

**CONTRACT ROUTING FORM**

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

Department: Environmental Quality

Department contract file name (use effective date): BarefootPressInc\_EnvironmentalQuality\_20241101

Project Code: Click here to enter text.

Contract type: Agreement

Contracted Services/Goods: Decal Printing and Mailing

Contract Component: Master

Change Order Number/Addendum Number: Click here to enter

text. Vendor Name: Barefoot Press Inc.

Effective Date: 11/01/2024

Approved by: County Manager

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

Ending Date: Click here to enter a date.

Total Amount: See Appendix

Please Return Contract to:

Name: Sonya Gilliland

Email:sonya.gilliland@chathamcountync.gov

Special Instructions for Clerks Office:

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

NORTH CAROLINA

AGREEMENT FOR GOODS AND/OR SERVICES

CHATHAM COUNTY

**THIS AGREEMENT FOR GOODS AND/OR SERVICES** (this "Agreement"), made and entered into this 1<sup>st</sup> day of November 2024 by Chatham County, a corporate and body politic of the State of North Carolina (the "County") and Barefoot Press\* (the "Contractor"). Either the County or the Contractor may be referred to herein as a "Party" or collectively as the "Parties."

**WHEREAS**, the 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 mutual agreement described below, the Parties agree as follows:

1. **Term of Agreement:** The term of this Agreement shall commence on November 1, 2024 and end on June 30, 2027, unless terminated hereinafter set forth.
2. **Scope of Service:** The Contractor shall provide to the County the goods and/or service (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 the Contractor, the Contractor shall invoice the County based on the pricing in Appendix 1, payable within thirty (30) days from receipt of proper invoice.
4. **Insurance:** Contractor shall maintain insurance policies as shown in Appendix 2 for the entire term of this Agreement as well as any subsequent amendments.

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. Contractors shall furnish Certificates of Insurance to the County, *naming the County as an additional insured*, prior to the commencement of Services. The certificates shall clearly indicate that Contractor has obtained insurance of the type, amount, and classifications 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.

The County requires all that all contractors carry workers' compensation insurance. The County recognizes that contractors with fewer than three employees are not statutorily required to carry said insurance. The County reserves the right to waive the requirement to carry workers' compensation insurance on a case-by-case basis. If the contractor's status changes during the term of an agreement and worker's compensation insurance becomes statutorily required, the contractor must provide proof of said coverage to the County.

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 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 may be released upon request. Not all "Trade Secrets" will qualify as protected under N.C.G.S. §132-1.2 and 66-152.

- b. 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 that 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 Services 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 an 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. State and Federal Requirements: 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, 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.
19. 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.

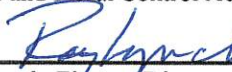
**IN WITNESS WHEREOF**, the Parties have executed this Agreement in their official capacities with legal authority to do so.

**CHATHAM COUNTY**


By: 

Dan LaMontagne, County Manager

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

  
Roy Lynch, Finance Director

**CONTRACTOR**

By:  FOR BAREFOOT PRESS, INC.

Name: Richard Kilby

Title: Owner

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, address as follows:

Chatham County  
Attn: County Manager  
Post Office Box 1809  
Pittsboro, North Carolina  
919.542.8200

Barefoot Press  
Attn: Richard Kilby  
731 Pershing Road  
Raleigh NC 27608  
336-880-3068  
rich@barefootpress.com

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 the 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 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 provisions of this Agreement shall not operate or be construed as waiver of subsequent or other breach thereof.
15. Termination: This Agreement may be terminated as follows:
  - a. 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:
    - i. Failure to respond to reasonable requests from the County to provide the Services covered by this Agreement.
    - ii. 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.
    - iii. Failure to maintain the insurance required by this Agreement.
    - iv. Charging rates or fees in excess of those permitted under this Agreement.
    - v. Inefficient, or unsafe practices in providing Services.
    - vi. The material breach of any provision of this Agreement.

**SCOPE OF WORK:** Decal Printing and Mailing Specifications

Decals will be mailed by the end of January of each calendar year.

Price per decals (approximately 62,000 decals)- **\$0.09** – pricing subject to change, quote valid for 30 days from this date.

- Approximately 3 x 3 inches **Octagon shape**
- 2 per sheet, approximately 3 x 7 inches
- One color UV resistant ink
- Decals are die cut into shapes, and must be printed with a white background
- Decals will go inside of car windshield

Price per 8.5 x 11 flyer (one flyer for per each set of decals mailed) – **Full Color \$0.11 One Color \$0.10**  
Approximately 31,000 flyers

- 100% post-consumer recycled 70# text
- Two sided
- Price for full color
- Price for one color
- Flyers are tri-folded

Price per envelope - **\$0.08 each** Approximately between 29,000 and 31,000 envelopes

- 30% post-consumer recycled content
- #10
- With imprint on front (same color as decal one color)
- Imprint current resident on envelope
- Imprint address on envelope

Price per mailing service - **\$ see below**

- Insert flyer and to all addresses that need 25 or less sets of decals
- Addresses will be provided (using excel, number of inserts needed, name and address)
- Provide price for use of postal permit, CASS Certification, Lookup and add IMB, Sort, NCOA move update and prepare postal paperwork and drop mail at SCF postal facility.
- Postage estimate based on mailings
- Note: We do not have a postal permit number
- **Provide shipping estimates in pricing – actual postage cannot be determined until the final mailing list is received and processed**

NCOA and CASS certify mailing list – required by USPS \$68.00 – set/one-time cost

Delivery to Greensboro, NC SCF for best postal rate \$232.00 – set/one-time cost

Costs for inserting flyers and decal strips, inkjet printing addresses and barcodes, sealing envelopes.

Sorting and preparation for delivery to USPS SCF location for mailing. Actual costs will be calculated after list is received.

|               |                |                |                |
|---------------|----------------|----------------|----------------|
| 1 \$0.12 each | 9 \$1.76 each  | 17 \$3.35 each | 25 \$4.87 each |
| 2 \$0.20 each | 10 \$1.96 each | 18 \$3.54 each |                |
| 3 \$0.54 each | 11 \$2.16 each | 19 \$3.73 each |                |
| 4 \$0.74 each | 12 \$2.36 each | 20 \$3.92 each |                |
| 5 \$0.95 each | 13 \$2.57 each | 21 \$4.11 each |                |
| 6 \$1.15 each | 14 \$2.77 each | 22 \$4.30 each |                |
| 7 \$1.35 each | 15 \$2.97 each | 23 \$4.49 each |                |
| 8 \$1.55 each | 16 \$3.16 each | 24 \$4.68 each |                |

Stuff envelopes – 2,500 **\$250.00**

- Insert flyer and one set of decals into envelope
- Do not seal envelopes

Remaining decals (2 per sheet), sheets (sheets tri-folded), and envelopes sent to our office.

**COMPLETION DATE: June 30, 2027**

**APPENDIX 2**

**INSURANCE REQUIREMENTS**

The County is waiving proof of insurance.