

CONTRACT ROUTING FORM

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

Department: Water-Distribution

Department contract file name (use effective date): 07/01/2024

Project Code: UTCOL

Contract type: Contract

Contracted Services/Goods: Print, insert and mail monthly water bills.

Contract Component: Master

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

Vendor Name: Diversified Companies 3530

Effective Date: 07/01/2024

Approved by: County Manager

Date approved by the BOC: Click here to enter text.

Ending Date: 6/30/2025

Total Amount: \$54,500.00

Please Return Contract to:

Name: Jenny

Williams _____

Email: jenny.williams@chathamcou
ntync.gov _____

Special Instructions for Clerks

Office:

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

By: Jenny Williams (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

05/08/2024

Chatham County Tax Administrator
 Attn: Jenny Williams
 192 West Street
 Pittsboro, NC 27312

Dear Jenny Williams,

This Letter of Authorization ("LOA") will confirm the Chatham County Tax Administrator request for the following printing services at the price(s) indicated below:

Utility Notices – Statement Style

Description	Pricing*
<ul style="list-style-type: none"> #10 generic double window envelope, 1-color imprint, white stock #9 generic return envelope, 1-color imprint, white stock 8.5 x 11 letter, 2-sided, color print, white 1/3 perforated stock Variable data imprint All processing, printing, and mailing services therein 	\$0.165 per notice
Flats: When multiple notices are grouped into a single envelope, those groupings with 6+ notices must be inserted into a 9 x 12 envelope with a special mailing cover sheet	\$1.00 per envelope
One Time Initial Set-up Fee for Art and Data	\$0.00
<i>*pricing does not include Track N Trace or Variable QR Codes</i>	
<i>*pricing does not include postage, which is required prior to mailing date</i>	
Please reference last page regarding postage Est. Number of Notices: 11,000 Number of Cycles: 1 per month Est. Start Date: Ongoing	

Additional Services and Add-Ons

Description	Pricing	Initials for Approval
Track N Trace	See attached information sheet	
E-Register & E-Deliver	See attached information sheet	
PDF file of notices in a single file format	\$75.00 per mailing	
PDF File of notices as individual PDFs	\$75.00 per mailing plus \$0.01 per converted PDF notice	

We strongly encourage you to have your data files "process ready". Though not preferred, our Data Dept. can assist, should your data require calculations, modifications, re-writes, etc. If this is the case an additional fee of \$125.00 per hour will be reflected in the services portion of your DivcoData Invoice. Processing of additional data files due to client issues will incur additional charges. In some occurrences this may delay your expected mail date(s), please consult with your DivcoData Account Manager and/or Account Executive.

For Utility Notices, a drawn down account for postage must be set up in advance of each quarter and at least 15 days prior to first mailing. On the date of each mailing, Diversified (DivcoData) will draw money out of your postage account to cover the USPS expense. Record of incoming and outgoing transactions on this account are available by request at any time. Once each mailing is completed, an invoice for the postage, printing and mailing services will be generated and emailed to you for your records.

Consistent with USPS requirements that postage be paid upon delivery to the post office, we require that our clients who choose to use our USPS mailing permit maintain an escrow account with DivcoData sufficient to cover postage for three (3) months' worth of estimated postage. In the event the escrow account is not sufficient to cover postage for a mailing, a \$0.02 convenience fee will be added for services on your mailing jobs until the escrow account is replenished.

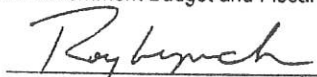
The term of this Agreement will begin on the date of this Agreement and will remain in full force and effect for 12 months from the date of the Agreement, subject to earlier termination as provided in this Agreement, with the said term being capable of extension by mutual written agreement of the parties. In the event that either party wishes to terminate this Agreement, that party will be required to provide a notice period of 90 days.

Acceptance

Accepted: Diversified Companies, LLC (DivcoData)
By: Amanda Wood
Title: Account Executive
Date: 05/08/2024

Accepted: Chatham County
By: 
Title: County Manager
Date: 5/28/2024

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.


Roy Lynch, Finance Officer