

**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): 20230701  
Project Code: Matt Schexnayder S2 Lingua Office\_20230701  
Contract type: Agreement  
Contracted Services/Goods: S2 Lingua-Translation Services  
Contract Component: Choose an item.  
Change Order Number/Addendum Number: [Click here to enter text.](#)  
Vendor Name: Matt Schexnayder  
Effective Date: 07/01/2023  
Approved by: County Manager  
Date approved by the BOC: [Click here to enter text.](#)  
Ending Date: 6/30/2025  
Total Amount: \$60,000.00

Please Return Contract to:  
Name: **Brenda Clegg**  
Email: Brenda.clegg@chathamcountync.gov  
Special Instructions for Clerks  
Office:

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

By: *Brenda Clegg* (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

NORTH CAROLINA  
CHATHAM COUNTY

**FIRST AMENDMENT TO AGREEMENT**

This First Amendment to the Agreement (this "Amendment") is made and entered into this 12th day of September, 2023 by and between Chatham County (the "County") and Matt Schexnayder (the "Contractor").

**RECITALS**

- A. The County and the Contractor entered into the original Agreement effective July 1, 2021.
- B. The County has requested that the Agreement be amended to change the Term of Agreement termination date from June 30, 2023 to June 30, 2025.
- C. The County has requested that the Compensation be amended to the County shall pay the Contractor the sum not to exceed \$30,000.00.
- D. The Contractor has agreed to amend the Agreement as requested by the County.

NOW, THEREFORE, in consideration of the mutual covenants and the conditions contained herein, the County and Contractor agree as follows:


- 1. The Term of Agreement is amended to change the termination date to June 30, 2025.
- 2. The Compensation is amended to the County shall pay the Contractor an amount not to exceed \$60,000.00 over the two-year period of time.

AGREEMENT TO REMAIN IN FULL FORCE AND EFFECT. Except for the Amendment set forth above to amend the Term of Agreement, the Agreement commencing July 1, 2021 shall remain in full force and effect.


CHATHAM COUNTY

BY:   
Dan LaMontagne, County Manager

CONTRACTOR

BY:   
Matt Schexnayder  
5000 Centregreen Way #500  
Cary, North Carolina 27513

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

  
Roy Lynch, Finance Director