

**CONTRACT ROUTING FORM**

1. **Complete the information below BEFORE printing and completing items 2 through 7.** Items in red are required.

Department: County Manager's Office

Department contract file name (use effective date): JCPC\_Admin\_CountyManager\_20210701

Project Code: Click here to enter text.

Contract type: Agreement

Contracted Services/Goods: JCPC Administration

Contract Component: Other

Change Order Number/Addendum Number: Click here to enter text.

Vendor Name: Paul Atherton

Effective Date: 7/1/2021

Approved by: County Manager

Ending Date: Click here to enter a date.

Total Amount: 14,350

2. Department Head or his/her designee has read the contract in its entirety.

By: \_\_\_\_\_ Department Head signature required)

3. County Attorney has reviewed and approved the contract

County Attorney has reviewed and rejects the contract  Reason: \_\_\_\_\_

This is an automatic renewal and does not require approval from the County Attorney: Yes  No



If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes  No

5. Vendor has signed the contract. Yes  No

6. A budget amendment is necessary before approval. Yes  No

If budget amendment is necessary, please attach to this form.

7. Approval

Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.

Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

**Clerk's Office Only**

Finance Officer has signed the contract

The Finance Officer is not required to sign the contract

**THIS AGREEMENT FOR SERVICES (this "Agreement")**, made and entered into this 9<sup>th</sup> day of June, 2021 by and between Chatham County, a body politic and corporate of the State of North Carolina, (hereinafter referred to as the "County"), and Paul Atherton, (hereinafter referred to as "Contractor").

**WHEREAS**, Contractor has agreed to provide services in a professional manner in accordance with the standards of Contractor's industry and as hereinafter set forth; and

**WHEREAS**, the County wishes to enter into an Agreement with Contractor to provide the services specified in Appendix 1, Scope of Work, attached hereto and incorporated herein by reference.

**NOW THEREFORE**, in consideration of the mutual agreements described below, the parties agree as follows:

1. Term of Agreement: The initial term of this Agreement shall commence on July 1, 2021 and shall end on or before June 30, 2022.
2. Scope of Service: The Contractor shall provide to the County the Services (the "Services") set forth in the "Scope of Work" attached hereto as Appendix 1, which is incorporated herein and made an integral part of the Agreement.
3. Compensation: As compensation for the services to be provided by Contractor, the County shall pay the Contractor the amount \$14,350.00 payable in monthly installments of \$1,195.83.00 or within thirty (30) days from receipt of invoice.
4. Insurance: Contractor shall maintain insurance policies at all times with minimum limits as follows:

Worker's Compensation  
Statutory Limits

Automobile Liability  
\$250,000 bodily injury per person (BI)  
\$100,000 property damage (PD)

All insurance policies shall be issued by companies authorized to do business under the laws of the State of North Carolina and shall be rated not less than "A" by A.M. Best and Company. Contractor shall furnish Certificates of Insurance to the County, naming the County as an additional insured, prior to the commencement of operations. The certificates shall clearly indicate that Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Compliance with the foregoing requirements shall not relieve Contractor from any liability or obligations under this Agreement.

5. Confidentiality: All proprietary data and information, if any, furnished to Contractor by the County shall be regarded as confidential, shall remain the sole property of the County and shall be held in confidence and safekeeping by Contractor for the sole use of the County and Contractor under the terms of this Agreement. Contractor agrees that its officers, employees and agents will not disclose to any person, firm or entity other than the County or its designated legal counsel, accountants or practice management consultants any information about the County. Contractor agrees to carry out its obligations to the County in compliance with all privacy and security regulations required by law.

6. Status of Parties: Nothing contained in this Agreement shall be construed as establishing a partnership or joint venture relationship between Contractor and the County. Contractor and its employees and representatives are independent contractors, solely responsible for its or their performance under this Agreement and shall have no legal authority to bind the County.

7. Assignment and Subcontracting: Neither this Agreement nor any rights or obligations hereunder shall be subcontracted, assigned, or delegated by Contractor without prior written consent of the County, which consent may be withheld in the County's sole discretion.

8. Binding Effect: This Agreement shall be binding upon the parties hereto, their heirs, administrators, executors, successors and assigns, if such assignment has been approved by the County.

9. Notices: Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given on the date delivered personally or deposited in the United States Postal Service, certified mail, return receipt requested, with adequate postage affixed, addressed as follows:

Chatham County  
Attn: Dan LaMontagne  
Post Office Box 1809  
Pittsboro, North Carolina 27312

Paul Atherton  
4411 Environ Way  
Chapel Hill, North Carolina 27517

Either party may change its address for notices under this Agreement by giving written notice of such change to the other party in accordance with the terms of this paragraph.

10. Governing Law: This Agreement and the rights and obligations to the parties hereunder shall be construed and governed by the laws of the State of North Carolina and venue for any proceedings arising hereunder shall be in the state court of appropriate jurisdiction located in Chatham County, North Carolina.

11. Modifications: This Agreement may be amended or modified by the mutual written consent of the parties. A modification is not enforceable against the County unless it is signed by the County Manager, Purchasing Agent, or other duly authorized official.

12. Entire Agreement: This Agreement contains the entire agreement between the parties pertaining to the subject matter of this Agreement. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this Agreement. In the event of a conflict between any provision of this Agreement, and any provision or provisions contained in Appendix 1 or any document attached thereto or referenced therein, the provision contained in this Agreement shall control.

13. Waiver: A waiver of any provision of this Agreement must be in writing, designated as such, and signed by the party against whom enforcement of the waiver is sought. The waiver of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach thereof.

14. Termination: This Agreement may be terminated as follows:

- (i) Cause: If the services provided by the Contractor under this Agreement are determined to be unsatisfactory or unacceptable, as determined by the County Manager, this Agreement may be terminated by the County for default. Grounds for termination for default shall include, but not be limited to:
  - (a) Failure to respond to all reasonable requests from the County to provide services covered by this Agreement.
  - (b) Failure to maintain equipment in accordance with the requirements of this Agreement and with all laws.
  - (c) Lack of proper insurance as required under this Agreement.
  - (d) Charging rates or fees in excess of those provided in this Agreement.
  - (e) Inefficient, or unsafe practices in providing services.
  - (f) Other actions which impact unfavorably on the faithful performance of this Agreement.
- (ii) Convenience: The County reserves the right to terminate this Agreement upon thirty (30) days written notice to Contractor for any reason deemed by the County to serve the public interest. This termination for convenience will not be made when termination is authorized under any other provisions of this Agreement. In the event of such termination the County shall pay the Contractor those costs directly attributable to services received by the County in compliance with the Agreement prior termination. Provided, however, that no costs will be paid to the Contractor which are recoverable in the Contractor's normal course of doing business. The County is not liable for loss of any profits anticipated to be made hereunder, nor for any special, consequential or similar damage.

15. Annual Appropriations and Funding: This Agreement is subject to the annual appropriation of funds by the NC Division of Public Safety Division of Juvenile Justice and the Chatham County Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement by the State, the County Chatham County Services Agreement

shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment for all service satisfactorily provided under this Agreement up to and through the Contractor's receipt of notice of termination.

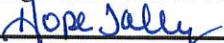
16. Indemnity: Contractor agrees to indemnify and hold harmless the County, its officers, agents, servants, and employees from any and all claims, actions, lawsuits, losses, damages, expenses, judgments, or liabilities of any kind whatsoever (including without limitation, cost of defense and attorney fees) suffered by the County and proximately caused by an act or omission of Contractor, its subcontractors, agents, or employees.

17. County Policy: The County opposes discrimination on the basis of race and sex and requires all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under County contracts.

18. State and Federal Requirements; County Terms and Conditions: By signing this Agreement Contractor certifies that (if applicable) Contractor, and any of Contractor's subcontractor are in compliance with State and Federal laws, including any divestment list by the NC State Treasurer, and Federal or State debarment or suspension lists. The County Terms and Conditions are incorporated herein and made an integral part of this Agreement, and may be found at the County's web site: <http://www.chathamnc.org/finance>. A hard copy of the Terms and Conditions is available upon request.

19. Controlling Document: In the event of any conflict between this Agreement and any document, instrument, or agreement prepared by Contractor (including, without limitation, Contractor's purchase orders, invoices and warranties), the terms of this Agreement shall control.

**IN WITNESS WHEREOF**, the parties have executed this Agreement in their official capacities with legal authority to do so.

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.  
  
\_\_\_\_\_  
Hope Tally, Finance Director

**Chatham County:**  
  
By: \_\_\_\_\_  
Dan LaMontagne, County Manager

**Contractor**  
By:  \_\_\_\_\_  
Paul Atherton  
4411 Environ Way  
Chapel Hill, North Carolina 27517  
athertop@gmail.com  
919.441.0171

## APPENDIX 1

### SCOPE OF WORK

**PROJECT NAME:** Juvenile Crime Prevention Council (JCPC) Administration

**SCOPE OF SERVICE:**

- Schedule JCPC meetings
- Prepare, distribute/email meeting agendas and meeting minutes to JCPC Members
- Prepare and distribute meeting minutes for JCPC council meetings and sub-committee meetings
- Facilitate and ensure the completion of the JCPC Annual County Plan; Program Agreements; Administration Budget; Budget Revisions; Third Quarter Accounting; Final Accounting and any other duties according to the Juvenile Justice and Delinquency Prevention (DJJDP) and JCPC Annual Task Calendar in accordance with the timeframes established by the state
- Ensure that all budgets submitted to the County Finance Director for signature are correct
- Assist with data collection and data base management as needed
- Coordinate the monitoring of JCPC programs with the JCPC monitoring committee according to DJJDP guidelines
- Facilitate new initiatives released by the DJJDP as needed
- Collaborate with the Chatham JCPC Chair, the regional Area Consultant of the NC Department of Public Safety (DPS), the Chief Court Counselor for the 15<sup>th</sup> judicial district, program providers and others seeking to address improvements and needs in program services.
- Assist JCPC Chair as needed

**TOTAL COSTS:** As compensation for the services to be provided by Contractor, the County shall pay the Contractor the amount \$14,350.00 payable in monthly installments of \$1,195.83 within thirty (30) days from receipt of invoice.

**COMPLETION DATE:** June 30, 2022