



PARKS & RECREATION

5770 Rockfish Road, Hope Mills, NC 28348
910-424-4500 • Fax 910-429-3391

Request for Proposals (RFP)

Date of Issue: *February 13, 2023*



Kayak & Paddle Board Rentals at Hope Mills Lake Park

Project Manager Contact Information

Meghan H. Freeman, Parks and Recreation Assistant Director

Town of Hope Mills

Parks and Recreation Department

(910) 426-4110

mhawkins@townofhopemills.com

A Proud Past A Bright Future

1. DEFINITIONS IN THIS RFP

“Town” means the Town of Hope Mills.

“Proposal” is the response of a person, firm, or corporation proposing to provide the services sought by this RFP.

“Proposer” is the person, firm, or corporation that submits a Proposal.

“Contractor” is the Proposer with which the Town enters into a contract to provide the services sought by this RFP.

2. PURPOSE OF RFP & SCOPE OF SERVICES

In the Comprehensive Parks and Recreation Master Plan, canoeing and kayaking ranked above the national average Market Potential Index (MPI) for products and services. To satisfy this high priority, the Town of Hope Mills is soliciting Proposals from companies for the provision of kayak, paddle board and paddle boat rentals, as well as, shade umbrellas and lawn chairs at Hope Mills Lake Park.

2.1. BACKGROUND

Hope Mills Lake has a rich history that dates back 126 years. It being centrally located the lake became the centerpiece for the Town of Hope Mills, with swimming and fishing being popular activities. Additionally, the park became a community gathering spot for large Town sponsored events including the 4th of July Celebration and the Christmas Festival of Lights. With the recent completion of the new dam construction and bulkhead, Hope Mills Lake Park has grown as a popular visitor destination.



2.2. DESCRIPTION OF CURRENT CONDITIONS

Hope Mills Lake Park is the largest municipal lakefront park in Cumberland County. The park located in the Historic District of the Town of Hope Mills. The park's southwestern boundaries are bordered by North Main Street and Lakeview Road. The parks northeastern border is adjacent to the Town owned portion of Hope Mills Lake. A newly constructed dam structure, is located on the east side of the park. The lake's water supply is dispensed by Little Rockfish Creek and Buckhead Creek from the northwest which is part of the watershed for the Cape Fear River.

Currently the park offers several public amenities including a concession stand, pavilion, gazebo, playground area, fishing pier, two boat docks, boat ramp, swimming area, bike/walking path open, and proximal parking. The most significant amenity at Town Lake Park is the 64-acre public lake. A new bulkhead along the bank was completed in late July 2019, which has provided the park with a flat greenspace area which can be used for an array of passive and structured recreational activities.

2.3. SCOPE OF RENTALS

The Town of Hope Mills Parks and Recreation Department is requesting proposals from interested parties for a *one-year service contract*, with the opportunity to renew, to provide paddle craft including, but not limited to, kayaks, canoes, paddle boards and peddle boats at Hope Mills Lake Park. In addition, items that provide shade (i.e. umbrella and/or comparable shade structures), and lawn chairs should also be provided. Sales of vendor merchandise apart from food, is allowable. The rental schedule should have a minimum season of mid-June through Labor Day. A rental schedule outside of these parameters is permissible if weather permits.

3. REQUIREMENTS

The Proposals should be divided into the individual sections listed below. Proposers are urged to include only information that is relevant to this specific service so as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of the RFP, and emphasize the Proposer's demonstrated capability to provide services of this type.

All requirements, questions, and requested data of this RFP should be addressed in your response. The Town reserves the right to request additional information which, in its opinion, is necessary to ensure that the Proposer's competence, number of qualified employees, business organization and financial resources are adequate to perform according to contract.

Please refer to section 4.9, "FORMAT" for SOQ format guidelines.

3.1. COVER LETTER

The Proposal should contain a cover letter, signed by a principal in the firm, indicating his or her title that he or she has authority to submit the proposal on behalf of the firm, including the cover letter, and which should contain the following statement:

"The undersigned has the authority to submit this Proposal on behalf of the name of company in response to the Town of Hope Mills RFP for paddle craft rentals.

The cover letter should contain one of the following two paragraphs:

“With respect to all trade secrets that the Proposer may submit to the Town in connection with this Proposal or the Memorandum of Agreement (MOU), if the Town enters into a MOU with the Proposer, the Proposer shall comply with the section of the RFP titled “Trade Secrets and Confidentiality,” (see Appendix A) including but not limited to all of its subsections, such as the subsection titled “Defense of Town.” The Proposer acknowledges that the Town will rely on the preceding sentence.”

-or-

“The Proposer is not submitting and shall not submit any trade secrets to the Town in connection with this SOQ or the Contract, if the Contract is awarded to the Proposer. The Proposer acknowledges that the Town will rely on the preceding sentence.

3.2. QUALIFICATIONS AND REFERENCES

The Proposal should provide a description of the professional and technical experience, background, qualifications and professional licensing / certification of the firm. The Proposer should show that their firm possesses demonstrated experience in all areas of the scope of services. Include:

- Brief history of the Proposer, range of services offered, licensing and number of years experience.
- Identify any subcontractors (or partners) proposed to be used in this business venture and their location. Clearly explain their role and the percentage of involvement.

3.3. RELEVANT EXPERIENCE

Provide a summary of Proposer’s experience with services of similar scope.

Behind “Tab1”, to be attached to the Proposal, include detailed information for as many as five years of business experience and/or combined experience of subconsultant’s provision of paddle craft rentals. Preferably, these services will have been completed in the last five years. Information should include a description of the rental services, location of venue, client name and telephone number (if relevant), and dates and years of operation. As part of the selection process the Town may contact the Proposer’s references.

3.4. COMPANY MANAGEMENT TEAM

Identify the primary contact professional who would be assigned responsibility for this business and note their experience with services of a similar scope. Also identify other assigned personnel, their qualifications and their location.

Include detailed resumes behind “Tab 2” to be attached to the Proposal.

Illustrate the projected availability of proposed project team members to begin work and the percentage of their time to be devoted to the business.

3.5. METHODS AND PROCEDURES

The Proposal should provide a detailed methodology for operations of the paddle craft rentals. This approach shall include additional suggestions that are not specifically requested in this RFP, but are considered necessary to ensure the highest degree of safety, value and operation.

If your Proposal assumes that the Town will take certain actions or provide certain facilities, data or information, state these assumptions explicitly.

3.6. EQUAL BUSINESS OPPORTUNITY

It is the policy of the Town to provide equal opportunities for Town contracting for small firms owned by socially and economically disadvantaged persons doing business in the Town's Contracting Marketplace. It is further the policy of the Town to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination. This policy applies to all professional services categories.

"Equal Opportunity Statement" and the "Employee Breakdown" documents are required of all contractors. In lieu of "Employee Breakdown," contractors may submit a copy of the current EEO-1 form (corporate basis). Other forms in the package should be used as needed.

Include the completed documents behind "Tab 3" to be attached to the Proposal.

3.7. NON-COLLUSION

This RFP constitutes an invitation to bid or propose. Include and sign the following with your response:

The Town of Hope Mills prohibits collusion, which is defined as a secret agreement for a deceitful or fraudulent purpose.

I, _____ affirm that I have not engaged in collusion with any Town employee(s), other person, corporations or firms relating to this bid, PROPOSALS or quotations. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Signature: _____

3.8. SERVICE CONTRACT

It is the Town's intention to use the Service Contract that is attached as Appendix C. If your firm objects to any of the MOU's content, please state the objections.

3.9. EXCEPTIONS

Any and all exceptions to the RFP must be listed on an item-by-item basis and cross-referenced with the RFP document. If there are no exceptions, Proposer must expressly state that no exceptions are taken.

If your firm wishes to submit a proposal that does not comply with the standards as discussed above, it is recommended that you also submit one that does comply in addition to the one that does not comply so that your “non-compliant” version can be considered as an alternative if the Town is interested in it. This will allow your firm’s compliant version to be considered if the Town remains steadfast on applying the standards discussed above.

4. CONDITIONS

4.1. PRE-SUBMITTAL MEETING

The Town will conduct a pre-submittal meeting at the project site at 11:00am, on Wednesday, March 8, 2023. Attendees should be familiar with this RFP. Attendance is strongly recommended and the Town may consider attendance in deciding on the award of the contract.

4.2. SUBMITTAL TIMELINE

The following is the likely schedule and timing leading up to a contract signing. The Town may change this schedule as appropriate

- AdvertisementMonday, February 13, 2023
- Pre-submittal meeting Wednesday, March 8, 2023
- Proposals submittedMonday, March 13, 2023
- Evaluation procedure / contract negotiation Friday, March 17, 2023
- Board of Commissioners contract approvalMonday, March 20, 2023

4.3. LIMIT ON CLAIMS

No Proposer will have any claims or rights against the Town for participating in the PROPOSAL process, including without limitation submitting a PROPOSAL. The only rights and claims any Proposer will have against the Town arising out of participating in the PROPOSAL process will be in the Contract with the selected Proposer.

4.4. SUBMITTAL DEADLINE AND LOCATION

Three (3) copies of the Proposer’s Proposal should be received by Meghan Hawkins Freeman via email prior to 5:00pm on Monday, March 13, 2023.

ALL proposal submitted must be email to Meghan Hawkins Freeman
mhawkins@townofhopemills.com

4.5. QUESTIONS

At least 10 days prior to the submittal deadline, questions about the RFP should be submitted, in writing, to:

Meghan H. Freeman, Parks and Recreation Assistant Director
Town of Hope Mills
5770 Rockfish Road
Hope Mills, NC 28348
mhawkins@townofhopemills.com
fax: (910) 429-3391

4.6. DISCRETION OF THE TOWN

The Town of Hope Mills reserves the right to reject any or all Proposals. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the provision refers specifically to this provision, the Town reserves the right (i) to negotiate changes of any nature with any firm proposing to do the work with respect to any term, condition, or provision in this document and/or in any Proposal, whether or not something is stated to be mandatory and whether or not it is said that a Proposal will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for the work with one or more firms that do not submit a Proposal. For example, all deadlines are for the administrative convenience or needs of the Town and may be waived by the Town in its discretion.

4.7. FINANCIAL CONDITION OF THE FIRM

The Town may request that the Proposer provide an annual operating statement, income tax form, or other reasonably comprehensive evidence of financial condition. Financial data provided in response to this RFP will be held confidential if marked "confidential".

The Proposer must be willing and able to provide insurance coverage, bonding and forms required by the Town (Appendix C).

4.8. COMPENSATION

For the allowance to conduct business operations at Hope Mills Lake Park, the Parks and Recreation Department asks for a proposed compensation package, with a minimum compensation of \$2,000.00 to the Department. Payments of \$500 are due by the 15th of each month starting in July and ending in October. Added compensation to the Department, through site improvements, programming, sponsorship, or other forms will rank higher in Proposal scoring selections.

Hope Mills Parks & Recreation Department requires that any and all approved Commercial Use of Park Property permittees submit a Monthly Use Report for each month of use. Monthly Use Reports are due by the 5th of each month, after the first full month has concluded. Monthly Use Reports should include weekly number of rentals for each activity offered and the average age of each activity for the month. Reports to be emailed to Meghan Hawkins Freeman at mhawkins@townofhopemills.com

4.9. FORMAT

The Proposal should be no longer than six pages in length, exclusive of individuals' resumes, examples of work experience and references. Minimum font size should be the equivalent of 12pt Times New Roman. One-inch margins are preferred.

Expensive bindings, colored displays, promotional materials, etc. are not necessary, nor desired. Emphasis should be concentrated on completeness and clarity of content.

Please refer to Section 3 for information on submittal requirements.

4.10. EVALUATION CRITERIA

It is the policy of the Town that the selection of firms to provide professional services shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The Town will put each Proposal submitted through a process of evaluation to determine responsiveness to all administrative and technical requirements of the RFP.

The evaluation criteria are intended to be used to make a recommendation to the entity or person who will award the contract, but who is not bound to use these criteria or to award to a firm on the basis of the recommendation. Further, the Town reserves the right to vary from this procedure as it determines to be in the Town's interest.

4.10.1. EVALUATION METHOD

Compliance Check: All Proposal will be reviewed to verify that minimum requirements have been met. Proposals that have not followed the requirements in this RFP or do not meet minimum content and quality standards may be eliminated from further consideration.

Analysis: Members of an evaluation team assigned by the Parks and Recreation Department will independently analyze each Proposal. The evaluation team will analyze how the Proposers' qualifications, experience, professional content, and proposed methodology meet the Town's needs. Points will be assigned by each committee member using the point-scoring schedule below as a guideline.

At the discretion of the Town, the evaluation team may decide to conduct interviews of a short list of Proposers.

4.10.2 POINT-SCORING SCHEDULE

Qualifications will be evaluated using the following criteria (Total possible points = 100):

Proposer's Qualifications and Experience: 20 Points

Verifiable capacity, experience on similar provided services and an outstanding record of successfully operated business venture. Past performance on Town projects may be considered.

Personnel Qualifications and Experience: 20 Points

Proposer's principal(s) and key personnel show experience that are deemed to meet the scope of services.

Project Approach: 20 Points

Proposer's familiarity with, and understanding of the Town's scope of services and their ability to innovate upon and complete the work.

Workload / Ability to meet Schedule: 20 points

Number, location and experience of personnel assigned to the business, their projected workload and availability.

Quality of the SOQ: 20 Points

Overall quality of the Proposal: the requirements of the RFP were addressed; the content of the Proposal was clear, concise and easily read; there is an absence of typographical errors.

Appendix A: Trade Secrets and Confidentiality

As a general rule, all submissions to the Town are available to any member of the public. However, if materials qualify as provided in this section, the Town will take reasonable steps to keep Trade Secrets confidential.

(a) Designation of Confidential Records. The terms “Trade Secrets” and “record” are defined in (a)(1) (Definitions). To the extent that the Proposer wishes to maintain the confidentiality of Trade Secrets contained in materials provided to the Town that will or may become a record, the Proposer shall prominently designate the material as “Trade Secrets” at the time of its initial disclosure to the Town. The Proposer shall not designate any material provided to the Town as Trade Secrets unless the Proposer has a reasonable and good-faith belief that it contains a Trade Secret. When requested by the Town, the Proposer shall promptly disclose to the Town the Proposer’s reasoning for designating individual materials as Trade Secrets. In providing materials to the Town, the Proposer shall make reasonable efforts to separate those designated as Trade Secrets from those not so designated, both to facilitate the Town’s use of records and to minimize the opportunity for accidental disclosure. For instance, if only a sentence or paragraph on a page is a Trade Secret, the page must be marked clearly to communicate that distinction. To avoid mistake or confusion, it is generally best to have only Trade Secret information on a page and nothing else on that page. To the extent authorized by applicable state and federal law, the Town shall maintain the confidentiality of records designated “Trade Secrets” in accordance with this section. Whenever the Proposer ceases to have a good-faith belief that a particular record contains a Trade Secret, it shall promptly notify the Town.

(1) Definitions.

“Trade secret” means business or technical information, including but not limited to a formula, pattern, program, device, compilation of information, method, technique, or process that:

- a. Derives independent actual or potential commercial value from not being generally known or readily ascertainable through independent development or reverse engineering by persons who can obtain economic value from its disclosure or use; and
- b. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

The existence of a trade secret shall not be negated merely because the information comprising the trade secret has also been developed, used, or owned independently by more than one person, or licensed to other persons.

“Record” means all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, received by the Town of Hope Mills in connection with the Proposer’s SOQ.

(b) Request by Public for Access to Record. When any person requests the Town to provide access to a record designated as Trade Secrets in accordance with subsection (a), the Town may

- (1) decline the request for access,
- (2) notify the Proposer of the request and that the Town intends to provide the person access to the record because applicable law requires that the access be granted, or
- (3) notify the Proposer of the request and that the Town intends to decline the request.

Before declining the request, the Town may require the Proposer to give further assurances so that the Town can be certain that the Proposer will comply with subsection (c) (Defense of Town).

(c) Defense of Town. If the Town declines the request for access to a record designated as Trade Secrets in accordance with subsection (a), the Proposer shall defend, indemnify, and save harmless Indemnitees from and against all Charges that arise in any manner from, in connection with, or out of the Town's non-disclosure of the records. In providing that defense, the Proposer shall at its sole expense defend Indemnitees with legal counsel. The legal counsel shall be limited to attorneys reasonably acceptable to the Town Attorney. Definitions. As used in this subsection (c), "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, fines, penalties, settlements, expenses, attorneys' fees, and interest. Indemnitees" means the Town, and officers, officials, independent contractors, agents, and employees, of the Town. "Indemnitees" does not include the Proposer. The Town may require the Proposer to provide proof of the Proposer's ability to pay the amounts that may reasonably be expected to become monetary obligations of the Proposer pursuant to this section. If the Proposer fails to provide that proof in a timely manner, the Town shall not be required to keep confidential the records whose non-disclosure gives rise to the potential monetary obligation. Nothing in this agreement shall require the Town to require any natural person to be imprisoned or placed in substantial risk of imprisonment as a result of alleged nondisclosure of records or for alleged noncompliance with a court order respecting disclosure of records. This subsection (c) is separate from and is to be construed separately from any other indemnification and warranty provisions in the contract between the Town and the Proposer.

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Appendix B: Insurance Requirements

The Company shall not commence work under this contract until the Company has obtained all insurance required, and such insurance has been approved in writing by the Town. Insurance required shall remain in effect through the term of this contract. Failure to maintain the required insurance coverage shall constitute grounds for contract termination.

Insurance requirements are as follows:

1.0 Public Liability and Property Damage

The Company shall take out and maintain during the life of this contract such Public Liability and Property Damage Insurance as shall protect from claims for damage for personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operation be by himself or by any sub-Designer, or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall not be less than \$500,000 for injuries, subject to the same limits per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the Town. The Town of Hope Mills shall be named as an additional insured on all coverage.

2.0 Other Insurance

The Company shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.

3.0 Workers Compensation

Meeting the statutory requirements of the State of North Carolina and Employers Liability - \$100,000 per accident limit, \$500,000 disease per policy limit, and \$100,000 disease each employee limit, provide coverage for employers and owners.

4.0 Cancellation

Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent by registered mail.

5.0 Proof of Carriages

The Company shall furnish the Town with satisfactory proof of carriage of the insurance required before written approval of such insurance is granted by the Town.

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PROGRAM INSTRUCTOR/SPECIAL EVENT/COMMERCIAL PARK USE AGREEMENT

This agreement entered into the 20 day of **February, 2023**, is made between [Company Name] hereinafter known as Contractor, and the Town of Hope Mills, hereinafter known as the Town.

1. **DISSEMINATION OF INFORMATION:** It is expressly agreed and understood that the Contractor shall not at any time publicly disseminate any information concerning the class/project/event/program without prior approval from the Town. Such approval will not be unreasonably withheld but may be given with certain stipulations, such as the Town's participation in creation of the public product or Town's review and option to refuse ultimate release of the final product should it fail to meet the Town's standards and goals. Public dissemination includes but is not be limited to electronic, video, audio, photographic or hard copy materials serving as, in whole or part, professional papers or presentations, news releases, articles, or other media product and/or Contractor's business collateral pieces.
2. The Contractor is hereby retained to provide the following:
Paddle craft rentals, but not limited to, kayaks, canoes, paddle boards and peddle boats at Hope Mills Lake Park. In addition, items that provide shade (i.e. umbrella and/or comparable shade structures), and lawn chairs should also be provided. Sales of vendor merchandise apart from food, is allowable.
Program/Event Title/Subject: Parks & Recreation Commercial Park Use Agreement – Hope Mills Lake Park
Program Day(s): Mid June, 2023 – Monday, September 4, 2023 Time(s): Dawn - Dusk
3. For the allowance to conduct business operations at **Hope Mills Lake Park**, the Contractor will pay the Town of Hope Mills Parks & Recreation Department a compensation package in the total amount of \$2,000, with the following payment plan:
 - Payments of \$500 are due by the 15th of each month starting in July and ending in October
 - i. July 15th - \$500
 - ii. August 15th - \$500
 - iii. September 15th - \$500
 - iv. October 15th - \$500
 - Checks to be made to the Town of Hope Mills (in memo line: P&R Department)
 - An account for [Company Name], can be created in CivicRec (online registration) for online payments.
4. The Contractor agrees to submit a Monthly Use Report for each month of use. Monthly Use Reports are due by the 5th of each month, after the first full month has concluded. Monthly Use Reports should include weekly number of rentals for each activity offered and the average age of each activity for the month. Reports to be emailed to Meghan Hawkins Freeman at mhawkins@townofhopemills.com
5. Contractor agrees to adhere to the Town of Hope Mills Lake Ordinance (Chapter 62-Article II–Division 1-4).
6. If the scheduled appearance is canceled for reasons such as inclement weather, special events or building maintenance, contractor will not be compensated for the canceled appearance unless it is agreed & arranged upon prior that a make-up class will be scheduled. In an effort to avoid cancelation, the regular space used may be changed temporarily without notice. If the contractor cancels appearance less than 24 hours in advance or does not show then the contractor will not be compensated for that appearance unless a make-up date is agreed upon. It is the responsibility of the contractor to notify Parks and Recreation staff if they will not be present for an appearance. Failure to do so will result in written warning for 1st offense. 2nd offense may result in termination of contract without compensation. No-shows will not be tolerated. **N/A**

7. [Company Name], operating under a business name, maintains the right to distribute additional promotional materials during appearances such as business cards, upcoming events, etc.
8. The Town will not provide any materials, equipment, or supplies for the programs/events unless otherwise mutually agreed upon.
9. Contractor will be provided an attendance sheet for each class and must return the completed attendance sheet to the Town at the end of each class held. **N/A**
10. The Contractor agrees that the Town will not indemnify the Contractor for any damage or injury suffered by the Contractor due to activities performed pursuant to this contract nor will the Town indemnify the Contractor for any claims made against the Contractor by program participants, contractor assistants or any contractor staff.
11. The Contractor agrees that all staff, volunteers/agents must be approved and cleared by the Town before working with participants registered in Town programs/activities.
12. Payment for rendered services shall be made after completion of final class/day in each session /month. **N/A**
13. This agreement must be signed and filed with the Town Clerk before work should start and for processing of payment(s) to be made.
14. All contractors, volunteers and all agents representing the contractor must undergo a background investigation. The type of information that may be collected as part of a background check includes, but is not limited to criminal conviction records checks and sex offender registry checks. That Town will request that you sign a release(s) granting the Town permission to perform the investigation. Failure and/or refusal to sign and deliver a release will result in you being unable to enter into contract with the Town. **N/A**
15. Contractor acknowledges that he/she is a private contractor and not an employee of the Town. Contractor also waives any and all rights to file any claim against the Town under the NC Workman's Compensation Act which might arise out of an in the course of performing said instruction.
16. VERIFICATION OF WORK AUTHORIZATION: Contractor represents and warrants that now and continuing for the term of this Agreement, and all subcontractors, will comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, "Verification of Work Authorization" and will provide documentation or sign affidavits or any other documents requested by Town demonstrating such compliance.
17. This agreement may be cancelled by either party at any time upon thirty (30) days written notice to the other. The Town also reserves the right to cancel this agreement without a thirty (30) days notice if it is determined that the independent contractor has violated the terms of this agreement or class/program does not reach required minimums three (3) times consecutively.

To Be Completed by Instructor:

Owner/Company Name: _____ Address: _____

Phone: _____ Email: _____

Emergency Contact Person/Phone: _____

Signature: _____ Date: _____

W-9 Completed: _____ Contractor vs. Employee Checklist Completed: N/A

Town of Hope Mills:

Agreement Start Date: Mid-June, 2023 Expiration Date: 9/4/2023

Background Investigation Required Completed: _____ Date: _____

Town Manager: _____ Attest: _____

Jane G. Starling, Town Clerk

This instrument has been pre-audited in the manner required by the local government budget and fiscal control act.

Drew Holland, Finance Director

Date

