



CHAPEL HILL TRANSIT

**REQUEST FOR BIDS (RFB)
EMBROIDERED UNIFORMS & ACCESSORIES**

DATE: May 13, 2026

BID #: P26-125

TO: ALL PROSPECTIVE BIDDERS

FROM: PURCHASING AND CONTRACTS MANAGER

SUBJECT: REQUEST FOR BIDS - EMBROIDERED UNIFORMS & ACCESSORIES

DATE AND TIME BIDS ARE DUE: June 4, 2026, AT 2:00 PM EST

Pursuant to Section 143-129 of the General Statutes of North Carolina, sealed bids for the **RFB # P26-125 Embroidered Uniforms & Accessories** to be furnished to the Town of Chapel Hill, N.C. will be received by the Purchasing & Contracts Manager at the Town Hall, 405 Martin Luther King Jr. Blvd., Chapel Hill, North Carolina, until the date and time specified above, at which time they will be publicly opened and read.

Project Summary: The purpose of this procurement is to supply Chapel Hill Transit with Embroidered Uniforms & Accessories, provide a designated web ordering site, tailoring services, and a designated sales representative for approximately 200 employees.

CHT PROCUREMENT — SCOPE & PROCESS QUESTIONS	PURCHASING — SUBMISSIONS & PROCEDURES
Bobbiette Glover Procurement Analyst & DBELO Chapel Hill Transit bglover@chapelhillnc.gov	Lenore Bishop Purchasing & Contracts Manager Town of Chapel Hill, BMD lbishop@chapelhillnc.gov (919) 969-5022

SECTION 1 — NOTICE TO BIDDERS

1.1 This Request for Bid (RFB) Package Includes

- Section 1 — Notice to Bidders
- Section 2 — General Terms and Conditions
- Section 3 — Scope of Work
- Section 4 — Bid Submission Requirements
- Section 5 — Required Forms
- ATTACHMENT A — Sample Contract Form

1.2 Projected Solicitation Schedule

MILESTONE	TARGET DATE	NOTES
RFB Issued / Advertised	Wednesday, May 13, 2026	Posted to Town Website
Pre-Bid Conference (non-mandatory)	Tuesday, May 19, 2026 — 2:00 PM EST	On-site at CHT Operations Facility; tour of facility, locker rooms, and uniform storage
Written Questions Deadline	Friday, May 22, 2026 — 12:00 PM EST	Email all questions to Bobbiette Glover, bglover@chapelhillnc.gov prior to the deadline.
Addendum Issued (if required)	Wednesday, May 27, 2026	All questions received by the deadline will be answered via an addendum.
Bid Submission Deadline + Public Bid Opening	June 4, 2026 — 2:00 PM EST	All bids must be received prior to the deadline. Location: Town of Chapel Hill - Town Hall 405 Martin Luther King Jr. Blvd. Chapel Hill, NC 27514
Notice of Award	Monday, June 10, 2026	Written notification to lowest responsive, responsible bidder.
Contract Execution	June 24, 2026	Contract to be signed and services can begin.

1.3 Pre-Bid Conference.

A non-mandatory pre-bid conference will be held on **Tuesday, May 19, 2026, at 2:00 PM** at the Chapel Hill Transit Operations Facility, 6900 Millhouse Road, Chapel Hill, NC. Attendance is optional but strongly encouraged.

The pre-bid conference will include a facility tour covering locker rooms, uniform storage areas, and operations spaces. Vendors are encouraged to attend to assess scope, employee volume, and operational requirements in person.

1.4 Questions and Addenda.

Any questions that arise after the pre-bid conference must be submitted in writing to Bobbiette Glover at BGlover@chapelhillnc.gov. All questions must be received by **12:00 PM ET on May 22, 2026**, to be answered in an addendum.

All emailed questions shall use the subject line shall read **"RFB # P26-125 Embroidered Uniforms & Accessories."**

All questions and responses will be compiled and issued as an addendum posted to the Town's website at www.chapelhillnc.gov by Wednesday, May 27, 2026.

1.5 Bid Submission.

All bids must be mailed or hand delivered to the Purchasing & Contracts Manager at the Town of Chapel Hill Town Hall, 405 Martin Luther King Jr. Blvd., Chapel Hill, North Carolina by **2:00 PM EST on June 4, 2026**. Bids shall be enclosed in a sealed envelope addressed to the Purchasing & Contracts Manager, Town of Chapel Hill, 405 Martin Luther King Jr. Blvd., Chapel Hill, North Carolina 27514, and clearly be marked **"RFB # P26-125 Embroidered Uniforms & Accessories."**

All bids must include a flash drive with a copy of all of the completed Bid Forms along with the Price Schedule in filled out in Excel. If there is a conflict between the Excel spreadsheet and the paper copy of the Price Schedule, the information on the paper copy will prevail.

1.6 Bid Opening.

All bids received will be opened promptly and read at **2:00 PM EST on June 4, 2026**, in Room 102 in Town Hall. Bids received after the posted deadline will not be accepted or considered regardless of the reason for lateness. All bids must include the completed Price Schedule (Bid Proposal Form), required affidavits, and any requested supporting documentation in paper format and a copy shall be included on the Flash Drive.

1.7 Contract Term.

The resulting contract will be for the ordering period beginning upon execution through June 30, 2027 (Base Year). Upon mutual agreement and before the expiration of the then-current term, parties may negotiate up to four (4) one-year extensions.

1.8 Responsiveness.

A bid will be considered responsive if all required documents are submitted by the deadline, including the completed Price Schedule, all required certifications, and at least three references. Non-responsive bids will not be evaluated further.

1.9 Responsibility.

The Town reserves the right to verify bidder qualifications including reference checks, prior project performance, and regulatory compliance. Bidders must demonstrate the capability to perform the work in a timely and professional manner. CHT will verify vendor standing through the North Carolina Secretary of State prior to award.

1.10 Reservation of Rights.

The Town of Chapel Hill reserves the right to reject any and all bids for any reason or no reason, to waive minor informalities, and to accept the bid most favorable to the Town.

Bids must remain valid for 60 days after the bid opening date.

SECTION 2 — GENERAL CONDITIONS TO THE CONTRACT

2.1 Open Records.

Information submitted to the Town of Chapel Hill is public information and is available upon request in accordance with the North Carolina Public Records Law, NCGS Chapter 132.

2.2 Preparation Costs.

The Town of Chapel Hill will not pay any cost associated with the preparation, submittal, or evaluation of any bid.

2.3 Insurance.

The successful bidder shall procure and maintain during the life of the contract, including all option years, the following minimum insurance coverages. Evidence of current valid insurance must be submitted prior to contract execution and maintained for the full duration of the contract period.

- a. **Workers' Compensation:** Coverage to apply for all employees for statutory limits in compliance with applicable state and federal laws. The policy must include employer's liability with a limit of \$100,000 for each accident, \$100,000 bodily injury by disease for each employee, and \$500,000 for the disease policy limit.
- b. **Commercial General Liability:** Minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability.
- c. **Business Automobile Policy:** Minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability, including owned vehicles, hired and non-owned vehicles, and employee non-ownership.
- d. The Town of Chapel Hill shall be named as an additional insured on the Commercial General Liability and Business Automobile policies. Certificates of Insurance must be submitted on an Accord 25 form or similar. Certificates shall provide for 30 days written notice to the Town in the event of cancellation or material modification of any stipulated insurance coverage. The Town may require evidence of supplementary insurance coverages based on the nature of services provided.

2.4 Indemnification and Hold Harmless.

The Company agrees to indemnify and hold harmless the Town of Chapel Hill and its officers, agents, and employees from all loss, liability, claims, or expense (including reasonable attorneys' fees) arising from bodily injury, including death or property damage to any person or persons proximately caused in whole or in part by the negligence or willful misconduct of the Company, except to the extent same are caused by the negligence or misconduct of the Town. Contrary to any provision that may be contained in any exhibit attached hereto, the Town shall not consent to limitations of Company liability for amounts less than the amount of insurance coverage under this agreement. Any provision that may be contained in any exhibit attached hereto that calls for the Town to indemnify the Company shall be only to the extent allowed by law.

2.5 E-Verify.

The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Pursuant to NCGS 143-133.3(c)(2), contracts solely for the purchase of apparatus, supplies, materials, and equipment are exempt from this E-Verify provision.

2.6 Non-Discrimination.

The Company contractually agrees to administer all functions pursuant to this agreement without discrimination because of race, creed, sex, national origin, age, economic status, sexual orientation, gender identity or gender expression.

2.7 Federal and State Legal Compliance:

The Company must be in full compliance with all applicable federal and state laws, including those on immigration.

2.8 Prohibited Contract Terms.

In no event shall there be any of the following unless Town's express written agreement is obtained: (1) any limitation on, or disclaimer of, implied or express warranties or the liability of the Company; (2) any limitation on damages, including a limitation of consequential damages; (3) any requirement for arbitration or for mandatory mediation; (4) any requirement that Town officials or employees keep information confidential or any requirement that records be kept confidential by the Town unless the requirement for confidentiality meets the requirements of the Public Records Law.

2.9 Contract Form.

The contract to be awarded will be in the form of the Town of Chapel Hill's contract. A sample contract is included as ATTACHMENT A. This is a locally funded procurement. No federal assistance contract terms apply.

2.10 Non-Appropriation of Funding.

The Contractor acknowledges that the Town is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are unavailable and not appropriated, this contract shall automatically expire without penalty to the Town upon thirty (30) days written notice.

SECTION 3 — SCOPE OF WORK

3.1 Overview

The purpose of this procurement is to supply Chapel Hill Transit with Embroidered Uniforms and Accessories, provide a designated web ordering site, tailoring services, and a designated sales representative.

Chapel Hill Transit (CHT) provides public transportation services to residents and visitors of the Chapel Hill, Carrboro, and University of North Carolina communities. CHT transit operators are the initial and primary point of public contact and serve as ambassadors for CHT and the Town of Chapel Hill. Professional appearance is essential to that role.

CHT provides a uniform allowance to all operators and program support staff to use toward the purchase of embroidered apparel and accessories per fiscal year. Chapel Hill Transit has approximately 200 employees who qualify for a uniform allowance ranging from \$350 to \$400 depending on position.

3.2 Required Services.

The resulting contractor shall deliver, upon order by an authorized ordering official, on an FOB Destination basis at the prices submitted as part of this RFB. Each submission shall include detailed information confirming the vendor performs all of the following services. The successful contractor will provide:

a. Embroidery Apparel & Accessories.

CHT provides a select catalogue of apparel and accessories for operators and supervisors to order from each fiscal year. Apparel sizes must be available in a wide variety of sizes and colors with options for tall for men. All shirts, jackets, cardigans, vests, and similar items will be embroidered or screen-printed with the Chapel Hill Transit logo (provided to the successful bidder) and shall include the operator's name.

CHT reserves the right to request additional items not included on the Price Schedule throughout the contract period. Pricing on additional items will be negotiated at the time of order. Setup fees shall be charged as a one-time fee and shall not be factored into the per-item cost. Any setup fees for new products will be agreed upon at the time of order.

The manufacturer style numbers provided on the Price Schedule indicate brand names used to convey the general style, type, quality, and character of the desired product. The Town will consider products that are of equal or equivalent design. Bidders shall provide the manufacturer spec sheet for any proposed alternate. The Town reserves the right to reject an alternate if it is not the same material and style.

b. Designated Web Ordering Sites.

CHT requires a designated website for staff to place orders. The site shall track how much an employee has remaining toward their allotted budget. Should an employee wish to purchase additional items over their allowance, the site shall have the ability to accept payment from the employee at the time of order.

The Town requires the Bidder to be capable of providing an electronic ordering and tracking solution that provides with, but not limited to the following functionalities:

- a. Place orders on a secure website
- b. Limit order totals by individual
- c. Categorize each employee by division or specialty group
- d. Provide flexible order approvals
- e. Provide order tracking including proof of delivery
- f. Provide customizable reporting
- g. Allow Town personnel to make administrative changes to individual accounts
- h. Process returns

- i. Items not listed in the Price Schedule must be approved by the Town designee through an amendment before being offered for sale on the site.

c. Tailoring Services.

CHT requires tailoring services to ensure proper fit and professional appearance for drivers. Tailoring services shall include sleeve alterations for larger arms and hemming.

d. Designated Sales Representative.

CHT requires a designated sales representative who works closely with staff responsible for uniform oversight. The sales representative shall have the ability to travel to the CHT facility to provide uniform samples and ordering and delivery support. The designated sales representative shall be available during normal business hours, Monday through Friday, 8:00 AM to 5:00 PM EST, and reachable by both phone and email. Responses to inquiries from CHT staff shall be provided within one (1) business day.

3.3 Embroidery.

All embroidery shall be completed in black or white thread only, as determined by the garment color. Most items will require embroidery, and screen-printing can be requested as an additional service. The Chapel Hill Transit logo and employee name shall be embroidered on all applicable items such as polos, jackets, uniforms as found on the Price Schedule. Artwork files will be provided to the successful bidder upon contract execution.

3.4 Screen Printing Services.

All screen printing shall be completed in black or white only, as determined by the garment color. The Chapel Hill Transit logo shall be screen-printed on applicable items as requested. Artwork files will be provided to the successful bidder upon contract execution.

3.5 Ordering.

At the beginning of each fiscal year, CHT will schedule two (2) or three (3) days to allow employees to place their orders for the year, traditionally scheduled in July. The designated sales representative shall be present for this event to provide samples, measurements, and assistance with questions. CHT envisions additional orders being placed throughout the period of performance as new staff are onboarded and toward any employees' outstanding budget.

Authorized Ordering Officials under the resulting contract: Nickie Adkins, Administrative Coordinator. Additional ordering officials may be designated in writing throughout the period of performance.

3.6 Schedule and Delivery.

Orders will be placed on an as-needed basis by authorized ordering officials. Deliveries are generally expected within seven (7) business days after receipt of order or as otherwise specified by the ordering official. For orders placed during the July ordering event, delivery shall take place within two (2) months of the order date. Each order shall be individually packaged and marked clearly with the employee's name. The designated sales representative shall be available during large delivery events.

3.7 Accord on Fire and Building Safety in Bangladesh.

Bids must specify if any garments are manufactured and assembled in Bangladesh. If any garments are identified as being manufactured in Bangladesh, the producer must show proof that they have signed onto the Accord on Fire and Building Safety in Bangladesh.

3.8 Billing and Payment.

Invoices shall be submitted to the Town for payment. The Contractor shall invoice and the Town shall pay the rates set forth herein. Invoices shall include employee name, date of order, date of delivery, quantities, prices quoted, and

extended amounts due (each line item subtotaled) as well as a total payment due. Payment will be made by the Town within thirty (30) days of receipt of an accurate invoice approved by the authorized contact person or designee.

SECTION 4 — BID SUBMISSION REQUIREMENTS

Bidders must prepare and submit their bids in the following format to ensure consistency and ease of evaluation. All required documents must be submitted by the deadline. Non-responsive bids will not be evaluated further.

All certifications must be completed, signed, and submitted with the bid by the deadline. Incomplete certification submissions will render the bid non-responsive.

The submitted Bid Packet shall include a paper copy of each Form and a Flash drive which holds a copy of each Form and the Price Schedule in Excel format.

1. **Cover Letter** — Company name, address, contact information, and statement of interest. Include history of firm, proposed sales representative, and company capacity to provide required services.
2. **Completed Price Schedule** — Itemized pricing for all requested items or approved equals. Pricing shall include standard and oversized prices and country of origin for each item.
3. **Bidder Information Form** (Form 5A) — Provide service point of contact details and acknowledge receipt of all addenda issued.
4. **Addenda Acknowledgement** (Form 5B) — All addenda must be acknowledged for a bid to be considered responsive.
5. **Compliance or Exception Form** (Form 5C) — Indicate compliance with or exceptions to all terms and conditions.
6. **References** (Form 5D) — At least three (3) references from similar projects, including contact details and brief description of work performed. References may be checked to confirm the responsibility of the Bidder. If a Bidder is determined to not be responsible, the Town reserves the right to consider the next lowest, responsive, responsible Bidder

Award basis: Contract will be awarded to the lowest responsive and responsible bidder. A bidder is responsive if all required documents are submitted. A bidder is responsible if determined by the Town to be capable and eligible to perform the work.

SECTION 5 — REQUIRED FORMS

BID PRICE SCHEDULE

Estimated quantities are provided for bid evaluation and pricing purposes only. The Town does not guarantee any minimum or maximum quantity. Actual quantities ordered may vary based on employee allowance usage, staffing changes, new hires, available budget, discontinued products, sizing needs, and operational requirements. Payment will be based only on actual items ordered, delivered, and accepted.

Provide pricing for all items listed below or approved equals. Pricing shall reflect standard sizes (XS-XL) and oversized (2XL and above, including Tall). If proposing an approved equal, submit item brochure or specifications. Set-up fees are one-time only and shall not be included in per-item pricing.

The Bid Price Schedule is provided as a separate PDF and Excel file (Bid Form) on the Project's website.

Vendors must download and complete the Excel Bid Form, print and sign one copy and save the completed file to a flash drive, and submit both with their sealed bid package. The Excel Bid Form is available for download on the Town's website at www.chapelhillnc.gov alongside this RFB.

Vendors who require assistance completing the Excel Bid Form are encouraged to contact Bobbiette Glover at bglover@chapelhillnc.gov prior to the written questions deadline.

Enter your Total Evaluated Bid Price from the completed Excel Bid Form. If there is any discrepancy between this amount and the Excel Bid Form, the amount written here governs.

TOTAL BID PRICE: \$ _____ (Example: \$124,350.00)

Please provide any additional information or charges that will/could be charged:

Other Items:

The Town of Chapel Hill reserves the right to remove any work from the contract and its corresponding Base Bid.

The undersigned further agrees that this proposal shall be valid for a period of sixty (60) days from the date of receipt of the bids and that if this proposal is accepted by the Town of Chapel Hill within this period, the Bidder will execute the contract.

The undersigned further agrees to begin deliveries promptly upon Contract execution and to perform in accordance with the contract terms.

[SIGNATURES ON FOLLOWING PAGES.]

FORM 5A – BIDDER INFORMATION FORM

1. OFFEROR COMPANY NAME (and type, i.e., INC., LLC., Sole Prop., etc.):

2. OFFEROR COMPLETE ADDRESS:

3. OFFEROR POINT OF CONTACT NAME, TELEPHONE NUMBER, EMAIL ADDRESS:

4. OFFEROR TO INITIAL BY EACH STATEMENT:

a. The Offeror has read, understands, and has signed all required forms and submitted them as part of this offer. _____

b. The Offeror or authorized representative has read, understands, and accepts all terms and conditions as outlined herein, except for as noted on the Compliance Sheet. _____

c. The Offeror's bid/quote/proposal is valid for a period of at least 60 days from date of submission. _____

FORM 5B – ADDENDA ACKNOWLEDGEMENT

The Offeror acknowledges they have read and received all published addendum. (If no addendum were issued, you are not required to initial receipt below).

Addendum 1 _____

Addendum 2 _____

Addendum 3 _____

FORM 5C — COMPLIANCE OR EXCEPTION TO TERMS AND CONDITIONS

Please check ONE option:

- Bidder agrees and shall comply with all terms and conditions of this RFB.
- Bidder takes exception to the following terms and conditions (identify by section number, page number, and title); note that exceptions to any term or condition may, at the Town's discretion, render the bid non-responsive.:

Firm Name (Print)

Title

Authorized Signature

Date

FORM 5D — REFERENCES FORM

References for: _____ (Company name)

Please provide contact information for 3 current clients:

Name _____

Company _____

Contact Number _____

Contact e-mail _____

Name _____

Company _____

Contact Number _____

Contact e-mail _____

Name _____

Company _____

Contact Number _____

Contact e-mail _____

**ATTACHMENT A:
SAMPLE CONTRACT**

**STATE OF NORTH CAROLINA
COUNTY OF ORANGE**

**CONTRACT FOR
{DESCRIPTION OF SERVICES TO BE
PROVIDED UNDER THIS CONTRACT}**

This Contract is made and entered into by and between the “Town of Chapel Hill,” herein “Town,” and “{Contractor’s Full Legal Name},” herein “Contractor,” for the services as described in this agreement.

WITNESSETH

That for and in consideration of the mutual promises and conditions set forth below, the Town and Contractor agree:

1. Duties of the Contractor: The Contractor agrees to perform those duties described in ATTACHMENT A, attached hereto and incorporated herein by reference.
2. Duties of the Town: The Town will pay for the Contractor’s services as set forth in ATTACHMENT A.
3. Maximum Sum: Contract amount is not to exceed {insert a not to exceed amount} plus applicable sales tax.
4. Billing and Payment: The Contractor shall submit an invoice to the Town for work performed under the terms of this Contract. The Town will make payment within thirty (30) days of receipt of an accurate invoice, approved by the department which contracted for these services.
5. Indemnification and Hold Harmless: The Contractor agrees to indemnify and hold harmless the Town of Chapel Hill and its officers, agents and employees from all loss, liability, claims or expense (including reasonable attorneys’ fees) arising from bodily injury, including death or property damage to any person or persons proximately caused in whole or in part by the negligence or willful misconduct of the Contractor, except to the extent same are caused by the negligence or misconduct of the Town. Contrary to any provision that may be contained in any ATTACHMENTS, attachments, or subsequent purchase orders, the Town shall not consent to limitations of Contractor liability for amounts less than the amount of insurance coverage under this agreement. Any provision that may be contained in any ATTACHMENTS, attachments, or subsequent purchase orders that calls for the Town to indemnify the Contractor shall be only to the extent allowed by law.
6. Insurance Provisions: The Contractor shall provide evidence of current valid insurance (if applicable) for the duration of this agreement, with the Town named as an additional insured under the Contractor’s Commercial General Liability and Business Automobile policies. The required coverage limits are: 1) Commercial General Liability and Business Automobile - \$1,000,000 per occurrence and 2) Workers’ Compensation - \$100,000 for both employer’s liability and bodily injury by disease for each employee and \$500,000 for the disease policy limit. Cyber Liability Coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate is required for Contractors having access to personal identifying information and/or computer networks. The Town may also require evidence of supplementary insurance coverages depending on the services provided under this agreement.

7. Non-Discrimination: The Contractor contractually agrees to administer all functions pursuant to this agreement without discrimination because of race, creed, sex, national origin, age, economic status, sexual orientation, gender identity or gender expression.
8. Federal and State Legal Compliance: The Contractor must be in full compliance with all applicable federal and state laws, including those on immigration.
9. E-Verify: The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. If any subcontractors are used, they also must comply with these requirements. Pursuant to North Carolina General Statute § 143-133.3 (c)(2), contracts solely for the purchase of apparatus, supplies, materials, and equipment are exempt from this E-Verify provision.
10. Amendment: This Contract may be amended in writing by mutual agreement of the Town and Contractor.
11. Termination: Either party may terminate this Contract at any time by giving the other party thirty (30) days written notice of termination prior to the end of the term.
12. Interpretation/Venue: This Contract shall be construed and enforced under the laws of North Carolina. The courts and the authorities of the State of North Carolina shall have exclusive jurisdiction over all controversies between the parties which may arise under or in relation to this Contract. In the event of any dispute between the parties, venue is properly laid in Orange County, North Carolina for any state court action and in the Middle District of North Carolina for any federal court action. Contrary to any provision that may be contained in any ATTACHMENTS, attachments, or subsequent purchase orders, the Town shall not consent to 1) resolving any dispute by means of arbitration and/or 2) waiver of a trial by jury.
13. Preference: If the terms of any ATTACHMENTS, attachments, or subsequent purchase orders are not consistent with the terms of this Contract, this document shall have preference; provided that where either any ATTACHMENT attached hereto or this document establishes higher standards for performance by either party, the higher standard, wherever located, shall apply.
14. Severability: The parties intend and agree that if any provision of this Contract or any portion thereof shall be held to be void or otherwise unenforceable, all other portions of this Contract shall remain in full force and effect.
15. Assignment: This Contract shall not be assigned without the prior written consent of the parties.
16. Entire Agreement: This Contract shall constitute the entire agreement of the parties and no other warranties, inducements, considerations, promises, or interpretations shall be implied or impressed upon this Contract that are not expressly addressed herein. All prior agreements, understandings and discussions are hereby superseded by this Contract.
17. Construction Project Related Sales Tax: If applicable, the Contractor must provide certified statements regarding the cost of materials purchased and the amount of North Carolina sales and use taxes paid by Contractor and any subcontractors. Contractor further agrees to provide the Town

with any additional information and documentation the Town might request in the event the Commissioner of Revenue of the State of North Carolina requires more information to substantiate a refund claim by the Town for sales or use tax. The Town will not make payment until these statements are submitted. Any tax refunds received by the Town will remain with the Town.

18. Term: This Contract, unless amended as provided herein, shall be in effect until _____, 20____. Any renewal provisions that may be contained in any ATTACHMENTS, attachments, or subsequent purchase orders are void and without effect.

[SIGNATURES ON FOLLOWING PAGE.]

IN WITNESS WHEREOF, the parties hereto cause this Contract to be executed in their respective names.

{CONTRACTOR’S FULL LEGAL NAME}

SIGNATURE

PRINTED NAME & TITLE

TOWN OF CHAPEL HILL

DEPARTMENT HEAD/EXECUTIVE DIRECTOR OR DEPUTY/TOWN MANAGER

PRINTED NAME & DEPARTMENT

ATTEST BY TOWN CLERK:

TOWN CLERK/DEPUTY TOWN CLERK

TOWN SEAL

Town Clerk attests this the day of 20 .

Approved as to Form and Authorization

ATTORNEY FOR TOWN

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

FINANCE OFFICER

DATE