

**CITY OF OXFORD**  
**BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING**  
**Tuesday, February 9, 2016 - 7:00 p.m.**  
**Commissioners' Board Room, City Hall**

*Mayor Pro Tem Calvin (C.J.) Harris, Jr.*  
*Commissioner James (Danny) Currin*  
*Commissioner S. Quon Bridges*

*Mike McLaurin, Interim City Manager*  
*Barbara Rote, City Clerk*



*Jackie Sergent, Mayor*

*Commissioner Frank Strickland*  
*Commissioner Patricia T. Fields*  
*Commissioner Ron Bullock*  
*Commissioner Alvin Woodlief*

*J. Thomas Burnette, City Attorney*

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**MISSION**

The mission of the City of Oxford is to serve and improve our community by providing high quality, affordable services, sound planning for growth and development, and offering the highest possible quality of life - while maintaining the public's trust through open communication and ethical standards at all times.

**VISION**

The City of Oxford will partner with the community to build upon the charm and character of our historic, vibrant, and walkable city to create an extraordinary quality of life for all.

**Core Values - ETHICORE**

The elected officials, staff, and volunteers of the City of Oxford value and commit to model the following:

**EQUAL TREATMENT** for everyone with **DIGNITY**, **COURTESY**, and **RESPECT**  
**TEAMWORK** within our organization and our community  
**HONESTY** in all of our dealings with citizens, fellow workers, and other organizations  
**INTEGRITY** in every action and service  
**COST-EFFECTIVE** and **QUALITY** services for our community  
**OPEN** and **TRANSPARENT COMMUNICATION** with all parties  
**RESPONSIBILITY** for our decisions and actions  
**EXCELLENCE** in every deed

**\*\*The mnemonic ETHICORE was adopted as a helpful tool to remind us of our core values\*\***

[ CALL TO ORDER ]

[Please be reminded to turn off or mute all cell phones and/or electronic devices]

[ MISSION, VISION, VALUES ]

1. Prayer by Reverend George Bullock, Mountain Springs Baptist Church
2. Pledge of Allegiance Danny Currin
3. Consider adjustments to and approval of the Agenda.
4. Opening Remarks by Mayor Sergent

*In order to provide for the highest standards of behavior and transparency in governance, the Board of Commissioners has approved a Code of Ethics to establish guidelines for ethical standards for Board Members and to provide guidance in determining appropriate conduct. Among those: Board members should avoid impropriety in the exercise of their official duties and should conduct the affairs of the board in an open and public manner. The Mayor now inquires whether any Board Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the Board. If any Board Member knows of a conflict of interest, or appearance of a conflict, please state so at this time.*

[ DELEGATIONS ]

**No Delegations**

[ PUBLIC COMMENT ON AGENDA and NON-AGENDA ITEMS ]

*Citizens may speak on Agenda as well as Non-Agenda items at this time. Citizens wishing to address the Board must sign in on the form located with the City Clerk prior to the beginning of the meeting. When recognized by the Mayor, come forward to the podium, state your name, address, if you are a City resident, and identify the subject about which you wish speak. Please review the Public Comment Guidelines that are provided alongside the sign in form.*

[ PUBLIC HEARINGS ]

*Citizens may only speak on public hearing items at this time. Citizens do not need to sign up in order to speak at a public hearing. When recognized by the Mayor, come forward to the podium, state your name, address, and if you are a City resident. Please review the Citizen Comment Guidelines that are provided at the end of this Agenda.*

**No Public Hearings**

[ OLD BUSINESS ]

**No Old Business**

[ NEW BUSINESS ]

5. Consider Demolition Ordinance for structure located on Spring Street across from Deluxe Barber Shop owned by Samuel H. McCoy

The commercial building is in poor condition and Mr. McCoy has indicated that he would like to have the building demolished. The property location is listed on the Granville County Tax Record as the corner of Granville and Herndon Streets. The structure has no value. (Attachment 5)

**Recommended action:** Staff recommends adoption of the Demolition Ordinance for the structure located on Spring Street across from Deluxe Barber Shop owned by Samuel H. McCoy.

6. Consider appointing James W. Crawford to the Zoning Board of Adjustment (ZBA) for 3-yr term expiring February 2019.

Mr. Crawford has expressed interest in serving on the ZBA. His experience on this Board will be an asset. (Attachment 6)

**Recommended action:** Staff recommends appointing James W. Crawford to the ZBA for a 3-year term expiring February 2019.

7. Consider approving a Budget Amendment in the amount of \$787,988 into the Water Fund for receipt of payment from Granville County, according to the Triangle North Granville Water, Sewer, and Fire Protection Agreement, and booking the corresponding entries accordingly.

The Triangle North Granville Water, Sewer, and Fire Protection Agreement that the City of Oxford entered into on July 27, 2015 indicated that Granville County could pay the remainder of the \$5,500,000 Allocation Fee in seven equal annual installments of \$825,488 (principal plus 1.25% interest) on or before the last business day of January of each calendar year. This same agreement also states that the county could elect to deduct the \$37,500 Partial Refund of the Allocation Fee from its annual installment payments until the Post-Expansion Reservation is available. Payment from the County was received on January 29, 2016. Since this amendment's net effect on revenues is positive and it is actually appropriating less funds, the Water Fund Balance will increase by \$787,988. (Attachment 7)

**Recommended action:** Staff recommends approving a Budget Amendment in the amount of \$787,988 into the Water Fund for receipt of payment from Granville County, according to the

Triangle North Granville Water, Sewer, and Fire Protection Agreement, and booking the corresponding entries accordingly.

8. Consider authorizing the City Manager to execute an NCDOT Local Agreement for debris removal on state maintained roads under a federal declaration of emergency after review of the final agreement by the City Engineer and the Fire Chief.

The City of Oxford has the opportunity to enter into an agreement with the NCDOT for reimbursement by the State or Federal government for the removal of debris on state maintained roads. If an Imminent Threat of Disaster and/or a State of Emergency are declared and the City declares a State of Emergency, the City can choose to clean/clear state maintained roads to better serve the citizens. The Agreement would be implemented on a case-by-case basis and the City is allowed to choose the streets it wishes to become responsible for, if any, for each such event. This Agreement would be effective for a period of five years. (Attachment 8)

**Recommended action:** Staff recommends authorizing the City Manager to execute an NCDOT Local Agreement for Debris Removal on state maintained roads under a federal declaration of emergency after review of the final agreement by the City Engineer and the Fire Chief.

9. Consider awarding contract for resurfacing the Hix Gym Complex tennis court to the lowest, responsive, responsible bidder, North State Resurfacing Company in the base bid amount of \$11,500, and approve staff to proceed with court surface strengthening in the amount of \$950, pending USTA Grant approval.

The Parks & Recreation Department Director has identified the need for Hix Tennis Courts to have minor cracks repaired, a new surface coating applied, and lines painted. The new courts will also include USTA lines for junior tennis, quick start tennis and "pickleball". The Director contacted the four primary vendors in NC who specialize in court resurfacing and requested proposals and pricing for the project. Only two of the four submitted bids (North State Resurfacing and Court One). Two other vendors (Outer Banks Tennis and Americourt) contacted us with "no bid" statements. After thorough review of the design elements and cost, the Director recommends North State Resurfacing be selected and awarded the contract. Costs for the base bid of \$11,500 will utilize existing budgeted funds from the Parks and Recreation Department, and may include price negotiation with North State Resurfacing. The Department is currently seeking USTA grant funds, which would cover additional costs of court surface strengthening in the amount of \$950. (Attachment 9)

**Recommended action:** Staff recommends awarding the contract for resurfacing the Hix Gym Complex to the lowest, responsive, responsible bidder, North State Resurfacing in the base bid amount of \$11,500.00. Staff also requests approval to proceed with court surface strengthening in the amount of \$950, pending USTA Grant approval.

[ REPORTS ]

10. January Financial Report highlights by Finance Director Kehoe. Reports will be provided on meeting night.

[ CONSENT AGENDA ]

11. Accept the January Financial Report by Finance Director Kehoe (available on meeting night)
12. Approve the following 2016 meeting minutes:  
\* January 4, Agenda Session \* January 12, Regular Session

[ BOARD COMMENTS ]

[ ADJOURNMENT ]

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**REMINDERS:**

If you need additional information about the following items, please see the City Clerk.

- February 15: Historic District Meeting – Thornton Library; 7:00 p.m.
- February 18: County Board Retreat – Expo Center; Dinner 5:30 p.m. – Expo Center
- February 22-23: City Board Retreat at Camp Oak Hill – Monday: 9:00 a.m. – 5:30 p.m.  
Tuesday: 8:30 a.m. – 2:00 p.m.

**CITY OF OXFORD**  
**PUBLIC COMMENT GUIDELINES:**

The Mayor and Board welcome and encourage citizens to attend City Board Meetings and to offer comments on matters of concern to them. Citizens are requested to review the following public comment guidelines prior to addressing the Board:

- a) Citizens are requested to limit their comments to five minutes. However, the Mayor, at his or her discretion, may limit comments to three minutes should there appear to be a large number of people wishing to address the Board.
- b) Comments should be presented in a civil manner and be non-personal in nature, fact-based, and issue oriented. Except for the public hearing comment period, citizens must speak for themselves during the public comment periods.
- c) Citizens may not yield their time to another person.
- d) Topics requiring further investigation will be referred to the appropriate City official, Board Committee or agency, and may, if in order, be scheduled for a future meeting Agenda.
- e) Individual personnel issues are confidential by law and will not be discussed. Complaints relative to specific individuals are to be directed to the City Manager.
- f) Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted.
- g) Citizens should not expect specific Board action, deliberation, and/or comment on subject matter brought up during the public comment section unless and until it has been scheduled as a business item on a future meeting Agenda.



CITY OF OXFORD  
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners  
VIA: Mike McLaurin, Interim City Manager  
FROM: Cheryl Hart, Planning Director  
DATE: 1-13-2016  
SUBJECT: Consider adopting demolition ordinance for structure located on Spring St. owned by Samuel McCoy.

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SUMMARY STATEMENT

The commercial building is in poor condition and Mr. McCoy has indicated that he would like to have the building demolished.

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REVIEW

The commercial structure is in poor condition with no value.

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RECOMMENDATION

Staff recommends adopting the demolition ordinance.

Attachments: Y

**AN ORDINANCE DIRECTING THE HOUSING CODE OFFICER  
TO DEMOLISH THE PROPERTY HEREIN DESCRIBED  
AS UNFIT FOR HUMAN HABITATION  
AND DIRECTING THAT A NOTICE BE PLACED THEREON THAT  
THE SAME MAY NOT BE OCCUPIED UNTIL DEMOLISHED**

WHEREAS, the Board of Commissioners of the City of Oxford finds that the property described herein is unfit for human habitation under the City Housing Code, and that all of the provisions of the Housing Code have been complied with as a condition of the adoption of this ordinance; and

WHEREAS, said structure should be demolished as directed by the Housing Code Officer and should be placarded by placing thereon a notice prohibiting use for human habitation; and

WHEREAS, the owners of said structure have been given a reasonable opportunity to bring the structure up to the standards of the Housing Code in accordance with G.S. 160A-443(5) pursuant to an order issued by the Housing Code Officer on October 13, 2015, and the owners having failed to comply with the order;

NOW, THEREFORE, be it ordained by the Board of Commissioners of the City of Oxford, that:

Section 1. The Housing Code Officer is hereby authorized and directed to place a sign containing the legend:

"This building is unfit for human habitation; the use of or occupancy of this building for human habitation is prohibited and unlawful."

on the building located at the following address: Spring St. across from Deluxe Barber Shop or as identified on the Granville County Tax Record: Granville and Herndon Streets Oxford, North Carolina; Owner(s): Samuel H. McCoy, 339 Henderson St., Oxford, North Carolina 27565.

Section 2. The Housing Code Officer is hereby authorized and directed to demolish the above-described structure in accordance with her order to the owner thereof dated the 13<sup>th</sup> Day of October , 2015, and with the Housing Code and G.S. 16OA-443.

Section 3. It shall be unlawful for any person to remove or cause to be removed said placard from any building to which it is affixed. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any building therein described to be unfit for human habitation.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this 9<sup>th</sup> day of February 2016.

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Jacqueline vdH Sergent, Mayor

ATTEST:

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Barbara J. Rote, City Clerk



CITY OF OXFORD  
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners  
VIA: Mike McLaurin, Interim City Manager  
FROM: Cheryl Hart, Planning Director  
DATE: 1-13-2016  
SUBJECT: Consider appointing James W. Crawford to the Zoning Board of Adjustment.

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SUMMARY STATEMENT

Mr. Crawford's previous experience on the Zoning Board of Adjustment will be an asset to the Board.

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REVIEW

After rotating off of the Zoning Board of Adjustment, Mr. Crawford indicated that he would be willing to serve again if there was a vacancy.

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RECOMMENDATION

Staff recommends approval appointment

Attachments: Y



CITY OF OXFORD  
300 WILLIAMSBORO STREET, OXFORD, NORTH CAROLINA

CITY OF OXFORD  
 FILE  
 COPIES

JAN 12 2016

RE-ROUTE TO

**APPLICATION FOR BOARD APPOINTMENT**

Return completed form to  
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date 1-11-16

Name and email JAMES W. CRAWFORD, JR (JIM) INFO@CRAWPROP.COM

Home address 569 COLLEGE ST. Phone 919-693-6119

Present occupation DEVELOPER

Educational background COLLEGE GRAD

Number of years a resident of Granville County 78

Do you live inside the City limits? YES If so, for how long? 78 YEARS

Indicate below the Board/Committee/Commission for which you are applying at this time:

- |   |   |
|---|---|
| <input type="checkbox"/> City Board of Commissioners                      | <input type="checkbox"/> Recreation Advisory Committee    |
| <input checked="" type="checkbox"/> Zoning Board of Adjustment            | <input type="checkbox"/> Community Appearance Commission  |
| <input type="checkbox"/> Planning Board                                   | <input type="checkbox"/> Historic Preservation Commission |
| <input type="checkbox"/> 200 <sup>th</sup> Anniversary Planning Committee | <input type="checkbox"/> Oxford Housing Authority         |
| <input type="checkbox"/> Oxford Parking Authority                         | <input type="checkbox"/> Other                            |

List all Boards/Committees/Commissions on which you have previously served or are currently serving.

CITY BOARD OF COMMISSIONERS, ZONING BOARD OF ADJUSTMENT  
DDT BOARD, GO TRIANGLE BOARD, DURHAM, CHAPEL HILL, CARBORO WPO  
KARR TAR RPO, GRANVILLE COUNTY MUSEUM, PEARL GPS

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

Proposed the board and served the last part of  
50 years.

Signature J W Crawford Jr

**CITY OF OXFORD****STAFF REPORT**

**TO:** Mayor Sergent and Board of Commissioners

**VIA:** Michael McLaurin, Interim City Manager

**FROM:** Patrick Kehoe, Finance Director

**DATE:** 1/27/2016

**SUBJECT:** Additional Revenues from Triangle North/Granville County

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**SUMMARY STATEMENT**

The Triangle North Granville Water, Sewer and Fire Protection Agreement that the City of Oxford entered into on July 27<sup>th</sup> of 2015 indicated that Granville County could pay the remainder of the \$5,500,000 Allocation Fee in seven equal annual installments of \$825,488 (principal plus 1.25% interest) on or before the last business day of January of each calendar year. This same agreement also states that the county could elect to deduct the \$37,500 Partial Refund of the Allocation Fee from its annual installment payments until the Post-Expansion Reservation is available. Receipt of the check will be received on January 29, 2016 from Granville County.

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**REVIEW**

This requested Budget Amendment; in the amount \$787,988 is being issued to adjust for the monetary effect that above-mentioned agreement sections and county actions will have on the current year's budget. Since this amendment's net effect on revenues is positive and it is actually appropriating less funds, the Water Fund Balance will also increase by \$787,988.

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**RECOMMENDATION**

Staff hereby recommends approving this Budget Amendment in the amount of \$787,988 for receipt of payment from Granville County, according to the Triangle North Granville Water, Sewer and Fire Protection Agreement into the Water Fund and booking the corresponding entries accordingly. This is the first of seven annual installments.

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**CITY OF OXFORD**

**STAFF REPORT**

**TO:** Mayor Sergent and the Board of Commissioners  
**VIA:** Michael McLaurin, Interim City Manager  
**FROM:** Amy Ratliff, PE, City Engineer  
**DATE:** January 28, 2016  
**SUBJECT:** NCDOT Local Agreement for Debris Removal

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**SUMMARY STATEMENT**

Execute NCDOT Local Agreement for Debris Removal on state maintained roads under a federal declaration of emergency.

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**REVIEW**

The City of Oxford has the opportunity to enter into an agreement with the NCDOT for reimbursement by the State or Federal government for the removal of debris on state maintained roads. If an Imminent Threat of Disaster and/or a State of Emergency are declared and the City declares a State of Emergency, the City can choose to clean/clear state maintained roads to better serve the citizens. The Agreement would be implemented on a case by case basis and the City is allowed to choose the streets it wishes to become responsible for, if any, for each such event. This Agreement would be effective for a period of five (5) years.

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**RECOMMENDATION**

Staff recommends City Manager be authorized to execute NCDOT Local Agreement for Debris Removal on state maintained roads under a federal declaration of emergency after review of the final agreement by the City Engineer and the Fire Chief.

**CITY OF OXFORD****STAFF REPORT**

**TO:** Mayor Sergent and Board of Commissioners  
**VIA:** Mike McLaurin, Interim City Manager  
**FROM:** Christine Usry, Director, Parks & Recreation  
**DATE:** 1/28/16 Updated February 2, 2016  
**SUBJECT:** Resurfacing of Hix Tennis Courts

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**SUMMARY STATEMENT**

The tennis courts located at Hix Complex are in need of repairs and resurfacing. This project was approved in the capital projects for FY 15-16.

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**REVIEW**

The Parks & Recreation Department Director has identified the need for Hix Tennis Courts to have minor cracks repaired, a new surface coating applied and lines painted. The new courts will also include USTA lines for junior tennis, quick start tennis and "pickleball". The Director contacted the four primary vendors in NC who specialize in court resurfacing and requested proposals and pricing for the project. Only two of the four submitted bids (North State Resurfacing and Court One). Two other vendors (Outer Banks Tennis and Americourt) contacted us with "no bid" statements. After thorough review of the design elements and cost, the Director recommends North State Resurfacing be selected and awarded the contract. Costs for the base bid of \$11,500 will be funded within the existing budgeted funds for the Parks and Recreation Department and may include price negotiation with North State Resurfacing. The Department is currently seeking USTA grant funds, which would cover additional costs of court surface strengthening in the amount of \$950.

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**RECOMMENDATION**

Staff recommends awarding the contract for resurfacing the Hix Gym Complex to the lowest, responsive, responsible bidder, North State Resurfacing in the base bid amount of \$11,500.00. Staff also requests approval to proceed with court surface strengthening in the amount of \$950, pending USTA Grant approval.

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NORTH STATE RESURFACING, CO.  
Post Office Box 387  
Wendell, NC 27591  
Phone: (919) 365-7500  
www.northstateresurfacing.com



ALTERNATE  
Proposal number: RFQ-15-1216-CU  
Page number: 1 of 1  
Date: 1-15-16

PROPOSAL SUBMITTED TO: Christine Sims

WORK TO BE PERFORMED AT:

Name: City of Oxford

Name: Hix Recreation Complex

Address: P.O. Box  
Oxford, NC 27565

Address: Oxford, NC

Phone: 919-603-1135

Job Site:

We hereby propose to furnish the materials and perform the labor necessary for the completion of: Alternates for repairing cracks.

**Options:**

Option #1: Install approximately 150 linear feet of Super Seal crack repair to all major structural cracks. Cracks treated with the Super Seal system are guaranteed not to reappear for three years. All other areas are not guaranteed. New cracks may form within a short period of time. Occasionally this type of repair may cause dead spots or buckling of the surface, this should be considered normal.....*Additional \$2,025.00*

Option #2: Install Fortress 97423, Polyester Fabric over areas on the surface which is exhibiting extensive surface cracks. Although there is no guarantee associated with this system, it strengthens the surface to help prevent the appearance of cracks. *Additional \$950.00*

Other accessories are available. Please contact us for pricing.

*All Options are intended to be an addition to the base price on page #1.*

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

RESPECTFULLY SUBMITTED BY: *North State Resurfacing, Co.*

PER: Michael A. Alford

NOTE- This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CITY OF OXFORD PARKS & RECREATION DEPARTMENT**  
**RFQ-15-1216-CU**  
**REQUEST FOR QUOTATION**  
**RESURFACING OF TENNIS COURTS**

**BIDDER INFORMATION:**

Company Name: NORTH STATE RESURFACING, CO.

Address: P.O. Box 307

City/State/Zip WENDELL, NC 27591 City

Contact Person DREW ALFORD Phone Number 919-365-7500

Fax Number Email: info@northstateresurfacing.com

BIDDER SIGNATURE Drew C. Alford

Title ESTIMATOR Date JANUARY 15, 2016

**DUE DATE: Thursday, January 28, 2016 at 2:00 p.m. Local Time**

Oxford Parks & Recreation Department

Contact Person: Christine Usry, Director

Address: PO Box 506, 127 Penn Avenue

City, State, Zip: Oxford, NC 27565

Phone Number: .....919-603-1135 Fax Number .....919-603-1138

Email: cusry@oxfordnc.org

**ISSUED DATE: Tuesday, January 5, 2016 RETURN SEALED PROPOSAL BY DUE DATE AND TIME VIA FAX, MAIL OR EMAIL TO CONTACT PERSON STATED ABOVE.**

- 1. Intent.** The intent of this solicitation is to select a successful Bidder to complete removal of "birdbaths", filling of cracks, resurfacing and restriping of two tennis courts at the City of Oxford's Hix Recreational Complex located at 313 E. Spring Street. The City shall endeavor to select the lowest quote that is most responsive to the needs of the City as outlined herein. The bidder's price response shall be accompanied by a detailed description of the requirement service to be offered.

**PRE-BID MEETING: Thursday, January 14, 2016 at 10:00 am at the tennis courts, 313 E Spring St, Oxford, NC 27565**

- 2. Deliverables and Scope of Services.** The successful Bidder shall provide for the removal of "birdbaths", filling of cracks, resurfacing and restriping of two tennis courts at the City of Oxford's Hix Recreational Complex located at 313 E. Spring Street. On-site inspection of the installation area is recommended. To schedule on-site visit, call 919-603-1135.

**7. Obligations of the Successful Bidder:** The Successful Bidder shall provide and pay for all labor, tools, materials, permits, equipment, transportation, supervision, and any and all other items or services, of any type whatsoever, which are necessary to fully complete and deliver the services requested by the City, and shall not have the authority to create, or cause to be filed, any liens for labor and/or materials on, or against, the City, or any property owned by the City. Such lien, attachment, or encumbrance, until it is removed, shall preclude any and all claims or demands for any payment to the Successful Bidder. The Successful Bidder will ensure that all of its employees, agents, sub-contractors, representatives, volunteers, and the like, shall fully comply with all of the terms and conditions set forth herein, when providing services for the City in accordance herewith. The Successful Bidder shall be solely responsible for the means, methods, techniques, sequences, safety programs, and procedures necessary to properly and fully complete the work set forth in the Scope of Services. The Successful Bidder shall use appropriate tools and/or equipment which are in good repair and proper working order, so as to enable the Successful Bidder to complete the services required hereby.

**8. Clean-Up:** The Successful Bidder shall be responsible for the removal, hauling, and legal disposal of all debris generated as a result of performing the services provided for herein and the same shall be done on a daily basis. This shall include but not be limited to, removal of all packaging materials, crating, cardboard, protective packaging, liners, plastic and any other debris. Any dumpsters located within the Hix Gymnasium and under contract to the City of Oxford shall not be used by the Successful Bidder for debris removal or disposal. The Successful Bidder can arrange for an onsite dumpster for removal of debris associated with the project. The Successful Bidder shall broom clean the premises at the end of each day and upon completion of delivery, installation and, set-up.

**9. Punch List:** The designated City representative and the Successful Bidder shall perform an inspection of all items delivered and project completion by the Successful Bidder. In the event any deficiencies are identified, a punch list of said deficiencies shall be created and delivered to the Successful Bidder. After issuance of the punch list, the Successful Bidder shall have thirty (30) days to respond and correct all items listed on the punch list. In the event an item must be replaced, an expected delivery date for said item shall be given to the City. Similarly, in the event any work must be redone, an expected completion date shall be given to the City. Final acceptance and subsequent invoice processing shall not be done by the City until all items on the punch list have been completed to the satisfaction of the City.

**10. Estimated Quantities:** As stewards of public funds, the City maintains all adopted budgetary parameters in the performance of its contracts. The ability of the Successful Bidder to maintain a sense of fiscal responsibility shall be favorably considered in the evaluation of submittals. Quantities noted in this Request for Quotes are estimates only and are intended as a guide in submitting the bid and in no way obligates the City to purchase this amount. The actual services purchased under this bid may be more or may be less.

**11. Price Submittal.**

In accordance with the terms, conditions and specifications, I/we, as authorized signatory to commit the firm, do hereby accept in total all the terms and conditions stipulated and referenced in this RFQ document and hereby submits the following prices for RFQ-15-1216-CU, RESURFACING OF TENNIS COURTS, as follows:

	Item Description	Unit Price	Quantity Required	Extended Price
1.	Power washing	\$ 900.00	1	\$ 900.00
2.	Fill Depressions and Cracks	\$ 8.60	150	\$1,290.00
3.	Coatings and Lines	\$ 4.918	1,600	\$ 7,870.00

4.	Expected start date (weather permitting)	MAY 13, 2016	
5.	Labor	\$ 1,440.00	\$ 1,440.00
6.	TOTAL QUOTE PRICE	\$ 11,500.00	
Additionally, please respond to the following questions by placing a check mark (✓) on the appropriate answer:			
Item	Question	Response YES	Response NO
1. YES	Did you include a copy of your Certificate of Liability Insurance (COI) with your quote submittal?		
2. YES	Did you complete and include a W-9 Form?		

(1) The City will consider alternates to the items listed above. If alternates are offered, the City will have the sole and unilateral right to reject the alternate and purchase from a vendor providing materials that are in compliance herewith. Delivery time will be a factor in the evaluation of this Request for Quotation.

(2) All prices quoted shall remain firm for period of one (1) year after the due date of the quotation.

(3) **Unit Price Accuracy:** Please check the stated unit prices before submitting your quote; as no change in prices will be allowed after the due date and time. All prices and notations must be in ink or typewritten. In cases of the extended price irregularities, **unit price will prevail**. Please note that the City reserves the right to clarify and correct extended price amount errors.

(4) All quotes should include NC Sales Tax.

(5) If you are offering pricing which is based on other entity or agency solicitation pricing, clearly state so and include a copy of the applicable solicitation with your submittal.

(6) Please read the terms and conditions listed below, complete the requested information, and sign in the space provided above.

(7) If not submitting a quotation, please indicate "NO BID" and return this form.

**Critical Data Necessary For All Bids:**

(1) Please return your quote submittal via fax, mail or email to the Department Representative no later than by the due date and time indicated above.

(2) The deadline for questions is: Friday, January 15, 2016 at 12:00 PM local time.

(3) Please email questions regarding this quotation only to the Department Representative. Any interpretations, clarifications, or changes made will be in the form of written addenda issued by the City of Oxford, NC.

(4) Bidder must submit a copy of their Certificate of Insurance with their quote.

(5) Any order resulting from this Request for Quotation shall be subject to the attached General Terms and Conditions and all applicable laws, policies and codes.

**GENERAL TERMS AND CONDITIONS - PLEASE READ CAREFULLY**

**RESERVED RIGHTS OF THE CITY**

The City reserves the right to unilaterally cancel this Request for Quotation, at its sole discretion.