

**CONTRACT ROUTING FORM**

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

Department: Library

Department contract file name (use effective date): NC Department of Natural & Cultural

Resources\_Library\_2024/09/06 2025/01/02

Project Code:

Contract type: Other

Contracted Services/Goods: Exhibit

Contract Component: Other

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

Vendor Name: NC Department of Natural & Cultural Resources

Effective Date: 01/02/2025

Approved by: County Manager

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

Ending Date: Click here to enter a date.

Total Amount: 0.00

Please Return Contract to:

Name: Amanda Gielli

Email: amanda.gielli@chathamlibraries.org

Special Instructions for Clerks

Office:

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

By: Cathy M. Bailey (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

# Outgoing Loan Agreement

## N.C. Department of Natural and Cultural Resources

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Outgoing Loan No. GB2022.2

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### Lending Institution (Lender): North Carolina Department of Natural and Cultural Resources

(Street/Box): 109 E. Jones Street/4601 Mail Service Center Telephone: 919-814-6776  
(City, State, Zip): Raleigh, NC 27601 Fax Number: 919-733-8807  
Contact (please print): Vincentt Sutton Email: vincentt.sutton@dncr.nc.gov  
Shipping Address (if different): MSC 4610, Raleigh NC 27699-4610

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### Borrowing Institution (Borrower):

(Department): Chatham County Telephone: 919.452.8200  
(Street/Box): PO Box 1809 Fax Number: 919.542.8272  
(City, State, Zip, Country): Pittsboro, NC 27312 Email: Christy.bondy@chathamcountync.gov  
Responsible Official (Borrower): Christy Bondy Title: Library Director  
Shipping Address (if different): 197 NC 87 N, Pittsboro, NC 27312

Check one:  DNCR  non-DNCR

Check one:  Federal  State  County  Local  Research or Educational Institution

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### Purpose of Loan:

Exhibit  Study  Conservation  Exhibit Preparation  Storage  
 Collections Management (including cataloging and storage)  Other (describe):

Credit Line:

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**Objects in Loan:**  List Attached

8 retractable exhibit panels and video display

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**Initiation Date:** 1/2/2025

**Termination Date:** 1/31/2025

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### Insurance and Shipping/Packing:

Insurance to be waived  To be carried by Borrower

Insurance company:

Policy No:

Outgoing packing by:  Lender  Other:

Return packing by:  Borrower  Other:

Method of shipping: Outgoing: delivery

Return: pick-up

Charges to Borrower:  No  Yes (describe):

N.C. Department of Natural and Cultural Resources  
**Outgoing Loan Agreement (continued)**

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**Loan Conditions:**

Outgoing loans are subject to the terms and conditions noted on the attached Conditions for Outgoing Loans.

Facilities form required:  Yes  No

Additional Loan Conditions:

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**Signatures:**

On initiation of this agreement: The undersigned borrower is an authorized agent of the borrowing institution. Signature indicates agreement to terms specified in this loan agreement and attached conditions.

Please sign both copies and return the original to Lender at the address above.

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Name of Authorized Official (Lending Institution), Title (Please print)

Signature

Date

9/11/2024

Dan La Montagne County Manager

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Name of Responsible Official (Borrowing Institution), Title (Please print)

Signature

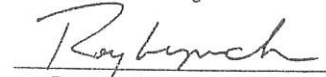
Date

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**Return Status:**

Complete  Partial (list catalog numbers and date of return):

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



Roy Lynch, Finance Officer

Extension Termination Date:

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**Return of Loan:**

The undersigned is an authorized agent of the lender. Signature acknowledges receipt of all material in good condition or in condition as noted on this agreement or in attached object condition report(s). A signed copy is sent to the borrower to acknowledge the return of the loan.

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Authorization Name (Please print)

Signature

Date

9/11/2024