

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): RTT\_ManagersOffice\_20230701  
Project Code: Click here to enter text.  
Contract type: Agreement  
Contracted Services/Goods: Housing Preservation/Rehab  
Contract Component: Master  
Change Order Number/Addendum Number: Click here to enter text.  
Vendor Name: Rebuilding Together of the Triangle  
Effective Date: 07/01/2023  
Approved by: Commissioners  
Date approved by the BOC: 07/20/2023  
Ending Date: Click here to enter a date.  
Total Amount: \$100,000.00

Please Return Contract to:  
Name: Leah Dyson  
Email: leah.dyson@chathamcounty.nc.gov  
Special Instructions for Clerks  
Office:

2. Department Head or his/her designee has read the contract in its entirety.  
By: *Leah Dyson* (Department Head signature required)

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

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 is Funded by Federal Dollars

FY 23

**AGREEMENT FOR GOODS AND/OR SERVICES**

**CHATHAM COUNTY**

**NORTH CAROLINA**

**THIS AGREEMENT FOR GOODS AND/OR SERVICES** (this "Agreement"), made and entered into by and between Chatham County ("County") and Rebuilding Together of the Triangle ("Contractor");

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

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

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

1. **Term of Agreement**: The term of this Agreement shall commence on July 1, 2023 and end on June 30, 2024 unless terminated as hereinafter set forth.

2. **Scope of Service**: The Contractor shall provide to the County the goods and/or services (the "Services") set forth in the "Scope of Work" attached hereto as Appendix 1.

3. **Compensation**: As compensation for the Services to be provided by Contractor, the County shall pay the Contractor the sum of \$100,000.00, payable within thirty (30) days from receipt of proper invoice, or as otherwise set forth in Appendix 1.

4. **Insurance**: Contractor shall maintain insurance policies at all times with minimum limits as follows:

Worker's Compensation	Automobile Liability	General/Professional Liability
\$250,000 bodily injury per person	\$250,000 bodily injury per person	\$100,000 bodily injury per person
	\$100,000 property damage	\$500,000 bodily injury per occurrence
		\$100,000 property damage

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 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 confidential 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. **Intellectual Property Owned by Contractor**: This Agreement is subject to the North Carolina public records law, and Contractor should consult legal counsel before signing this document if Contractor is unsure of its intellectual property status under these statutes.

7. 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.

8. 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.

9. 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.

10. 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:

<p>Contractor Name: Rebuilding Together of the Triangle Attn: Dan Sargent 2201 Brentwood Road, Suite 109 Raleigh, North Carolina 27604 919.996.0999 Email: dsargent@rttriangle.org</p>	<p>Chatham County Attn: Dan J. LaMontagne Post Office Box 1809 Pittsboro, North Carolina 27312 919.542.8531 Email: DanLaMontagne@ChathamCountyNC.gov</p>
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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 provisions of this paragraph.

11. 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.

12. Modifications: This Agreement may be amended or modified only 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.

13. 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.

14. 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.

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

(i) Cause: If the services provided by Contractor under this Agreement are not performed as specified herein, this Agreement may be terminated by the County for cause. Grounds for termination for cause shall include, but not be limited to, the following:

- (a) Failure to respond to reasonable requests from the County to provide the Services covered by this Agreement.
- (b) Failure to keep and maintain any equipment required for the performance of this Agreement in good working order and in compliance and with all laws.
- (c) Failure to properly recycle any electronic equipment as specified in Article 9, Chapter 130A of the North Carolina General Statute, or failure to comply with any statutory requirement included in the formal bid request, as provided in the bid packet, which bid packet is incorporated herein by reference.
- (d) Failure to maintain the insurance required by this Agreement.
- (e) Charging rates or fees in excess of those permitted under in this Agreement.
- (f) Inefficient, or unsafe practices in providing Services.
- (g) The material breach of any provision of this Agreement.

(ii) Convenience: The County reserves the right to terminate this Agreement upon thirty (30) days prior 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 provision of this Agreement. In the event of such termination the County shall pay the Contractor its costs directly attributable to those Services received by the County prior to termination that meet the requirements of this Agreement. 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 the loss of any profits anticipated to be made hereunder, nor for any special, consequential or similar damage.

16. Annual Appropriations and Funding: This Agreement is subject to the annual appropriation of funds by the Chatham County Board of Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, the County 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.

17. 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.

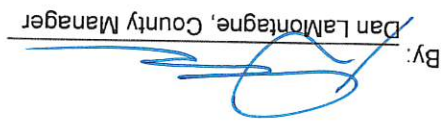
18. County Policy: The County opposes discrimination on the basis of race and sex and requires all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under County contracts.

19. State and Federal Requirements: County Terms and Conditions: By signing this Agreement, Contractor certifies that (if applicable) Contractor, and any of Contractor's subcontractors 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.chathamcountync.gov/finance>. A hard copy of the Terms and Conditions is available upon request.

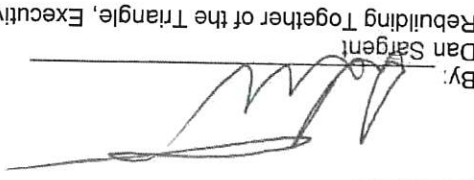
20. Controlling Document: In the event of any conflict between this Agreement and any document, instrument, or other agreement prepared or provided by Contractor (including, without limitation, Contractor's purchase orders, invoices and warranties), the terms of this Agreement shall control.

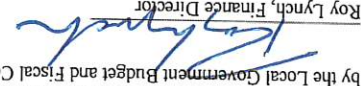
**IN WITNESS WHEREOF**, the parties have executed this Agreement in their official capacities with legal authority to do so.

Chatham County

By:   
Dan LaMontagne, County Manager

Contractor

By:   
Dan Sargent  
Rebuilding Together of the Triangle, Executive Director

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act  
  
Roy Lynch, Finance Director

**APPENDIX 1**

**SCOPE OF WORK:** Housing Preservation/Rehab

**PROJECT NAME:** Emergency Critical Home Repairs for Vulnerable Chatham Households in Need

**SCOPE OF SERVICES:**

Contractor will provide critical emergency home repairs, modifications, efficiency upgrades, and other affordable housing solutions as necessary to keep 55 low-income Chatham County homeowners and their families in safe, healthy homes.

Proposed Households Served (based on 2022 income limits)

< 30% AMI – up to 22 households  
31-60% AMI – 30 households  
61-80% AMI – 3 households  
Total proposed: 55 households

Contractor proposes continuing last year's work by selecting homeowners from the Contractor's waiting list who have completed Contractor's application/verification processes. Projects are prioritized based on need, urgency, and time spent on the waiting list. Contractor will then conduct a site visit to determine what repairs and modifications are needed; this includes an assessment of the homeowner's health and individual needs so that Contractor can ensure the completed project will achieve the intended goals for the household.

After determining the work scope, Contractor will match each project with resources, procuring repair estimates from subcontractors, pulling permits, and scheduling volunteers. Contractor staff provides construction oversight, supervising volunteers and subcontractors and completing some repairs directly. Each project is different – some take one day, while others take months to complete. Contractor commits to making the emergency repairs each homeowner needs for a safe, healthy home, while also serving as many individuals as possible with Contractor's limited resources. Once repairs are completed, Contractor typically surveys homeowners. They report improved mobility, better respiratory function, lower utility bills, and other permanent, positive changes to their quality of life.

**County Housing Trust Fund Reporting Requirements:**

- Contractor shall provide a report no later than 60 days after all County funds are spent to County staff that includes the following information:
  - # of households served
    - # of households by special population (55+, disabled, veterans)
    - # of households by income level (2022 AMI)
  - Average cost per home
  - Description of any leveraging of funds or combination of county funds with other sources
  - Photos (with client permission)
  - Geographic disbursement of resources by zip code if possible
- Contractor shall attend an Affordable Housing Advisory Committee (AHAC) meeting and provide a presentation that includes, but is not limited to, the above information. The presentation should be scheduled no later than 60 days after all County funds are spent but may take place at a later date as permitted by the County.

**TOTAL COSTS/TOTAL VALUE OF REIMBURSEMENT: \$100,000.00**

**NUMBER OF PAYMENTS: One**