those above ground structures that were surveyed.

The Company must agree to sign the required disclaimer prior to receiving access to data. The Company must agree to limit access to the water and sewer maps to only those employees acting on behalf of the Company who have a need to see them. The Company must agree to require such people requiring access to the Owner's maps to sign the necessary disclaimer(s) as provided by Union County Water. The Company must agree to abide by the limits and requirements set forth by Union County and Union County Water regarding the ability to copy maps and the return of maps at the end of the contract term.

4.4 COMPANY RESPONSIBILITIES

The Company shall provide qualified and adequately trained staff to perform utility locating services in accordance with the requirements of Article 8A of Chapter 87 of the N.C. General Statutes: Underground Utility Safety and Damage Prevention Act. The Company (firm chosen by UCW) shall provide Excavator (a third-party company) with the horizontal location and description of all of the Owner's facilities in the area where the proposed excavation or demolition is to occur. The location shall be marked by stakes, soluble paint, flags, or any combination thereof, as appropriate, depending upon the conditions in the area of the proposed excavation or demolition.

The Company shall adhere to North Carolina General Statute 87-121 and the American Public Works Association (APWA) Uniform Color Code for marking. If the diameter or width of the facility is greater than four inches, the dimension of the facility shall be indicated at least every 25 feet in the area of the proposed excavation or demolition. In the event UCW operates multiple facilities in the area of the proposed excavation or demolition, the Company shall locate each facility.

The Company shall provide all the equipment necessary to complete the work required for this project, including but not limited to smart phones (with data services), laptop or tablet computer(s), and a clearly marked and properly identifiable work vehicle displaying it use for locating services with company name and proper safety lighting.

Locators will be equipped with marked, uniform clothing or appropriate identification showing the appropriate company name as well as Personal Protection Equipment (PPE) suitable for their work assignments when in the field performing Services for Union County.

The Company shall comply with all applicable safety regulations and wear appropriate personal protective equipment (PPE) while performing work under this contract. Failure to comply with mandated safety regulations and/or repeated or flagrant safety violations may constitute grounds for Contract termination.

4.5 LOCATING STANDARDS

The Company and all locators provided to UCW shall follow the regulations stated in General Statute 87: Underground Utility Safety and Damage Prevention Act. All equipment necessary to complete the work shall be provided by the Company including, but not limited to, transportation (with all proper safety measures and required identifiers), name badge, communication devices, location equipment, and marking paint in accordance with NC Statute 87 and APWA standards.

The Company is responsible for locating **water** services from the meter to the main and all water mains. Everything from the meter to the house is private and thus UCW does not locate. Marking paint shall be in accordance with NC Statute 87 and APWA standards, using the color blue over the location of water mains and services with blue water-soluble paint or if appropriate, blue flags.

The Company is responsible for locating **sewer** services from the cleanout to the main and all sewer mains. Everything from the cleanout to the house is private and thus UCW does not locate. Marking paint shall be in accordance with NC Statute 87 and APWA standards, using green over the location of sewer gravity and force mains and services with green water-soluble paint or if appropriate, green flags.

4.6 STANDARDS FOR MARKING AND COMMUNICATION

All markings shall follow APWA Uniform Color Code standards. The contractor must clearly label all marks with "UCW" and ensure visibility on permanent structures (e.g., manholes, valve covers, meter boxes). Positive response codes must be submitted to NC811 in accordance with G.S. 87-121. Each locate must be documented with digital photos before excavation.

4.6.1 PHOTO DOCUMENTATION REQUIREMENTS

The contractor shall submit high-resolution (minimum 200 DPI) digital photographs of all locate markings prior to excavation. Files shall be named and organized per UCW's specifications and submitted monthly or upon request.

4.7 "UNLOCATABLE" AND ATTEMPTED LOCATES

If a facility is determined to be unlocatable after reasonable effort using electromagnetic and GPR methods, the locate may be classified as "Attempted Locate." The contractor must notify UCW and the excavator of this condition prior to ticket expiration and record the positive response code accordingly.

4.7.1 RESPONSIBILITIES AROUND UNLOCATABLE FACILITIES

If facilities cannot be located after a good faith effort (minimum 30 minutes using EM and GPR), the contractor shall notify UCW and the excavator and submit a positive response code indicating unlocatable facilities.

4.8 LICENSE AND EXPERIENCE REQUIRED

Offerors must meet the following minimum qualifications to be considered for award:

- Demonstrated experience performing underground utility locating services for public utilities, municipalities, or similar organizations with a customer base of at least 60,000 service connections.
- A minimum of five (5) years of relevant organizational experience in locating underground water and sewer infrastructure.
- A minimum of three (3) successfully completed contracts for utility locating services within the past five (5) years.
- Capability to perform Standard and Advanced Locates using industry-standard equipment including electromagnetic (induction) and ground penetrating radar (GPR).
- Sufficient personnel, equipment, and administrative resources to manage high volumes of locate tickets.
- Compliance with OSHA regulations and the North Carolina Underground Damage Prevention Act.
- Possession of all required licenses, certifications, and insurance to operate in the State of North Carolina.

In addition:

- Key personnel must have applicable certifications and training relevant to utility locating.
- Offerors shall submit résumés for proposed staff and identify the primary point of contact responsible for contract oversight.
- Offerors shall submit at least five (5) references for similar utility locating services, including project scope, contact name, phone number, and email address.

UCW reserves the right to verify experience and reject any proposal that does not clearly demonstrate the ability to perform the required services at the scale and standards defined in this RFP.

4.8.1 SUBCONTRACTING PROHIBITION

The contractor may not subcontract any portion of the locate services under this contract. All services must be performed by employees of the awarded firm.

4.9 SERVICE INTERRUPTION & LIABILITY

If contractor error results in damage to UCW-owned infrastructure, the contractor shall be held 100% liable for all repairs, penalties, and associated costs.

Contractor may not invoice for duplicate locate tickets, damage notification responses, or any ticket fulfilled after excavation or damage has occurred. UCW reserves the right to reject such invoices.

Tickets completed after excavation or in response to a damage notice are not eligible for compensation and may be rejected for payment.

The Company shall exercise all reasonable care and diligence in providing Services for UCW. The Company must use techniques representative of industry standards when providing these services. If there is an interruption to the services of Owner owned infrastructure, the Company will be involved in the determination of cause, at its own expense, and subsequent investigation as to fault.

If damage is caused to UCW's utility infrastructure and/or service is interrupted on a section located by the Company per this contract, and the Company is found to be negligent, then the Company will be held one hundred percent (100%) liable for the cost of repairs to the infrastructure, including damages to other property and associated fines/penalties, reimbursed to UCW. This responsibility applies only to the location of UCW-owned infrastructure based on the contract's Scope of Services. The Company has no responsibility for non-UCW owned infrastructure.

If damage occurs to above ground private property due to the marking method, material, workmanship and/or other circumstances that is part of the locating process, the Company is one hundred percent (100%) financially responsible for repair of damages and resolution of the issue.

If the situation occurs where utility line(s) are determined undetectable, the Company must exhaust all means necessary within industry-accepted practices to determine the proper location of the facility, including but not limited to GIS, GPR (Ground penetrating radar), as-builts, etc. When the line(s) is found to be undetectable, the Company shall notify UCW designee by 12pm on the requests due date, and both parties will develop a resolution.

If damage occurs by a third party to any portion of the UCW water and sewer system, as well as area property damage, and it was determined that the facility is undetectable by both UCW and the Company (as described in the above paragraph) prior to the expiration of the locate request, UCW will not hold the Company liable for damages, penalties, financial responsibility, etc.

In cases where Owner GIS data is incorrect, the Company will contact UCW's designee for further instructions. Unless the Company, in its professional judgement, should know or should have known, it may not be responsible for any damage to the UCW-owned infrastructure:

- not shown or shown incorrectly in the Owner's GIS data; or
- marked properly in accordance with The North Carolina Underground Damage Prevention Act, Article 8A of Chapter 87 of the North Carolina General Statutes; Underground Damage Prevention Act; or
- that could not have been reasonably anticipated during review or locating of the Owner owned infrastructure.

In addition, the Company shall indemnify and hold harmless the County and UCW, its officers and employees, for all claims resulting from the Company's failure to do a locate in accordance with contract requirements.

4.10 COMPLAINT RESOLUTION

The contractor shall address and resolve any service-related complaints within three (3) business days of notification from UCW. Failure to resolve service-related complaints within three (3) business days may constitute a breach of contract and may result in corrective action or termination at UCW's discretion.

4.11 DAMAGE INVESTIGATION PROTOCOL

Contractor shall conduct and submit a written damage investigation report following any utility strike associated with a completed locate. The report shall include timestamps, photos, and a narrative of field conditions and actions taken.

Contractor staff must sign UCW-provided disclaimers to access water and sewer maps and may not download, replicate, or redistribute GIS data.

4.12 TICKET MANAGEMENT SYSTEM COMPATIBILITY

Contractor must utilize a ticket management system that integrates with UCW's existing platform (Irth) and respond to NC811 notices with appropriate positive response codes per statutory requirements.

Contractor will be granted view-only access to UCW's GIS mapping system. UCW makes no warranty as to the completeness or accuracy of GIS data and requires all users to sign a data disclaimer form prior to access.

4.13 WORK ASSIGNMENT PROCESS

Services under this contract may be issued on an as-needed basis through written Work Orders or Task Orders. Each order will define the specific scope of work, location(s), timeframe, and any special conditions. The Contractor shall not proceed without a written order issued by Union County.

4.14 NON-EMERGENCY LOCATES

Non-emergency locate tickets must be completed within 72 hours of notification, per NC General Statute 87-121.

4.15 WORKLOAD EXPECTATION

Locators are expected to maintain a daily ticket volume comparable to UCW's internal staff, typically 40 to 60 tickets per day depending on area density and complexity.

4.16 COMPENSATION AMOUNT AND SCHEDULE

The Company will not be compensated if the locate is performed after damage has occurred or if the locate is performed after the excavation has taken place provided that the excavating party allows the prescribed time to elapse between its request for the locate service and its excavation.

The Company must not invoice UCW for services performed multiple times for the same Locate Request. The company must not invoice for damage notifications received by NC811.

The Company must be able to recognize that a Locate Request has been fulfilled and need not be repeated, if not required under the current North Carolina Damage Prevention Act.

While UCW understands there are certain circumstances in the field that will cause the need for a Company to re-locate a facility, the Company should do their due diligence to ensure there is not an unnecessary redundancy in services provided.

5 DETAILED SUBMITTAL REQUIREMENTS AND INSTRUCTIONS

5.1 TERMS OF SUBMISSION

All material received from a person or company ("Offeror") in response to this solicitation shall become the property of Union County and will not be returned to the Offeror. Any and all costs incurred by an Offeror in preparing, submitting, or presenting submissions are the Offeror's sole responsibility and Union County shall not reimburse the Offeror. All responses to this solicitation will be considered a public record and subject to disclosure under applicable public records law.

Any material in a response which the Offeror considers a trade secret and exempt from disclosure as a public record under applicable law, including N.C.G.S. §§ 132-1.2 and 66-152, must be properly designated as a trade secret. In order to properly designate such material, the Offeror must: (i) submit any trade secret materials in a separate envelope, or file, from all other submitted material, being clearly marked as "Trade Secret – Confidential and Proprietary Information," and (ii) stamp the same trade secret/confidentiality designation on each page of the materials therein which contain trade secrets.

To the extent consistent with public records law, Union County will make reasonable efforts to maintain the confidential nature of trade secrets, as determined by Union County and subject to the conditions set forth herein. Offeror understands and agrees by submitting a response to this solicitation, that if a request is made to review or produce a copy of any information in the Offeror's materials which was properly labeled by the Offeror as a trade secret, Union County will notify the Offeror of the request and the date that such materials will be released to the requestor unless the Offeror obtains a court order enjoining that disclosure. If the Offeror fails to obtain the court order enjoining disclosure prior to that date, Offeror understands and agrees that Union County will release the requested information to the requestor on that date.

Furthermore, the Offeror also agrees to indemnify and hold harmless Union County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that has been designated as a trade secret by Offeror.

5.2 DUPLICATE PROPOSALS

No more than one (1) proposal from any Offeror will be considered by the County. In the event multiple proposals are submitted in violation of this provision, the County will have the right to determine which proposal will be considered, or at its sole option, reject all such multiple proposals.

5.3 PROPOSAL FORMAT

The County desires all responses to be identical in format. While the County's format may represent a departure from the Offeror's preference, the County requests adherence to the format. All responses are to be in the format described below.

Offerors should prepare their proposals in accordance with the instructions outlined in this section. Each Offeror is required to submit the proposal electronically – Refer to Section 2.2. Each section should be identified as described below. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

The successful Offeror's proposal must include all responses to the requirements contained within this RFP and all appendices (if applicable) must be completed in their entirety.

The utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

The total length of the submittal, including cover letter, should be no more than 25 single-sided pages. Submittals should be on 8 ½" x 11" paper with an 11-point minimum text size; special graphics may be included on 11" x 17" paper with an 11-point minimum text size, if necessary. These special graphics pages will count toward the 25-page limit. The 11-point minimum text size does not apply to graphics, captions, tables, or figures, and there is no specific font style required.

Key personnel resumes may also be provided as an appendix to the document and will not count against the page limit. Covers, section acknowledgements, and the required forms, do not count against the page limit.

The RFP should include a response to each of the following criteria. **Failure to address each area could result in rejection of a proposal.** Please provide a table of contents in the format of the proposal requirements along with tabs identifying each section and subsection. Include examples of procedures, reports, or other information where applicable

The proposal should be organized and identified by sections as follows:

- **Section A** – Cover Letter
- **Section B** – Project Team
- **Section C** – Project Experience
- **Section D** – Project Management, Approach and Quality Control
- **Section E** – References
- **Section F** – Cost Proposal
 - Appendix A – Cost Proposal (completed); submit with Proposal
- **Section G** – Required Forms
 - Appendix B – Proposal Submission (signed)

- Appendix C – Addenda Receipt and Anti-Collusion (signed)

There are eight (8) Sections to this proposal. The instructions for each Section are outlined below.

Omissions and incomplete answers may be deemed unresponsive.

5.3.1 SECTION A – COVER LETTER

The proposal must include a cover letter attesting to its accuracy and signed by an individual authorized to execute binding legal documents on behalf of the Offeror. Include the following:

- Legal company name and DBA (if applicable).
- Company address, telephone number and website address.
- Location providing service, address, and telephone number.
- Name of single point of contact, title, direct telephone number and/or extension, and email address.
- Name of person with binding authority, title, address, direct telephone number and/or extension, and email address.
- Stipulate that the proposal price will be valid for a period of 120 days.
- Make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its proposal: *“The information contained in this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to the County, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.”*

5.3.2 SECTION B – PROJECT TEAM

Provide a detailed organization chart that presents the team to be dedicated to these services. This should include the project manager, and other support staff to be used in completion of the work. Information to be included in this section shall include:

- Professional, relevant qualifications of each team member, including which projects listed under the Project Experience section of the response, the project team individual(s) had a significant role.
- Include any professional license’s information held for each team member, as applicable. Locating certifications and field supervision experience.
- Office location and number of years team members have worked with the Offerors current company.
- Available time (in percent) that each team member may commit to these services.

5.3.3 SECTION C – PROJECT EXPERIENCE

Provide a minimum of five (5) representative projects summarizing your team’s professional service experience with public utilities and high-volume locate workloads within the United States. Include the following information for each project:

- Owner's name
- Owner's contact person name, address, telephone number, and email address
- Title and description of the project
- Description of the services provided
- Dollar value of the engagement
- Duration of the engagement

Describe the firm's overall reputation and history of performance on similar projects. Include a summary of the firm's track record in delivering projects on time and within budget, responsiveness to client needs, and ability to resolve challenges professionally.

Dispute Disclosure:

Disclose whether your firm has been involved in any litigation, claims, or formal disputes related to service delivery within the past five (5) years. If so, briefly summarize each instance, including the nature of the issue, parties involved, and how it was resolved.

5.3.4 SECTION D – PROJECT MANAGEMENT, APPROACH AND QUALITY CONTROL

Provide a brief description of the systems and methods employed by the team to effectively manage these projects, including a summary on the management of: goal setting, managing client expectations, communications, scope, approach, quality control, managing project schedule, cost, quality control/assurance, ticket handling processes, documentation standards, and stakeholders within prescribed budgets and change management.

5.3.5 SECTION E – REFERENCES

Provide, at a minimum, five (5) comparable clients with whom your firm has an established relationship similar to the Scope of Work outlined in this RFP and one former client that stopped doing business with you and include the following:

- Company/Government Entity
- Contact Name and Title
- Address
- Direct Phone Number
- Email Address
- Length of Relationship

5.3.6 SECTION F – COST PROPOSAL

The Offeror shall submit a completed **Appendix A – Cost Proposal Form** as part of its proposal. The form requires unit pricing for the following service types:

- Standard Locate
- Advanced Locate (GPR or excavation required)

- Attempted Locate (Unlocatable or inaccessible)

Unit prices must be fully burdened and include all labor, equipment, materials, overhead, and administrative costs. No additional charges will be accepted unless specified in the contract.

Offerors may also include optional pricing for after-hours, but these will be evaluated separately from the base pricing.

5.3.7 SECTION G – REQUIRED SIGNATURE FORMS

Offerors must include completed copies of the following documents:

- Appendix A – Cost Proposal (completed); submit with proposal
- Appendix B – Proposal Submission Form (signed)
- Appendix C – Addenda Receipt and Anti-Collusion (signed)

6 EVALUATION CRITERIA AND SELECTION PROCESS

6.1 SELECTION PARTICIPANTS

1. Maintaining the integrity of the RFP process is of paramount importance for the County. To this end, please do not contact any members of Union County or its staff regarding the subject matter of this RFP until a selection has been made, other than the County's designated contact person identified in the introduction to this RFP.
2. Representatives of Union County will read, review, and evaluate the RFP independently based on the evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected Offerors. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
3. The Owner will establish an RFP Evaluation Team to review and evaluate the RFPs. The RFP Evaluation Team will evaluate the RFPs independently in accordance with the published evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected Offerors.
4. At its sole discretion, the Owner may ask written questions of Offerors, seek written clarification, and conduct discussions with Offerors on the RFPs.
5. The County reserves the right to determine the suitability of proposals on the basis of a proposal meeting scope and submittal criteria listed in the RFP. Evaluation criteria and other relevant RFP information will be used to assist in determining the finalist Vendor.

6.2 EVALUATION SELECTION PROCESS

A weighted analysis of the evaluation criteria will be utilized to determine the Vendor that represents the best value solution for the County.

In the evaluation and scoring/ranking of Offerors, the Owner will consider the information submitted in the RFP as well as the meetings (if applicable) with the respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Offeror or for the purpose of selecting Short-Listed Offerors. The County may choose to award without engaging in interview discussions.

RFP Criteria	Weights
Project Team & Qualifications <i>Qualifications, certifications, and availability of key personnel assigned to the project. Includes field supervisors and technicians.</i>	40%
Relevant Project Experience, Offeror's Track Record & Reliability <i>-Experience with similar utility locating contracts for public utilities and high-ticket volumes.</i> <i>-Past performance on similar projects.</i> <i>-Understanding of specific needs of UCW for these projects;</i> <i>-Client satisfaction, record of claims or legal disputes, and overall professional reputation.</i>	25%
Project Management, Approach and Quality Control <i>Ticket handling process, accuracy protocols, photo documentation, use of GPR, and ability to integrate with systems like Irtb.</i>	20%
Cost Proposal	15%

After identification of Short-Listed Offerors, the Owner may or may not decide to invite Short-Listed firms to interview. If interviews are scheduled with the Short-Listed Offerors, previous evaluation and rankings are not carried forward. For the purpose of selecting a Preferred Offeror, the evaluation criteria will be given the following relative weights:

Interview Criteria	Weights
Proposed Approach, Implementation and Staff	70%
Price, Quality and Relevance of Interview as it Relates to the Scope of the RFP	30%

Additional meetings may be held to clarify issues or to address comments, as deemed appropriate. Proposers will be notified in advance of the time and format of such meetings.

6.3 AWARD PROCEDURE

The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms. It is understood that any proposal submitted will become part of the public record.

The County reserves the right to award to multiple vendors.

Union County (UC) reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.

A proposal may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.

The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.

County may select and enter into negotiations with the next most advantageous Offeror if negotiations with the initially chosen Offeror are not successful.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

7 GENERAL CONDITIONS AND REQUIREMENTS

7.1 TERMS AND CONDITIONS

The contract award may have an initial term of three (3) years with two (2) one-year renewal options at the County's discretion, pending annual budget approval.

By mutual agreement, any contract which may be awarded pursuant to this RFP, may be renewed in accordance with the description above at agreed prices with all other terms and conditions remaining the same.

All payroll taxes, liability and worker's compensation are the sole responsibility of the Offeror. The Offeror understands that an employer/employee relationship does not exist under this contract.

All proposals submitted in response to this request shall become the property of Union County and as such, may be subject to public review.

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification. The County is not obligated to accept the lowest cost proposal. The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

7.2 CONTRACTUAL OBLIGATIONS

The contents of this Proposal and the commitments set forth in the Proposal shall be considered contractual obligations if a contract ensues. Failure to accept these obligations may result in cancellation of the award. All legally required terms and conditions shall be incorporated into final contract agreements with the selected Service.

7.3 SUB-OFFEROR/PARTNER DISCLOSURE

A single Company may propose the entire solution. If the proposal by any Company requires the use of sub-consultants, partners, and/or third-party products or services, this must be clearly stated in the proposal. The Company submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by sub-consultants.

7.4 EXCEPTION TO THE RFP

An “exception” is defined as the Offeror’s inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the RFP. All exceptions taken must be identified and explained in writing and must specifically reference the relevant section(s) of this RFP. Other than exceptions that are stated in compliance with this Section, each proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. If the Offeror provides an alternate solution when taking an exception to a requirement, the benefits of this alternate solution and impact, if any, on any part of the remainder of the Offeror’s solution, must be described in detail.

7.5 MODIFICATION OR WITHDRAWAL OF PROPOSAL

Prior to the scheduled closing time for receiving proposals, any Offeror may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 120 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposals will be accepted.

7.6 EQUAL EMPLOYMENT OPPORTUNITY

All Offerors will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

7.7 MINORITY AND SMALL BUSINESS PARTICIPATION PLAN

It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

7.8 LICENSES

The successful Firm(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.

7.9 E-VERIFY

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Offeror/Firm shall ensure that Offeror and any Sub-Consultant performing work under this contract: (a) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

7.10 DRUG-FREE WORKPLACE

During the performance of this Request, the Offeror agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the Offeror maintains a drug-free workplace.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Service Provider/Firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

7.11 INSURANCE

One or more of the following insurance limits may be required if it is applicable to the project. The County reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor’s sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best.

- A. **WORKERS’ COMPENSATION**
(for any agreement unless otherwise waived by the Risk Manager)
Statutory limits (where Contractor has three or more employees) covering all employees, including Employer’s Liability with limits of:
 - \$500,000 Each Accident
 - \$500,000 Disease - Each Employee
 - \$500,000 Disease - Policy Limit

- B. **COMMERCIAL GENERAL LIABILITY**
(for any agreement unless otherwise waived by the Risk Manager)
Covering Ongoing and Completed Operations involved in this Agreement.
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products/Completed Operations Aggregate
 - \$1,000,000 Each Occurrence

\$1,000,000 Personal and Advertising Injury Limit
\$5,000 Medical Expense Limit

- C. COMMERCIAL AUTOMOBILE LIABILITY
(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)

\$1,000,000 Combined Single Limit - Any Auto

- D. PROFESSIONAL LIABILITY
(for any agreement providing professional service such as engineering, architecture, surveying, consulting services, etc)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

- E. POLLUTION LIABILITY INSURANCE
(for any agreement involving the clean-up or transportation of pollutants)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Pollution Liability Insurance for a period of two (2) years following termination of the Agreement.

- F. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)
(for any agreement involving software applications)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Technology Errors & Omissions Insurance for a period of two (2) years following termination of the Agreement.

- G. Builder's Risk
(for any agreement involving above ground construction projects)
Amount of Contract

ADDITIONAL INSURANCE REQUIREMENTS

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:
UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 N. Main Street # 130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:
- Department: _____
Contract #: _____
- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- I. Certificate Holder shall be listed as follows:
- Union County
Attention: Union County Risk Manager
500 N. Main Street, Suite #130
Monroe, NC 28112
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

7.12 INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

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SECTION F - COST PROPOSAL

Appendix A - Cost Proposal



B APPENDIX A – COST PROPOSAL

RFP 2025-054 Utility Locate Services

SUBMIT WITH PROPOSAL


Company Name: Surveying And Mapping, LLC

The Offeror shall provide a unit price for each locate type described below. The rates proposed shall be fully burdened and include all labor, equipment, tools, travel, overhead, supervision, and administrative costs. No minimum or maximum quantities are guaranteed under this contract. The estimated annual quantities listed in the Cost Proposal Form are provided solely for the purpose of proposal evaluation and comparison. These estimates do not represent a commitment by Union County and shall not be construed as a minimum or maximum guarantee of work to be performed. Union County may issue Work Orders or Task Orders, for services based on actual needs.

Actual quantities of locate services may be higher or lower than the estimates based on operational needs. The Contractor shall be compensated based on the unit prices submitted in this proposal for the actual quantities of work performed.

Item	Description	Unit	Estimated Annual Quantity	Unit Price	Extended Price
1	Standard Locate	Each	60,000	\$45.00	\$2,700,000.00
2	Advanced Locate (GPR or excavation required)	Each	3,000	\$200.00**	\$600,000.00
3	Attempted Locate (Unlocatable or inaccessible) (May not exceed 50% of Standard Locate price)	Each	2,000	\$22.50	\$45,000.00

Total Proposal Price: \$ 3,345,000.00

Authorized Signature: 

Date: 7/15/25

Chad Thurner, PSM, Senior Vice President

*The County will not compensate for duplicate locate efforts, damage tickets, or any locate completed after the excavation has occurred or damage has taken place.

** SAM will estimate cost and perform the work based on each ticket. The scope of work will be approved by owner prior to performing the excavation.

Union County, North Carolina
RFP 2025-054 Utility Locate Services

Page 27

SECTION G - REQUIRED FORMS


Appendix B - Proposal Submission




Chad Thurner, PSM, Senior Vice President
Chad Thurner, PSM, Senior Vice President

9 APPENDIX B – PROPOSAL SUBMISSION FORM
RFP 2025-054 Utility Locate Services
SUBMIT WITH PROPOSAL

This Proposal is submitted by:

Company Legal Name:	Surveying And Mapping, LLC
Representative Name:	Chad Thurner, PSM
Representative Signature:	
Representative Title:	Senior Vice President
Address:	9800 Southern Pine Boulevard, Suite I
City/State/Zip:	Charlotte, NC 28279
Email Address:	chad.thurner@sam.biz
Phone Number:	(850) 200-2441
Website Address:	www.sam.biz

It is understood that Union County reserves the right to reject any and all proposals, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and resubmit this project. Proposal is valid for 120 calendar days from the Proposal due date and is submitted by an executive of the company that has authority to contract with Union County, NC.

Name:	Chad Thurner, PSM
Title:	Senior Vice President
Signature:	
Date:	7/15/2025

Appendix C - Addenda Receipt and Anti-Collusion



10 APPENDIX C – ADDENDUM AND ANTI-COLLUSION FORM

RFP 2025-054 Utility Locate Services

SUBMIT WITH PROPOSAL

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on www.co.union.nc.us and/or www.ips.state.nc.us. It is your responsibility to check for this information.

Addendum No.	Date Downloaded
Addendum 1	7.9.25


I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of Union County.

Company Name: Surveying And Mapping, LLC

Name: Chad Turner, PSM

Title: Senior Vice President

Email Address: chad.turner@sam.biz

Signature: 

Date: 7/15/25

11 APPENDIX D – TEMPLATE CONTRACT

RFP 2025-054 Utility Locate Services

DO NOT SUBMIT WITH PROPOSAL



Request for Proposals 2025-054

Utility Locate Services

ADDENDUM No. 1

ISSUE DATE: July 7, 2025

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

Delete/Add/Replace Section

1. Add:

Section 6.3 Cost Adjustments: The Unit Pricing for the Initial Term shall be based upon the response to this solicitation. However, the Unit Pricing for any Renewal Term may be adjusted at the beginning of such Renewal Term by multiplying the Unit Pricing effective in the previous term by the quotient of the All Urban Consumers Price Index (CPI-U) (South Region), Others Goods and Services, with the Index Period of 2025 - 2030 as published by the Bureau of Labor Statistics, United States Department of Labor, in effect ninety (90) days prior to the commencement date of the new Renewal Term divided by such CPI in effect for the same month one (1) year prior to such date. However, any Unit Pricing increase pursuant to the previous sentence shall be capped at a five percent (5%) increase from one term to the next. Any such Unit Pricing adjustment for a Renewal Term must be requested by the Vendor or County within thirty (30) days from the date of the County's notice of its exercise of an option to renew the Contract for a Renewal Term.

Question/Answer Section

1. Question: Will we be required to purchase and maintain our own ticket system?

Answer: No

2. Question: Who currently holds the contract? Is it multiple firms?

Answer: Union County does not currently have a contract for these services.

3. Question: How many technicians between the county and contractors work daily to manage the ticket load?

Answer: Refer to the Question/Answer Section, Item #2.

4. Question: Could you provide the current fee per ticket?

Answer: Paid monthly, not per ticket

5. Question: Will our technicians work on projects with County employees, or will projects be separated?

Answer: The projects will be separated

6. Question: Who will mark emergency tickets?

Answer: UCW

7. Question: Are there any special requirements or constraints for certain locations?

Answer: UCW will mark all critical water/sewer infrastructure.

8. **Question:** What's involved in the initial UCW training session?
Answer: Safety precautions and other information as needed.
9. **Question:** What is the frequency of the periodic field meetings and technical briefings?
Answer: TBD, bi-weekly at a minimum
10. **Question:** What is the award date and start date for the contract?
Answer: Unknown at this time.
11. **Question:** Will someone be available after-hours for emergencies where facilities are unlocatable?
Answer: UCW staff will handle after hours emergencies.
12. **Question:** Are these locating services currently outsourced or managed in-house? How many locators are currently used?
Answer: Locating services are currently handled by UCW staff's four (4) locators.
13. **Question:** Will there be a performance bond required?
Answer: No
14. **Question:** What was the damage percentage for 2024, and what is the average cost per damage?
Answer: We do not track percentage, damage cost is evaluation on a case by case basis.
15. **Question:** Can the required insurance limits and types be confirmed in detail? Will umbrella coverage be accepted to meet the minimum limits?
Answer: The required insurance types and limits are listed in Section 7.11 of the RFP. As stated, "one or more of the following insurance limits may be required if it is applicable to the project," and Union County reserves the right to require additional insurance depending on the nature of the agreement. The County will communicate with the selected vendor during the contract execution phase to confirm which insurance requirements apply based on the specific scope of services.
16. **Question:** Can you please provide the payment terms if contract is awarded?
Answer: The County will work with the awarded vendor during contract execution to establish mutually agreed-upon invoicing procedures and confirm payment expectations.
17. **Question:** Can Union County provide historical locate ticket volumes by type (standard, advanced, attempted) over the past 2–3 years?
Answer: Yes. 2023/2024 total tickets 99.39K total tickets, 71.77k on time, 44.74k no conflict, 11k not complete.
18. **Question:** Does the County track emergency versus non-emergency locate volumes separately? If so, may we request that data?
Answer: No

19. Question: Will all locate tickets be assigned through UCW's Irtth system only, or are there other platforms used?

Answer: Through IRTTH

20. Question: Are contractors expected to manage after-hours or emergency locate requests?

Answer: No

a. **Question:** If so, should those services be priced separately?

Answer: No

21. Question: Could you please clarify if there are any changes to the Scope of Work in this solicitation compared to the current contract with the incumbent contractor? If so, we would appreciate a summary of the key differences.

Answer: None

22. Question: Under what specific circumstances would a repeat locate (on the same ticket) be considered billable?

Answer: None

23. Question: How should re-locates triggered by excavation delays or contractor requests be priced?

Answer: Updates are the same price as a regular ticket

24. Question: The RFP states that attempted locate pricing "may not exceed 50% of standard locate." Could you clarify the expectations or conditions that justify an attempted locate charge?

Answer: There is no attempted locate rate

25. Question: Should we provide separate pricing for weekends, holidays, and after-hours work? If so, are there standard timeframes Union County defines as "after-hours"?

Answer: No

26. Question: Will Union County assign work based on fixed geographic zones or rotating workloads?

Answer: Geographic zones

27. Question: Will travel or dispatch logistics factor into pricing?

Answer: No

28. Question: If a ticket is deemed unlocatable, are there documentation standards (e.g., required photos, timestamps, field notes) necessary to justify billing?

Answer: Yes

29. Question: Will UCW provide downloadable GIS data or only view-only access?

Answer: View Only

a. If only view-only, are contractors allowed to charge for inefficiencies due to access limitations?

Answer: Yes

30. Question: Will Union County consider minimum daily ticket counts or mobilization fees if volume drops below a sustainable level?

Answer: No

31. Question: Will Union County allow annual rate adjustments for inflation or CPI increases over the three-year contract period?

Answer: Refer to Add/Delete/Replace Section, Item #1

32. Question: Can you confirm if any specific conditions or facilities automatically qualify a ticket as an “advanced locate” requiring GPR or potholing?

Answer: No

33. Question: Will time spent on damage investigation be billable if the damage is not due to contractor error?

Answer: No

34. Question: Is the 40–60 ticket volume representative of the total workload across all Locate Technicians, or is that the expected daily volume per Technician?

Answer: Daily

35. Question: What type of utility prints or maps do you currently have available?

Answer: GIS

a. **Question:** Do you utilize a GIS system?

Answer: Yes

36. Question: What portion of your utilities are locatable using standard locating equipment?

Answer: 70%

37. Question: Of the estimated 3000 annual Advanced Locates needed, do you know what percentage of 811 tickets typically require the use of Ground Penetrating Radar (GPR), and what percentage of 811 tickets require potholing for verification?

Answer: Unknow.

38. Question: How many tickets does UCW expect to assign to the contractor?

Answer: Refer to question/answer section, item #34.

39. **Question:** What is the process to determine which tickets are assigned to the contractor?

Answer: Geographic area or zones

40. **Question:** Would the contractor be required to purchase access to IRTTH?

Answer: No

41. **Question:** What fees are associated with IRTTH subscriptions for the contractor?

Answer: No

42. **Question:** Would UCW provide user accounts for any contractor employees assigned to this work, under Union County's current licensing with IRTTH?

Answer: Yes

43. **Question:** Is UCW open to have tickets assigned to the contractor by a geographic boundary?

Answer: No

44. **Question:** Is UCW open to creating NC811 member codes for a dedicated geographic region assigned to the contractor?

Answer: No

45. **Question:** Is UCW open to allowing the contractor to receive tickets directly from NC811 into the contractor's ticket management system, and then having the contractor's ticket management system import data into UCW's IRTTH account?

Answer: No

End of Addendum No. 1



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-664

Agenda Date: 11/3/2025

TITLE:

Bid Award & Contract - Joe Kerr Sub-Basin Rehabilitation Project

INFORMATION CONTACT:

John Shutak, Union County Water, Engineering Director, 704-283-3651

ACTION REQUESTED:

1) Award contract to B&C Utility Contracting, LLC in the amount of \$379,285.00; 2) authorize the County Manager to i) negotiate and execute an agreement with B&C Utility Contracting, LLC substantially consistent with this agenda item, ii) exercise any renewal or extension term options set forth in the agreement, and iii) terminate the agreement if deemed in the best interest of the County, each in the County Manager's discretion; and 3) adopt Resolution Providing Notice of Construction of the Joe Kerr Sub-Basin Rehabilitation Project construction.

PRIOR BOARD ACTIONS:

November 18, 2024, Regular Meeting, Agenda Item #24-757 - Approved Hydrostructures, P.A. (a.k.a. Duke's d/b/a DH Engineering NC, PLLC) Task Order 2020-23 for engineering design and construction administration services.

BACKGROUND:

The Wastewater Rehab & Renewal Program, as adopted by the Board of County Commissioners, includes an annual allocation for rehab and renewal of wastewater infrastructure. This project will include the rehabilitation of manholes and cleanouts identified in the Six Mile Creek Basin SSES report for Joe Kerr Sub-Basins M9, M8, M1, and M5 dated September 2024.

On November 18, 2024, the BOCC approved Hydrostructures, P.A. (a.k.a. Duke's d/b/a DH Engineering NC, PLLC) Task Order 2020-23 for engineering design and construction administration services for the project in the amount of \$54,000.00.

On September 4, 2025, the Procurement Department partnered with the Union County Water to issue an Invitation for Bid - IFB 2026-006. On September 30, 2025, six (6) bids for the title project were received. All bids were tabulated, reviewed, and certified by Duke's d/b/a DH Engineering NC, PLLC per the attached award recommendation letter and bid tabulation. The bids ranged from \$379,285.00 to \$684,580.00; staff recommends that the project be awarded to the lowest responsive, responsible bidder, B&C Utility Contracting, LLC, in the amount of \$379,285.00.

FINANCIAL IMPACT:

Funding is available within the adopted capital account 60185090 Joe Kerr Sub-Basin Rehabilitation

Project to support the construction contract amount of \$379,285.00 with B&C Utility Contracting, LLC.

October 2, 2025

Mr. Grant Moore, PE
Union County Water
500 N. Main Street
Monroe, NC 28112

Re: Recommendation of Award – BID No. 2026-006
Joe Kerr Sub-Basin Manhole Rehabilitation Project
Union County Water
Monroe, North Carolina

Dear Mr. Moore:

Sealed bids for the Joe Kerr Sub-Basin Manhole Rehabilitation Project were opened at 2 p.m. on September 30th, 2025. Six bids were received, and they are tabulated on the attached Certified Bid Tabulation. A summary of the bids follows:

BIDDER	TOTAL BID PRICE
B&C Utility Contracting LLC	\$379,285.00
Hydro-Klean, LLC	\$534,599.00
Mid Atlantic Sewer, LLC	\$538,550.00
Nu-Pipe, LLC	\$495,439.53
SOS General Construction Inc.	\$684,580.00
Mainlining America, LLC	\$497,825.00

B&C Utility Contracting, LLC (NCGC #101288) is currently licensed in North Carolina. They are not listed on the State/Federal Government Debarment registries, or any Do-Not-Contract lists published by the NC Department of State Treasurer.

B&C Utility Contracting has a favorable reputation for providing quality workmanship and materials. They have performed successful manhole rehabilitation projects and are recommended by multiple public works entities.

Therefore, Dukes/DH Engineering recommends award of this project to B&C Utility Contracting, LLC in the amount of \$379,285.00

If you have any questions, please feel free to contact me.

Sincerely,
Dukes/DH Engineering NC, PLLC



A. Trey Lineberry, P.E.
Project Engineer

Attachments: Certified Bid Tabulation

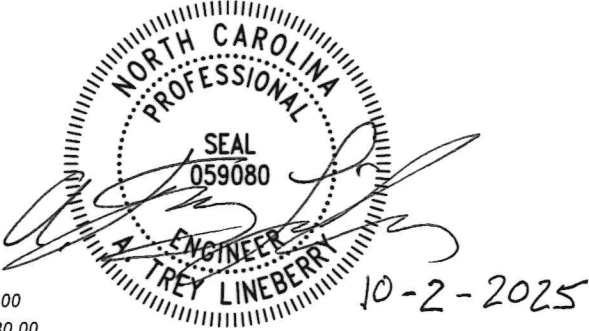
Certified Bid Tabulation															
OWNER: UNION COUNTY PROJECT: JOE KERR SUB-BASIN MANHOLE REHABILITATION PROJECT BID DATE: SEPTEMBER 30TH, 2025 DH ENGINEERING NC, PLLC				B&C Utility Contracting, LLC Robbins, NC License No. 101288		Hydro-Klean, LLC Des Moines, IA License No. 103826		Mid Atlantic Sewer, LLC Wilmington, DE License No. 106762		Nu-Pipe, LLC St. Petersburg, FL License No. 75037		SOS General Construction Inc Concord, NC License No. 101806		Mainlining America, LLC Livingston, NJ License No. 79079	
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
Manhole Repair/Rehabilitation															
1	Complete Rehabilitation with 1-inch Cementitious coating - 4' Diameter	VFT	180	\$375.00	\$67,500.00	\$336.00	\$60,480.00	\$300.00	\$54,000.00	\$425.00	\$76,500.00	\$350.00	\$63,000.00	\$400.00	\$72,000.00
2	Complete Rehabilitation with 1-inch Cementitious coating - 5' Diameter	VFT	139	\$425.00	\$59,075.00	\$389.00	\$54,071.00	\$450.00	\$62,550.00	\$475.00	\$66,025.00	\$535.00	\$74,365.00	\$425.00	\$59,075.00
3	Reset Frame and Cover (In Pavement)	EA	2	\$1,000.00	\$2,000.00	\$2,750.00	\$5,500.00	\$2,750.00	\$5,500.00	\$2,350.00	\$4,700.00	\$1,140.00	\$2,280.00	\$2,500.00	\$5,000.00
4	Reset Frame and Cover (Not In Pavement)	EA	2	\$700.00	\$1,400.00	\$1,750.00	\$3,500.00	\$2,400.00	\$4,800.00	\$1,750.00	\$3,500.00	\$975.00	\$1,950.00	\$1,000.00	\$2,000.00
5	Replace Frame and Cover (In Pavement)	EA	1	\$1,500.00	\$1,500.00	\$3,350.00	\$3,350.00	\$3,600.00	\$3,600.00	\$3,750.00	\$3,750.00	\$2,450.00	\$2,450.00	\$3,000.00	\$3,000.00
6	Replace Frame and Cover (Not In Pavement)	EA	15	\$1,200.00	\$18,000.00	\$2,350.00	\$35,250.00	\$3,000.00	\$45,000.00	\$1,450.00	\$21,750.00	\$1,975.00	\$29,625.00	\$2,300.00	\$34,500.00
7	Install Chimney Seal	EA	19	\$500.00	\$9,500.00	\$1,050.00	\$19,950.00	\$650.00	\$12,350.00	\$1,250.00	\$23,750.00	\$1,500.00	\$28,500.00	\$400.00	\$7,600.00
8	Grout Chimney	EA	43	\$225.00	\$9,675.00	\$950.00	\$40,850.00	\$800.00	\$34,400.00	\$900.00	\$38,700.00	\$950.00	\$40,850.00	\$1,200.00	\$51,600.00
9	Grout Patch	EA	22	\$175.00	\$3,850.00	\$950.00	\$20,900.00	\$500.00	\$11,000.00	\$250.00	\$5,500.00	\$550.00	\$12,100.00	\$900.00	\$19,800.00
10	Inject Hole	EA	4	\$600.00	\$2,400.00	\$800.00	\$3,200.00	\$750.00	\$3,000.00	\$750.00	\$3,000.00	\$625.00	\$2,500.00	\$900.00	\$3,600.00
11	Grout Hole	EA	1	\$175.00	\$175.00	\$800.00	\$800.00	\$500.00	\$500.00	\$350.00	\$350.00	\$500.00	\$500.00	\$900.00	\$900.00
12	Inject Step Hole	EA	3	\$600.00	\$1,800.00	\$550.00	\$1,650.00	\$750.00	\$2,250.00	\$450.00	\$1,350.00	\$720.00	\$2,160.00	\$900.00	\$2,700.00
13	Grout Joint	EA	2	\$200.00	\$400.00	\$425.00	\$850.00	\$750.00	\$1,500.00	\$250.00	\$500.00	\$935.00	\$1,870.00	\$900.00	\$1,800.00
14	Inject Joint	EA	65	\$600.00	\$39,000.00	\$800.00	\$52,000.00	\$750.00	\$48,750.00	\$750.00	\$48,750.00	\$1,215.00	\$78,975.00	\$350.00	\$22,750.00
15	Inject Pipe Connection	EA	18	\$650.00	\$11,700.00	\$500.00	\$9,000.00	\$750.00	\$13,500.00	\$500.00	\$9,000.00	\$2,140.00	\$38,520.00	\$400.00	\$7,200.00
16	Reform Bench and Channel	EA	7	\$1,000.00	\$7,000.00	\$1,800.00	\$12,600.00	\$2,000.00	\$14,000.00	\$1,200.00	\$8,400.00	\$2,175.00	\$15,225.00	\$2,000.00	\$14,000.00
17	Clean	EA	12	\$800.00	\$9,600.00	\$450.00	\$5,400.00	\$1,000.00	\$12,000.00	\$250.00	\$3,000.00	\$5,110.00	\$61,320.00	\$800.00	\$9,600.00
18	Repair Manhole Vent Pipe	EA	1	\$700.00	\$700.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$3,750.00	\$3,750.00	\$815.00	\$815.00	\$4,500.00	\$4,500.00
19	Repair Broken/Missing Cleanout Cap	EA	22	\$80.00	\$1,760.00	\$125.00	\$2,750.00	\$450.00	\$9,900.00	\$700.00	\$15,400.00	\$950.00	\$20,900.00	\$300.00	\$6,600.00
20	Repair Broken Cleanout	EA	15	\$250.00	\$3,750.00	\$1,250.00	\$18,750.00	\$3,000.00	\$45,000.00	\$2,500.82	\$37,512.30	\$1,140.00	\$17,100.00	\$2,500.00	\$37,500.00
21	Repair Broken Service Lateral	EA	7	\$1,000.00	\$7,000.00	\$12,964.00	\$90,748.00	\$6,750.00	\$47,250.00	\$2,678.89	\$18,752.23	\$1,725.00	\$12,075.00	\$2,800.00	\$19,600.00
22	Flow Bypassing	LS	1	\$25,000.00	\$25,000.00	\$5,000.00	\$5,000.00	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$48,500.00	\$48,500.00	\$6,000.00	\$6,000.00
23	Traffic Control	LS	1	\$20,000.00	\$20,000.00	\$10,500.00	\$10,500.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$52,500.00	\$52,500.00	\$30,000.00	\$30,000.00
24	Residual Material Disposal Allowance	LS	1	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
25	Contingency	LS	1	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
Total of All Unit Price Bid Items (1-24)					\$379,285.00		\$534,599.00		\$538,550.00		\$495,439.53		\$684,580.00		\$497,825.00

Bids Certified By: A. Trey Lineberry, PE Date: October 2nd, 2025

Note - Prices highlighted in yellow indicate a discrepancy found within the submitted bid form.
Unit prices govern, and corrections have been made on this certified bid tab.
No change in rank occurred resulting from this correction.

Correction Notes

- 1. Hydro-Klean LLC incorrectly calculated the total bid price for line items 13 & 14. Corrections have been made using the bid unit price. Bid total changes from \$526,766.00 to \$534,599.00
- 2. SOS Contruction Inc incorrectly calculated the total bid price for line items 4 & 12. Corrections have been made using the bid unit price. Bid total changes from \$684,620.00 to \$684,580.00



**RESOLUTION OF THE UNION COUNTY BOARD OF COMMISSIONERS PROVIDING NOTICE OF
JOE KERR SUB-BASIN MANHOLE REHABILITATION
PROJECT CONSTRUCTION**

WHEREAS, pursuant to G.S § 153A-457, a county shall notify property owners and adjacent property owners prior to commencement of any construction project by the county; and

WHEREAS, G.S. § 153A-457 provides that notice of a county construction project is deemed sufficient if notice of the construction project is given in any open meeting of the county prior to the commencement of the construction project; and

WHEREAS, the Union County Board of Commissioners desires to give notice of construction of the Joe Kerr Sub-Basin Manhole Rehabilitation Project prior to commencement of project construction as required by G.S. § 153A-457.

NOW, THEREFORE, BE IT RESOLVED BY THE Union County Board of Commissioners that:

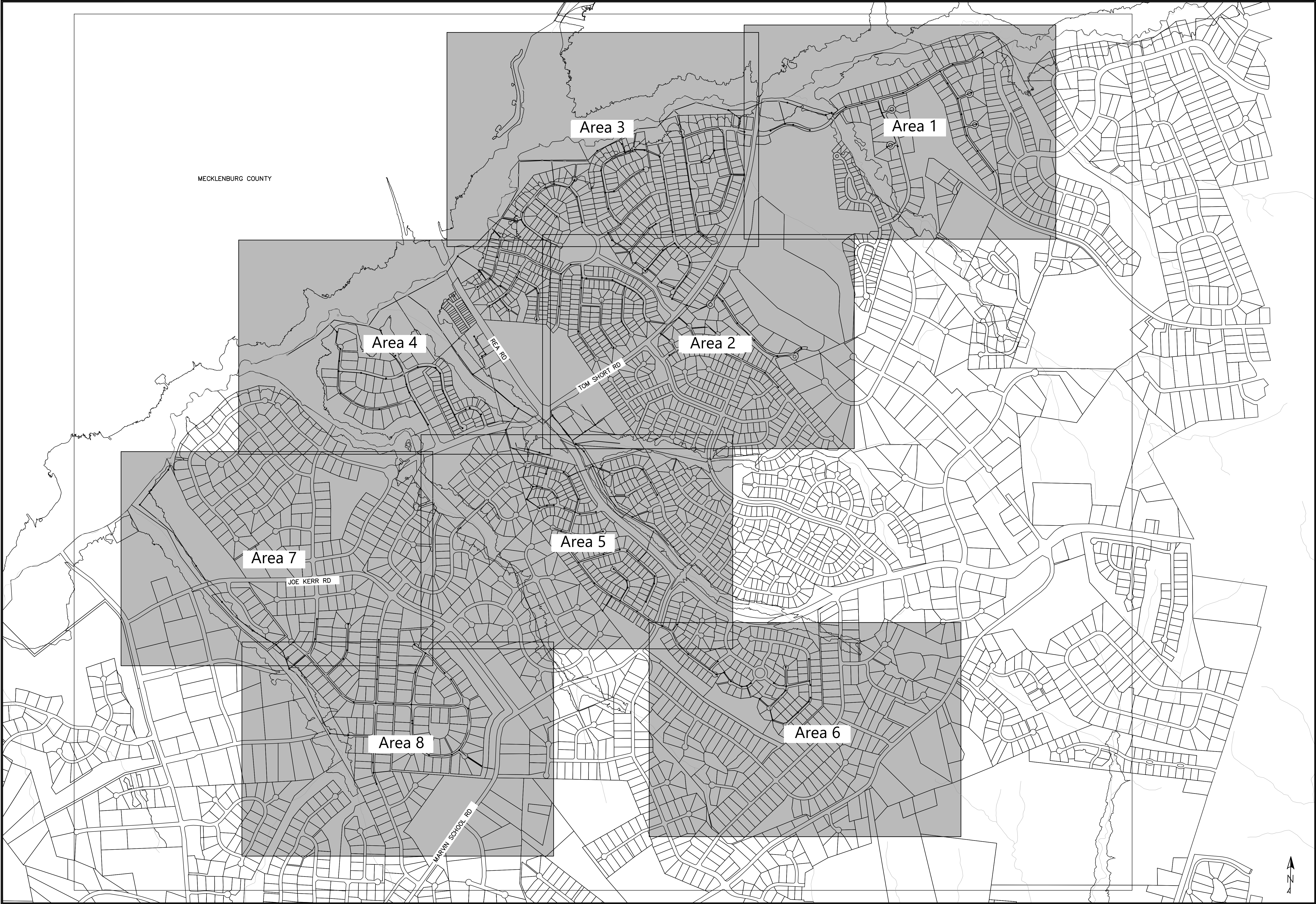
1. Union County may commence construction of the Joe Kerr Sub-Basin Manhole Rehabilitation Project on property as shown on the attached map after the award date of the construction contract for the project.
2. This resolution and notice is adopted in accordance with the construction notice requirements of G.S. § 153A-457.

Adopted this the 3rd day of November, 2025.

Attest:

Lynn West
Clerk to the Board

Melissa Merrell
Chair, Union County Board of Commissioners





Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-665

Agenda Date: 11/3/2025

TITLE:

Sole Source Standardization Approval and Purchase - Calgon Carbon Granular Activated Carbon Filter Media Replacement

INFORMATION CONTACT:

Christopher Clark, Union County Water - Water and Wastewater Division, Director, 704-296-4215

ACTION REQUESTED:

1) Approve the standardization of Filtrasorb 820 carbon filter media, manufactured and installed exclusively by Calgon Carbon, as the County's granular activated carbon as part of the water treatment process and 2) authorize the County Manager to i) negotiate and execute an agreement substantially consistent with this agenda item, ii) exercise any renewal or extension term options set forth in the Agreement, and iii) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

Since February 2023, The Yadkin River Water Treatment Plant, Union County Water has operated four filters utilizing granular activated carbon (GAC) as part of the water treatment process. These filters were initially equipped with Filtrasorb 820, a high-activity GAC product manufactured by Calgon Carbon Corporation, as specified by the design-builder. Following several months of operation and thorough evaluation, Union County Water, Water and Wastewater Division, Water Treatment Department recommends standardizing the use of Filtrasorb 820 for continued operations.

Filtrisorb 820 is specifically engineered for potable water treatment applications and is under NSF/ANSI Standard 61 and AWWA B604. Based on operational experience and laboratory performance data collected over the past 2½ years, Filtrasorb 820 has proven to be the most effective solution for maintaining regulatory compliance and treatment efficiency across all four filters. It has consistently demonstrated reliable performance in removing organic contaminants, taste and odor compounds, and disinfection byproduct precursors.

Standardizing the use of Filtrasorb 820 will ensure operational consistency and support the long-term integrity of Union County's water treatment systems. No other supplier provides this exact formulation nor can guarantee compatibility with the County's existing filter infrastructure. Therefore, we are requesting the Board to approve Sole Source Standardization for Filtrasorb 820, manufactured and installed exclusively by Calgon Carbon Corporation. This request is in accordance with the Union County Procurement Policy, Section 3.8, Item (ii), a needed product is available from only one source

of supply.

In FY26, Union County Water plans to complete two full carbon media replacements using Filtrasorb 820. Each filter replacement requires 2,280 cubic feet of media and will be installed by Calgon Carbon. The cost of each replacement is \$180,370.00, resulting in a total planned expenditure of \$360,740.00 for FY26.

FINANCIAL IMPACT:

Funding is available within the adopted FY2026 Water Treatment Department Budget to support the purchase amount of \$360,740.00.

To: Brian Matthews, County Manager

From: Christopher Clark, UCW, Director of Water & Wastewater Division *CBC*

CC: Corey Brooks, Interim Director of Procurement & Contract Management

Date: October 13th, 2025

Re: Sole Source Exception for Calgon Carbon Filtrasorb® 820 Filter Media

At the newly constructed Yadkin River Water Treatment Plant, Union County Water operates four filters that utilize granular activated carbon (GAC) as part of the water treatment process. These filters became operational in 2023 and were initially equipped with Filtrasorb 820, a high-activity GAC product manufactured by Calgon Carbon Corporation, as specified by the design-builder. Following several months of operation and thorough evaluation, Union County Water, Water and Wastewater Division, Water Treatment Department recommends standardizing the use of Filtrasorb 820 for continued operations.

Filtrasorb 820 is specifically engineered for potable water treatment applications and is under NSF/ANSI Standard 61 and AWWA B604. Based on operational experience and laboratory performance data collected over the past 2½ years, Filtrasorb 820 has proven to be an effective solution for maintaining regulatory compliance and treatment efficiency across all four filters. It has consistently demonstrated reliable performance removing organic contaminants, taste and odor compounds, and disinfection byproduct precursors. Furthermore, Iodine Adsorption Number (IAN) testing, which measures the adsorption capacity of GAC, when compared with percent total organic carbon (TOC) removal data, indicates little to no reduction in organic removal efficiency, even as the Filtrasorb 820 "ages".

Calgon Carbon Corporation is the sole manufacturer and authorized distributor of Filtrasorb 820. Using an alternative GAC product would introduce risks of performance variability, require time intensive testing and requalification and could potentially impact treatment reliability. The use of a single vendor who manufactures their product and is responsible for both media performance and installation simplifies troubleshooting and warranty related concerns.

We are requesting approval to submit a request to the BOCC to standardize Filtrasorb 820 from Calgon Carbon as a sole-source product in accordance with Section 3.8, *Sole Source Exemption Process*, of the UC Procurement Policy. Please let us know if any additional information is needed to assist with processing this request.

Brian Matthews, County Manager: Brian W Matthews Date: 10/20/25



September 17, 2025

Union County Government

Yadkin River Water Treatment Plant
3522 New Salem Road
Monroe, NC 28110

Mr. Brian Jackson:

This letter serves to clarify the unique characteristics and market standing of Calgon Carbon's Filtrasorb 820 granular activated carbon (GAC) product.

Filtrasorb 820 originates from metallurgical grade bituminous coal mined in the United States of America. The raw coal is subsequently manufactured into GAC via reagglomeration and thermal activation processes, again in the United States. The consistent performance and physical properties of Filtrasorb 820 are directly attributable to the consistent physical properties of the raw materials and performance of the manufacturing processes.

The unique mixture of raw materials and manufacturing approaches influence the properties of the final GAC product. The density, abrasion, ash, and adsorption characteristics for Filtrasorb 820 are unique to this product, and are all dictated by the specific combination of raw materials and process conditions. To obtain a product that delivers the consistent, high-level performance of Filtrasorb 820, you must specify and purchase Filtrasorb 820. Calgon Carbon Corporation is the sole manufacturer and supplier of this material.

Sincerely,

Michael Prevade

Michael Prevade
National Accounts Manager – Drinking Water Solutions
Calgon Carbon Corporation
724-417-0405



July 18, 2025

Brian Jackson
Union County NC
Water Treatment Superintendent
980-669-9199

Dear Brian,

Calgon Carbon is pleased to provide the following quote for the following scopes at the Yadkin Water Treatment Facility.

GAC Filter Information:

- Number of Filters: 4
- Filter Size: 30'x19'x4' bed depth
- Filter Volume 2,280 ft³ each
- Carbon Type: Filtrasorb 820

SCOPE: 2,280 ft³ of Filtrasorb 820 with standard turnkey carbon exchange:

Pricing: \$180,370.00 delivered to North Carolina.

- Removal of approximately 2,280 ft³ of spent carbon from (1) filter
- Spent carbon will be educted from filter into open top dump trailers
- Return spent to CCC facility for reactivation/disposal (based on approved CAN)
- If required filter will be disinfected and tested (by customer)
- Installation of virgin Filtrasorb 820 by CCC personnel (Approximately 72,000 pounds)
- Measure final GAC level after filter is backwashed and drained
- All necessary eduction equipment, hoses, hopper and labor by Calgon Carbon for GAC removal and replacement in and out of the filter
- Ongoing annual testing of two GAC samples by Calgon Carbon upon request

ITEMS NOT INCLUDED IN THIS OFFER:

- No filter or underdrain repairs or subsequent time needed for such repairs are included in this offer
- No disinfection or subsequent down time or analytical testing is included
- No applicable taxes are included



SPECIAL TERMS AND CONDITIONS:

1. Upon acknowledgement of any Purchase Order, the Buyer may be requested to complete a Credit Application and provide Tax Exemption Documentation.
2. The quoted price is valid through April 1, 2026.
3. Proposal is based on acceptance of Calgon Carbons terms and conditions
4. Any carbon return for reactivation is contingent upon approved CAN testing
5. Any disposal cost is customer responsibility

Please feel free to contact me if you have any questions or need any additional information.

Sincerely,
Calgon Carbon Corporation
Michael Prevade
National Accounts Manager
Drinking Water Solutions
(724) 417-0405



PRODUCT SPECIFICATIONS
FILTRASORB 820 GRANULAR ACTIVATED CARBON

<u>Product Specification: FILTRASORB 820M</u>	<u>Value</u>	<u>Test Method</u>
Iodine Number (mg/g), min.	900	ASTM D4607
Moisture, weight %, max.	2	ASTM D2867
Effective size, mm	1.0 – 1.2	ASTM D2862
Uniformity Coefficient, max.	1.5	ASTM D2862
Abrasion No., min.	75	AWWA B604
Trace Capacity Number, (mg/cc), min.	9	TM-79, TM-85 (converted to TCN)
Screen Size (US Sieve), weight %		
* Larger than No. 8, max.	5	ASTM D2862
* Smaller than No. 20, max.	4	ASTM D2862
Ash, weight %, max.	10%	ASTM D2866
<u>Typical Property</u>	<u>Value</u>	
Apparent Density, g/cc	0.56	ASTM D2854
Water Extractables	<1%	AWWA B604
Non-Wettable	<1%	AWWA B604



GENERAL TERMS AND CONDITIONS

The following terms and conditions shall apply to the performance by Calgon Carbon Corporation ("Calgon Carbon") of all sales of products and services (defined herein as "Products") pursuant to the Agreement.

1. **Price and Payment.** Unless otherwise stated in the Agreement: (a) Products will be billed for at the time of delivery; and (b) Payment terms shall be net 30 days, or net 45 days if paid by Electronic Funds Transfer (ETF). A late payment fee of 1.25% per month, or the highest lawful rate, whichever is less, will apply to all amounts past due, and will be prorated per day.

2. **Force Majeure.** Calgon Carbon shall have no liability to Customer or its customers or users, and shall have the right to suspend shipments hereunder, in the event of war, riot, terrorism, accident, explosion, sabotage, flood, acts of God, fire, court order, strike, labor disturbance, work stoppage, national defense requirements, act of governmental authority, extraordinary failure of equipment or apparatus, inability to obtain electricity or other type of energy, raw material, labor, equipment or transportation or other causes beyond Calgon Carbon's control. It is understood and agreed that settlement of strikes, lockouts and other labor disputes shall be entirely within the discretion of Calgon Carbon and that nothing in this Agreement shall require the settlement of strikes, lockouts and labor disputes when such course is inadvisable in the sole discretion of Calgon Carbon.

3. **Warranty.** Calgon Carbon warrants that all Products provided under this Agreement shall conform to the specifications for such Products for the time period as published by Calgon Carbon from time to time during the term of this Agreement. Calgon Carbon warrants that any technical assistance will be competent and reflect the professional knowledge or judgment of its representatives. Calgon Carbon shall correct any failure to conform to either of the applicable foregoing warranties of which it is notified in writing prior to ninety (90) days after the date of delivery of the allegedly non-conforming Products by replacement of product or reperformance of services. **THE WARRANTIES SET FORTH IN THIS PROVISION ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES WHETHER STATUTORY, EXPRESS OR IMPLIED (INCLUDING BUT NOT LIMITED TO ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND ALL WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OF TRADE).** The remedies provided above are Customer's sole remedies for any failure of Calgon Carbon to comply with its obligations. Corrections of any nonconformity in the manner and for the period of time provided above shall constitute complete fulfillment of all the liabilities of Calgon Carbon whether Customer's claims are based in contract, in tort (including negligence or strict liability) or otherwise with respect to or arising out of the Products furnished hereunder.

4. **Indemnification.** Subject to Section 5 below, each party during the term of this Agreement to the extent of its negligence or willful misconduct will indemnify and save the other party harmless at all times against any liability on account of any and all claims, damages, law suits, litigation, expenses, counsel fees, and compensation arising out of property damages or personal injuries, (including death), arising out of its performance under this Agreement. Customer will reimburse Calgon Carbon for damages to the system site or to Calgon Carbon's equipment or goods, caused by the negligence or willful misconduct of Customer, its employees, representatives, or agents. In the case of intentional or repeated damage, Calgon Carbon shall have the additional right to terminate this Agreement.

5. **Limitation of Liability.** Notwithstanding any provision to the contrary herein, the parties hereto agree that in no event shall Calgon Carbon or its contractors or suppliers of any tier be liable to Customer for any indirect, special, consequential, incidental or punitive damages as a result of a breach of any provision of this Agreement or for any other claim of any kind arising out of or relating to this Agreement, whether in contract, in tort (including negligence or strict liability) or otherwise. Notwithstanding any provision to the contrary herein, for all losses, damages, liabilities or expenses (including attorney's fees and costs), whether for indemnity or negligence, including errors, omissions or other acts, or willful misconduct, or based in contract, warranty (including any costs and fees for repairing, replacing or re-performing services or curing a breach hereof), or for any other cause of action (individually, a "Claim"; collectively, "Claims"), Calgon Carbon's liability, including the liability of its insurers, employees, agents, directors, and officers and all other persons for whom Calgon Carbon is legally responsible, shall not, to the maximum extent permitted by law, exceed in the cumulative aggregate with respect to all Claims arising out of or related to this Agreement, the lesser of (a) the total amount of compensation paid to Calgon Carbon hereunder, and (b) One Million Dollars (\$1,000,000).

6. **Taxes, Permits, Tariffs, and Licenses.** The fees do not include any Federal, state or local property, license, privilege, sales, use, excise, gross receipts or other like taxes, tariffs or duties, licenses, or other assessments which may now or hereafter be applicable to, measured by or imposed upon or with respect to the transaction, the property, its sale, value or use, or any services performed in connection therewith. Customer agrees to pay any sales and use taxes upon or measured by Calgon Carbon's services provided hereunder and for all applicable licenses, property taxes, personal property taxes and other taxes, fees, or assessments imposed on the Products or upon the installation and operation of the Products (except taxes on Calgon Carbon's income) and will prepare and submit all documents, plans, and schedules that may be required by governmental agencies with the reasonable assistance of Calgon Carbon where necessary. Customer shall provide Calgon Carbon with a direct pay permit for sales tax, an affidavit of sales tax exemption, or an affidavit that Products are exempt from sales tax, or Calgon Carbon has the right to invoice Customer for said taxes on each invoice.

7. **Title; Risk of Loss.** Calgon Carbon warrants that it is the lawful owner of and has the right to sell the products under this Agreement and will defend the same against all lawful claims and demands of all persons. The risk of loss due to casualty or destruction shall be borne by Customer upon Calgon Carbon's tender of the Products to the carrier for transportation to Customer. Notwithstanding the foregoing or the provisions of the UCC or INCOTERMS, title to the goods, and all accessions to or products of the goods, shall remain with Calgon Carbon until the later of (a) payment in full of the purchase price and of other amounts owing by the Customer and (b) delivery to the Customer, if the Customer is located outside the United States.

8. **Inspection.** Customer shall have the right to inspect the Products delivered under this Agreement and agrees promptly to notify Calgon Carbon of any nonconformity, defective condition or breach of warranty, and unless Customer gives prompt written notice to Calgon Carbon of such breach of warranty, Customer's rights and remedies under this Agreement shall be deemed to have been waived. No claim for breach of warranty may be made by Customer more than ninety (90) days after date of delivery of such Product to Customer hereunder.

9. **Termination.** Calgon Carbon may cancel this Agreement if any of the following occurs: (a) Customer becomes insolvent; (b) Customer ceases to conduct its operations in the normal course of business; (c) Customer is unable to meet its obligations as they mature, or admits



in writing such inability or fails to provide adequate assurances of its ability to perform its obligations hereunder; (d) Customer files a voluntary petition in bankruptcy; (e) Customer suffers the filing of an involuntary petition in bankruptcy and the same is not dismissed within thirty (30) days after filing; (f) a receiver, custodian or trustee is appointed for Customer or for a substantial part of its property; (g) Customer fails to make payment on the terms and within the time specified in this Agreement, or breaches any other obligations under this Agreement; or (h) Customer executes an assignment for the benefit of its creditors. In the event of such cancellation, Calgon Carbon shall have all rights and remedies set forth in the UCC of any applicable jurisdiction and all other remedies available at law or in equity.

10. Export Controls. Customer acknowledges that the Products and related technology are subject to U.S. export controls and economic sanctions, which may include the International Traffic in Arms Regulations ("ITAR"), the Export Administration Regulations ("EAR") and regulations promulgated by the U.S. Department of the Treasury Office of Foreign Assets Control. Customer further acknowledges that the reexport of the Products and/or related technology to a third country or retransfer to an unapproved end user may require a license or other authorization from the Government of the United States. Such licenses or other authorizations may impose further restrictions on the reexport or retransfer of the Products and/or related technology. U.S. law also restricts the reexport or retransfer of U.S.-origin goods, technology, or services to countries or persons subject to U.S. sanctions or embargoes. Customer agrees to comply with all applicable U.S. export control and economic sanctions laws and regulations. It is the sole responsibility of the Customer to apply for and obtain any necessary licenses or other authorizations prior to any reexport or retransfer of the Products and/or related technology. Calgon Carbon makes no warranty that any such licenses or other authorizations will be granted, and shall have no liability for Customer's inability to obtain such licenses or other authorization or for any violation by Customer of any applicable export control and/or economic sanctions laws and regulations. Customer will indemnify Calgon Carbon and hold it harmless from any liability resulting from Customer's violation of this provision or applicable export laws or regulations. Notwithstanding any other provision in this Agreement, Calgon Carbon shall have the right to terminate this Agreement immediately upon the determination by Calgon Carbon, in Calgon Carbon's sole discretion, that Customer has breached, intends to breach, or insists upon breaching any of the provisions in the above clauses.

11. Confidentiality. Other than in the performance of the terms of the Agreement, neither Customer nor its agents, employees, or subcontractors shall use or disclose to any person or entity any confidential information of Calgon Carbon (whether written, oral, electronic or other form) that is obtained or otherwise prepared or discovered in connection with this Agreement. Customer agrees that all pricing, discounts, design drawings and technical information that Calgon Carbon provides to Customer are the confidential and proprietary information of Calgon Carbon, whether or not otherwise identified as such. The obligations under this section continue perpetually and survive the termination or expiration of any underlying agreement between the parties. The provisions of this section relating to use and disclosure shall not apply to any information that: (a) is or becomes generally available to the public other than as a result of a disclosure by Customer under this Agreement; (b) becomes available to Customer from a source other than Calgon Carbon without breach of any obligation of confidentiality; (c) was independently developed by Customer without violation of Calgon Carbon's rights and without reference to the confidential information, as evidenced by written records, maintained in the ordinary course of business by Customer; (d) is used or disclosed with the prior written approval of Calgon Carbon; (e) is information previously known to Customer as evidenced by written records maintained by Customer in the ordinary course of business, and not otherwise subject to any confidentiality restrictions; or (f) Customer becomes legally compelled (by oral questions, interrogatories, requests for information or documents, subpoenas, investigative demands or similar process) to disclose. If Customer becomes legally compelled (by oral questions, interrogatories, requests for information or documents, subpoenas, investigative demands or similar process) to disclose any of the confidential information, Customer shall provide Calgon Carbon with prompt written notice so that Calgon Carbon may seek a protective order or other appropriate remedy or waive compliance with the provisions of this Agreement. If such protective order or other remedy is not obtained, or if Calgon Carbon waives compliance with the provisions of this Agreement, Customer shall furnish only that portion of the confidential information which Customer is legally required to disclose and shall exercise its reasonable efforts to obtain reliable assurance that confidential treatment shall be accorded the confidential information.

12. Assignment. Neither party may assign this Agreement, including without limitation any of its rights or obligations hereunder, without the express written consent of the other party hereto; provided that Calgon Carbon may assign this Agreement, including without limitation any of its rights or obligations hereunder, to any of its parents, subsidiaries or affiliates or to any third party which merges with Calgon Carbon or acquires all or substantially all of its business and assets or a substantial part of its assets or business relating to the Products without Customer's consent.

13. Governing Law. This Agreement will be governed by, construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania, without regards to its conflict of law principles. The UN Convention on Contracts for the International Sale of Goods shall not apply to the transaction represented hereby. The parties hereto agree to the exclusive jurisdiction of any state court situated in Allegheny County, Pennsylvania or in any Federal court situated in the Western District of Pennsylvania.

14. Management of Change. Calgon Carbon is constantly striving to improve its products and capabilities and to provide the best product to its customers. Calgon Carbon may from time to time develop product improvements or alterations with respect to the Products hereunder (the "Product Improvements"), and Calgon Carbon may implement such Product Improvements without notice to Customer so long as the performance of the Products will not be materially diminished, as determined in Calgon Carbon's sole discretion, and so long as Calgon Carbon has not separately agreed in writing to provide such notification to Customer. In the event that Calgon Carbon has agreed in writing to provide notice of Product Improvements to Customer (the "Notice"), then Calgon Carbon shall provide such Notice in accordance with the terms set forth in the separate writing.

15. Definitions. Terms used in this Agreement that are defined by the Uniform Commercial Code of the Commonwealth of Pennsylvania shall have the meanings contained therein.

16. Miscellaneous.



- a) In the event of any legal proceeding between Customer and Calgon Carbon relating to the Agreement or the Products, neither party may claim the right to a trial by jury, and both parties waive any right they may have under applicable law or otherwise to a trial by jury.
- b) In the event that any one or more provisions contained herein shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall remain in full force and effect, unless the revision materially changes the bargain.
- c) Calgon Carbon's failure to enforce, or Calgon Carbon's waiver of a breach of, any provision contained herein shall not constitute a waiver of any other breach or of such provision.
- d) Calgon Carbon reserves the right to correct clerical, arithmetical, or stenographic errors or omissions in the Agreement, quotations, order acknowledgments, invoices or other documents.
- e) Any notice or communication required or permitted hereunder shall be in writing and shall be deemed received when personally delivered or three (3) business days after being sent by certified mail, postage prepaid, to a party at the address specified herein or at such other address as either party may from time to time designate to the other.
- f) Customer agrees that it will not use Calgon Carbon's name(s), logo(s) or mark(s) in any public communication or press release, or for any other marketing or promotional purpose, without Calgon Carbon's prior written consent.



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-678

Agenda Date: 11/3/2025

TITLE:

Contract - Sewer Repair & Rehabilitation Excavation Repairs

INFORMATION CONTACT:

Christopher Clark, Union County Water - Water and Wastewater Operations, Director, 704-296-4215

ACTION REQUESTED:

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

The purpose of this Contract is to provide the UC Water Department with a Contractor to repair, rehab and replace existing sanitary sewers, manholes and service laterals. This Contract will be used to repair sewer system defects that are allowing substantial rainwater and groundwater (inflow and infiltration) to enter the sewer system as well as to repair significant structural defects that are causing re-occurring maintenance issues.

On June 5, 2025, the Procurement Department partnered with Water and Wastewater Operations to issue Invitation For Bid #2025-019 Sewer Repair & Rehabilitation Excavation Repairs. Only one bid was received, so the project was rebid on July 7, 2025. On July 18, 2025, one bid for the project was received and processed. The bid was tabulated, reviewed, and certified by the Water & Wastewater Operations Department. Staff recommends that the project be awarded to the lowest responsive, responsible bidder, GS Construction, Inc d/b/a G.S. Construction Service, Inc.

FINANCIAL IMPACT:

The estimated annual cost for this service is \$150,000. Since this contract contains an initial term of two years with three one-year renewal options, a total of \$750,000 is estimated to be spent. Funding is available in the adopted FY2026 budget with future expenditures subject to annual BOCC budget appropriation.

STATE OF NORTH CAROLINA

AGREEMENT

COUNTY OF UNION

1. AGREEMENT. This agreement ("Agreement") is entered into _____, by and between UNION COUNTY, a political subdivision of the State of North Carolina ("Union" or "Owner"), and G. S. CONSTRUCTION, INC. D/B/A G. S. CONSTRUCTION SERVICE, INC. ("Contractor"), a Georgia corporation authorized to do business in North Carolina, whose business address is 6404 Buford Highway, Norcross, GA 30071-2236.

2. INDEPENDENT CONTRACTOR. Contractor shall be an independent contractor in all its activities pursuant to this Agreement. Neither Contractor nor any of its employees are to be considered Union's employee or agent for any purpose including, but not limited to, the accrual of any employee benefits. Contractor is not authorized to represent Union or otherwise bind Union in any dealings between Contractor and third parties. Any employees furnished by Contractor under this Agreement shall be deemed to be Contractor's employees exclusively.

3. SCOPE OF THE WORK. The purpose of this Agreement is to provide Union with a Contractor to repair, rehab and replace existing sanitary sewers, manholes and service laterals and perform other miscellaneous sewer system repair work as set forth in this Agreement. Contractor shall furnish all labor, equipment, tools, materials, supplies, transportation, tests and supervision required to complete in a workmanlike manner the work described in the Project Work Assignment Sheets (the form of which is attached as Exhibit A) ("Work") which shall be executed from time to time and incorporated into this Agreement. Union is not financially committed by this Agreement to purchase any minimum amount of services. The County Manager, or his designee, is authorized to execute Project Work Assignment Sheets on behalf of Union. All Work shall be performed in accordance with the standards and specifications described in Union's Invitation for Bid No. 2025-019, Sewer Repair & Rehabilitation Excavation Services (the "IFB"), which IFB is incorporated herein by this reference.

4. ENGINEER. For each Project Work Assignment Sheet assigned to Contractor, Union may designate a professional engineer ("Engineer") to act as Union's representative for purposes of the individual Project Work Assignment Sheet. In addition to acting as Union's representative to the Contractor and on the Work site, as applicable, the Engineer shall perform site inspections, review all Work as completed, determine if such Work meets the specifications, and recommend invoices for payment if the Work completed is deemed acceptable. In the event no Engineer is designated in a Project Work Assignment Sheet, Union shall act as its own Engineer.

5. PERIOD OF PERFORMANCE. This Agreement shall commence as of the date first written above and shall continue for a period of two (2) years (the "Initial Term"). Following the Initial Term, Union, in its sole discretion, may elect to renew this Agreement for up to three (3) additional one (1)-year terms. Contractor shall promptly commence Work and shall complete Work as required in the Project Work Assignment Sheets.

6. PAYMENT FOR WORK. Union shall pay Contractor for Work the amounts set forth in the Project Work Assignment Sheets, in accordance with the unit cost pricing set forth in Contractor's Bid Form in response to the IFB (the "Bid"), which Bid is attached hereto and incorporated herein by reference. Union shall pay Contractor for Work satisfactorily completed within thirty (30) days of receipt of a verified invoice by Union's Finance Division. For purposes of this Agreement, a "verified invoice" is one in which all pay items listed have been performed to Union's satisfaction and to the standards set forth in the IFB. Contractor shall submit documentation supporting its entitlement to payment as required by Union, and Union shall have no obligation to pay Contractor unless and until Union has received such documentation. All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.

7. LICENSING REQUIREMENTS. Contractor represents and warrants that it is and shall remain properly licensed at all times in the performance of Work.

8. PERMITS AND LICENSES. Unless otherwise agreed in writing in advance by Union, Contractor shall obtain and pay for all licenses and permits that are required for it to perform Work.

9. COMPLIANCE WITH LAWS/COMPLIANCE WITH RULES AND POLICIES OF UNION. In performing the services pursuant to this Agreement, Contractor shall comply with all laws, rules, regulations, ordinances, codes, standards, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction. Contractor also shall comply with all rules and policies of Union.

10. INSURANCE. Contractor shall comply with the insurance requirements set forth in Exhibit B, attached and incorporated herein by reference.

No workers' compensation insurance shall be obtained by Union concerning Contractor or the employees of Contractor. Contractor shall comply with the workers' compensation law concerning Contractor and the employees of Contractor.

11. TAXES. Contractor shall be responsible for paying all taxes, fees, assessments and premiums of any kind payable on its employees and operations. Contractor shall substantiate, on demand by Union, that all taxes and other charges are being properly paid.

Pursuant to N.C.G.S. § 105-164.14, Union is eligible for sales and use tax refunds on all materials which become a permanent part of the construction. Contractor agrees to provide Union such documentation as may be necessary to meet the requirements of the North Carolina Department of Revenue regarding requests for refund of sales and use taxes. Such requirements include those described in the North Carolina Department of Revenue Sales and Use Tax Technical Bulletins § 18-2(F), outlined below:

To substantiate a refund claim for sales or use taxes paid on purchases of building materials, supplies, fixtures, and equipment by a contractor, Union must secure from a contractor certified statements setting forth the specific required information. A "certified statement" is a statement signed by a contractor's Union, a corporate officer of a contractor, or an employee of a contractor

who is authorized to provide information set forth in the statement. The certified statement must include all of the following information:

- a. The date the property was purchased;
- b. The type of property purchased;
- c. The cost of property purchased and the amount of sales and use taxes paid thereon;
- d. The vendor from whom the property was purchased;
- e. The project for which the property was purchased;
- f. If the property was purchased in the State of North Carolina, the county to which it was delivered, or, if the property was not purchased in the State of North Carolina, the county in which the property was used; and
- g. The invoice number of the purchase.

In the event Contractor makes several purchases from the same vendor, such certified statement must indicate the invoice numbers, the inclusive dates of the invoices, the total amount of the invoices, and the State and local sales and use taxes paid thereon. Such statement must also include the cost of any tangible personal property withdrawn from Contractor's warehouse stock and the amount of State and local sales or use tax paid thereon by Contractor. Any local sales or use taxes included in Contractor's statements must be shown separately from the State sales or use taxes. Contractor's statements must not contain sales or use taxes paid on purchases of tangible personal property purchased by Contractor for use in performing the Contract which does not annex to, affix to or in some manner become a part of the building or structure that is owned or leased by a governmental agency and is being erected, altered or repaired for use by a governmental entity as defined by N.C.G.S. § 105-164.14(c). Examples of property on which sales or use tax has been paid by Contractor and which shall not be included in Contractor's certified statement are scaffolding, forms for concrete, fuel for the operation of machinery and equipment, tools, equipment, equipment repair parts and equipment rentals. Similar certified statements by Subcontractors must be obtained by Contractor and furnished to Union.

Contractor shall submit notarized sales tax certificates which meet the requirements detailed above with each Application for Payment. Payment will not be made until the sales tax certificate(s) have been submitted to Union. Union is the recipient of sales tax refunds and no such funds shall be provided to Contractor, or claim made by Contractor therefor.

12. **WARRANTY OF WORK.** Contractor warrants that all Work shall be new, unless otherwise agreed in the Project Work Assignment Sheets, and of good quality and performed in a good and workmanlike manner. Contractor shall, at its own expense, at the request of Union, promptly replace or repair any defective or deficient Work for a period of one year after completion of Work. The express warranty contained in this section shall not diminish any of Union's rights against Contractor with respect to the time within which proceedings may be commenced to establish Contractor's liability with respect to Contractor's obligations other than specifically to correct Work.

13. INSPECTION. It is agreed and understood that Union, through its Engineer or other agents, has the right to inspect the Work for compliance with the specifications, the IFB and other contract documents, but nothing contained in this Agreement shall be taken or understood to authorize such control of the Work or delivery of materials as to relieve the Contractor of its obligations, or as to make the Contractor an agent of Union.

14. FINAL INSPECTION AND PAYMENT. When all Work is completed on a Project Work Assignment Sheet, the Engineer shall, upon Union's request, perform an inspection of the Work and generate a punchlist of defects, deficiencies, and issues for the Contractor to address. Contractor shall address all deficiencies within twenty-one (21) days, or Work will not be allowed to continue on other Project Work Assignment Sheets until the deficiencies are completely addressed. After the Contractor addresses the punchlist to the satisfaction of the Engineer, Contractor may submit a final invoice for payment on the Project Work Assignment Sheet.

15. SAFETY. Contractor shall establish and enforce safe working procedures at all times during its performance of Work in accordance with all federal, state and local laws, ordinances, rules and regulations pertaining to safety.

16. AGE LIMITS. No employee of Contractor under the age of 18 shall be permitted on property owned or leased by Union.

17. CLEANUP. Contractor shall keep its work areas clean of debris and excess materials, and at the end of each day will leave its work areas in broom-clean condition. If Contractor fails to clean up as required herein, Union may clean up and deduct the cost from Contractor's payment.

18. LIABILITY. Contractor agrees to protect, defend, indemnify and hold Union, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

19. TERMS OF CONTRACT – LIMITATIONS. The Contractor agrees to receive the unit prices stated in the Bid in full compensation for furnishing materials and labor and for moving materials and executing all the Work contemplated; to be responsible for all loss or damage arising out of the nature of the Work aforesaid or from any action of the elements or from any unforeseen obstruction or difficulties which may be encountered in the prosecution and delivery of the same, and for all risks of every nature and description arising from the Work and furnishing the materials until final completion and acceptance; also for expense incurred by or in consequence of the suspension, delay, interruption or discontinuance of said Work and

furnishing said materials when the suspension, delay, interruption or discontinuance arises out of the nature of the Work, from any action of the elements, from any unforeseen obstruction or difficulty which may be encountered in the prosecution or delivery of the Work or through the fault or negligence of the Contractor.

20. **DEFAULT/TERMINATION.** If Contractor fails or refuses to supply sufficient and properly skilled labor, equipment or materials, or fails in any respect to diligently prosecute Work, or otherwise is in default or breach of any term of this Agreement, Union may terminate this Agreement upon twenty-four (24) hours' written notice. In the event of such termination, Contractor immediately will stop work and remove its employees from Union's property. Union may complete the Work in whatever way it determines best, and at completion of the Work shall pay Contractor for the value of the Work performed by Contractor (excluding profit) but unpaid prior to the termination, less any costs incurred by Union to correct any deficiencies or defects attributable to Contractor's work.

21. **TERMINATION FOR CONVENIENCE.** Union may terminate this Agreement at any time upon three (3) days' written notice to Contractor. Such termination shall be effective in the manner specified in such written notice. Upon a termination for convenience, Union shall pay Contractor for Work performed to the date of termination. Contractor shall accept such payment in full and final payment and shall make no claim of any kind against Union, including but not limited to any claim for any additional payment.

22. **SUBCONTRACTS.** Except with regard to any subcontractors that Contractor listed in its Bid, Contractor shall not execute any agreement with any subcontractor or permit any subcontractor to perform any Work included in this Agreement without the prior written approval of the Engineer, which approval may be conditioned upon compliance of the subcontractor with all the terms of this Agreement relating to the work of such subcontractor.

23. **ASSIGNMENT.** Neither this Agreement, nor any payments to be earned pursuant to this Agreement, may be assigned by Contractor without the prior written consent of Union.

24. **NO WAIVER.** Union's not insisting upon strict compliance with any of the provisions of this Agreement, or not exercising any of its options provided herein, shall not be construed as a waiver of its right thereafter to require such compliance or to exercise any such options.

25. **E-VERIFY.** E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Contractor shall ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Contractor will be considered a breach of this Agreement, which entitles Union to terminate this Agreement, without penalty, upon notice to Contractor.

26. ENTIRE AGREEMENT. This Agreement represents the entire agreement of the parties and may not be modified except in writing signed by both parties.

27. GOVERNING LAW. This agreement shall be construed and enforced in accordance with the laws of the State of North Carolina. The parties to this agreement confer exclusive jurisdiction of all disputes arising hereunder upon the General Courts of Justice of Union County, North Carolina.

28. AUTHORITY. Each party warrants that it has the corporate or other organizational power and authority to execute, deliver and perform this Agreement. Each party further warrants that the execution, delivery and performance by it of the Agreement has been duly authorized and approved by all requisite action of the party's management and appropriate governing body.

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have hereunto set their hands and seals and have caused this contract to be duly executed, this the day and year first above written.

UNION COUNTY

By: _____ (SEAL)
Brian W. Matthews, County Manager

G. S. CONSTRUCTION, INC. D/B/A
G. S. CONSTRUCTION SERVICE, INC.

By: _____ (SEAL)

Approved as to Legal Form RLM

EXHIBIT A

PROJECT WORK ASSIGNMENT SHEET

Number: _____

A. This Project Work Assignment Sheet, when executed by BIO-NOMIC SERVICES, INC. ("Contractor") and UNION COUNTY ("Union"), shall be subject to the terms of and incorporated into the Agreement between Contractor and Union dated _____.

B. Engineer. For purposes of this Project Work Assignment Sheet, the following Engineer shall act as Union's representative: _____.

C. Scope of Work. The Work of this Project Work Assignment Sheet consists of:
[Attach Additional Pages As Necessary] _____

D. Period of Performance. Contractor shall commence and complete the Work under this Project Work Assignment Sheet as follows: _____

E. Payment. Union shall pay Contractor for the Work on an hourly basis at the rate set forth in the Agreement unless otherwise indicated below:

Other Basis of Payment

If payment is to be made on an hourly basis, payment for Work pursuant to this Project Work Assignment Sheet shall not exceed _____ without written approval by the Union County Manager, or his designee.

THIS PROJECT WORK ASSIGNMENT SHEET is executed as of _____

UNION COUNTY

G. S. CONSTRUCTION, INC. D/B/A
G. S. CONSTRUCTION SERVICE, INC.

By: _____ (SEAL)
Brian W. Matthews, County Manager

By: _____ (SEAL)

Approved as to Legal Form _____

This instrument has been preaudited in the manner required
by The Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

EXHIBIT B

INSURANCE REQUIREMENTS

At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union's Risk Manager.

- A. **WORKERS' COMPENSATION**
Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:
 - \$500,000 Each Accident
 - \$500,000 Disease - Each Employee
 - \$500,000 Disease - Policy Limit
- B. **COMMERCIAL GENERAL LIABILITY**
Covering Ongoing and Completed Operations involved in this Agreement.
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products/Completed Operations Aggregate
 - \$1,000,000 Each Occurrence
 - \$1,000,000 Personal and Advertising Injury Limit
- C. **COMMERCIAL AUTOMOBILE LIABILITY**
 - \$1,000,000 Combined Single Limit - Any Auto

ADDITIONAL INSURANCE REQUIREMENTS

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union (including its officers, agents and employees).

- D. It is the intention of the parties that the insurance policies afforded by contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify Union's Risk Manager at 500 North Main Street, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:
- Department: Water & Wastewater
Contract #: 9916
- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- I. Certificate Holder shall be listed as follows:
- Union County
Attention: Risk Manager
500 North Main Street
Monroe, NC 28112
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

10 APPENDIX A – ADDENUM #2 BID FORM

IFB No. 2025-019 Sewer Repair & Rehabilitation Excavation Repairs

SUBMIT WITH BID

Company Name: G.S. Construction, Inc. DBA G.S. Construction Service, Inc.

Unit prices quoted and accepted shall be firm throughout the term of the awarded contract. Unit prices shall be applied, as appropriate, to compute the total value in the scope of the work all in accordance with the Contract Documents. Bidder acknowledges that quantities are approximate only and are given as the basis for comparison of Bids. The Owner may increase or decrease the quantity of any item or portion of the work as may be deemed necessary or expedient. An increase or decrease in the quantity of any item will not be regarded as sufficient grounds for an increase or decrease in the unit prices, nor in the time allowed for the completion of the work. The quantities shown on the Bid Form are for the base bid only. It is the responsibility of the Contractor to apportion the cost of unit price items to the base bid listed using information in the Contract Documents. The cost for all unit price items shall be included within the base bid.

Bidder agrees to perform all work described in the Bidding Documents for the unit prices set forth in the Bid tabulation. Work may be required to be performed at night, weekends, or on holidays and no separate bid prices will distinguish for the time of work.

Each Bidder must acknowledge that subcontractors are only to be used with the express written permission of Union County.

Contractors shall be responsible for always providing the minimum required personnel and equipment during the project as indicated in each bid item. If the Contractor is unable to meet the minimum requirements, the bid item will not be paid at the approved rate. The rate may be paid at a proportional amount based on the percentage of equipment/personnel actually provided.

The pricing shall include all costs to the Contractor including, without limitation, fuel, travel, transport, hauling, permits, overhead, profit, taxes, insurance, lube, and service requirements, etc.

Provide the following information:

Copy of General Contractor's License: 105806

Secretary of State ID Number 281579

Attachments to this Bid:

The following items are submitted and made a condition of this Bid:

- List of Proposed Subcontractors.
- List of Proposed Suppliers.

ITEM			DESCRIPTION	QUANTITY		UNIT PRICE
1			POINT REPAIRS TO EXISTING GRAVITY SEWER MAINS & SERVICE LATERALS			
	A.		REPAIR TO EXISTING 4" OR 6" SERVICE LATERALS USING PVC PIPE			
		1)	0 TO 10 FEET DEEP			
		(a)	0 TO 6 FEET LONG	1	EA	\$ 7,500.00
		(b)	EACH ADDITIONAL FOOT OVER 6 FEET, (ADD TO ITEM 1(a) ABOVE)	1	LF	\$ 500.00
		(c)	ADDITIONAL COST PER FOOT TO USE PRESSURE CLASS 350 DIP (ADD TO ITEMS 1(a) AND 1(b) ABOVE)	1	LF	\$ 50.00
	B.		REPAIR TO EXIST 8 INCH DIAMETER SEWERS			
		1)	0 TO 5 FEET DEEP			
		(a)	0 TO 12 FEET LONG	1	EA	\$ 10,000.00
		(b)	EACH ADDITIONAL FOOT OVER 12 FEET, (ADD TO ITEM 1(a) ABOVE)	1	LF	\$ 350.00
		2)	5.1 TO 10 FEET DEEP			
		(a)	0 TO 12 FEET LONG	1	EA	\$ 20,000.00
		(b)	EACH ADDITIONAL FOOT OVER 12 FEET, (ADD TO ITEM 2(a) ABOVE)	1	LF	\$ 400.00
		3)	10.1 TO 15 FEET DEEP			
		(a)	0 TO 12 FEET LONG	1	EA	\$ 25,000.00
		(b)	EACH ADDITIONAL FOOT OVER 12 FEET, (ADD TO ITEM 3(a) ABOVE)	1	LF	\$ 450.00
		4)	15.1 TO 20 FEET DEEP			
		(a)	0 TO 12 FEET LONG	1	EA	\$ 30,000.00
		(b)	EACH ADDITIONAL FOOT OVER 12 FEET, (ADD TO ITEM 4(a) ABOVE)	1	LF	\$ 450.00
	C.		REPAIR TO EXIST 10 INCH OR 12 INCH DIAMETER SEWERS			
		1)	0 TO 5 FEET DEEP			
		(a)	0 TO 12 FEET LONG	1	EA	\$ 10,000.00
		(b)	EACH ADDITIONAL FOOT OVER 12 FEET, (ADD TO ITEM 1(a) ABOVE)	1	LF	\$ 350.00
		2)	5.1 TO 10 FEET DEEP			
		(a)	0 TO 12 FEET LONG	1	EA	\$ 15,000.00
		(b)	EACH ADDITIONAL FOOT OVER 12 FEET, (ADD TO ITEM 2(a) ABOVE)	1	LF	\$ 400.00
		3)	10.1 TO 15 FEET DEEP			
		(a)	0 TO 12 FEET LONG	1	EA	\$ 20,000.00
		(b)	EACH ADDITIONAL FOOT OVER 12 FEET, (ADD TO ITEM 3(a) ABOVE)	1	LF	\$ 450.00
		4)	15.1 TO 20 FEET DEEP			
		(a)	0 TO 12 FEET LONG	1	EA	\$ 35,000.00
		(b)	EACH ADDITIONAL FOOT OVER 12 FEET, (ADD TO ITEM 4(a) ABOVE)	1	LF	\$ 450.00
2			NEW SEWER MAIN TO REPLACE EXISTING SEWER MAIN FROM MANHOLE TO MANHOLE.			
	A.		NEW 8 INCH PVC SANITARY SEWER PIPE			
		1)	0 TO 5 FEET DEEP	1	LF	\$ 200.00
		2)	5.1 TO 10 FEET DEEP	1	LF	\$ 250.00
		3)	10.1 TO 15 FEET DEEP	1	LF	\$ 300.00
		4)	15.1 TO 20 FEET DEEP	1	LF	\$ 350.00
		5)	SUBSTITUTE DUCTILE IRON PIPE (PRESSURE CLASS 350) (ADD TO A(1-4) ABOVE)	1	LF	\$ 50.00

	B.		NEW 10 INCH AND 12 INCH PVC SANITARY SEWER PIPE			
		1)	0 TO 5 FEET DEEP	1	LF	\$ 250.00
		2)	5.1 TO 10 FEET DEEP	1	LF	\$ 300.00
		3)	10.1 TO 15 FEET DEEP	1	LF	\$ 350.00
		4)	15.1 TO 20 FEET DEEP	1	LF	\$ 400.00
		5)	SUBSTITUTE DUCTILE IRON PIPE (PRESSURE CLASS 350) (ADD TO B(1-4) ABOVE)	1	LF	\$ 50.00
3			NEW 4 FOOT DIAMETER PRECAST CONCRETE MANHOLES WITH A CONE SECTION TOP, UP TO 6 FEET IN DEPTH.			
	A.		WITH 24-INCH SOLID COVER	1	EA	\$ 10,000.00
	B.		WITH 24-INCH CAM-LOCK WATERTIGHT COVER	1	EA	\$ 12,000.00
	C.		EACH ADDITIONAL VERTICAL FOOT OVER 6 FEET (ADD ON TO ITEMS (A) AND (B) ABOVE)	1	VF	\$ 1,500.00
4			REMOVE EXISTING 4 FOOT DIAMETER MANHOLE CHIMNEY OR CONE SECTIONS AND INSTALL NEW PRECAST CONCRETE MANHOLE RISER AND CONE SECTIONS.			
	A.		REMOVE AND DISPOSE OF EXISTING 4 FOOT DIAMETER MANHOLE CHIMNEY OR CONE SECTIONS	1	EA	\$ 2,500.00
	B.		INSTALL NEW 4-FOOT-DIAMETER RISER SECTIONS.	1	VF	\$ 1,500.00
	C.		INSTALL 3-FOOT-TALL CONE SECTION W/FRAME AND COVER.			
		1)	WITH 24-INCH DIAMETER SOLID COVER	1	EA	\$ 9,500.00
		2)	WITH 24-INCH DIAMETER CAM-LOCK WATERTIGHT COVER	1	EA	\$ 11,000.00
5			INSTALL NEW VENT PIPES ON MANHOLES	1	VF	\$ 1,600.00
6			CLEANOUT REPAIRS CONSISTING OF REPLACING CLEANOUT CAPS, ADAPTERS, INSERTS, ETC.	1	EA	\$ 5,000.00
7			FOR PERFORMING MISCELLANEOUS RESTORATION WORK, AS SPECIFIED, COMPLETE IN PLACE, EXCEPT RESTORATION OF GRASSED AREAS VIA SEEDING AND MULCHING WHICH IS CONSIDERED INCIDENTAL TO THE WORK WITH COSTS INCLUDED IN THE OTHER BID ITEMS AND EXCEPT FOR PAVEMENT RESTORATION WHERE SUCH RESTORATION IS SPECIFICALLY INCLUDED IN OTHER BID ITEMS			
	A.		SAWCUT, REMOVE AND REPLACE ASPHALT PAVEMENT	1	SY	\$ 200.00
	B.		SAWCUT, REMOVE AND REPLACE CONCRETE WALKS AND DRIVES			
		1)	4 INCH CONCRETE WITH WELDED WIRE FABRIC REINFORCING	1	SY	\$ 100.00
		2)	6-INCH CONCRETE WITH WELDED WIRE FABRIC REINFORCING	1	SY	\$ 135.00
	C.		SAWCUT, REMOVE AND REPLACE CONCRETE CURBS AND GUTTERS	1	LF	\$ 50.00
	D.		INSTALL SOD FOR GRASS RESTORATION	1	SY	\$ 50.00
	E.		INSTALL STONE FOR RESTORING GRAVEL AREAS	1	SY	\$ 60.00

	F.		IMPORTING AND INSTALLING SUITABLE BACKFILL MATERIAL, COST INCLUDES REMOVAL AND OFF-SITE DISPOSAL OF ALL UNSUITABLE MATERIAL	1	CY	\$ 100.00
8			BYPASS PUMPING, COST PER DAY			
	A.		4-INCH	1	EA	\$ 250.00
	B.		6-INCH	1	EA	\$ 500.00
	C.		8-INCH	1	EA	\$ 700.00
9			BACK-UP PUMPS, COST PER DAY			
	A.		4-INCH	1	EA	\$ 250.00
	B.		6-INCH	1	EA	\$ 500.00
	C.		8-INCH	1	EA	\$ 700.00
10			BYPASS PUMP PIPING, COST PER DAY			
	A.		4-INCH	1	EA	\$ 200.00
	B.		6-INCH	1	EA	\$ 250.00
	C.		8-INCH	1	EA	\$ 300.00
11			FOR INSTALLING NEW 4"/6" SEWER TAPS TO EXISTING 8", 10" OR 12" SEWER MAINS.			
	A.		INSTALL 6-INCH CASTING FOR 4" SEWER TAP	1	LF	\$2,500.00
	B.		0 TO 5 FEET DEEP	1	EA	\$ 10,000.00
	C.		5.1 TO 10 FEET DEEP	1	EA	\$15,000.00
	D.		10.1 TO 15 FEET DEEP	1	EA	\$20,000.00
	E.		15.1 TO 20 FEET DEEP	1	EA	\$ 25,000.00
12			Traffic Control			
	A.		Flagger (2 Lane Road) COST PER DAY	1	EA	\$ 1,500.00
	B.		Restricted Time, COST PER DAY	1	EA	\$ 2,000.00
	C.		Lane Closure (Flashing Arrow and Signage, COST PER DAY	1	EA	\$ 1,800.00

				<u>BID TOTAL (ITEMS 1-12)</u>	\$315,595.00
*				MOBILIZATION WILL BE COMPENSATED AT 2% OF THE SUB-TOTAL OF THE INDIVIDUAL PROJECT WORK ASSIGNMENT	
**				CONTINGENCY ALLOWANCE WILL BE 5% OF THE SUB-TOTAL OF THE INDIVIDUAL PROJECT WORK ASSIGNMENT	



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-682

Agenda Date: 11/3/2025

TITLE:

Contract - Radio Frequency Telemetry Contract

INFORMATION CONTACT:

Christopher Clark, Union County Water - Water & Wastewater Operations, Director, 704-296-4215

ACTION REQUESTED:

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

In order to efficiently manage our water and wastewater system spanning hundreds of miles, UC Water uses a Supervisory Control and Data Acquisition (SCADA) network to send information via radio signals that allow our operators to communicate with and remotely control our infrastructure. This is standard practice in the utilities industry. Per the Federal Communications Commission (FCC), Union County Water currently operates the radio signals of the SCADA system as a secondary licensed user in certain spectrums of the radio band.

While UC Water has historically experienced no issues with signal interference, earlier this year our low power signal was overwhelmed by signal interference operating at a much stronger wattage which rendered our system inoperable. Working with communications specialists, UC Water discovered that it was utilizing a radio frequency that is located on a specific spectrum licensed to Choctaw Holdings, LLC ("Choctaw"). Union County was licensed by the FCC as a secondary permitted user on this frequency, while Choctaw is licensed as the primary user. A secondary licensee cannot broadcast harmful interference to the primary license holder of any radio spectrum and must accept interference from the primary license holder in accordance with FCC regulations. This past April, Choctaw began operating on the frequency that Union County Water had been using which caused complete signal loss and shutdown UC Water's telemetry control system.

Choctaw subsequently voluntarily shut off its signal for a period of time; however, Choctaw has indicated they cannot continue to leave their operations off indefinitely. If Choctaw were to commence operations, the County would potentially have to operate without SCADA for a period of time. While we can operate without SCADA for a short time, it is labor intensive and expensive as it requires staff to drive to each telemetry site in person.

After several months of negotiation, Union County Water and Choctaw have come to an agreement to secure lease of a radio frequency that is dedicated for our use on the spectrum licensed to Choctaw as a primary licensee free from any spectrum interference. An initial spectrum lease term of three years is required so that Union County Water can complete its new SCADA and telemetry system. The lease agreement also has two additional one-year options that the County may exercise in its discretion.

FINANCIAL IMPACT:

The anticipated annual cost for this service is \$61,200. Since this contract contains a three-year term, with an additional two-year renewal option, a total of \$306,000 is estimated to be spent. Funding is available in the adopted FY2026 budget appropriation with future expenditures subject to annual BOCC budget appropriation.

SPECTRUM MANAGER LEASE AGREEMENT

This Spectrum Manager Lease Agreement (“Lease Agreement”) is entered into as of November __, 2025 (“Effective Date”), by and between Choctaw Holdings, LLC, an Alabama limited liability company (“Lessor”), and Union County, North Carolina, a political subdivision of the State of North Carolina (“Lessee”) (collectively the “Parties” or, individually, a “Party”).

W I T N E S E T H

WHEREAS, Lessor holds the spectrum license specified in Schedule A (the “FCC License”) issued by the Federal Communications Commission (the “FCC”) under the call sign specified in Schedule A and in the counties specified in Schedule A (collectively, the “Market”); and

WHEREAS, Lessor and Lessee desire to enter into this Lease Agreement in order: (i) to grant Lessee the right to use spectrum encompassed by the FCC License for the Market (the “Leased Spectrum”); (ii) to establish the terms under which Lessee will operate facilities in the Market utilizing the Leased Spectrum; (iii) to memorialize the respective rights and responsibilities of Lessor and Lessee with respect to the Leased Spectrum consistent with the Communications Act of 1934, as amended and the rules, regulations, policies and published opinions of the FCC (collectively the “Communications Laws”) and the terms and conditions set forth herein; and (iv) to facilitate usage of the Leased Spectrum to better serve the public interest.

NOW THEREFORE, in consideration of the mutual promises contained herein, the Parties hereby agree as follows:

1. Agreement to Lease.

(a) Spectrum Usage Rights. Subject to the terms and conditions set forth herein, Lessor hereby agrees to grant Lessee an exclusive right to use the Leased Spectrum throughout the Term (the “Spectrum Usage Rights”).

(b) Scope of Spectrum Usage Rights. Subject to the review, supervision and ultimate control of Lessor, the Spectrum Usage Rights granted hereunder convey to Lessee the exclusive right to purchase, construct, test, maintain, modify and operate low power, wireless telemetering and supervisory control and data acquisition facilities using the Leased Spectrum in a manner that complies with the technical requirements and limits set forth in Section 90.259 of the FCC’s rules (the “System”). The Spectrum Usage Rights granted to Lessee include, among other things, the right, and obligation to the extent consistent with FCC regulations to:

- i. operate the System on the Leased Spectrum in the Market;
- ii. identify, obtain and maintain, in its own name, full legal right to all real and/or personal property necessary to deploy and operate the System;

- iii. obtain and maintain, in its own name, any appropriate zoning approval for the System;
- iv. own or purchase, in its own name, all equipment as may be necessary or appropriate for the construction, testing, maintenance, modification and operation of the System;
- v. provide administrative, legal, accounting, billing, credit, collection, insurance, purchasing, clerical and such other general services as may be necessary or appropriate for the construction, testing, maintenance, modification and operation of the System;
- vi. provide operational, engineering, maintenance, repair and such other technical services as may be necessary for the construction, testing, maintenance, modification and operation of the System;
- vii. control access to and from the System's facilities;
- viii. conduct and manage its affairs, including the making of all ordinary business decisions in furtherance of the day-to-day operation of the System;
- ix. hire, supervise, and dismiss all personnel employed in the operation of the System as well as any associated contractor or subcontractor (other than employees hired by Lessor for the purpose of carrying out Lessor's duties with respect to the FCC License and the Leased Spectrum); and
- x. take all other actions that it deems necessary or desirable to construct, test, maintain, modify and operate the System or otherwise carry out any of the foregoing items.

(c) Exclusivity. Throughout the Term, Lessee will have exclusive use of the Leased Spectrum and the Spectrum Usage Rights granted herein.

(d) Security Interest. Lessee may not pledge, mortgage, hypothecate or otherwise grant a security interest, encumber or create any lien in its right to use the Leased Spectrum or in the Spectrum Usage Rights granted hereunder.

2. **Obligations of Lessee.**

(a) General Obligations. Subject to the review, supervision and ultimate control of Lessor, which supervision shall be conducted pursuant to the terms set forth herein and the Communications Laws, Lessee will be obligated to:

- i. prior to (i) constructing any new System facilities or (ii) making any modifications to existing System facilities, Lessee shall provide advance notice to,

and obtain approval of Lessor, and further agrees that it will not construct any new facilities within 120 km of any of Lessor's existing or planned transmission sites;

ii. share with Lessor, if Lessor so requests, such information regarding the construction completed by Lessee to enable Lessor to satisfy Lessor's obligations regarding the provision and continuity of service applicable to the FCC License under the Communications Laws, if any;

iii. cooperate with and aid Lessor with whatever actions Lessor is required to take, if any, in order to make any required notifications, or to obtain the approvals or consents of any governmental body necessary for the Lessee to construct and operate the System;

iv. subject to Lessor's obligations under Section 1.9020 of the FCC's rules, operate the System on the Leased Spectrum consistent with the Communications Laws and any other applicable law, including but not limited to all Federal Aviation Administration and FCC antenna structure registration filing requirements for all structures under FCC rule Part 17, NEPA regulations (FCC rule Part 1.1307-11), this Lease Agreement, and the terms and conditions of the FCC License (including conformance with any applicable license eligibility, basic qualifications, character qualifications and technical requirements, and use and foreign ownership restrictions);

v. comply with any and all applicable requirements arising under the Communications Laws which are applicable to the Lessee as a direct result of its operation of the System on the Leased Spectrum;

vi. satisfy all of the requirements imposed on lessees under spectrum manager leasing arrangements under Section 1.9020 of the FCC's rules;

vii. subject to Lessor's obligations under Section 1.9010 of the FCC's rules, take whatever actions Lessee deems reasonably necessary to resolve any interference-related matters arising from operation of the System, including any conflicts between Lessee and any spectrum licensee, lessee or other authorized spectrum user; and

viii. except as otherwise provided in this Lease Agreement, undertake all financial responsibilities associated with Lessee's use of the Leased Spectrum.

(b) Equipment. Solely at its own expense, Lessee may purchase or otherwise provide, install and maintain all equipment, including but not limited to, towers, transmission lines, antennas, microwave facilities, transmitters and related equipment that is necessary for the operation of the System consistent with the FCC License and the Spectrum Usage Rights ("Lessee Equipment"). All Lessee Equipment shall remain the sole property of Lessee and Lessor shall not have any title to or other ownership interest in the Lessee Equipment. Lessee may pledge the Lessee Equipment as security or otherwise create encumbrances on the Lessee Equipment as Lessee deems appropriate. Upon termination of this Lease Agreement

prior to the expiration of the Term, Lessee shall promptly cease operating the Lessee Equipment on the Leased Spectrum in accordance with the Communications Laws.

(c) FCC Compliance. In accordance with Section 1.9020 of the FCC's rules, as between Lessor and Lessee, Lessor will retain the primary responsibility for ensuring Lessee's compliance with the Communications Laws with respect to the Spectrum Usage Rights and ensuring that the FCC License and the Leased Spectrum are utilized in full compliance with the Communications Laws. In accordance with Section 1.9010 of the FCC's rules, Lessor shall be responsible for all interactions with the FCC related to the FCC License and the Leased Spectrum, including but not limited to making all required filings (e.g., applications, notifications, correspondence) associated with the FCC License that are directly affected by Lessee's use of the Leased Spectrum. Lessee acknowledges that Lessee will remain independently responsible to Lessor and the FCC for complying with the Communications laws associated with the FCC License and the Leased Spectrum and agrees that it will not construct or operate any facility utilizing the Leased Spectrum in a manner inconsistent with, contrary to, or in violation of, these requirements. Lessee will use commercially reasonable efforts to cooperate with Lessor in meeting Lessor's FCC compliance obligations.

(d) Notification of Violations or Material Changes; Cooperation. Lessee will promptly notify Lessor of any occurrence of any contractual dispute, violation, litigation, investigation, proceeding or inquiry that may arise generally or between Lessee and any person or entity or governmental body and which, if adversely determined, could reasonably be expected to have a materially adverse impact on the FCC License or Lessee's Spectrum Usage Rights under this Lease Agreement. In the event that the FCC or other governmental body initiates an investigation or inquiry concerning Lessor or Lessee in connection with this Lease Agreement or any of the performances rendered hereunder, Lessee agrees to cooperate with Lessor, the FCC, or other governmental body in such investigation or inquiry.

3. Obligations of Lessor.

(a) Oversight of Lessee's Operations on the Leased Spectrum. Lessor will be primarily responsible for ensuring Lessee's compliance with the Communications Laws with respect to the Spectrum Usage Rights. Throughout the Term, Lessor will have the obligation and the right to take all actions reasonably necessary or desirable to ensure that Lessee's exercise of its Spectrum Usage Rights and use of the Leased Spectrum comply with the Communications Laws, this Lease Agreement, and the terms and conditions of the FCC License (including conformance with applicable license eligibility, basic qualifications, character qualifications and technical requirements, and use and foreign ownership restrictions). As such, Lessor will do the following:

- i. provide Lessee with advance notice of the construction of any new facilities or planned transmission sites that would affect Lessee's use of the Spectrum Usage Rights, Lessee's operation of the System or Lessee's obligations under Section 2(a)i of this Lease Agreement;

- ii. monitor and oversee Lessee's use of the Spectrum Usage Rights to ensure Lessee operates the System in conformance with technical and use rules applicable to the FCC License;
- iii. take all actions that are reasonably necessary to ensure that Lessee's operation of the System complies with FCC rules and regulations intended to prevent harmful interference to any other licensed spectrum user;
- iv. take whatever actions reasonably necessary to resolve all interference-related matters arising from operation of the System, including any conflicts between Lessee and any spectrum licensee, lessee or other authorized spectrum user;
- v. make determinations as to whether particular circumstances give rise to the requirement of filing an application or notification with any governmental entity and, if so, make such filing or notification with Lessee's cooperation; provided, however, that Lessee will make any determination as to whether an application or notification is required with any North Carolina governmental entity;
- vi. make all required filings associated with the FCC License that are directly affected by Lessee's use of the Leased Spectrum; provided, however, that Lessor may use agents to complete these filings so long as Lessor exercises effective control over its agents' actions and complies with all requirements for such filings in accordance with Section 1.9010 of the FCC's rules;
- vii. take whatever actions as reasonably necessary to ensure that all facilities comprising the System comply with all applicable radio frequency (RF) safety rules for human exposure promulgated by the FCC or any other governmental body;
- viii. retain responsibility for maintaining Lessor's compliance with applicable eligibility and ownership requirements imposed on it pursuant to the FCC License;
- ix. retain responsibility for meeting any performance or build-out requirement applicable under the FCC License (e.g., any requirement that Lessor construct and operate one or more specific facilities, cover a certain percentage of geographic area, cover a certain percentage of population, or provide substantial service);
- x. retain responsibility for complying with any applicable E911 obligations with respect to the Leased Spectrum;
- xi. timely pay all required regulatory fees associated with the FCC License;
- xii. interface with the FCC on matters related to the FCC License; and
- xiii. ensure that Lessee's construction, operation, modification and maintenance of the System is consistent with applicable law.

(b) Maintenance of the FCC License. Lessor will:

- i. maintain the FCC License in full force and effect; and
- ii. comply with requirements applicable to the FCC License arising under the Communications Laws.

(c) FCC Interactions. Throughout the Term, Lessor will be the primary interface with the FCC on all matters directly relating to the Leased Spectrum and Spectrum Usage Rights relating thereto; provided, however, that nothing contained herein shall restrict Lessee from interfacing with the FCC (i) on policy matters not solely relating to Lessee's use of the System and/or Leased Spectrum or on matters imposed under the Communications Laws on Lessee, or (ii) on inquiries specifically directed to Lessee (as opposed to Lessor or the Leased Spectrum) by the FCC. Upon reasonable advance request, Lessor may require Lessee to attend any meetings with the FCC which involve or relate to Lessee's use of the Leased Spectrum.

4. Control of FCC License and Leased Spectrum.

Notwithstanding any other provision of this Lease Agreement, during the Term hereof, Lessor will remain in *de jure* and *de facto* control of the FCC License and the Leased Spectrum under the Communications Laws. This Lease Agreement (i) does not and will not vest in Lessee, or constitute, create or have the effect of constituting or creating, *de facto* or *de jure* control, direct or indirect, over Lessor or the FCC License, which ownership or control remains exclusively and at all times in the Lessor and (ii) does not and will not constitute the transfer, assignment, or disposition in any manner, voluntary or involuntary, directly or indirectly, of the FCC License or the transfer of control of the Lessor within the meaning of Section 310(d) of the Communications Laws for spectrum leasing purposes. During the Term, Lessee will not take any action inconsistent with or contrary to the Lessor's *de jure* and *de facto* control, as those terms are construed by the FCC, over the Leased Spectrum and the FCC License. During the Term, Lessee will not hold itself out to the public as the holder of the FCC License.

5. Coordination; Oversight.

(a) Coordination. In order to enable Lessor to ensure that Lessee's activities on the Leased Spectrum comply with the Communications Laws, Lessor may, from time to time, require Lessee to meet with it to discuss the status of Lessee's operation of the System on the Leased Spectrum; provided, however, that any such meeting shall be mutually agreed to in advance by the Parties and may be conducted remotely by phone or by any other means mutually agreed to by the Parties.

(b) Right of Access. Lessor will, upon advance notice to and consent by Lessee, have the right to inspect any facility comprising the System in the Market during normal business hours and to take any action it deems reasonably necessary to fulfill its obligations under this Lease Agreement or the Communications Laws. Lessee will have the right to

require that an escort selected by Lessee accompany Lessor to any on-site visit to Lessee's facilities; provided however, that Lessor will have a right to access any such facility that is part of the System upon advance notice in the event of an emergency at such facility involving Lessee's use of the Leased Spectrum, including but not limited to any instance of harmful interference to any other user of the Leased Spectrum authorized to use such spectrum that cannot be resolved without accessing the applicable facility.

(c) Reports. To the extent required by applicable Communication Laws, Lessor may require Lessee to prepare or cause to be prepared and transmit to Lessor periodic reports to update Lessor about Lessee's activities with respect to the Leased Spectrum within fifteen (15) business days of such request (unless required sooner in order to comply with applicable Communications Laws). Lessor also may request a certification from Lessee to the extent required by the Communications Laws that, to the best of Lessee's knowledge, (i) Lessee is not aware of any interference related problems on the Leased Spectrum; (ii) Lessee is not aware of any RF safety related problems with respect to its operation on the Leased Spectrum; (iii) Lessee remains qualified to be a lessee of the Leased Spectrum; and (iv) Lessee's operations on the Leased Spectrum comply with the provisions of this Lease Agreement and the Communications Laws. Such reports shall not be requested more frequently than once per calendar quarter unless required more often in order to comply with applicable Communications Laws.

6. Applications/Notifications.

(a) Lease Agreement Notification. Lessor will prepare and file with the FCC all forms and related exhibits, certifications and other documents necessary to satisfy the FCC's requirements for "spectrum manager" lease notifications, as set forth in 47 C.F.R. § 1.9020(e) ("FCC Lease Agreement Notification") within ten (10) business days following the Effective Date of this Lease Agreement or such other date as agreed to by the Parties (it being understood that the failure to file within such ten (10) business day period shall not constitute a breach of this Lease Agreement so long as the filing is made as promptly as reasonably practicable thereafter). Each Party covenants and agrees that it will fully cooperate with the other, and do all things reasonably necessary to timely submit the FCC Lease Agreement Notification to the FCC and will promptly file or provide the other Party with all other information which is required to be provided to the FCC in furtherance of the transactions contemplated hereby.

(b) Compliance Applications. Lessor will undertake to make and be responsible for all on-going compliance filings and reports required by the FCC or any other governmental body as a result of its ownership of the FCC License and its lease of the Leased Spectrum. Lessee shall timely notify Lessor if Lessee believes that a compliance filing is required or if it has taken or proposes to take any action which could result in Lessor having to make a compliance filing. Upon such notification, Lessor shall have the exclusive right to decide whether any such compliance filing is required and if required, the substance of such filing. In connection with any compliance filing triggered by any action taken or proposed to be taken by Lessee, Lessor may direct Lessee, in its sole discretion, to prepare

all necessary application forms, exhibits, filing fees and other materials necessary for Lessor to make such submission in its own name. Lessor shall make such filings. If Lessor believes that such filing is incomplete, Lessor may instead return such filing to Lessee with a reasonable explanation of those matters that require further preparation.

(c) Renewal Application. Lessor will timely file a renewal application for the FCC License prior to the expiration of the term of the FCC License. Unless this Lease Agreement has been terminated, the renewal application(s) for the FCC License shall include an affirmative statement in the renewal application(s) that the Parties intend to continue the Lease Agreement in the Market beyond the end of the current term for the FCC License. Subject to Section 1.9020 of the FCC's rules and the terms of the Lease Agreement, Lessee may operate the System on the Leased Spectrum under the proposed extended term, without further action by Lessor or the FCC, until such time as the FCC shall make a final determination with respect to the renewal of the FCC License and the extension of the Lease Agreement.

7. Term; Early Termination.

(a) Initial Term. Unless terminated pursuant to the provisions of this Article 7 below, the initial term for the Lease Agreement will begin on the earlier of: (i) the date the FCC's Universal Licensing System ("ULS") indicates that the FCC Lease Agreement Notification has been accepted, or (ii) twenty-one (21) calendar days after the FCC Lease Agreement Notification is filed in ULS (the "Commencement Date"), and will end three (3) years following the Commencement Date (the "Term"). If requested in writing by Lessee prior to expiration of the Term, Lessor agrees to renew this Lease Agreement for an additional two (2) year term on substantially the same terms and conditions as contained herein.

(b) Termination of the FCC License. This Lease Agreement shall automatically terminate upon the termination of the FCC License by reason of the express actions of the FCC or otherwise in accordance with its terms.

(c) Termination upon Termination by the FCC for Lessee Actions. This Lease Agreement shall terminate upon the effectiveness of any order of the FCC revoking, canceling, or terminating this Lease Agreement or Lessee's rights hereunder, including, but not limited to, by reason of Lessee's failure to comply with any FCC rule, regulation or policy applicable to spectrum leases, generally, or this Lease Agreement, specifically, or any other applicable law.

(d) Termination upon Termination by the FCC for Lessor Actions. This Lease Agreement shall terminate upon the effectiveness of any order of the FCC revoking, canceling, or terminating Lessor's right to lease the Leased Spectrum under this Lease Agreement, including, but not limited to, by reason of Lessor's failure to comply with any FCC rule, regulation or policy applicable to spectrum leases, generally, or this Lease Agreement, specifically, or any other applicable law; provided, however, that Lessee shall

have the right to submit a request to the FCC for special temporary authority to operate on the Leased Spectrum to provide Lessee with an opportunity to transition its System operations in order to minimize service disruption in accordance with Section 1.9020 of the FCC's rules.

(e) Termination for Material Breach. This Lease Agreement may be terminated by either Party if the terminating Party provides written notice to the other Party that such other Party has materially breached its representations, warranties, covenants, obligations or other agreements contained in this Lease Agreement; provided that the breaching Party has failed to cure such breach within thirty (30) calendar days from the date of its receipt of the notice specified in this subsection (or if performance cannot be made by the breaching Party due to something beyond such Party's reasonable control, the earliest date when performance is possible, not to exceed sixty (60) calendar days from the date of its receipt of the aforesaid notice); and provided further that the terminating Party (A) specifies in such notice the representation, warranty, covenant, obligation or other agreement of which it regards the other Party to be in material breach, and (B) is not itself in material breach of its representations, warranties, covenants, obligations or agreements contained herein.

(f) Termination by Lessor. This Lease Agreement may be terminated by Lessor:

(i) immediately if Lessee becomes insolvent, makes a transfer in fraud of creditors, or makes an assignment for benefit of creditors; or

(ii) upon the filing of any petition by or against Lessee under any present or future section or chapter of the Bankruptcy Code or under any similar law or statute of the United States or any state thereof (which, in the case of an involuntary proceeding, is not permanently discharged, dismissed, stayed, or vacated, as the case may be, within sixty (60) calendar days of commencement), or if any order for relief shall be entered against Lessee in any such proceedings.

(g) Termination by Lessee. This Lease Agreement may be terminated by Lessee upon written notice to Lessor after the effective date of any change in law, policy or published opinion enacted by the FCC or any governmental body that would prevent or limit Lessee from using the Leased Spectrum for its intended use.

(h) Effect of Termination. Termination of this Lease Agreement for any reason shall not relieve either Party of any liability which at the time of termination has already accrued to such Party or which thereafter may accrue in respect of any act or omission prior to such termination and shall not affect the survival of any right, duty or obligation of either Party under any Section of this Lease Agreement that is expressly stated to survive termination hereof. Notwithstanding anything herein to the contrary, (i) the provisions hereof relating to termination and confidentiality shall expressly survive the termination of this Lease Agreement; and (ii) in connection with any termination of this Lease Agreement, Lessee shall be afforded a reasonable amount of time to insure an orderly transition and avoid adverse impacts on its customers and System operations. If the Lease Agreement is terminated earlier than the termination date set forth in the FCC Lease Agreement

Notification, Lessor shall file a notification with the FCC indicating the date of termination no later than ten (10) calendar days after the early termination in accordance with Section 1.9020 of the FCC's rules.

8. Amendment to Lease Agreement.

Throughout the term of the Lease Agreement, any amendments to this Lease Agreement will be signed in writing by the Parties and, if applicable, the Parties will cooperate with the preparation and filing of a new FCC Lease Agreement Notification with the FCC.

9. Payments.

(a) Lease Agreement Payment. In exchange for its use of the Leased Spectrum, Lessee shall pay to Lessor the amount of \$5,100 per month payable in advance, in full, within five (5) business days prior to December 1, 2025 and thereafter five (5) business days prior to the start of each month until the end of the Term. In addition, the first lease payment made by Lessee to Lessor under this Lease Agreement shall include a retroactive payment in the amount of \$20,400 (reflecting lease payments for April – July 2025) to compensate Lessor for its lost use of the Leased Spectrum beginning on April 4, 2025, when it voluntarily suspended operation of its own facilities in order to facilitate Lessee's ongoing operation of the System.

(b) Regulatory Fees. Lessor will be responsible for paying all required FCC regulatory fees accruing by reason of Lessee's operation of the Leased Spectrum, except for any such fees that may be assessed directly on Lessee by reason of its operation of the System, if any.

(c) Sales and Use Taxes. Lessee will be responsible for billing, collecting, reporting, and remitting any and all sales or use taxes directly related to Lessee's use of the Leased Spectrum and the services provided thereon, if any.

(d) Payments. Payments of Lease Agreement payments shall be made to Lessor at the location set forth in Section 13(b) of this Lease Agreement.

10. Express Covenants and Agreements (FCC Required Terms).

Notwithstanding anything contained herein to the contrary, the Parties agree that the following FCC rule provisions will apply:

(a) Lessee must comply at all times with applicable rules set forth in the Communications Laws and any other requirement of law. This Lease Agreement may be revoked, cancelled, or terminated by Lessor or by the FCC if Lessee fails to comply with the applicable requirements;

(b) If the FCC License is revoked, cancelled, terminated, or otherwise ceases to be in effect, Lessee has no continuing authority or right to use the Leased Spectrum related to such FCC License unless otherwise authorized by the FCC;

(c) The Lease Agreement is not an assignment, sale, or transfer of the FCC License itself;

(d) The Lease Agreement will not be assigned to any entity that is ineligible or unqualified to enter into a spectrum leasing arrangement under the Communications Laws; and

(e) Lessor will not consent to an assignment of this Lease Agreement unless such assignment complies with applicable FCC rules and regulations.

11. Representations, Warranties and Covenants.

(a) Each of the Parties hereto represents, warrants and covenants, as applicable, to the other, with respect to facts and issues relating to it, that:

i. it is duly organized and in good standing under the laws of the jurisdiction of its organization;

ii. it has full power and authority to carry out all of the transactions contemplated hereby;

iii. it shall comply with all applicable laws, including the Communications Laws and state, local and federal rules and regulations, governing the business, ownership, management and operations under this Lease Agreement;

iv. all requisite resolutions and other authorizations necessary for the execution, delivery, performance and satisfaction of this Lease Agreement have been duly adopted and complied with; and

v. except as its enforceability may be limited by governmental immunity or bankruptcy, insolvency, moratorium or other laws affecting creditors' rights generally this Lease Agreement is a valid and binding agreement, enforceable against it in accordance with the terms of this Lease Agreement.

(b) Lessor further represents and warrants as follows:

i. Lessor is the exclusive holder of the FCC License, free and clear of all liens, and no other person has any right, title or interest in or to the FCC License. The FCC License has been granted to Lessor by Final Order and is in full force and effect. "Final Order" means action by the FCC or its staff acting under delegated authority as to which (1) no request for stay by the FCC, as applicable, of the action is pending, no such stay is in effect, and, if any deadline for filing any such request is designated

by statute or regulation, such deadline has passed; (2) no timely petition for review, rehearing or reconsideration of the action is pending before the FCC, and the time for filing any such petition has passed; (3) the FCC does not have the action under reconsideration on its own motion and the time for such reconsideration has passed; and (4) no appeal to a court, or request for stay by a court, of the FCC's action, as applicable, is pending or in effect, and, if any deadline for filing any such appeal or request is designated by statute or rule, it has passed.

ii. Except for proceedings known to Lessee or affecting the wireless industry generally, there is not pending or, to the knowledge of Lessor, threatened against Lessor or the FCC License, nor does Lessor know of any basis for, any application, action, formal complaint, claim, investigation, suit, notice of violation, petition, objection or other pleading, or any proceeding before the FCC or any other governmental body, against Lessor or the FCC License, which questions or contests the validity of, or seeks the revocation, cancellation, forfeiture, non-renewal or suspension of, the FCC License, or which seeks the imposition of any modification or amendment thereof, or the payment of a material fine, sanction, penalty, damages or contribution in connection with its use.

iii. All material documents required to be filed at any time by Lessor with the FCC or any other governmental body pursuant to FCC rules and policies with respect to the FCC License have been timely filed or the time period for such filing has not lapsed, except where the failure to timely file or make such filing would not be material. All of such filings are complete and correct in all material respects. To Lessor's knowledge, the FCC License is not subject to any conditions other than those appearing on its face and those imposed by FCC rules and policies. All amounts owed to the FCC in respect to the FCC License have been timely paid and, as of the date hereof, and to Lessor's knowledge, no further amounts are due to the FCC for the FCC License.

iv. Lessor is in compliance in all material respects with all laws, rules and regulations applicable to the FCC License, and has complied in all material respects with the terms and conditions of the FCC License. To Lessor's knowledge, it has not received written notice of any complaint or order filed alleging any material non-compliance with respect to any such laws, rules or regulations, in each case to the extent applicable to the FCC License.

(c) Lessee further represents and warrants to Lessor that it possesses all the requisite qualifications (including those relating to ownership and character) under the Communications Laws to be a lessee as contemplated in this Lease Agreement.

12. Damage Limitations; Survival.

(a) Damages Limitation. No Party shall be entitled to receive any special, punitive, incidental, consequential or similar damages in connection with any claim under this Lease Agreement.

(b) Survival. The representations and warranties contained in this Lease Agreement shall remain in effect for six (6) months following the termination or expiration of this Lease Agreement and shall expire at the end of such period, except that any intentional misrepresentation regarding such representations and warranties shall survive indefinitely.

13. Miscellaneous.

(a) Public Record. Notwithstanding anything else in this Lease Agreement to the contrary, Lessor acknowledges that Lessee is subject to Chapter 132 of the North Carolina General Statutes, the Public Records Act (the "Act"), and that this Lease Agreement, including all documents incorporated by reference, are a public record as defined in such Act, and as such, will be open to public disclosure and copying.

(b) Notices. Except as otherwise provided in Article 9 above as to payments, all notices or other communications which are required or permitted hereunder will be in writing and sufficient if delivered by hand, by registered or certified mail, postage pre-paid, or by courier or overnight carrier, to the person or entities at the addresses set forth below (or at such other address as may be provided hereunder), and will be deemed to have been delivered as of the date so delivered:

If to Lessor:

Patrick Trammell
Choctaw Holdings, LLC
1500 1st Avenue North, Unit 76
Email: pat.trammell@choctawtelecom.com

With a required copy (which shall not constitute notice) to:

Brian Higgins
Wilkinson Barker Knauer, LLP
1800 M Street, NW, Suite 800N
Washington, DC 20036
E-mail: bhiggins@wbklaw.com

If to Lessee:

Hyong Yi
Union County Water Administrator
Union County, North Carolina
500 N. Main St., Suite 400
Monroe, NC 28112
Email: Hyong.Yi@unioncountync.gov

with a required copy (which shall not constitute notice) to:

Jason Kay
County Attorney
Union County, North Carolina
500 N. Main Street, Suite 925
Monroe, NC 28112
Email: jkay@unioncountync.gov

or to such other address or addresses as may hereafter be specified by notice given by any of the above to the others. Notices given by United States certified mail as aforesaid will be effective on the third business day following the day on which they are deposited in the mail. Notices delivered in person or by overnight courier will be effective upon delivery.

(c) Successors and Assigns. Except for any assignments by Lessor to an affiliate for which Lessee consent is hereby provided, neither this Lease Agreement nor any of the rights or obligations hereunder may be assigned by Lessee without the prior written consent of Lessor. During the Term of this Lease Agreement, Lessor shall have the right and ability, without the consent of or notice to Lessee, to assign its rights and obligations under this Lease Agreement or, subject to Lessee's rights hereunder, to sell, transfer, assign, pledge or otherwise dispose of the FCC License in accordance with the Communications Laws. Notwithstanding anything herein to the contrary, this Lease Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.

(d) Entire Agreement; Amendments. This Lease Agreement, and all exhibits and schedules referred to herein (which are incorporated herein and made a part of this Lease Agreement by reference) and the documents delivered pursuant hereto, contain the entire understanding of the Parties hereto with regard to the subject matter contained herein or therein, and supersede all prior agreements or understandings among Lessor and Lessee with respect to the rights and performances contemplated herein. This Lease Agreement will not be amended, modified or supplemented except by a written instrument signed by authorized representatives of the Lessor and the Lessee.

(e) Waivers. No failure by either Party to exercise, and no delay by either Party in exercising, any right or remedy under this Lease Agreement will constitute a waiver of such right, remedy or any other right or remedy under this Lease Agreement. Any waiver by either Party of any right or remedy under this Lease Agreement will be limited to the

specific instance and will not constitute a waiver of such right or remedy in the future or of any other right or remedy hereunder.

(f) Expenses. Except as otherwise set forth herein, each Party hereto will pay all of its own costs and expenses incident to its negotiation and preparation of this Lease Agreement and the consummation of the transactions contemplated hereby, including the fees, expenses and disbursements of its counsel and advisors.

(g) Construction and Interpretation. No Party will be deemed to be the draftsman hereof. Accordingly, neither this Lease Agreement nor any uncertainty or ambiguity herein will be conclusively construed or resolved against any Party hereto, whether under any rule of construction or otherwise. This Lease Agreement has been reviewed, negotiated and accepted by all Parties.

(h) Execution in Counterparts. This Lease Agreement may be executed in one or more counterparts which may be delivered by pdf or DocuSign, each of which will be considered an original instrument, but all of which will be considered one and the same agreement, and will become binding when one or more counterparts have been signed by each of the Parties hereto and delivered to each of the other Parties hereto.

(i) Governing Law. This Lease Agreement will be governed by, enforced and construed in accordance with the laws of the State of North Carolina (without regard to conflicts of law principles) and the Communications Act of 1934, as amended and related rules, regulations and policies of the FCC.

(j) Dispute Resolution. The Parties agree to work together to resolve disputes that may arise between them regarding this Lease Agreement.

(k) Specific Performance. Notwithstanding anything herein to the contrary, if either Lessor or Lessee fails to perform any of its obligations under this Lease Agreement, the aggrieved Party shall have the right, in addition to all other rights or remedies, to seek specific performance of the terms hereof.

(l) Headings. Subject headings are included for convenience only and will not effect the interpretation of any provisions of this Lease Agreement.

(m) Document Inspection. Each Party will retain a duly-executed copy of this Lease Agreement (including any amendments thereto) in its files, and will, subject to the provisions of Section 13(a) hereof, provide the FCC or any other governmental body with a photocopy of those portions of this Lease Agreement to the extent requested.

(n) Severability. Should any court or agency determine that this Lease Agreement or any provision of this Lease Agreement is invalid, or if the FCC amends its rules or adopts policies that materially affect this Lease Agreement, the Parties agree to use their commercially reasonable efforts to negotiate modifications to this Lease Agreement such that the Lease Agreement is valid and effectuates the intent of the Parties.

(o) No Partnership. Nothing contained in this Lease Agreement will be deemed to create a partnership or joint venture between the Parties. Except as otherwise provided in this Lease Agreement, neither Party shall have any authority to bind the other Party to any agreement, understanding, or other instrument, in any manner whatsoever.

(p) Reformation. If the FCC determines that this Lease Agreement is inconsistent with the terms and conditions of the FCC License or the Communications Laws or if any governmental body alters the permissibility of this Lease Agreement subsequent to the Effective Date of this Lease Agreement under the requirements of law, then the Parties agree to use commercially reasonable efforts to modify this Lease Agreement if possible and as necessary to cause this Lease Agreement (as modified) to comply with such new requirements of law and to preserve to the extent possible the economic arrangements set forth in this Lease Agreement.

(q) Further Assurances. Each Party will execute and deliver such further documents and take such further actions as the other Party may reasonably request consistent with the provisions hereof in order to affect the intent and purposes of this Lease Agreement.

(r) Attorney's Fees. Notwithstanding anything herein to the contrary, as to disputes arising between the Parties, each such Party shall be responsible for its own legal expenses and costs, including, but not limited to attorney's fees, witness costs, and expert witness costs.

(s) Force Majeure. Neither Party shall be liable to the other Party for any failure or hindrance of performance under this Lease Agreement due to causes beyond its reasonable control, including, without limitation, Acts of God, fire, storm, flood, extreme temperatures, pandemic, or other natural catastrophes or national emergencies, government shutdowns, explosion, vandalism, insurrections, riots, acts of terror, wars, or strikes, work stoppages, or other labor difficulties ("Force Majeure Event"). The Party claiming relief under this Section 13(s) shall notify the other Party of the occurrence of the Force Majeure Event and of the termination of such Force Majeure Event.

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IN WITNESS WHEREOF, the Parties hereto have caused this Lease Agreement to be executed on the day and year first above written.

LESSOR

CHOCTAW HOLDINGS, LLC

By: _____

Name: Patrick Trammell

Title: President

LESSEE

UNION COUNTY, NORTH CAROLINA

By: _____

Name: Brian Matthews

Title: County Manager

SCHEDULE A

The following license authorizations for the specified counties identified below will be leased by the Lessee from the Lessor:

Call Sign	Market Name (Market Number)	Counties	Block	MHz
WQGF315	Mid-Atlantic (AMT002)	Alexander, NC Alleghany, NC Anson, NC Cabarrus, NC Catawba, NC Chester, SC Chesterfield, SC Davidson, NC Davie, NC Forsyth, NC Gaston, NC Iredell, NC Lancaster, SC Lincoln, NC Mecklenburg, NC Montgomery, NC Richmond, NC Rowan, NC Stanly, NC Stokes, NC Surry, NC Union, NC Wilkes, NC Yadkin, NC York, SC	A	217.950 – 218.0



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-667

Agenda Date: 11/3/2025

TITLE:

Sole Source Standardization Approval - Knox Box eKey System

INFORMATION CONTACT:

Jon Williams, Union County Fire Marshal's Office, Fire Marshal, 704-296-4296

ACTION REQUESTED:

1) Approve the standardization of the Knox eKey System, manufactured and distributed exclusively by The Knox Company, as the County's rapid entry access solution pursuant to N.C.G.S. §143-129 (e) and Section 3.8 of the Union County Procurement Policy and 2) adopt Budget Amendment 9 and Capital Project Ordinance 350A.

PRIOR BOARD ACTIONS:

September 2, 2025, Regular Meeting, Agenda # 25-529: Authorized County Manager to approve contract.

BACKGROUND:

The Union County Fire Marshal's Office currently utilizes KnoxBox 3200 units as the standardized rapid entry system across the County for emergency access. As part of a department-wide modernization effort, the Fire Marshal's Office is transitioning from mechanical key cylinders to the electronic Knox eKey system, which provides secure access, audit trail capabilities, and integration with KnoxConnect® management software. The Knox eKey cylinders are required for this upgrade and are only available from The Knox Company, which is the sole source manufacturer and distributor of these proprietary components.

Using a different manufacturer's product would require replacement of the entire existing KnoxBox infrastructure, which would significantly increase costs and disrupt operational consistency. Therefore, we are requesting the Board to approve Sole Source Standardization for the Knox eKey System, manufactured and distributed exclusively by The Knox Company. This request is in accordance with the Union County Procurement Policy, Section 3.8, Item (ii), a needed product is available from only one source of supply.

FINANCIAL IMPACT:

None.



To: Brian Matthews, County Manager

From: Jon Williams

CC: Cheryl Wright, Director of Procurement & Contract Management

Date: 7/31/25

Re: Sole Source Exception for Knox Box eKey System

The Union County Fire Marshal's Office currently utilizes KnoxBox 3200 units as the standardized rapid entry system across the County for emergency access. As part of a department-wide modernization effort, the Fire Marshal's Office is transitioning from mechanical key cylinders to the electronic Knox eKey system, which provides secure access, audit trail capabilities, and integration with KnoxConnect® management software. The Knox eKey cylinders are required for this upgrade and are only available from The Knox Company, which is the sole source manufacturer and distributor of these proprietary components. Using a different manufacturer's product would require replacement of the entire existing KnoxBox infrastructure, which would significantly increase costs and disrupt operational consistency.

We are requesting approval to process this purchase as a Sole Source in accordance with section 3.8 of the UC Procurement Policy, item (ii), a needed product is available from only one source of supply. Standardizing the use of the Knox Box eKey system will provide secure access, audit trail capabilities, and integration with KnoxConnect® management software.

We are requesting approval to submit a request to the BOCC, requesting approval to purchase the eKey system in the amount of \$133,298.68 in accordance with the sole source exemption process for the reasons listed above. If additional information is needed to assist with processing this request, please let us know.

Brian Matthews, County Manager:

Date:

8/1/25

January 6, 2025

The Knox Company is the sole source vendor for Knox Keysecure products with manufacturing and/or assembly done in our Phoenix, Arizona facility. As the provider of the patented Knox eLock System®, Knox maintains the highest level of key and lock control devices and ensures the manufacturing process is strictly controlled using rigorous protocols.

As the leader in the rapid access product category, the Knox brand is the preferred and trusted rapid access provider by more than 15,000 first responder departments/agencies throughout the U.S. and Canada; and is the product most often selected over other lock box programs based on the company's more than forty-five-year reputation for integrity, quality, and reliability. Products include a complete line of eLock and mechanical lock boxes, cabinets, key switches, padlocks, the MedVault® Narcotics Vault, locking FDC Caps, and the proprietary KnoxConnect® Management System, used by Fire, EMS, and Law Enforcement departments/agencies.

Knox also manufactures products that electronically secure the Knox Master Key: Sentralok® and KeySecure® Key Retention Systems, and the Knox KeyDefender that provide keypad access with full audit trail documentation.

Obtained UL Listings, include the following:

- UL 437: Standard for Key Locks
- UL 508: Standard for Industrial Control Equipment
- UL 1037: Standard for Anti-theft Alarms and Devices
- UL 1332: Standard for Organic Coating for Steel Enclosures for Outdoor Use Electrical Equipment
- UL 1610: Standard for Central-Station Alarm Units

Included with the Knox products are many services that benefit first responders. Mechanical master keys are provided to only authorized individuals at no charge, records of installation are compiled on request, and complimentary materials available to property owners.

Knox products satisfy stringent rapid entry requirements. Please contact us if we can provide additional information.

Sincerely,



Chris Rovenstine
VP, Sales and Marketing
The Knox Company

BUDGET AMENDMENT

BUDGET	Fire Marshall/CIP	REQUESTED BY	Jon William
FISCAL YEAR	FY 2026	DATE	October 10, 2025

INCREASE

Description

Other Equipment	82,756

DECREASE

Description

IFT to General Fund	82,756

Explanation: The Fire Marshall office is requested funding be transferred from the Simulcast TDMA Conversation CIP to the Other Equipment line to purchase knock boxes

DATE

APPROVED BY Bd of Comm/County Manager
Lynn West/Clerk to the Board

FOR POSTING PURPOSES ONLY

DEBIT

<u>Code</u>	<u>Account</u>	<u>Amount</u>
101117510-5290	Other Equipment	82,756
	Total	82,756

CREDIT

<u>Code</u>	<u>Account</u>	
10110400-5040	IFT from General Fund	82,756
	Total	82,756

Prepared By JPM
 Posted By
 Date

Number

**UNION COUNTY, NORTH CAROLINA
PUBLIC SAFETY PROJECTS YEAR 2025-2026
CAPITAL PROJECT ORDINANCE #350A**

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY, NORTH CAROLINA:

Section I. That for the purpose of providing funds, together with any other previously appropriated available funds, for the following projects:

Public Safety:
Radio Replacement and Maintenance
TOMA Radio Infrastructure Upgrade VHF Paging System
Union EMS Capital FY 2024
VFD Air Packs FY 2024

Including the replacement of equipment, the acquisition and construction of new facilities, the acquisition and installation of necessary furnishings and equipment and the acquisition of interests in real property required therefore, a reduction in the amount of \$82,756 is hereby appropriated, resulting in a revised total project costs of \$5,999,153.

Section II. That it is estimated that the following revenues will be available during the construction period to meet the appropriations in Section I, as set forth in the following schedule:

Section II. That it is estimated that the following revenues will be available during the construction period to meet the appropriations in Section I, as set forth in the following schedule:

IFT from General Fund	\$5,999,153
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Section III. The attached CPO #350A chart is incorporated herein showing appropriations to date, additions as of this capital project ordinance, and the total appropriation.

Section IV. That the finance officer is authorized from time to time to transfer as a loan from the General Fund or unspent County proceeds in the Capital Projects Funds, cash in an amount necessary to meet obligations until such time as financing is arranged, at which time repayment will be made and the finance officer is authorized to sign the Declaration of Official Intent to Reimburse Expenditures as required by Internal Revenue Service regulations.

Section V. That the finance officer is authorized at the time of project completion to close out the capital project and remove it from the general ledger.

Section VI. This capital project ordinance is adopted and effective this 19th day of October 2025.

ATTEST:

Lynn G. West,
Clerk to the Board

Melissa Merrell
Chair, Union County Board of
Commissioners

CAPITAL PROJECT ORDINANCE AMENDMENT

BUDGET General CIP Fund

FISCAL YEAR FY 2026

REQUESTED BY Jon Williams

DATE October 10, 2025

PROJECT SOURCES

Source Description and Code	Project To Date	Requested Amendment	Revised Project
IFT from General Fund	6,081,909	(82,756)	5,999,153
			-
			-
Total	6,081,909	(82,756)	5,999,153

PROJECT USES

Project Description and Code	Project To Date	Requested Amendment	Revised Project
Public Safety Capital Projects	6,081,909	(82,756)	5,999,153
			-
			-
Total	6,081,909	(82,756)	5,999,153

EXPLANATION: Reducing IFT from General Fund to provide funding for Knox Box purchasing in operating accounts.

DATE: _____

APPROVED BY: _____

BOCC/County Manager
Lynn West/Clerk to the Board

FOR FINANCE POSTING PURPOSES ONLY

PROJECT SOURCES

Source Description and Code	Project To Date	Requested Amendment	Revised Project
Communications- E911			
Radio Replacement and Maintenance			
IFT From General Fund	300,000	-	300,000
40080157-4010-52024			
TDMA Radio Infrastructure Upgrade			
IFT From General Fund	2,455,154	(82,756)	2,372,398
40080194-4010			
VHF Paging System			
IFT From General Fund	474,755	-	474,755
40080195-4010			
Union EMS Capital FY 2024			
IFT From General Fund	2,300,000	-	2,300,000
40080193-4010-52024			
VFD Air Packs FY 2024			
IFT From General Fund	552,000	-	552,000
40080164-4010-52024			
Total	6,081,909	(82,756)	5,999,153

PROJECT USES

Project Description and Code	Project To Date	Requested Amendment	Revised Project
Communications- E911			
Radio Replacement and Maintenance			
Other Equipment	300,000	-	300,000
40080157-5550-52024			
TDMA Radio Infrastructure Upgrade			
Other Equipment	2,455,154	(82,756)	2,372,398
40080194-5550			
VHF Paging System			
Other Equipment	474,755	-	474,755
40080195-5550			
Union EMS- E911			
Union EMS Capital FY 2024			
Payments to Outside Agencies	2,300,000	-	2,300,000
40080193-5699-52024			
VFDs			
VFD Air Packs FY 2024			
Payments to Outside Agencies	552,000	-	552,000
40080164-5699-52024			
Total	6,081,909	(82,756)	5,999,153

Prepared By JM

Posted By _____

Date _____

Number CPO-350A



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-673

Agenda Date: 11/3/2025

TITLE:

JROTC Proclamations to be Awarded at the 2025 Veterans Day Celebration

INFORMATION CONTACT:

Michelle Marcano, Human Services Agency - Veterans Services, Director, 704-283-3711

ACTION REQUESTED:

Adopt Junior Reserve Officers' Training Corps (JROTC) proclamations to be awarded at the Veterans Day Celebration on November 8, 2025.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

In October 2002, the Union County Board of Commissioners established the Patriot Award to recognize one outstanding Junior Reserve Officers' Training Corps (JROTC) cadet from each of the high school programs in Union County. The recipient will be selected for demonstrating a high degree of patriotism, leadership, military bearing, scholarship and general excellence. Each high school's JROTC Senior Instructor selects a cadet to receive the Patriot Award.

FINANCIAL IMPACT:

Cost to frame awards & medallion ribbons approximately \$200.00.



PROCLAMATION

BY THE UNION COUNTY BOARD OF COMMISSIONERS

FOR

THE 2025 PATRIOT AWARD

THAT WHEREAS, Union County is very fortunate to have active Junior Reserve Officers' Training Corps units in several of the high schools throughout the County; and

WHEREAS, the Junior Reserve Officers' Training Corps is an exceptional national youth program that promotes leadership, scholastic achievement, and patriotism; and

WHEREAS, the ideas instilled in the young men and women who participate in the Junior Reserve Officers' Training Corps are exemplary of the principles handed down by the "citizen-soldiers" of the American Revolution; and

WHEREAS, the Union County Board of Commissioners encourages and recognizes the outstanding student citizens and supports their exceptional national youth program.

NOW, THEREFORE, THE UNION COUNTY BOARD OF COMMISSIONERS does hereby proclaim

Cadet

being a son/daughter of the County of Union and member of the **Navy Junior Reserve Officers' Training Corps** of **Union County High School**, to have a high degree of merit with respect to patriotism, leadership, military bearing, scholarship, and general excellence, and we do hereby grant the **Patriot Award** with the honor and privilege to be known as a Patriot among the citizens of the County of Union.

On behalf of the Union County Board of Commissioners, this Proclamation is adopted this 3rd day of November 2025.

Attest:

Lynn G. West, Clerk to the
Union County Board of Commissioners

Melissa Merrell, Chair
Union County Board of Commissioners



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-676

Agenda Date: 11/3/2025

TITLE:

Memorandum of Agreement between The Public Health Authority of Cabarrus County d.b.a. Cabarrus Health Alliance and Union County Health Department

INFORMATION CONTACT:

Stephanie Starr, Human Services Agency - Community Support and Outreach, Director, 704-296-4302; Traci Colley, Human Services Agency - Public Health, Director, 704-296-3717

ACTION REQUESTED:

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

PRIOR BOARD ACTIONS:

- 1) March 4, 2024, Regular Meeting, Agenda Item # 24-135 - Approved Memorandum of Agreement between The Public Health Authority of Cabarrus County d.b.a. Cabarrus Health Alliance and Union County Health Department.
- 2) November 18, 2024, Regular Meeting, Agenda Item #24-768- Approved Memorandum of Agreement between The Public Health Authority of Cabarrus County d.b.a. Cabarrus Health Alliance and Union County Health Department.
- 3) May 19, 2025, Regular Meeting, Agenda Item #25-291- Approved Contract and Budget Amendment - Memorandum of Agreement between The Public Health Authority of Cabarrus County d.b.a. Cabarrus Health Alliance and Union County Health Department

BACKGROUND:

Union County Human Services Agency, along with Catawba County, Gaston County, Mecklenburg County, and Rowan County, were approached in January 2023 by Cabarrus Health Alliance (CHA) regarding our interest in participating in a regional grant initiative in which they were applying. CHA will provide leadership and maintain fiduciary responsibilities associated with the Racial & Ethnic Approaches to Community Health (REACH) program's grant funding, which has been in place since 1999 through the National Center for Chronic Disease Prevention and Health Promotion. The purpose of the 5-year REACH program is to improve health, prevent chronic disease (i.e., hypertension, heart disease, type 2 diabetes, and obesity), and reduce health disparities in local communities. The grant strategies for year three include:

- Food and nutrition security through the promotion of food service and nutrition guidelines and the expansion of existing fruit and vegetable vouchers incentive.

- Safe and accessible physical activity.

Since these are shared goals of our Human Services Agency and consistent with our current work efforts in Union County, it is advantageous for us to be a partner county in the regional initiative and gain the benefit of the available funding. Year three funding, which is eligible for expenses from November 1, 2025, through June 30, 2026, will go towards funding current staff time conducting activities, training and education efforts, marketing and communication, and operational expenses such as meetings and outreach events.

Following are a few examples of how we will use these funds:

- Nutrition: Enhance accessibility to the Farmer's Market for WIC and Senior Nutrition program participants w/ coupons for fresh, locally grown fruits & vegetables and create a communication campaign to promote this. In addition, assist our community partners with creating on-site food pantries and emergency management plans.
- Physical Activity: Conduct data collection through focus groups & walkability assessments; replace signs where needed (with NCDOT) that highlight trails, parks, greenways, bicycle paths, sidewalks, etc. Work with local Parks and Recreation & Planning departments to promote & increase outside physical activity & activity-friendly routes in priority communities.

The CHA submitted the grant application in early April 2023, and the grant was awarded in September 2023. The CHA will receive \$1,021,899 annually for five years. As a partner County in this regional effort, Union County received a subaward of \$126,618 in the first year, \$88,633 in year two, \$66,475 in year three, and TBD in future years.

FINANCIAL IMPACT:

Union County will receive \$66,475 in FY2026 from the Cabarrus Health Alliance. No County funding is required or requested. These funds are already recognized in the FY2026 budget.



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-674

Agenda Date: 11/3/2025

TITLE:

September 2025 NCVTS Motor Vehicle Tax Report

INFORMATION CONTACT:

Vann Harrell, Tax Administration, Tax Administrator, 704-283-3748; Kristen Foxworth, Tax Administration, Deputy Tax Administrator, 704-283-3591

ACTION REQUESTED:

Approve the September 2025 NCVTS Motor Vehicle Tax Refund Report.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

The refunds included in this report represent adjustments made to tax bills that resulted in refunds of motor vehicle taxes paid under the Tax and Tag Together program operated jointly between the counties and the state.

FINANCIAL IMPACT:

\$5,839.08



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
1ST CHOICE GLASS INC	1ST CHOICE GLASS INC		3221 A WESTWOOD IDSTRL CT		MONROE, NC 28110	Adjustment >=\$100	0086850334	JHM5868	PENDING	1054237149	Refund Generated due to adjustment on Bill #0086850334-2024-2024-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$50.00	\$0.00	\$50.00
															200	TAX	(\$135.82)	\$0.00	(\$135.82)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$14.46	\$0.00	\$14.46
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																		Refund	\$101.36
BREEDLOVE CONS SOL LLC	BREEDLOVE CONS SOL LLC	BREEDLOVE, RANDALL TODD	2729 SMITHFIELD DR		INDIAN TRAIL, NC 28110	Adjustment >=\$100	0086916923	RKT8522	PENDING	1053935361	Refund Generated due to adjustment on Bill #0086916923-2025-2025-0000	Situs error	9/16/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$136.40)	\$0.00	(\$136.40)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															980	TAX	\$6.20	\$0.00	\$6.20
															021	TAX	\$16.74	\$0.00	\$16.74
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																		Refund	\$143.46
CARTIER CLASSIC TRANSPORTATIO N LLC	CARTIER CLASSIC TRANSPORTATIO N LLC	CARTIER CHAUFFEURED TRANSPORTATIO N	115 UNIONVILLE INDIAN	TRAIL SUITE 88	INDIAN TRAIL, NC 28079	Adjustment >=\$100	0087152457	ZT7539	PENDING	1057290354	Refund Generated due to adjustment on Bill #0087152457-2025-2025-0000	Situs error	9/29/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$144.50	\$0.00	\$144.50
															200	TAX	(\$374.00)	\$0.00	(\$374.00)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$39.27	\$0.00	\$39.27
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																		Refund	\$220.23
CASE, JORDYN MICHAELA	CASE, JORDYN MICHAELA		144 HALITE LN		WAXHAM, NC 28173	Adjustment >=\$100	0086378120	LJN5275	PENDING	937101584	Refund Generated due to adjustment on Bill #0086378120-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$230.27)	\$0.00	(\$230.27)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$24.07	\$0.00	\$24.07
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																		Refund	\$236.20
															CASTILLO, MARICELA CAPOTE	CASTILLO, MARICELA CAPOTE		620 GLADEDALE LN	
200	TAX	(\$101.51)	\$0.00	(\$101.51)															
200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)															
015	TAX	\$10.94	\$0.00	\$10.94															
003	TAX	\$0.00	\$0.00	\$0.00															
005	TAX	\$0.00	\$0.00	\$0.00															
004	TAX	\$0.00	\$0.00	\$0.00															
002	TAX	\$0.00	\$0.00	\$0.00															
			Refund	\$120.57															
COLLINS, COLETTE SHAMA DOMINIQUE	COLLINS, COLETTE SHAMA DOMINIQUE		PO BOX 2281		INDIAN TRAIL, NC 28079	Adjustment >=\$100	0085564171	TKP4865	PENDING	1054237905	Refund Generated due to adjustment on Bill #0085564171-2024-2024-0000	Situs error	9/17/2025						
															600	TAX	\$48.86	\$0.00	\$48.86
															200	TAX	(\$132.71)	\$0.00	(\$132.71)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															023	TAX	\$13.52	\$0.00	\$13.52
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																		Refund	\$100.33
COVINGTON, WALTER BOYCE	COVINGTON, WALTER BOYCE		3150 AUSTIN CHANEY RD		MONROE, NC 28110	Adjustment >=\$100	0086267413	LKV6980	PENDING	937100672	Refund Generated due to adjustment on Bill #0086267413-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$160.03)	\$0.00	(\$160.03)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															017	TAX	\$25.93	\$0.00	\$25.93
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
002	TAX	\$0.00	\$0.00	\$0.00															
			Refund	\$164.10															



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
CRUMP, MARY JANE HARRIS	CRUMP, MARY JANE HARRIS		600 EXCHANGE CRI	ATP 104	INDIAN TRAIL, NC 28079	Adjustment >=\$100	0087293741	LLD5455	PENDING	1057290048	Refund Generated due to adjustment on Bill #0087293741-2025-2025-0000	Situs error	9/29/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$54.22	\$0.00	\$54.22
															200	TAX	(\$140.34)	\$0.00	(\$140.34)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$14.74	\$0.00	\$14.74
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$101.38
DTNC LLC	DTNC LLC	LOGANO, THOMAS JOSEPH	1021 VAN BUREN AVENUE		INDIANTRAIL, NC 28079	Adjustment >=\$100	0087225117	VEX9574	PENDING	1057290120	Refund Generated due to adjustment on Bill #0087225117-2025-2025-0000	Situs error	9/29/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$83.13	\$0.00	\$83.13
															200	TAX	(\$215.16)	\$0.00	(\$215.16)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															023	TAX	\$20.88	\$0.00	\$20.88
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$141.15
EVANS, JOHNNY JOSEPH	EVANS, JOHNNY JOSEPH		2318 ALTIUM BLAZE CT		WAXHAW, NC 28173	Adjustment >=\$100	0085770823	LEE4123	PENDING	1054793628	Refund Generated due to adjustment on Bill #0085770823-2025-2025-0000	Situs error	9/19/2025		001	TAX	\$0.00	\$0.00	\$0.00
															990	TAX	\$14.09	\$0.00	\$14.09
															200	TAX	(\$354.16)	\$0.00	(\$354.16)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															015	TAX	\$38.15	\$0.00	\$38.15
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$331.92
GODWIN, JAMES CLAYRON	GODWIN, JAMES CLAYRON		5304 FRIENDLY BAPTIST CH		INDIAN TRAIL, NC 28079	Adjustment >=\$100	0087105580	TLA8457	PENDING	1054237824	Refund Generated due to adjustment on Bill #0087105580-2024-2024-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$116.58)	\$0.00	(\$116.58)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															990	TAX	\$4.64	\$0.00	\$4.64
															021	TAX	\$15.71	\$0.00	\$15.71
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$126.23
GREENBERG, JOCZAN ALEJANDRO	GREENBERG, JOCZAN ALEJANDRO		9113 MB HIGHWAY OF WAR DR		WAXHAW, NC 28173	Adjustment >=\$100	0081534073	KJ05347	PENDING	936790632	Refund Generated due to adjustment on Bill #0081534073-2024-2024-0000	Situs error	9/15/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$392.06)	\$0.00	(\$392.06)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															026	TAX	\$31.05	\$0.00	\$31.05
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$391.01
															HOLMES, TRACY NORRIS	HOLMES, TRACY NORRIS		2509 HAMILTON CROSSROADS	
200	TAX	(\$92.40)	\$0.00	(\$92.40)															
200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)															
018	TAX	\$14.07	\$0.00	\$14.07															
003	TAX	\$0.00	\$0.00	\$0.00															
005	TAX	\$0.00	\$0.00	\$0.00															
004	TAX	\$0.00	\$0.00	\$0.00															
002	TAX	\$0.00	\$0.00	\$0.00															
		Refund		\$108.33															
HORGAN, SANDRA LYDIA	HORGAN, SANDRA LYDIA	ROSH, AIDAN TYLER	1009 MARTHAS MEADOWS LAND	APT 5	MONROE, NC 28112	Adjustment >=\$100	0087302233	VHZ5715	PENDING	939813304	Refund Generated due to adjustment on Bill #0087302233-2025-2025-0000	Situs error	9/29/2025						
															200	TAX	(\$194.83)	\$0.00	(\$194.83)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															015	TAX	\$20.99	\$0.00	\$20.99
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
		Refund		\$203.00															



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
KELLEY, SARAH MICHELLE	KELLEY, SARAH MICHELLE		1403 LOVE RD		MONROE, NC 28118	Adjustment >=\$100	0086418751	LHJ8492	PENDING	937100440	Refund Generated due to adjustment on Bill #0086418751-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$114.80)	\$0.00	(\$114.80)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															019	TAX	\$12.94	\$0.00	\$12.94
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
LIVENTSOV, ALISA	LIVENTSOV, ALISA		2709 LITTLE TOM STARNES RD		MONROE, NC 28112	Adjustment >=\$100	0087141030	BV605H	PENDING	939813696	Refund Generated due to adjustment on Bill #0087141030-2025-2025-0000	Situs error	9/29/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$96.80)	\$0.00	(\$96.80)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															029	TAX	\$5.87	\$0.00	\$5.87
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
MACIEL GARCIA, MARCO ANTONIO	MACIEL GARCIA, MARCO ANTONIO		6908 OAKLAND AVE APT I		INDIAN TRAIL, NC 28879	Adjustment >=\$100	0087274481	KJG6870	PENDING	937100576	Refund Generated due to adjustment on Bill #0087274481-2024-2024-0000	Situs error	9/17/2025		001	TAX	\$0.00	(\$0.01)	(\$0.01)
															200	TAX	(\$145.12)	(\$7.26)	(\$152.38)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															028	TAX	\$15.10	\$0.76	\$15.86
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.01	\$0.01
MARTIN-BENNETT, NICOLE MICHELE	MARTIN-BENNETT, NICOLE MICHELE		4660 OLD CHARLOTTE HWY	2307	MONROE, NC 28118	Adjustment >=\$100	0086988345	LBL9190	PENDING	936831184	Refund Generated due to adjustment on Bill #0086988345-2024-2024-0000	Situs error	9/16/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$119.34)	\$0.00	(\$119.34)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															019	TAX	\$15.15	\$0.00	\$15.15
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
MAYREN, AMY	MAYREN, AMY		3311 CORINTH CHURCH RD		MONROE, NC 28112	Adjustment >=\$100	0085596411	RJM6207	PENDING	939813608	Refund Generated due to adjustment on Bill #0085596411-2023-2023-0000	Situs error	9/29/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$109.28)	(\$11.20)	(\$120.48)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															025	TAX	\$0.68	\$0.89	\$9.57
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
MAYREN, AMY	MAYREN, AMY		3311 CORINTH CHURCH RD		MONROE, NC 28112	Adjustment >=\$100	0082596035	JZ3613	PENDING	939813632	Refund Generated due to adjustment on Bill #0082596035-2024-2024-0000	Situs error	9/29/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$114.62)	\$0.00	(\$114.62)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															025	TAX	\$11.45	\$0.00	\$11.45
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
MITESH B DHULAB, DMD, PA	MITESH B DHULAB, DMD, PA	DHULAB, MITESH BHOOLA	4801 INDIAN TRAIL FAIRVIEW		INDIAN TRAIL, NC 28079	Adjustment >=\$100	0086254175	LJR7725	PENDING	1054238310	Refund Generated due to adjustment on Bill #0086254175-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															000	TAX	\$141.39	\$0.00	\$141.39
															200	TAX	(\$365.95)	\$0.00	(\$365.95)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															023	TAX	\$35.51	\$0.00	\$35.51
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
															Refund				\$219.05



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
THREATT, BRIAN CURTIS	THREATT, BRIAN CURTIS		4313 OLD WAXHAW RD		MONROE, NC 28112	Adjustment >=\$100	0086967053	RKV9572	PENDING	936831352	Refund Generated due to adjustment on Bill #0086967053-2025-2025-0000	Situs error	9/16/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$107.80)	\$0.00	(\$107.80)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															015	TAX	\$11.61	\$0.00	\$11.61
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
															Refund				\$126.19
UTILITY LINES CONSTRUCTION SERVICES LLC	UTILITY LINES CONSTRUCTION SERVICES LLC		550 W 36TH ST		JASPER, IN 47546	Adjustment >=\$100	0085760129	TL8479	PENDING	1054237851	Refund Generated due to adjustment on Bill #0085760129-2024-2024-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$82.21	\$0.00	\$82.21
															200	TAX	(\$223.31)	\$0.00	(\$223.31)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$23.78	\$0.00	\$23.78
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
Refund				\$147.32															
UTILITY LINES CONSTRUCTION SERVICES LLC	UTILITY LINES CONSTRUCTION SERVICES LLC		550 W 36TH ST	TRAIL RD	JASPER, IN 47546	Adjustment >=\$100	0085670783	TR4003	PENDING	1054238985	Refund Generated due to adjustment on Bill #0085670783-2024-2024-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$71.98	\$0.00	\$71.98
															200	TAX	(\$195.52)	\$0.00	(\$195.52)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$20.82	\$0.00	\$20.82
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
Refund				\$132.72															
UTILITY LINES CONSTRUCTION SERVICES LLC	UTILITY LINES CONSTRUCTION SERVICES LLC		550 W 36TH ST	TRAIL RD	JASPER, IN 47546	Adjustment >=\$100	0084725119	TK7965	PENDING	1054512999	Refund Generated due to adjustment on Bill #0084725119-2024-2024-0000	Situs error	9/18/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$52.37	\$0.00	\$52.37
															200	TAX	(\$142.26)	\$0.00	(\$142.26)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$15.15	\$0.00	\$15.15
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
Refund				\$104.74															
UTILITY LINES CONSTRUCTION SERVICES LLC	UTILITY LINES CONSTRUCTION SERVICES LLC		550 W 36TH ST	TRAIL RD	JASPER, IN 47546	Adjustment >=\$100	0084724915	TK7934	PENDING	1054513017	Refund Generated due to adjustment on Bill #0084724915-2024-2024-0000	Situs error	9/18/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$97.88	\$0.00	\$97.88
															200	TAX	(\$265.87)	\$0.00	(\$265.87)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$28.31	\$0.00	\$28.31
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
Refund				\$169.68															
UTILITY LINES CONSTRUCTION SERVICES LLC	UTILITY LINES CONSTRUCTION SERVICES LLC		550 W 36TH ST	TRAIL RD	JASPER, IN 47546	Adjustment >=\$100	0084724844	TK7942	PENDING	1054513035	Refund Generated due to adjustment on Bill #0084724844-2024-2024-0000	Situs error	9/18/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$60.07	\$0.00	\$60.07
															200	TAX	(\$163.16)	\$0.00	(\$163.16)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$17.37	\$0.00	\$17.37
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
Refund				\$115.72															
UTILITY LINES CONSTRUCTION SERVICES LLC	UTILITY LINES CONSTRUCTION SERVICES LLC		550 W 36TH ST	TRAIL RD	JASPER, IN 47546	Adjustment >=\$100	0084724333	VA6850	PENDING	1054513044	Refund Generated due to adjustment on Bill #0084724333-2024-2024-0000	Situs error	9/18/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$52.37	\$0.00	\$52.37
															200	TAX	(\$142.26)	\$0.00	(\$142.26)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$15.15	\$0.00	\$15.15
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
Refund				\$104.74															



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
UTILITY LINES CONSTRUCTION SERVICES LLC	UTILITY LINES CONSTRUCTION SERVICES LLC		550 W 36TH ST	TRAIL RD	JASPER, IN 47546	Adjustment >=\$100	0084724233	TK7961	PENDING	1054513053	Refund Generated due to adjustment on Bill #0084724233-2024-2024-0000	Situs error	9/18/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$52.37	\$0.00	\$52.37
															200	TAX	(\$142.26)	\$0.00	(\$142.26)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$15.15	\$0.00	\$15.15
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$104.74
UTILITY LINES CONSTRUCTION SERVICES LLC	UTILITY LINES CONSTRUCTION SERVICES LLC		550 W 36TH ST	TRAIL RD	JASPER, IN 47546	Adjustment >=\$100	0084723921	TK7960	PENDING	1054513062	Refund Generated due to adjustment on Bill #0084723921-2024-2024-0000	Situs error	9/18/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$52.37	\$0.00	\$52.37
															200	TAX	(\$142.26)	\$0.00	(\$142.26)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$15.15	\$0.00	\$15.15
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$104.74
																	Refund Total		\$5839.08



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-679

Agenda Date: 11/3/2025

TITLE:

Grant Application - Department of Military and Veteran Affairs

INFORMATION CONTACT:

Jason May, Budget & Grants Management, Director, 704-283-3760

ACTION REQUESTED:

Authorize the County Manager to submit the associated grant application and make necessary assurances and certifications associated with the grant applications as substantially consistent with this agenda item, which includes the authorization to execute documents related to award of the grant and budget funds as appropriate.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

Session Law 2023-134, Section 33.13(a) directed the North Carolina Department of Military and Veterans Affairs (NCDMVA) to establish a grant program for existing county veterans offices (CVOs) to provide services to veterans. A grant may be awarded up to \$20,000.

FINANCIAL IMPACT:

Union County anticipates requesting \$20,000 for public outreach, services to veterans, and technology purchases to assist with serving veterans in Union County.



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-687

Agenda Date: 11/3/2025

TITLE:

Contract - Creative Services

INFORMATION CONTACT:

Liz Cooper, Public Communications, Director, 704-283-3587

ACTION REQUESTED:

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

This agreement meets the definition of a Fixed Price Term Agreement under the BOCC-adopted Fixed Price Term Agreements Policy. This agenda item includes a request for the Board to approve this agreement under the Fixed Price Term agreement Policy. The Procurement Department partnered with Public Communications to issue Request for Proposals 2026-007 Creative Services. On June 29, 2025, 29 proposals were received and reviewed by an evaluation team in accordance with applicable evaluation criteria for this project. The six (6) top-ranked firms/vendors were invited to shortlist interview/presentations. As a result, the team requests approval to enter into a contract with the top scoring/ranked preferred offerors, My House of Design, Flick Studios, Threaded Marketing Group, and Walk West, to provide supplemental graphic design, photography, and/or videography service(s). This contract has an initial term of three- years with two, one (1) year renewal options at the sole discretion of the County and is subject to annual budget appropriation.

FINANCIAL IMPACT:

Expenditures under the contracts are based upon departmental usage. Departments will utilize the funding as appropriated for FY2026 for Union County's creative services. Future year annual expenditures are subject to appropriation by the Board of Commissioners.

STATE OF NORTH CAROLINA

AGREEMENT

COUNTY OF UNION

THIS AGREEMENT is made and entered into as of _____, by and between UNION COUNTY, a political subdivision of the State of North Carolina, whose address is 500 North Main Street, Monroe, NC 28112, hereinafter “Union,” and FLICK STUDIOS, LLC, whose address is 7805 Horsecroft Court, Charlotte, NC 28277, hereinafter “Contractor.”

W I T N E S S E T H

WHEREAS, Union desires that Contractor perform certain creative services on an as-needed basis; and

WHEREAS, Contractor is willing to perform such services as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. SERVICES PERFORMED. Contractor agrees to perform the services (hereinafter the “Services”) set out in the attached Request for Proposals No. 2026-007, “Creative Services” (the “RFP”), which is attached and incorporated herein by reference, on an as-needed basis and in accordance with the terms of this Agreement. Contractor shall perform the Group B and Group C Services as described in the RFP. Contractor understands that Union County does not guarantee it will purchase any minimum amount of Services under this Agreement.

2. FEE AND PAYMENT SCHEDULE. Union shall pay Contractor the rates set out in the attached “Appendix A – Price Form” for performance of the Services. Said Appendix A is incorporated herein by reference. Contractor shall invoice Union no later than ten (10) business days after the end of a billing month for Services provided during said billing month. Payment is due within thirty (30) days of receipt of an accurate invoice by Union’s Finance Department. All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.

3. TERM AND TERMINATION. The Effective Date is the date of mutual execution of this Agreement. This Agreement shall have a term of three (3) years (the “Initial Term”). Following the Initial Term, Union may, in its sole discretion and at its sole option, renew this Agreement for up to two (2) successive one-year terms. Union may terminate this Agreement at any time, without cause, by notification to Contractor in writing. In the event of termination without cause, Contractor shall be paid for Services performed to the date of notification of termination by Union.

4. DOCUMENTS AND INSTRUMENTS OF SERVICE. Drawings, specifications, and other documents furnished by the Contractor, including those in electronic form, are Instruments of Service. The Contractor hereby assigns to Union County, without reservation, all copyrights in all documents, models, photographs, and other expression created by the

Contractor related to this Agreement. Among these documents are the Instruments of Service. Union County's obligation to pay Contractor is expressly conditioned upon Contractor obtaining a valid written comprehensive assignment of copyrights from its consultants in terms identical to those that obligate Contractor to Union County as expressed in this section, which copyrights Contractor, in turn, hereby assigns to Union County. Union County in return hereby grants Contractor and its consultants a non-revocable, nonexclusive license to reproduce and use the documents for purposes relating directly to Contractor's performance of its obligations under this Agreement, for Contractor's use in the normal course of professional activities, for Contractor's archival records, and for Contractor's reproduction of drawings and photographs in Contractor's marketing materials.

5. BASIC INSURANCE REQUIREMENTS. At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

- A. WORKERS' COMPENSATION
Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

- B. COMMERCIAL GENERAL LIABILITY
Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit

- C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit - Any Auto
-------------	----------------------------------

6. ADDITIONAL INSURANCE REQUIREMENTS.

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY INSURANCE POLICY.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.

- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 North Main Street, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: Public Communications
Contract #: 9951

- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- I. Certificate Holder shall be listed as follows:

Union County
Attention: Risk Manager
500 North Main Street
Monroe, NC 28112

- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

7. INDEMNIFICATION. Contractor agrees to protect, defend, indemnify and hold Union, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands,

obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

8. DECLARATION BY CONTRACTOR. Contractor declares that Contractor has complied with all federal, state and local laws regarding business permits, certificates, and licenses that may be required to carry out the work to be performed under this Agreement.

9. FEDERAL, STATE, AND LOCAL TAXES. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by Union on behalf of Contractor or the employees of Contractor. Contractor shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.

10. NOTICE TO CONTRACTOR REGARDING ITS TAX DUTIES AND LIABILITIES. Contractor understands that Contractor is responsible to pay, according to law, Contractor's income tax. If Contractor is not a corporation, Contractor further understands that Contractor may be liable for self-employment (social security) tax, to be paid by Contractor according to law.

11. FRINGE BENEFITS. Because Contractor is engaged in Contractor's own independently established business, Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of Union.

12. UNION NOT RESPONSIBLE FOR WORKERS' COMPENSATION. No workers' compensation insurance shall be obtained by Union concerning Contractor or the employees of Contractor. Contractor shall comply with the workers' compensation law concerning Contractor and the employees of Contractor.

13. NO AUTHORITY TO BIND UNION. Contractor has no authority to enter into contracts or agreements on behalf of Union. This Agreement does not create a partnership or any form of agency between the parties.

14. ASSIGNMENT. Neither Union nor Contractor shall assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this Agreement.

15. NON-WAIVER. The failure of either party to exercise any of its rights under this agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

16. HOW NOTICES SHALL BE GIVEN. Any notice given in connection with this agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any

party may change its address stated herein by giving notice of the change in accordance with this paragraph.

17. APPLICABLE LAW AND JURISDICTION. This Agreement shall be construed and enforced in accordance with the laws of the State of North Carolina. The parties to this Agreement confer exclusive jurisdiction of all disputes arising hereunder upon the General Courts of Justice of Union County, North Carolina.

18. COMPLETE AGREEMENT. This Agreement contains the complete agreement of the parties regarding the terms and conditions of the Agreement, and there are no oral or written conditions, terms, warranties, understandings or other agreements pertaining thereto which have not been incorporated herein. This Agreement may be modified only by written instrument duly executed by both parties, or their respective successors in interest.

19. SEVERABILITY. The provisions hereof are severable, and should any provision be determined to be invalid, unlawful or otherwise null and void by any court of competent jurisdiction, the other provisions shall remain in full force and effect and shall not thereby be affected unless such ruling shall make further performance hereunder impossible or impose an unconscionable burden upon one of the parties.

20. E-VERIFY. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Contractor shall ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Contractor will be considered a breach of this Agreement, which entitles Union to terminate this Agreement, without penalty, upon notice to Contractor.

21. AUTHORITY. Each signatory below warrants that it has the corporate or other organizational power and authority to execute, deliver and perform this Agreement. Each signatory further warrants that the execution, delivery and performance by it of the Agreement has been duly authorized and approved by all requisite action of the party's management and appropriate governing body.

[Remainder of page intentionally left blank. Signatures follow on the next page.]

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have hereunto set their hands and seals, and have caused this Agreement to be duly executed, this the day and year first written herein.

UNION COUNTY

By: _____ (SEAL)
Brian W. Matthews, County Manager

FLICK STUDIOS, LLC

By: _____ (SEAL)

Approved as to Legal Form RLM

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

Section H

10 APPENDIX A – PRICE FORM

RFP 2026-007 Creative Services

SUBMIT WITH PROPOSAL

Company Name: FLICK Studios LLC

Offerors may submit a proposal for one of the groups or multiple groups in any combination (Group A, Group B, or Group C). Due to the varying needs of Union County, it is anticipated that multiple contracts will be awarded to provide services. Union County does not guarantee a minimum number of hours. These services are on an as-needed basis.

Service Category	Project Rate Ranges
Graphic Design	
Photography	\$200 - \$2,500
Videography	\$500 - \$50,000

Sample Costs of Actual Projects for Videography and Photography

Project	Link to project	Cost
Union County Jesse Helms Park Ribbon Cutting (Video)	https://www.youtube.com/watch?v=do8ITBxWBzc	\$4,000
County Commissioners Swearing In (Video and Photos)	https://www.youtube.com/watch?v=PpYPZvORFZc	\$4,250
Union County SW Regional Library Ribbon Cutting (Video and Photos)	https://www.youtube.com/watch?v=JS9wjXgmpb4	\$3,750
Shooting and edit for Caught In The Act (Video)	https://www.youtube.com/watch?v=EL8kvyJTkqk	\$1,750
Shooting edit for the Employee Service Awards (Video)	https://www.youtube.com/watch?v=pjaq-Teemac	\$2,500
Shoot and Edit of Union County Farmers Market - Stallings (Video)	https://www.youtube.com/watch?v=v2n3hCWLmcc	\$2,500
Hometown Heroes - Union County Stories (Video)	https://www.youtube.com/watch?v=K2FQQglz740	FREE



Request for Proposal No. 2026-007

Creative Services

Due Date: June 29, 2025
Time: 10:00 AM Local Time
Submittal Location: Electronic Submission (Refer to Section 2)
Union County Government Center
500 N. Main Street, Suite 709
Monroe, NC 28112

Non-Mandatory Pre-Submittal Conference

Date: July 10, 2025
Time: 2:00 PM Local Time
Location: Union County Government Center
500 N. Main Street, HR Training Room
Monroe, NC 28112

Procurement Contact:

Vicky Watts, CLGPO
Senior Procurement Specialist
704.283.3601
vicky.watts@unioncountync.gov

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1 NOTICE OF ADVERTISEMENT

Union County, North Carolina Request for Proposals No. 2026-007 Creative Services

Electronic proposals will be received by Union County's Procurement and Contract Management Department at the Union County Government Center, 500 North Main Street, Monroe, NC 28112 until **10:00 AM Local Time on July 29, 2025.**

Union County, North Carolina, through the Public Communications Department, is seeking proposals from qualified companies to provide professional creative services including graphic design, general photography, and videography on an as-needed basis in response to this solicitation.

Copies of the solicitation may be obtained from the locations listed below:

1. Download the Solicitation Documents from the Union County website:
<https://www.unioncountync.gov/departments/bids-procurement/current-bids>
2. Download the Solicitation Documents from the State of North Carolina eVP website:
<https://evp.nc.gov/solicitations/> (Search County of Union)

A Non-Mandatory, Pre-Proposal Conference will be held on **July 10, 2025 at 2:00 PM Local Time** at the Union County Government Center, 500 N. Main Street, HR Training Room, Monroe, NC 28112. Representatives from the Union County Public Communications Department will be on-hand to give a brief overview of the project and to answer questions. Attendance at this meeting is strongly encouraged.

All questions about the meaning or intent of the RFP Documents are to be submitted in writing to the Procurement Representative listed on the cover page (vicky.watts@unioncountync.gov) no later than **July 16, 2025, at 3:00 PM Local Time.**

Union County reserves the right to reject any or all proposals, to waive technicalities, cancel the solicitation, and to make such selection deemed in its best interest.

Union County reserves the right to award to multiple vendors.

Offerors are required to comply with the non-collusion requirements set forth in the Solicitation Documents.

Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses.

--End of Advertisement--

2 SUBMITTAL DETAILS

2.1 PROPOSAL SUBMISSION DEADLINE

All Proposals are to be received electronically by the Union County Procurement Department no later than **July 29, 2025 at 10:00 AM Local Time**, per the instructions below. Any proposals received after this date and time shall be rejected without exception.

2.2 PROPOSAL SUBMISSION REQUIREMENTS

The proposal must be submitted electronically using the following link: <https://lfportal.unioncountync.gov/Forms/procurementsubmit>. The proposal must be signed by a person who is authorized to bind the proposing Company. Instructions for preparing the proposal are provided herein.

Select the solicitation drop down arrow and choose this RFP from the list. Complete the form, upload your proposal as one (1) complete document, and select submit. The maximum size accepted is 30 MB. A delivery notification email, from LF-Forms@co.union.nc.us, will be sent as your confirmation of receipt. Please add this email address to your contact list.

Paper submissions and/or email submissions will not be accepted.

There is no expressed or implied obligation for Union County to reimburse for any expenses incurred in preparing proposals in response to this request.

Union County reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest, cancel this solicitation, and award to multiple vendors.

2.3 NON-MANDATORY PRE-SUBMITTAL CONFERENCE

A Non-Mandatory Pre-Submittal Conference will be held on **July 10, 2025 at 2:00 PM Local Time** at the Union County Government Center, 500 N. Main Street, HR Training Room, Monroe, NC 28110. Representatives from Union County Public Communications will be on-hand to give a brief overview of the project and to answer questions. Although attendance at this meeting is not mandatory, it is strongly encouraged.

2.4 PROPOSAL QUESTIONS

Proposal questions will be due on or before **July 16, 2025 at 3:00 PM Local Time**. The primary purpose of this is to provide participating vendors with the opportunity to ask questions, in writing, related to the RFP.

Submit questions by email to Vicky Watts at vicky.watts@unioncountync.gov by the deadline shown above. The email should identify the proposal number and title. All questions and answers may be posted as addenda on www.unioncountync.gov and <https://evp.nc.gov/solicitations/>.

2.5 PROPOSAL ADDENDUM

Union County may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum.

Should an Offeror find discrepancies or omissions in this RFP, or any other documents provided by Union County, the Offeror should immediately notify the County of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Offeror on Appendix C – Addendum and Anti-Collusion Form.

2.6 COMMUNICATION

All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this Request for Proposals must be made only through the Procurement Contact noted on the cover of this RFP. A violation of this provision is cause for the County to reject a Company's proposal. No contact regarding this document with other County employees is permitted and may be grounds for disqualification.

3 INTRODUCTION

3.1 INTRODUCTION

Union County, North Carolina, through the Public Communications Department, is seeking proposals from qualified companies to provide professional creative services including graphic design, photography and videography on an as-needed basis for a variety of needs.

3.2 COUNTY

The County (estimated population 263,386) is located in the central, southern piedmont. The County provides its residents with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

4 REQUIREMENTS

4.1 GROUP A – GRAPHIC DESIGN SERVICES

The Offeror must have at least one (1) key personnel assigned to the contract resulting from this RFP who has at least five (5) years of experience providing graphic design services.

4.2 GROUP B – GENERAL PHOTOGRAPHY

The Offeror must have at least one (1) key personnel assigned to the contract resulting from this RFP who has at least five (5) years of experience providing photography services.

4.3 GROUP C – VIDEOGRAPHY SERVICES

The Offeror must have at least one (1) key personnel assigned to the contract resulting from this RFP who has at least five (5) years of experience providing videography services.

5 PROJECT OVERVIEW

Union County hereby invites companies that meet the qualifications set forth herein to submit proposals for graphic design services (Group A), **and/or** general photography services (Group B), **and/or** videography services (Group C). These services shall be provided on an “as-needed” basis. Under the resulting contract(s), the successful Offeror(s) will be required to provide expert guidance and professional service as outlined in this solicitation

Offerors may submit a proposal for one of the groups or any combination (Group A and/or Group B, and/or Group C). Due to the varying needs of Union County, it is anticipated that multiple contracts will be awarded to provide services listed under Groups A, B, & C. **The Offeror may submit a proposal for multiple groups.**

6 SCOPE OF WORK

The successful Offeror will be required to provide all labor, materials, tools, equipment, and supplies for the services listed below. Union County does not guarantee a minimum number of hours. All services will be provided on an as-needed basis throughout the contract term. All work performed by the Contractor on behalf of Union County will become the property of Union County.

6.1 FOR ALL GROUPS (GROUPS A, B, AND C)

1. Contractor must provide all necessary equipment, supplies, etc. to perform assigned project(s).
2. As projects develop, Union County personnel will work with one of the selected vendors deemed as the best fit for the specific project.
3. Contractor will provide high-quality electronic files and printed materials when necessary, within the agreed upon timeframe, and within the established budget for the project.
4. Contractor will participate in meetings with Union County personnel for the purpose of discussing project needs, establishing a strategy for execution, and editing. These meetings may be virtual, by phone call, or face-to-face.
5. The costs and timeline for individual projects will be determined on a project-by-project basis.
6. All creative work must be provided in draft form, for approval by the County, with requested edits possible.
7. File transfers will not incur additional charges to the County.
8. Union County’s normal business hours are Monday through Friday from 8 a.m. to 5:00 p.m. Contractors may work during and outside of Union County’s normal business hours, but Contractors working on Union County property outside normal business hours must have Union County approval.
9. Deliverables must be received by the date agreed upon by Union County and Contractor.
10. All work performed by the Contractor on behalf of Union County will become the property of Union County.
11. The majority of projects will be with one point of contact within Public Communications. On some projects, there may be a subject matter expert involved.

6.2 GROUP A – GRAPHIC DESIGN

Graphic design services will include work for Union County advertising and marketing purposes. The graphic designs may appear in print, online and in videos. Graphic design services will be on an as-needed basis for work. All graphic design projects must adhere to Union County's Brand Standards Guide, Appendix E. A portfolio consisting of 5 – 10 examples of graphic design is required. A minimum of two (2) images submitted must be chosen from the following example list of anticipated work. This list is not exclusive:

1. Marketing/Communication Material
 - a. Billboards
 - b. Posters
 - c. Newspaper/magazine ads
 - d. Website banners and graphics
 - e. Social media graphics
 - f. Booklets
 - g. Brochures/flyers
 - h. Newsletters
 - i. Posters
 - j. Booths
 - k. Bannerstands
2. Event-Specific Logos
3. Presentation Templates and Layouts

6.3 GROUP B – GENERAL PHOTOGRAPHY

Photography services will involve work at various locations around Union County. The Offeror must have all the equipment to acquire, edit and deliver photographs. Photography services will be on an as-needed basis for work. A portfolio consisting of 5 – 10 photography images is required. A minimum of two (2) images submitted must be chosen from the following example list of anticipated work. This list is not exclusive:

- a. Events
- b. Portrait/people
- c. Work/Lifestyle
- d. Landscape/Architectural

6.4 GROUP C – VIDEOGRAPHY

Videography services will involve projects at various locations around Union County. The Offeror must provide all necessary equipment, including lighting and audio equipment. The contractor must be able to perform all video functions from conception, shooting, editing and final production. The contractor should be able to deliver videos that are in the format and production value for broadcast (public access channel) and social media (YouTube and Facebook). Multiple ratios may be requested for different formats or platforms (particularly vertical videos for social media). All graphics, lower-thirds, and other post-production elements must adhere to Union County's Brand Standards Guide; Appendix E. Electronic delivery is preferred. Videography services will be on an as-needed basis. A portfolio consisting of four (4) 90 second videos is required. A minimum of two (2) videos submitted must be chosen from the following example list of anticipated work. This list is not exclusive:

- a. Storytelling
- b. Animation
- c. Explainer
- d. Promotional
- e. How To
- f. Text Animations
- g. Training

7 DETAILED SUBMITTAL REQUIREMENTS AND INSTRUCTIONS

7.1 TERMS OF SUBMISSION

All material received from a person or company ("Respondent") in response to this solicitation shall become the property of Union County and will not be returned to the Respondent. Any and all costs incurred by a Respondent in preparing, submitting, or presenting submissions are the Respondent's sole responsibility and Union County shall not reimburse the Respondent. All responses to this solicitation will be considered a public record and subject to disclosure under applicable public records law.

Any material in a response which the Respondent considers a trade secret and exempt from disclosure as a public record under applicable law, including N.C.G.S. §§ 132-1.2 and 66-152, must be properly designated as a trade secret. In order to properly designate such material, the Respondent must: (i) submit any trade secret materials in a separate envelope, or file, from all other submitted material, being clearly marked as "Trade Secret – Confidential and Proprietary Information," and (ii) stamp the same trade secret/confidentiality designation on each page of the materials therein which contain trade secrets.

To the extent consistent with public records law, Union County will make reasonable efforts to maintain the confidential nature of trade secrets, as determined by Union County and subject to the conditions set forth herein. Respondent understands and agrees by submitting a response to this solicitation, that if a request is made to review or produce a copy of any information in the Respondent's materials which was properly labeled by the Respondent as a trade secret, Union County will notify the Respondent of the request and the date that such materials will be released to the requestor unless the Respondent obtains a court order enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure prior to that date, Respondent understands and agrees that Union County will release the requested information to the requestor on that date.

Furthermore, the Respondent also agrees to indemnify and hold harmless Union County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that has been designated as a trade secret by Respondent.

7.2 PROPOSAL FORMAT

The County desires all responses to be identical in format in order to facilitate comparison. While the County's format may represent a departure from the Offeror's preference, the County requests adherence to the format. All responses are to be in the format described below.

Offerors should prepare their proposals in accordance with the instructions outlined in this section. Each Offeror is required to submit the proposal electronically – Refer to Section 2.2. Each section should be identified as described below. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the RFP.

The successful Offeror’s proposal must include all responses to the requirements contained within this RFP and all appendices (if applicable) must be completed in their entirety.

The utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

The RFP should include a response to each of the following criteria. **Failure to address each area could result in rejection of a proposal.** Please provide a table of contents in the format of the proposal requirements along with tabs identifying each section and subsection. Include examples of procedures, reports, or other information where applicable.

The proposal should be organized and identified by sections as follows:

- **Section A** – Cover Letter
- **Section B** – Company Background and Experience
- **Section C** – Staff Experience
- **Section D** – Subcontracting
- **Section E** – Portfolio
- **Section F** – References
- **Section G** – Cost Proposal
- **Section H** – Required Forms

There are eight (8) Sections to this proposal. The instructions for each Section are outlined below.

Omissions and incomplete answers may be deemed unresponsive.

7.2.1 SECTION A – COVER LETTER

The proposal must include a cover letter attesting to its accuracy and signed by an individual authorized to execute binding legal documents on behalf of the Offeror. Include the following:

- Legal company name and DBA (if applicable).
- Company address, telephone number and website address.
- Location providing service, address, and telephone number.
- **Name of single point of contact, title, direct telephone number and/or extension, and direct email address. (required)**
- Name of person with binding authority, title, address, direct telephone number and/or extension, and email address.
- Stipulate that the proposal price will be valid for a period of 120 days.
- Make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its proposal: “The information contained in

this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to the County, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.”

7.2.2 SECTION B – COMPANY BACKGROUND AND EXPERIENCE

This section provides each company with the opportunity to demonstrate how its history, organization, and partnerships differentiate it from other companies. Careful attention should be paid to providing information relevant to Union County needs.

- Provide company history, and number of years in business under the current organizational name, structure and services offered.
- Describe your company’s complete corporate structure, including any parent companies, subsidiaries, affiliates and other related entities.
- How many public sector (cities and counties) clients does your company have?
- Provide a management organization chart of your company including director and officer positions and names and the reporting structure.
- Provide detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the solicitation.
- List any projects or services terminated by a government entity. Please disclose the government entity that terminated and explain the reason for the termination.
- Is the bidder’s organization involved in any pending litigation that may affect its ability to provide its proposed services?
- Provide recent results of client feedback (survey results, comments, etc.) for a similar program.
- Detailed description of specific tasks you will require from County staff.
- Explain what the respective roles of County staff and your staff would be to complete the tasks specified herein.

7.2.3 SECTION C – STAFF EXPERIENCE

Describe the professional staff available for this service. Include a summary of the work/education experience of the company’s key staff members. It should identify the specific employees assigned to provide the services solicited by this Request for Proposal and years of experience. At a minimum, this section should include the following information, for each key person identified by the company:

- a. Name and title
- b. Office location and city of residence
- c. Project responsibilities and roles
- d. Educational background
- e. Professional registrations and memberships (if applicable)
- f. Years of relevant experience

7.2.4 SECTION D – SUBCONTRACTING

Sub-contractors to be utilized in the performance of this service must be clearly identified. Provide the following:

- a. Name of the subcontractor and location.
- b. Reason for subcontracting
- c. Proposed subcontractor responsibilities.

7.2.5 SECTION E – PORTFOLIO

Portfolios are required. Please provide an embedded link to a Google drive folder or SharePoint folder with examples of your work as outlined below.

Group A – Graphic Design

Submit a portfolio consisting of 5 - 10 digital images of your work. Include the title, a brief description and date completed. A portfolio consisting of 5 – 10 examples of graphic design is required. A minimum of two (2) images submitted must be chosen from the example list of anticipated work referenced in 5.2.2 Group A – Graphic Design.

Group B – Photography

Submit a portfolio consisting of 5 - 10 digital images of your work. Include the title, a brief description and date completed. A minimum of two (2) images submitted must be chosen from the example list of anticipated work referenced in 5.2.3 Group B – Photography.

Group C – Videography

Submit a portfolio consisting of four (4) 90 second videos of your work. Include the title, a brief description and date completed. A minimum of two (2) videos submitted must be chosen from the example list of anticipated work referenced in 5.2.4 Group C – Videography.

7.2.6 SECTION F – REFERENCES

Provide, at a minimum, three (3) comparable clients with whom your firm has an established relationship similar to the Scope of Work outlined in this RFP and one former client that stopped doing business with you and include the following:

- Company/Government Entity
- Contact Name and Title
- Address
- Direct Phone Number
- Email Address
- Length of Relationship
- Software System Provided

7.2.7 SECTION H – REQUIRED FORMS

Offerors must include completed copies of the following documents:

1. Appendix A – Price Form
2. Appendix B – Proposal Submission Form (signed)
3. Appendix C – Addenda Receipt and Anti-Collusion (signed)

8 EVALUATION CRITERIA AND SELECTION PROCESS

8.1 SELECTION PARTICIPANTS

1. Maintaining the integrity of the RFP process is of paramount importance for the County. To this end, please do not contact any members of Union County or its staff regarding the subject matter of this RFP until a selection has been made, other than the County's designated contact person identified in the introduction to this RFP.
2. Representatives of Union County (Evaluation Team) will read, review, and evaluate the RFP independently based on the evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected Offerors. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
3. At its sole discretion, the Owner may ask written questions of Offerors, seek written clarification, and conduct discussions with Offerors on the RFPs.
4. The County reserves the right to determine the suitability of proposals on the basis of a proposal meeting scope and submittal criteria listed in the RFP. Evaluation criteria and other relevant RFP information will be used to assist in determining the finalist Vendor.

8.2 EVALUATION SELECTION PROCESS

A weighted analysis of the evaluation criteria will be utilized to determine the Vendor that represents the best value solution for the County.

In the evaluation and scoring/ranking of Offerors, the Owner will consider the information submitted in the RFP as well as the meetings (if applicable) with the respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Offeror or for the purpose of selecting Short-Listed Offerors. The County may choose to award without engaging in interview discussions. The criteria is outlined below:

RFP Evaluation Criteria	Weights
Portfolio	40%
Company Background and Experience	20%
Staff Experience	20%
Compliance with Submittal Requirements	10%
Rates	10%

After identification of Short-Listed Offerors, the Owner may or may not decide to invite Short-Listed firms to interview. If interviews are scheduled with the Short-Listed Offerors, previous evaluation and rankings are not carried forward. For the purpose of selecting a Preferred Offeror, the evaluation criteria will be given the following relative weights:

RFP Interview/Presentation Criteria	Weights
Proposed Approach, Implementation, and Staff	65%
Quality and Relevance of Interview as it Relates to the Scope of the RFP	35%

8.3 AWARD PROCEDURE

The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms. It is understood that any proposal submitted will become part of the public record.

The County reserves the right to award to multiple vendors.

Union County (UC) reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.

A proposal may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.

The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.

County may select and enter into negotiations with the next most advantageous Offeror if negotiations with the initially chosen Offeror are not successful.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

9 GENERAL CONDITIONS AND REQUIREMENTS

9.1 TERMS AND CONDITIONS

The contract award may have an initial term of two (2) years with three (3) one-year renewal options at the County's discretion, pending annual budget approval.

All payroll taxes, liability and worker's compensation are the sole responsibility of the Offeror. The Offeror understands that an employer/employee relationship does not exist under this contract.

All proposals submitted in response to this request shall become the property of Union County and as such, may be subject to public review.

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification.

The County is not obligated to accept the lowest cost proposal. The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

9.2 FINANCIAL INFORMATION

The Bidder must have the following financial information readily available and have the ability to provide it to the County, without exception, within twenty-four (24) hours upon request during the proposal certification process:

1. Annual audited financial reports for the past five (5) fiscal years;
2. Credit reports, credit bulletins, bank and vendor references, and any other published statements by agencies that have been issued or published about the entity within the past five (5) years;
3. Indicate whether the Company (and/or predecessor, guarantor, or subcontractor) has declared bankruptcy within the last five (5) years;
4. Provide a description of the financial impact of any past or pending legal proceedings and judgments that could materially affect the Bidder's financial position or ability to provide service to the County.

9.3 CONTRACTUAL OBLIGATIONS

The contents of this Proposal and the commitments set forth in the Proposal shall be considered contractual obligations if a contract ensues. Failure to accept these obligations may result in cancellation of the award. All legally required terms and conditions shall be incorporated into final contract agreements with the selected Service.

9.4 COST ADJUSTMENTS

The Unit Pricing for the Initial Term shall be based upon the response to this solicitation. However, the Unit Pricing for any Renewal Term may be adjusted at the beginning of such Renewal Term by multiplying the Unit Pricing effective in the previous term by the quotient of the All Urban Consumers Price Index (CPI-U) (South Region), Others Goods and Services, with the Index Period of 2025 - 2030 as published by the Bureau of Labor Statistics, United States Department of Labor, in effect ninety (90) days prior to the commencement date of the new Renewal Term divided by such CPI in effect for the same month one (1) year prior to such date. However, any Unit Pricing increase pursuant to the previous sentence shall be capped at a five percent (5%) increase from one term to the next. Any such Unit Pricing adjustment for a Renewal Term must be requested by the Vendor or County within thirty (30) days from the date of the County's notice of its exercise of an option to renew the Contract for a Renewal Term.

9.5 SUB-CONTRACTOR/PARTNER DISCLOSURE

A single Company may propose the entire solution. If the proposal by any Company requires the use of subcontractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The Company submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by subcontractors.

9.6 EXCEPTION TO THE RFP

An “exception” is defined as the Contractor’s inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the RFP. All exceptions taken must be identified and explained in writing and must specifically reference the relevant section(s) of this RFP. Other than exceptions that are stated in compliance with this Section, each proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. If the Contractor provides an alternate solution when taking an exception to a requirement, the benefits of this alternate solution and impact, if any, on any part of the remainder of the Contractor’s solution, must be described in detail.

9.7 MODIFICATION OR WITHDRAWAL OF PROPOSAL

Prior to the scheduled closing time for receiving proposals, any Offeror may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 120 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposals will be accepted.

9.8 EQUAL EMPLOYMENT OPPORTUNITY

All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

9.9 MINORITY AND SMALL BUSINESS PARTICIPATION PLAN

It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

9.10 LICENSES

The successful Firm(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.

9.11 E-VERIFY

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Offeror/Firm shall ensure that Firm and any Sub-Contractor performing work under this contract: (a) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

9.12 DRUG-FREE WORKPLACE

During the performance of this Request, the Offeror agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the Offeror maintains a drug-free workplace.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Service Provider/Firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

9.13 INSURANCE

One or more of the following insurance limits may be required if it is applicable to the project. The County reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor’s sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best.

A. WORKERS’ COMPENSATION

(for any agreement unless otherwise waived by the Risk Manager)

Statutory limits (where Contractor has three or more employees) covering all employees, including Employer’s Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease – Each Employee
\$500,000	Disease – Policy Limit

J. COMMERCIAL GENERAL LIABILITY

(for any agreement unless otherwise waived by the Risk Manager)

Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit
\$5,000	Medical Expense Limit

J. COMMERCIAL AUTOMOBILE LIABILITY

(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)

\$1,000,000	Combined Single Limit – Any Auto
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D. PROFESSIONAL LIABILITY

(for any agreement providing professional service such as engineering, architecture, surveying, consulting services, etc)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

- E. POLLUTION LIABILITY INSURANCE
(for any agreement involving the clean-up or transportation of pollutants)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Pollution Liability Insurance for a period of two (2) years following termination of the Agreement.

- F. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)
(for any agreement involving software applications)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Technology Errors & Omissions Insurance for a period of two (2) years following termination of the Agreement.

- G. Builder's Risk
(for any agreement involving above ground construction projects)
Amount of Contract

ADDITIONAL INSURANCE REQUIREMENTS

- J. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:
UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- J. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- J. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.

- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 N. Main Street # 130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: _____
Contract #: _____

- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- J. Certificate Holder shall be listed as follows:

Union County Risk Management
500 N. Main Street
Monroe, NC 28112

- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

9.14 INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

--Intentionally Left Blank--

10 APPENDIX A – PRICE FORM

RFP 2026-007 Creative Services

SUBMIT WITH PROPOSAL

Company Name: _____

Offerors may submit a proposal for one of the groups or multiple groups in any combination (Group A, Group B, or Group C). Due to the varying needs of Union County, it is anticipated that multiple contracts will be awarded to provide services. Union County does not guarantee a minimum number of hours. These services are on an as-needed basis.

Service Category	Project Rate Ranges
Graphic Design	
Photography	
Videography	

11 APPENDIX B – PROPOSAL SUBMISSION FORM

RFP 2026-007 Creative Services

SUBMIT WITH PROPOSAL

This Proposal is submitted by:

Company Legal Name: _____

Representative Name: _____

Representative Signature: _____

Representative Title: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Phone Number: _____

Website Address: _____

It is understood that Union County reserves the right to reject any and all proposals, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and resubmit this project. Proposal is valid for 120 calendar days from the Proposal due date and is submitted by an executive of the company that has authority to contract with Union County, NC.

Name: _____

Title: _____

Signature: _____

Date: _____

12 APPENDIX C – ADDENDUM AND ANTI-COLLUSION FORM

RFP 2026-007 Creative Services

SUBMIT WITH PROPOSAL

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on www.co.union.nc.us and/or www.ips.state.nc.us. It is your responsibility to check for this information.

Addendum No.	Date Downloaded
_____	_____
_____	_____
_____	_____
_____	_____

I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of Union County.

Company Name: _____

Name: _____

Title: _____

Email Address: _____

Signature: _____

Date: _____

13 APPENDIX D – UNION COUNTY BRAND STANDARDS GUIDE

RFP 2026-007 Creative Services

DO NOT SUBMIT WITH PROPOSAL

Please use the following link to access the Union County Brand Standards Guide:

https://www.dropbox.com/scl/fi/3ntwsnvo1hp254nqso3jy/UC_BrandStandards_WEB_112024.pdf?rlkey=9qwt781s5xwacImventdcxcb&st=oopy1bn3&dl=0



14 APPENDIX E – TEMPLATE CONTRACT

RFP 2026-007 Creative Services

DO NOT SUBMIT WITH PROPOSAL

TEMPLATE AGREEMENT

Do not submit with proposal.

STATE OF NORTH CAROLINA

AGREEMENT

COUNTY OF UNION

THIS AGREEMENT is made and entered into as of _____, by and between UNION COUNTY, a political subdivision of the State of North Carolina, whose address is 500 North Main Street, Monroe, NC 28112, hereinafter “Union,” and [Contractor’s full legal name], a [type of business (corporation, limited liability company, etc.) and state where incorporated], whose address is _____, hereinafter “Contractor.”

W I T N E S S E T H

WHEREAS, Union desires that Contractor perform certain [briefly describe services here] services; and

WHEREAS, Contractor is willing to perform such services as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. SERVICES PERFORMED. Contractor agrees to perform the services as set forth in the attached Scope of Work [or, if the full RFP is to be attached as the scope of work, state the RFP number and full RFP title], which is incorporated herein by reference (hereinafter the “Services”), in accordance with the terms of this Agreement.

2. FEE AND PAYMENT SCHEDULE. Union shall pay Contractor [insert payment amount or rate] for performance of the Services. Contractor shall invoice Union on a monthly basis for Services performed, or upon such other schedule as may be agreed upon by the parties. Payment is due within thirty (30) days of receipt of an accurate invoice by Union’s Finance Division. All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.

3. TERM AND TERMINATION. The Effective Date is the date of mutual execution of this Agreement. This Agreement shall have a term of [insert agreement time length] (the “Initial Term”). [The following sentence to be used only if renewals might be needed or desired, and then only if the RFP lists the possible number of renewals. If the contract is just for a single term, this sentence may be deleted.] Upon completion of the Initial Term, Union may, in its sole discretion, elect to renew this Agreement for up to ____ [number of possible additional terms, as stated in the RFP] additional ____ [number of years in each renewal term]-year terms, each a “Renewal Term,” upon written notice to the Contractor. Union may terminate this Agreement at any time, without cause, upon provision of ten (10) days’ written notice to Contractor. In the event of termination without cause, Contractor shall be paid for services performed to the date of notification of termination by Union.

4. OWNERSHIP OF DOCUMENTS. All deliverables and any other contract documents prepared by Contractor, or any subcontractors or subconsultants under the terms of this Agreement (“the Documents”), shall be the property of Union. Contractor further acknowledges that Union is subject to Chapter 132 of the North Carolina General Statutes, the Public Records Act (the

“Act”), and that this Agreement, as well as any of the Documents as defined herein, shall be a public record as defined in such Act, and as such, will be open to public disclosure and copying.

5. INSURANCE. The attached Exhibit A, Insurance Requirements, is incorporated herein by reference.

6. INDEMNIFICATION. Contractor agrees to protect, defend, indemnify and hold Union, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

7. DECLARATION BY CONTRACTOR. Contractor declares that Contractor has complied with all federal, state and local laws regarding business permits, certificates, and licenses that may be required to carry out the work to be performed under this Agreement.

8. FEDERAL, STATE, AND LOCAL TAXES. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by Union on behalf of Contractor or the employees of Contractor. Contractor shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.

9. NOTICE TO CONTRACTOR REGARDING ITS TAX DUTIES AND LIABILITIES. Contractor understands that Contractor is responsible to pay, according to law, Contractor’s income tax. If Contractor is not a corporation, Contractor further understands that Contractor may be liable for self-employment (social security) tax, to be paid by Contractor according to law.

10. FRINGE BENEFITS. Because Contractor is engaged in Contractor’s own independently established business, Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of Union.

11. UNION NOT RESPONSIBLE FOR WORKERS’ COMPENSATION. No workers’ compensation insurance shall be obtained by Union concerning Contractor or the employees of Contractor. Contractor shall comply with the workers’ compensation law concerning Contractor and the employees of Contractor.

12. NO AUTHORITY TO BIND UNION. Contractor has no authority to enter into contracts or agreements on behalf of Union. This Agreement does not create a partnership or any form of agency between the parties.

13. ASSIGNMENT. Neither Union nor Contractor shall assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to assignment, no

assignment shall release or discharge the assignor from any duty or responsibility under this Agreement.

14. NON-WAIVER. The failure of either party to exercise any of its rights under this agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

15. HOW NOTICES SHALL BE GIVEN. Any notice given in connection with this agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

16. APPLICABLE LAW AND JURISDICTION. This Agreement shall be construed and enforced in accordance with the laws of the State of North Carolina. The parties to this Agreement confer exclusive jurisdiction of all disputes arising hereunder upon the General Courts of Justice of Union County, North Carolina.

17. COMPLETE AGREEMENT. This Agreement contains the complete agreement of the parties regarding the terms and conditions of the Agreement, and there are no oral or written conditions, terms, warranties, understandings or other agreements pertaining thereto which have not been incorporated herein. This Agreement may be modified only by written instrument duly executed by both parties, or their respective successors in interest.

18. SEVERABILITY. The provisions hereof are severable, and should any provision be determined to be invalid, unlawful or otherwise null and void by any court of competent jurisdiction, the other provisions shall remain in full force and effect and shall not thereby be affected unless such ruling shall make further performance hereunder impossible or impose an unconscionable burden upon one of the parties.

19. AUTHORITY. Each party warrants that it has the corporate or other organizational power and authority to execute, deliver and perform this Agreement. Each party further warrants that the execution, delivery and performance by it of the Agreement has been duly authorized and approved by all requisite action of the party's management and appropriate governing body.

20. E-VERIFY. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Contractor shall ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Contractor will be considered a breach of this Agreement, which entitles Union to terminate this Agreement, without penalty, upon notice to Contractor.

[Signatures follow on the next page.]

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have hereunto set their hands and seals, and have caused this Agreement to be duly executed, this the day and year first above written.

UNION COUNTY

By: _____ (SEAL)
Brian W. Matthews, County Manager

[CONTRACTOR'S FULL LEGAL NAME]

By: _____ (SEAL)

Approved as to Legal Form _____

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

Exhibit A
Insurance Requirements

I. BASIC INSURANCE REQUIREMENTS. At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

A. WORKERS' COMPENSATION

Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit - Any Auto
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D. PROFESSIONAL LIABILITY

\$1,000,000	Claims Made
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Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

E. POLLUTION LIABILITY INSURANCE

\$1,000,000	Claims Made
-------------	-------------

Contractor shall provide evidence of continuation or renewal of Pollution Liability Insurance for a period of two (2) years following termination of the Agreement.

F. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)

\$1,000,000 Claims Made
\$3,000,000 Aggregate Limit

Contractor shall provide evidence of continuation or renewal of Network Security & Privacy Liability Insurance for a period of two (2) years following termination of the Agreement.

II. **ADDITIONAL INSURANCE REQUIREMENTS.**

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY INSURANCE POLICY.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 North Main Street, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: _____
Contract #: _____

H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.

I. Certificate Holder shall be listed as follows:

Union County
Attention: Risk Manager
500 North Main Street
Monroe, NC 28112

J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.



Request for Proposals 2026-007
Creative Services

ADDENDUM No. 1

ISSUE DATE: July 22, 2025

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

Add/Delete Section

1. Delete, Cover Page, Due Date: June 29, 2025.

Add, Cover Page, Due Date: July 29, 2025.

End of Add/Delete Section

Questions/Answers Section

1. The proposal asks for rates but does not give specifics on quantity. Price is determined but the final amount of graphics, images and minutes needed for projects. As the bidder are we to provide specific quantities for the bids?

Answer: Rate is requested for hourly rate charged or rate per project.

- Examples:

- Photography: \$50/hour OR no rate for hourly work / rate for headshot photography is \$250/headshot.
- Videography: \$100/hour OR rate is typically determined by project and generally is \$1,000 total for a video project resulting in a 2-3 minute video.
- Graphic design: (please provide hourly rate)

2. The cost per item ranges depending on the item. Can we provide the project rate ranges per itemized request ie. one cost for event photography, one cost for portraits, etc?

Answer: Yes.

3. Is there a set budget in mind per request?

Answer: We understand requests may vary widely, and therefore the budget per project may vary. There is no set budget in mind. We intend to have discussions with the selected vendor to discuss and determine budget/estimated cost by project.

4. How big is the need? 1-2 projects a month? 3 projects a year?

Answer: The number of projects varies based on need. Generally, we estimate a total of 4-8 video projects a year outsourced to a vendor or vendors. An estimate for photography is fewer than three projects a year. Graphic design ebbs and flows the most based on need. There may be 1-3 projects a month or two projects a year. It really depends on the need of the County departments we support, as well as how much falls outside of our internal capacity at that given time.

5. How much notice will be provided for each request?

Answer: We aim to provide as much notice as possible, keeping in mind the scope of the project request. For photography and videography needs, we'll typically know at least 2-3 weeks in

advance. We may have a shorter turnaround time for graphic design requests but will generally ask up front if a requested deadline can be met. For example, we may reach out on a Monday with a graphic design request and ask if it can be turned around by the end of the week.

6. While we do have several current projects underway, many are still under NDA and can't be publicly shared yet. Would it be acceptable to include past work we've done as individuals—both for previous employers and clients—as well as spec work, as long as we clearly label which is which?

Answer: Yes.

7. Also, I recall it was mentioned that people can request access to past proposals—does that mean our submitted proposal could be made publicly available through a public records request?

Answer: Yes. Per North Carolina General Statute Chapter 132, records of the County are a matter of public record, unless they meet exceptions outlined in [the state statute](#).

8. Lastly, regarding Section F, are references from past employers or freelance clients acceptable if clearly noted as such?

Answer: Yes.

End of Questions/Answers Section

Attachment

1. Pre-Submittal Sign-In Sheet

End of Addendum No. 1

STATE OF NORTH CAROLINA

AGREEMENT

COUNTY OF UNION

THIS AGREEMENT is made and entered into as of _____, by and between UNION COUNTY, a political subdivision of the State of North Carolina, whose address is 500 North Main Street, Monroe, NC 28112, hereinafter “Union,” and SHAILA ABDULLAH D/B/A MY HOUSE OF DESIGN, whose address is 10512 Ivalenes Hope Drive, Austin, TX 78717, hereinafter “Contractor.”

W I T N E S S E T H

WHEREAS, Union desires that Contractor perform certain creative services on an as-needed basis; and

WHEREAS, Contractor is willing to perform such services as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. SERVICES PERFORMED. Contractor agrees to perform the services (hereinafter the “Services”) set out in the attached Request for Proposals No. 2026-007, “Creative Services” (the “RFP”), which is attached and incorporated herein by reference, on an as-needed basis and in accordance with the terms of this Agreement. Contractor shall perform the Group A Services as described in the RFP. Contractor understands that Union County does not guarantee it will purchase any minimum amount of Services under this Agreement.

2. FEE AND PAYMENT SCHEDULE. Union shall pay Contractor the rates set out in the attached “Appendix A – Price Form” for performance of the Services. Said Appendix A is incorporated herein by reference. Contractor shall invoice Union no later than ten (10) business days after the end of a billing month for Services provided during said billing month. Payment is due within thirty (30) days of receipt of an accurate invoice by Union’s Finance Department. All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.

3. TERM AND TERMINATION. The Effective Date is the date of mutual execution of this Agreement. This Agreement shall have a term of three (3) years (the “Initial Term”). Following the Initial Term, Union may, in its sole discretion and at its sole option, renew this Agreement for up to two (2) successive one-year terms. Union may terminate this Agreement at any time, without cause, by notification to Contractor in writing. In the event of termination without cause, Contractor shall be paid for Services performed to the date of notification of termination by Union.

4. DOCUMENTS AND INSTRUMENTS OF SERVICE. Drawings, specifications, and other documents furnished by the Contractor, including those in electronic form, are Instruments of Service. The Contractor hereby assigns to Union County, without reservation, all copyrights in all documents, models, photographs, and other expression created by the Contractor related to this Agreement. Among these documents are the Instruments of Service.

Union County's obligation to pay Contractor is expressly conditioned upon Contractor obtaining a valid written comprehensive assignment of copyrights from its consultants in terms identical to those that obligate Contractor to Union County as expressed in this section, which copyrights Contractor, in turn, hereby assigns to Union County. Union County in return hereby grants Contractor and its consultants a non-revocable, nonexclusive license to reproduce and use the documents for purposes relating directly to Contractor's performance of its obligations under this Agreement, for Contractor's use in the normal course of professional activities, for Contractor's archival records, and for Contractor's reproduction of drawings and photographs in Contractor's marketing materials.

5. BASIC INSURANCE REQUIREMENTS. At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

A. WORKERS' COMPENSATION

Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit - Any Auto
-------------	----------------------------------

6. ADDITIONAL INSURANCE REQUIREMENTS.

A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY INSURANCE POLICY.

B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.

- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 North Main Street, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: Public Communications
Contract #: 9953

- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- I. Certificate Holder shall be listed as follows:

Union County
Attention: Risk Manager
500 North Main Street
Monroe, NC 28112

- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

7. INDEMNIFICATION. Contractor agrees to protect, defend, indemnify and hold Union, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising

out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

8. DECLARATION BY CONTRACTOR. Contractor declares that Contractor has complied with all federal, state and local laws regarding business permits, certificates, and licenses that may be required to carry out the work to be performed under this Agreement.

9. FEDERAL, STATE, AND LOCAL TAXES. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by Union on behalf of Contractor or the employees of Contractor. Contractor shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.

10. NOTICE TO CONTRACTOR REGARDING ITS TAX DUTIES AND LIABILITIES. Contractor understands that Contractor is responsible to pay, according to law, Contractor's income tax. If Contractor is not a corporation, Contractor further understands that Contractor may be liable for self-employment (social security) tax, to be paid by Contractor according to law.

11. FRINGE BENEFITS. Because Contractor is engaged in Contractor's own independently established business, Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of Union.

12. UNION NOT RESPONSIBLE FOR WORKERS' COMPENSATION. No workers' compensation insurance shall be obtained by Union concerning Contractor or the employees of Contractor. Contractor shall comply with the workers' compensation law concerning Contractor and the employees of Contractor.

13. NO AUTHORITY TO BIND UNION. Contractor has no authority to enter into contracts or agreements on behalf of Union. This Agreement does not create a partnership or any form of agency between the parties.

14. ASSIGNMENT. Neither Union nor Contractor shall assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this Agreement.

15. NON-WAIVER. The failure of either party to exercise any of its rights under this agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

16. HOW NOTICES SHALL BE GIVEN. Any notice given in connection with this agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

17. APPLICABLE LAW AND JURISDICTION. This Agreement shall be construed and enforced in accordance with the laws of the State of North Carolina. The parties to this Agreement confer exclusive jurisdiction of all disputes arising hereunder upon the General Courts of Justice of Union County, North Carolina.

18. COMPLETE AGREEMENT. This Agreement contains the complete agreement of the parties regarding the terms and conditions of the Agreement, and there are no oral or written conditions, terms, warranties, understandings or other agreements pertaining thereto which have not been incorporated herein. This Agreement may be modified only by written instrument duly executed by both parties, or their respective successors in interest.

19. SEVERABILITY. The provisions hereof are severable, and should any provision be determined to be invalid, unlawful or otherwise null and void by any court of competent jurisdiction, the other provisions shall remain in full force and effect and shall not thereby be affected unless such ruling shall make further performance hereunder impossible or impose an unconscionable burden upon one of the parties.

20. E-VERIFY. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Contractor shall ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Contractor will be considered a breach of this Agreement, which entitles Union to terminate this Agreement, without penalty, upon notice to Contractor.

21. AUTHORITY. Each signatory below warrants that it has the corporate or other organizational power and authority to execute, deliver and perform this Agreement. Each signatory further warrants that the execution, delivery and performance by it of the Agreement has been duly authorized and approved by all requisite action of the party's management and appropriate governing body.

[Remainder of page intentionally left blank. Signatures follow on the next page.]

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have hereunto set their hands and seals, and have caused this Agreement to be duly executed, this the day and year first written herein.

UNION COUNTY

By: _____ (SEAL)
Brian W. Matthews, County Manager

SHAILA ABDULLAH
D/B/A MY HOUSE OF DESIGN

By: _____ (SEAL)

Approved as to Legal Form RLM

This instrument has been preaudited in the manner required
by The Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

10 APPENDIX A – PRICE FORM

RFP 2026-007 Creative Services

SUBMIT WITH PROPOSAL

Company Name: My House of Design

Offerors may submit a proposal for one of the groups or multiple groups in any combination (Group A, Group B, or Group C). Due to the varying needs of Union County, it is anticipated that multiple contracts will be awarded to provide services. Union County does not guarantee a minimum number of hours. These services are on an as-needed basis.

Service Category	Project Rate Ranges
Graphic Design	\$88/hr
Photography	
Videography	



Request for Proposal No. 2026-007

Creative Services

Due Date: June 29, 2025
Time: 10:00 AM Local Time
Submittal Location: Electronic Submission (Refer to Section 2)
Union County Government Center
500 N. Main Street, Suite 709
Monroe, NC 28112

Non-Mandatory Pre-Submittal Conference

Date: July 10, 2025
Time: 2:00 PM Local Time
Location: Union County Government Center
500 N. Main Street, HR Training Room
Monroe, NC 28112

Procurement Contact:

Vicky Watts, CLGPO
Senior Procurement Specialist
704.283.3601
vicky.watts@unioncountync.gov

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1 NOTICE OF ADVERTISEMENT

Union County, North Carolina Request for Proposals No. 2026-007 Creative Services

Electronic proposals will be received by Union County's Procurement and Contract Management Department at the Union County Government Center, 500 North Main Street, Monroe, NC 28112 until **10:00 AM Local Time on July 29, 2025.**

Union County, North Carolina, through the Public Communications Department, is seeking proposals from qualified companies to provide professional creative services including graphic design, general photography, and videography on an as-needed basis in response to this solicitation.

Copies of the solicitation may be obtained from the locations listed below:

1. Download the Solicitation Documents from the Union County website:
<https://www.unioncountync.gov/departments/bids-procurement/current-bids>
2. Download the Solicitation Documents from the State of North Carolina eVP website:
<https://evp.nc.gov/solicitations/> (Search County of Union)

A Non-Mandatory, Pre-Proposal Conference will be held on **July 10, 2025 at 2:00 PM Local Time** at the Union County Government Center, 500 N. Main Street, HR Training Room, Monroe, NC 28112. Representatives from the Union County Public Communications Department will be on-hand to give a brief overview of the project and to answer questions. Attendance at this meeting is strongly encouraged.

All questions about the meaning or intent of the RFP Documents are to be submitted in writing to the Procurement Representative listed on the cover page (vicky.watts@unioncountync.gov) no later than **July 16, 2025, at 3:00 PM Local Time.**

Union County reserves the right to reject any or all proposals, to waive technicalities, cancel the solicitation, and to make such selection deemed in its best interest.

Union County reserves the right to award to multiple vendors.

Offerors are required to comply with the non-collusion requirements set forth in the Solicitation Documents.

Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses.

--End of Advertisement--

2 SUBMITTAL DETAILS

2.1 PROPOSAL SUBMISSION DEADLINE

All Proposals are to be received electronically by the Union County Procurement Department no later than **July 29, 2025 at 10:00 AM Local Time**, per the instructions below. Any proposals received after this date and time shall be rejected without exception.

2.2 PROPOSAL SUBMISSION REQUIREMENTS

The proposal must be submitted electronically using the following link: <https://lfportal.unioncountync.gov/Forms/procurementsubmit>. The proposal must be signed by a person who is authorized to bind the proposing Company. Instructions for preparing the proposal are provided herein.

Select the solicitation drop down arrow and choose this RFP from the list. Complete the form, upload your proposal as one (1) complete document, and select submit. The maximum size accepted is 30 MB. A delivery notification email, from LF-Forms@co.union.nc.us, will be sent as your confirmation of receipt. Please add this email address to your contact list.

Paper submissions and/or email submissions will not be accepted.

There is no expressed or implied obligation for Union County to reimburse for any expenses incurred in preparing proposals in response to this request.

Union County reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest, cancel this solicitation, and award to multiple vendors.

2.3 NON-MANDATORY PRE-SUBMITTAL CONFERENCE

A Non-Mandatory Pre-Submittal Conference will be held on **July 10, 2025 at 2:00 PM Local Time** at the Union County Government Center, 500 N. Main Street, HR Training Room, Monroe, NC 28110. Representatives from Union County Public Communications will be on-hand to give a brief overview of the project and to answer questions. Although attendance at this meeting is not mandatory, it is strongly encouraged.

2.4 PROPOSAL QUESTIONS

Proposal questions will be due on or before **July 16, 2025 at 3:00 PM Local Time**. The primary purpose of this is to provide participating vendors with the opportunity to ask questions, in writing, related to the RFP.

Submit questions by email to Vicky Watts at vicky.watts@unioncountync.gov by the deadline shown above. The email should identify the proposal number and title. All questions and answers may be posted as addenda on www.unioncountync.gov and <https://evp.nc.gov/solicitations/>.

2.5 PROPOSAL ADDENDUM

Union County may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum.

Should an Offeror find discrepancies or omissions in this RFP, or any other documents provided by Union County, the Offeror should immediately notify the County of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Offeror on Appendix C – Addendum and Anti-Collusion Form.

2.6 COMMUNICATION

All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this Request for Proposals must be made only through the Procurement Contact noted on the cover of this RFP. A violation of this provision is cause for the County to reject a Company's proposal. No contact regarding this document with other County employees is permitted and may be grounds for disqualification.

3 INTRODUCTION

3.1 INTRODUCTION

Union County, North Carolina, through the Public Communications Department, is seeking proposals from qualified companies to provide professional creative services including graphic design, photography and videography on an as-needed basis for a variety of needs.

3.2 COUNTY

The County (estimated population 263,386) is located in the central, southern piedmont. The County provides its residents with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

4 REQUIREMENTS

4.1 GROUP A – GRAPHIC DESIGN SERVICES

The Offeror must have at least one (1) key personnel assigned to the contract resulting from this RFP who has at least five (5) years of experience providing graphic design services.

4.2 GROUP B – GENERAL PHOTOGRAPHY

The Offeror must have at least one (1) key personnel assigned to the contract resulting from this RFP who has at least five (5) years of experience providing photography services.

4.3 GROUP C – VIDEOGRAPHY SERVICES

The Offeror must have at least one (1) key personnel assigned to the contract resulting from this RFP who has at least five (5) years of experience providing videography services.

5 PROJECT OVERVIEW

Union County hereby invites companies that meet the qualifications set forth herein to submit proposals for graphic design services (Group A), **and/or** general photography services (Group B), **and/or** videography services (Group C). These services shall be provided on an “as-needed” basis. Under the resulting contract(s), the successful Offeror(s) will be required to provide expert guidance and professional service as outlined in this solicitation

Offerors may submit a proposal for one of the groups or any combination (Group A and/or Group B, and/or Group C). Due to the varying needs of Union County, it is anticipated that multiple contracts will be awarded to provide services listed under Groups A, B, & C. **The Offeror may submit a proposal for multiple groups.**

6 SCOPE OF WORK

The successful Offeror will be required to provide all labor, materials, tools, equipment, and supplies for the services listed below. Union County does not guarantee a minimum number of hours. All services will be provided on an as-needed basis throughout the contract term. All work performed by the Contractor on behalf of Union County will become the property of Union County.

6.1 FOR ALL GROUPS (GROUPS A, B, AND C)

1. Contractor must provide all necessary equipment, supplies, etc. to perform assigned project(s).
2. As projects develop, Union County personnel will work with one of the selected vendors deemed as the best fit for the specific project.
3. Contractor will provide high-quality electronic files and printed materials when necessary, within the agreed upon timeframe, and within the established budget for the project.
4. Contractor will participate in meetings with Union County personnel for the purpose of discussing project needs, establishing a strategy for execution, and editing. These meetings may be virtual, by phone call, or face-to-face.
5. The costs and timeline for individual projects will be determined on a project-by-project basis.
6. All creative work must be provided in draft form, for approval by the County, with requested edits possible.
7. File transfers will not incur additional charges to the County.
8. Union County’s normal business hours are Monday through Friday from 8 a.m. to 5:00 p.m. Contractors may work during and outside of Union County’s normal business hours, but Contractors working on Union County property outside normal business hours must have Union County approval.
9. Deliverables must be received by the date agreed upon by Union County and Contractor.
10. All work performed by the Contractor on behalf of Union County will become the property of Union County.
11. The majority of projects will be with one point of contact within Public Communications. On some projects, there may be a subject matter expert involved.

6.2 GROUP A – GRAPHIC DESIGN

Graphic design services will include work for Union County advertising and marketing purposes. The graphic designs may appear in print, online and in videos. Graphic design services will be on an as-needed basis for work. All graphic design projects must adhere to Union County's Brand Standards Guide, Appendix E. A portfolio consisting of 5 – 10 examples of graphic design is required. A minimum of two (2) images submitted must be chosen from the following example list of anticipated work. This list is not exclusive:

1. Marketing/Communication Material
 - a. Billboards
 - b. Posters
 - c. Newspaper/magazine ads
 - d. Website banners and graphics
 - e. Social media graphics
 - f. Booklets
 - g. Brochures/flyers
 - h. Newsletters
 - i. Posters
 - j. Booths
 - k. Bannerstands
2. Event-Specific Logos
3. Presentation Templates and Layouts

6.3 GROUP B – GENERAL PHOTOGRAPHY

Photography services will involve work at various locations around Union County. The Offeror must have all the equipment to acquire, edit and deliver photographs. Photography services will be on an as-needed basis for work. A portfolio consisting of 5 – 10 photography images is required. A minimum of two (2) images submitted must be chosen from the following example list of anticipated work. This list is not exclusive:

- a. Events
- b. Portrait/people
- c. Work/Lifestyle
- d. Landscape/Architectural

6.4 GROUP C – VIDEOGRAPHY

Videography services will involve projects at various locations around Union County. The Offeror must provide all necessary equipment, including lighting and audio equipment. The contractor must be able to perform all video functions from conception, shooting, editing and final production. The contractor should be able to deliver videos that are in the format and production value for broadcast (public access channel) and social media (YouTube and Facebook). Multiple ratios may be requested for different formats or platforms (particularly vertical videos for social media). All graphics, lower-thirds, and other post-production elements must adhere to Union County's Brand Standards Guide; Appendix E. Electronic delivery is preferred. Videography services will be on an as-needed basis. A portfolio consisting of four (4) 90 second videos is required. A minimum of two (2) videos submitted must be chosen from the following example list of anticipated work. This list is not exclusive:

- a. Storytelling
- b. Animation
- c. Explainer
- d. Promotional
- e. How To
- f. Text Animations
- g. Training

7 DETAILED SUBMITTAL REQUIREMENTS AND INSTRUCTIONS

7.1 TERMS OF SUBMISSION

All material received from a person or company ("Respondent") in response to this solicitation shall become the property of Union County and will not be returned to the Respondent. Any and all costs incurred by a Respondent in preparing, submitting, or presenting submissions are the Respondent's sole responsibility and Union County shall not reimburse the Respondent. All responses to this solicitation will be considered a public record and subject to disclosure under applicable public records law.

Any material in a response which the Respondent considers a trade secret and exempt from disclosure as a public record under applicable law, including N.C.G.S. §§ 132-1.2 and 66-152, must be properly designated as a trade secret. In order to properly designate such material, the Respondent must: (i) submit any trade secret materials in a separate envelope, or file, from all other submitted material, being clearly marked as "Trade Secret – Confidential and Proprietary Information," and (ii) stamp the same trade secret/confidentiality designation on each page of the materials therein which contain trade secrets.

To the extent consistent with public records law, Union County will make reasonable efforts to maintain the confidential nature of trade secrets, as determined by Union County and subject to the conditions set forth herein. Respondent understands and agrees by submitting a response to this solicitation, that if a request is made to review or produce a copy of any information in the Respondent's materials which was properly labeled by the Respondent as a trade secret, Union County will notify the Respondent of the request and the date that such materials will be released to the requestor unless the Respondent obtains a court order enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure prior to that date, Respondent understands and agrees that Union County will release the requested information to the requestor on that date.

Furthermore, the Respondent also agrees to indemnify and hold harmless Union County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that has been designated as a trade secret by Respondent.

7.2 PROPOSAL FORMAT

The County desires all responses to be identical in format in order to facilitate comparison. While the County's format may represent a departure from the Offeror's preference, the County requests adherence to the format. All responses are to be in the format described below.

Offerors should prepare their proposals in accordance with the instructions outlined in this section. Each Offeror is required to submit the proposal electronically – Refer to Section 2.2. Each section should be identified as described below. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

The successful Offeror's proposal must include all responses to the requirements contained within this RFP and all appendices (if applicable) must be completed in their entirety.

The utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

The RFP should include a response to each of the following criteria. **Failure to address each area could result in rejection of a proposal.** Please provide a table of contents in the format of the proposal requirements along with tabs identifying each section and subsection. Include examples of procedures, reports, or other information where applicable.

The proposal should be organized and identified by sections as follows:

- **Section A** – Cover Letter
- **Section B** – Company Background and Experience
- **Section C** – Staff Experience
- **Section D** – Subcontracting
- **Section E** – Portfolio
- **Section F** – References
- **Section G** – Cost Proposal
- **Section H** – Required Forms

There are eight (8) Sections to this proposal. The instructions for each Section are outlined below.

Omissions and incomplete answers may be deemed unresponsive.

7.2.1 SECTION A – COVER LETTER

The proposal must include a cover letter attesting to its accuracy and signed by an individual authorized to execute binding legal documents on behalf of the Offeror. Include the following:

- Legal company name and DBA (if applicable).
- Company address, telephone number and website address.
- Location providing service, address, and telephone number.
- **Name of single point of contact, title, direct telephone number and/or extension, and direct email address. (required)**
- Name of person with binding authority, title, address, direct telephone number and/or extension, and email address.
- Stipulate that the proposal price will be valid for a period of 120 days.
- Make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its proposal: "The information contained in

this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to the County, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.”

7.2.2 SECTION B – COMPANY BACKGROUND AND EXPERIENCE

This section provides each company with the opportunity to demonstrate how its history, organization, and partnerships differentiate it from other companies. Careful attention should be paid to providing information relevant to Union County needs.

- Provide company history, and number of years in business under the current organizational name, structure and services offered.
- Describe your company’s complete corporate structure, including any parent companies, subsidiaries, affiliates and other related entities.
- How many public sector (cities and counties) clients does your company have?
- Provide a management organization chart of your company including director and officer positions and names and the reporting structure.
- Provide detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the solicitation.
- List any projects or services terminated by a government entity. Please disclose the government entity that terminated and explain the reason for the termination.
- Is the bidder’s organization involved in any pending litigation that may affect its ability to provide its proposed services?
- Provide recent results of client feedback (survey results, comments, etc.) for a similar program.
- Detailed description of specific tasks you will require from County staff.
- Explain what the respective roles of County staff and your staff would be to complete the tasks specified herein.

7.2.3 SECTION C – STAFF EXPERIENCE

Describe the professional staff available for this service. Include a summary of the work/education experience of the company’s key staff members. It should identify the specific employees assigned to provide the services solicited by this Request for Proposal and years of experience. At a minimum, this section should include the following information, for each key person identified by the company:

- a. Name and title
- b. Office location and city of residence
- c. Project responsibilities and roles
- d. Educational background
- e. Professional registrations and memberships (if applicable)
- f. Years of relevant experience

7.2.4 SECTION D – SUBCONTRACTING

Sub-contractors to be utilized in the performance of this service must be clearly identified. Provide the following:

- a. Name of the subcontractor and location.
- b. Reason for subcontracting
- c. Proposed subcontractor responsibilities.

7.2.5 SECTION E – PORTFOLIO

Portfolios are required. Please provide an embedded link to a Google drive folder or SharePoint folder with examples of your work as outlined below.

Group A – Graphic Design

Submit a portfolio consisting of 5 - 10 digital images of your work. Include the title, a brief description and date completed. A portfolio consisting of 5 – 10 examples of graphic design is required. A minimum of two (2) images submitted must be chosen from the example list of anticipated work referenced in 5.2.2 Group A – Graphic Design.

Group B – Photography

Submit a portfolio consisting of 5 - 10 digital images of your work. Include the title, a brief description and date completed. A minimum of two (2) images submitted must be chosen from the example list of anticipated work referenced in 5.2.3 Group B – Photography.

Group C – Videography

Submit a portfolio consisting of four (4) 90 second videos of your work. Include the title, a brief description and date completed. A minimum of two (2) videos submitted must be chosen from the example list of anticipated work referenced in 5.2.4 Group C – Videography.

7.2.6 SECTION F – REFERENCES

Provide, at a minimum, three (3) comparable clients with whom your firm has an established relationship similar to the Scope of Work outlined in this RFP and one former client that stopped doing business with you and include the following:

- Company/Government Entity
- Contact Name and Title
- Address
- Direct Phone Number
- Email Address
- Length of Relationship
- Software System Provided

7.2.7 SECTION H – REQUIRED FORMS

Offerors must include completed copies of the following documents:

1. Appendix A – Price Form
2. Appendix B – Proposal Submission Form (signed)
3. Appendix C – Addenda Receipt and Anti-Collusion (signed)

8 EVALUATION CRITERIA AND SELECTION PROCESS

8.1 SELECTION PARTICIPANTS

1. Maintaining the integrity of the RFP process is of paramount importance for the County. To this end, please do not contact any members of Union County or its staff regarding the subject matter of this RFP until a selection has been made, other than the County's designated contact person identified in the introduction to this RFP.
2. Representatives of Union County (Evaluation Team) will read, review, and evaluate the RFP independently based on the evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected Offerors. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
3. At its sole discretion, the Owner may ask written questions of Offerors, seek written clarification, and conduct discussions with Offerors on the RFPs.
4. The County reserves the right to determine the suitability of proposals on the basis of a proposal meeting scope and submittal criteria listed in the RFP. Evaluation criteria and other relevant RFP information will be used to assist in determining the finalist Vendor.

8.2 EVALUATION SELECTION PROCESS

A weighted analysis of the evaluation criteria will be utilized to determine the Vendor that represents the best value solution for the County.

In the evaluation and scoring/ranking of Offerors, the Owner will consider the information submitted in the RFP as well as the meetings (if applicable) with the respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Offeror or for the purpose of selecting Short-Listed Offerors. The County may choose to award without engaging in interview discussions. The criteria is outlined below:

RFP Evaluation Criteria	Weights
Portfolio	40%
Company Background and Experience	20%
Staff Experience	20%
Compliance with Submittal Requirements	10%
Rates	10%

After identification of Short-Listed Offerors, the Owner may or may not decide to invite Short-Listed firms to interview. If interviews are scheduled with the Short-Listed Offerors, previous evaluation and rankings are not carried forward. For the purpose of selecting a Preferred Offeror, the evaluation criteria will be given the following relative weights:

RFP Interview/Presentation Criteria	Weights
Proposed Approach, Implementation, and Staff	65%
Quality and Relevance of Interview as it Relates to the Scope of the RFP	35%

8.3 AWARD PROCEDURE

The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms. It is understood that any proposal submitted will become part of the public record.

The County reserves the right to award to multiple vendors.

Union County (UC) reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.

A proposal may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.

The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.

County may select and enter into negotiations with the next most advantageous Offeror if negotiations with the initially chosen Offeror are not successful.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

9 GENERAL CONDITIONS AND REQUIREMENTS

9.1 TERMS AND CONDITIONS

The contract award may have an initial term of two (2) years with three (3) one-year renewal options at the County's discretion, pending annual budget approval.

All payroll taxes, liability and worker's compensation are the sole responsibility of the Offeror. The Offeror understands that an employer/employee relationship does not exist under this contract.

All proposals submitted in response to this request shall become the property of Union County and as such, may be subject to public review.

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification.

The County is not obligated to accept the lowest cost proposal. The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

9.2 FINANCIAL INFORMATION

The Bidder must have the following financial information readily available and have the ability to provide it to the County, without exception, within twenty-four (24) hours upon request during the proposal certification process:

1. Annual audited financial reports for the past five (5) fiscal years;
2. Credit reports, credit bulletins, bank and vendor references, and any other published statements by agencies that have been issued or published about the entity within the past five (5) years;
3. Indicate whether the Company (and/or predecessor, guarantor, or subcontractor) has declared bankruptcy within the last five (5) years;
4. Provide a description of the financial impact of any past or pending legal proceedings and judgments that could materially affect the Bidder's financial position or ability to provide service to the County.

9.3 CONTRACTUAL OBLIGATIONS

The contents of this Proposal and the commitments set forth in the Proposal shall be considered contractual obligations if a contract ensues. Failure to accept these obligations may result in cancellation of the award. All legally required terms and conditions shall be incorporated into final contract agreements with the selected Service.

9.4 COST ADJUSTMENTS

The Unit Pricing for the Initial Term shall be based upon the response to this solicitation. However, the Unit Pricing for any Renewal Term may be adjusted at the beginning of such Renewal Term by multiplying the Unit Pricing effective in the previous term by the quotient of the All Urban Consumers Price Index (CPI-U) (South Region), Others Goods and Services, with the Index Period of 2025 - 2030 as published by the Bureau of Labor Statistics, United States Department of Labor, in effect ninety (90) days prior to the commencement date of the new Renewal Term divided by such CPI in effect for the same month one (1) year prior to such date. However, any Unit Pricing increase pursuant to the previous sentence shall be capped at a five percent (5%) increase from one term to the next. Any such Unit Pricing adjustment for a Renewal Term must be requested by the Vendor or County within thirty (30) days from the date of the County's notice of its exercise of an option to renew the Contract for a Renewal Term.

9.5 SUB-CONTRACTOR/PARTNER DISCLOSURE

A single Company may propose the entire solution. If the proposal by any Company requires the use of subcontractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The Company submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by subcontractors.

9.6 EXCEPTION TO THE RFP

An “exception” is defined as the Contractor’s inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the RFP. All exceptions taken must be identified and explained in writing and must specifically reference the relevant section(s) of this RFP. Other than exceptions that are stated in compliance with this Section, each proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. If the Contractor provides an alternate solution when taking an exception to a requirement, the benefits of this alternate solution and impact, if any, on any part of the remainder of the Contractor’s solution, must be described in detail.

9.7 MODIFICATION OR WITHDRAWAL OF PROPOSAL

Prior to the scheduled closing time for receiving proposals, any Offeror may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 120 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposals will be accepted.

9.8 EQUAL EMPLOYMENT OPPORTUNITY

All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

9.9 MINORITY AND SMALL BUSINESS PARTICIPATION PLAN

It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

9.10 LICENSES

The successful Firm(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.

9.11 E-VERIFY

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Offeror/Firm shall ensure that Firm and any Sub-Contractor performing work under this contract: (a) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

9.12 DRUG-FREE WORKPLACE

During the performance of this Request, the Offeror agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the Offeror maintains a drug-free workplace.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Service Provider/Firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

9.13 INSURANCE

One or more of the following insurance limits may be required if it is applicable to the project. The County reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor’s sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best.

A. WORKERS’ COMPENSATION

(for any agreement unless otherwise waived by the Risk Manager)

Statutory limits (where Contractor has three or more employees) covering all employees, including Employer’s Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease – Each Employee
\$500,000	Disease – Policy Limit

J. COMMERCIAL GENERAL LIABILITY

(for any agreement unless otherwise waived by the Risk Manager)

Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit
\$5,000	Medical Expense Limit

J. COMMERCIAL AUTOMOBILE LIABILITY

(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)

\$1,000,000	Combined Single Limit – Any Auto
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D. PROFESSIONAL LIABILITY

(for any agreement providing professional service such as engineering, architecture, surveying, consulting services, etc)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

- E. POLLUTION LIABILITY INSURANCE
(for any agreement involving the clean-up or transportation of pollutants)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Pollution Liability Insurance for a period of two (2) years following termination of the Agreement.

- F. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)
(for any agreement involving software applications)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Technology Errors & Omissions Insurance for a period of two (2) years following termination of the Agreement.

- G. Builder's Risk
(for any agreement involving above ground construction projects)
Amount of Contract

ADDITIONAL INSURANCE REQUIREMENTS

- J. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:
UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- J. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- J. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.

- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 N. Main Street # 130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: _____
Contract #: _____

- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- J. Certificate Holder shall be listed as follows:

Union County Risk Management
500 N. Main Street
Monroe, NC 28112

- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

9.14 INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

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10 APPENDIX A – PRICE FORM

RFP 2026-007 Creative Services

SUBMIT WITH PROPOSAL

Company Name: _____

Offerors may submit a proposal for one of the groups or multiple groups in any combination (Group A, Group B, or Group C). Due to the varying needs of Union County, it is anticipated that multiple contracts will be awarded to provide services. Union County does not guarantee a minimum number of hours. These services are on an as-needed basis.

Service Category	Project Rate Ranges
Graphic Design	
Photography	
Videography	

11 APPENDIX B – PROPOSAL SUBMISSION FORM

RFP 2026-007 Creative Services

SUBMIT WITH PROPOSAL

This Proposal is submitted by:

Company Legal Name: _____

Representative Name: _____

Representative Signature: _____

Representative Title: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Phone Number: _____

Website Address: _____

It is understood that Union County reserves the right to reject any and all proposals, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and resubmit this project. Proposal is valid for 120 calendar days from the Proposal due date and is submitted by an executive of the company that has authority to contract with Union County, NC.

Name: _____

Title: _____

Signature: _____

Date: _____

12 APPENDIX C – ADDENDUM AND ANTI-COLLUSION FORM

RFP 2026-007 Creative Services

SUBMIT WITH PROPOSAL

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on www.co.union.nc.us and/or www.ips.state.nc.us. It is your responsibility to check for this information.

Addendum No.	Date Downloaded
_____	_____
_____	_____
_____	_____
_____	_____

I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of Union County.

Company Name: _____

Name: _____

Title: _____

Email Address: _____

Signature: _____

Date: _____

13 APPENDIX D – UNION COUNTY BRAND STANDARDS GUIDE

RFP 2026-007 Creative Services

DO NOT SUBMIT WITH PROPOSAL

Please use the following link to access the Union County Brand Standards Guide:

https://www.dropbox.com/scl/fi/3ntwsnvo1hp254nqso3jy/UC_BrandStandards_WEB_112024.pdf?rlkey=9qwt781s5xwacImventdcxcb&st=oopy1bn3&dl=0



14 APPENDIX E – TEMPLATE CONTRACT

RFP 2026-007 Creative Services

DO NOT SUBMIT WITH PROPOSAL

TEMPLATE AGREEMENT

Do not submit with proposal.

STATE OF NORTH CAROLINA

AGREEMENT

COUNTY OF UNION

THIS AGREEMENT is made and entered into as of _____, by and between UNION COUNTY, a political subdivision of the State of North Carolina, whose address is 500 North Main Street, Monroe, NC 28112, hereinafter “Union,” and [Contractor’s full legal name], a [type of business (corporation, limited liability company, etc.) and state where incorporated], whose address is _____, hereinafter “Contractor.”

W I T N E S S E T H

WHEREAS, Union desires that Contractor perform certain [briefly describe services here] services; and

WHEREAS, Contractor is willing to perform such services as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. SERVICES PERFORMED. Contractor agrees to perform the services as set forth in the attached Scope of Work [or, if the full RFP is to be attached as the scope of work, state the RFP number and full RFP title], which is incorporated herein by reference (hereinafter the “Services”), in accordance with the terms of this Agreement.

2. FEE AND PAYMENT SCHEDULE. Union shall pay Contractor [insert payment amount or rate] for performance of the Services. Contractor shall invoice Union on a monthly basis for Services performed, or upon such other schedule as may be agreed upon by the parties. Payment is due within thirty (30) days of receipt of an accurate invoice by Union’s Finance Division. All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.

3. TERM AND TERMINATION. The Effective Date is the date of mutual execution of this Agreement. This Agreement shall have a term of [insert agreement time length] (the “Initial Term”). [The following sentence to be used only if renewals might be needed or desired, and then only if the RFP lists the possible number of renewals. If the contract is just for a single term, this sentence may be deleted.] Upon completion of the Initial Term, Union may, in its sole discretion, elect to renew this Agreement for up to ____ [number of possible additional terms, as stated in the RFP] additional ____ [number of years in each renewal term]-year terms, each a “Renewal Term,” upon written notice to the Contractor. Union may terminate this Agreement at any time, without cause, upon provision of ten (10) days’ written notice to Contractor. In the event of termination without cause, Contractor shall be paid for services performed to the date of notification of termination by Union.

4. OWNERSHIP OF DOCUMENTS. All deliverables and any other contract documents prepared by Contractor, or any subcontractors or subconsultants under the terms of this Agreement (“the Documents”), shall be the property of Union. Contractor further acknowledges that Union is subject to Chapter 132 of the North Carolina General Statutes, the Public Records Act (the

“Act”), and that this Agreement, as well as any of the Documents as defined herein, shall be a public record as defined in such Act, and as such, will be open to public disclosure and copying.

5. INSURANCE. The attached Exhibit A, Insurance Requirements, is incorporated herein by reference.

6. INDEMNIFICATION. Contractor agrees to protect, defend, indemnify and hold Union, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

7. DECLARATION BY CONTRACTOR. Contractor declares that Contractor has complied with all federal, state and local laws regarding business permits, certificates, and licenses that may be required to carry out the work to be performed under this Agreement.

8. FEDERAL, STATE, AND LOCAL TAXES. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by Union on behalf of Contractor or the employees of Contractor. Contractor shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.

9. NOTICE TO CONTRACTOR REGARDING ITS TAX DUTIES AND LIABILITIES. Contractor understands that Contractor is responsible to pay, according to law, Contractor’s income tax. If Contractor is not a corporation, Contractor further understands that Contractor may be liable for self-employment (social security) tax, to be paid by Contractor according to law.

10. FRINGE BENEFITS. Because Contractor is engaged in Contractor’s own independently established business, Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of Union.

11. UNION NOT RESPONSIBLE FOR WORKERS’ COMPENSATION. No workers’ compensation insurance shall be obtained by Union concerning Contractor or the employees of Contractor. Contractor shall comply with the workers’ compensation law concerning Contractor and the employees of Contractor.

12. NO AUTHORITY TO BIND UNION. Contractor has no authority to enter into contracts or agreements on behalf of Union. This Agreement does not create a partnership or any form of agency between the parties.

13. ASSIGNMENT. Neither Union nor Contractor shall assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to assignment, no

assignment shall release or discharge the assignor from any duty or responsibility under this Agreement.

14. NON-WAIVER. The failure of either party to exercise any of its rights under this agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

15. HOW NOTICES SHALL BE GIVEN. Any notice given in connection with this agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

16. APPLICABLE LAW AND JURISDICTION. This Agreement shall be construed and enforced in accordance with the laws of the State of North Carolina. The parties to this Agreement confer exclusive jurisdiction of all disputes arising hereunder upon the General Courts of Justice of Union County, North Carolina.

17. COMPLETE AGREEMENT. This Agreement contains the complete agreement of the parties regarding the terms and conditions of the Agreement, and there are no oral or written conditions, terms, warranties, understandings or other agreements pertaining thereto which have not been incorporated herein. This Agreement may be modified only by written instrument duly executed by both parties, or their respective successors in interest.

18. SEVERABILITY. The provisions hereof are severable, and should any provision be determined to be invalid, unlawful or otherwise null and void by any court of competent jurisdiction, the other provisions shall remain in full force and effect and shall not thereby be affected unless such ruling shall make further performance hereunder impossible or impose an unconscionable burden upon one of the parties.

19. AUTHORITY. Each party warrants that it has the corporate or other organizational power and authority to execute, deliver and perform this Agreement. Each party further warrants that the execution, delivery and performance by it of the Agreement has been duly authorized and approved by all requisite action of the party's management and appropriate governing body.

20. E-VERIFY. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Contractor shall ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Contractor will be considered a breach of this Agreement, which entitles Union to terminate this Agreement, without penalty, upon notice to Contractor.

[Signatures follow on the next page.]

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have hereunto set their hands and seals, and have caused this Agreement to be duly executed, this the day and year first above written.

UNION COUNTY

By: _____ (SEAL)
Brian W. Matthews, County Manager

[CONTRACTOR'S FULL LEGAL NAME]

By: _____ (SEAL)

Approved as to Legal Form _____

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

Exhibit A
Insurance Requirements

I. BASIC INSURANCE REQUIREMENTS. At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

A. WORKERS' COMPENSATION

Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit - Any Auto
-------------	----------------------------------

D. PROFESSIONAL LIABILITY

\$1,000,000	Claims Made
-------------	-------------

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

E. POLLUTION LIABILITY INSURANCE

\$1,000,000	Claims Made
-------------	-------------

Contractor shall provide evidence of continuation or renewal of Pollution Liability Insurance for a period of two (2) years following termination of the Agreement.

F. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)

\$1,000,000 Claims Made
\$3,000,000 Aggregate Limit

Contractor shall provide evidence of continuation or renewal of Network Security & Privacy Liability Insurance for a period of two (2) years following termination of the Agreement.

II. **ADDITIONAL INSURANCE REQUIREMENTS.**

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY INSURANCE POLICY.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 North Main Street, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: _____
Contract #: _____

H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.

I. Certificate Holder shall be listed as follows:

Union County
Attention: Risk Manager
500 North Main Street
Monroe, NC 28112

J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.



Request for Proposals 2026-007
Creative Services

ADDENDUM No. 1

ISSUE DATE: July 22, 2025

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

Add/Delete Section

1. Delete, Cover Page, Due Date: June 29, 2025.

Add, Cover Page, Due Date: July 29, 2025.

End of Add/Delete Section

Questions/Answers Section

1. The proposal asks for rates but does not give specifics on quantity. Price is determined but the final amount of graphics, images and minutes needed for projects. As the bidder are we to provide specific quantities for the bids?

Answer: Rate is requested for hourly rate charged or rate per project.

- Examples:

- Photography: \$50/hour OR no rate for hourly work / rate for headshot photography is \$250/headshot.
- Videography: \$100/hour OR rate is typically determined by project and generally is \$1,000 total for a video project resulting in a 2-3 minute video.
- Graphic design: (please provide hourly rate)

2. The cost per item ranges depending on the item. Can we provide the project rate ranges per itemized request ie. one cost for event photography, one cost for portraits, etc?

Answer: Yes.

3. Is there a set budget in mind per request?

Answer: We understand requests may vary widely, and therefore the budget per project may vary. There is no set budget in mind. We intend to have discussions with the selected vendor to discuss and determine budget/estimated cost by project.

4. How big is the need? 1-2 projects a month? 3 projects a year?

Answer: The number of projects varies based on need. Generally, we estimate a total of 4-8 video projects a year outsourced to a vendor or vendors. An estimate for photography is fewer than three projects a year. Graphic design ebbs and flows the most based on need. There may be 1-3 projects a month or two projects a year. It really depends on the need of the County departments we support, as well as how much falls outside of our internal capacity at that given time.

5. How much notice will be provided for each request?

Answer: We aim to provide as much notice as possible, keeping in mind the scope of the project request. For photography and videography needs, we'll typically know at least 2-3 weeks in

advance. We may have a shorter turnaround time for graphic design requests but will generally ask up front if a requested deadline can be met. For example, we may reach out on a Monday with a graphic design request and ask if it can be turned around by the end of the week.

6. While we do have several current projects underway, many are still under NDA and can't be publicly shared yet. Would it be acceptable to include past work we've done as individuals—both for previous employers and clients—as well as spec work, as long as we clearly label which is which?

Answer: Yes.

7. Also, I recall it was mentioned that people can request access to past proposals—does that mean our submitted proposal could be made publicly available through a public records request?

Answer: Yes. Per North Carolina General Statute Chapter 132, records of the County are a matter of public record, unless they meet exceptions outlined in [the state statute](#).

8. Lastly, regarding Section F, are references from past employers or freelance clients acceptable if clearly noted as such?

Answer: Yes.

End of Questions/Answers Section

Attachment

1. Pre-Submittal Sign-In Sheet

End of Addendum No. 1

STATE OF NORTH CAROLINA

AGREEMENT

COUNTY OF UNION

THIS AGREEMENT is made and entered into as of _____, by and between UNION COUNTY, a political subdivision of the State of North Carolina, whose address is 500 North Main Street, Monroe, NC 28112, hereinafter "Union," and THREADED MARKETING GROUP, LTD, whose address is 3024 Fish Story Court, Fort Mill, SC 29708, hereinafter "Contractor."

W I T N E S S E T H

WHEREAS, Union desires that Contractor perform certain creative services on an as-needed basis; and

WHEREAS, Contractor is willing to perform such services as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. SERVICES PERFORMED. Contractor agrees to perform the services (hereinafter the "Services") set out in the attached Request for Proposals No. 2026-007, "Creative Services" (the "RFP"), which is attached and incorporated herein by reference, on an as-needed basis and in accordance with the terms of this Agreement. Contractor shall perform the Group A and Group B Services as described in the RFP. Contractor understands that Union County does not guarantee it will purchase any minimum amount of Services under this Agreement.

2. FEE AND PAYMENT SCHEDULE. Union shall pay Contractor the rates set out in the attached "Appendix A – Price Form" for performance of the Services. Said Appendix A is incorporated herein by reference. Contractor shall invoice Union no later than ten (10) business days after the end of a billing month for Services provided during said billing month. Payment is due within thirty (30) days of receipt of an accurate invoice by Union's Finance Department. All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.

3. TERM AND TERMINATION. The Effective Date is the date of mutual execution of this Agreement. This Agreement shall have a term of three (3) years (the "Initial Term"). Following the Initial Term, Union may, in its sole discretion and at its sole option, renew this Agreement for up to two (2) successive one-year terms. Union may terminate this Agreement at any time, without cause, by notification to Contractor in writing. In the event of termination without cause, Contractor shall be paid for Services performed to the date of notification of termination by Union.

4. DOCUMENTS AND INSTRUMENTS OF SERVICE. Drawings, specifications, and other documents furnished by the Contractor, including those in electronic form, are Instruments of Service. The Contractor hereby assigns to Union County, without reservation, all copyrights in all documents, models, photographs, and other expression created by the

Contractor related to this Agreement. Among these documents are the Instruments of Service. Union County's obligation to pay Contractor is expressly conditioned upon Contractor obtaining a valid written comprehensive assignment of copyrights from its consultants in terms identical to those that obligate Contractor to Union County as expressed in this section, which copyrights Contractor, in turn, hereby assigns to Union County. Union County in return hereby grants Contractor and its consultants a non-revocable, nonexclusive license to reproduce and use the documents for purposes relating directly to Contractor's performance of its obligations under this Agreement, for Contractor's use in the normal course of professional activities, for Contractor's archival records, and for Contractor's reproduction of drawings and photographs in Contractor's marketing materials.

5. BASIC INSURANCE REQUIREMENTS. At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

A. WORKERS' COMPENSATION

Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit - Any Auto
-------------	----------------------------------

6. ADDITIONAL INSURANCE REQUIREMENTS.

A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY INSURANCE POLICY.

B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.

- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 North Main Street, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: Public Communications
Contract #: 9940

- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- I. Certificate Holder shall be listed as follows:

Union County
Attention: Risk Manager
500 North Main Street
Monroe, NC 28112

- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

7. INDEMNIFICATION. Contractor agrees to protect, defend, indemnify and hold Union, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands,

obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

8. DECLARATION BY CONTRACTOR. Contractor declares that Contractor has complied with all federal, state and local laws regarding business permits, certificates, and licenses that may be required to carry out the work to be performed under this Agreement.

9. FEDERAL, STATE, AND LOCAL TAXES. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by Union on behalf of Contractor or the employees of Contractor. Contractor shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.

10. NOTICE TO CONTRACTOR REGARDING ITS TAX DUTIES AND LIABILITIES. Contractor understands that Contractor is responsible to pay, according to law, Contractor's income tax. If Contractor is not a corporation, Contractor further understands that Contractor may be liable for self-employment (social security) tax, to be paid by Contractor according to law.

11. FRINGE BENEFITS. Because Contractor is engaged in Contractor's own independently established business, Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of Union.

12. UNION NOT RESPONSIBLE FOR WORKERS' COMPENSATION. No workers' compensation insurance shall be obtained by Union concerning Contractor or the employees of Contractor. Contractor shall comply with the workers' compensation law concerning Contractor and the employees of Contractor.

13. NO AUTHORITY TO BIND UNION. Contractor has no authority to enter into contracts or agreements on behalf of Union. This Agreement does not create a partnership or any form of agency between the parties.

14. ASSIGNMENT. Neither Union nor Contractor shall assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this Agreement.

15. NON-WAIVER. The failure of either party to exercise any of its rights under this agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

16. HOW NOTICES SHALL BE GIVEN. Any notice given in connection with this agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any

party may change its address stated herein by giving notice of the change in accordance with this paragraph.

17. APPLICABLE LAW AND JURISDICTION. This Agreement shall be construed and enforced in accordance with the laws of the State of North Carolina. The parties to this Agreement confer exclusive jurisdiction of all disputes arising hereunder upon the General Courts of Justice of Union County, North Carolina.

18. COMPLETE AGREEMENT. This Agreement contains the complete agreement of the parties regarding the terms and conditions of the Agreement, and there are no oral or written conditions, terms, warranties, understandings or other agreements pertaining thereto which have not been incorporated herein. This Agreement may be modified only by written instrument duly executed by both parties, or their respective successors in interest.

19. SEVERABILITY. The provisions hereof are severable, and should any provision be determined to be invalid, unlawful or otherwise null and void by any court of competent jurisdiction, the other provisions shall remain in full force and effect and shall not thereby be affected unless such ruling shall make further performance hereunder impossible or impose an unconscionable burden upon one of the parties.

20. E-VERIFY. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Contractor shall ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Contractor will be considered a breach of this Agreement, which entitles Union to terminate this Agreement, without penalty, upon notice to Contractor.

21. AUTHORITY. Each signatory below warrants that it has the corporate or other organizational power and authority to execute, deliver and perform this Agreement. Each signatory further warrants that the execution, delivery and performance by it of the Agreement has been duly authorized and approved by all requisite action of the party's management and appropriate governing body.

[Remainder of page intentionally left blank. Signatures follow on the next page.]

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have hereunto set their hands and seals, and have caused this Agreement to be duly executed, this the day and year first written herein.

UNION COUNTY

By: _____ (SEAL)
Brian W. Matthews, County Manager

THREADED MARKETING GROUP, LTD.

By: _____ (SEAL)

Approved as to Legal Form RLM

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

10 APPENDIX A – PRICE FORM

RFP 2026-007 Creative Services

SUBMIT WITH PROPOSAL

Company Name: Threaded Marketing Group

Offerors may submit a proposal for one of the groups or multiple groups in any combination (Group A, Group B, or Group C). Due to the varying needs of Union County, it is anticipated that multiple contracts will be awarded to provide services. Union County does not guarantee a minimum number of hours. These services are on an as-needed basis.

Service Category	Project Rate Ranges
Graphic Design	See below
Photography	See below
Videography	

Creative Director	\$125/hr.
Senior Brand Specialist	\$120/hr.
Graphics Support/Creative Designer	\$115/hr.

Photography (quoted per project but basic pricing on following page.)

Compelling photography is key in building your brand. It helps tell your brand story and provides a unique perspective in crafting your overall visual identity. Our professional photographers have been in the industry for decades and can capture a variety of images, whether it's people or projects, that will make your brand shine.

PHOTOGRAPHY *Packages*

HEADSHOTS

\$125

Base Price
(+\$75 per person)

On-Location, Natural Lighting
(Studio Lighting On-Location +\$100)

2-3 Edited Images per person

2 Business Day Turnaround

TEAM PHOTOGRAPHY

\$350

3-25 people

\$650

26+ people

On-Location, Natural Lighting |
Multiple Poses Backgrounds
(Studio Lighting On-Location +\$100)

15-20 Edited Images + Groupings

4-5 Business Day Turnaround

ARCHITECTURAL PHOTOGRAPHY

On-Location

\$650

Interior and Exterior Images
(Minimum 25 Edited Images)

\$450

Exterior Images Only
(Minimum 25 Edited Images)

Includes up to 2 hours
(+100/hr additional)

5 Business Day Turnaround

DRONE VIDEO FOOTAGE

On-Location

\$100/hr

Drone Photos (+75/hr additional)
5 Business Day Turnaround

PRODUCT PHOTOGRAPHY

On-Location or In Studio
(Products mailed to Harrisburg, NC
for in-studio requests)

Staged and Styled

\$175/hr

(Estimates available)

Product Background Removal
+\$25/hr

EVENT PHOTOGRAPHY

On-Location

\$125/hr

5 Business Day Turnaround

Travel costs not included.
Travel \$1/mile for locations 20-100 miles
from Harrisburg, NC. For locations 100+
miles, please contact for travel fee estimate.



Request for Proposal No. 2026-007

Creative Services

Due Date: June 29, 2025
Time: 10:00 AM Local Time
Submittal Location: Electronic Submission (Refer to Section 2)
Union County Government Center
500 N. Main Street, Suite 709
Monroe, NC 28112

Non-Mandatory Pre-Submittal Conference

Date: July 10, 2025
Time: 2:00 PM Local Time
Location: Union County Government Center
500 N. Main Street, HR Training Room
Monroe, NC 28112

Procurement Contact:

Vicky Watts, CLGPO
Senior Procurement Specialist
704.283.3601
vicky.watts@unioncountync.gov

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1 NOTICE OF ADVERTISEMENT

Union County, North Carolina Request for Proposals No. 2026-007 Creative Services

Electronic proposals will be received by Union County's Procurement and Contract Management Department at the Union County Government Center, 500 North Main Street, Monroe, NC 28112 until **10:00 AM Local Time on July 29, 2025.**

Union County, North Carolina, through the Public Communications Department, is seeking proposals from qualified companies to provide professional creative services including graphic design, general photography, and videography on an as-needed basis in response to this solicitation.

Copies of the solicitation may be obtained from the locations listed below:

1. Download the Solicitation Documents from the Union County website:
<https://www.unioncountync.gov/departments/bids-procurement/current-bids>
2. Download the Solicitation Documents from the State of North Carolina eVP website:
<https://evp.nc.gov/solicitations/> (Search County of Union)

A Non-Mandatory, Pre-Proposal Conference will be held on **July 10, 2025 at 2:00 PM Local Time** at the Union County Government Center, 500 N. Main Street, HR Training Room, Monroe, NC 28112. Representatives from the Union County Public Communications Department will be on-hand to give a brief overview of the project and to answer questions. Attendance at this meeting is strongly encouraged.

All questions about the meaning or intent of the RFP Documents are to be submitted in writing to the Procurement Representative listed on the cover page (vicky.watts@unioncountync.gov) no later than **July 16, 2025, at 3:00 PM Local Time.**

Union County reserves the right to reject any or all proposals, to waive technicalities, cancel the solicitation, and to make such selection deemed in its best interest.

Union County reserves the right to award to multiple vendors.

Offerors are required to comply with the non-collusion requirements set forth in the Solicitation Documents.

Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses.

--End of Advertisement--

2 SUBMITTAL DETAILS

2.1 PROPOSAL SUBMISSION DEADLINE

All Proposals are to be received electronically by the Union County Procurement Department no later than **July 29, 2025 at 10:00 AM Local Time**, per the instructions below. Any proposals received after this date and time shall be rejected without exception.

2.2 PROPOSAL SUBMISSION REQUIREMENTS

The proposal must be submitted electronically using the following link: <https://lfportal.unioncountync.gov/Forms/procurementsubmit>. The proposal must be signed by a person who is authorized to bind the proposing Company. Instructions for preparing the proposal are provided herein.

Select the solicitation drop down arrow and choose this RFP from the list. Complete the form, upload your proposal as one (1) complete document, and select submit. The maximum size accepted is 30 MB. A delivery notification email, from LF-Forms@co.union.nc.us, will be sent as your confirmation of receipt. Please add this email address to your contact list.

Paper submissions and/or email submissions will not be accepted.

There is no expressed or implied obligation for Union County to reimburse for any expenses incurred in preparing proposals in response to this request.

Union County reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest, cancel this solicitation, and award to multiple vendors.

2.3 NON-MANDATORY PRE-SUBMITTAL CONFERENCE

A Non-Mandatory Pre-Submittal Conference will be held on **July 10, 2025 at 2:00 PM Local Time** at the Union County Government Center, 500 N. Main Street, HR Training Room, Monroe, NC 28110. Representatives from Union County Public Communications will be on-hand to give a brief overview of the project and to answer questions. Although attendance at this meeting is not mandatory, it is strongly encouraged.

2.4 PROPOSAL QUESTIONS

Proposal questions will be due on or before **July 16, 2025 at 3:00 PM Local Time**. The primary purpose of this is to provide participating vendors with the opportunity to ask questions, in writing, related to the RFP.

Submit questions by email to Vicky Watts at vicky.watts@unioncountync.gov by the deadline shown above. The email should identify the proposal number and title. All questions and answers may be posted as addenda on www.unioncountync.gov and <https://evp.nc.gov/solicitations/>.

2.5 PROPOSAL ADDENDUM

Union County may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum.

Should an Offeror find discrepancies or omissions in this RFP, or any other documents provided by Union County, the Offeror should immediately notify the County of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Offeror on Appendix C – Addendum and Anti-Collusion Form.

2.6 COMMUNICATION

All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this Request for Proposals must be made only through the Procurement Contact noted on the cover of this RFP. A violation of this provision is cause for the County to reject a Company's proposal. No contact regarding this document with other County employees is permitted and may be grounds for disqualification.

3 INTRODUCTION

3.1 INTRODUCTION

Union County, North Carolina, through the Public Communications Department, is seeking proposals from qualified companies to provide professional creative services including graphic design, photography and videography on an as-needed basis for a variety of needs.

3.2 COUNTY

The County (estimated population 263,386) is located in the central, southern piedmont. The County provides its residents with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

4 REQUIREMENTS

4.1 GROUP A – GRAPHIC DESIGN SERVICES

The Offeror must have at least one (1) key personnel assigned to the contract resulting from this RFP who has at least five (5) years of experience providing graphic design services.

4.2 GROUP B – GENERAL PHOTOGRAPHY

The Offeror must have at least one (1) key personnel assigned to the contract resulting from this RFP who has at least five (5) years of experience providing photography services.

4.3 GROUP C – VIDEOGRAPHY SERVICES

The Offeror must have at least one (1) key personnel assigned to the contract resulting from this RFP who has at least five (5) years of experience providing videography services.

5 PROJECT OVERVIEW

Union County hereby invites companies that meet the qualifications set forth herein to submit proposals for graphic design services (Group A), **and/or** general photography services (Group B), **and/or** videography services (Group C). These services shall be provided on an “as-needed” basis. Under the resulting contract(s), the successful Offeror(s) will be required to provide expert guidance and professional service as outlined in this solicitation

Offerors may submit a proposal for one of the groups or any combination (Group A and/or Group B, and/or Group C). Due to the varying needs of Union County, it is anticipated that multiple contracts will be awarded to provide services listed under Groups A, B, & C. **The Offeror may submit a proposal for multiple groups.**

6 SCOPE OF WORK

The successful Offeror will be required to provide all labor, materials, tools, equipment, and supplies for the services listed below. Union County does not guarantee a minimum number of hours. All services will be provided on an as-needed basis throughout the contract term. All work performed by the Contractor on behalf of Union County will become the property of Union County.

6.1 FOR ALL GROUPS (GROUPS A, B, AND C)

1. Contractor must provide all necessary equipment, supplies, etc. to perform assigned project(s).
2. As projects develop, Union County personnel will work with one of the selected vendors deemed as the best fit for the specific project.
3. Contractor will provide high-quality electronic files and printed materials when necessary, within the agreed upon timeframe, and within the established budget for the project.
4. Contractor will participate in meetings with Union County personnel for the purpose of discussing project needs, establishing a strategy for execution, and editing. These meetings may be virtual, by phone call, or face-to-face.
5. The costs and timeline for individual projects will be determined on a project-by-project basis.
6. All creative work must be provided in draft form, for approval by the County, with requested edits possible.
7. File transfers will not incur additional charges to the County.
8. Union County’s normal business hours are Monday through Friday from 8 a.m. to 5:00 p.m. Contractors may work during and outside of Union County’s normal business hours, but Contractors working on Union County property outside normal business hours must have Union County approval.
9. Deliverables must be received by the date agreed upon by Union County and Contractor.
10. All work performed by the Contractor on behalf of Union County will become the property of Union County.
11. The majority of projects will be with one point of contact within Public Communications. On some projects, there may be a subject matter expert involved.

6.2 GROUP A – GRAPHIC DESIGN

Graphic design services will include work for Union County advertising and marketing purposes. The graphic designs may appear in print, online and in videos. Graphic design services will be on an as-needed basis for work. All graphic design projects must adhere to Union County's Brand Standards Guide, Appendix E. A portfolio consisting of 5 – 10 examples of graphic design is required. A minimum of two (2) images submitted must be chosen from the following example list of anticipated work. This list is not exclusive:

1. Marketing/Communication Material
 - a. Billboards
 - b. Posters
 - c. Newspaper/magazine ads
 - d. Website banners and graphics
 - e. Social media graphics
 - f. Booklets
 - g. Brochures/flyers
 - h. Newsletters
 - i. Posters
 - j. Booths
 - k. Bannerstands
2. Event-Specific Logos
3. Presentation Templates and Layouts

6.3 GROUP B – GENERAL PHOTOGRAPHY

Photography services will involve work at various locations around Union County. The Offeror must have all the equipment to acquire, edit and deliver photographs. Photography services will be on an as-needed basis for work. A portfolio consisting of 5 – 10 photography images is required. A minimum of two (2) images submitted must be chosen from the following example list of anticipated work. This list is not exclusive:

- a. Events
- b. Portrait/people
- c. Work/Lifestyle
- d. Landscape/Architectural

6.4 GROUP C – VIDEOGRAPHY

Videography services will involve projects at various locations around Union County. The Offeror must provide all necessary equipment, including lighting and audio equipment. The contractor must be able to perform all video functions from conception, shooting, editing and final production. The contractor should be able to deliver videos that are in the format and production value for broadcast (public access channel) and social media (YouTube and Facebook). Multiple ratios may be requested for different formats or platforms (particularly vertical videos for social media). All graphics, lower-thirds, and other post-production elements must adhere to Union County's Brand Standards Guide; Appendix E. Electronic delivery is preferred. Videography services will be on an as-needed basis. A portfolio consisting of four (4) 90 second videos is required. A minimum of two (2) videos submitted must be chosen from the following example list of anticipated work. This list is not exclusive:

- a. Storytelling
- b. Animation
- c. Explainer
- d. Promotional
- e. How To
- f. Text Animations
- g. Training

7 DETAILED SUBMITTAL REQUIREMENTS AND INSTRUCTIONS

7.1 TERMS OF SUBMISSION

All material received from a person or company (“Respondent”) in response to this solicitation shall become the property of Union County and will not be returned to the Respondent. Any and all costs incurred by a Respondent in preparing, submitting, or presenting submissions are the Respondent’s sole responsibility and Union County shall not reimburse the Respondent. All responses to this solicitation will be considered a public record and subject to disclosure under applicable public records law.

Any material in a response which the Respondent considers a trade secret and exempt from disclosure as a public record under applicable law, including N.C.G.S. §§ 132-1.2 and 66-152, must be properly designated as a trade secret. In order to properly designate such material, the Respondent must: (i) submit any trade secret materials in a separate envelope, or file, from all other submitted material, being clearly marked as “Trade Secret – Confidential and Proprietary Information,” and (ii) stamp the same trade secret/confidentiality designation on each page of the materials therein which contain trade secrets.

To the extent consistent with public records law, Union County will make reasonable efforts to maintain the confidential nature of trade secrets, as determined by Union County and subject to the conditions set forth herein. Respondent understands and agrees by submitting a response to this solicitation, that if a request is made to review or produce a copy of any information in the Respondent’s materials which was properly labeled by the Respondent as a trade secret, Union County will notify the Respondent of the request and the date that such materials will be released to the requestor unless the Respondent obtains a court order enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure prior to that date, Respondent understands and agrees that Union County will release the requested information to the requestor on that date.

Furthermore, the Respondent also agrees to indemnify and hold harmless Union County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that has been designated as a trade secret by Respondent.

7.2 PROPOSAL FORMAT

The County desires all responses to be identical in format in order to facilitate comparison. While the County’s format may represent a departure from the Offeror’s preference, the County requests adherence to the format. All responses are to be in the format described below.

Offerors should prepare their proposals in accordance with the instructions outlined in this section. Each Offeror is required to submit the proposal electronically – Refer to Section 2.2. Each section should be identified as described below. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the RFP.

The successful Offeror’s proposal must include all responses to the requirements contained within this RFP and all appendices (if applicable) must be completed in their entirety.

The utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

The RFP should include a response to each of the following criteria. **Failure to address each area could result in rejection of a proposal.** Please provide a table of contents in the format of the proposal requirements along with tabs identifying each section and subsection. Include examples of procedures, reports, or other information where applicable.

The proposal should be organized and identified by sections as follows:

- **Section A** – Cover Letter
- **Section B** – Company Background and Experience
- **Section C** – Staff Experience
- **Section D** – Subcontracting
- **Section E** – Portfolio
- **Section F** – References
- **Section G** – Cost Proposal
- **Section H** – Required Forms

There are eight (8) Sections to this proposal. The instructions for each Section are outlined below.

Omissions and incomplete answers may be deemed unresponsive.

7.2.1 SECTION A – COVER LETTER

The proposal must include a cover letter attesting to its accuracy and signed by an individual authorized to execute binding legal documents on behalf of the Offeror. Include the following:

- Legal company name and DBA (if applicable).
- Company address, telephone number and website address.
- Location providing service, address, and telephone number.
- **Name of single point of contact, title, direct telephone number and/or extension, and direct email address. (required)**
- Name of person with binding authority, title, address, direct telephone number and/or extension, and email address.
- Stipulate that the proposal price will be valid for a period of 120 days.
- Make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its proposal: “The information contained in

this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to the County, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.”

7.2.2 SECTION B – COMPANY BACKGROUND AND EXPERIENCE

This section provides each company with the opportunity to demonstrate how its history, organization, and partnerships differentiate it from other companies. Careful attention should be paid to providing information relevant to Union County needs.

- Provide company history, and number of years in business under the current organizational name, structure and services offered.
- Describe your company’s complete corporate structure, including any parent companies, subsidiaries, affiliates and other related entities.
- How many public sector (cities and counties) clients does your company have?
- Provide a management organization chart of your company including director and officer positions and names and the reporting structure.
- Provide detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the solicitation.
- List any projects or services terminated by a government entity. Please disclose the government entity that terminated and explain the reason for the termination.
- Is the bidder’s organization involved in any pending litigation that may affect its ability to provide its proposed services?
- Provide recent results of client feedback (survey results, comments, etc.) for a similar program.
- Detailed description of specific tasks you will require from County staff.
- Explain what the respective roles of County staff and your staff would be to complete the tasks specified herein.

7.2.3 SECTION C – STAFF EXPERIENCE

Describe the professional staff available for this service. Include a summary of the work/education experience of the company’s key staff members. It should identify the specific employees assigned to provide the services solicited by this Request for Proposal and years of experience. At a minimum, this section should include the following information, for each key person identified by the company:

- a. Name and title
- b. Office location and city of residence
- c. Project responsibilities and roles
- d. Educational background
- e. Professional registrations and memberships (if applicable)
- f. Years of relevant experience

7.2.4 SECTION D – SUBCONTRACTING

Sub-contractors to be utilized in the performance of this service must be clearly identified. Provide the following:

- a. Name of the subcontractor and location.
- b. Reason for subcontracting
- c. Proposed subcontractor responsibilities.

7.2.5 SECTION E – PORTFOLIO

Portfolios are required. Please provide an embedded link to a Google drive folder or SharePoint folder with examples of your work as outlined below.

Group A – Graphic Design

Submit a portfolio consisting of 5 - 10 digital images of your work. Include the title, a brief description and date completed. A portfolio consisting of 5 – 10 examples of graphic design is required. A minimum of two (2) images submitted must be chosen from the example list of anticipated work referenced in 5.2.2 Group A – Graphic Design.

Group B – Photography

Submit a portfolio consisting of 5 - 10 digital images of your work. Include the title, a brief description and date completed. A minimum of two (2) images submitted must be chosen from the example list of anticipated work referenced in 5.2.3 Group B – Photography.

Group C – Videography

Submit a portfolio consisting of four (4) 90 second videos of your work. Include the title, a brief description and date completed. A minimum of two (2) videos submitted must be chosen from the example list of anticipated work referenced in 5.2.4 Group C – Videography.

7.2.6 SECTION F – REFERENCES

Provide, at a minimum, three (3) comparable clients with whom your firm has an established relationship similar to the Scope of Work outlined in this RFP and one former client that stopped doing business with you and include the following:

- Company/Government Entity
- Contact Name and Title
- Address
- Direct Phone Number
- Email Address
- Length of Relationship
- Software System Provided

7.2.7 SECTION H – REQUIRED FORMS

Offerors must include completed copies of the following documents:

1. Appendix A – Price Form
2. Appendix B – Proposal Submission Form (signed)
3. Appendix C – Addenda Receipt and Anti-Collusion (signed)

8 EVALUATION CRITERIA AND SELECTION PROCESS

8.1 SELECTION PARTICIPANTS

1. Maintaining the integrity of the RFP process is of paramount importance for the County. To this end, please do not contact any members of Union County or its staff regarding the subject matter of this RFP until a selection has been made, other than the County's designated contact person identified in the introduction to this RFP.
2. Representatives of Union County (Evaluation Team) will read, review, and evaluate the RFP independently based on the evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected Offerors. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
3. At its sole discretion, the Owner may ask written questions of Offerors, seek written clarification, and conduct discussions with Offerors on the RFPs.
4. The County reserves the right to determine the suitability of proposals on the basis of a proposal meeting scope and submittal criteria listed in the RFP. Evaluation criteria and other relevant RFP information will be used to assist in determining the finalist Vendor.

8.2 EVALUATION SELECTION PROCESS

A weighted analysis of the evaluation criteria will be utilized to determine the Vendor that represents the best value solution for the County.

In the evaluation and scoring/ranking of Offerors, the Owner will consider the information submitted in the RFP as well as the meetings (if applicable) with the respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Offeror or for the purpose of selecting Short-Listed Offerors. The County may choose to award without engaging in interview discussions. The criteria is outlined below:

RFP Evaluation Criteria	Weights
Portfolio	40%
Company Background and Experience	20%
Staff Experience	20%
Compliance with Submittal Requirements	10%
Rates	10%

After identification of Short-Listed Offerors, the Owner may or may not decide to invite Short-Listed firms to interview. If interviews are scheduled with the Short-Listed Offerors, previous evaluation and rankings are not carried forward. For the purpose of selecting a Preferred Offeror, the evaluation criteria will be given the following relative weights:

RFP Interview/Presentation Criteria	Weights
Proposed Approach, Implementation, and Staff	65%
Quality and Relevance of Interview as it Relates to the Scope of the RFP	35%

8.3 AWARD PROCEDURE

The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms. It is understood that any proposal submitted will become part of the public record.

The County reserves the right to award to multiple vendors.

Union County (UC) reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.

A proposal may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.

The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.

County may select and enter into negotiations with the next most advantageous Offeror if negotiations with the initially chosen Offeror are not successful.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

9 GENERAL CONDITIONS AND REQUIREMENTS

9.1 TERMS AND CONDITIONS

The contract award may have an initial term of two (2) years with three (3) one-year renewal options at the County's discretion, pending annual budget approval.

All payroll taxes, liability and worker's compensation are the sole responsibility of the Offeror. The Offeror understands that an employer/employee relationship does not exist under this contract.

All proposals submitted in response to this request shall become the property of Union County and as such, may be subject to public review.

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification.

The County is not obligated to accept the lowest cost proposal. The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

9.2 FINANCIAL INFORMATION

The Bidder must have the following financial information readily available and have the ability to provide it to the County, without exception, within twenty-four (24) hours upon request during the proposal certification process:

1. Annual audited financial reports for the past five (5) fiscal years;
2. Credit reports, credit bulletins, bank and vendor references, and any other published statements by agencies that have been issued or published about the entity within the past five (5) years;
3. Indicate whether the Company (and/or predecessor, guarantor, or subcontractor) has declared bankruptcy within the last five (5) years;
4. Provide a description of the financial impact of any past or pending legal proceedings and judgments that could materially affect the Bidder's financial position or ability to provide service to the County.

9.3 CONTRACTUAL OBLIGATIONS

The contents of this Proposal and the commitments set forth in the Proposal shall be considered contractual obligations if a contract ensues. Failure to accept these obligations may result in cancellation of the award. All legally required terms and conditions shall be incorporated into final contract agreements with the selected Service.

9.4 COST ADJUSTMENTS

The Unit Pricing for the Initial Term shall be based upon the response to this solicitation. However, the Unit Pricing for any Renewal Term may be adjusted at the beginning of such Renewal Term by multiplying the Unit Pricing effective in the previous term by the quotient of the All Urban Consumers Price Index (CPI-U) (South Region), Others Goods and Services, with the Index Period of 2025 - 2030 as published by the Bureau of Labor Statistics, United States Department of Labor, in effect ninety (90) days prior to the commencement date of the new Renewal Term divided by such CPI in effect for the same month one (1) year prior to such date. However, any Unit Pricing increase pursuant to the previous sentence shall be capped at a five percent (5%) increase from one term to the next. Any such Unit Pricing adjustment for a Renewal Term must be requested by the Vendor or County within thirty (30) days from the date of the County's notice of its exercise of an option to renew the Contract for a Renewal Term.

9.5 SUB-CONTRACTOR/PARTNER DISCLOSURE

A single Company may propose the entire solution. If the proposal by any Company requires the use of subcontractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The Company submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by subcontractors.

9.6 EXCEPTION TO THE RFP

An “exception” is defined as the Contractor’s inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the RFP. All exceptions taken must be identified and explained in writing and must specifically reference the relevant section(s) of this RFP. Other than exceptions that are stated in compliance with this Section, each proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. If the Contractor provides an alternate solution when taking an exception to a requirement, the benefits of this alternate solution and impact, if any, on any part of the remainder of the Contractor’s solution, must be described in detail.

9.7 MODIFICATION OR WITHDRAWAL OF PROPOSAL

Prior to the scheduled closing time for receiving proposals, any Offeror may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 120 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposals will be accepted.

9.8 EQUAL EMPLOYMENT OPPORTUNITY

All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

9.9 MINORITY AND SMALL BUSINESS PARTICIPATION PLAN

It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

9.10 LICENSES

The successful Firm(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.

9.11 E-VERIFY

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Offeror/Firm shall ensure that Firm and any Sub-Contractor performing work under this contract: (a) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

9.12 DRUG-FREE WORKPLACE

During the performance of this Request, the Offeror agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the Offeror maintains a drug-free workplace.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Service Provider/Firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

9.13 INSURANCE

One or more of the following insurance limits may be required if it is applicable to the project. The County reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor’s sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best.

A. WORKERS’ COMPENSATION

(for any agreement unless otherwise waived by the Risk Manager)

Statutory limits (where Contractor has three or more employees) covering all employees, including Employer’s Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease – Each Employee
\$500,000	Disease – Policy Limit

J. COMMERCIAL GENERAL LIABILITY

(for any agreement unless otherwise waived by the Risk Manager)

Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit
\$5,000	Medical Expense Limit

J. COMMERCIAL AUTOMOBILE LIABILITY

(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)

\$1,000,000	Combined Single Limit – Any Auto
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D. PROFESSIONAL LIABILITY

(for any agreement providing professional service such as engineering, architecture, surveying, consulting services, etc)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

E. POLLUTION LIABILITY INSURANCE

(for any agreement involving the clean-up or transportation of pollutants)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Pollution Liability Insurance for a period of two (2) years following termination of the Agreement.

F. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)

(for any agreement involving software applications)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Technology Errors & Omissions Insurance for a period of two (2) years following termination of the Agreement.

G. Builder's Risk

(for any agreement involving above ground construction projects)

Amount of Contract

ADDITIONAL INSURANCE REQUIREMENTS

- J. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- J. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- J. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.

- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 N. Main Street # 130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: _____
Contract #: _____

- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- J. Certificate Holder shall be listed as follows:

Union County Risk Management
500 N. Main Street
Monroe, NC 28112

- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

9.14 INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

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10 APPENDIX A – PRICE FORM

RFP 2026-007 Creative Services

SUBMIT WITH PROPOSAL

Company Name: _____

Offerors may submit a proposal for one of the groups or multiple groups in any combination (Group A, Group B, or Group C). Due to the varying needs of Union County, it is anticipated that multiple contracts will be awarded to provide services. Union County does not guarantee a minimum number of hours. These services are on an as-needed basis.

Service Category	Project Rate Ranges
Graphic Design	
Photography	
Videography	

11 APPENDIX B – PROPOSAL SUBMISSION FORM

RFP 2026-007 Creative Services

SUBMIT WITH PROPOSAL

This Proposal is submitted by:

Company Legal Name: _____

Representative Name: _____

Representative Signature: _____

Representative Title: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Phone Number: _____

Website Address: _____

It is understood that Union County reserves the right to reject any and all proposals, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and resubmit this project. Proposal is valid for 120 calendar days from the Proposal due date and is submitted by an executive of the company that has authority to contract with Union County, NC.

Name: _____

Title: _____

Signature: _____

Date: _____

12 APPENDIX C – ADDENDUM AND ANTI-COLLUSION FORM

RFP 2026-007 Creative Services

SUBMIT WITH PROPOSAL

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on www.co.union.nc.us and/or www.ips.state.nc.us. It is your responsibility to check for this information.

Addendum No.	Date Downloaded
_____	_____
_____	_____
_____	_____
_____	_____

I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of Union County.

Company Name: _____

Name: _____

Title: _____

Email Address: _____

Signature: _____

Date: _____

13 APPENDIX D – UNION COUNTY BRAND STANDARDS GUIDE

RFP 2026-007 Creative Services

DO NOT SUBMIT WITH PROPOSAL

Please use the following link to access the Union County Brand Standards Guide:

https://www.dropbox.com/scl/fi/3ntwsnvo1hp254nqso3jy/UC_BrandStandards_WEB_112024.pdf?rlkey=9qwt781s5xwacImventdcxcb&st=oopy1bn3&dl=0



14 APPENDIX E – TEMPLATE CONTRACT

RFP 2026-007 Creative Services

DO NOT SUBMIT WITH PROPOSAL

TEMPLATE AGREEMENT

Do not submit with proposal.

STATE OF NORTH CAROLINA

AGREEMENT

COUNTY OF UNION

THIS AGREEMENT is made and entered into as of _____, by and between UNION COUNTY, a political subdivision of the State of North Carolina, whose address is 500 North Main Street, Monroe, NC 28112, hereinafter “Union,” and [Contractor’s full legal name], a [type of business (corporation, limited liability company, etc.) and state where incorporated], whose address is _____, hereinafter “Contractor.”

W I T N E S S E T H

WHEREAS, Union desires that Contractor perform certain [briefly describe services here] services; and

WHEREAS, Contractor is willing to perform such services as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. SERVICES PERFORMED. Contractor agrees to perform the services as set forth in the attached Scope of Work [or, if the full RFP is to be attached as the scope of work, state the RFP number and full RFP title], which is incorporated herein by reference (hereinafter the “Services”), in accordance with the terms of this Agreement.

2. FEE AND PAYMENT SCHEDULE. Union shall pay Contractor [insert payment amount or rate] for performance of the Services. Contractor shall invoice Union on a monthly basis for Services performed, or upon such other schedule as may be agreed upon by the parties. Payment is due within thirty (30) days of receipt of an accurate invoice by Union’s Finance Division. All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.

3. TERM AND TERMINATION. The Effective Date is the date of mutual execution of this Agreement. This Agreement shall have a term of [insert agreement time length] (the “Initial Term”). [The following sentence to be used only if renewals might be needed or desired, and then only if the RFP lists the possible number of renewals. If the contract is just for a single term, this sentence may be deleted.] Upon completion of the Initial Term, Union may, in its sole discretion, elect to renew this Agreement for up to ____ [number of possible additional terms, as stated in the RFP] additional ____ [number of years in each renewal term]-year terms, each a “Renewal Term,” upon written notice to the Contractor. Union may terminate this Agreement at any time, without cause, upon provision of ten (10) days’ written notice to Contractor. In the event of termination without cause, Contractor shall be paid for services performed to the date of notification of termination by Union.

4. OWNERSHIP OF DOCUMENTS. All deliverables and any other contract documents prepared by Contractor, or any subcontractors or subconsultants under the terms of this Agreement (“the Documents”), shall be the property of Union. Contractor further acknowledges that Union is subject to Chapter 132 of the North Carolina General Statutes, the Public Records Act (the

“Act”), and that this Agreement, as well as any of the Documents as defined herein, shall be a public record as defined in such Act, and as such, will be open to public disclosure and copying.

5. INSURANCE. The attached Exhibit A, Insurance Requirements, is incorporated herein by reference.

6. INDEMNIFICATION. Contractor agrees to protect, defend, indemnify and hold Union, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

7. DECLARATION BY CONTRACTOR. Contractor declares that Contractor has complied with all federal, state and local laws regarding business permits, certificates, and licenses that may be required to carry out the work to be performed under this Agreement.

8. FEDERAL, STATE, AND LOCAL TAXES. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by Union on behalf of Contractor or the employees of Contractor. Contractor shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.

9. NOTICE TO CONTRACTOR REGARDING ITS TAX DUTIES AND LIABILITIES. Contractor understands that Contractor is responsible to pay, according to law, Contractor’s income tax. If Contractor is not a corporation, Contractor further understands that Contractor may be liable for self-employment (social security) tax, to be paid by Contractor according to law.

10. FRINGE BENEFITS. Because Contractor is engaged in Contractor’s own independently established business, Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of Union.

11. UNION NOT RESPONSIBLE FOR WORKERS’ COMPENSATION. No workers’ compensation insurance shall be obtained by Union concerning Contractor or the employees of Contractor. Contractor shall comply with the workers’ compensation law concerning Contractor and the employees of Contractor.

12. NO AUTHORITY TO BIND UNION. Contractor has no authority to enter into contracts or agreements on behalf of Union. This Agreement does not create a partnership or any form of agency between the parties.

13. ASSIGNMENT. Neither Union nor Contractor shall assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to assignment, no

assignment shall release or discharge the assignor from any duty or responsibility under this Agreement.

14. NON-WAIVER. The failure of either party to exercise any of its rights under this agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

15. HOW NOTICES SHALL BE GIVEN. Any notice given in connection with this agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

16. APPLICABLE LAW AND JURISDICTION. This Agreement shall be construed and enforced in accordance with the laws of the State of North Carolina. The parties to this Agreement confer exclusive jurisdiction of all disputes arising hereunder upon the General Courts of Justice of Union County, North Carolina.

17. COMPLETE AGREEMENT. This Agreement contains the complete agreement of the parties regarding the terms and conditions of the Agreement, and there are no oral or written conditions, terms, warranties, understandings or other agreements pertaining thereto which have not been incorporated herein. This Agreement may be modified only by written instrument duly executed by both parties, or their respective successors in interest.

18. SEVERABILITY. The provisions hereof are severable, and should any provision be determined to be invalid, unlawful or otherwise null and void by any court of competent jurisdiction, the other provisions shall remain in full force and effect and shall not thereby be affected unless such ruling shall make further performance hereunder impossible or impose an unconscionable burden upon one of the parties.

19. AUTHORITY. Each party warrants that it has the corporate or other organizational power and authority to execute, deliver and perform this Agreement. Each party further warrants that the execution, delivery and performance by it of the Agreement has been duly authorized and approved by all requisite action of the party's management and appropriate governing body.

20. E-VERIFY. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Contractor shall ensure that Contractor and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. A breach of this provision by Contractor will be considered a breach of this Agreement, which entitles Union to terminate this Agreement, without penalty, upon notice to Contractor.

[Signatures follow on the next page.]

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have hereunto set their hands and seals, and have caused this Agreement to be duly executed, this the day and year first above written.

UNION COUNTY

By: _____ (SEAL)
Brian W. Matthews, County Manager

[CONTRACTOR'S FULL LEGAL NAME]

By: _____ (SEAL)

Approved as to Legal Form _____

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

Exhibit A
Insurance Requirements

I. BASIC INSURANCE REQUIREMENTS. At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

A. WORKERS' COMPENSATION

Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit - Any Auto
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D. PROFESSIONAL LIABILITY

\$1,000,000	Claims Made
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Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

E. POLLUTION LIABILITY INSURANCE

\$1,000,000	Claims Made
-------------	-------------

Contractor shall provide evidence of continuation or renewal of Pollution Liability Insurance for a period of two (2) years following termination of the Agreement.

F. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)

\$1,000,000 Claims Made
\$3,000,000 Aggregate Limit

Contractor shall provide evidence of continuation or renewal of Network Security & Privacy Liability Insurance for a period of two (2) years following termination of the Agreement.

II. **ADDITIONAL INSURANCE REQUIREMENTS.**

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY INSURANCE POLICY.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by Contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 North Main Street, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: _____
Contract #: _____

H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.

I. Certificate Holder shall be listed as follows:

Union County
Attention: Risk Manager
500 North Main Street
Monroe, NC 28112

J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.



Request for Proposals 2026-007
Creative Services

ADDENDUM No. 1

ISSUE DATE: July 22, 2025

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

Add/Delete Section

1. Delete, Cover Page, Due Date: June 29, 2025.

Add, Cover Page, Due Date: July 29, 2025.

End of Add/Delete Section

Questions/Answers Section

1. The proposal asks for rates but does not give specifics on quantity. Price is determined but the final amount of graphics, images and minutes needed for projects. As the bidder are we to provide specific quantities for the bids?

Answer: Rate is requested for hourly rate charged or rate per project.

- Examples:

- Photography: \$50/hour OR no rate for hourly work / rate for headshot photography is \$250/headshot.
- Videography: \$100/hour OR rate is typically determined by project and generally is \$1,000 total for a video project resulting in a 2-3 minute video.
- Graphic design: (please provide hourly rate)

2. The cost per item ranges depending on the item. Can we provide the project rate ranges per itemized request ie. one cost for event photography, one cost for portraits, etc?

Answer: Yes.

3. Is there a set budget in mind per request?

Answer: We understand requests may vary widely, and therefore the budget per project may vary. There is no set budget in mind. We intend to have discussions with the selected vendor to discuss and determine budget/estimated cost by project.

4. How big is the need? 1-2 projects a month? 3 projects a year?

Answer: The number of projects varies based on need. Generally, we estimate a total of 4-8 video projects a year outsourced to a vendor or vendors. An estimate for photography is fewer than three projects a year. Graphic design ebbs and flows the most based on need. There may be 1-3 projects a month or two projects a year. It really depends on the need of the County departments we support, as well as how much falls outside of our internal capacity at that given time.

5. How much notice will be provided for each request?

Answer: We aim to provide as much notice as possible, keeping in mind the scope of the project request. For photography and videography needs, we'll typically know at least 2-3 weeks in

advance. We may have a shorter turnaround time for graphic design requests but will generally ask up front if a requested deadline can be met. For example, we may reach out on a Monday with a graphic design request and ask if it can be turned around by the end of the week.

6. While we do have several current projects underway, many are still under NDA and can't be publicly shared yet. Would it be acceptable to include past work we've done as individuals—both for previous employers and clients—as well as spec work, as long as we clearly label which is which?

Answer: Yes.

7. Also, I recall it was mentioned that people can request access to past proposals—does that mean our submitted proposal could be made publicly available through a public records request?

Answer: Yes. Per North Carolina General Statute Chapter 132, records of the County are a matter of public record, unless they meet exceptions outlined in [the state statute](#).

8. Lastly, regarding Section F, are references from past employers or freelance clients acceptable if clearly noted as such?

Answer: Yes.

End of Questions/Answers Section

Attachment

1. Pre-Submittal Sign-In Sheet

End of Addendum No. 1

W A L K W E S T
MASTER SERVICES AGREEMENT
[October 2025] Union County

This MASTER SERVICES AGREEMENT (this "Agreement") is made, entered into, and effective as of _____, by and between WALK WEST, INC., a North Carolina corporation, ("Walk West") and UNION COUNTY, NC, ~~a State of North Carolina corporation~~ ("Client" or "Customer"). Int. _____

WHEREAS, Client desires to engage Walk West to provide certain services as described on any Statement of Work (each a "Statement of Work") agreed to by the parties from time to time (the "Services"); and

WHEREAS, Walk West desires to provide the Services to Client upon the terms and conditions described herein.

NOW THEREFORE, in consideration of the agreements of the parties in this Agreement (and any related Statement of Work), the receipt and adequacy of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. PURCHASE OF SERVICES.

Walk West agrees to provide Client all of the Services described on any Statement of Work (or as otherwise agreed to by the parties in writing from time to time pursuant to a proposal document, email correspondence, etc.). The parties may from time to time, execute and deliver to one another Statements of Work that will set forth, among other things, a description of the Services to be provided to Client and the compensation to be paid Walk West (the "Compensation"). Unless otherwise agreed, Compensation shall be based upon an hourly, billable rate charge. An example of the form of each Statement of Work is attached hereto as Exhibit 1. Each Statement of Work (or any other agreement between the parties related to Services) shall be entered into in connection with this Agreement and shall be subject to the terms and conditions described herein. Services shall not include services (i) required as a result of Client's fault (including, without limitation, failure to comply with this Agreement or instructions or procedures provided by Walk West), (ii) which are the acts of any third party, or (iii) outside the scope of the description of Services set forth on the applicable Statement of Work or the mutual agreement of the parties. If Client desires for Walk West to provide services not described on any Statement of Work, Client shall submit such a request in writing to Walk West, and Walk West, in its sole discretion, may decide whether to accommodate such request (and the additional pricing that may be associated with such accommodations). Walk West personnel will generally perform all tasks for Client at a location to be determined by Walk West, in its sole discretion, provided, however, that from time to time the parties may agree for certain Services to be performed on-site at the Client facility. In such instance, Client agrees to provide safe working space and facilities, and any other services and materials Walk West or its personnel may reasonably request in order to provide the Services. Walk West agrees to use its reasonable efforts to accommodate work schedule requests of Client to the extent possible, but Client acknowledges and agrees that Walk West shall not be held financially liable for the inability to meet a scheduling request, given the complexity of balancing personnel workloads, prior commitments, and other priorities. Should any personnel of Walk West be unable to perform scheduled services because of illness, resignation, or other causes beyond Walk West's control, Client shall allow Walk West to replace such personnel within a reasonable time, without any further liability therefor. Work submitted to Client for review will be considered accepted by Client after ten (10) working days unless Client notifies Walk West to the contrary. Changes requested after the acceptance period will constitute additional project scope.

* Said employee shall be of similar experience as the previous employee designated to Client's contract.

Int. _____

2. DEFINITIONS.

In this agreement (a) "Agreement" shall mean this agreement, which includes all subsequently issued Statement(s) of Work and these Terms and Conditions, (b) "Compensation" means the compensation described on any applicable Statement(s) of Work under the heading entitled "COMPENSATION FOR SERVICES", (c) "Confidential Information" shall have that meaning set forth in Section 3 herein, (d) "Client" or "Customer" means the entity or person(s) described on the first page of this Agreement as the Client, and (e) "Services" means the Walk West Services identified on any applicable Statement(s) of Work under the heading entitled "SCOPE OF SERVICES".

3. CONFIDENTIALITY.

Walk West and Client may disclose to each other certain non-public information relating to each's business, including, without limitation, technical, marketing, financial, personnel, planning, and other information that is marked confidential, or which the

receiving party should reasonably know to be confidential given the nature of the information and the circumstance of disclosure ("Confidential Information"). Each party agrees that it will not disclose the disclosing party's Confidential Information except (a) to the employees, contractors, advisors or agents of the receiving party to the extent that they need to know that Confidential Information for the purpose of performing the receiving party's obligations under this Agreement, and who are bound by confidentiality terms with respect to that Confidential Information no less restrictive than those contained in this Section 3; or (b) as required to be disclosed by law, to the extent required to comply with that legal obligation, provided that the receiving party will promptly notify the disclosing party of such obligation.

1. WARRANTY.

Walk West agrees to use its commercially reasonable efforts to provide the Services in a professional manner. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, WALK WEST MAKES NO OTHER WARRANTY OF ANY KIND WHATSOEVER, EXPRESS OR IMPLIED, IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES, ALL OF WHICH ARE HEREBY DISCLAIMED BY WALK WEST AND EXCLUDED FROM THIS AGREEMENT.

2. LIMITATION OF LIABILITY AND INDEMNIFICATION.

NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH IN THIS AGREEMENT, EACH PARTY'S TOTAL CUMULATIVE LIABILITY TO THE OTHER PARTY UNDER THIS AGREEMENT, OR AT LAW WITH RESPECT TO ANY SERVICES PROVIDED HEREUNDER (WHETHER NEGLIGENT OR OTHERWISE), WILL BE LIMITED TO THE TOTAL FEES PAID (LESS ANY REFUNDS OR CREDITS) BY CUSTOMER TO WALK WEST. IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY UNDER, IN CONNECTION WITH, OR RELATED TO THIS AGREEMENT FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON BREACH OF CONTRACT, WARRANTY, TORT, PRODUCT LIABILITY, OR OTHERWISE, AND WHETHER OR NOT THE LIABLE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE FOREGOING LIMITATIONS OF LIABILITY ARE A CONDITION AND MATERIAL CONSIDERATION FOR THEIR ENTRY INTO THIS AGREEMENT. ~~CUSTOMER SHALL INDEMNIFY WALK WEST AND ITS OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS FROM ANY LOSS, DAMAGE, COST OR EXPENSE (INCLUDING REASONABLE ATTORNEYS' FEES) ARISING FROM OR ASSOCIATED WITH (A) ANY ACTIONS OR OMISSIONS OF CUSTOMER, (B) THE BREACH OF THIS AGREEMENT BY CUSTOMER, (C) NON-COMPLIANCE WITH ANY FEDERAL, STATE OR LOCAL LAWS OR REGULATIONS, OR (D) ANY INTELLECTUAL PROPERTY OR CONTENT PROVIDED BY CUSTOMER TO WALK WEST.~~ WALK WEST SHALL INDEMNIFY CUSTOMER AND ITS OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS FROM ANY LOSS, DAMAGE, COST OR EXPENSE (INCLUDING REASONABLE ATTORNEYS' FEES) ARISING FROM OR ASSOCIATED WITH (A) ANY ACTIONS OR OMISSIONS OF WALK WEST, (B) THE BREACH OF THIS AGREEMENT BY WALK WEST, (C) NON-COMPLIANCE WITH ANY FEDERAL, STATE OR LOCAL LAWS OR REGULATIONS, OR (D) ANY INTELLECTUAL PROPERTY OR CONTENT PROVIDED BY WALK WEST TO CUSTOMER. THIS INDEMNITY SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT.

3. GENERAL.

1.1. Walk West's relationship with the Client under this Agreement shall be that of an independent contractor, and nothing in this Agreement or the arrangements for which it is made shall make Walk West, or anyone furnished or used by Walk West in the performance of the Services, an employee, joint venture, partner, or servant of the Client. Client acknowledges and agrees that this Agreement is in no way exclusive (i.e., Walk West shall retain the right to perform work for third parties, including direct competitors of Client, during the term of this Agreement).

1.2. All Compensation due to Walk West shall be paid in accordance with the terms provided on the Statement of Work, or, if not specified therein, at Walk West's then current fee schedule, within thirty (30) days after Client receives an invoice from Walk West. Each invoice will provide a summary of work performed, as well as any additional expenses. Some expenses may be invoiced separately. Client shall reimburse pre-approved expenses for any required travel by Walk West personnel, including airfare, rental car, fuel, and lodging. Meals and incidental expenses shall be reimbursed by Client at standard federal rates. All invoices will be sent by email, unless another method is agreed upon by the parties. ~~Walk West may charge Client interest on the outstanding balance of any overdue fees, charges or expenses at a rate equal to 1.5% per month or the highest rate permitted by applicable law, whichever is lower.~~ A service charge will be assessed with respect to any returned or dishonored checks of Client. Client will reimburse Walk West for all reasonable costs incurred (including reasonable

* pre approved by Client and

attorneys' fees) in collecting past due amounts owed by Client. All payment obligations will survive termination of this Agreement. Client acknowledges and agrees that Walk West may cease providing Services (as well as withholding the transfer of ownership of any project or deliverable) under this Agreement during any period in which the Client has not paid any amounts due to Walk West. All invoices will be sent by Walk West to the Client address described on the Statement of Work (or via email) and it shall be Client's responsibility to notify Walk West of any change of address. Estimates for individual pieces of work will be provided upon request, but Walk West does not guarantee the accuracy of such estimates, due to the complexity of the work and the number of possible variables involved in any given project. Unless otherwise indicated on a Statement of Work, and notwithstanding anything in this Agreement to the contrary, hourly charges shall be due and payable independent of the provision (or non-provision) by Walk West of any particularly deliverable to Client.

1.3. Either Party may terminate this Agreement with thirty (30) days' notice to the other Party. Each Statement of Work shall constitute a separate agreement and shall stand alone with respect to any other Statement of Work entered into under this Agreement. In the event of a conflict between this Agreement and any Statement of Work, the provisions of such Statement of Work will control. In such instances, Walk West shall only be responsible to Client to provide Services for which Client has already paid Walk West. In no event will Client be entitled to a refund. This Agreement shall be governed by and construed in accordance with the laws of North Carolina, exclusive of its rules governing choice of law and conflict of laws. If legal action is commenced by either party to enforce or defend its rights under this Agreement, such action shall be brought only in a court located in Wake County, North Carolina, and the parties agree to submit to the jurisdiction of such courts. This Agreement is the complete and exclusive agreement between the parties with respect to the subject matter hereof, superseding and replacing all prior agreements, communications, understandings (both written and oral) regarding such subject matter. This Agreement may only be amended or modified by a writing specifically referencing this Agreement which has been signed by authorized representatives of the parties. Walk West shall not be in default by reason of any failure in performance of this Agreement, if such failure arises, directly or indirectly, out of causes reasonably beyond the direct control or foreseeability of Walk West, including but not limited to, failure of Client to provide promptly to Walk West accurate information and materials, as applicable, acts of God or of a public enemy, acts of terrorism, United States or foreign governmental acts in either a sovereign or contractual capacity, labor, fire, road icing or inclement conditions, flood, epidemic, restrictions, strikes and/or freight embargoes. If any provision of this Agreement is held to be illegal, invalid, or unenforceable, that provision shall be severed or reformed to be enforceable, and the remaining provisions hereof and thereof shall remain in full force. No delay or omission by Walk West in the exercise or enforcement of any of its powers or rights hereunder shall constitute a waiver of such power or right. A waiver by Walk West of any provision of this Agreement must be in writing and signed by such party, and shall not imply subsequent waiver of that or any other provision. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. PDF signature pages shall serve as original signature pages. Client agrees that its payment and other obligations under this Agreement are absolute and unconditional and not subject to any abatement, reduction, setoff, defense, counterclaim, or recoupment due or alleged to be due as a result of any past or future claim that Client may have against Walk West or any of Walk West's affiliates. Except as otherwise provided herein, each party shall be responsible for the payment of its own expenses incurred in connection with this Agreement. Client agrees that it will use its best efforts to cooperate with Walk West, and will execute and deliver any and all documents in addition to those expressly provided for herein that may be necessary or appropriate to afford Walk West the opportunity to adequately perform the Services.

1.4. Client agrees (on behalf of himself, herself, itself, and any affiliates, family members or personal acquaintances that may arrange services for Client) ("Client's Representatives") that Client (and Client's Representatives) will not ~~engage or employ (or attempt to engage or employ)~~ Walk West's representatives, employees or independent contractors to provide services similar to the Services to Client while this Agreement is in effect and continuing for a period of one (1) year after the termination or expiration of this Agreement unless Client receives written approval from Walk West and pays Walk West a referral fee to be determined at that time, in Walk West's sole discretion. Client acknowledges and agrees that any breach of this Section by Client will cause immediate damage to Walk West's business.^{*} Accordingly, in the event that Client breaches this provision, Client shall pay Walk West liquidated damages in an amount equal to the wages or fees paid by Walk West to any representative or employee in the six (6) months prior to the Client's breach. Client agrees that this provision is not a penalty, but an adequate, fair and reasonable estimate of the damage that would be caused by Client's breach.

^{*} Should a representative, employee or independent contractor apply for an open position with Union County pursuant to a job posting, this will not constitute actively recruiting and will not be a violation of this paragraph.

Int. _____

actively
recruit
Int. _____

Any engagement with a Walk West contractor while this Agreement is in effect and continuing for a period of one (1) year after the termination or expiration of this Agreement requires pre-approval in writing by a Walk West Partner. The foregoing shall only be applicable and enforceable to the extent Client is informed by Walk West of the entities for which the foregoing provision applies.

1.5. Upon final payment by Client, except as limited herein, all rights and title in and to the finished deliverable (the "Project Deliverable") produced by Walk West will be owned by Client. Walk West agrees to execute and deliver to Client any and all documentation necessary to effectuate a transfer of right and title in and to any Project Deliverable to Client. Notwithstanding the foregoing, rights to photos, graphics, source code, work-up files, computer programs or any other items in which Walk West is unable to transfer the full intellectual property rights to Client (if any) or intellectual property rights not related to the copyrights in and to the Project Deliverable are not transferred to the Client, and remain the property of Walk West or their respective owners (subject to a license to Client to use the foregoing in connection with the Project Deliverable). A written detail of any non-transferrable copyrights, licenses or intellectual property rights can be requested by Client at the completion of any Statement of Work. Notwithstanding anything to the contrary contained in this Agreement, neither Walk West nor any of its employees or agents, warrants that the functions contained in the Project Deliverable will be uninterrupted or error-free. In no event will Walk West or its subcontractors be liable to the Client with respect to any damages related to third parties, including without limitation, damages related to the Hosting Service, failure or delay of any third-party service provider, issues related to any particular computer or internet software, etc. The foregoing notwithstanding, Walk West warrants that it owns all rights, title and interest in, or has secured the right to use from the lawful owner, all intellectual property used in the performance of this Agreement and that usage of said intellectual property does not infringe on the rights of any third party.

All notices under this Agreement shall be in writing, return receipt requested, to the address of such party specified on the most recently issued Statement of Work or as specified by such party in writing to the other party after the date of this Agreement. Notices delivered personally shall be deemed given upon documented receipt or refusal by recipient to accept receipt. Notwithstanding the foregoing, all communications from Client to Walk West concerning any disputed debts or amounts owed to Walk West by Client, including, without limitation, any instruments tendered as full or partial satisfaction of a debt or an account receivable, should be sent to Walk West except to the attention of the "Disputed Debts Department." Notwithstanding anything to the contrary herein, Walk West and its personnel shall be free to use and employ their general skills, know-how, and expertise, and to use, disclose and employ any generalized ideas, concepts, know-how, methods, techniques, or skills gained or learned during the course of any assignment. Walk West reserves the right, with the prior written approval of the Client, to reproduce, publish, and display project deliverables in person, in print, in galleries, or online for the purposes of recognition, promotion, or professional advancement, and reserves the right to be credited with authorship of project deliverables in connection with such uses.

1.6 All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.

1.7 Parties agree to the terms of Exhibit A, which are attached and incorporated herein by reference.

This STATEMENT OF WORK ("SOW") is made, entered into and effective as of _____by and between WALK WEST, INC., a North Carolina corporation, ("WALK WEST") and UNION COUNTY, NC ("Client") and is governed by the Master Services Agreement between the parties effective _____ ("Agreement").

PROJECT OBJECTIVE

To support Client with strategic marketing and marketing and creative services from October 1, 2025 through October 31, 2028.

PROJECT DELIVERABLES

Marketing Support	
Phase/Activity	Details
Marketing Support	<p>Walk West will support Client with various marketing efforts as needed.</p> <p>Key Tasks/Deliverables may include but are not limited to::</p> <ul style="list-style-type: none">• Graphic Design Support• Photography Support• Videography Support
Account Management/ Executive Oversight	<p>A dedicated account manager will ensure effective and timely delivery of work, as well as providing clear communication on project activities over the course of the entire engagement. Executive oversight to participate in pivotal conversations throughout the branding process.</p>

CLIENT RESPONSIBILITIES

Throughout this engagement, Client agrees to provide timely and consolidated feedback where needed. When Client approval is required, approval must be given in writing before Walk West is able to move on to the next project activity. The assumed turnaround time for client feedback is 2-business days. Failure to meet this signoff may result in a delayed project timeline.

Additional client responsibilities for this project include:

- Providing access to all necessary platforms
- Sharing all information relevant to the current strategic plan

PROJECT ASSUMPTIONS

1. Client understands that they will be responsible for participation in work streams. Repeated failure to meet obligations may result in the project being placed on hold. Releasing a project from a hold status is subject to Walk West's availability. An on hold project will not delay the billing schedule detailed below.
2. Estimated timing is subject to change based on the client feedback time and revision rounds over the course of this project.
3. Stock photography/video is not included in the fees detailed in this SOW. If stock imagery is needed, Walk West will purchase an image license with Client's approval and invoice those fees in addition to the outlined project fees.

PROJECT FEES AND EXPENSES

Based on the deliverables and assumptions described in this SOW our hourly fees for this project are **\$185.00**. Project fees are based on deliverables and hard costs described in this SOW.

As is customary, travel & other out-of-pocket related expenses, such as but not limited to, stock photography/music licenses, equipment and materials, etc., and all other agreed upon third party costs will be billed separately, and are in addition to Walk West's project fees.

The fees for Services are defined as follows:

DELIVERABLE	ESTIMATED TIMING	FEE
Marketing Support	3 Years: October 1, 2025 through October 1, 2028	Bill To Actuals Monthly

TOTAL

BUDGET NOTES:

- Should any additional services be required or requested beyond those noted above, Walk West will work with Client to mutually agree upon and define such additional services and fees under a Change Order. Change requests will not be subject to the timeline listed above.
- Total travel expenses will depend on the number of on-site meetings and the number of team members who attend; Walk West will work directly with Client regarding as needed.

* All payments shall be conditioned upon appropriation by the Union County Board of Commissioners of sufficient funds for each request for services.

Int. _____

BILLING SCHEDULE

The below schedule will be followed, independently of any project schedule. Reimbursable expenses will be invoiced separately, as incurred. Reimbursable expenses include out-of-pocket expenses for travel, communications, and other expenses incurred in the direct support of the Project, which are billed at Walk West's cost and only accrued with Client's permission. Client agrees to pay Walk West for the fees indicated plus reimbursable expenses. Payment terms are ~~net 15~~.

30 days from receipt
of an accurate
invoice.

Int. _____

Fees will accrue according to the schedule below:

Date of Invoice	Description	Amount
November 1, 2025	October Marketing Support	Bill To Actuals
December 1, 2025	November Marketing Support	Bill To Actuals
January 1, 2026	December Marketing Support	Bill To Actuals
February 1, 2026	January Marketing Support	Bill To Actuals
March 1, 2026	February Marketing Support	Bill To Actuals
April 1, 2026	March Marketing Support	Bill To Actuals
May 1, 2026	April Marketing Support	Bill To Actuals
June 1, 2026	May Marketing Support	Bill To Actuals
July 1, 2026	June Marketing Support	Bill To Actuals
August 1, 2026	July Marketing Support	Bill To Actuals
September 1, 2026	August Marketing Support	Bill To Actuals
October 1, 2026	September Marketing Support	Bill To Actuals
November 1, 2026	October Marketing Support	Bill To Actuals

December 1, 2026	November Marketing Support	Bill To Actuals
January 1, 2027	December Marketing Support	Bill To Actuals
February 1, 2027	January Marketing Support	Bill To Actuals
March 1, 2027	February Marketing Support	Bill To Actuals
April 1, 2027	March Marketing Support	Bill To Actuals
May 1, 2027	April Marketing Support	Bill To Actuals
June 1, 2027	May Marketing Support	Bill To Actuals
July 1, 2027	June Marketing Support	Bill To Actuals
August 1, 2027	July Marketing Support	Bill To Actuals
September 1, 2027	August Marketing Support	Bill To Actuals
October 1, 2027	September Marketing Support	Bill To Actuals
November 1, 2027	October Marketing Support	Bill To Actuals
December 1, 2027	November Marketing Support	Bill To Actuals
January 1, 2028	December Marketing Support	Bill To Actuals
February 1, 2028	January Marketing Support	Bill To Actuals
March 1, 2028	February Marketing Support	Bill To Actuals
April 1, 2028	March Marketing Support	Bill To Actuals
May 1, 2028	April Marketing Support	Bill To Actuals
June 1, 2028	May Marketing Support	Bill To Actuals
July 1, 2028	June Marketing Support	Bill To Actuals
August 1, 2028	July Marketing Support	Bill To Actuals
September 1, 2028	August Marketing Support	Bill To Actuals
October 1, 2028	September Marketing Support	Bill To Actuals

TERMINATION

Either Walk West or Client may terminate this Agreement at any time upon a minimum fifteen (15) days written notice to the other party, and Client shall have no further obligation for payment to Walk West other than for fees previously earned and unpaid and reimbursable expenses at the time of termination. In such instance, Walk West at the option of Client shall only be responsible to Client to provide either (i) Services for which Client has already paid Walk West, or (ii) refund for Services paid for by Client not yet performed by Walk West. Client acknowledges that If Client has not participated in workstreams nor responded to Walk West's inquiries/attempts to contact Client for a period of fifteen (15) days, this Agreement may be terminated by Walk West, in its sole discretion, and Walk West shall have no obligation to reimburse Client for any prepaid fees paid for Services (such fees shall become non-refundable) nor deliver any outstanding Services outlined herein.

(signature page follows)

AUTHORIZATION

This Master Services Agreement has been executed as of the date first set forth above. By signing this SOW, both parties authorize work to begin on this project.

WALK WEST:
WALK WEST, INC.

CLIENT:
UNION COUNTY, NC

Signature

Signature

Date

Date

Name

Brian Matthews

Name

Title

County Manager

Title

This instrument has been preaudited in the mannter required by
The Local Government Budget and Fiscal Control Act.

Deputy Finance Officer

Approved as to Legal Form: KLC

Exhibit A

- I. At Walk West's sole expense, Walk West shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

A. **WORKERS' COMPENSATION**

Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. **COMMERCIAL GENERAL LIABILITY**

Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit

C. **COMMERCIAL AUTOMOBILE LIABILITY**

\$1,000,000	Combined Single Limit - Any Auto
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II. **ADDITIONAL INSURANCE REQUIREMENTS**

- A. Walk West's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- B. Before commencement of any work or event, Walk West shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Walk West shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).

- D. It is the intention of the parties that the insurance policies afforded by Walk West shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Walk West's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Walk West.
- F. Notwithstanding the notification requirements of the Insurer, Walk West hereby agrees to notify County's Risk Manager at 500 North Main Street, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:
- Department: Public Communications
Contract #: 9939
- H. Insurance procured by Walk West shall not reduce nor limit Walk West's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- I. Certificate Holder shall be listed as follows:
- Union County
Attention: Risk Manager
500 North Main Street
Monroe, NC 28112
- J. If Walk West is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Walk West shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.
- III. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Walk West shall ensure that Walk West and any subcontractor performing work under this Agreement: (i) uses E-Verify if required to do so by North Carolina law; and (ii) otherwise complies with the requirements of Article 2 of Chapter 64 of the North

Carolina General Statutes. A breach of this provision by Walk West will be considered a breach of this Agreement, which entitles Union County to terminate this Agreement, without penalty, upon notice to Walk West.



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-680

Agenda Date: 11/3/2025

TITLE:

Minutes for Approval

INFORMATION CONTACT:

Lynn G. West, Clerk to the Board of Commissioners, 704-283-3853

ACTION REQUESTED:

Approve minutes of the October 20, 2025, regular meeting.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

Draft minutes have been emailed to the Board for review and approval.

FINANCIAL IMPACT:

None.



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-663

Agenda Date: 11/3/2025

TITLE:

Tax Collector's Departmental Report for September 2025

INFORMATION CONTACT:

Kristen Foxworth, Tax Administration, Deputy Tax Administrator, 704-283-3591

ACTION REQUESTED:

None - Information Only.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

This report reflects the totals of all tax transactions within the Tax Collector's Office for the month of September 2025 as required by NCGS 105-350(7).

FINANCIAL IMPACT:

None.

To: Board of County Commissioners
Brian Matthews, County Manager
Lynn West, Clerk to the Board

From: Vann Harrell
Tax Administrator

Date: October 8, 2025

Re: Departmental Monthly Report

The Tax Collector's monthly/year to date collections report for the month ending September 30, 2025 is attached for your information and review.

Should you desire additional information, I will provide that at your request.

Attachment

VH/JM

**SEPTEMBER 2025
PERCENTAGE FOR REGULAR TAX**

SEPTEMBER 30, 2025 REGULAR TAX	2025	2024	2023	2022	2021
BEGINNING CHARGE	271,466,816.79	237,261,500.57	226,168,660.34	217,058,440.93	208,197,353.02
TAX CHARGE					
PUBLIC UTILITIES CHARGE					
DISCOVERIES	239,223.32				
NON DISCOVERIES	20,817.33	15,384.74	14,893.06	15,066.39	
RELEASES	(283,190.73)	(1,168.97)	(871.60)	(816.71)	(816.95)
TOTAL CHARGE	271,443,666.71	237,275,716.34	226,182,681.80	217,072,690.61	208,196,536.07
BEGINNING COLLECTIONS	15,918,925.90	236,963,185.37	226,064,442.36	216,989,311.22	208,144,063.53
COLLECTIONS	18,570,581.96	20,997.62	10,503.37	8,928.14	68.19
TOTAL COLLECTIONS	34,489,507.86	236,984,182.99	226,074,945.73	216,998,239.36	208,144,131.72
BALANCE OUTSTANDING	236,954,158.85	291,533.35	107,736.07	74,451.25	52,404.35
PERCENTAGE OF REGULAR	12.71%	99.88%	99.95%	99.97%	99.97%
OVERALL CHARGED	271,443,666.71	237,275,716.34	226,182,681.80	217,072,690.61	208,196,536.07
OVERALL COLLECTED	34,489,507.86	236,984,182.99	226,074,945.73	216,998,239.36	208,144,131.72
OVERALL PERCENTAGE	12.71%	99.88%	99.95%	99.97%	99.97%

**SEPTEMBER 2025
PERCENTAGE FOR REGULAR TAX**

SEPTEMBER 30, 2025 REGULAR TAX	2020	2019	2018	2017
BEGINNING CHARGE	192,181,689.64	186,540,147.30	180,717,811.44	186,663,147.61
TAX CHARGE				
PUBLIC UTILITIES CHARGE				
DISCOVERIES				
NON DISCOVERIES				
RELEASES	(488.11)			
TOTAL CHARGE	192,181,201.53	186,540,147.30	180,717,811.44	186,663,147.61
BEGINNING COLLECTIONS	192,110,436.55	186,442,641.29	180,659,762.09	186,615,824.26
COLLECTIONS	410.94	126.45	126.45	
TOTAL COLLECTIONS	192,110,847.49	186,442,767.74	180,659,888.54	186,615,824.26
BALANCE OUTSTANDING	70,354.04	97,379.56	57,922.90	47,323.35
PERCENTAGE OF REGULAR	99.96%	99.95%	99.97%	99.97%
OVERALL CHARGED	192,181,201.53	186,540,147.30	180,717,811.44	186,663,147.61
OVERALL COLLECTED	192,110,847.49	186,442,767.74	180,659,888.54	186,615,824.26
OVERALL PERCENTAGE	99.96%	99.95%	99.97%	99.97%

**SEPTEMBER 2025
PERCENTAGE FOR REGULAR TAX**

SEPTEMBER 30, 2025 REGULAR TAX	2016
BEGINNING CHARGE	176,859,604.37
TAX CHARGE	
PUBLIC UTILITIES CHARGE	
DISCOVERIES	
NON DISCOVERIES	
RELEASES	
TOTAL CHARGE	176,859,604.37
BEGINNING COLLECTIONS	176,820,394.22
COLLECTIONS	95.55
TOTAL COLLECTIONS	176,820,489.77
BALANCE OUTSTANDING	39,114.60
PERCENTAGE OF REGULAR	99.98%
OVERALL CHARGED	176,859,604.37
OVERALL COLLECTED	176,820,489.77
OVERALL PERCENTAGE	99.98%



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-669

Agenda Date: 11/3/2025

TITLE:

Tax Refunds, Releases and Prorations Approved by Finance Officer

INFORMATION CONTACT:

Beverly Liles, Finance, Director, 704-283-3675

ACTION REQUESTED:

None - Information Only.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

On September 8, 2020, the Board of Commissioners adopted a Resolution Delegating Authority for Tax Releases and Refunds of less than \$100 to Union County's Finance Officer. The resolution and NC GS 105-381(b) require such refunds to be reported to the Board regarding actions taken on requests for releases or refunds. All such actions shall be recorded in the Board's minutes. NC GS 105-330.6 authorizes the tax collector to direct an order for a tax refund of prorated taxes to the county finance officer related to surrendering of registered motor vehicle plates. The finance officer shall issue a refund to the vehicle owner. The attached report is for September 2025 NCVTS releases and refunds less than \$100 and prorations approved by the finance officer.

FINANCIAL IMPACT:

None.



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
ARCE, ARMANDO LUIS	ARCE, ARMANDO LUIS		1003 LELAND DR		WESLEY CHAPEL, NC 28104	Proration	0084552036	RKH2571	AUTHORIZED	818489973	Refund Generated due to proration on Bill #0084552036-2024-2024-0000-00	Vehicle Sold	9/8/2025	9/9/2025	001	TAX	(\$100.74)	\$0.00	(\$100.74)
															970	TAX	(\$10.19)	\$0.00	(\$10.19)
															026	TAX	(\$24.57)	\$0.00	(\$24.57)
															003	TAX	(\$10.80)	\$0.00	(\$10.80)
															005	TAX	(\$2.41)	\$0.00	(\$2.41)
															004	TAX	(\$18.03)	\$0.00	(\$18.03)
															002	TAX	(\$230.98)	\$0.00	(\$230.98)
																	Refund		\$397.72
ARMOUR, DAVID NATHANIEL	ARMOUR, DAVID NATHANIEL		8719 KARIBUNI DR	APT B	WAXHAW, NC 28173	Proration	0063285139	JJB9426	AUTHORIZED	701797374	Refund Generated due to proration on Bill #0063285139-2024-2024-0000-00	Vehicle Sold	9/10/2025	9/11/2025	001	TAX	(\$0.88)	\$0.00	(\$0.88)
															025	TAX	(\$0.27)	\$0.00	(\$0.27)
															003	TAX	(\$0.09)	\$0.00	(\$0.09)
															005	TAX	(\$0.02)	\$0.00	(\$0.02)
															004	TAX	(\$0.16)	\$0.00	(\$0.16)
															002	TAX	(\$2.01)	\$0.00	(\$2.01)
BAILEY, JEAN STONE	BAILEY, JEAN STONE		7803 FOREST OAKS LN		WAXHAW, NC 28173	Proration	0016611831	JKT7536	AUTHORIZED	935986688	Refund Generated due to proration on Bill #0016611831-2024-2024-0000-00	Vehicle Sold	9/11/2025	9/12/2025	001	TAX	(\$3.28)	\$0.00	(\$3.28)
															500	TAX	(\$7.75)	\$0.00	(\$7.75)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															028	TAX	(\$1.05)	\$0.00	(\$1.05)
															003	TAX	(\$0.35)	\$0.00	(\$0.35)
															005	TAX	(\$0.08)	\$0.00	(\$0.08)
															004	TAX	(\$0.59)	\$0.00	(\$0.59)
002	TAX	(\$7.53)	\$0.00	(\$7.53)															
																	Refund		\$20.63
BALDWIN, JULIA MURRAY	BALDWIN, JULIA MURRAY	BALDWIN, WILEY MILES	7428 MOCKINGBIRD LN		WAXHAW, NC 28173	Proration	0017935726	ADC3060	AUTHORIZED	701988834	Refund Generated due to proration on Bill #0017935726-2024-2024-0000-00	Vehicle Sold	9/11/2025	9/12/2025	001	TAX	(\$4.56)	\$0.00	(\$4.56)
															028	TAX	(\$1.46)	\$0.00	(\$1.46)
															003	TAX	(\$0.49)	\$0.00	(\$0.49)
															005	TAX	(\$0.11)	\$0.00	(\$0.11)
															004	TAX	(\$0.82)	\$0.00	(\$0.82)
															002	TAX	(\$10.45)	\$0.00	(\$10.45)
BALLES, JOHN	BALLES, JOHN		1217 CHANDLERSFIELD DR		WAXHAW, NC 28173	Proration	0016586616	JDJ2236	AUTHORIZED	817703537	Refund Generated due to proration on Bill #0016586616-2024-2024-0000-00	Vehicle Sold	9/4/2025	9/5/2025	001	TAX	(\$1.16)	\$0.00	(\$1.16)
															970	TAX	(\$0.12)	\$0.00	(\$0.12)
															015	TAX	(\$0.39)	\$0.00	(\$0.39)
															003	TAX	(\$0.12)	\$0.00	(\$0.12)
															005	TAX	(\$0.03)	\$0.00	(\$0.03)
															004	TAX	(\$0.21)	\$0.00	(\$0.21)
															002	TAX	(\$2.67)	\$0.00	(\$2.67)
																	Refund		\$4.70
BARNES, JOHN KEITH	BARNES, JOHN KEITH		4103 A MULLIS NEWSOME RD		MONROE, NC 28110	Adjustment < \$100	0086827988	9N9319	PENDING	937100096	Refund Generated due to adjustment on Bill #0086827988-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$2.38)	\$0.00	(\$2.38)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															017	TAX	\$0.39	\$0.00	\$0.39
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
002	TAX	\$0.00	\$0.00	\$0.00															
																	Refund		\$31.99
BARROS FILHO, MARCELO LOPES	BARROS FILHO, MARCELO LOPES		1031 WIND CARVED LN		MONROE, NC 28110	Proration	0085707094	LHE450	AUTHORIZED	821456706	Refund Generated due to proration on Bill #0085707094-2024-2024-0000-00	Insurance Lapse	9/25/2025	9/26/2025	001	TAX	(\$68.17)	\$0.00	(\$68.17)
															200	TAX	(\$209.91)	\$0.00	(\$209.91)
															200	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															003	TAX	(\$7.31)	\$0.00	(\$7.31)
															005	TAX	(\$1.63)	\$0.00	(\$1.63)
															004	TAX	(\$12.19)	\$0.00	(\$12.19)
															002	TAX	(\$156.31)	\$0.00	(\$156.31)
																	Refund		\$455.52
BAYLOG, WILLIAM O'CONNELL	BAYLOG, WILLIAM O'CONNELL		701 ELLSWORTH RD		CHARLOTTE, NC 28211	Proration	0076710032	GBAY4	AUTHORIZED	701591700	Refund Generated due to proration on Bill #0076710032-2024-2024-0000-00	Vehicle Sold	9/9/2025	9/10/2025	001	TAX	(\$31.38)	\$0.00	(\$31.38)
															026	TAX	(\$7.65)	\$0.00	(\$7.65)
															003	TAX	(\$3.37)	\$0.00	(\$3.37)
															005	TAX	(\$0.75)	\$0.00	(\$0.75)
															004	TAX	(\$5.62)	\$0.00	(\$5.62)
															002	TAX	(\$71.96)	\$0.00	(\$71.96)
BEEDEN, LEWIS DANIEL	BEEDEN, LEWIS DANIEL		102 W WILSON ST	BENNETT 213B	WINGATE, NC 28174	Adjustment < \$100	0086888003	LKC6250	PENDING	1171374590	Refund Generated due to adjustment on Bill #0086888003-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$25.52)	\$0.00	(\$25.52)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															300	TAX	\$14.50	\$0.00	\$14.50
															300	VEHICLE FEE	\$25.00	\$0.00	\$25.00
															022	TAX	\$4.17	\$0.00	\$4.17
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$11.85



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BERNHARDT, KYLE EDWARD	BERNHARDT, KYLE EDWARD		4711 TOMS CREEK CT		WAXHAM, NC 28173	Proration	0066216684	DJL3997	AUTHORIZED	702824394	Refund Generated due to proration on Bill #0066216684-2024-2024-0000-00	Vehicle Sold	9/17/2025	9/18/2025	001	TAX	(\$37.05)	\$0.00	(\$37.05)
															015	TAX	(\$12.53)	\$0.00	(\$12.53)
															003	TAX	(\$3.97)	\$0.00	(\$3.97)
															005	TAX	(\$0.89)	\$0.00	(\$0.89)
															004	TAX	(\$6.63)	\$0.00	(\$6.63)
															002	TAX	(\$84.97)	\$0.00	(\$84.97)
															Refund				
BEYER, TIMOTHY PAUL	BEYER, TIMOTHY PAUL		3051 KINGS MANOR DR		WEDDINGTON, NC 28184	Proration	0085572657	LHA7962	AUTHORIZED	820949185	Refund Generated due to proration on Bill #0085572657-2024-2024-0000-00	Vehicle Totalled	9/23/2025	9/24/2025	001	TAX	(\$22.75)	\$0.00	(\$22.75)
															800	TAX	(\$3.49)	\$0.00	(\$3.49)
															026	TAX	(\$5.55)	\$0.00	(\$5.55)
															003	TAX	(\$2.44)	\$0.00	(\$2.44)
															005	TAX	(\$0.54)	\$0.00	(\$0.54)
															004	TAX	(\$4.07)	\$0.00	(\$4.07)
															002	TAX	(\$52.15)	\$0.00	(\$52.15)
Refund																	\$90.99		
BILL, BRIAN CARL	BILL, BRIAN CARL		11021 ROYAL COLONY DR		WAXHAM, NC 28173	Proration	0029456925	JEK6788	AUTHORIZED	702171480	Refund Generated due to proration on Bill #0029456925-2024-2024-0000-00	Vehicle Sold	9/12/2025	9/15/2025	001	TAX	(\$5.64)	\$0.00	(\$5.64)
															026	TAX	(\$1.38)	\$0.00	(\$1.38)
															003	TAX	(\$0.61)	\$0.00	(\$0.61)
															005	TAX	(\$0.13)	\$0.00	(\$0.13)
															004	TAX	(\$1.01)	\$0.00	(\$1.01)
															002	TAX	(\$12.93)	\$0.00	(\$12.93)
															Refund				
BLOCK, CHRISTY ANN	BLOCK, CHRISTY ANN		1900 CHATOOKA LN		WAXHAM, NC 28173	Proration	0074982324	FCM2786	AUTHORIZED	935729920	Refund Generated due to proration on Bill #0074982324-2024-2024-0000-00	Reg . Out of state	9/10/2025	9/11/2025	001	TAX	(\$23.67)	\$0.00	(\$23.67)
															500	TAX	(\$55.84)	\$0.00	(\$55.84)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															028	TAX	(\$7.59)	\$0.00	(\$7.59)
															003	TAX	(\$2.54)	\$0.00	(\$2.54)
															005	TAX	(\$0.57)	\$0.00	(\$0.57)
															004	TAX	(\$4.23)	\$0.00	(\$4.23)
002	TAX	(\$54.27)	\$0.00	(\$54.27)															
Refund																	\$148.71		
BLUDOV, OLEG	BLUDOV, OLEG		317 E PARK RD	APT 326	INDIAN TRAIL, NC 28079	Proration	0084268261	RHH2196	AUTHORIZED	817959835	Refund Generated due to proration on Bill #0084268261-2024-2024-0000-00	Vehicle Sold	9/5/2025	9/8/2025	001	TAX	(\$46.47)	\$0.00	(\$46.47)
															600	TAX	(\$52.67)	\$0.00	(\$52.67)
															020	TAX	(\$15.23)	\$0.00	(\$15.23)
															003	TAX	(\$4.99)	\$0.00	(\$4.99)
															005	TAX	(\$1.11)	\$0.00	(\$1.11)
															004	TAX	(\$8.31)	\$0.00	(\$8.31)
															002	TAX	(\$106.54)	\$0.00	(\$106.54)
Refund																	\$235.32		
BONNEY, GARY MICHAEL	BONNEY, GARY MICHAEL		2140 FINCH GRV UNIT 205		MONROE, NC 28110	Proration	0085408730	VFZ1586	AUTHORIZED	817960556	Refund Generated due to proration on Bill #0085408730-2024-2024-0000-00	Vehicle Sold	9/5/2025	9/8/2025	001	TAX	(\$9.76)	\$0.00	(\$9.76)
															200	TAX	(\$30.04)	\$0.00	(\$30.04)
															200	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															003	TAX	(\$1.04)	\$0.00	(\$1.04)
															005	TAX	(\$0.23)	\$0.00	(\$0.23)
															004	TAX	(\$1.75)	\$0.00	(\$1.75)
															002	TAX	(\$22.36)	\$0.00	(\$22.36)
Refund																	\$65.18		
BORIS, FARRELL	BORIS, FARRELL		PO BOX 78974		CHARLOTTE, NC 28271	Proration	0066368512	KWH453	AUTHORIZED	817312706	Refund Generated due to proration on Bill #0066368512-2024-2024-0000-00	Vehicle Sold	9/3/2025	9/4/2025	001	TAX	(\$3.26)	\$0.00	(\$3.26)
															800	TAX	(\$0.50)	\$0.00	(\$0.50)
															026	TAX	(\$0.80)	\$0.00	(\$0.80)
															003	TAX	(\$0.35)	\$0.00	(\$0.35)
															005	TAX	(\$0.08)	\$0.00	(\$0.08)
															004	TAX	(\$0.59)	\$0.00	(\$0.59)
															002	TAX	(\$7.48)	\$0.00	(\$7.48)
Refund																	\$13.06		
BROOKS, ERIC VAN	BROOKS, ERIC VAN	BROOKS, JULIE PRICE	507 W UNIONVILLE INDIAN T		MONROE, NC 28110	Adjustment < \$100	0083501856	TCAB938	PENDING	1053889065	Refund Generated due to adjustment on Bill #0083501856-2024-2024-0000	Situs error	9/15/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$18.19)	\$0.00	(\$18.19)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															980	TAX	\$0.72	\$0.00	\$0.72
															021	TAX	\$2.45	\$0.00	\$2.45
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
004	TAX	\$0.00	\$0.00	\$0.00															
002	TAX	\$0.00	\$0.00	\$0.00															
Refund																	\$45.02		
BURITICA, GEORGE	BURITICA, GEORGE		4595 WHITESTONE WAY		SUMANEE, GA 30024	Proration	0060320718	THD062	AUTHORIZED	818489392	Refund Generated due to proration on Bill #0060320718-2024-2024-0000-00	Reg . Out of state	9/8/2025	9/9/2025	001	TAX	(\$10.95)	\$0.00	(\$10.95)
															800	TAX	(\$1.68)	\$0.00	(\$1.68)
															026	TAX	(\$2.67)	\$0.00	(\$2.67)
															003	TAX	(\$1.17)	\$0.00	(\$1.17)
															005	TAX	(\$0.26)	\$0.00	(\$0.26)
															004	TAX	(\$1.96)	\$0.00	(\$1.96)
															002	TAX	(\$25.10)	\$0.00	(\$25.10)
Refund																	\$43.79		



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BURITICA, GEORGE	BURITICA, GEORGE		4595 WHITESTONE WAY		SUMANEE, GA 30024	Proration	0080775030	LAC896	AUTHORIZED	818489406	Refund Generated due to proration on Bill #0080775030-2024-2024-0000-00	Reg . Out of state	9/8/2025	9/9/2025	001	TAX	(\$84.27)	\$0.00	(\$84.27)
															800	TAX	(\$12.91)	\$0.00	(\$12.91)
															026	TAX	(\$20.55)	\$0.00	(\$20.55)
															003	TAX	(\$9.04)	\$0.00	(\$9.04)
															005	TAX	(\$2.01)	\$0.00	(\$2.01)
															004	TAX	(\$15.07)	\$0.00	(\$15.07)
															002	TAX	(\$193.21)	\$0.00	(\$193.21)
																	Refund		\$337.06
BURITICA, TRICIA LILIOUKALANI	BURITICA, TRICIA LILIOUKALANI		4595 WHITESTONE WAY		SUMANEE, GA 30024	Proration	0081353783	VEJ2609	AUTHORIZED	818489385	Refund Generated due to proration on Bill #0081353783-2024-2024-0000-00	Reg . Out of state	9/8/2025	9/9/2025	001	TAX	(\$41.61)	\$0.00	(\$41.61)
															800	TAX	(\$6.37)	\$0.00	(\$6.37)
															026	TAX	(\$10.15)	\$0.00	(\$10.15)
															003	TAX	(\$4.46)	\$0.00	(\$4.46)
															005	TAX	(\$0.99)	\$0.00	(\$0.99)
															004	TAX	(\$7.44)	\$0.00	(\$7.44)
															002	TAX	(\$95.42)	\$0.00	(\$95.42)
																	Refund		\$166.44
BURROWS, AARON MARSHALL	BURROWS, AARON MARSHALL		8080 SAPWOOD CT		MATTHEWS, NC 28104	Proration	0058592150	EAJ2240	AUTHORIZED	822391353	Refund Generated due to proration on Bill #0058592150-2024-2024-0000-00	Vehicle Sold	9/30/2025	10/1/2025	001	TAX	(\$2.61)	\$0.00	(\$2.61)
															700	TAX	(\$3.45)	\$0.00	(\$3.45)
															020	TAX	(\$0.86)	\$0.00	(\$0.86)
															003	TAX	(\$0.28)	\$0.00	(\$0.28)
															005	TAX	(\$0.06)	\$0.00	(\$0.06)
															004	TAX	(\$0.47)	\$0.00	(\$0.47)
															002	TAX	(\$5.98)	\$0.00	(\$5.98)
																	Refund		\$13.71
CAIRO, MATTHEW ANTHONY	CAIRO, MATTHEW ANTHONY	CAIRO, CIARA PAIGE	9913 WINDROW DR		INDIAN TRAIL, NC 28079	Proration	0065218927	HKN9072	AUTHORIZED	818490841	Refund Generated due to proration on Bill #0065218927-2024-2024-0000-00	Vehicle Sold	9/8/2025	9/9/2025	001	TAX	(\$49.13)	\$0.00	(\$49.13)
															930	TAX	(\$6.02)	\$0.00	(\$6.02)
															016	TAX	(\$18.21)	\$0.00	(\$18.21)
															003	TAX	(\$5.26)	\$0.00	(\$5.26)
															005	TAX	(\$1.18)	\$0.00	(\$1.18)
															004	TAX	(\$8.79)	\$0.00	(\$8.79)
															002	TAX	(\$112.65)	\$0.00	(\$112.65)
																	Refund		\$201.24
CARPENTER, BRYANNA ASHLEE	CARPENTER, BRYANNA ASHLEE		215 NORTH AVE NE	APT 1225	ATLANTA, GA 30308	Proration	0080523010	VEF2160	AUTHORIZED	935985536	Refund Generated due to proration on Bill #0080523010-2024-2024-0000-00	Reg . Out of state	9/11/2025	9/12/2025	001	TAX	(\$20.36)	\$0.00	(\$20.36)
															500	TAX	(\$48.03)	\$0.00	(\$48.03)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															028	TAX	(\$6.53)	\$0.00	(\$6.53)
															003	TAX	(\$2.18)	\$0.00	(\$2.18)
															005	TAX	(\$0.49)	\$0.00	(\$0.49)
															004	TAX	(\$3.64)	\$0.00	(\$3.64)
																	Refund		\$127.92
CARTER, TIFFANY MICHELLE	CARTER, TIFFANY MICHELLE		3200 RIDGEWAY RD		GREAT FALLS, SC 29055	Proration	0083218108	LHZ2031	AUTHORIZED	703197078	Refund Generated due to proration on Bill #0083218108-2024-2024-0000-00	Reg . Out of state	9/19/2025	9/22/2025	001	TAX	(\$21.82)	\$0.00	(\$21.82)
															022	TAX	(\$11.43)	\$0.00	(\$11.43)
															003	TAX	(\$2.34)	\$0.00	(\$2.34)
															005	TAX	(\$0.52)	\$0.00	(\$0.52)
															004	TAX	(\$3.90)	\$0.00	(\$3.90)
															002	TAX	(\$50.03)	\$0.00	(\$50.03)
CASE, SHARON BAKER	CASE, SHARON BAKER		801 SHARON DR		WAXHAM, NC 28173	Proration	0063572113	JCC1512	AUTHORIZED	936226624	Refund Generated due to proration on Bill #0063572113-2024-2024-0000-00	Vehicle Totalled	9/12/2025	9/15/2025	001	TAX	(\$4.30)	\$0.00	(\$4.30)
															500	TAX	(\$10.15)	\$0.00	(\$10.15)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															028	TAX	(\$1.38)	\$0.00	(\$1.38)
															003	TAX	(\$0.46)	\$0.00	(\$0.46)
															005	TAX	(\$0.10)	\$0.00	(\$0.10)
															004	TAX	(\$0.77)	\$0.00	(\$0.77)
																	Refund		\$27.03
CASTILLO, MARICELA CAPOTE	CASTILLO, MARICELA CAPOTE		620 GLADEDALE LN		MONROE, NC 28110	Adjustment < \$100	0087264581	VBA6572	PENDING	937099552	Refund Generated due to adjustment on Bill #0087264581-2024-2024-0000-00	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$41.26)	\$0.00	(\$41.26)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															015	TAX	\$4.53	\$0.00	\$4.53
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$66.73
CHICK, KARA RENEE	CHICK, KARA RENEE	CHICK, JARRED MICHAEL	1001 BREAKMAKER LN		INDIAN TRAIL, NC 28079	Proration	0084738065	JAX2317	AUTHORIZED	818763323	Refund Generated due to proration on Bill #0084738065-2024-2024-0000-00	Vehicle Sold	9/10/2025	9/11/2025	001	TAX	(\$36.32)	\$0.00	(\$36.32)
															600	TAX	(\$41.17)	\$0.00	(\$41.17)
															023	TAX	(\$11.39)	\$0.00	(\$11.39)
															003	TAX	(\$3.89)	\$0.00	(\$3.89)
															005	TAX	(\$0.87)	\$0.00	(\$0.87)
															004	TAX	(\$6.50)	\$0.00	(\$6.50)
															002	TAX	(\$83.27)	\$0.00	(\$83.27)
																	Refund		\$183.32

North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
DOMINGUEZ, HUMBERTO	DOMINGUEZ, HUMBERTO		216 FOREST HILL RD		MARSHVILLE, NC 28183	Adjustment < \$100	0086337692	9L7567	PENDING	937344864	Refund Generated due to adjustment on Bill #0086337692-2025-2025-0000	Situs error	9/18/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$5.15)	\$0.00	(\$5.15)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															022	TAX	\$0.84	\$0.00	\$0.84
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
															Refund		\$0.00	\$34.31	
DONOVAN, TIMOTHY MICHAEL	DONOVAN, TIMOTHY MICHAEL		2010 VETTURA CT		WAXHAW, NC 28173	Proration	0081381798	LFM1050	AUTHORIZED	934518360	Refund Generated due to proration on Bill #0081381798-2024-2024-0000-00	Vehicle Sold	9/4/2025	9/5/2025	001	TAX	(\$3.99)	\$0.00	(\$3.99)
															500	TAX	(\$9.42)	\$0.00	(\$9.42)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															028	TAX	(\$1.28)	\$0.00	(\$1.28)
															003	TAX	(\$0.43)	\$0.00	(\$0.43)
															005	TAX	(\$0.09)	\$0.00	(\$0.09)
															004	TAX	(\$0.71)	\$0.00	(\$0.71)
															002	TAX	(\$9.16)	\$0.00	(\$9.16)
															Refund		\$25.00	\$25.00	
DORRELL, LORI ELLEN	DORRELL, LORI ELLEN		5338 SHANNAMARA DR		MATTHEWS, NC 28104	Proration	0043029548	SPIRIT1	AUTHORIZED	817959520	Refund Generated due to proration on Bill #0043029548-2024-2024-0000-00	Vehicle Totalled	9/5/2025	9/8/2025	001	TAX	(\$9.14)	\$0.00	(\$9.14)
															700	TAX	(\$12.10)	\$0.00	(\$12.10)
															023	TAX	(\$2.87)	\$0.00	(\$2.87)
															003	TAX	(\$0.98)	\$0.00	(\$0.98)
															005	TAX	(\$0.22)	\$0.00	(\$0.22)
															004	TAX	(\$1.63)	\$0.00	(\$1.63)
															002	TAX	(\$20.96)	\$0.00	(\$20.96)
EMENIKE, JOSHUA IHECHILURU	EMENIKE, JOSHUA IHECHILURU		3610 BRAEFIELD DR		INDIAN TRAIL, NC 28079	Proration	0084271586	RJE1639	AUTHORIZED	818524350	Refund Generated due to proration on Bill #0084271586-2024-2024-0000-00	Vehicle Sold	9/9/2025	9/10/2025	001	TAX	(\$32.21)	\$0.00	(\$32.21)
															600	TAX	(\$36.51)	\$0.00	(\$36.51)
															023	TAX	(\$10.18)	\$0.00	(\$10.18)
															003	TAX	(\$3.46)	\$0.00	(\$3.46)
															005	TAX	(\$0.77)	\$0.00	(\$0.77)
															004	TAX	(\$5.77)	\$0.00	(\$5.77)
															002	TAX	(\$73.86)	\$0.00	(\$73.86)
FAGUNDES, DANIEL SILVA WERNECK	FAGUNDES, DANIEL SILVA WERNECK		408 NC HWY 218		MONROE, NC 28110	Adjustment < \$100	0086914194	VHE6325	PENDING	1054237059	Refund Generated due to adjustment on Bill #0086914194-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															930	TAX	\$0.74	\$0.00	\$0.74
															200	TAX	(\$16.28)	\$0.00	(\$16.28)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															016	TAX	\$2.09	\$0.00	\$2.09
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
002	TAX	\$0.00	\$0.00	\$0.00															
															Refund		\$0.00	\$43.45	
FARFOUR, JEFFREY PARKER	FARFOUR, JEFFREY PARKER		1417 WOODINGTON HILLS DR		MATTHEWS, NC 28104	Proration	0057974415	HLT6614	AUTHORIZED	822390562	Refund Generated due to proration on Bill #0057974415-2024-2024-0000-00	Vehicle Sold	9/30/2025	10/1/2025	001	TAX	(\$32.23)	\$0.00	(\$32.23)
															800	TAX	(\$4.94)	\$0.00	(\$4.94)
															026	TAX	(\$7.86)	\$0.00	(\$7.86)
															003	TAX	(\$3.46)	\$0.00	(\$3.46)
															005	TAX	(\$0.77)	\$0.00	(\$0.77)
															004	TAX	(\$5.77)	\$0.00	(\$5.77)
															002	TAX	(\$73.90)	\$0.00	(\$73.90)
FARLEY, LAURA ANNE	FARLEY, LAURA ANNE		911 WOODLAND CT		MATTHEWS, NC 28104	Proration	0078762527	LCX2026	AUTHORIZED	821456573	Refund Generated due to proration on Bill #0078762527-2024-2024-0000-00	Vehicle Sold	9/25/2025	9/26/2025	001	TAX	(\$7.12)	\$0.00	(\$7.12)
															700	TAX	(\$9.43)	\$0.00	(\$9.43)
															023	TAX	(\$2.23)	\$0.00	(\$2.23)
															003	TAX	(\$0.76)	\$0.00	(\$0.76)
															005	TAX	(\$0.17)	\$0.00	(\$0.17)
															004	TAX	(\$1.27)	\$0.00	(\$1.27)
															002	TAX	(\$16.33)	\$0.00	(\$16.33)
FELDSTEIN, JEFFREY EVAN	FELDSTEIN, JEFFREY EVAN		2006 SILVERWOOD DR		WAXHAW, NC 28173	Proration	0081663959	RJB3210	AUTHORIZED	936789824	Refund Generated due to proration on Bill #0081663959-2024-2024-0000-00	Vehicle Sold	9/15/2025	9/16/2025	001	TAX	(\$22.33)	\$0.00	(\$22.33)
															500	TAX	(\$52.67)	\$0.00	(\$52.67)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															028	TAX	(\$7.15)	\$0.00	(\$7.15)
															003	TAX	(\$2.39)	\$0.00	(\$2.39)
															005	TAX	(\$0.53)	\$0.00	(\$0.53)
															004	TAX	(\$3.99)	\$0.00	(\$3.99)
															002	TAX	(\$51.19)	\$0.00	(\$51.19)
															Refund		\$0.00	\$140.25	



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
HILL, ROGER LEE	HILL, ROGER LEE		7002 POTTER RD S		WAXHAM, NC 28173	Proration	0064013910	PHV6990	AUTHORIZED	701990142	Refund Generated due to proration on Bill #0064013910-2024-2024-0000-00	Vehicle Sold	9/11/2025	9/12/2025	001	TAX	(\$13.26)	\$0.00	(\$13.26)
															025	TAX	(\$4.08)	\$0.00	(\$4.08)
															003	TAX	(\$1.42)	\$0.00	(\$1.42)
															005	TAX	(\$0.31)	\$0.00	(\$0.31)
															004	TAX	(\$2.37)	\$0.00	(\$2.37)
															002	TAX	(\$30.40)	\$0.00	(\$30.40)
															Refund			\$51.84	
HINSON, PAIGE HONEYCUTT	HINSON, PAIGE HONEYCUTT		1105 MALLARD LANDING DR		MONROE, NC 28110	Proration	0078235394	KMW9865	AUTHORIZED	820950235	Refund Generated due to proration on Bill #0078235394-2024-2024-0000-00	Vehicle Totalled	9/23/2025	9/24/2025	001	TAX	(\$14.56)	\$0.00	(\$14.56)
															200	TAX	(\$44.85)	\$0.00	(\$44.85)
															200	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															003	TAX	(\$1.56)	\$0.00	(\$1.56)
															005	TAX	(\$0.34)	\$0.00	(\$0.34)
															004	TAX	(\$2.60)	\$0.00	(\$2.60)
															002	TAX	(\$33.40)	\$0.00	(\$33.40)
Refund			\$97.31																
HOEHN, WALTER WILSON	HOEHN, WALTER WILSON		1009 DOWNING CT		INDIAN TRAIL, NC 28079	Proration	0046746580	FMZ6181	AUTHORIZED	819726810	Refund Generated due to proration on Bill #0046746580-2024-2024-0000-00	Vehicle Sold	9/16/2025	9/17/2025	001	TAX	(\$7.14)	\$0.00	(\$7.14)
															600	TAX	(\$8.09)	\$0.00	(\$8.09)
															026	TAX	(\$1.74)	\$0.00	(\$1.74)
															003	TAX	(\$0.76)	\$0.00	(\$0.76)
															005	TAX	(\$0.17)	\$0.00	(\$0.17)
															004	TAX	(\$1.28)	\$0.00	(\$1.28)
															002	TAX	(\$16.37)	\$0.00	(\$16.37)
Refund			\$35.55																
HOLLOWAY, BRIAN CRAIG	HOLLOWAY, BRIAN CRAIG		9303 HIGHROCK DR		WAXHAM, NC 28173	Adjustment < \$100	0086845426	JLH6950	PENDING	1171375940	Refund Generated due to adjustment on Bill #0086845426-2024-2024-0000-00	Situs error	9/17/2025		001	TAX	\$0.00	(\$0.01)	(\$0.01)
															200	TAX	(\$74.07)	(\$3.70)	(\$77.77)
															200	VEHICLE FEE	\$0.00	\$0.00	(\$30.00)
															500	TAX	\$56.75	\$2.84	\$59.59
															500	VEHICLE FEE	\$25.00	\$0.00	\$25.00
															028	TAX	\$7.71	\$0.39	\$8.10
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
Refund			\$15.09																
HOLTZSCHUE, VICKY LYNN	HOLTZSCHUE, VICKY LYNN		302 ROYAL CRESCENT LN		WAXHAM, NC 28173	Proration	0063967546	HFZ1050	AUTHORIZED	702824658	Refund Generated due to proration on Bill #0063967546-2024-2024-0000-00	Vehicle Sold	9/17/2025	9/18/2025	001	TAX	(\$35.78)	\$0.00	(\$35.78)
															026	TAX	(\$8.72)	\$0.00	(\$8.72)
															003	TAX	(\$3.83)	\$0.00	(\$3.83)
															005	TAX	(\$0.85)	\$0.00	(\$0.85)
															004	TAX	(\$6.40)	\$0.00	(\$6.40)
															002	TAX	(\$82.04)	\$0.00	(\$82.04)
															Refund			\$137.62	
HOPKINS, C M	HOPKINS, C M	HOPKINS, PATRICIA M	5823 CIRCA FISHAWK BLVD		LITHIA, FL 33547	Proration	0069631397	EHS7755	AUTHORIZED	701591328	Refund Generated due to proration on Bill #0069631397-2024-2024-0000-00	Reg . Out of state	9/9/2025	9/10/2025	001	TAX	(\$9.23)	\$0.00	(\$9.23)
															015	TAX	(\$3.12)	\$0.00	(\$3.12)
															003	TAX	(\$0.99)	\$0.00	(\$0.99)
															005	TAX	(\$0.22)	\$0.00	(\$0.22)
															004	TAX	(\$1.65)	\$0.00	(\$1.65)
															002	TAX	(\$21.15)	\$0.00	(\$21.15)
															Refund			\$36.36	
HOPKINS, CHRISTOPHER MICHAEL	HOPKINS, CHRISTOPHER MICHAEL		5823 CIRCA FISHAWK BLVD		LITHIA, FL 33547	Proration	0057737655	HLX9838	AUTHORIZED	701591340	Refund Generated due to proration on Bill #0057737655-2024-2024-0000-00	Reg . Out of state	9/9/2025	9/10/2025	001	TAX	(\$2.91)	\$0.00	(\$2.91)
															015	TAX	(\$0.98)	\$0.00	(\$0.98)
															003	TAX	(\$0.31)	\$0.00	(\$0.31)
															005	TAX	(\$0.07)	\$0.00	(\$0.07)
															004	TAX	(\$0.52)	\$0.00	(\$0.52)
															002	TAX	(\$6.68)	\$0.00	(\$6.68)
															Refund			\$11.47	
HUNTLEY, DEMETRIA CHARLENE	HUNTLEY, DEMETRIA CHARLENE		216 BURRIS ST	216 BURRIS ST	WINGATE, NC 28174	Adjustment < \$100	0087214770	LKV9872	PENDING	1174766810	Refund Generated due to adjustment on Bill #0087214770-2025-2025-0000-00	Situs error	9/29/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$26.80)	\$0.00	(\$26.80)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															300	TAX	\$15.23	\$0.00	\$15.23
															300	VEHICLE FEE	\$25.00	\$0.00	\$25.00
															022	TAX	\$4.38	\$0.00	\$4.38
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
Refund			\$12.19																
HUNTLEY, NATHAN EUGENE	HUNTLEY, NATHAN EUGENE		2205 RESTINA DR		WAXHAM, NC 28173	Proration	0074717038	KKL2200	AUTHORIZED	701591388	Refund Generated due to proration on Bill #0074717038-2024-2024-0000-00	Vehicle Sold	9/9/2025	9/10/2025	001	TAX	(\$2.62)	\$0.00	(\$2.62)
															015	TAX	(\$0.89)	\$0.00	(\$0.89)
															003	TAX	(\$0.28)	\$0.00	(\$0.28)
															005	TAX	(\$0.06)	\$0.00	(\$0.06)
															004	TAX	(\$0.47)	\$0.00	(\$0.47)
															002	TAX	(\$6.01)	\$0.00	(\$6.01)
Refund			\$10.33																



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change															
INGELSBY, MICHAEL ROBERT	INGELSBY, MICHAEL ROBERT	INGELSBY, AIMEE	14210 PLANTATION PARK BLVD	APT 1228	CHARLOTTE, NC 28277	Proration	0074084364	TMH1371	AUTHORIZED	936830224	Refund Generated due to proration on Bill #0074084364-2024-2024-0000-00	Vehicle Sold	9/16/2025	9/17/2025	001	TAX	(\$9.09)	(\$0.46)	(\$9.55)															
															500	TAX	(\$21.44)	(\$1.07)	(\$22.51)															
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00															
															028	TAX	(\$2.91)	(\$0.14)	(\$3.05)															
															003	TAX	(\$0.97)	(\$0.04)	(\$1.01)															
															005	TAX	(\$0.22)	(\$0.01)	(\$0.23)															
															004	TAX	(\$1.63)	(\$0.09)	(\$1.72)															
															002	TAX	(\$20.84)	(\$1.04)	(\$21.88)															
															Refund																	\$59.95		
															IOVINO, SCOTT FREDERICK	IOVINO, SCOTT FREDERICK		1905 TRADING PATH LN		WAXHAW, NC 28173	Adjustment < \$100	0078474016	REV4195	PENDING	935985184	Refund Generated due to adjustment on Bill #0078474016-2024-2024-0000-00	Over Assessment	9/11/2025		001	TAX	(\$6.25)	\$0.00	(\$6.25)
500	TAX	(\$14.75)	\$0.00	(\$14.75)																														
500	VEHICLE FEE	\$0.00	\$0.00	\$0.00																														
028	TAX	(\$2.01)	\$0.00	(\$2.01)																														
003	TAX	(\$0.67)	\$0.00	(\$0.67)																														
005	TAX	(\$0.15)	\$0.00	(\$0.15)																														
004	TAX	(\$1.12)	\$0.00	(\$1.12)																														
002	TAX	(\$14.33)	\$0.00	(\$14.33)																														
Refund																														\$39.28				
IVEY, TRAVIS CARDELL II	IVEY, TRAVIS CARDELL II		4024 RICHSON RD		MONROE, NC 28112	Adjustment < \$100	0086626889	LKV9008	PENDING	937100992	Refund Generated due to adjustment on Bill #0086626889-2025-2025-0000	Situs error	9/17/2025																	001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$21.12)	\$0.00	(\$21.12)															
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)															
															029	TAX	\$1.28	\$0.00	\$1.28															
															003	TAX	\$0.00	\$0.00	\$0.00															
															005	TAX	\$0.00	\$0.00	\$0.00															
															004	TAX	\$0.00	\$0.00	\$0.00															
															002	TAX	\$0.00	\$0.00	\$0.00															
															Refund																	\$49.84		
															JAKL, MICHAEL JAMES	JAKL, MICHAEL JAMES		1208 SWEET PEA ST		MONROE, NC 28110	Proration	0078215119	RHZ7224	AUTHORIZED	819963354	Refund Generated due to proration on Bill #0078215119-2024-2024-0000-00	Vehicle Sold	9/17/2025	9/18/2025	001	TAX	(\$22.45)	\$0.00	(\$22.45)
200	TAX	(\$69.15)	\$0.00	(\$69.15)																														
200	VEHICLE FEE	\$0.00	\$0.00	\$0.00																														
003	TAX	(\$2.41)	\$0.00	(\$2.41)																														
005	TAX	(\$0.53)	\$0.00	(\$0.53)																														
004	TAX	(\$4.02)	\$0.00	(\$4.02)																														
002	TAX	(\$51.49)	\$0.00	(\$51.49)																														
Refund																														\$150.05				
JARRELL, STEPHEN ELM	JARRELL, STEPHEN ELM		2000 VETTURA CT		WAXHAW, NC 28173	Proration	0077949944	VAV3938	AUTHORIZED	934070080	Refund Generated due to proration on Bill #0077949944-2023-2023-0000-00	Vehicle Sold	9/3/2025	9/4/2025																001	TAX	(\$12.52)	\$0.00	(\$12.52)
																														500	TAX	(\$29.53)	\$0.00	(\$29.53)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00															
															028	TAX	(\$3.21)	\$0.00	(\$3.21)															
															003	TAX	(\$1.34)	\$0.00	(\$1.34)															
															005	TAX	(\$0.30)	\$0.00	(\$0.30)															
															004	TAX	(\$2.24)	\$0.00	(\$2.24)															
															002	TAX	(\$28.70)	\$0.00	(\$28.70)															
															Refund																	\$77.84		
															JOHNSON, PAMELA DENISE	JOHNSON, PAMELA DENISE		802 CROOKED RIVER DR		WAXHAW, NC 28173	Proration	0082751443	KBX6888	AUTHORIZED	704106162	Refund Generated due to proration on Bill #0082751443-2024-2024-0000-00	Vehicle Sold	9/25/2025	9/26/2025	001	TAX	(\$36.04)	\$0.00	(\$36.04)
026	TAX	(\$8.79)	\$0.00	(\$8.79)																														
003	TAX	(\$3.86)	\$0.00	(\$3.86)																														
005	TAX	(\$0.86)	\$0.00	(\$0.86)																														
004	TAX	(\$6.45)	\$0.00	(\$6.45)																														
002	TAX	(\$82.65)	\$0.00	(\$82.65)																														
Refund																														\$138.65				
001	TAX	(\$8.17)	\$0.00	(\$8.17)																														
JOSEPH, MARK	JOSEPH, MARK		8417 NORMAN FOREST RD		LANCASTER, SC 29720	Proration	0080769194	EJA3240	AUTHORIZED	701562378	Refund Generated due to proration on Bill #0080769194-2024-2024-0000-00	Reg . Out of state	9/8/2025	9/9/2025																025	TAX	(\$2.51)	\$0.00	(\$2.51)
																														003	TAX	(\$0.87)	\$0.00	(\$0.87)
															005	TAX	(\$0.20)	\$0.00	(\$0.20)															
															004	TAX	(\$1.46)	\$0.00	(\$1.46)															
															002	TAX	(\$18.72)	\$0.00	(\$18.72)															
															Refund																	\$31.93		
															001	TAX	(\$5.29)	\$0.00	(\$5.29)															
															KARAPATAKIS, IOANNIS IOANNIS	KARAPATAKIS, IOANNIS IOANNIS	KARAPATAKIS, NATASKA	8206 HUNLEY RIDGE RD		MATTHEWS, NC 28104	Proration	0058584019	JKX1052	AUTHORIZED	817703152	Refund Generated due to proration on Bill #0058584019-2024-2024-0000-00	Vehicle Sold	9/4/2025	9/5/2025	700	TAX	(\$7.01)	\$0.00	(\$7.01)
																														023	TAX	(\$1.66)	\$0.00	(\$1.66)
																														003	TAX	(\$0.57)	\$0.00	(\$0.57)
005	TAX	(\$0.13)	\$0.00	(\$0.13)																														
004	TAX	(\$0.94)	\$0.00	(\$0.94)																														
002	TAX	(\$12.14)	\$0.00	(\$12.14)																														
Refund																														\$27.74				
KAY, BRIAN CHARLES	KAY, BRIAN CHARLES		305 SQUASH HARVEST CT		WEDDINGTON, NC 28104	Proration	0083403652	LCX9673	AUTHORIZED	819726915	Refund Generated due to proration on Bill #0083403652-2024-2024-0000-00	Vehicle Sold	9/16/2025	9/17/2025																001	TAX	(\$59.77)	\$0.00	(\$59.77)
																														000	TAX	(\$9.16)	\$0.00	(\$9.16)
																														026	TAX	(\$14.57)	\$0.00	(\$14.57)
															003	TAX	(\$6.41)	\$0.00	(\$6.41)															
															005	TAX	(\$1.42)	\$0.00	(\$1.42)															
															004	TAX	(\$10.69)	\$0.00	(\$10.69)															
															002	TAX	(\$137.05)	\$0.00	(\$137.05)															
															Refund																	\$239.07		



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change															
LEWIS, FRANCINE	LEWIS, FRANCINE		3120 DEEP RIVER WAY		WAXHAW, NC 28173	Adjustment < \$100	0073276685	RDV8866	PENDING	937594344	Refund Generated due to adjustment on Bill #0073276685-2025-2025-0000-00	Over Assessment	9/19/2025		001	TAX	(\$4.53)	\$0.00	(\$4.53)															
															500	TAX	(\$11.71)	\$0.00	(\$11.71)															
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00															
															028	TAX	(\$1.86)	\$0.00	(\$1.86)															
															003	TAX	(\$0.43)	\$0.00	(\$0.43)															
															005	TAX	(\$0.18)	\$0.00	(\$0.18)															
															004	TAX	(\$1.57)	\$0.00	(\$1.57)															
															002	TAX	(\$10.81)	\$0.00	(\$10.81)															
															Refund																	\$31.09		
LOCKLEAR, HEATHER CELESTE	LOCKLEAR, HEATHER CELESTE		6123 IND TRL FAIRVIEW RD		INDIAN TRAIL, NC 28079	Adjustment < \$100	0087189278	LMD1952	PENDING	939813544	Refund Generated due to adjustment on Bill #0087189278-2025-2025-0000	Situs error	9/29/2025		001	TAX	\$0.00	\$0.00	\$0.00															
															200	TAX	(\$18.57)	\$0.00	(\$18.57)															
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)															
															023	TAX	\$1.80	\$0.00	\$1.80															
															003	TAX	\$0.00	\$0.00	\$0.00															
															005	TAX	\$0.00	\$0.00	\$0.00															
															004	TAX	\$0.00	\$0.00	\$0.00															
															002	TAX	\$0.00	\$0.00	\$0.00															
															Refund																	\$46.77		
LOCKWARD, RAFAEL	LOCKWARD, RAFAEL		3905 LAKE PARK RD		INDIAN TRAIL, NC 28079	Proration	0035654348	PEW4622	AUTHORIZED	821203971	Refund Generated due to proration on Bill #0035654348-2024-2024-0000-00	Vehicle Sold	9/24/2025	9/25/2025	001	TAX	(\$2.71)	\$0.00	(\$2.71)															
															900	TAX	(\$3.52)	\$0.00	(\$3.52)															
															023	TAX	(\$0.85)	\$0.00	(\$0.85)															
															003	TAX	(\$0.29)	\$0.00	(\$0.29)															
															005	TAX	(\$0.07)	\$0.00	(\$0.07)															
															004	TAX	(\$0.48)	\$0.00	(\$0.48)															
															002	TAX	(\$6.20)	\$0.00	(\$6.20)															
															Refund																	\$14.12		
															LOPEZ, ROSALIA BAUTISTA	LOPEZ, ROSALIA BAUTISTA		506 STAFFORD ST		MONROE, NC 28110	Proration	0081237520	JAH8895	AUTHORIZED	817701437	Refund Generated due to proration on Bill #0081237520-2024-2024-0000-00	Insurance Lapse	9/4/2025	9/5/2025	001	TAX	(\$16.82)	\$0.00	(\$16.82)
200	TAX	(\$51.78)	\$0.00	(\$51.78)																														
200	VEHICLE FEE	\$0.00	\$0.00	\$0.00																														
003	TAX	(\$1.80)	\$0.00	(\$1.80)																														
005	TAX	(\$0.40)	\$0.00	(\$0.40)																														
004	TAX	(\$3.01)	\$0.00	(\$3.01)																														
002	TAX	(\$38.56)	\$0.00	(\$38.56)																														
Refund																														\$112.37				
LORETZ, KRISTOPHER THOMAS	LORETZ, KRISTOPHER THOMAS		3011 SAGEBRUSH BND		MONROE, NC 28110	Proration	0072494866	TLA8189	AUTHORIZED	820948793	Refund Generated due to proration on Bill #0072494866-2024-2024-0000-00	Vehicle Sold	9/23/2025	9/24/2025																001	TAX	(\$9.30)	\$0.00	(\$9.30)
															600	TAX	(\$10.55)	\$0.00	(\$10.55)															
															019	TAX	(\$3.64)	\$0.00	(\$3.64)															
															003	TAX	(\$1.00)	\$0.00	(\$1.00)															
															005	TAX	(\$0.22)	\$0.00	(\$0.22)															
															004	TAX	(\$1.67)	\$0.00	(\$1.67)															
															002	TAX	(\$21.34)	\$0.00	(\$21.34)															
															Refund																	\$47.72		
															LUNSKI, MICHAEL STEPHEN	LUNSKI, MICHAEL STEPHEN		PO BOX 34		WEST DANVILLE, VT 05873	Proration	0077837405	LUNKWC	AUTHORIZED	936787880	Refund Generated due to proration on Bill #0077837405-2024-2024-0000-00	Reg . Out of state	9/15/2025	9/16/2025	001	TAX	(\$28.57)	\$0.00	(\$28.57)
500	TAX	(\$67.41)	\$0.00	(\$67.41)																														
500	VEHICLE FEE	\$0.00	\$0.00	\$0.00																														
028	TAX	(\$9.16)	\$0.00	(\$9.16)																														
003	TAX	(\$3.06)	\$0.00	(\$3.06)																														
005	TAX	(\$0.68)	\$0.00	(\$0.68)																														
004	TAX	(\$5.11)	\$0.00	(\$5.11)																														
002	TAX	(\$65.51)	\$0.00	(\$65.51)																														
Refund																														\$179.50				
LYASHENKO, OLEG ALEKSANDROVICH	LYASHENKO, OLEG ALEKSANDROVICH		4710 OLD PAGELAND	MARSHVILLE RD	MONROE, NC 28112	Proration	0080676855	R3L6898	AUTHORIZED	700552494	Refund Generated due to proration on Bill #0080676855-2024-2024-0000-00	Vehicle Sold	9/3/2025	9/4/2025	001	TAX	(\$2.71)	\$0.00	(\$2.71)															
															027	TAX	(\$1.09)	\$0.00	(\$1.09)															
															003	TAX	(\$0.29)	\$0.00	(\$0.29)															
															005	TAX	(\$0.06)	\$0.00	(\$0.06)															
															004	TAX	(\$0.48)	\$0.00	(\$0.48)															
															002	TAX	(\$6.21)	\$0.00	(\$6.21)															
															Refund																	\$10.84		
															LYASHENKO, OLEG ALEKSANDROVICH	LYASHENKO, OLEG ALEKSANDROVICH		4710 OLD PAGELAND	MARSHVILLE RD	MONROE, NC 28112	Proration	0083176669	RKA9932	AUTHORIZED	702824874	Refund Generated due to proration on Bill #0083176669-2024-2024-0000-00	Vehicle Sold	9/17/2025	9/18/2025	001	TAX	(\$4.75)	\$0.00	(\$4.75)
																														027	TAX	(\$1.91)	\$0.00	(\$1.91)
003	TAX	(\$0.51)	\$0.00	(\$0.51)																														
005	TAX	(\$0.11)	\$0.00	(\$0.11)																														
004	TAX	(\$0.85)	\$0.00	(\$0.85)																														
002	TAX	(\$10.89)	\$0.00	(\$10.89)																														
Refund																														\$19.02				
MADEVA CORPORATION	MADEVA CORPORATION	MONTERO LAZO, WILLIAN JOSE	3609 OLD WINTER GARDEN RD	STE B1	ORLANDO, FL 32805	Proration	0084618693	RJB5342	AUTHORIZED	817959121	Refund Generated due to proration on Bill #0084618693-2024-2024-0000-00	Reg . Out of state	9/5/2025	9/8/2025																001	TAX	(\$50.11)	\$0.00	(\$50.11)
																														600	TAX	(\$56.81)	\$0.00	(\$56.81)
															020	TAX	(\$16.43)	\$0.00	(\$16.43)															
															003	TAX	(\$5.37)	\$0.00	(\$5.37)															
															005	TAX	(\$1.20)	\$0.00	(\$1.20)															
															004	TAX	(\$8.97)	\$0.00	(\$8.97)															
															002	TAX	(\$114.91)	\$0.00	(\$114.91)															
															Refund																	\$253.80		



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change															
MICAL, TREY ALEX	MICAL, TREY ALEX		5943ONVILLE RD		MONROE, NC 28110	Adjustment < \$100	0085789705	VHE5553	PENDING	1054238769	Refund Generated due to adjustment on Bill #0085789705-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00															
															200	TAX	(\$21.16)	\$0.00	(\$21.16)															
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)															
															900	TAX	\$0.96	\$0.00	\$0.96															
															021	TAX	\$2.60	\$0.00	\$2.60															
															003	TAX	\$0.00	\$0.00	\$0.00															
															005	TAX	\$0.00	\$0.00	\$0.00															
															004	TAX	\$0.00	\$0.00	\$0.00															
															002	TAX	\$0.00	\$0.00	\$0.00															
																		Refund		\$47.60														
MINOTTI, MICHAEL JOSEPH	MINOTTI, MICHAEL JOSEPH		1201 FLAT HEADS LN		WAXHAW, NC 28173	Proration	0063265006	835530	AUTHORIZED	935455568	Refund Generated due to proration on Bill #0063265006-2024-2024-0000-00	Vehicle Sold	9/9/2025	9/10/2025	001	TAX	(\$0.69)	\$0.00	(\$0.69)															
															500	TAX	(\$1.62)	\$0.00	(\$1.62)															
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00															
															028	TAX	(\$0.22)	\$0.00	(\$0.22)															
															003	TAX	(\$0.07)	\$0.00	(\$0.07)															
															005	TAX	(\$0.02)	\$0.00	(\$0.02)															
															004	TAX	(\$0.12)	\$0.00	(\$0.12)															
															002	TAX	(\$1.50)	\$0.00	(\$1.50)															
																		Refund		\$4.32														
															NIXON, SHAKIA DANITRA	NIXON, SHAKIA DANITRA		3720 FAIRFAX AVE		DALLAS, TX 75209	Proration	0077893595	KFX6679	AUTHORIZED	821456090	Refund Generated due to proration on Bill #0077893595-2023-2023-0000-00	Reg . Out of state	9/25/2025	9/26/2025	001	TAX	(\$15.40)	\$0.00	(\$15.40)
000	TAX	(\$17.46)	\$0.00	(\$17.46)																														
023	TAX	(\$4.16)	\$0.00	(\$4.16)																														
003	TAX	(\$1.65)	\$0.00	(\$1.65)																														
005	TAX	(\$0.37)	\$0.00	(\$0.37)																														
004	TAX	(\$2.75)	\$0.00	(\$2.75)																														
002	TAX	(\$35.31)	\$0.00	(\$35.31)																														
			Refund		\$77.10																													
MONTESDEOCA ORMAZA, OSCAR RICARDO	MONTESDEOCA ORMAZA, OSCAR RICARDO		9550 COMMUNITY COMMONS LN	APT 101	CHARLOTTE, NC 28277	Adjustment < \$100	0087403513	VDX4258	PENDING	1057289877	Refund Generated due to adjustment on Bill #0087403513-2024-2024-0000	Situs error	9/29/2025																	001	TAX	\$0.00	\$0.00	\$0.00
																														200	TAX	(\$45.73)	\$0.00	(\$45.73)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)															
															000	TAX	\$2.28	\$0.00	\$2.28															
															026	TAX	\$3.62	\$0.00	\$3.62															
															003	TAX	\$0.00	\$0.00	\$0.00															
															005	TAX	\$0.00	\$0.00	\$0.00															
															004	TAX	\$0.00	\$0.00	\$0.00															
															002	TAX	\$0.00	\$0.00	\$0.00															
																		Refund		\$69.83														
MONTTOYA, JESUS TELLO	MONTTOYA, JESUS TELLO		6003 BRICK LANDING DR		MONROE, NC 28110	Proration	0070640888	KFF6785	AUTHORIZED	822391381	Refund Generated due to proration on Bill #0070640888-2024-2024-0000-00	Insurance Lapse	9/30/2025	10/1/2025	001	TAX	(\$8.89)	\$0.00	(\$8.89)															
															000	TAX	(\$10.07)	\$0.00	(\$10.07)															
															023	TAX	(\$2.79)	\$0.00	(\$2.79)															
															003	TAX	(\$0.95)	\$0.00	(\$0.95)															
															005	TAX	(\$0.21)	\$0.00	(\$0.21)															
															004	TAX	(\$1.59)	\$0.00	(\$1.59)															
															002	TAX	(\$20.38)	\$0.00	(\$20.38)															
																		Refund		\$44.88														
															MSC IT CROSSING LLC	MSC IT CROSSING LLC		725 PARK CENTER DR		MATTHEWS, NC 28105	Adjustment < \$100	0081512783	LFA8093	PENDING	1053888246	Refund Generated due to adjustment on Bill #0081512783-2024-2024-0000	Situs error	9/15/2025		001	TAX	\$0.00	\$0.00	\$0.00
																														000	TAX	\$35.48	\$0.00	\$35.48
200	TAX	(\$96.38)	\$0.00	(\$96.38)																														
200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)																														
023	TAX	\$9.82	\$0.00	\$9.82																														
003	TAX	\$0.00	\$0.00	\$0.00																														
005	TAX	\$0.00	\$0.00	\$0.00																														
004	TAX	\$0.00	\$0.00	\$0.00																														
002	TAX	\$0.00	\$0.00	\$0.00																														
			Refund		\$81.08																													
MUCHKAEVA, ANNA ALEKSANDROVNA	MUCHKAEVA, ANNA ALEKSANDROVNA		1415 BLACK WALNUT ST		MONROE, NC 28112	Proration	0083447786	LCC2288	AUTHORIZED	818989003	Refund Generated due to proration on Bill #0083447786-2024-2024-0000-00	Vehicle Sold	9/11/2025	9/12/2025	001	TAX	(\$22.47)	\$0.00	(\$22.47)															
															200	TAX	(\$69.17)	\$0.00	(\$69.17)															
															200	VEHICLE FEE	\$0.00	\$0.00	\$0.00															
															003	TAX	(\$2.41)	\$0.00	(\$2.41)															
															005	TAX	(\$0.53)	\$0.00	(\$0.53)															
															004	TAX	(\$4.02)	\$0.00	(\$4.02)															
															002	TAX	(\$51.52)	\$0.00	(\$51.52)															
			Refund		\$150.12																													
MUMA, JAY ALAN	MUMA, JAY ALAN	MUMA, KAREN KISSINGER	7210 INDIAN TRAIL FAIRVIEW	FAIRVIEW RD	INDIAN TRAIL, NC 28079	Proration	0066322442	KN0593	AUTHORIZED	703640220	Refund Generated due to proration on Bill #0066322442-2024-2024-0000-00	Vehicle Sold	9/22/2025	9/23/2025	001	TAX	(\$39.13)	\$0.00	(\$39.13)															
															023	TAX	(\$12.27)	\$0.00	(\$12.27)															
															003	TAX	(\$4.20)	\$0.00	(\$4.20)															
															005	TAX	(\$0.93)	\$0.00	(\$0.93)															
															004	TAX	(\$7.00)	\$0.00	(\$7.00)															
															002	TAX	(\$89.73)	\$0.00	(\$89.73)															
			Refund		\$153.26																													



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change	
MURPHY, DONALD CLIFFORD	MURPHY, DONALD CLIFFORD	MURPHY, PAMELA JO	2506 WILD TURKEY RD		NEW BERN, NC 28652	Proration	0080728250	RCJ7445	AUTHORIZED	934810944	Refund Generated due to proration on Bill #0080728250-2024-2024-0000-00	Vehicle Sold	9/5/2025	9/8/2025	001	TAX	(\$4.45)	\$0.00	(\$4.45)	
															500	TAX	(\$10.49)	\$0.00	(\$10.49)	
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00	
															028	TAX	(\$1.42)	\$0.00	(\$1.42)	
															003	TAX	(\$0.47)	\$0.00	(\$0.47)	
															005	TAX	(\$0.11)	\$0.00	(\$0.11)	
															004	TAX	(\$0.80)	\$0.00	(\$0.80)	
															002	TAX	(\$10.20)	\$0.00	(\$10.20)	
		\$27.94	Refund	\$0.00																
MURRAY, KATHERINE ARLENE	MURRAY, KATHERINE ARLENE		1503 LOOSE LEAF LN		BLYTHEWOOD, SC 29016	Proration	0071329905	EPM3435	AUTHORIZED	938807552	Refund Generated due to proration on Bill #0071329905-2024-2024-0000-00	Reg . Out of state	9/25/2025	9/26/2025	001	TAX	(\$22.22)	\$0.00	(\$22.22)	
															500	TAX	(\$52.42)	\$0.00	(\$52.42)	
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00	
															028	TAX	(\$7.12)	\$0.00	(\$7.12)	
															003	TAX	(\$2.38)	\$0.00	(\$2.38)	
															005	TAX	(\$0.53)	\$0.00	(\$0.53)	
															004	TAX	(\$3.97)	\$0.00	(\$3.97)	
															002	TAX	(\$50.95)	\$0.00	(\$50.95)	
		\$139.59	Refund	\$0.00																
NEUSE TELECOM LLC	NEUSE TELECOM LLC		4580 POPLIN GROVE DR		INDIAN TRAIL, NC 28079	Proration	0083786687	VL9952	AUTHORIZED	818490393	Refund Generated due to proration on Bill #0083786687-2024-2024-0000-00	Vehicle Sold	9/8/2025	9/9/2025	001	TAX	(\$4.97)	\$0.00	(\$4.97)	
															200	TAX	(\$15.30)	\$0.00	(\$15.30)	
															200	VEHICLE FEE	\$0.00	\$0.00	\$0.00	
															003	TAX	(\$0.53)	\$0.00	(\$0.53)	
															005	TAX	(\$0.12)	\$0.00	(\$0.12)	
															004	TAX	(\$0.89)	\$0.00	(\$0.89)	
															002	TAX	(\$11.39)	\$0.00	(\$11.39)	
																	\$33.20	Refund	\$0.00	
NEUSE TELECOM LLC	NEUSE TELECOM LLC		4580 POPLIN GROVE DR		INDIAN TRAIL, NC 28079	Proration	0083786552	VL9950	AUTHORIZED	818490407	Refund Generated due to proration on Bill #0083786552-2024-2024-0000-00	Vehicle Sold	9/8/2025	9/9/2025	001	TAX	(\$14.34)	\$0.00	(\$14.34)	
															200	TAX	(\$44.18)	\$0.00	(\$44.18)	
															200	VEHICLE FEE	\$0.00	\$0.00	\$0.00	
															003	TAX	(\$1.54)	\$0.00	(\$1.54)	
															005	TAX	(\$0.34)	\$0.00	(\$0.34)	
															004	TAX	(\$2.57)	\$0.00	(\$2.57)	
															002	TAX	(\$32.89)	\$0.00	(\$32.89)	
																	\$95.86	Refund	\$0.00	
NICHOL, MATTHEW DAVID	NICHOL, MATTHEW DAVID		5313 MCWHORTER RD		WAXHAW, NC 28173	Proration	0070729629	TDC8300	AUTHORIZED	703640004	Refund Generated due to proration on Bill #0070729629-2024-2024-0000-00	Vehicle Sold	9/22/2025	9/23/2025	001	TAX	(\$69.18)	\$0.00	(\$69.18)	
															025	TAX	(\$21.28)	\$0.00	(\$21.28)	
															003	TAX	(\$7.42)	\$0.00	(\$7.42)	
															005	TAX	(\$1.65)	\$0.00	(\$1.65)	
															004	TAX	(\$12.37)	\$0.00	(\$12.37)	
															002	TAX	(\$158.62)	\$0.00	(\$158.62)	
																	\$270.52	Refund	\$0.00	
															NIELSEN, BJARNE	NIELSEN, BJARNE	NIELSEN, JANICE HOLLAND	1005 HARROGATE LN		MATTHEWS, NC 28104
600	TAX	(\$4.05)	\$0.00	(\$4.05)																
020	TAX	(\$1.17)	\$0.00	(\$1.17)																
003	TAX	(\$0.38)	\$0.00	(\$0.38)																
005	TAX	(\$0.09)	\$0.00	(\$0.09)																
004	TAX	(\$0.64)	\$0.00	(\$0.64)																
002	TAX	(\$8.18)	\$0.00	(\$8.18)																
		\$18.08	Refund	\$0.00																
OAKLEY, MATTHEW EDWARD	OAKLEY, MATTHEW EDWARD	TROTTER, HOLLY KRISTINE	6211 CRUDEN BAY WAY		CHARLOTTE, NC 28277	Adjustment < \$100	0087522724	BCK8298	PENDING	1174841900	Refund Generated due to adjustment on Bill #0087522724-2024-2024-0000	Situs error	9/30/2025		001	TAX	\$0.00	\$0.00	\$0.00	
															101	TAX	\$14.12	\$0.00	\$14.12	
															101	VEHICLE FEE	\$30.00	\$0.00	\$30.00	
															200	TAX	(\$88.69)	\$0.00	(\$88.69)	
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)	
															026	TAX	\$7.02	\$0.00	\$7.02	
															003	TAX	\$0.00	\$0.00	\$0.00	
															005	TAX	\$0.00	\$0.00	\$0.00	
004	TAX	\$0.00	\$0.00	\$0.00																
002	TAX	\$0.00	\$0.00	\$0.00																
		\$67.55	Refund	\$0.00																
OLIVER, MEAGHAN JEAN PLEMMONS	OLIVER, MEAGHAN JEAN PLEMMONS		141 ALDEN WAY		ANGIER, NC 27501	Proration	0073346781	2252TU	AUTHORIZED	822335759	Refund Generated due to proration on Bill #0073346781-2024-2024-0000-00	Vehicle Sold	9/29/2025	9/30/2025	001	TAX	(\$26.49)	\$0.00	(\$26.49)	
															600	TAX	(\$30.03)	\$0.00	(\$30.03)	
															020	TAX	(\$8.68)	\$0.00	(\$8.68)	
															003	TAX	(\$2.84)	\$0.00	(\$2.84)	
															005	TAX	(\$0.63)	\$0.00	(\$0.63)	
															004	TAX	(\$4.74)	\$0.00	(\$4.74)	
															002	TAX	(\$60.75)	\$0.00	(\$60.75)	
																	\$134.15	Refund	\$0.00	



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change															
O'NEAL, EMILY LOGAN	O'NEAL, EMILY LOGAN		3409 SOUTERN GINGER DR		INDIAN TRAIL, NC 28079	Adjustment < \$100	0086737924	VFZ2946	PENDING	1054237734	Refund Generated due to adjustment on Bill #0086737924-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00															
															600	TAX	\$16.56	\$0.00	\$16.56															
															200	TAX	(\$42.86)	\$0.00	(\$42.86)															
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)															
															023	TAX	\$4.16	\$0.00	\$4.16															
															003	TAX	\$0.00	\$0.00	\$0.00															
															005	TAX	\$0.00	\$0.00	\$0.00															
															004	TAX	\$0.00	\$0.00	\$0.00															
															002	TAX	\$0.00	\$0.00	\$0.00															
															Refund		\$52.14		\$52.14															
ORF, DEREK JAMES	ORF, DEREK JAMES		1109 BALTUSROL LN		MARVIN, NC 28173	Proration	0063869842	JK11209	AUTHORIZED	938227832	Refund Generated due to proration on Bill #0063869842-2024-2024-0000-00	Vehicle Sold	9/23/2025	9/24/2025	001	TAX	(\$35.25)	\$0.00	(\$35.25)															
															101	TAX	(\$17.28)	\$0.00	(\$17.28)															
															101	VEHICLE FEE	\$0.00	\$0.00	\$0.00															
															026	TAX	(\$8.60)	\$0.00	(\$8.60)															
															003	TAX	(\$3.78)	\$0.00	(\$3.78)															
															005	TAX	(\$0.84)	\$0.00	(\$0.84)															
															004	TAX	(\$6.31)	\$0.00	(\$6.31)															
															002	TAX	(\$80.82)	\$0.00	(\$80.82)															
															Refund		\$152.88		\$152.88															
															OTIASHVILI, GIORGI	OTIASHVILI, GIORGI	TCHIKABERIDZE, DEA	6602 CONIFER CIR		INDIAN TRAIL, NC 28079	Proration	0080871487	TW4028	AUTHORIZED	820912911	Refund Generated due to proration on Bill #0080871487-2024-2024-0000-00	Vehicle Sold	9/22/2025	9/23/2025	001	TAX	(\$14.07)	\$0.00	(\$14.07)
900	TAX	(\$18.32)	\$0.00	(\$18.32)																														
023	TAX	(\$4.41)	\$0.00	(\$4.41)																														
003	TAX	(\$1.51)	\$0.00	(\$1.51)																														
005	TAX	(\$0.34)	\$0.00	(\$0.34)																														
004	TAX	(\$2.52)	\$0.00	(\$2.52)																														
002	TAX	(\$32.27)	\$0.00	(\$32.27)																														
Refund		\$73.44		\$73.44																														
OWENBURG, JENNIFER ELLEN	OWENBURG, JENNIFER ELLEN	OWENBURG, CORY RAY	3109 DEEP RIVER WAY		WAXHAW, NC 28173	Proration	0086272055	TLB1895	AUTHORIZED	937595432	Refund Generated due to proration on Bill #0086272055-2025-2025-0000-00	Vehicle Sold	9/19/2025	9/22/2025																001	TAX	(\$28.84)	\$0.00	(\$28.84)
																														500	TAX	(\$74.41)	\$0.00	(\$74.41)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00															
															028	TAX	(\$11.80)	\$0.00	(\$11.80)															
															003	TAX	(\$2.72)	\$0.00	(\$2.72)															
															005	TAX	(\$1.15)	\$0.00	(\$1.15)															
															004	TAX	(\$9.98)	\$0.00	(\$9.98)															
															002	TAX	(\$68.71)	\$0.00	(\$68.71)															
															Refund		\$197.61		\$197.61															
															PARMAN, WILLARD EUGENE	PARMAN, WILLARD EUGENE	PARMAN, PATRICIA DARLENE	1619 WILLIAMS RD	TRLR N	MONROE, NC 28110	Proration	0077889165	CL53915	AUTHORIZED	700550664	Refund Generated due to proration on Bill #0077889165-2024-2024-0000-00	Vehicle Sold	9/2/2025	9/3/2025	001	TAX	(\$23.63)	\$0.00	(\$23.63)
200	TAX	(\$72.76)	\$0.00	(\$72.76)																														
003	TAX	(\$2.53)	\$0.00	(\$2.53)																														
005	TAX	(\$0.57)	\$0.00	(\$0.57)																														
004	TAX	(\$4.23)	\$0.00	(\$4.23)																														
002	TAX	(\$54.17)	\$0.00	(\$54.17)																														
Refund		\$157.89		\$157.89																														
PASUPULA, ROHITH VENKATA	PASUPULA, ROHITH VENKATA		1201 MAY APPLE DR		STALLINGS, NC 28104	Proration	0081864806	RJY8016	AUTHORIZED	820950116	Refund Generated due to proration on Bill #0081864806-2024-2024-0000-00	Vehicle Sold	9/23/2025	9/24/2025																001	TAX	(\$15.31)	\$0.00	(\$15.31)
																														700	TAX	(\$20.27)	\$0.00	(\$20.27)
																														020	TAX	(\$5.02)	\$0.00	(\$5.02)
															003	TAX	(\$1.64)	\$0.00	(\$1.64)															
															005	TAX	(\$0.37)	\$0.00	(\$0.37)															
															004	TAX	(\$2.74)	\$0.00	(\$2.74)															
															002	TAX	(\$35.11)	\$0.00	(\$35.11)															
															Refund		\$80.46		\$80.46															
															PATITSAS, NICHOLAS JAMES	PATITSAS, NICHOLAS JAMES		2304 CAERNARFON LN		MATTHEWS, NC 28104	Proration	0058001925	EGATA2	AUTHORIZED	821205238	Refund Generated due to proration on Bill #0058001925-2024-2024-0000-00	Vehicle Sold	9/24/2025	9/25/2025	001	TAX	(\$7.70)	\$0.00	(\$7.70)
																														700	TAX	(\$10.20)	\$0.00	(\$10.20)
023	TAX	(\$2.42)	\$0.00	(\$2.42)																														
003	TAX	(\$0.83)	\$0.00	(\$0.83)																														
005	TAX	(\$0.18)	\$0.00	(\$0.18)																														
004	TAX	(\$1.38)	\$0.00	(\$1.38)																														
002	TAX	(\$17.67)	\$0.00	(\$17.67)																														
Refund		\$40.38		\$40.38																														
PATTERSON, EZEKIEL SABASTIAN BLANE	PATTERSON, EZEKIEL SABASTIAN BLANE		6000 OLD HEARTWOOD W	APT 6312	MATTHEWS, NC 28104	Adjustment < \$100	0085550695	LBM5440	PENDING	1054513071	Refund Generated due to adjustment on Bill #0085550695-2024-2024-0000	Situs error	9/18/2025																	001	TAX	\$0.00	\$0.00	\$0.00
																														200	TAX	(\$125.63)	\$0.00	(\$125.63)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)															
															700	TAX	\$54.00	\$0.00	\$54.00															
															020	TAX	\$13.38	\$0.00	\$13.38															
															003	TAX	\$0.00	\$0.00	\$0.00															
															005	TAX	\$0.00	\$0.00	\$0.00															
															004	TAX	\$0.00	\$0.00	\$0.00															
															002	TAX	\$0.00	\$0.00	\$0.00															
															Refund		\$88.25		\$88.25															



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change															
RAMA, LAWRENCE NONO	RAMA, LAWRENCE NONO		6419 CAMBRIDGE DR		HARRISBURG, NC 28075	Adjustment < \$100	0085737415	TLY8126	PENDING	1054238949	Refund Generated due to adjustment on Bill #0085737415-2024-2024-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00															
															600	TAX	\$12.25	\$0.00	\$12.25															
															200	TAX	(\$33.27)	\$0.00	(\$33.27)															
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)															
															023	TAX	\$3.39	\$0.00	\$3.39															
															003	TAX	\$0.00	\$0.00	\$0.00															
															005	TAX	\$0.00	\$0.00	\$0.00															
															004	TAX	\$0.00	\$0.00	\$0.00															
															002	TAX	\$0.00	\$0.00	\$0.00															
																	Refund		\$47.63															
RAMA, LAWRENCE NONO	RAMA, LAWRENCE NONO		6419 CAMBRIDGE DR		HARRISBURG, NC 28075	Adjustment < \$100	0085737409	TLY8127	PENDING	1054238958	Refund Generated due to adjustment on Bill #0085737409-2024-2024-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00															
															600	TAX	\$11.75	\$0.00	\$11.75															
															200	TAX	(\$31.91)	\$0.00	(\$31.91)															
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)															
															023	TAX	\$3.25	\$0.00	\$3.25															
															003	TAX	\$0.00	\$0.00	\$0.00															
															005	TAX	\$0.00	\$0.00	\$0.00															
															004	TAX	\$0.00	\$0.00	\$0.00															
															002	TAX	\$0.00	\$0.00	\$0.00															
																	Refund		\$46.91															
RAMIREZ RIVAS, JENNIFER	RAMIREZ RIVAS, JENNIFER		1604 MACKENZIE LN		MONROE, NC 28110	Proration	0073657044	TJB5078	AUTHORIZED	820177456	Refund Generated due to proration on Bill #0073657044-2024-2024-0000-00	Vehicle Sold	9/18/2025	9/19/2025	001	TAX	(\$0.47)	\$0.00	(\$0.47)															
															200	TAX	(\$1.46)	\$0.00	(\$1.46)															
															200	VEHICLE FEE	\$0.00	\$0.00	\$0.00															
															003	TAX	(\$0.05)	\$0.00	(\$0.05)															
															005	TAX	(\$0.01)	\$0.00	(\$0.01)															
															004	TAX	(\$0.08)	\$0.00	(\$0.08)															
															002	TAX	(\$1.08)	\$0.00	(\$1.08)															
																	Refund		\$3.15															
															RAMIREZ, CAMERON GEORGE	RAMIREZ, CAMERON GEORGE		6028 SAPWOOD CT		MATTHEWS, NC 28104	Proration	0072214440	KHC6262	AUTHORIZED	704859216	Refund Generated due to proration on Bill #0072214440-2024-2024-0000-00	Vehicle Sold	9/29/2025	9/30/2025	001	TAX	(\$11.61)	\$0.00	(\$11.61)
																														019	TAX	(\$4.54)	\$0.00	(\$4.54)
003	TAX	(\$1.25)	\$0.00	(\$1.25)																														
005	TAX	(\$0.28)	\$0.00	(\$0.28)																														
004	TAX	(\$2.08)	\$0.00	(\$2.08)																														
002	TAX	(\$26.62)	\$0.00	(\$26.62)																														
		Refund		\$46.38																														
RATTAN, ISHA	RATTAN, ISHA	SHARMA, PRADEEP	1012 HICKORY PINE RD		WAXHAM, NC 28173	Proration	0063758470	RDB8630	AUTHORIZED	934070056	Refund Generated due to proration on Bill #0063758470-2024-2024-0000-00	Vehicle Sold	9/3/2025	9/4/2025																001	TAX	(\$9.38)	\$0.00	(\$9.38)
																														500	TAX	(\$22.12)	\$0.00	(\$22.12)
																														500	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															028	TAX	(\$3.00)	\$0.00	(\$3.00)															
															003	TAX	(\$1.00)	\$0.00	(\$1.00)															
															005	TAX	(\$0.22)	\$0.00	(\$0.22)															
															004	TAX	(\$1.68)	\$0.00	(\$1.68)															
															002	TAX	(\$21.50)	\$0.00	(\$21.50)															
																	Refund		\$58.90															
															REDER, ANNETTE DACEY	REDER, ANNETTE DACEY		11 QUEENS WAY		HILTON HEAD, SC 29928	Proration	0066296728	JHL8053	AUTHORIZED	702824574	Refund Generated due to proration on Bill #0066296728-2024-2024-0000-00	Reg . Out of state	9/17/2025	9/18/2025	001	TAX	(\$64.12)	\$0.00	(\$64.12)
026	TAX	(\$15.64)	\$0.00	(\$15.64)																														
003	TAX	(\$6.87)	\$0.00	(\$6.87)																														
005	TAX	(\$1.53)	\$0.00	(\$1.53)																														
004	TAX	(\$11.48)	\$0.00	(\$11.48)																														
002	TAX	(\$147.01)	\$0.00	(\$147.01)																														
		Refund		\$246.65																														
REDER, DAVID MICHAEL	REDER, DAVID MICHAEL		11 QUEENS WAY		HILTON HEAD, SC 29928	Proration	0058603957	HWM2059	AUTHORIZED	702824568	Refund Generated due to proration on Bill #0058603957-2024-2024-0000-00	Reg . Out of state	9/17/2025	9/18/2025																001	TAX	(\$29.22)	\$0.00	(\$29.22)
																														026	TAX	(\$7.13)	\$0.00	(\$7.13)
																														003	TAX	(\$3.13)	\$0.00	(\$3.13)
															005	TAX	(\$0.70)	\$0.00	(\$0.70)															
															004	TAX	(\$5.23)	\$0.00	(\$5.23)															
															002	TAX	(\$67.01)	\$0.00	(\$67.01)															
																	Refund		\$122.42															
															REED, DAVID MERRILL	REED, DAVID MERRILL	REED, BRENDA WINGFIELD	2593 COZY COVE DR		YORK, SC 29745	Proration	0077224324	KJR7856	AUTHORIZED	822391094	Refund Generated due to proration on Bill #0077224324-2024-2024-0000-00	Reg . Out of state	9/30/2025	10/1/2025	001	TAX	(\$79.71)	\$0.00	(\$79.71)
																														970	TAX	(\$8.06)	\$0.00	(\$8.06)
																														026	TAX	(\$19.44)	\$0.00	(\$19.44)
003	TAX	(\$8.55)	\$0.00	(\$8.55)																														
005	TAX	(\$1.91)	\$0.00	(\$1.91)																														
004	TAX	(\$14.26)	\$0.00	(\$14.26)																														
002	TAX	(\$182.77)	\$0.00	(\$182.77)																														
		Refund		\$314.70																														
REED, DAVID MERRILL	REED, DAVID MERRILL	REED, BRENDA WINGFIELD	2593 COZY COVE DR		YORK, SC 29745	Proration	0079097968	DLS3069	AUTHORIZED	822391143	Refund Generated due to proration on Bill #0079097968-2024-2024-0000-00	Reg . Out of state	9/30/2025	10/1/2025																001	TAX	(\$3.59)	\$0.00	(\$3.59)
																														970	TAX	(\$0.36)	\$0.00	(\$0.36)
															026	TAX	(\$0.88)	\$0.00	(\$0.88)															
															003	TAX	(\$0.39)	\$0.00	(\$0.39)															
															005	TAX	(\$0.09)	\$0.00	(\$0.09)															
															004	TAX	(\$0.64)	\$0.00	(\$0.64)															
															002	TAX	(\$8.24)	\$0.00	(\$8.24)															
																	Refund		\$14.19															



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
REID, BRENDON HEINZ IAN	REID, BRENDON HEINZ IAN	SKLAR, CRAIG D	1448 HILTON WAY		UNIONVILLE, NC 28110	Adjustment < \$100	0083768939	CR86785	PENDING	936789688	Refund Generated due to adjustment on Bill #0083768939-2024-2024-0000	Situs error	9/15/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$67.45	\$0.00	\$67.45
															200	TAX	(\$183.20)	\$0.00	(\$183.20)
															019	TAX	\$23.26	\$0.00	\$23.26
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$92.49
															001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$4.59	\$0.00	\$4.59
															200	TAX	(\$11.88)	\$0.00	(\$11.88)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															023	TAX	\$1.15	\$0.00	\$1.15
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
REYES MARTINEZ, VIOLETA	REYES MARTINEZ, VIOLETA		2001 ALISE FLAGG LN	APT#13 105	INDIAN TRAIL, NC 28079	Adjustment < \$100	0087345882	VHE7069	PENDING	1057289958	Refund Generated due to adjustment on Bill #0087345882-2025-2025-0000	Situs error	9/29/2025		004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$36.14
															001	TAX	(\$18.10)	\$0.00	(\$18.10)
															019	TAX	(\$7.00)	\$0.00	(\$7.00)
															003	TAX	(\$1.94)	\$0.00	(\$1.94)
															005	TAX	(\$0.43)	\$0.00	(\$0.43)
															004	TAX	(\$3.24)	\$0.00	(\$3.24)
ROBERTS, LISA ANN	ROBERTS, LISA ANN		2620 GRAYSON PKWY		MONROE, NC 28110	Proration	0078954211	HKJ7600	AUTHORIZED	703640844	Refund Generated due to proration on Bill #0078954211-2024-2024-0000-00	Vehicle Sold	9/22/2025	9/23/2025	002	TAX	(\$41.50)	\$0.00	(\$41.50)
																	Refund		\$72.29
															001	TAX	(\$6.00)	\$0.00	(\$6.00)
															990	TAX	(\$0.77)	\$0.00	(\$0.77)
															015	TAX	(\$2.02)	\$0.00	(\$2.02)
															003	TAX	(\$0.64)	\$0.00	(\$0.64)
ROBINSON, SHEILA ANN	ROBINSON, SHEILA ANN		3111 LONNIE WALKER RD		MINERAL SPRINGS, NC 28108	Proration	0083819639	RKE1465	AUTHORIZED	822391073	Refund Generated due to proration on Bill #0083819639-2024-2024-0000-00	Vehicle Sold	9/30/2025	10/1/2025	005	TAX	(\$0.14)	\$0.00	(\$0.14)
															004	TAX	(\$1.07)	\$0.00	(\$1.07)
															002	TAX	(\$13.75)	\$0.00	(\$13.75)
																	Refund		\$24.39
															001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$61.95)	\$0.00	(\$61.95)
ROSH, BRADLEY IRWIN	ROSH, BRADLEY IRWIN		1009 MARTHAS MEADOWS LN	APT 5	MONROE, NC 28112	Adjustment < \$100	0086485128	LKL6360	PENDING	937101160	Refund Generated due to adjustment on Bill #0086485128-2025-2025-0000	Situs error	9/17/2025		200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															015	TAX	\$6.67	\$0.00	\$6.67
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$85.28
															001	TAX	(\$9.37)	\$0.00	(\$9.37)
ROWELL, DEBBIE RUSHING	ROWELL, DEBBIE RUSHING		1610 ELLIS BELK RD		MONROE, NC 28112	Proration	0086142189	VHE5708	AUTHORIZED	704106186	Refund Generated due to proration on Bill #0086142189-2025-2025-0000-00	Vehicle Sold	9/25/2025	9/26/2025	029	TAX	(\$2.22)	\$0.00	(\$2.22)
															003	TAX	(\$0.88)	\$0.00	(\$0.88)
															005	TAX	(\$0.37)	\$0.00	(\$0.37)
															004	TAX	(\$3.24)	\$0.00	(\$3.24)
															002	TAX	(\$22.32)	\$0.00	(\$22.32)
																	Refund		\$38.40
ROY, BRIAN ANTHONY	ROY, BRIAN ANTHONY		9104 MAN OF WAR DR		WAXHAW, NC 28173	Proration	0065934726	JNZ4877	AUTHORIZED	704300208	Refund Generated due to proration on Bill #0065934726-2024-2024-0000-00	Vehicle Sold	9/26/2025	9/30/2025	001	TAX	(\$26.00)	(\$1.33)	(\$27.33)
															026	TAX	(\$6.49)	(\$0.33)	(\$6.82)
															003	TAX	(\$2.85)	(\$0.14)	(\$2.99)
															005	TAX	(\$0.64)	(\$0.03)	(\$0.67)
															004	TAX	(\$4.76)	(\$0.24)	(\$5.00)
															002	TAX	(\$60.99)	(\$3.05)	(\$64.04)
SALERNO, DANIEL JOSEPH	SALERNO, DANIEL JOSEPH		7801 AVANTI DR		WAXHAW, NC 28173	Proration	0016603699	AAZ5366	AUTHORIZED	937345216	Refund Generated due to proration on Bill #0016603699-2024-2024-0000-00	Vehicle Sold	9/18/2025	9/19/2025			Refund		\$107.45
															001	TAX	(\$6.30)	\$0.00	(\$6.30)
															101	TAX	(\$3.09)	\$0.00	(\$3.09)
															101	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															026	TAX	(\$1.53)	\$0.00	(\$1.53)
															003	TAX	(\$0.67)	\$0.00	(\$0.67)
															005	TAX	(\$0.15)	\$0.00	(\$0.15)
															004	TAX	(\$1.13)	\$0.00	(\$1.13)
002	TAX	(\$14.45)	\$0.00	(\$14.45)															
		Refund		\$27.32															



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
SALVATIERRA REYES, SEVERIANO	SALVATIERRA REYES, SEVERIANO		1005 OLIVE BRANCH ROAD		MARSHVILLE, NC 28103	Adjustment < \$100	#0086659010	LKV9126	PENDING	937100248	Refund Generated due to adjustment on Bill #0086659010-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$12.19)	\$0.00	(\$12.19)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															018	TAX	\$1.86	\$0.00	\$1.86
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
SAWANT, NIKHIL RAJARAM	SAWANT, NIKHIL RAJARAM		916 WANDERING WAY DR		WAXHAW, NC 28173	Proration	#0048906118	BEV8587	AUTHORIZED	935455200	Refund Generated due to proration on Bill #0048906118-2024-2024-0000-00	Vehicle Sold	9/9/2025	9/10/2025	001	TAX	(\$3.86)	\$0.00	(\$3.86)
															101	TAX	(\$1.89)	\$0.00	(\$1.89)
															101	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															026	TAX	(\$0.94)	\$0.00	(\$0.94)
															003	TAX	(\$0.41)	\$0.00	(\$0.41)
															005	TAX	(\$0.09)	\$0.00	(\$0.09)
															004	TAX	(\$0.69)	\$0.00	(\$0.69)
															002	TAX	(\$8.85)	\$0.00	(\$8.85)
SAWANT, NIKHIL RAJARAM	SAWANT, NIKHIL RAJARAM		916 WANDERING WAY DR		WAXHAW, NC 28173	Proration	#0048906118	BEV8587	AUTHORIZED	935455208	Refund Generated due to proration on Bill #0048906118-2025-2025-0000-00	Vehicle Sold	9/9/2025	9/10/2025	001	TAX	(\$22.88)	\$0.00	(\$22.88)
															101	TAX	(\$11.46)	\$0.00	(\$11.46)
															101	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															026	TAX	(\$6.19)	\$0.00	(\$6.19)
															003	TAX	(\$2.16)	\$0.00	(\$2.16)
															005	TAX	(\$0.92)	\$0.00	(\$0.92)
															004	TAX	(\$7.92)	\$0.00	(\$7.92)
															002	TAX	(\$54.52)	\$0.00	(\$54.52)
SCOTT, JAIMEE EVANS	SCOTT, JAIMEE EVANS		1902 PENSICO POND CT		WAXHAW, NC 28173	Proration	#0064870807	J0YSA	AUTHORIZED	702623478	Refund Generated due to proration on Bill #0064870807-2024-2024-0000-00	Vehicle Sold	9/16/2025	9/17/2025	001	TAX	(\$42.02)	\$0.00	(\$42.02)
															026	TAX	(\$10.25)	\$0.00	(\$10.25)
															003	TAX	(\$4.51)	\$0.00	(\$4.51)
															005	TAX	(\$1.00)	\$0.00	(\$1.00)
															004	TAX	(\$7.52)	\$0.00	(\$7.52)
															002	TAX	(\$96.36)	\$0.00	(\$96.36)
															001	TAX	(\$24.14)	\$0.00	(\$24.14)
															000	TAX	(\$27.37)	\$0.00	(\$27.37)
SCOTT, SHAKIYA DA'JANAE	SCOTT, SHAKIYA DA'JANAE		3720 FAIRFAX AVE		DALLAS, TX 75209	Proration	#0069801827	KCR7760	AUTHORIZED	821456104	Refund Generated due to proration on Bill #0069801827-2024-2024-0000-00	Reg . Out of state	9/25/2025	9/26/2025	023	TAX	(\$7.57)	\$0.00	(\$7.57)
															003	TAX	(\$2.59)	\$0.00	(\$2.59)
															005	TAX	(\$0.57)	\$0.00	(\$0.57)
															004	TAX	(\$4.32)	\$0.00	(\$4.32)
															002	TAX	(\$55.36)	\$0.00	(\$55.36)
															001	TAX	(\$65.65)	\$0.00	(\$65.65)
															000	TAX	(\$6.63)	\$0.00	(\$6.63)
															026	TAX	(\$16.01)	\$0.00	(\$16.01)
SHAFFNER, STEVEN LYNN	SHAFFNER, STEVEN LYNN	SHAFFNER, JANA LEAH	28431 PICANA LN		WESLEY CHAPEL, FL 33543	Proration	#0076394283	HBV1544	AUTHORIZED	817702088	Refund Generated due to proration on Bill #0076394283-2024-2024-0000-00	Reg . Out of state	9/4/2025	9/5/2025	003	TAX	(\$7.04)	\$0.00	(\$7.04)
															005	TAX	(\$1.57)	\$0.00	(\$1.57)
															004	TAX	(\$11.74)	\$0.00	(\$11.74)
															002	TAX	(\$150.52)	\$0.00	(\$150.52)
															001	TAX	(\$18.83)	\$0.00	(\$18.83)
															000	TAX	(\$1.91)	\$0.00	(\$1.91)
															026	TAX	(\$4.59)	\$0.00	(\$4.59)
															003	TAX	(\$2.02)	\$0.00	(\$2.02)
SHAFFNER, STEVEN LYNN	SHAFFNER, STEVEN LYNN		28431 PICANA LN		WESLEY CHAPEL, FL 33543	Proration	#0078888612	9E1178	AUTHORIZED	817702144	Refund Generated due to proration on Bill #0078888612-2024-2024-0000-00	Reg . Out of state	9/4/2025	9/5/2025	005	TAX	(\$0.45)	\$0.00	(\$0.45)
															004	TAX	(\$3.37)	\$0.00	(\$3.37)
															002	TAX	(\$43.19)	\$0.00	(\$43.19)
															001	TAX	(\$66.32)	\$0.00	(\$66.32)
															000	TAX	(\$6.71)	\$0.00	(\$6.71)
															026	TAX	(\$16.17)	\$0.00	(\$16.17)
															003	TAX	(\$7.11)	\$0.00	(\$7.11)
															005	TAX	(\$1.58)	\$0.00	(\$1.58)
SHAFFNER, STEVEN LYNN	SHAFFNER, STEVEN LYNN	SHAFFNER, JANA LEAH	28431 PICANA LN		WESLEY CHAPEL, FL 33543	Proration	#0066969254	TKJ5678	AUTHORIZED	817702151	Refund Generated due to proration on Bill #0066969254-2024-2024-0000-00	Reg . Out of state	9/4/2025	9/5/2025	004	TAX	(\$11.87)	\$0.00	(\$11.87)
															002	TAX	(\$152.05)	\$0.00	(\$152.05)
															001	TAX	(\$52.63)	\$0.00	(\$52.63)
															000	TAX	(\$5.32)	\$0.00	(\$5.32)
															026	TAX	(\$12.83)	\$0.00	(\$12.83)



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
STARNES, CANDY ANNETTE	STARNES, CANDY ANNETTE		1211 STEVENS RD		MONROE, NC 28110	Proration	0082937412	LFH5374	AUTHORIZED	821683254	Refund Generated due to proration on Bill #0082937412-2024-2024-0000-00	Vehicle Sold	9/26/2025	9/30/2025	001	TAX	(\$68.14)	\$0.00	(\$68.14)
															200	TAX	(\$209.80)	\$0.00	(\$209.80)
															200	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															003	TAX	(\$7.30)	\$0.00	(\$7.30)
															005	TAX	(\$1.63)	\$0.00	(\$1.63)
															004	TAX	(\$12.19)	\$0.00	(\$12.19)
															002	TAX	(\$156.23)	\$0.00	(\$156.23)
Refund																	\$455.29		
STEFFENHAGEN, TYSON COLBY	STEFFENHAGEN, TYSON COLBY	STEFFENHAGEN, COLBY MICHAEL	205 S FOREST SCHOOL RD		MARSHVILLE, NC 28103	Adjustment < \$100	0086959676	LKV9958	PENDING	936831360	Refund Generated due to adjustment on Bill #0086959676-2025-2025-0000	Situs error	9/16/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$35.24)	\$0.00	(\$35.24)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															022	TAX	\$5.76	\$0.00	\$5.76
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
Refund																	\$0.00	\$0.00	\$0.00
STEWART, KORTNEE ROCHELLE	STEWART, KORTNEE ROCHELLE		3039 ARSDALE RD		WAXHAW, NC 28173	Proration	0071188535	PMW2521	AUTHORIZED	939814856	Refund Generated due to proration on Bill #0071188535-2024-2024-0000-00	Vehicle Sold	9/29/2025	9/30/2025	001	TAX	(\$15.62)	\$0.00	(\$15.62)
															500	TAX	(\$36.83)	\$0.00	(\$36.83)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															028	TAX	(\$5.00)	\$0.00	(\$5.00)
															003	TAX	(\$1.67)	\$0.00	(\$1.67)
															005	TAX	(\$0.37)	\$0.00	(\$0.37)
															004	TAX	(\$2.79)	\$0.00	(\$2.79)
Refund																	\$0.00	\$0.00	(\$35.80)
STRAUDERMAN, GREGORY JOHN	STRAUDERMAN, GREGORY JOHN		1804 HICKORY RIDGE DR		WAXHAW, NC 28173	Proration	0052916724	RAS6837	AUTHORIZED	935985144	Refund Generated due to proration on Bill #0052916724-2024-2024-0000-00	Vehicle Sold	9/11/2025	9/12/2025	001	TAX	(\$7.45)	\$0.00	(\$7.45)
															101	TAX	(\$3.65)	\$0.00	(\$3.65)
															101	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															026	TAX	(\$1.82)	\$0.00	(\$1.82)
															003	TAX	(\$0.00)	\$0.00	(\$0.00)
															005	TAX	(\$0.18)	\$0.00	(\$0.18)
															004	TAX	(\$1.34)	\$0.00	(\$1.34)
Refund																	\$0.00	\$0.00	(\$17.09)
STRELTISOV, DMITRIY	STRELTISOV, DMITRIY		3020 OLDE ELIZABETH LN		MONROE, NC 28110	Proration	0073199862	TLV5748	AUTHORIZED	822335738	Refund Generated due to proration on Bill #0073199862-2024-2024-0000-00	Vehicle Sold	9/29/2025	9/30/2025	001	TAX	(\$38.26)	\$0.00	(\$38.26)
															200	TAX	(\$117.81)	\$0.00	(\$117.81)
															200	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															003	TAX	(\$4.10)	\$0.00	(\$4.10)
															005	TAX	(\$0.91)	\$0.00	(\$0.91)
															004	TAX	(\$6.85)	\$0.00	(\$6.85)
															002	TAX	(\$87.73)	\$0.00	(\$87.73)
Refund																	\$0.00	\$0.00	\$255.66
STUMP, JAMES SYLVESTER JR	STUMP, JAMES SYLVESTER JR	STUMP, PATRICIA SLUSHER	3837 PARKWAY PLACE DR		ROANOKE, VA 24018	Proration	0057791932	0196RI	AUTHORIZED	934071536	Refund Generated due to proration on Bill #0057791932-2024-2024-0000-00	Reg . Out of state	9/3/2025	9/4/2025	001	TAX	(\$18.19)	\$0.00	(\$18.19)
															101	TAX	(\$8.91)	\$0.00	(\$8.91)
															101	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															026	TAX	(\$4.43)	\$0.00	(\$4.43)
															003	TAX	(\$1.95)	\$0.00	(\$1.95)
															005	TAX	(\$0.43)	\$0.00	(\$0.43)
															004	TAX	(\$3.25)	\$0.00	(\$3.25)
Refund																	\$0.00	\$0.00	(\$41.70)
STUMP, JAMES SYLVESTER JR	STUMP, JAMES SYLVESTER JR	STUMP, PATRICIA SLUSHER	3837 PARKWAY PLACE DR		ROANOKE, VA 24018	Proration	0082362178	AML9757	AUTHORIZED	934071544	Refund Generated due to proration on Bill #0082362178-2024-2024-0000-00	Reg . Out of state	9/3/2025	9/4/2025	001	TAX	(\$41.05)	\$0.00	(\$41.05)
															101	TAX	(\$20.12)	\$0.00	(\$20.12)
															101	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															026	TAX	(\$10.01)	\$0.00	(\$10.01)
															003	TAX	(\$4.40)	\$0.00	(\$4.40)
															005	TAX	(\$0.98)	\$0.00	(\$0.98)
															004	TAX	(\$7.34)	\$0.00	(\$7.34)
Refund																	\$0.00	\$0.00	(\$94.13)
TAKAI, KANAME	TAKAI, KANAME		2720 BENT OAK DR		MATTHEWS, NC 28104	Proration	0079966711	FLC8878	AUTHORIZED	818763372	Refund Generated due to proration on Bill #0079966711-2024-2024-0000-00	Vehicle Totalled	9/10/2025	9/11/2025	001	TAX	(\$12.44)	\$0.00	(\$12.44)
															700	TAX	(\$16.47)	\$0.00	(\$16.47)
															023	TAX	(\$3.90)	\$0.00	(\$3.90)
															003	TAX	(\$1.33)	\$0.00	(\$1.33)
															005	TAX	(\$0.30)	\$0.00	(\$0.30)
															004	TAX	(\$2.23)	\$0.00	(\$2.23)
															002	TAX	(\$28.53)	\$0.00	(\$28.53)
Refund																	\$0.00	\$0.00	\$65.28



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
TALLA, VENKATESWARA RAO	TALLA, VENKATESWARA RAO		1843 CARROLLTON DR		INDIAN TRAIL, NC 28079	Proration	0082175957	FKL7351	AUTHORIZED	818763743	Refund Generated due to proration on Bill #0082175957-2024-2024-0000-00	Vehicle Sold	9/10/2025	9/11/2025	001	TAX	(\$11.52)	\$0.00	(\$11.52)
															200	TAX	(\$35.47)	\$0.00	(\$35.47)
															200	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															003	TAX	(\$1.23)	\$0.00	(\$1.23)
															005	TAX	(\$0.27)	\$0.00	(\$0.27)
															004	TAX	(\$2.06)	\$0.00	(\$2.06)
															002	TAX	(\$26.41)	\$0.00	(\$26.41)
Refund																	\$76.96		
TERWILLIGER, KATRINA MARIE	HOLT, DARLENE ANN	TERWILLIGER, KATRINA MARIE	4490 FAMILY TRAIL DR		FORT MILL, SC 29707	Proration	0087095468	FAB6619	AUTHORIZED	702592032	Refund Generated due to proration on Bill #0087095468-2024-2024-0000-00	Reg . Out of state	9/15/2025	9/16/2025	001	TAX	(\$21.65)	\$0.00	(\$21.65)
															015	TAX	(\$7.32)	\$0.00	(\$7.32)
															003	TAX	(\$2.32)	\$0.00	(\$2.32)
															005	TAX	(\$0.51)	\$0.00	(\$0.51)
															004	TAX	(\$3.88)	\$0.00	(\$3.88)
															002	TAX	(\$49.64)	\$0.00	(\$49.64)
															Refund				
THE BERNAT FAMILY LEGACYTRUST DATED MARCH 2,2018	THE BERNAT FAMILY LEGACYTRUST DATED MARCH 2,2018		2607 HOLMVIEW ST		WAXHAW, NC 28173	Proration	0084301348	VDX4856	AUTHORIZED	939069016	Refund Generated due to proration on Bill #0084301348-2024-2024-0000-00	Vehicle Sold	9/26/2025	9/30/2025	001	TAX	(\$13.16)	\$0.00	(\$13.16)
															500	TAX	(\$31.06)	\$0.00	(\$31.06)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															028	TAX	(\$4.22)	\$0.00	(\$4.22)
															003	TAX	(\$1.41)	\$0.00	(\$1.41)
															005	TAX	(\$0.31)	\$0.00	(\$0.31)
															004	TAX	(\$2.36)	\$0.00	(\$2.36)
Refund																	\$82.71		
THE ESTATE OF THOMAS WASHINGTON HELMS	HELMS, THOMAS WASHINGTON		4224 TRAYWICK FARM RD		MARSHVILLE, NC 28103	Proration	0022700107	TDJ8260	AUTHORIZED	820177568	Refund Generated due to proration on Bill #0022700107-2024-2024-0000-00	Tag Surrender	9/18/2025	9/19/2025	001	TAX	(\$3.00)	\$0.00	(\$3.00)
															600	TAX	(\$3.40)	\$0.00	(\$3.40)
															019	TAX	(\$1.17)	\$0.00	(\$1.17)
															003	TAX	(\$0.32)	\$0.00	(\$0.32)
															005	TAX	(\$0.07)	\$0.00	(\$0.07)
															004	TAX	(\$0.53)	\$0.00	(\$0.53)
															002	TAX	(\$6.88)	\$0.00	(\$6.88)
Refund																	\$15.37		
THE ESTATE OF THOMAS WASHINGTON HELMS	HELMS, THOMAS WASHINGTON		4224 TRAYWICK FARM RD		MARSHVILLE, NC 28103	Proration	0066699008	TKV5583	AUTHORIZED	820177596	Refund Generated due to proration on Bill #0066699008-2024-2024-0000-00	Vehicle Sold	9/18/2025	9/19/2025	001	TAX	(\$3.48)	\$0.00	(\$3.48)
															600	TAX	(\$3.95)	\$0.00	(\$3.95)
															019	TAX	(\$1.36)	\$0.00	(\$1.36)
															003	TAX	(\$0.37)	\$0.00	(\$0.37)
															005	TAX	(\$0.08)	\$0.00	(\$0.08)
															004	TAX	(\$0.62)	\$0.00	(\$0.62)
															002	TAX	(\$7.98)	\$0.00	(\$7.98)
Refund																	\$17.84		
THE ESTATE OF THOMAS WASHINGTON HELMS	HELMS, THOMAS WASHINGTON		4224 TRAYWICK FARM RD		MARSHVILLE, NC 28103	Proration	0063075036	TDJ8857	AUTHORIZED	820912470	Refund Generated due to proration on Bill #0063075036-2024-2024-0000-00	Vehicle Sold	9/22/2025	9/23/2025	001	TAX	(\$16.33)	\$0.00	(\$16.33)
															600	TAX	(\$18.51)	\$0.00	(\$18.51)
															019	TAX	(\$6.38)	\$0.00	(\$6.38)
															003	TAX	(\$1.75)	\$0.00	(\$1.75)
															005	TAX	(\$0.39)	\$0.00	(\$0.39)
															004	TAX	(\$2.92)	\$0.00	(\$2.92)
															002	TAX	(\$37.43)	\$0.00	(\$37.43)
Refund																	\$83.71		
THOMAS, MICHAEL DAVID	THOMAS, MICHAEL DAVID	THOMAS, KELLY SMITH	1032 BIGGERS FARM CT		INDIAN TRAIL, NC 28079	Proration	0072608435	TLV5052	AUTHORIZED	820950382	Refund Generated due to proration on Bill #0072608435-2024-2024-0000-00	Vehicle Sold	9/23/2025	9/24/2025	001	TAX	(\$19.59)	\$0.00	(\$19.59)
															930	TAX	(\$2.40)	\$0.00	(\$2.40)
															016	TAX	(\$7.27)	\$0.00	(\$7.27)
															003	TAX	(\$2.10)	\$0.00	(\$2.10)
															005	TAX	(\$0.47)	\$0.00	(\$0.47)
															004	TAX	(\$3.51)	\$0.00	(\$3.51)
															002	TAX	(\$44.93)	\$0.00	(\$44.93)
Refund																	\$80.27		
THOMPSON, ROBERT EUGENE JR	THOMPSON, ROBERT EUGENE JR		1123 S FOREST HILLS SCHOO		MARSHVILLE, NC 28103	Adjustment < \$100	0086460825	VHE5796	PENDING	937101376	Refund Generated due to adjustment on Bill #0086460825-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$25.52)	\$0.00	(\$25.52)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															018	TAX	\$3.89	\$0.00	\$3.89
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
Refund																	\$51.63		
THOMPSON, ROBERT EUGENE JR	THOMPSON, ROBERT EUGENE JR		1123 S FOREST HILLS SCHOO		MARSHVILLE, NC 28103	Adjustment < \$100	0086460690	ZX1022	PENDING	937101384	Refund Generated due to adjustment on Bill #0086460690-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$14.39)	\$0.00	(\$14.39)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															018	TAX	\$2.19	\$0.00	\$2.19
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
Refund																	\$42.20		



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
VASQUEZ, KRISTEN RENEE	VASQUEZ, KRISTEN RENEE	VASQUEZ, RUBEN FREDERICO	1008 HELLERI DR		INDIAN TRAIL, NC 28079	Proration	0070135220	TERMINR	AUTHORIZED	820913359	Refund Generated due to proration on Bill #0070135220-2024-2024-0000-00	Vehicle Sold	9/22/2025	9/23/2025	001	TAX	(\$14.69)	\$0.00	(\$14.69)
															600	TAX	(\$16.65)	\$0.00	(\$16.65)
															019	TAX	(\$5.74)	\$0.00	(\$5.74)
															003	TAX	(\$1.58)	\$0.00	(\$1.58)
															005	TAX	(\$0.35)	\$0.00	(\$0.35)
															004	TAX	(\$2.63)	\$0.00	(\$2.63)
															002	TAX	(\$33.68)	\$0.00	(\$33.68)
																	Refund		\$75.32
VERNON, MATTHEW JEREMY	VERNON, MATTHEW JEREMY		704 MEDALLION DR		WAXHAW, NC 28173	Proration	0079487969	HJT9388	AUTHORIZED	702824928	Refund Generated due to proration on Bill #0079487969-2024-2024-0000-00	Vehicle Sold	9/17/2025	9/18/2025	001	TAX	(\$143.64)	\$0.00	(\$143.64)
															026	TAX	(\$35.03)	\$0.00	(\$35.03)
															003	TAX	(\$15.40)	\$0.00	(\$15.40)
															005	TAX	(\$3.43)	\$0.00	(\$3.43)
															004	TAX	(\$25.70)	\$0.00	(\$25.70)
															002	TAX	(\$329.36)	\$0.00	(\$329.36)
VILLA CORTEZ, ARACELI	VILLA CORTEZ, ARACELI		3906 MULLIS NEWSOME RD		MONROE, NC 28110	Proration	0081973099	HJC3937	AUTHORIZED	350781594	Refund Generated due to proration on Bill #0081973099-2024-2024-0000-00	Vehicle Sold	9/8/2025	9/9/2025	001	TAX	(\$12.20)	\$0.00	(\$12.20)
															017	TAX	(\$4.39)	\$0.00	(\$4.39)
															003	TAX	(\$1.31)	\$0.00	(\$1.31)
																	Refund		\$17.90
VINCENT, SANDRA JEAN	VINCENT, SANDRA JEAN		1006 SAGECROFT LN		INDIAN TRAIL, NC 28079	Proration	0058291628	HFE2570	AUTHORIZED	938007592	Refund Generated due to proration on Bill #0058291628-2024-2024-0000-00	Vehicle Sold	9/25/2025	9/26/2025	001	TAX	(\$16.98)	\$0.00	(\$16.98)
															500	TAX	(\$40.06)	\$0.00	(\$40.06)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															028	TAX	(\$5.44)	\$0.00	(\$5.44)
															003	TAX	(\$1.82)	\$0.00	(\$1.82)
															005	TAX	(\$0.40)	\$0.00	(\$0.40)
															004	TAX	(\$3.04)	\$0.00	(\$3.04)
																	Refund		\$38.93
WAKEFIELD, CONNIE MAXINE	WAKEFIELD, CONNIE MAXINE	WAKEFIELD, THOMAS RAY	17110 CONTENT CT		TAYLORS, SC 29687	Proration	0083162236	JKT8218	AUTHORIZED	819727069	Refund Generated due to proration on Bill #0083162236-2024-2024-0000-00	Reg. Out of state	9/16/2025	9/17/2025	001	TAX	(\$16.29)	\$0.00	(\$16.29)
															600	TAX	(\$18.46)	\$0.00	(\$18.46)
															020	TAX	(\$5.34)	\$0.00	(\$5.34)
															003	TAX	(\$1.75)	\$0.00	(\$1.75)
															005	TAX	(\$0.39)	\$0.00	(\$0.39)
															004	TAX	(\$2.91)	\$0.00	(\$2.91)
															002	TAX	(\$37.35)	\$0.00	(\$37.35)
																	Refund		\$82.49
WALLER, ISAIAH MARQUIS	WALLER, ISAIAH MARQUIS		4404 US 74	APT A5	WINGATE, NC 28174	Adjustment < \$100	0086686703	LKV8672	PENDING	1171375210	Refund Generated due to adjustment on Bill #0086686703-2025-2025-0000	Situs error	9/17/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$27.63)	\$0.00	(\$27.63)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															300	TAX	\$15.70	\$0.00	\$15.70
															300	VEHICLE FEE	\$25.00	\$0.00	\$25.00
															022	TAX	\$4.52	\$0.00	\$4.52
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
																	Refund		\$12.41
WANCHECK, KORI JUSTINE	WANCHECK, KORI JUSTINE		2353 CAPITAL CLUB WAY	APT 409	INDIAN LAND, SC 29707	Proration	0077529843	VDK6144	AUTHORIZED	934071608	Refund Generated due to proration on Bill #0077529843-2024-2024-0000-00	Vehicle Sold	9/3/2025	9/4/2025	001	TAX	(\$29.49)	\$0.00	(\$29.49)
															500	TAX	(\$69.56)	\$0.00	(\$69.56)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															028	TAX	(\$9.45)	\$0.00	(\$9.45)
															003	TAX	(\$3.16)	\$0.00	(\$3.16)
															005	TAX	(\$0.71)	\$0.00	(\$0.71)
															004	TAX	(\$5.27)	\$0.00	(\$5.27)
																	Refund		\$185.25
WANG, WEI	WANG, WEI		5032 WALDORF AVE		MONROE, NC 28110	Proration	0081225013	KAD7877	AUTHORIZED	702592536	Refund Generated due to proration on Bill #0081225013-2024-2024-0000-00	Vehicle Sold	9/15/2025	9/16/2025	001	TAX	(\$34.34)	\$0.00	(\$34.34)
															015	TAX	(\$11.61)	\$0.00	(\$11.61)
															003	TAX	(\$3.68)	\$0.00	(\$3.68)
															005	TAX	(\$0.82)	\$0.00	(\$0.82)
															004	TAX	(\$6.14)	\$0.00	(\$6.14)
															002	TAX	(\$78.75)	\$0.00	(\$78.75)
WEDDLE, JAMES JASON	WEDDLE, JAMES JASON	WEDDLE, ASTRID ANDREA	3005 NABLUS DR		WAXHAW, NC 28173	Proration	0078961402	LBH9885	AUTHORIZED	821204825	Refund Generated due to proration on Bill #0078961402-2024-2024-0000-00	Vehicle Sold	9/24/2025	9/25/2025	001	TAX	(\$74.32)	\$0.00	(\$74.32)
															090	TAX	(\$9.56)	\$0.00	(\$9.56)
															028	TAX	(\$23.82)	\$0.00	(\$23.82)
															003	TAX	(\$7.97)	\$0.00	(\$7.97)
															005	TAX	(\$1.78)	\$0.00	(\$1.78)
															004	TAX	(\$13.30)	\$0.00	(\$13.30)
															002	TAX	(\$170.42)	\$0.00	(\$170.42)
																	Refund		\$301.17



North Carolina Vehicle Tax System

Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
WEISBERG, JONATHAN JOSEPH	WEISBERG, JONATHAN JOSEPH		2622 CRICKET CV		WAXHAM, NC 28173	Proration	0059255847	FEL9404	AUTHORIZED	702825720	Refund Generated due to proration on Bill #0059255847-2024-2024-0000-00	Vehicle Sold	9/17/2025	9/18/2025	001	TAX	(\$21.59)	(\$1.09)	(\$22.68)
															028	TAX	(\$6.92)	(\$0.34)	(\$7.26)
															003	TAX	(\$2.31)	(\$0.11)	(\$2.42)
															005	TAX	(\$0.51)	(\$0.02)	(\$0.53)
															004	TAX	(\$3.86)	(\$0.20)	(\$4.06)
															002	TAX	(\$49.50)	(\$2.47)	(\$51.97)
															Refund				
WEXLER, JASON DANIEL	WEXLER, JASON DANIEL	WEXLER, SAMANTHA JILL	1705 OLD BENNINGTON DR		WAXHAM, NC 28173	Adjustment < \$100	0072514652	S4V4GE	PENDING	936830176	Refund Generated due to adjustment on Bill #0072514652-2024-2024-0000-00	Over Assessment	9/16/2025		001	TAX	(\$10.67)	\$0.00	(\$10.67)
															500	TAX	(\$25.18)	\$0.00	(\$25.18)
															500	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															028	TAX	(\$3.42)	\$0.00	(\$3.42)
															003	TAX	(\$1.14)	\$0.00	(\$1.14)
															005	TAX	(\$0.25)	\$0.00	(\$0.25)
															004	TAX	(\$1.91)	\$0.00	(\$1.91)
002	TAX	(\$24.47)	\$0.00	(\$24.47)															
Refund																	\$67.04		
WOOTEN, JAMES STANLEY	WOOTEN, JAMES STANLEY		2025 MANGUM DAIRY RD		MONROE, NC 28112	Proration	0078210310	LAP8060	AUTHORIZED	700553700	Refund Generated due to proration on Bill #0078210310-2024-2024-0000-00	Vehicle Sold	9/3/2025	9/4/2025	001	TAX	(\$17.97)	\$0.00	(\$17.97)
															014	TAX	(\$5.59)	\$0.00	(\$5.59)
															003	TAX	(\$1.93)	\$0.00	(\$1.93)
															005	TAX	(\$0.43)	\$0.00	(\$0.43)
															004	TAX	(\$3.21)	\$0.00	(\$3.21)
															002	TAX	(\$41.21)	\$0.00	(\$41.21)
															Refund				
WRIGHT, WALTER PHILLIP	WRIGHT, WALTER PHILLIP		1220 HARKEY CREEK DR		MONROE, NC 28110	Proration	0061928637	CHP3154	AUTHORIZED	703010088	Refund Generated due to proration on Bill #0061928637-2024-2024-0000-00	Vehicle Sold	9/18/2025	9/19/2025	001	TAX	(\$15.90)	\$0.00	(\$15.90)
															019	TAX	(\$6.21)	\$0.00	(\$6.21)
															003	TAX	(\$1.70)	\$0.00	(\$1.70)
															005	TAX	(\$0.38)	\$0.00	(\$0.38)
															004	TAX	(\$2.84)	\$0.00	(\$2.84)
															002	TAX	(\$36.46)	\$0.00	(\$36.46)
															Refund				
ZALIZNIAK, KATHRYN KERENSA	ZALIZNIAK, KATHRYN KERENSA		1400 CRESTGATE DR		WAXHAM, NC 28173	Proration	0082774408	LHL6619	AUTHORIZED	819197946	Refund Generated due to proration on Bill #0082774408-2024-2024-0000-00	Vehicle Sold	9/12/2025	9/15/2025	001	TAX	(\$14.14)	\$0.00	(\$14.14)
															970	TAX	(\$1.43)	\$0.00	(\$1.43)
															026	TAX	(\$3.45)	\$0.00	(\$3.45)
															003	TAX	(\$1.52)	\$0.00	(\$1.52)
															005	TAX	(\$0.34)	\$0.00	(\$0.34)
															004	TAX	(\$2.53)	\$0.00	(\$2.53)
															002	TAX	(\$32.41)	\$0.00	(\$32.41)
Refund																	\$55.82		
																	Refund Total	\$25289.50	



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-671

Agenda Date: 11/3/2025

TITLE:

Human Resources Reports for September 2025

INFORMATION CONTACT:

Julie Broome, Human Resources, Director, 704-283-3869

ACTION REQUESTED:

None - Information Only.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

These reports include all new hires, separations from service, and retirements for Union County Local Government for the month of September 2025.

FINANCIAL IMPACT:

None.

**UNION COUNTY PERSONNEL REPORT
REPORT OF NEW HIRES**

September 2025

<u>Name</u>	<u>Hire Date</u>	<u>Position</u>
BOARD OF ELECTIONS		
AURETIA L MULLIS	9/2/25	ONE STOP OFFICE SUPPORT
ISABELLA G BELTZ	9/8/25	ELECTIONS COORDINATOR
HS - BUSINESS OPERATIONS		
DEMETRIUS L JOHNSON	9/8/25	ACCOUNTING SPECIALIST
HS - TRANSPORTATION		
KATRINA C LOWERY	9/8/25	TRANSPORTATION DRIVER
RENEE G VILLATORO	9/8/25	TRANSPORTATION DRIVER
PUBLIC LIBRARY		
TAYLOR M SMITH	9/8/25	LIBRARY ASSISTANT PT
ANNA C THOMASSON	9/22/25	LIBRARY ASSOCIATE PT
SHERIFF/JAIL/FAC 80.5 HRS		
VICTOR M ANGELES MENA	9/8/25	DETENTION OFFICER
CARMEN N JENKINS	9/8/25	DEPUTY SHERIFF
JUSTIN M OUTEN	9/8/25	DETENTION OFFICER
BRYCE M SCHAFFER	9/8/25	DEPUTY SHERIFF
SHERIFF/JAIL/FACILITIES		
KYLE S MCCARTHY	9/8/25	DEPUTY SHERIFF
KATHLEEN J SUGGETT	9/8/25	ACCOUNTING SPECIALIST
UCW - PLANNING & RESOURCE MGMT		
DORSEY B MOTES	9/22/25	GIS ANALYST
UCW - UTILITY BUSINESS SVCS		
TAYLOR R JORDAN	9/8/25	BILLING SERVICES SPECIALIST
UCW - WATER & WASTEWATER OPS		
BRADY P GESNER	9/22/25	UTILITY TECHNICIAN I
SAMUEL M RYDER	9/22/25	WASTEWATER TRT PLANT OP I
BENJAMIN J VOGEL	9/22/25	UTILITY TECHNICIAN I

**UNION COUNTY PERSONNEL REPORT
REPORT OF RETIREES AND SEPARATIONS FROM SERVICE**

September 2025

<u>Name</u>	<u>Hire Date</u>	<u>Separation Date</u>	<u>Position</u>
SEPARATION FROM SERVICE			
911 COMMUNICATIONS			
MACKENZIE J ISAMAN	8/12/24	9/11/25	TELECOMMUNICATOR I
HS - PUBLIC HEALTH			
LISA ORTIZ-FRATICELLI	1/9/17	9/26/25	SENIOR PUBLIC HEALTH NURSE
SHENITA I FOUNTAIN	8/25/25	9/12/25	SOCIAL WORKER
HS - SOCIAL SERVICES			
MELISSA A MCADAMS CABBLE	1/25/16	9/16/25	SOCIAL WORKER
KARA D TORRES	10/15/18	9/12/25	SENIOR SOCIAL WORK SUPERVISOR
JEWEL M WEEKLEY	1/2/24	9/5/25	ELIGIBILITY SPECIALIST
SHIRLEY A JOSEPH	4/21/25	9/15/25	BEHAVIORAL HEALTH THER SUPV
PROCUREMENT			
TETRA N HAILEY	4/19/12	9/12/25	ADMINISTRATIVE PROF II PT
PUBLIC LIBRARY			
WHITNEY R BORZELLECA	9/23/24	9/12/25	LIBRARY ASSOCIATE PT
SHERIFF/JAIL/FAC 80.5 HRS			
THOMAS H HELMS	5/6/24	9/25/25	DETENTION OFFICER
JESUS O SANCHEZ CASTREJON	3/24/25	9/6/25	DETENTION OFFICER
SHERIFF/JAIL/FACILITIES			
KERRI N RIVERS	10/28/19	9/5/25	VOLUNTEER SERVICES COORDINATOR
SOLID WASTE			
STACEY C VARGAS	7/3/12	9/5/25	SOLID WASTE COLLECTIONS SUPV
UCW - UTILITY BUSINESS SVCS			
SYDNEY M CLARKE	3/10/25	9/25/25	CUSTOMER SERVICE SPECIALIST
UCW - WATER & WASTEWATER OPS			
SHERMAN L ARNOLD	6/2/25	9/5/25	UTILITY TECHNICIAN I



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-672

Agenda Date: 11/3/2025

TITLE:

FY 2025 Annual Performance Report

INFORMATION CONTACT:

Megan Parks, County Manager's Office - Strategy & Innovation, Director, 704-292-2578

ACTION REQUESTED:

None - Information Only.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

This Annual Performance Report highlights the County's progress in advancing strategic objectives for Fiscal Year 2024-2025. The report showcases innovative approaches, improved service delivery, and the dedication of County employees who work every day to provide quality services enhancing our community.

While this report does not highlight performance measures from every department, additional performance measures and related data can be found in individual department sections of Union County's annually adopted budget document. This report highlights initiatives and metrics within key areas of focus across County services, representing only a sample of all services provided by the County.

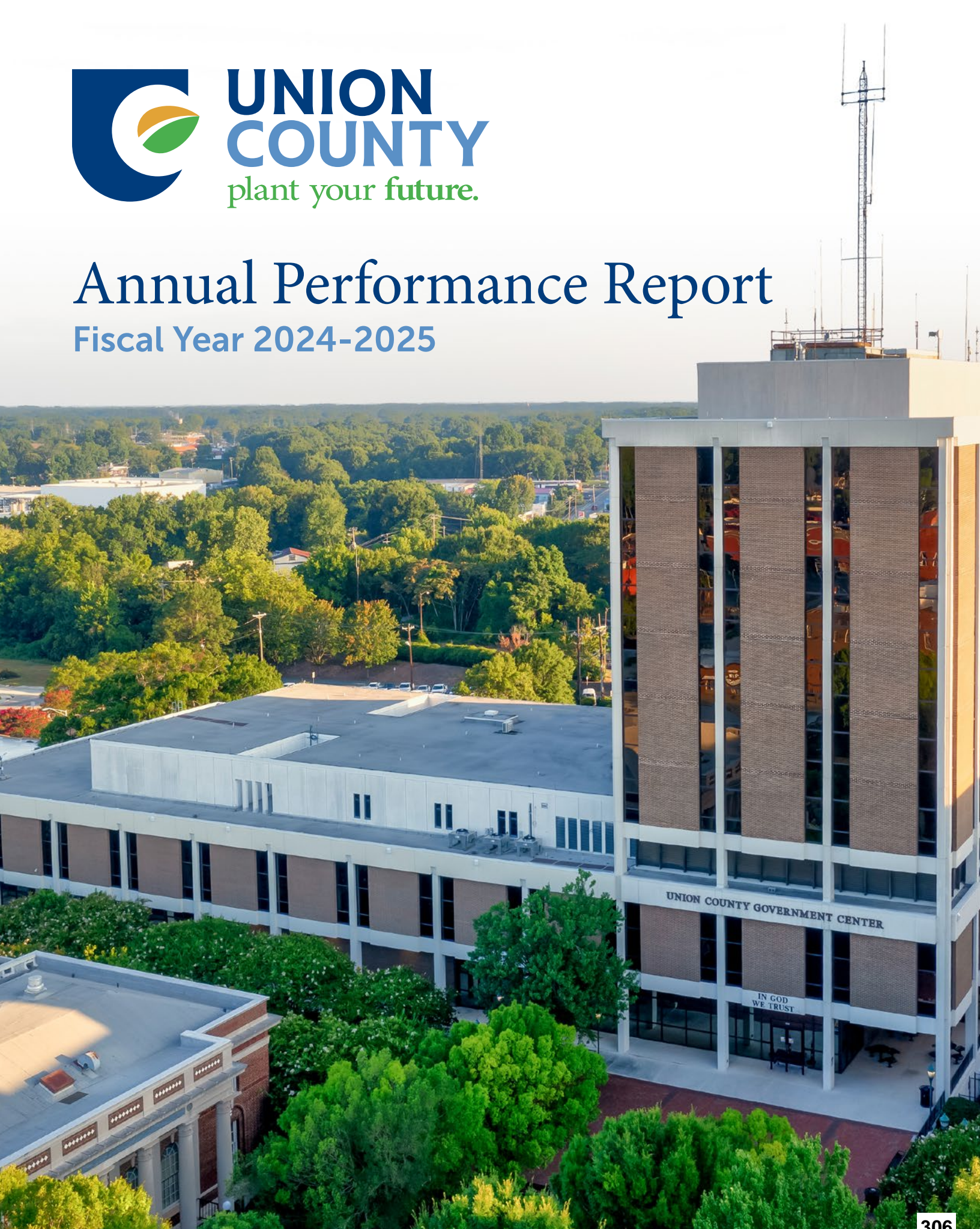
FINANCIAL IMPACT:

None.



Annual Performance Report

Fiscal Year 2024-2025



Executive Summary

This Annual Performance Report highlights the County's progress in advancing strategic objectives for Fiscal Year 2024-2025. The report showcases innovative approaches, improved service delivery, and the dedication of County employees who work every day to provide quality services enhancing our community.

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Strategic Objectives



Public Safety

In concert with our community partners, provide essential services that protect the public's health, safety and welfare.



Economic Development

Through common vision and direction become a more business friendly, economically vibrant, and sustainable community by fostering the development of a qualified workforce and infrastructure capacity to support future and current economic sustainability and growth.



Community Consensus

By developing relationships based on mutual trust and understanding, engage appropriate stakeholders to identify and successfully implement programs and initiatives that reflect community priorities.



Organizational Strengthening

Develop and maintain a highly engaged workforce through shared values and clarity of purpose, with the tools, training and resources that support skills development, knowledge sharing and retention, and employee investment.



Sustainability

Through collaboration with community partners, foster an environment that promotes affordability of services, conservation of resources, and preservation of a high-quality of life to support and enrich a diverse and productive population.



Public Safety

Health and Welfare

Union County delivers thousands of meals each year to homebound seniors, yet demand for home-delivered meals continues to exceed current capacity. During fiscal year 2025, additional partnerships were developed with municipalities and nonprofit agencies, like Food for Families NC, to help bridge the gap in this service. Union County has also committed additional funding for this program in the fiscal year 2026 budget to reduce the wait list.

In addition to the nutritional support offered to seniors, **Union County Community Support and Outreach's WIC (Women, Infants and Children)** program provides essential nutrition services and education to pregnant women, new mothers, and young children.

Union County's program was featured in a North Carolina Public Health Association newsletter spotlighting exceptional local health initiatives for their innovative approaches and dedication to improving community health and accessibility. The increased communication and flexibility that have been implemented ensure that the robust caseload receives high-quality and efficient services. An area of notable success has been reducing wait times for appointments: while a similar percentage were scheduled outside the standard timeframe, the average delay dropped from 46 days in February to just 8 days in June through August.

Performance Measure Name & Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Senior Nutrition Meals Served				
Measures the number of meals served to eligible Senior Nutrition participants	123,480	98,406	83,555	68,298
Average WIC Active Clients				
Measures the average number of women, infants and children currently active on WIC	3,536	3,887	3,719	4,361
Average WIC Caseload				
Measures the average number of WIC clients each FTE manages (State recommendation is 500 cases per FTE)	631	712	599	623





Health and Welfare (Continued)

Social Services, with the support of Business Operations, implemented a multi-year plan to reduce backlogged child welfare cases. These cases, typically expected to be resolved within 45 days per North Carolina Department of Health & Human Services guidelines, had accumulated over time. In fiscal year 2025, the County saw a major reduction in these overdue cases, returning to a standard caseload timeline.

Performance Measure Name & Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Child Welfare Investigations				
Measures the average number of child welfare investigations	129	140	170	89
Child Welfare Investigations Caseload				
Measures the average number of child welfare investigation cases each social worker manages	6.8	7.3	9.0	5



Union County’s Public Health staff has also implemented innovative solutions to proactively prevent communicable disease transmission. During the fall of 2024, cases of pertussis, commonly known as whooping cough, were on the rise. Public Health’s Child Care

Health Consultants (CCHCs) collaborated with Immunization Program staff to organize a mobile immunization van, providing Tdap vaccinations to 120 childcare providers and significantly reducing the risk of pertussis transmission within Union County’s childcare facilities.

Performance Measure Name & Description	FY 2022 Actual*	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Communicable Disease *				
Measures the average number of communicable disease case reports per month	3,662	1,301	133	124
* Results include COVID-19 cases that are no longer reportable as of May 2023.				



Health and Welfare (Continued)

Environmental Health continues to enhance educational offerings to protect community health. In May 2025, Environmental Health staff offered a hands-on certification program over a one-and-a-half-day period. This program, offered to local food workers, focuses on proper food storage and handling, kitchen cleaning and sanitation, and hand washing. These

efforts not only raise food safety scores but also increase community trust in local dining establishments. In addition to the programs currently offered to local food workers, Union County will be offering additional technical assistance to businesses in certain risk categories to reduce the number of food establishments below a certain score.

Performance Measure Name & Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Environmental Health Education & Outreach Efforts				
Measures the number of public/industry/community outreach and training efforts provided and number of Environmental Health staff training and development sessions provided	172	153	164	152

Preparedness & Security

Union County Emergency Management participates in and hosts multiple preparedness events, in conjunction with other agencies, to guarantee Union County is prepared to protect itself against, respond to, and recover from various types of disasters. Simulating exercises like this, throughout the year, enables our teams to respond appropriately should an incident arise. Additionally, Union County is prepared to respond to help our neighboring communities when there is a need. North Carolina Emergency Management recognized Union County for outstanding support in the aftermath of Hurricane Helene, which caused widespread damage across the western part of the state. Union County’s Emergency Management coordinated the swift and impactful efforts of departments and agencies countywide.



Performance Measure Name & Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Requested Exercises Completed				
Measures the percent of requested exercises (table-tops, functional and full scale) completed by EM staff	N/A	100%	100%	100%



Public Safety

Preparedness & Security

Cyber attacks, attempts to disrupt, damage, or steal data from our systems, pose a growing threat to public services. Union County's Information Technology (IT) Department has implemented a variety of policies and practices to ensure our organization is prepared and protected. Union County's IT team was

nationally recognized for implementing innovative technology and cybersecurity practices. This is the seventh consecutive year the County has earned recognition from the Center for Digital Government (CDG) in partnership with the National Association of Counties (NACo).

Performance Measure Name & Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Cybersecurity - Remediated Findings				
Measures the percent of remediated findings of annual penetration tests & vulnerability scans	N/A	N/A	N/A	80%



Economic Development

Business and Industry Partnerships

In the fall of 2024, Union County established its own Economic Development Department, aiming to enhance the focus on countywide initiatives. In its commitment to collaborating with towns and identify community goals for economic development, the department hosted a Municipal Summit.

Additionally, Economic Development hosted Business France and the Economic Development Partnership of North Carolina (EDPNC) during a recent tour of North Carolina's aerospace clusters. The meeting with French manufacturing firms offered a valuable opportunity to foster new business relationships and showcase our region's strong network of community partners.

The new department has established goals, moving into the next fiscal year, to continue outreach efforts for new businesses and strengthen relationships with existing industries and partners.





Economic Development



Supporting Local Agriculture

Each year, Union County Cooperative Extension delivers education programs that help local farmers increase productivity and profitability. The programs offer participants a firsthand look at research trials and best practices. One of this year’s many programs included the 2025 Small Grains Field Day, where farmers, researchers, and agricultural professionals gathered among small plots of wheat to explore the latest advancements in years of recent research.

These events reinforce Extension’s commitment to bridging research and real-world farming needs across the region. Year after year, the profitability to Union County farmers, through partnerships and programming with Cooperative Extension, continues to increase.

Performance Measure Name & Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Net Yield Increase of Crops				
Measures the increased profitability to Union County agriculture community benefiting from Union County programs; Increase from \$3,011,333 (3-year average) to \$3,312,466 by the end of FY26	\$2,809,000	\$3,050,000	\$3,175,000	\$3,411,537



Community Consensus

Building Trust in Civic Engagement

Each year, Board of Elections (BOE) staff process thousands of voter transactions (new registrations, address changes, etc.) to ensure accuracy of voter registration lists. During FY25, a general election year, Union County's BOE processed 175,163 maintenance transactions. This 129% increase in maintenance transactions reflects the dedication to maintaining accurate voter records and supporting a fair democratic process.



Performance Measure Name & Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Voter Maintenance Transactions				
Measures the number of voter transactions that occur each year	120,660	86,110	76,364	175,163



Community Consensus

New Digital Resources

Several departments enhanced digital tools in fiscal year 2025 to improve accessibility, transparency, and user experience.

Water

To enhance customer service and communication, Union County Water launched a new website this past fall. The website contains a customer portal, where customers can view & pay their bills, set up usage alerts to monitor & manage water usage, and access informative, money-saving tips.

Performance Measure Name & Description	FY 2022 Actual*	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Customer Interactions *				
Average number of Customer Service Touchpoints per Month	46,544	59,079	79,281	130,498
* Due to issues resulting from the implementation of a new customer portal, interactions with customers increased significantly.				

Planning

The Planning Department rolled out a new resource to help county residents find information on development activity within unincorporated areas of Union County. The online Development Project Map provides information about the size of sites, known plans, current stage of development, and more.

The map, which can be accessed through the Planning Department’s website, can help residents quickly and easily understand what residential or commercial projects are proposed or may be underway.

Performance Measure Name & Description	FY 2022 Actual*	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Zoning Permits Issued *				
Measures the number of zoning permits issued	1,696	1,149	1,190	1,346
* Union County began providing Land Use Administration services for the Town of Wingate in January 2025. In FY25, 79 zoning permits were issued for Town of Wingate's jurisdiction.				

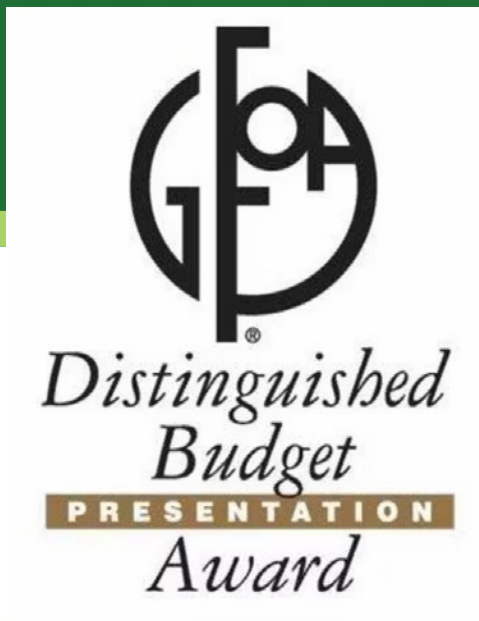


Organizational Strengthening

Financial Stewardship

Union County's Budget & Grants Management Department received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the County's annual budget document for the period beginning July 1, 2024. To receive the budget award, the County met nationally recognized guidelines for effective budget presentation.

These guidelines are designed to assess how well an entity's budget serves as a policy document, a financial plan, an operations guide, and a communications device. **This marks the 12th consecutive year Union County has received this award.**





Union County recently received AAA bond rating and stable outlook designations from all three major rating agencies for general obligation bonds.

The agencies attributed this to stable financial performance supported by strong management and ongoing economic development.

In addition to achieving these ratings, **Union County’s Finance Department was also awarded GFOA’s Excellence in Financial Reporting for FY2024 for the 13th year in a row.**

For the ninth year, Union County’s Procurement & Contract Management Department received the 2024 Sustained Professional Purchasing Award from the North Carolina Association of Governmental Purchasing for **demonstrating excellence in purchasing standards**, which supports the commitment to serve as good stewards of public funds.

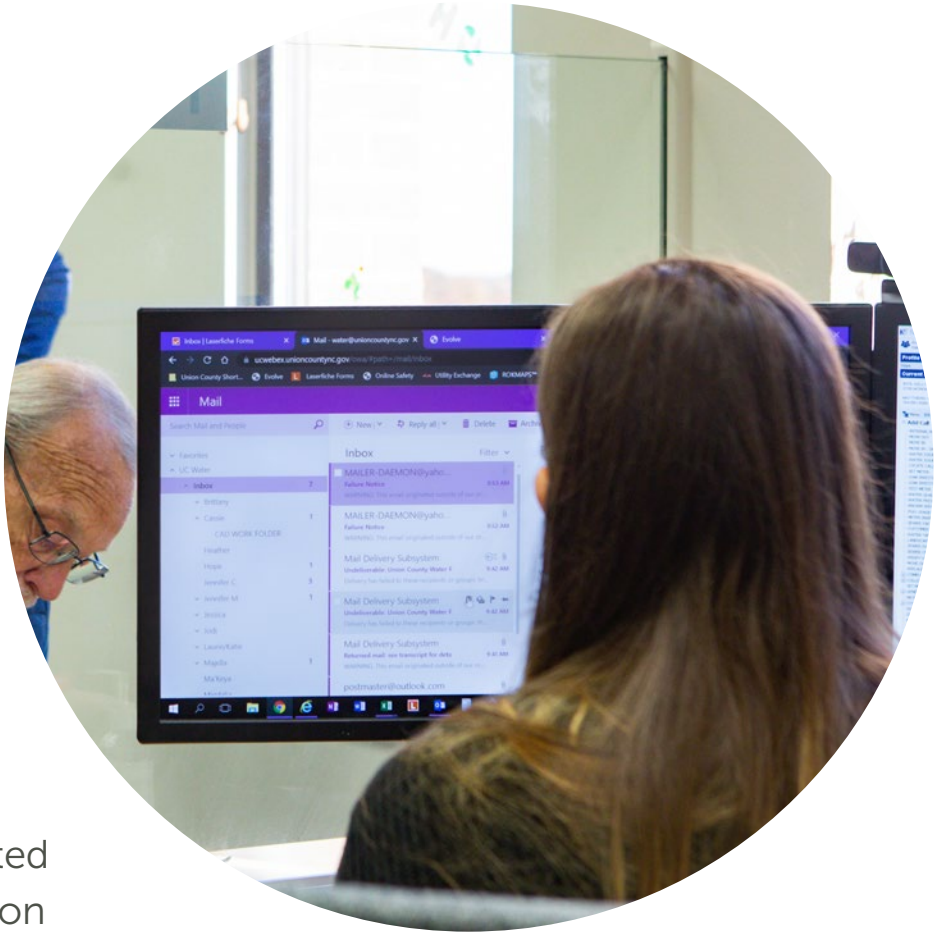
Performance Measure Name & Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Achieve Distinguished Budget Presentation Award				
Indicates if criteria for GFOA Distinguished Budget Presentation Award was met	Yes	Yes	Yes	Yes
Annual Comprehensive Financial Report Compliance				
Indicates compliance with Annual Comprehensive Financial Reports standards	Yes	Yes	Yes	Yes



Organizational Strengthening

Internal Process Improvements

The process of bringing new employees into Union County is now more efficient, thanks to the County's first significant process improvement initiative led by the Strategy & Innovation team, in collaboration with Human Resources and representatives from numerous departments. One key improvement, implemented in conjunction with Information Technology, was automating personnel action forms, leading to reduced approval time, minimizing manual errors, and improved tracking.



Performance Measure Name & Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Personnel Action Submissions				
Represents the number of personnel actions submitted to HR	2,956	3,142	4,917	4,029
Automated Business Process Usage				
Measures the percentage of stable and efficient automated business processes designed by the document imaging team in production	N/A	100%	100%	100%

Employee Health and Wellness

Opening in fiscal year 2026 is Union County's Employee Health & Wellness Center, a resource available exclusively to Union County employees. The center, operated by Atrium Health, represents the County's ongoing commitment to a healthy, supported workforce.





Sustainability

Volunteer Impact

Union County programs simply couldn't succeed without the dedication, passion, and hard work of our volunteers. While opportunities exist in multiple departments across the county, **Community Support & Outreach, alone, saved approximately \$477,125 during fiscal year 2025 with the utilization of volunteers. In just this one department, volunteers logged over 14,400 hours assisting various programs.**

Performance Measure Name & Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Volunteer Impact				
Measures the number of residents assisted by volunteer programs	9,481	9,513	9,465	9,300
Volunteer Hours & In-Kind Cost Savings Generated				
Measures the number of hours and cost savings generated by use of volunteers in various programs (Volunteer Income Tax Assistance, Senior Nutrition, Christmas Bureau, etc.)	13,573 Hours \$375,027	13,385 Hours \$399,668	13,581 Hours \$429,688	14,454 Hours \$477,125

Environmental Stewardship

Union County's Solid Waste facilities collect hundreds of thousands of tons of waste each year. Most impressively, county employees collected more than two tons of waste from the streets surrounding Jesse Helms Park in Wingate during a one-day collaboration with North Carolina Department of Transportation (NCDOT). Union County offers supplies for community groups to

hold similar beautification events within the county in an effort to mitigate litter and protect our natural environment. Additionally, Union County collected more than 38,000 pounds of hazardous waste during the annual Household Hazardous Waste event, which encourages the safe and responsible disposing of hazardous materials.

Performance Measure Name & Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Average Monthly Volume - Inbound Yard Waste				
Measures the average monthly inbound tonnage of Yard Waste at Central Collection Site	404	385	410	473
Average Monthly Volume - Inbound C&D				
Measures the average monthly inbound tonnage of Construction & Demolition (C&D) material	6,265	7,564	8,159	8,240
Average Monthly Volume - Outbound MSW				
Measures the average monthly outbound tonnage of Municipal Solid Waste (MSW)	12,743	13,661	13,812	14,883



Sustainability

In an effort to preserve the rural character and agricultural heritage of our community, Union County's Soil & Water Conservation Department, in conjunction with other county departments and stakeholder groups, has implemented the Land Preservation and Easement Program.



The program allows landowners to voluntarily place a conservation easement on their property. This legal agreement permanently limits the use of the land to protect its agricultural and environmental value, while the landowner retains ownership. In return, landowners receive financial compensation for a portion of the land's value and may benefit from tax incentives.

Performance Measure Name & Description	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual
Total Acreage in Conservation Easements				
Measures the total number of acres held in conservation easements throughout Union County. The goal is to increase 20 acres or 2 new easements by the end of FY26.	N/A	N/A	N/A	150







Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-675

Agenda Date: 11/3/2025

TITLE:

Facilities Major Capital Projects Update - Quarterly Report

INFORMATION CONTACT:

Linda Whitaker, Facilities & Fleet Management, Assistant Director Design and Construction, 704-420-2626

ACTION REQUESTED:

None - Information Only.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

This is the quarterly major capital projects update for projects managed by the Facilities and Fleet Management Department.

FINANCIAL IMPACT:

None.

Quarterly Facilities Capital Projects Update

Major Capital (MC)

November 3, 2025



UNIONCOUNTY

north carolina

Project Name		Project Description			Capital Account	
Union County Food Innovation Center		Design and construct a facility to support an incubator space for local food product development, production and packaging. The facility is planned to be between 15,000 to 30,000 gsf with key features including: dry storage, cold storage, commercial kitchens, food processing suites, wash stations, food packaging rooms, office space, food truck parking.			40080187	
Project Budget \$13,577,000		Project Partners			PM: Bruno	
Current Phase Design/Construction Documents		Town of Wingate	Development and financial responsibility for entry roads and other infrastructure			10.02.2025
		Wingate University	Land lease, curriculum development and sharing, scholarship commitment			
		State of North Carolina	Providing \$5,000,000 in funding			
		NC Cooperative Extension	Management of day to day operations			
		CPL	Architect			
		Edifice	CMAR			
Progress to Completion	Schedule Lead/Lag	Est. Completion Date		Funds Encumbered	Expenses to Date	Building Size
5.0%	12 Wks Lag	9/1/2026		2%	6%	23,459 gsf

Budget Revenue		
Funding Source 1	State Appropriation	\$5,000,000
Funding Source 2	UC/EDC Capital	\$6,900,000
Funding Source 3	UC Capital MC	\$667,000
Funding Source 4	GoldenLEAF Grant ¹	\$1,000,000
Funding Source 5	NCDA FP Grant ²	\$453,000
Funding Source 6	Bond Interest Income	\$570,000
Total Revenue		\$14,590,000
Future Funding Source 1		
Total Future Funding		\$0

Budget Breakdown	
	Current Phase
Soft Costs	\$877,776
Construction	\$13,803,103
Project Total	\$14,680,879
Project Revenue	\$14,590,000
Project Budget Delta	(\$90,879)
Potential VE	\$278,014
Adjusted Project Delta	\$187,135

Schedule Breakdown				
Jan 2024 - Mar 2024	Apr 2024 - May 2025	Jun 2025 - Aug 2025	Sep 2025 - Sep 2026	Sep 2026 - Sep 2027
PreDesign	Design	Contracts/Bidding	Permitting, Construction	Closeout
Unique Schedule Impacts:				
Land Lease with Wingate University - Lease executed				
Business Park road and infrastructure development by Town of Wingate - Plans developed by October, 2025				
Grant Award for kitchen equipment, cold storage, shelving/racks - Grant awarded				
Last Qtr				
Land Lease executed, Schematic Design phase completed, 95% Construction Documents phase completed				
Next Qtr				
Guaranteed Maximum Price (GMP) contract review and preparation				

Notes: 1 GoldenLEAF Foundation Community-Based Grant Program: \$1,000,000 - Purchase of coolers/cold storage, associated shelving/rack systems.

2 NCDA Farmland Preservation Trust Fund: \$453,000 - for the purchase of equipment in the commissary kitchen/food production space.

Project Name	Project Description	Capital Account
UC Water Operation Center Expansion and Renovation	Design and construct a facility to support UC Water growing needs. The project is proposed to be constructed on the premises of the current operations center in Monroe. The anticipated building size is approximately 30,000 gsf and will contain general offices for Administration, Engineering, Operations, Customer Service that includes customer drive-thru for various transactions and Warehouse space. In addition to this, a renovation of approximately 3,000 gsf of existing Ops Center.	60186019
Project Budget \$15,500,140	Project Partners	PM: Soto 10.02.2025
Current Phase Design/Schematic Design	UC Water Department Responsible for daily operations of new facility Progressive Design Architect Edifice CMAR	
Progress to Completion 3.0%	Schedule Lead/Lag 4 Wks Lag	Est. Completion Date 7/1/2027
	Funds Encumbered 5%	Expenses to Date 2%
		Building Size 20,142 gsf

Budget Revenue			Budget Breakdown		
Funding Source 1	UC WATER Capital	\$15,500,140		Current Phase	
Funding Source 2			Design		\$865,260
Funding Source 3			Construction		\$12,871,350
			Furniture/Fixed Equipment		\$946,760
			Construction Contingency		\$297,307
	Total Revenue	\$15,500,140		D/C Subtotal	\$14,980,677
Future Funding Source 1			Owner Reserves		\$300,410
Future Funding Source 2			Project Contingency		\$217,307
Future Funding Source 3					
	Total Future Funding	\$0		Project Total	\$15,498,394

Schedule Breakdown				
Aug 2024 - Feb 2025	Feb 2025 - Feb 2026	Feb 2026 - May 2026	June 2026 - July 2027	July 2027 - July 2028
PreDesign	Design	Contracts/Bidding	Construction	Closeout
Unique Schedule Impacts:	Site and long lead time packages to bid early.			
Last Qtr	Schematic Design phase completed, Schematic Design phase estimate complete			
Next Qtr	Design Development phase nearing completion, Design Development phase estimate and value management review will be in progress			

Project Name		Project Description			Capital Account
UC Cane Creek Campground Store		Design and Construction of a new building of approximately 1,300 SF that will serve as a general store for the Cane Creek Park Campground area.			40080100
Project Budget \$950,000		Project Partners			PM: Soto
Current Phase Construction		UC Parks and Recreation	Responsible for daily operation of new facility		10.02.2025
		Creech & Associates	Architect		
		Rushing Contracting	General Contractor		
Progress to Completion	Schedule Lead/Lag	Est. Completion Date		Funds Encumbered	Expenses to Date
75.0%	0 Wks Lag	11/15/2025		17%	82%
				Building Size	
				3,588 gsf	

Budget Revenue			Budget Breakdown		
Funding Source 1	UC Capital MC	\$600,000	Current Phase		
Funding Source 2	Interest Income	\$100,000	Design	\$60,700	
Funding Source 3	Event Ctr Support Fac	\$250,000	Construction	\$782,216	
Total Revenue		\$950,000	Furniture/Fixed Equipment	\$17,451	
			Construction Contingency	\$78,221	
Future Funding Source 1			D/C Subtotal	\$938,588	
Future Funding Source 2			Owner Reserves		
Future Funding Source 3			Project Contingency	\$0	
Total Future Funding		\$0	Project Total	\$938,588	

Schedule Breakdown				
Aug 2022 - Nov 2022	Nov 2022 - Apr 2024	Apr 2024 - Jan 2025	Feb 2025 - Nov 2025	Nov 2025 - Nov 2026
PreDesign	Design	Contracts/Bidding	Construction	Closeout
Unique Schedule Impacts:		Furniture delivery		
Last Qtr		Interior Trim, Painting, Tile bathroom, Cabinet, Electrical hook-up, Sidewalks, Grading and Asphalt Completed		
Next Qtr		Construction completed, move-in scheduled		

Project Name	Project Description				Capital Account
Austin Chaney Operation Center	Design and construct a facility to replace the existing office administrative building. The facility is planned to be a single story building between 5,000 to 6,000 gsf with key features including: nine offices, two showers, two bathrooms, one kitchenette area, one conference room, one MEP room, one storage room, one lobby for dirty entry and one lobby for clean entry.				61287000
Project Budget \$3,577,000	Project Partners				PM: Soto
Current Phase Design/Programming	UC Solid Waste	Responsible for daily operations of new facility			10.02.2025
	McMillan Pazdan Smith	Architect			
	TBD	General Contractor			
Progress to Completion 5.0%	Schedule Lead/Lag 0 Wks Lag	Est. Completion Date 12/30/2026	Funds Encumbered 1%	Expenses to Date 99%	Building Size 6,000 gsf

Budget Revenue		
Funding Source 1	UC Solid Waste MC	\$3,350,000
Funding Source 2		
Funding Source 3		
Total Revenue		\$3,350,000
Future Funding Source 1		
Future Funding Source 2		
Future Funding Source 3		
Total Future Funding		\$0

Budget Breakdown	
	Current Phase
Design	\$174,300
Construction	\$2,500,000
Furniture/Fixed Equipment	\$204,000
Construction Contingency	\$192,000
D/C Subtotal	\$3,070,300
Owner Reserves	
Project Contingency	\$192,000
Project Total	\$3,262,300

Schedule Breakdown				
Feb 2025 - Jun 2025	Jun 2025 - Nov 2025	Dec 2025 - Mar 2026	Apr 2026 - Dec 2026	Dec 2026 - Dec 2027
PreDesign	Design	Contracts/Bidding	Construction	Closeout
Unique Schedule Impacts: New building location - coordination with utilities. Size and location of the current septic system.				
Last Qtr	Schematic Design phase started			
Next Qtr	Schematic Design phase complete, begin Design Development phase			

Project Name		Project Description			Capital Account	
<div>Government Center Judicial Center Renovation</div>		Design and construct a facility to accommodate the relocation of departments within the government center and create up to 3 new court rooms within the judicial center. Also, connect the GC and JC with a bridge. Water moves out of tower 4, 5 & 6 to new building. Tax department on 2 moves to tower 4,5 & 6, DA's move from JC to GC 2nd floor. New court rooms where DA's were. add bridge.			40080190	
		Project Partners			PM: Bruno	
		Judicial Branch	Building program verification		10.02.2025	
		CDesign	Architect			
Current Phase		Messer Construction	CMAR			
Planning						
Progress to Completion	Schedule Lead/Lag	Est. Completion Date		Funds Encumbered	Expenses to Date	Building Size
0.0%	8 Weeks Lag	9/1/2028		2%	2%	0

Budget Revenue		
Funding Source 1	UC Capital MC	\$14,800,000
Funding Source 2		
Funding Source 3		
Total Revenue		\$14,800,000
Future Funding Source 1		
Future Funding Source 2		
Future Funding Source 3		
Total Future Funding		\$0

Budget Breakdown	
	Current Phase
Design	\$113,320
Construction	\$10,537,929
Furniture/Fixed Equipment	\$2,855,808
Construction Contingency	\$263,795
D/C Subtotal	\$13,770,852
Owner Reserves	\$527,590
Project Contingency	\$501,558
Project Total	\$14,800,000

Schedule Breakdown				
Apr 2024 - Sep 2025	Oct 2025 - Apr 2027	May 2027 - Aug 2027	Sep 2027 - Sep 2028	Sep 2028 - Sep 2029
Planning	Design	Contracts/Bidding	Construction	Closeout
Unique Schedule Impacts:	Overall space planning for Goverment Operations will dictate design start date Project will be phased to allow for departmental moves (including furniture setup) Multiple GMP's may be utilized			
Last Qtr	Space planning options prepared and reviewed			
Next Qtr	Additional space planning options developed and reviewed			

Project Name		Project Description		Capital Account	
Historic Courthouse - Phase 2		Design and construct envelope repairs to windows, doors foundations drainage, water infiltration into lower level, low slope roof replacement and structural reinforcement under HVAC units, portico roof repair/replacement, wrought iron repair.		40080125	
Project Budget \$1,725,000		Project Partners		PM: Bruno	
		UC Urban Forestry	Historic tree protection advice	10.02.2025	
		UC Historical Society	Advisory only		
Current Phase		Walter Robbs	Architect		
Design - SD		TBD	General Contractor		
Progress to Completion	Schedule Lead/Lag	Est. Completion Date		Funds Encumbered	Expenses to Date
5.0%	8 Wks Lag	10/31/2026		8%	3%
				Building Size	
				0	

Budget Revenue			Budget Breakdown		
Funding Source 1	UC Capital MC	\$1,725,000	Current Phase		
Funding Source 2			Design		\$199,270
Funding Source 3			Construction		\$1,120,000
Total Revenue		\$1,725,000	Furniture/Fixed Equipment		\$0
			Construction Contingency		\$116,000
Future Funding Source 1			D/C Subtotal		\$1,435,270
Future Funding Source 2			Owner Reserves		\$209,730
Future Funding Source 3			Project Contingency		\$80,000
Total Future Funding		\$0	Project Total		\$1,725,000

Schedule Breakdown				
Feb 2025 - May 2025	Apr 2025 - Dec 2025	Jan 2026 - Apr 2026	Apr 2026 - Feb 2027	Feb 2027 - Feb 2028
PreDesign	Design	Contracts/Bidding	Construction	Closeout
Unique Schedule Impacts:	Coordinating construction with the congressmen's office. Coordinating HVAC & waterproofing to maintain occupancy Coordinating construction work and historic tree preservation			
Last Qtr	Schematic/Design Development phase started			
Next Qtr	Schematic/Design Development phase completed, Constrcution Documents started			

Project Name		Project Description			Capital Account	
South Piedmont Regional Autopsy Center		The project consists of constructing a new single-story, approximately 10,000-15,000 sf building in Wingate, NC to provide morgue and forensic pathology services to the residence of Union County as well as several surrounding Counties. The office will also be responsible for death investigations under certain circumstances and work with local, state and federal law enforcement agencies when necessary. The new facility will include autopsy stations, observation rooms, examination rooms, lab space biological processing equipment refrigeration space three to four offices, a small conference area, comprehensive ventilation and air conditioning and enhanced security.			40080222	
					10114420	
					PM: Whitaker	
Project Budget		Project Partners			10.02.2025	
\$20,824,406		State of NC	Supplied \$20M in grant funding			
		UC Medical Examiner	Responsible for operations			
Current Phase		CPL	Architect			
Design/Schematic Design		Wharton-Smith	CMAR			
		Timmons	Civil			
Progress to Completion	Schedule Lead/Lag	Est. Completion Date		Funds Encumbered	Expenses to Date	Building Size
0.0%	0 Wks Lag	10/1/2027		1%	1%	10,000-15,000 sf

Budget Revenue			Budget Breakdown		
Funding Source 1	State of NC Grant	\$20,000,000	Current Phase		
Funding Source 2	Operational Budget Revenue	\$324,406	Design	\$1,834,283	
Funding Source 3	ME Operation Funds	\$500,000	Construction	\$16,675,300	
Total Revenue		\$20,824,406	Furniture/Fixed Equipment	\$375,000	
			Construction Contingency	\$500,259	
Future Funding Source 1			D/C Subtotal	\$19,384,842	
Future Funding Source 2			Owner Reserves	\$376,503	
Future Funding Source 3			Project Contingency	\$1,063,061	
Total Future Funding		\$0	Project Total	\$20,824,406	

Schedule Breakdown				
Jun 2025 - Aug 2025	Aug 2025 - Aug 2026	May 2026 - Jul 2026	Aug 2026 - Oct 2027	Oct 2027 - Oct 2028
Advance Planning	Design	Contracts/Bidding	Construction	Closeout
Unique Schedule Impacts:	Coordination with potential UC Jail design DOT coordination with Hwy 74 driveway/entrance Early bid packages will bid in May 2026 with full construction package bidding in July 2026			
Last Qtr	Advanced Planning phase complete, begin Schematic Design phase			
Next Qtr	Schematic Design phase completed, Design Development phase starts			

Project Name		Project Description			Capital Account		
<div>UC Government Center</div> <div>First Floor Finishes and Lobby Renovation</div>		<div>Project scope consists of renovating the Government Center's main entrance and lobby to offer a well organized entrance and exit scheme to better serve employees and the public, and includes security enhancements within a new security desk, visitor management system and the addition of security tunstiles. Adjacent spaces, the main corridor, commissioners conference room, kitchenette and board room will receive new wall and flooring finishes.</div>			40080131, 40080069 and 40080190		
		Project Budget		Project Partners			PM: Simpson
		\$525,365		Gensler	A&E		10.02.2025
		Heartland Contracting	General Contractor				
Current Phase		Assa Abloy	Equipment Provider				
Construction		UC Public Communications					
Progress to Completion	Schedule Lead/Lag	Est. Completion Date		Funds Encumbered	Expenses to Date	Building Size	
40.0%	0 Wks Lag	01.01.2026		92%	8%	0	

Budget Revenue			Budget Breakdown		
Funding Source 1	UC OC	\$98,000	Current Phase		
Funding Source 2	UC FRR	\$172,734	Design	\$38,261	
Funding Source 3	UC Capital MC	\$254,631	Construction	\$389,640	
Total Revenue		\$525,365	Furniture/Fixed Equipment	\$0	
			Construction Contingency	\$34,990	
Future Funding Source 1			D/C Subtotal	\$462,891	
Future Funding Source 2			Owner Reserves		
Future Funding Source 3			Project Contingency	\$0	
Total Future Funding		\$0	Project Total	\$462,891	

Schedule Breakdown				
	May 2024 - Jan 2025	Jan 2025 - May 2025	July 2025 - Jan 2026	Jan 2026 - Jan 2027
PreDesign	Design	Contracts/Bidding	Construction	Closeout
Unique Schedule Impacts:	Temporarily relocating existing security desk and routing staff and visitor entrance to the ground floor during construction Offer visitors and Commissioners secure 1st floor access for Board meetings during construction			
Last Qtr	Connectivity pulled cables, metal stud framing, carpet and LVT installed in main hallway and commissioners meeting room			
Next Qtr	10/4/25- paint main hall and meeting room. 10/11/25 - carpet install in board room. 10/18/25 - paint in board room and wall coverings in hallway			

Notes: 1
2



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-695

Agenda Date: 11/3/2025

TITLE:

Union County Public Schools Funding Update

INFORMATION CONTACT:

Brian Matthews, County Manager, 704-292-2597

ACTION REQUESTED:

Receive information from staff.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

Staff will provide a presentation on county funding for Union County Public Schools.

FINANCIAL IMPACT:

None.



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-684

Agenda Date: 11/3/2025

TITLE:

State Budget Update

INFORMATION CONTACT:

Brian Matthews, County Manager, 704-292-2597

ACTION REQUESTED:

Receive an update on the state budget.

BACKGROUND:

Staff will provide the latest information to the Board of Commissioners regarding the status of state budget negotiations and other items of interest related to the State's budget.

FINANCIAL IMPACT:

None.



Union County, NC

Staff Report

Union County Government
Center
500 North Main Street
Monroe, North Carolina
www.unioncountync.gov

File #: 25-681

Agenda Date: 11/3/2025

TITLE:

Appointments to Boards & Committees

INFORMATION CONTACT:

Lynn West, Clerk to the Board of Commissioners, 704-283-3853

ACTION REQUESTED:

Appointment to fill the Chief of Police position on the Union County Juvenile Crime Prevention Council.

PRIOR BOARD ACTIONS:

None.

BACKGROUND:

A vacancy exists on the Union County Juvenile Crime Prevention Council (JCPC) for a Chief of Police. William "Rhett" Bolen, Monroe Police Chief has applied to fill this position.

FINANCIAL IMPACT:

None.