AGENDA
FINANCE COMMITTEE

4:00 p.m., Monday, February 13, 2017

COMMITTEE ROOM

Room 239, City Hall

COMMITTEE MEMBERS:  Council Member Robert C. Clark, Chair
Council Member Denise D. Adams, Vice Chair
Council Member Vivian H. Burke
Council Member Jeff MacIntosh

GENERAL AGENDA

G-1.  PRESENTATION OF THE REPORT OF THE WINSTON-SALEM POVERTY THOUGHT FORCE.

G-2.  RESOLUTION APPROVING FUNDING TO SHARE FOR A FEASIBILITY STUDY AND CONSULTING SERVICES TO EVALUATE THE DEVELOPMENT OF A COOPERATIVE GROCERY STORE IN WINSTON-SALEM. [21,800].


G-4.  PROFORMA REGARDING WINSTON LAKE YMCA.

G-5.  PLOTT'S BAKERY PRODUCTS APPEAL OF SMALL BUSINESS LOAN COMMITTEE'S DENIAL OF REQUEST FOR ASSISTANCE.
CONSENT AGENDA

Property Matters

C-1. RESOLUTION AUTHORIZING THE SALE OF CERTAIN CITY-OWNED PROPERTY AT 317 EAST FOURTEENTH STREET UNDER THE UPSET BID PROCEDURE (N.C.G.S. 160A-269) (NORtheast Ward). [$42,000].

C-2. RESOLUTION AUTHORIZING THE SALE OF SURPLUS CITY-OWNED PROPERTY TO THE WINSTON-SALEM/FORSYTH COUNTY BOARD OF EDUCATION, PURSUANT TO N.C.G.S. 160A-274(B). (NORTH WARD) [$41,900].

C-3. RESOLUTION AUTHORIZING A LEASE EXTENSION WITH FIFTH STREET INVESTMENTS, LLC PROVIDING SPACE FOR THE POLICE DEPARTMENT’S COMMUNITY RESOURCES UNIT.

Community and Economic Development

C-4. RESOLUTION AUTHORIZING RESTRUCTURING OF EXISTING LOANS FOR SUMMIT SQUARE GARDEN APARTMENTS. (EAST WARD)

C-5. CONSIDERATION OF ITEMS RELATED TO DRAYTON PINES: (NORTH WARD).

   a. RESOLUTION AUTHORIZING MODIFICATION TO PERMANENT FINANCING FOR 44 UNITS OF AFFORDABLE HOUSING KNOWN AS DRAYTON PINES APARTMENTS AND THE DEED FROM THE CITY TO THE HOUSING AUTHORITY OF WINSTON-SALEM.


C-6. RESOLUTION AUTHORIZING CONTINUATION OF A REVOLVING BRIDGE FUND FOR THE HOUSING AUTHORITY OF THE CITY OF WINSTON-SALEM (HAWS) AND EXPERIMENT IN SELF-RELIANCE, INC. (ESR) [$341,000].

C-7. CONSIDERATION OF ITEMS RELATING TO THE OLD SALEM INFRASTRUCTURE IMPROVEMENT PROJECT:

   a. RESOLUTION AUTHORIZING THE CITY MANAGER TO APPROVE CHANGE ORDERS WITH STANTEC CONSULTING SERVICES, INC. FOR ADDITIONAL PROFESSIONAL ENGINEERING SERVICES AND CONSTRUCTION SERVICES FOR THE OLD SALEM INFRASTRUCTURE IMPROVEMENT PROJECT.

Environmental Health

C-8. RESOLUTION AUTHORIZING THE QUITCLAIM ABANDONMENT OF A SEWER EASEMENT FOR THE WEST END STATION PROJECT (NORTHWEST WARD).

C-9. RESOLUTION APPROVING AN APPLICATION FOR NORTH CAROLINA CLEAN WATER STATE REVOLVING FUND LOANS ASSOCIATED WITH DIGESTER AND THICKENING IMPROVEMENTS AT THE MUDDY CREEK WASTEWATER TREATMENT PLANT AND ARCHIE ELLEDGE WASTEWATER TREATMENT PLANT.

Finance/Budget

C-10. CONSIDERATION OF ITEMS REGARDING THE EXPENDITURE OF CITY/COUNTY UTILITY COMMISSION FUNDS - IDOLS ROAD BUSINESS PARK:

a. RESOLUTION AUTHORIZING THE EXPENDITURE OF CITY/COUNTY UTILITY COMMISSION FUNDS GENERATED BY OUT OF COUNTY SERVICES FOR THE DESIGN AND CONSTRUCTION OF MUNICIPAL INFRASTRUCTURE IMPROVEMENTS AT IDOLS ROAD BUSINESS PARK THROUGH AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF WINSTON-SALEM AND FORSYTH COUNTY.


C-11. CONSIDERATION OF ITEMS REGARDING THE EXPENDITURE OF CITY/COUNTY UTILITY COMMISSION FUNDS - UNION CROSS BUSINESS PARK:

a. ORDINANCE AMENDING CHAPTER 2 OF THE CITY CODE REGARDING ADMINISTRATION.

b. RESOLUTION RATIFYING AND AUTHORIZING THE EXPENDITURE OF CITY/COUNTY UTILITY COMMISSION FUNDS GENERATED BY OUT OF COUNTY SERVICES FOR THE DESIGN AND CONSTRUCTION OF MUNICIPAL IMPROVEMENTS AT UNION CROSS BUSINESS PARK THROUGH A REIMBURSEMENT AGREEMENT BETWEEN FORSYTH COUNTY, THE CITY OF WINSTON-SALEM, CITY/COUNTY UTILITY
C-12. CONSIDERATION OF ITEMS RELATED TO CONTRACTS:

a. RESOLUTION AWARDING PURCHASE ORDER FOR COMPUTERS - Dell Marketing L.P. - $192,989.11. [Item remanded to Finance Committee at the January 17, 2017, City Council Meeting.]


c. RESOLUTION AWARDING CONTRACT FOR ROADWAY/SIDEWALK IMPROVEMENTS ALONG EBERT STREET, ARDMORE ROAD AND BETHABARA ROAD - Smith-Rowe, LLC - $1,976,854.79. (Estimated Amount).

C-13. CONSIDERATION OF ITEMS RELATING TO A CONTRACT FOR THE PASSAGeway PROJECT:

a. RESOLUTION AWARDING CONTRACT FOR THE PASSAGeway PROJECT - New Restoration and Recovery Services, LLC. - $67,241.05. (Estimated Amount).


C-14. RESOLUTION AUTHORIZING A CHANGE ORDER TO ARCHITECTURAL DESIGN ASSOCIATES PLLC FOR $47,000.00 IN ADDITIONAL DESIGN SERVICES AND TO RESOLUTE BUILDING COMPANY IN THE AMOUNT OF $565,000 FOR WORK ON THE M.C. BENTON, JR. CONVENTION CENTER RENOVATION PROJECT. (NORTH WARD)
C-15. CONSIDERATION OF ITEMS RELATING TO A CHANGE ORDER TO H.M. KERN CORPORATION IN THE AMOUNT OF $165,000 FOR POLICE DISTRICT 2 FACILITY RENOVATIONS. (SOUTHEAST WARD)

a. RESOLUTION AUTHORIZING A CHANGE ORDER TO H.M. KERN CORPORATION IN THE AMOUNT OF $165,000 FOR POLICE DISTRICT 2 FACILITY RENOVATIONS.


C-16. CONSIDERATION OF AMENDMENTS TO THE FISCAL YEAR 2016-17 BUDGET ORDINANCES FOR THE CITY OF WINSTON-SALEM, NORTH CAROLINA.


Transportation

C-17. RESOLUTION CHANGING FISCAL YEAR 2016-2017 ADOPTED USER FEE SCHEDULE FOR STREET CLOSING PERMITS.

General Government

C-18. RESOLUTION APPROVING THE FFY 2018 FEDERAL AGENDA FOR THE CITY OF WINSTON-SALEM.

C-19. RESOLUTION APPROVING RENEWAL OF THE MICROSOFT ENTERPRISE AGREEMENT. [$1,257,210.33].

C-20. IT FIBER NETWORK UPDATE.

C-21. INFORMATION ON DESKTOP REPLACEMENT.

Presentation will be made at the meeting.
City Council – Action Request Form

Date: January 26, 2017
To: The City Manager
From: Derwick L. Paige, Assistant City Manager

Council Action Requested:

Adopt Resolution approving funding to SHARE for a feasibility study and consulting services to evaluate the development of a cooperative grocery store in Winston-Salem.

Summary of Information:

The City has received a request for $21,800 funding from the SHARE (Supplying Honest And Respectful Engagement) Cooperative of Winston-Salem to fund a feasibility study and consulting services to evaluate the development of a cooperative grocery store in Winston-Salem. Although the study will focus on the intersection of the Peters Creek Parkway and Academy Street, the study will evaluate 3-5 mile radius around that intersection to identify suitable locations for a cooperative grocery store.

The City’s funding would be used for a contract with Dakota Worldwide to determine the feasibility of opening a food cooperative in Winston-Salem, and for consulting services/technical assistance provided by CDS Consulting Co-op. SHARE needs this information to be incorporated as a critical part of its overall planning, and funding execution. The requested City funding only represents a portion of the costs for these services and SHARE continues to seek private sector and foundation funding to support the initiative. In addition, professional services provided by volunteers have helped to keep cost low. To date, SHARE has invested more than $11,500 towards this initiative. Additional in-kind support from its volunteer participants exceed more than 1,500 hours of service.

The attached resolution authorizes up to $21,800 to SHARE to fund a feasibility study and for consulting services to evaluate the development of a cooperative grocery store in Winston-Salem. The assistance would be funded from the “excess” business privilege license tax revenues that were set aside from electronic sweepstakes operations in the RUCA areas.

Committee Action:

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RESOLUTION APPROVING FUNDING TO SHARE FOR A FEASIBILITY STUDY
AND CONSULTING SERVICES TO EVALUATE THE DEVELOPMENT OF A
COOPERATIVE GROCERY STORE IN WINSTON-SALEM

WHEREAS, the City has received a request for $21,800 funding from SHARE
(Supplying Honest And Respectful Engagement) Cooperative of Winston-Salem to fund a
feasibility study and consulting services to evaluate the development of a cooperative grocery
store in Winston-Salem; and

WHEREAS, SHARE is a faith-based organization serving the citizens of Winston-
Salem. Its mission involves providing wholesome food to families in and around areas
designated as food deserts; and

WHEREAS, the City’s funding would be used to leverage private sector and foundation
funding to support the initiative; and

WHEREAS, said feasibility study could assist in the furtherance of the efforts to identify
suitable locations for a cooperative grocery store.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the
City of Winston Salem, that the City hereby approves up to $21,800 funding to SHARE with
Dakota Worldwide to determine the feasibility of opening a food cooperative in Winston-Salem,
and for consulting services/technical assistance provided by CDS Consulting Co-op.

BE IT FURTHER RESOLVED, that funding come from the “excess” business privilege
license tax revenues that were set aside from electronic sweepstakes operations in the RUCA
areas.
Presentation will be made at the meeting.
TO: Derwick Paige, Assistant City Manager  
FROM: William Royston, Recreation and Parks Director  
DATE: January 30, 2017  
SUBJECT: Proforma Regarding Winston Lake YMCA  
CC: Lee Garrity, City Manager

In October 2016, the Finance Committee reviewed a proposal in which the YMCA of Northwest North Carolina would sell the Winston Lake YMCA to the City of Winston Salem for $1, and lease back a portion of the facility for $1 for up to fifty years (a minimum of five years).

Property Facility Maintenance and Recreation and Parks staff provided estimated costs for the facility to become completely operational. The cost associated with this proposal is presented in the attached proforma. Overall, increase in annual operational costs including maintenance, utilities, and personnel would cost approximately $561,450/year beginning in FY 2017-18. These costs would be projected to increase annually from 2%-3.5%. Also, in FY 2017-18 a one-time $250,000 expenditure would be needed for building repairs and up-fit. In addition, another $1.8 million would be needed in future bond funds for capital repairs.

All personnel costs assume that the facility would operate 7 days a week with the swimming pool and other facilities being available during operating hours. The maintenance and operations costs were projected based upon historical data to operate the facility.

The Winston Lake YMCA structures are in poor condition. There are repairs that will need to be done immediately after accepting this facility. See below for a list of renovations ranging from immediate needs to capital repairs.

Immediate Needs (FY18)
- Replace flooring in heavily used areas ($100,000)
- Repaint the interior ($100,000)
- Wire the building for connection to City network ($50,000)

Operational Expenditures (FY18)
- Utility cost increase ($169,000)
- Additional staff ($202,480)
- Maintenance ($100,000)

Capital Repairs (FY19)
- Replace roof, boilers, ventilation and cooling systems, HVAC, and contingency ($1,606,000)
- Add building control system ($(130,000)
• Install LED lighting throughout facility ($64,000)

I am available to answer questions that you might have.

**William Royston**
Recreation and Parks Director
TO: William Royston, Recreation & Parks Director
FROM: Lisa Kiser, District Supervisor, Recreation & Parks
DATE: January 31, 2017
SUBJECT: Current Special Populations and Senior programs and staffing
CC: Latoya Price, Therapeutic Program Supervisor; Chuck Vestal, Adult Program Supervisor

The Special Populations Unit (SPU) of the Winston-Salem Recreation and Parks Department (WSRP) offers programs for senior adults, people with disabilities, and volunteers. Currently SPU operates on a community-based model – staff have offices at Black Phillips Smith Government Center and provide programs to the community at recreation centers and other locations where space is available. Included in staffing levels are the Recreation Center Supervisor and Recreation Leader from the Rupert Bell Neighborhood Center. Under the following model, the Rupert Bell Neighborhood Center staff and programs would move to the Winston Lake YMCA. The center would remain available for rentals, meeting space, and other special activities as needed.

Current Special Populations Unit Staffing Levels

Recreation employs 7.775 FTE responsible for providing direct programming services to the citizens of Winston-Salem.

- Markee Daye – Office Assistant (40 hours)
- Chuck Vestal – Adult Program Supervisor (40 hours)
- Latoya Price – Therapeutic Program Supervisor (40 hours)
- Beverly Ligons – Recreation Center Supervisor – Rupert Bell (40 hours)
- Brandii Little – Senior Recreation Leader (38 hours)
- Leanne Pressley – Senior Recreation Leader (38 hours)
- Vacant – Senior Recreation Leader (35 hours)
- Laura Patterson – Recreation Leader (20 hours)
- Antoine Barber – Recreation Leader (20 hours) – Rupert Bell

Property and Facilities Management provides two employees, fifteen hours/week, for custodial services.

Current Special Populations Programs Offered

Therapeutic Programs

- **Charles E. Roane Memorial Bowling Tournament**: Statewide competitive

- **Outta Sight Support Group:** A social/support group for individuals with visual impairments. This group discusses issues related to having limited vision. Meets bi-weekly. Polo Park Recreation Center.

- **Chair Yoga:** Mind, body and spirit strengthening class for individuals with and without disabilities. Participants experience stress reducing and relaxation improving methods through the practice of Yoga. Meets weekly. Little Creek Recreation Center.

- **Hang Time:** Participants in this social group develop goals to improve social skills through games, activities, and community outings. Meets weekly. Miller Park Recreation Center.

- **Helping Hands:** Leisure education class for adults with disabilities. Participants engage in sensory activities, crafts, and games. Meets weekly. Rupert Bell Recreation Center.

- **Homebody Crafts:** For people of ALL abilities, this inclusive crafting class creates gifts, cards, and art with a monthly theme. Meets weekly. Miller Park Recreation Center.

- **Sittercise:** Participants engage in movement therapy from a seated position. Meets weekly. Sprague Street Recreation Center.

- **S&P Social Club:** This social club plans a monthly community outing. Meets bi-weekly, week one – planning, week two – community outing. Hanes Hosiery Recreation Center, various community locations.

- **The ViBE:** Music therapy program for people with physical and intellectual disabilities. Participants create poetry to music, sing, dance, and gain exposure to different forms of music. In a social group setting, participants have a chance to be imaginative and experience freedom of self-expression. Meets weekly. 14th Street Recreation Center.

- **Community Reintegration:** Persons with disabilities are referred to this one-on-one program of re-entry to recreation and leisure activity. Participants usually have experienced a medical incident that has altered their life. By appointment.

**Special Olympics**

Special Olympics is a year-round sports training and competition program for individuals with intellectual disabilities. Special Olympics Forsyth County (SOFC) is coordinated by Latoya Price, Therapeutic Program Supervisor. Special Olympics Forsyth County provides sports, health, fitness, wellness, social, and leadership programs year-round for over 1600 youth and adults with intellectual disabilities.

- **Alpine Skiing:** December – January. Boone, NC
- **5-on-5 Full Court Basketball:** January – March. Practices weekly. Tournament at the end-of-the-season. Miller Park Recreation Center, Carter High School.
- **3-on-3 Half-Court Basketball:** September – November. Practices weekly. Special Olympics Fall Statewide Tournament at the end of the season. Miller
Park Recreation Center, Carter High School.

- **Individual Skills Basketball:** September – November. Practices weekly. Special Olympics Fall Statewide Tournament at the end of the season. Miller Park Recreation Center.

- **Bocce:** September – November. Practices weekly. Special Olympics Fall Statewide Tournament at the end of the season. Miller Park Recreation Center.


- **Cheerleading:** January – May. Practices weekly. Special Olympics Summer Statewide Tournament at the end of the season. Miller Park Recreation Center, Carter High School, The Enrichment Center.

- **Equestrian:** April – November. Practices weekly. Special Olympics Equestrian Statewide Championship at the end of the season.

- **Golf Skills/Alternate Shot:** September – November. Practices weekly. Special Olympics Fall Statewide Tournament at the end of the season. Winston Lake Golf Course.

- **Roller Skating:** September – November. Practices weekly. Special Olympics Fall Statewide Tournament at the end of the season. Skateland USA, Clemmons, NC.

- **Soccer:** September – November. Practices weekly. Special Olympics Fall Statewide Tournament at the end of the season. Winston-Salem State University.

- **Tennis:** September – November. Practices weekly. Special Olympics Fall Statewide Tournament at the end of the season. Central Park, Fourth of July Park, Kernersville, NC.

- **Unified Flag Football:** September – November. Special Olympics athletes play flag football with students from Winston-Salem State University. Practices weekly. Tournament against other Unified Flag Football teams at the Carolina Panthers Practice Facility.

- **Aquatics:** February – June. Practices weekly. Special Olympics Summer Statewide Tournament at the end of the season. Walter White YMCA, Winston Lake YMCA.


*Special Olympics In-School Program*

SOFC offers sports training and competition programs to youth Special Olympics.
athletes during their normal school day. SOFC offers the following programs through the in-school program: Young Athletes, Motor Activities, Bowling, Basketball, and Track and Field.

Special Olympics Local Competitions

SOFC offers nine local competitions for its athletes and athletes from surrounding counties.

- Youth Bowling Tournaments: Four youth bowling tournaments are organized for over 700 athletes in the Winston-Salem/Forsyth County School System.
- Adult Bowling Tournament
- Spring Games: Local Track and Field Meet for Special Olympics. Over 900 athletes compete in this three-day track meet.
- Aquatics Meet
- Cheerleading Competition
- Volleyball Tournament

Senior Programs

- Senior Bingo: Seniors increase cognitive function and socialization through BINGO. Meets weekly. Brown & Douglas Recreation Center.
- Unique Seniors: Senior adults with intellectual disabilities enjoy sittercise, recreation activities, crafts, and community outings. Meets weekly. Carl Russell Recreation Center
- Senior Seminar: Monthly seminars are offered on various topics related to senior issues. Various locations.
- Bocce League: Seniors engage in fun and competitive bocce league play in a social setting. Participants receive instruction to prepare for annual Senior Games competition. Meets weekly. Miller Park Bocce Courts
- Cornhole League: Seniors engage in fun and competitive cornhole league play in a social setting. Participants receive instruction to prepare for annual Senior Games competition. Meets weekly. Hanes Hosiery Recreation Center
- Shuffleboard League: Seniors engage in fun and competitive shuffleboard league play in a social setting. Participants receive instruction to prepare for annual Senior Games competition. Meets weekly. Rupert Bell Park.
- Pickleball Leagues: Seniors engage in fun and competitive pickleball league play in a social setting. Participants receive instruction to prepare for annual Senior Games competition. Meets weekly. Georgia Taylor Recreation Center, Griffith Park, Polo Park Recreation Center, Old Town Park.
- Horseshoe Tournaments: Seniors engage in fun and competitive horseshoes tournaments. Participants receive instruction to prepare for annual Senior Games competition. Various times throughout the year. Miller Park Horseshoe Courts
- **Chapter Chat**: Seniors engage in a book club. Staff facilitate discussions of literature chosen by the club. Meets weekly. Little Creek Recreation Center.
- **Pensters**: Seniors write literature, poetry, and memories based on themes. Participants share their literary works with the group. Meets monthly. Little Creek Recreation Center.
- **Chair Exercise**: Seniors engage in strenuous, cardio-vascular exercise from the comfort of their chairs. Meets three times per week. Rupert Bell Recreation Center.
- **Line Dance Class**: Seniors get moving in a fun and educational line dancing class. Meets two times per week. Rupert Bell Recreation Center.
- **Toning Class**: Seniors can use the toning tables to increase muscle strength and endurance. Meets two times per week. Rupert Bell Recreation Center.
- **Choir Practice**: Seniors enjoy social time while making beautiful noises. Meets weekly. Rupert Bell Recreation Center.
- **Computer Class**: Seniors learn computer basics. Meets weekly. Rupert Bell Recreation Center.
- **Skyland Neighborhood Meeting**: Residents of the Skyland Neighborhood meet monthly to discuss issues and concerns in their neighborhood. Rupert Bell Recreation Center.
- **National Council of Negro Women**: Women feel empowered and connect to their community through service projects. Meets monthly. Rupert Bell Recreation Center.
- **Zeta Amica**: Social and service organization. Meets monthly. Rupert Bell Recreation Center.
- **Groove Phi Groove**: Social and service organization. Meets monthly. Rupert Bell Recreation Center.
- **Home Maintenance Workshops**: Workshops that demonstrate homeowners how to take care of minor maintenance of their homes. Meets monthly. Rupert Bell Recreation Center.
- **North Carolina Association of Senior Citizen Clubs District V**: Social group of seniors that plans special events, field trips, and attending the annual NCASCC conference. Meets monthly. Rupert Bell Recreation Center.
- **Walking Club**: Seniors walking together for fun and fitness. Meets weekly. Rupert Bell Recreation Center.
- **Skyland Senior Citizen’s Club**: Group of seniors from the Skyland Neighborhood who engage in social and service activities. Meets twice monthly. Rupert Bell Recreation Center.

**Piedmont Plus Senior Games**

The Piedmont Plus Senior Games (PPSG) and Silver Arts are a year-round wellness and education program. Every April the program culminates with athletic, art, craft, and performance competitions that draw over 500 participants. PPSG is coordinated by Chuck Vestal, Adult Program Supervisor.

- **PPSG Senior Games**: Competitions in 38 different athletic and recreation events take place throughout the month of April. Competitions are held at
various recreation centers, parks, and sponsoring agencies facilities.

- **PPSG Silver Arts:** Silver Arts competitions are offered in 32 categories of heritage, visual, performing and literary arts, including painting, singing, needlecrafts and photography.

- **PPSG Fall Games:** Friendly competitions in 5 different athletic events. Participants learn about different events, fellowship with others, and engage in wellness activities. September. Various recreation centers and parks.

- **Grand Games:** Intergenerational competitions with teams of grandparents and grandchildren. February. Miller Park Recreation Center.

**Special Events/Specialty Programs**

- **Community Band:** The Winston-Salem Community Band gives amateur and semiprofessional musicians the opportunity to continue using the skills they developed while playing in high school and college bands. Monthly performances are held at Miller Park Amphitheater and South Fork Community Center.

- **Senior IDs:** The Winston-Salem Recreation and Parks Department offers Senior ID cards for citizens 60+. These cards allow seniors to receive a discount to ride WSTA bus and discounts at participating businesses.

- **Senior Bingo Party:** SPU organizes an annual Bingo party for seniors. Staff collect prizes, provide snacks, and engage seniors in the game of Bingo. Hanes Hosiery Recreation Center.

- **FIT (Feeling In Tune):** Feeling In Tune is a special exercise program designed to help seniors in Winston-Salem stay healthy. WSTV Digital Media, Time Warner Cable Channel 13. Airs twice daily, M/W/F.

- **Aquabilities:** Aquabilities is a program that teaches youth and adults with disabilities how to move, swim, and play in the water. Lessons are offered three times per week during the month of July. Reynolds Park Pool.

- **Camp Discovery:** An 8-week Summer Day Camp for youth ages 8-21 with developmental and physical disabilities. Each week campers attend field trips, engage in structured activities and learn about their community through guest speakers. Summer. Miller Park Recreation Center.

Programs listed in bold can be moved to the Winston Lake YMCA facility.
# Winston Lake YMCA Proforma Projections (Net Increases Only)

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<td>Operating Income (Loss)</td>
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<td>Net Income (Loss)</td>
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Notes:

(1) Projected revenues include programs offered to seniors and special population participants & increase at annual rate of 1%
(2) Projected personnel services expenses increase at annual rate of 2% and include part-time full/partial benefitted
(3) Projected maintenance & operation expenses increase at annual rate of 3.5%
(4) $169,000 added for estimated utility cost in FY18
(5) $1,800,000 added in FY19 for capital outlay up fits (Bond Referendum)
(6) $202,480 projected for additional personnel staff: Facility Manager, Custodian, Aquatics Program Supervisor, (5) P/T lifeguards in FY18
(7) Projected annual maintenance cost of $100,000 added in FY18
(8) Assumes begins ownership as of 4/1/17

This presentation is prepared based on information available to it including information derived from public sources that have not been independently verified. No representation or warranty, express or implied, is provided in relation to the fairness, accuracy, correctness, completeness or reliability of the information, opinions, or conclusions expressed herein. These projections should not be considered a comprehensive representation of the cash and/or net income performance.
TO: Mayor Joines and Members of City Council  
FROM: Evan Raleigh, Director of Business Inclusion and Advancement  
DATE: February 1, 2017  
SUBJECT: Plott’s Bakery Request for Appeal of Small Business Loan Committee Decision  
CC: Lee Garrity, City Manager

Staff has received a request from Ms. Evelyn Burney, owner of Plott’s Bakery, to appeal the denial of her small business loan request. Ms. Burney is seeking $100,000 in City assistance for costs related to the start-up of her bakery business.

Below is a chronological account of the assistance Ms. Burney received from staff along with an overview of the Small Business Loan Committee’s deliberations related to Ms. Burney’s request for assistance. A copy of Ms. Burney’s loan package and associated documents are attached for your review.

**Timeline of Assistance – Plott’s Bakery Products Small Business Loan Request**

**July 7th, 2016 to early August:** Staff held an initial meeting with Ms. Burney and discussed the process and requirements related to submitting an application to the City of Winston-Salem’s Small Business Loan Program for her business Plott’s Bakery Products, an industrial baking facility she would own and operate.

**August 17th, 2016:** The Small Business Loan Committee convened and Ms. Burney presented her request for $100,000 of assistance to the Committee. Ms. Burney presented updated financial information and business plan material as handouts for the Committee. Upon review, the Committee chose to table Ms. Burney’s request pending receipt of additional information. Staff communicated the decision of the Committee the following day.

**August 18th, 2016:** Staff relayed the Committee’s decision to Ms. Burney via email. The communication made Ms. Burney aware of the following concerns expressed by the Committee regarding her request:

- High overall cost of project including relatively high start-up costs
- Lack of detail regarding total project cost projects (timeframe, estimates of construction upfit costs based on drawings that meet building code requirements, a kitchen schedule and other equipment needs based on requirements of health department and/or Department of Agriculture),
- Lack of detail regarding the regulatory framework governing bakery operation
- Lack of information related to contracts upon which revenue projections are based

**Late August to mid-October:** Staff provided Ms. Burney with follow-up assistance regarding her previous request and aided her in completing a loan package for a
second request for funding to the Small Business Loan Program.

**October 19th, 2016**: Ms. Burney attended the scheduled Small Business Loan Committee meeting and made her second loan request. She brought additional materials updating documents that had been previously sent out to the Committee to the meeting. Upon review, the Committee elected to table the request for a second time.

**October 21st, 2016**: Staff sent Ms. Burney a summary of the Loan Committee’s comments regarding its second review of her application. The concerns of the Committee can be summarized as follows:

- Continued concern regarding high total project and start-up cost
- Concern regarding the methodology used to develop the total project cost
- Lack of detail regarding additional sources of capital beyond the city’s loan which would fill the gap in the total project cost
- Concern about the sustainability of the business model
- Concern about the continued modifications to the original loan package and request

**November 2nd, 2016**: Staff discussed Ms. Burney’s loan requests at the Nov. 2nd Loan Committee meeting and provided the Committee with a letter which summarized it’s comments on Ms. Burney’s loan request to ensure that it accurately reflected the opinion of the Committee. The Committee concurred with staff’s review and the letter was sent to Ms. Burney.

**November 18th, 2016**: Staff received an email from Ms. Burney requesting to appeal to the Committee’s decision.

**November 30th, 2016**: Staff notified Ms. Burney that the Loan Committee had not yet taken a formal vote on her request and that a decision of the Committee would need to be made first prior to lodging an appeal.

**December 7th, 2016**: The Loan Committee convened and took a formal vote denying Ms. Burney’s request for assistance. The Committee reiterated that the reasoning for the decision could be found in the previous communications staff delivered to Ms. Burney after previous reviews of her request. Staff notified Ms. Burney of the Committee’s decision to deny her request.

**December 27th, 2016**: Ms. Burney requested and was provided with a copy of the December loan Committee minutes. Thereafter, Ms. Burney provided staff with an updated request for appeal.
NOTICE OF APPEAL OF LOAN COMMITTEE DECISION

TO:
Evan Raleigh, Deputy Director of Community and Business Development Department
Steven Harrison, Economic Development Specialist, Laison

Evelyn Burney a resident of Winston-Salem and Forsyth County in the State of North Carolina hereby on procedures to Loan Committee Decisions gives this NOTICE OF APPEAL OF THE LOAN COMMITTEE DECISION to be heard by the Mayor and City Counsel on Plott Bakery Products’ Complete Comprehensive Business Plan submitted to Business and Economic Development Office for loan committee meetings held on August 17, 2016 resulted in Decision Letter (1st Tabled Non-Vote) dated August 18, 2016 is attached. Decision dated November 10, 2016 is attached in Endnotes, and Written Loan Committee Minutes of Voted decision to deny loan.

BACKGROUND

Evelyn Burney DBA Plott Bakery Products is a season Federal Contractor in the market of manufacturing and distribution of bakery products to the Federal Bureau of Prison and Department of Defense troop feeding programs, and commercial subcontractor for Prime Vendors for Humanitarian Relief Programs.

As a manufacturer from humble beginnings in my home kitchen to opening a small bake shop and sub leasing larger commercial baking facilities to satisfy my customers interest in our finished bakery products. As a manufacture I learned the bakery production skills necessary to fill small and large volumes to necessary to satisfy the service of Government large contracts that I have achieved and future endeavors.

I have been a manager and owner of businesses from age 23. Managing sales, staff, payroll, inventory, production, and customer service to government level customers. Government contracting whether local or federal are a special group like no other, and it is my specialty. Government Sales is big business, and I am experienced at it.

I have a Bachelor’s Degree in Economics and I am a statistician so I am great with numbers and I know how crunch the numbers to determine costs, production time studies and other methodologies and research. When I have reached the numerical stats I am confident they are correct, then I have what I need to know what is going to take to make it happen, and I am a great sales person in my market because I know it, and you can’t successfully sale if you don’t know your market!
It was a troubled thing to be able to close the big deals, but never having the safety and freedom to protect my customers food supply and grow within our market as it surely can because of never having the financial support foundation to operate my own factory facility. I am well knowledgeable that government contracting is big business and I wanted it.

Next best thing I did was close the big contracts with Department of Defense (DoD) and large Federal Prison with Bureau of Prisons utilizing large manufacturers as my subcontractors to manufacturer my required products, managed warehousing, rented trucks or use commercial tractor trailer companies to haul my loads. This channel of operations gave access, but limited because I had close deals with very minimal profit margins due to have to pay the manufactures large proportions of sales value for their pre-baked products on top of shipping costs often left me with pennies, but I received a lot of training, experience and gained respect of government contracting officers because I delivered on time, and my competitors know when I am in the bidding arena I bid and win! They don’t like it and they have sit on side lines till bids comes around again.

I submitted my application to the loan committee not on idea for retail restaurant or sell decal coffee mugs or a hair salon but our contract sales model, BUT a model business plan based on contracts that has a set customer base prisoners and troop support not dependent on walk in customer traffic.

I submitted to the committee contracts I my company was award and successfully delivered in the past, and my newest I received contract over $1.5M over a 5-year term Starting January 1, 2017 to supply fresh bread to the only Federal Prison in NC which is consistent with my projections I gave the committee in August 2016. I did what I promised I could do after our first audience with the Loan Committe, and I will gain other contracts as well. They are there for taking, and I achieved what I set out to do and I will do the rest, but I need my city’s support to do it big, because that is what is going to take!

My goal is a INDUSTRIAL FACTORY to produce bread products at high speed requiring industrial equipment to service at minimum 6 federal prisons in the southern region of the US with a sales potential excess of $2M annually, and my stats in my financial projects are accurate to meet the actual demand usage and purchases of these 6 federal prisons in the southern region, no fluff but exact.

I know what my sales market purchases and when and how long, and no retail operation expectations can compare to the type of operations government contracting sales offers: solid ground for hiring 16 employees to service our projected 6 prisons sales; guaranteed employee work schedules; tax base and consumer spending in our town due to their employment; traffic and to our town from our use of commercial truckers; suppliers and federal government representatives; our purchase of local goods and service providers, and building a heritage of federal government contractors in our locality.

However, the Loan Committee Mrs. Carol suggest I use rent a Kitchen at a local bar or restaurant during the limited time available I attempted to convey that our operations are not to use a regular stove in a restaurant because it would take endless hours to produce thousand loaves and buns per week which would be labor intensive and payroll cost would extra nominal and it is widely know that labor cost is the most expensive cost structure to a business and renting a kitchen at a restaurant is not the operation model for
an industrial operation, and Plott requires large sized industrial equipment output which is not feasible to consider in using in a rental kitchen operation for volume operation.

REQUESTS ON LEVEL OF MAYOR AND CITY COUNSEL

1. On this appeal to the high level of Mayor and City Counsel I have the opportunity to expound the opportunity not only to service federal prison in the southern region, Department of Defense and Humanitarian Programs, BUT to include your understanding of Plott servicing our local city/county prisons and public school systems at only 15% above Plott Bakery Products operating costs and these savings to City of WS would be astounding to our city’s budgetary outlay.

So, in turn for your financial support and willingness to offer a strong incentive package Plott Bakery Products’ will produce bakery products for the City of WS that the city is currently purchasing now from other sources at regular market prices (Loaf Breads, Hot Dog Buns, Hamburger Buns and Texas Toast) and will always have to buy, but we at Plott will sell these same products to the City of WS at a substantial lower rate resulting in saving the City of WS wagons full of money! Plott’s only requirement is that City of WS picks up your bakery products at Plott’s dock (No Deliveries) and Net 14 payment terms.

With the Plott servicing the City of WS prisoners and public schools would require the employment of an additional 10-16 employees increases our new hires up to 32 or more. So the benefit of this relationship between Plott Bakery Products and the City of WS makes for a more valuable one.

2. Among other issues on concept not understood by the Committee Members was that “bidding” for Government contracts. It was stated in the Minutes of their decision letter dated November 10, 2016 stated that “bidding” for government contract is not a viable source for generating sales to support our business plan model. I could not understand this stand of position from the Loan Committee being a local government’s function not understanding the critical need and observance of “bidding” by city, state and federal government agencies to procure goods and services.

3. In the original decision letter dated August 18, 2016 and November 10, 2016 They wanted to see contracts I submitted several Plott Bakery Products had been awarded, and presented them with contract solicitations and awards the Federal Government was at a current moment in time acquiring bread and bakery products at the levels I had projected (See Business Plan PART II pages ) with sales values respectively (Revised Profit Projects). I even went as fare to submit the each contract sales capability for each Federal Prisons I listed on our Profit and Projection Excel data.

4. During my final attendance with the Loan Committee Mr. Harrison and Mr. Ken was present at this meeting and I was informed to hurry up because they did not have
much time. So I was under stress at this type of attitude towards my company’s business submission and our strategic time line for the Government contracts at hand.

They spent more time talking among themselves approximately 45 minutes to one-hour than they permitted to hear from me.

a. I was asked by Mrs. Cook “Why doesn’t your landlord help with the cost of upfit?” I was shocked at the question because in our PART II submission it clearly stated the agreed landlords upfit and Plott’s upfit. It is as if my plan was not properly reviewed, I turned in my plans in a timely manner giving adequate time for considerations to make informed judgments. And being told to “hurry up”, and then me having to address issues that has been fore written. I don’t understand this approach to loan reviews.

b. In addition, the Loan Committee never confronted the issues in the written decision given to Plott Bakery Bakery by Mr. Harrison during our attendance with them. So, if Plott Bakery could not address the issues that the Loan Committee had concerns on we were in a continual cycle going nowhere, and Plott Bakery Products had contracts in hand, and new ones to gain and time was of essence, but the “Loan Committee” were not capable or unwilling to consider what was at stake.

c. During a meeting on Oct. 5, 2016 at Bus. Econ. Dev. Office with Mr. Ken and Mr. Harrison I was asked by Mr. Ken “Why do you such a large building?” Again, going over the same issues I had addressed before in an office meeting with Mr. Ken and Mr. Harrison they too could not understand why I need a large building.

d. Also during this Meet on Oct. 5 2016 Mr. Evan was called out of the room at the onset of the meeting. I was left in conference with Mr. Ken and Mr. Harrison. During this time I brought up the subject on requesting 150,000 to cover costs as discussed Mr. Evan and Mr. Derwick (Assit City Mgr. It is noted Mr. Evan and Mr. Derrick was very open to Plott’s business model and was very kind and respectful) and Mr. Ken said “I don’t know what you and Evan spoke about but we don’t do loan over $100,000 (his tone revealed there was some type of power struggle going on and all I did was look at him and I stopped talking about it).

e. Also during this meeting Mr. Ken said he would waive the requirement to have building plans submitted before loan committee took a vote and I noted this in PART II and nor did Mr. Ken interject with his agreement in writing to support his stated waiver, nonetheless, the committee still noted in their November decision letter they Plott was lacking those plans, and in addition our costs were very adequate in estimation form our general contractor for Phase I (because the general contractor is experienced in USDA facilities and he stayed in contact with City Inspections as it related to Plott’s upfit for Phase I.)

f. And during the meeting on October 19, 2016 Mr. Cook asked me the same thing “Why do you need a large building? And $9,000 is too high. Again, I had to explain...
renting a large commercial is expensive but the building located on 27th street was a very good price for 75,000 sq. ft, and it was a perfect fit for our industrial style of operations.

g. During the meeting on October 19, 2016 it was if I was struggling against the preconceptions of Mr. Harrison and Mr. Ken view on Plott Bakery Products and not on the merit of Plott Bakery Product’s itself. This was a no win situation for Plott Bakery Products with this type hostile atmosphere.

h. I had to repeatedly express the equipment needed was large in scale, our plans to run 3 production lines including needed proper space for raw inventory, supplies, product space, packaging/casing and storage of finished products ready for distribution.

i. It was as if I was talking and writing to persons who does not have the vision of large scale operations, and this was very frustrating.

j. From my first day meeting with Mr. Harrison, I was confronted with his persistence and ridicule that he “just did not understand how a large bakery is only inspected by USDA and not the Health Department?” I was faced with this until the very end, as if he knows more about my industry than I did.

k. I was also faced with Mr. Harrison’s lack of knowledge of city programs on City Rehab Program for $10,000. His view was that the $10,000 building upfit loan was not available to Plott as a rental tenant. This is not correct, because the application for the Building Rehab. Program clearly states the tenant is afforded access with permission of building owner.

l. And Mr. Harrison conveyed his incorrect impression of facts as a factor to the Loan Committee was a negative influence on the Loan Committees decisions on Plott Bakery Product’s loan package review.

m. As a result, Mr. Harrison was not operating in his position as a Liaison but more of consultant to which he is unqualified, and thus greatly hindered Plott Bakery Products success to receive the requested Loan for our viable business operations.

**PLOTS’ REQUESTS OF MAYOR AND CITY COUNSEL**

5. Approve Plotts’ Loan Request for $150,000.  
   (Proceeds will be utilized for building Up fit and Working Capital).
   $45,000 ...........Building Up Fit (Matching requirement for Target Assistant Program)
   $105,000 ...............Working Capital

6. Approve Plotts’ Application for Building Rehab Program for $10,000.  
   (Proceeds will be utilized for covering additional building Up Fit Cost.)
a. Payments deferment for 5 years, and if Plott Bakery Products’ stay in building for 5 years, the debt is forgiven.

b. It is true the Tenant can indeed receive funding from Building Rehab Program. The attached application states a “Tenant Applying must have Property Owners Permission”.

c. In addition, the Rehab Project Outline document Sub Heading OTHER CRITERIA clearly states “Tenants must have the owner’s written permission to participate in this program. Subject to the availability of funds”.

**INCENTIVE PACKAGE:**


   a. Incentive for businesses to locate within distressed areas of the city and to create jobs City Counsel Determines if Grant.
   b. Plott will invest $45,000 of loan private funds to match requirements of 2 to 1.
   c. Proceeds will be utilized for:
      a. Site or Facility improvements
      b. Structural Improvements

8. City to Apply for Grant from Golden Leaf Foundation for:
   (Mr. Dan Gerlach President of Golden Leaf Foundation is familiar with our project, and awaits contact from City of WS)

   Equipment Costs.......................$648,050 (City of WS will lease equipment to Plott)
   a. $498,050.00.........................Equipment Purchase
   b. $150,000.00.........................Shipping and Dealer Technician Installation

   Building Up Fit Budget............$152,000 (City of WS will Loan amount to Plott)

9. **Total Project Budget**

   a. **BUILDING UP FIT (includes Permitting):**

      Building Contractor:

      Mr. Butch Harter
      Insulated Concrete Structures, Inc
      693 NC Hwy 801 South
      Advance, NC 27006
      (336) 909-0805
      *Highly recommended and experienced in USDA regulatory governance of Bakery Operations.*

      Plott Investment Match (Target Assistant Program)........$45,000
      City of WS Target Assistance Program..............................$22,500
      City of WS Building Rehab Program...............................$10,000
      Proceeds from **Golden Leaf Foundation** Grant
      to City WS to utilized as Loan to Plott .......................$152,000

      **Total Building Up Fit Budget**.................................................................$229,500
Potential Site Locations (If these sites have been leased due to time delay, Plott will find an alternative):

1. 790 E. Twenty First Street
    Winston-Salem, NC 27105
    Year Built: 1920
    80,000 square feet
    Fenced and Rail Access
    6 dock high doors
    3.92 acres
    Lease Rate: $10,000 per Month, Landlord repairs roof and damages associated, installs HVAC for heating.

2. 740 E. Twenty Seventh Street
    Winston Salem, NC 27105
    Sq. Ft.: 75,000
    Monthly Lease Amount: $9,000
    Lease Term: 5 years
    Fenced
    Rail Access

3. 200 Kapp Street
    Winston-Salem, NC 27105
    Sq. Ft: 54,000
    Monthly Lease: $11,250
    Fenced

{End of Property List}
b. **WORKING CAPITAL** (City of WS Loan Program): .......................... $105,000

c. **EQUIPMENT:**
Proceeds from *Golden Leaf Foundation* Grant
to City WS to utilize as Equipment Leases to Plott........................................ $648,050

4. **TOTAL PROJECT BUDGET**: .............................................................. $982,550

Respectfully Submitted, on this day of 27 December 2016,

*Evelyn Burney*
Evelyn Burney DBA Plott Bakery Products

CC:
Mayor Allen Joians, City of Winston-Salem
Mr. Dan Gerlach, President of Golden Leaf Foundation
August 18, 2016 follow up letter after 1st audience with Loan committee.
Good afternoon, Ms. Burney.

This email is a follow up to our phone conversation this morning when I made you aware of the loan committee decision following your loan request last night.

I want to thank you again for taking the time to make your request in person to the loan committee yesterday evening and I greatly appreciate the hard work you’ve put into bringing your bakery business to Winston-Salem.

While the committee did not take a vote, they did make it clear that the request in its current form was not viable enough to be approved for a loan. Per direction from the Loan Committee, in order for them to consider your request again the cost of the project would have to come down substantially. For example, in order to reduce the start-up costs they suggested that leasing a facility rather than purchasing a facility may be an option. The City’s Loan Program can provide gap funding of up to $100,000, it will be important for you to identify pursue additional sources of funds. You may want to contact the Piedmont Triad Regional Council to learn more about the SBA 504 loan program for small businesses. You can reach Ruben Gonzales, director of the program, at 336-904-0300 or rgonzales@ptrc.org. Here’s a link with information: http://www.ptrc.org/index.aspx?page=59

Additionally, regardless of whether you buying or leasing, details need to be substantially fleshed out concerning your total project cost projections (timeframe, estimates of construction upfit costs based on drawings that meet building code requirements, a kitchen schedule and other equipment needs based on requirements of health department and/or Department of Agriculture), description of the regulatory framework and process that the bakery must operate in, and information about the contracts that must be awarded to your bakery in order to bring in the level of revenue projected.

I will be more than happy to work with you on further developing your business plan and concept in order to address these items that were noted by the committee. If you would like to schedule a time to sit down and discuss some possible next steps or go over some other ideas you might have for your business, please let me know.

Regards,

Steven

Steven Harrison
Economic Development Specialist
City of Winston-Salem
Direct #: (336) 747-7474
Fax #: (336) 747-9354
stevench@cityofws.org
November 10, 2016

Evelyn Burney
Plot Bakery Products
5311 Cas Blvd
Winston-Salem, NC 27105

Dear Ms. Burney:

This letter is to detail and affirm the decision recently made by City of Winston-Salem’s Small Business Loan Committee to table your loan request for your business, Plot Bakery Products.

The Committee noted your background and knowledge of the baking industry. They were also impressed by your entrepreneurial enthusiasm and determination. However, based on review of the loan package and discussions with you at its August and October meetings, the Loan Committee is unable to support the loan request for the bakery as currently modeled. As outlined below, the Committee noted several challenges that need to be addressed before reconsidering the request.

Minimize total project costs
The committee suggested that rather than starting out with a large operation, perhaps the bakery could open as a smaller scale operation. This would keep start-up expenses down. The second building under consideration is considerably larger than the original building. The committee stated that you should work with real estate and/or construction professionals to determine the most appropriate facility size to operate the bakery. Keeping the facility size down can help reduce lease payments and upfit costs.

Actual start-up costs may be low
The committee believes that actual start-up costs may be underestimated for the project. For example, the construction upfit costs appear based on general assumptions rather than estimates based on approved drawings/floorplan. Actual upfit costs remain unknown and may be higher than currently predicted.

Equipment costs are based on the assumption that it can be purchased at 5% of dealer cost (as outlined in business plan; this would mean a cost of approximately $25,000 for $500,000 worth of equipment). This may not be a reasonable or likely expectation, resulting in a substantial increase in cost. Even if purchased at 50% of dealer cost, the equipment cost increases to $250,000.

Sources of capital
The status of other sources of capital for the project is unclear. For example, the NRRA Building Rehabilitation Program is available to property owners rather than the tenant. Eligibility for the Target Area Business Assistance Program would also have to be confirmed before the City could consider the request.

Also, the job training tax credit may be an option worth pursuing with the Piedmont Triad Regional Council, but even if approved it would not provide available capital at start-up for building upfit, equipment, or other capital expenses require.

Sustainability
The committee also felt strongly that the sustainability of the business model was in question with revenue projections relying entirely on bidding. Generating revenue based solely on successful competitive bidding rather than, for example, negotiated contract work, creates an unpredictable operating environment. While some costs such as ingredients are variable, there are high fixed costs such as rent and equipment. The Committee suggested pursuing additional sources revenue that would complement the bidding.

City Council: Marsha Atteberry, Vivian H. Banks, Mayor Pro-Tem, Northeast Ward; Omeas O. Adams, North Ward; Dan Rose, Southeast Ward; Robert C. Clark, West Ward; Mady Logue, South Ward; Jeff MacLeish, Northeast Ward; Denise L. Montgomery, Tan Ward; James Spill Jr., Southeast Ward; City Manager, Liz G. Guider.
Regulatory framework

The business plan and supporting documentation lack detail on the regulatory framework for a bakery operating on the size and scale as Plot Bakery. Such a framework may increase the equipment costs, upfit costs, or facility requirements.

The Committee encouraged you to work closely with staff to further develop the business plan and loan request package. Staff will also provide contacts with other business resources available in the community that can provide assistance (ex. Forsyth Tech Small Business Center, Small Business & Technology Development Center):

Small Business Center
Forsyth Technical Community College
525 Vine Street
Winston-Salem, NC 27101
336-757-3810

Small Business & Technology Business Center
Winston-Salem State University
112B R.J. Reynolds Center
Winston-Salem, NC 27110
336-750-2030

In the meantime, if you have any questions please give me a call at 336-747-7474.

Best regards,

[Signature]

Steven Harrison
Economic Development Specialist

CC: Ken Millett, Business Development Senior Project Supervisor
    Evan Raleigh, Deputy Director of Community and Business Development Department
MINUTES
SMALL BUSINESS LOAN COMMITTEE
December 7, 2016 4:00 PM

Fourth Floor Conference Room – Stuart Municipal Building

Members present: Doug Atkinson, Darnella Cook, Carol Davis, & Diane Greer

Staff Present: Steven Harrison

Chairman Doug Atkinson called the meeting to order, noting that a quorum was present.

Paula McCoy & Jerry Anderson – Village Produce and Country Store – Loan Adjustment
Staff reviewed a request to the committee by Ms. McCoy and Mr. Anderson to the committee to amend the $40,000 loan for their business, Village Produce and Country Store, which was approved earlier in 2016. The borrowers have requested that the requirement that they both have life insurance assignments to cover the full cost of the loan be waived so that only one of them, Paula McCoy, will have to meet this condition. They also requested that their loan be amended to allow them a six month window to begin loan repayment.

The committee noted that the Village Produce and Country Store had already opened and appeared to be a viable business and that the loan, even without the life insurance assignment, was fully collateralized. Darnella Cook motioned that the life insurance assignment for Jerry Anderson be waived and that the loan be given an additional six month extension before repayment begins.

Evelyn Burney – Plott Bakery Products
Staff reviewed a request to the committee by Ms. Burney to appeal a previous decision made by the committee to not approve her loan request for her business, Plott Bakery Products. Staff explained that even though the loan request was not approved, it was only tabled, rather than denied, leaving the status of her request as being “tabled,” which would not let her appeal it.

Carol Davis then motioned to formally deny Ms. Burney’s most recent request, noting that the reasons for not approving the loan had already been provided to Ms. Burney. Darnella Cook seconded and the committee unanimously approved the denial.

There being no further business, the Chairman adjourned the meeting at 4:30 pm.
CITY OF WINSTON-SALEM
DEVELOPMENT OFFICE
NEIGHBORHOOD REVITALIZATION STRATEGY AREA
BUILDING REHABILITATION PROGRAM

APPLICANT NAME: ____________________________________________

BUSINESS NAME: ________________________________ TAX ID#: __________

ADDRESS: ________________________________________________

____________________________________________________________________

TELEPHONE: __________________ FAX: _______________________

CHECK ONE ___ PROPERTY OWNER ___ TENANT

PROJECT DESCRIPTION:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

TOTAL ESTIMATED COST: $____________

IMPROVEMENT PLANS ARE ATTACHED ________ WILL BE PROVIDED ________

THE APPLICANT UNDERSTANDS THAT:

1) THE REHABILITATION LOAN IS PAYABLE ON A 50% REIMBURSABLE BASIS ONLY, UPON COMPLETION OF THE ENTIRE PROJECT.

2) PLANS MUST BE APPROVED BEFORE WORKS BEGINS.

3) LOAN REPAYMENT IS DEFERRED FOR FIVE (5) YEARS, HOWEVER INTEREST WILL ACCRUE AT THE RATE OF 7% PER YEAR. IF BUILDING IS NOT MAINTAINED CONSISTENT WITH AGREEMENT AFTER THE 5-YEAR PERIOD, THEN THE LOAN WILL BECOME DUE WITHIN 60 DAYS OF NOTICE. IF THE BUILDING HAS BEEN MAINTAINED TO THE STANDARDS THAT IT WAS REHABILITATED, THE LOAN IS FORGIVEN IN FULL.

4) ALL FUNDS MUST BE DISBURSED WITHIN ONE YEAR OF THE DATE OF APPLICATION.

APPLICANT’S SIGNATURE: ____________________________ DATE: __________

PROPERTY OWNER SIGNATURE: ____________________________ DATE: __________

(If Applicant is Tenant)

Revised – 05/21/07
This building is an example at 410 Waughtown St - before and after rehab.

This program is designed to stimulate interest and commitment of private building owners by providing inducements to encourage the rehabilitation of commercial and industrial buildings throughout the Neighborhood Revitalization Strategy Area. [NRSA Map](#).

QUALIFYING AREA

The qualifying building must be located within the defined boundaries of the Neighborhood Revitalization Strategy Area, but cannot be eligible for the Downtown Building Improvement Rehabilitation Program.

APPLICATION PROCESS

Step 1: Interested property owners present work, write-up, and renderings from licensed contractor or architect to city staff.

Step 2: Owner and city staff agree to work, write-up, and renderings.

Step 3: Owner has work completed.

Step 4: After the project is completed, the owner submits paid receipts to the city staff for reimbursement.

Step 5: City staff inspects building for compliance.

Step 6: Final loan amount determined and loan documents prepared and executed.

Step 7: Funds are delivered.

CRITERIA FOR PROJECT QUALIFICATION

Minimum Private Investment: To be eligible for a fifty percent (50%) match, the minimum private investment must be at least $2,500. For private investment less than $2,500, a project is eligible for a loan of thirty percent (30%).

Maximum Public Investment: Up to fifty percent (50%) of the total project cost or $10,000, if the total private investment is greater than $2,500. Up to thirty percent (30%) of the total project cost if less than $2,500. Only one loan per building is allowed.

USE OF FUNDS

Funds may be used for the following purposes:

1. Site or facility improvements
2. Structural improvements
3. Facade renovation or signage improvements that meet design guidelines for the area (if any).

LOAN REPAYMENT

The entire amount of the loan will be deferred for five (5) years. If the building has been maintained for five (5) years, as agreed, the entire balance will be forgiven. If at any time during years 1-5, the building no longer conforms to the plan, as agreed, or the property changes ownership, the loan must be repaid. The repayment term is 12 months at a prime plus one percent (1%) interest rate.

The IRS has determined that any portion of a loan forgiven may be counted as income to the borrower and be subject to income taxes. Please refer to a tax professional to determine your income tax liability for any loan that is forgiven.

OTHER CRITERIA

Exterior Design: "Slip cover" facade coverings must be removed. The cost of removal may be financed in full by...
Program funds, provided, however, that the total city support will not exceed $10,000.

**Use of Upper Floors:** Upper floor windows must be re-opened. The cost of window repair or replacement may be financed in full by Program funds provided, however, that the total city support will not exceed $10,000.

**Interior Code Compliance:** Vacant buildings must be re-opened. The cost of code compliance becomes eligible Program cost for appropriate percentage funding-provided, however, that the total city support will not exceed $10,000.

Non-conforming uses are not eligible to participate in this program.

Tenants must have the owner’s written permission to participate in this program. Subject to the availability of funds.

NRSA Building Rehabilitation Program Application [pdf]
Plott Bakery Products

Comprehensive Business Plan

515 Specialty Park Drive
Winston-Salem, NC 27105
(336) 473-9794
http://plottbakery.webstarts.com

Purchase and Relocation of Plant Facilities Within the NRSA

Historic Land Market of RJReynolds Tobacco Co. Tobacco Storage Warehouse

790 E. Twenty First Street
Winston-Salem, NC 27105

Year Built 1920
80,000 square feet
6 dock high doors
3.92 acres

Purchasing Price $395,000……$98,750 Down Payment..Owner will Finance the balance.

<table>
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<th>Total Land Value</th>
<th>Total Buildings Value</th>
<th>Total Misc Imp Value</th>
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<td>$204,383</td>
<td>$177,825</td>
<td>$18,531</td>
<td>$408,600</td>
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Hello… My name is Plott
From the Desk of Evelyn Burney
President
Plott Bakery Products

To City Loan Committee Members,
During these times of Winston-Salem, North Carolina and United States history, my input and support to our economies is what I have to give as the owner of Plott Bakery Products.

It has been my goal to serve the federal government agencies with bread products and have done so at the levels determined by investments available to our firms operations. I grew where I could, and did my best with what I had to work with to fulfillment of my goals and to meet the requirements of clients. I stayed focused to service to the federal government, and I hold that dear.

To build a bigger team, increase production capabilities and enter a larger facility that speaks grow, grow as you please will enable Plott Bakery Products to expand our vendor support to the federal government and will be gratifying, and a fulfillment of destiny.

As you review Plott Bakery Products’ Comprehensive Business Plan and Sales Projections, I hope you are willing to support our vision for growth of our company not only in the facility’s size, but in neighborhood revitalization, new hires’ self sufficiency through stable income and job training skills, an invitation of welcome to Plott Bakery Products’ government visitors, supplier representatives, CDL truck drivers, and their investments in our local and state economies during their stay here. Mostly, to make Plott Bakery Products an addition to the success stories of our local governing body’s leadership to aid, grow and invest in the vitality and legacy of our town of City of Winston-Salem.

It is our Pledge at Plott Bakery Products to do our very best, offering only the best the bakery market has to offer, to work relentlessly to perform to meet and excel in our obligations, build an employee team membership full of respect and to bring out the very best in each member, and most of all perform at peek levels and stream line costs not to adverse quality so we can pay off our loan in 3 years, and our building in 10 years. As a result, our expansion in the market channels will enable us to offer the very best bakery products at higher margins of profit, but in addition offer our end users products that they can find comfort while eating during times of training, combat, emergency situations or to inmates during incarcerations.

Plott Bakery Products has been established as a season vendor to the federal government, and with your investment to our operations we will expand and gain a strong hold in the wholesale bakery market to the United States government.

Much Love and Appreciation
Evelyn T. Burney
Plott Bakery Products, President
Plott Bakery Products

Fresh * Frozen * Shelf Stable

Subsistence

Department of Defense

Humanitarian Relief (Through Government Subcontractors, and Charitable Donations Food Banks)

Federal Prison Institutions

DoD – Land, Ship and Shore Delivery

Shelf Stable Product Packaging

MRE Packaging and Space Food Technology Innovations.
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Glossary
Endnotes References
• **Plott Bakery Products** company was founded in 1983 by Evelyn Burney. Plott’s Homemade Cookies were sold to homes door to door.

• The name of **Plott Bakery Products** was derived from Plott Street in Greensboro, NC where the decision was made to start a cookie business.

• Years later, Plott bakery items were wholesaled through neighborhood groceries, vending and convenience stores.

• With high standards Plott Cookies had continued growth in the local market. Plott sought military customers and received it’s first military Contract-Blanket Purchase Agreement (BPA) with the Department of the Army. Plott Cookies where packaged in glass cookie jars for retail sales at Fort Bragg commissary store. The product line was Plott’s Chocolate Chip, Double Whammie, Oatmeal-n-Raisin and Peanut Butter cookies. Plott Cookies held their own as they competed on the shelves with Keebler, Nabisco and Sunshine Cookies.

• This government procurement was good training ground for experience in service, protocol and procurement opportunities with Department of Defense (DoD), business management, production, packaging and distribution.

• With in depth knowledge of government procurement, Plott Bakery Product’s pursued and gained contracts Bureau of Prisons (BOP), and commercial subcontracting opportunities with government assemblers prime vendors for MRE and Humanitarian Relief by re-selling products through brokers. This was a very low profit strategy, and limited awards due to mark up over broker prices.
• With Plott Bakery Products’ primary focus on government procurement created needed to contract with local industrial bakery operations to utilize their equipment and staff to produce our bakery items to fulfill contract obligations. This was short lived as utilizing other entities space had it draw backs to Plott Bakery Products’ growth in the market due to limited availability to their facilities.

The contract use of local industrial bakeries was very valuable, because it made it possible to satisfy contract obligations of fresh Plott brand products, increase in management skills, determining production flow requirements, learn about machinery and equipment necessary for large capacity production, creation of work flow for particular product types, team work, customer service, packaging, shipping/ warehousing, document creations, product safety, government regulations, accounting and advanced Plott Bakery Products sales relationship with government contracting officers which is a valuable asset in our forecasted market share growth within the federal government procurement of bakery products.

• As an alternate venue to obtain large production output Plott Bakery Products continue in the federal market as a distributor direct from the manufacturers to grow in our focused market place.

Creation of relationships with national produces of fresh and frozen made it possible for Plott Bakery Products to bid and win contracts and make our own deliveries in the market for fresh baked products selling items such as hamburger buns, hot dog buns, loaf breads, hoagie buns and dinner rolls, and cookies.

Plott Bakery Products received several contracts and shipped Fresh multiple Bureau of Prisons (BOP) institution and Department of Defense depots with the relationship with national bread producers; and cookie provider to supply their brands to fulfill our contract with a government assembler/ commercial supplier for humanitarian relief for 300,000 units of Meal Ready to Eat MRE\(^1\) packaged cookies.

Plott Bakery Products team learned a great deal of operations and management to achieve timely ordering, pick up and order picking, handling classified

\(^1\)MRE: Meal Ready to Eat are prebaked/ cooked and packaged in barrier film extends the product shelf life up to 36 months (up to 3 years).
government information dealing national security, processed weekly orders a minimum to 88,000 buns and 15,000 loaves per week shipping to BOP and DoD (Hospitals, Food Canteens and War Ships and Submarines), and achieved a reputation in the market for timely deliveries and great customer service.

However, this type of production relationship with national fresh producers had it’s draw back of maintaining agreed pricing which would cause a profit loss because contracts are Fixed Priced; producers would not give lower prices to achieve higher growth or the producers would stop selling bread for fear Plott Bakery Products would take their market share or the producers’ would change agreements to fit their best interest regardless of it’s negative effect to the operations and contracts performance of Plott Bakery Products.

These types of relationship with national producers strongly limited the profit margins of our sales contracts. The national producer named their price products and that all we had to work with. To calculate our bid Plott had to mark up over product cost to add our shipping cost, office overhead and profit margin; This left a small market up necessary to win contract awards.

Currently, due to market challenges for national brands and other competitor industrial bakeries are bidding in the market with lower prices levels being offered to Plott Bakeries, thus they are winning and Plott is on the side lines watching the sales go by us.

- Even though this step of growth in the market had great challenges, it did offer Plott Bakery Products the opportunity to provide products to the federal government, has made Plott’s team seasoned in the operations and management necessary to meet contract requirements, it created the opportunity to build a very strong relationship within it and has established trust among federal contracting officers and food serviced administrators that Plott Bakery Products gets quality shipped product there on time, and that we don’t sell outdated breads as our other competitors were known to do in the federal bread market it was so much of it going on that the federal government has made a mandate that all bread products must be shipped within 48 hours of baking.
Thus, the 48 hour requirement makes it necessary for Plott Bakery Products to obtain equipment capable to produce bread buns at a minimum rate of 9,000 + buns per hour, and loaf breads at a rate of 2,000+ loaves per hour.

This levels of production is required to meet our sales forecasts level of production, to meet the 48 hour window for fresh bread and rapid response to meet emergency response for MRE bakery products, and to meet strict Required Delivery Date (RDD) on contracts.

• The solution for freedom to grow and respond in the market is for Plott Bakery Products to produce it’s own line of baked products in our own bakery facility in Winston-Salem, NC to meet and expand with the demands of our customer base.

• Down the road of time we see substantial growth in our market utilization of fresh bread products, and especially MRE bakery items for troop feeding programs, humanitarian relief and Interglacial space food supply for NASA.

• Our Moto: Never ever give up!
Plott Specializes in Breads, Rolls and Cookies made with Non-GMO flours. Fresh Breads and Rolls in packaged in plastic bags shipped in cardboard case boxes in palletized loads quantities.

Our Product Line

- Texas Toast Loaves
- Wheat Bread Loaves
- Wheat Hamburger Buns
- Wheat Hot Dog Buns
- Wheat Dinner Rolls
- Wheat Hoagie Buns
- Chocolate Chip, Oatmeal, Peanut Butter, and Oatmeal N Raising Cookies
Plott Bakery also specializes in Barrier Film Technology for Shelf Stable Packaging extending shelf life up to 36 months without refrigeration.

This is packaging technique for used in troop feeding programs Military MRE field and maneuvers and international disaster relief efforts: hurricanes, earth quakes and war displacements.
Plott’s Quality Statement

✓ Plott Bakery Products does not use inferior grains!

✓ Plott Bakery Products uses Non GMO flours!

✓ If it is not our best quality, Plott will not sell or donate it!
History of Bread in Human Diet

Prehistory

The earliest archaeological evidence for flour, which was probably processed into an unleavened bread back to Egyptian, Nomad nations and Roman Empires and consumed by humans on every continent on the globe. Grains of wheat, rice or other seed producing plants were grinded into powder mixed with water and baked over fire or a hot rock or other types of stones. Often unleavened or natural yeast for raised breads.

Bread was a staple to any meal.

The importance of bread in the formation of early human societies cannot be overstated. From the western half of Asia, where wheat was domesticated, cultivation spread north and west, to Europe and North Africa, and enabled humans to become farmers rather than hunters and foragers. This in turn led to the formation of towns, as opposed to the nomadic lifestyle, and gave rise to more and more sophisticated forms of societal organization. Similar developments occurred in eastern Asia, centered on rice, and in the Americas with maize.

Antiquity

The most common source of leavening in antiquity was to retain a piece of dough (with sugar and water in) from the previous day to utilize as a form of sourdough starter. Pliny the Elder reported that the Gauls and Iberians used the foam skimmed from beer to produce "a lighter kind of bread than other peoples." Parts of the ancient world that drank wine instead of beer used a paste composed of grape must and flour that was allowed to begin fermenting, or wheat bran steeped in wine, as a source for yeast.

The idea of a free-standing oven that could be pre-heated, with a door for access, appears to have been a Greek one.

Even in antiquity there were a wide variety of breads. In ancient times the Greek bread was barley bread: Solon declared that wheaten bread might only be baked for feast
By the 5th century BC bread could be purchased in Athens from a baker's shop, and in Rome, Greek bakers appeared in the 2nd century BC, as Hellenized Asia Minor was added to Roman dominion as the province of Asia; the foreign bakers of bread were permitted to form a collegium. In the Deipnosophistae, the author Athenaeus (c.A.D.170 – c. 230) describes some of the bread, cakes, cookies, and pastries available in the Classical world. Among the breads mentioned are griddle cakes, honey-and-oil bread, mushroom-shaped loaves covered in poppy seeds, and the military specialty of rolls baked on a spit. The type and quality of flours used to produce bread could also vary, as noted by Diphilus when he declared "bread made of wheat, as compared with that made of barley, is more nourishing, more digestible, and in every way superior." In order of merit, the bread made from refined [thoroughly sieved] flour comes first, after that bread from ordinary wheat, and then the unbolted, made of flour that has not been sifted." The essentiality of bread in the diet was reflected in the name for the rest of the meal: ópson, "condiment", i.e. bread's accompaniment, whatever it might be.

**Middle Ages**

Peasants sharing bread, from the Livre du roi Modus et de la reine Ratio, France, 14th century. (Bibliothèque nationale)

In medieval Europe, bread served not only as a staple food but also as part of the table service. In the standard table setting of the day the trencher, a piece of stale bread roughly 6 inches by 4 inches (15 cm by 10 cm), was served as an absorbent plate. At the completion of a meal the trencher could then be eaten, given to the poor, or fed to the dogs. It was not until the 15th century that trenchers made of wood started to replace the bread variety. Bread in Europe was often adulterated with hazardous materials up to the 20th century, including chalk, sawdust, alum, plaster, clay and ammonium.

**Modern era**

The industrialization of bread-baking was a formative step in the creation of the modern world. Otto Frederick Rohwedder is considered to be the father of sliced bread. In 1912 Rohwedder started work on inventing a machine that sliced bread, but bakeries were reluctant to use it since they were concerned the sliced bread would go stale. It was not until 1928, when Rohwedder invented a machine that both sliced and wrapped the bread, that sliced bread caught on. A bakery in Chillicothe, Missouri was the first to use this machine to produce sliced bread.
For generations, white bread was the preferred bread of the rich while the poor ate dark (whole grain) bread. However, in most western societies, the connotations reversed in the late 20th century, with whole grain bread becoming preferred as having superior nutritional value while white bread became associated with lower-class ignorance of nutrition.

Plott Bakery Products product line will consist of Wheat Grain and Whole Wheat bread and rolls.

Another major change happened in 1961 with the development of the Chorleywood Bread Process which used the intense mechanical working of dough to dramatically reduce the fermentation period and the time taken to produce a loaf at the expense of taste and nutrition. The process, whose high-energy mixing allows for the use of inferior grain, is now widely used around the world in large factories. In total contrast, traditional breadmaking is extremely time-consuming, as the dough is mixed with yeast and requires several cycles of kneading and resting in order to become ready for baking, and to produce the desired flavor and texture.
Wholesale Baking Industry

The Wholesale Baking Industry in the US bakery products industry includes more than 2,800 commercial bakeries with combined annual revenue of about $30 billion, along with about 6,700 retail bakeries with annual revenue of about $3 billion.

Market Data
Current Major wholesale private labeled producing companies are Flowers Foods, Grup Bimbo, Campbell Soup Co. owner of the Pepperidge Farm brand, King's Hawaiian, United States Bakery (Franz).

Like other areas of bread, private label leads the charge in buns and rolls. Private label entries in the aggregate led both the hamburger and hot dog buns and “all other” fresh rolls/bun/croissants segments—both subsets of the fresh bread and rolls category. Overall, the hamburger and hot dog bun market grew 0.71 percent in dollar sales to $2.03 billion, while the all other fresh rolls/bun/croissants grouping grew 3.11 percent to $2.05 billion, per IRI, Chicago, for the 52 weeks ending April 17.¹

Competitive Landscape
Demand is driven by consumer preferences and by the extent to which grocery stores choose to operate their own bakeries rather than buy from commercial bakeries. Profitability for individual companies is determined by efficiency of operations. Large companies have scale advantages in procurement, production, and distribution which is the goal of Plott Bakery Products, while small companies can compete by offering specialty goods or superior local distribution services.

In the US, the commercial side of the industry is concentrated: the 50 largest companies generate about 75% of revenue. The retail side of the industry is highly fragmented: the 50 largest companies generate about 20% of revenue, and the typical company operates just one facility.

Products, Operations and Technology
Major products include baked breads, mainly white, wheat and rye, which account for about 40% of commercial bakery sales. About 30% of sales come from rolls, buns,
muffins, bagels and croissants; 10% from soft cakes; and the rest from pies, pastries, donuts and other sweet items.

**Plott’s Most Recent Sales Activity**

To overcome the current economic downturn which has caused Bakery bakery wholesalers to bid on federal bread contracts directly cutting out the middleman distributors; Plott has a necessity to become a manufacturer instead of a distributor to regain and expand our market share of government spending on bread Products.

This stage of government contracting for bread Products is most critical due to change in purchasing time frames. Plott's historical sales are contracts received on a quarterly basis, however the government is changing from a quarterly purchasing term to 2 up to 5 year contracts.

It is of most urgency for Plott Bakery Products to enter now the market as a manufacturer to obtain contracts that will be open in the fall. We must be in the action now for contracts or it will be up to 5 years for these lucrative contracts earning opportunities to come around again.

**Historical Sales**

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<td>$459</td>
<td>$295,774</td>
<td>$45,753</td>
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<td>-0-</td>
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<td>$12,898</td>
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The Federal Bureau of Prison (BOP) Market for Fresh breads

Currently there are 122 Federal correction's institutions in the US with federal spending on bread products alone is in the excess of $3.9M every quarter, and $15.6M on an annual basis.

Interim (BOP) Sales before Plant Opening

Sales during this period of October – December 2016 will have to be sales supplier by large bread producers due to lead time on equipment arrival, set up, and building upfit. Profits will be lower, but it is necessary not to forgo annual a contract starting in October 2016, generate cash flow, and to meet financial obligations of loans repayments, and if payment waivers are not agreed upon during this period while our facility and equipment is set in order. Sales goal of this projected annual contract is $128,224.51 per month. Cost of Goods is $121,230.74 (purchasing pre-baked breads, and freight costs) yielding a monthly gross profit $6,993.77 of at the quantities the contracting officer solicited. It is anticipated that overhead costs would at maximum be $6,017.76² leaving $459.81 per month for Oct-Dec 2016 over and above expenses, and transitional savings (PAP)³. Thus yielding net profit of $4,993.77 monthly during October-December if we bid out only 1-(one) institution.

² Cost expenditures Oct.–Dec. 2016 staff, Orkin, City Loan Payment, telephone, travel, transitional saving for (PAP), and printing during upfit/set up stage.
³ Profits Allocation's Plan (PAP) Profits to be allocated for rapid debt payments to City of WS and Commercial Building Mortgage Payments, capital equipment investments and/or saving to enhance production and bulk flour storage capabilities (necessity to prepare for potential grain shortage and rise of its cost) and transitional savings.
After Plant Opening Sales Goals with the (BOP)

With capital injections from the City’s loan and grant programs, Plott’s goal is to capture a minimum of 6-six institutions per month during 2017, which is a mere 4.9% of the market share, and an average monthly sales value of $240,000 per month with an average of $77,000. Cost of Gods sold leaves an average of 27,000 per month in net profits generated by producing our own inhouse bread Products items like hot dog buns, hamburger buns, dinner rolls, hoagie rolls, and loaf breads.

From January – December 2017, Plott will have bidding advantage to gain at minimum 6-six institutions, increasing market share expansion up to 4.9% with monthly sales value of $237,368, and $3.1M annually with Profits of $337,024.64 annually and ability to execute policies of (PAP); to give steady employment to our team members at the minimal rate of sales through the year of 2020.

Plott Bakery Products has proven it's has a place in this market, and has room to grow within it.

Our Market Competition within (BOP)

In the market for supplying food products to the government is a financially rewarding one, but I have seen companies come and go. Even as big manufacturers such as East Baking and Bimbo are dominant today, with Plott Bakery Products on the bidding floor as manufacturer will gain market they hold today, and we can take back territory we maintained and built relationships with government contractors. It is a market place where we all can have our share!

Uniqueness of Plott Bakery Products in our Market

Customer Service, On Time Delivery of only Quality baked Products as been our key to longevity in the market we serve!

We have seen competitors come and go when they grow but lack customer service and integrity they soon fade away, but not so with Plott Bakery Products we stay faithful to our customers at all costs, and this is why we can affirm our customer base welcomes us back as not only for new lower bid winning prices, but because they know we push the peddle to make on time delivery of quality products, and Plott is there to help in their time of need.

Account Receivables payment for this market will be on Net 7
Federal Government's Market for Shelf Stable Bakery Products

The Shelf Stable market is a highly specialized and technically intensive to achieve extending baked goods shelf life to 36-thirty months in comparison to baked goods you purchase at the grocery stores whose shelf life is only 7-seven days.

This market is used primarily for troop support for in the field meals and during combat, and humanitarian relief around the world.

*Account Receivables payment terms MRE will be on Net 7*

Our Market Competition within (DoD) and Humanitarian Relief for Shelf Stable

This is market that has only a few vendors holding the market for many generations. Among them are Sterling Foods, The Wornick Group, Amerqual and Sopacko.

Plott Bakery Products has mastered this packaging technique and aligned with vendors necessary for special components of the shelf stable market. Plott Bakery Products has also supplied bakery items to sub-contractors for the Department of Defense (DoD) for their use to assemble MRE for humanitarian relief efforts in the commercial markets.

Over the past years Plott Bakery Products has too learned the trade of extending Bakery product's shelf life.
Current Events in Response to Plott Bakery Products 2016 MRE Bid

In keeping up with our interest to supply shelf stable MRE Breads to (DoD), in spring of 2016 Plott Bakery Products submitted Wheat Snack Bread Product Demonstration Models (PDMs).

On August 5, 2016 we were notified that Plott Bakery Products made to the Round of Negotiations giving rise to a closer opportunity for consideration to final round of contract award determination. There are more hurdles to jump to stay in the race, but nonetheless, we are still running.

In addition, since we are in the Negotiations Stage, a visit from government officials for their review of our capabilities is forth coming and in short order, and the City of Winston Salem’s injection of financial investment is now more necessary for success for this award.

This solicitation has a performance term of five – (5) years 2017-2021, and for Plott Bakery Products to be strongly considered, and then be awarded 1-one item as business owner I would be honored, and humbly grateful!

Currently, 1-one item has a sales minimum sales value of an excess of $0.9M and net profits of $151,500 annually, and $12,625 monthly respectively.

And if, unforeseen events as war, initiation of the draft or unexpected increases of world tragedy during hurricane seasons, earthquakes or tsunamis the government project an EXCELLERATED purchases beyond the average usage of 1-one item type pushing sales volume in excess of $1.08M per year, yielding monthly sales of $90,571.75 with a net profit $750,000 annually, and $62,500 monthly respectfully in direct response to these unforeseen circumstances of national and global emergencies.

*Account Receivables payment terms will be on Net 7 for DoD, and Net 14 for Humanitarian Relief.*
DOD - Regional
Sales to performance includes
Territory: Military Installations, and Veterans Hospitals.
Plott has a service relationship with the DoD buyers and bid preparation which gives us advantages in this market place.
Sales values range from $23K up to $1.5M annually for Fresh Bread products per base depending on the activity of depots.
( Forecasted Sales values are not included with Plott Bakery Products’ Income projections, but Plott Bakery Products will pursue all opportunities to keep productions flowing. )
Delivery requirements of 48 - 72 hours after receipt of customer orders.
Delivery locations range from multiple delivery points as ships at shore, military hospitals and other military dining facilities within a general area within contract terms. Plott will pursue these contracts opportunities in Virginia, North Carolina, Tennessee (North East Region), Maryland (Southern Region) and West Virginia.
Delivery will be via in house delivery vehicles.
Account Receivables payment terms will be on Net 7.

Market of DoD and Humanitarian Relief
We are unique

Plott’s focus is to equipped and staffed to fill the current and high growth demand for shelf stable bakery products.

Plott’s uniqueness has been to learn a very specialized food packaging method that sets us apart from the average bakery operation and largest industrial bakeries across the nations.

Shelf Stable packaging is unique and has created a niche for Plott in the market place.

Shelf Stable packaging is a Science.
Maintaining high standards of operations which we have outlined in our Quality System Manual, is mandatory for contract service and valued customer service.

We at Plott must at all times do our very best and exceed our expectations in customer satisfaction in this very large quantities but small number of providers in the market.

The rewards are great!

This market is Plott Bakery’s goal, to reach our desired outcome we have learned the technology for extended shelf life packings and the willingness to have very high quality plant sanitations to suit the very stringent plant requirements to produce MRE shelf stable products our military troops.

This market has lengthy and high volume contract performance terms and has made it work extra effort to rise about the average bakery operation goals and be willing to permit the government inspectors to make be on site for production of these items but, again it is Plott Bakery goal and aspiration to among the very selected few to produce MRE products supporting the US military, global militaries forces, and troops from our nations’s allied nations and around the globe.

It is my aspiration as manager of Plott Bakery Products to be selected and prepared for our review capabilities and site inspection in 2016.

It has been very time consuming, labor intensive to learn our trade for this market, it has taken passion to keep learning, and diligence in a tight nit market as this, but “I have a dream “because Plott’s maneuvering in federal contracting and service vendor we have learned the skills to produce the products, we have the skills in production and management of volume orders, and foreknowledge how give them service the way they want it.

We can do it, but we cannot do it alone, we need the City of Winston-Salem support, because without it, the dream will fade away into the night.

Timing for this opportunity is now!
Our Strategy
Plott Bakery Products’ is to re-enter the bakery industry as a manufacturer in 2016 offering wholesale Plott’s brand labeled products to our target market channels.

Sales
To continue to perform with excellence. Offering the best in customer service and satisfaction.

     Plott Bakery Products often receives contacts from federal contracting officers inquiring of our company’s interest to place bids on their upcoming requirements. Plott is welcome in the market.

This is what has made us successful in obtaining repeat sales, and lowering our bid prices by being a manufacturer will enables Plott to gain multiples contracts starting 2016 and maintaining it longevity through quality and seasoned knowledge of government contracting.

INCREASE PRODUCTION CAPACITY
Production to meet the quantities requirements and ( RDD ) to meet our contract opportunities for October 2016 – 2020 the purchase and utilization of industrial speed equipment is a necessity.
GROWTH LOGIC MODEL:

1. Make all new Management Decisions for higher facility performance.

2. Negotiations with suppliers results in lower cost and increase profits.

3. Contract award Increase of Production/orders/Payment for Product, & Schedule Shipping.


Growth Logic Model
Departmental Involvement with Increase of Production, Sales, and Profitability in Growth Activities

From Increased Sales through the Acquisition of Seized Assets.
MANAGEMENT RESPONSIBILITY

Freedom, Flexibility and Maintaining Contract Control Performance.
There is no place like home!
The establishment of Plott Bakery Products’ industrial baking facility in Winston-Salem, NC will enable the freedom to exercise excellence in operations, control costs, oversee and manage the aspects of company operations to reach and excel in the market; to put our home residents to work as Team members increasing their income and life aspirations, and add commerce to City of Winston-Salem and the State of North Carolina.
COMPANY OPERATIONS

Plott Baker Product's is governed by our Quality Systems Plan (QSP) that dictates quality standard polices modeled in accordance to ISO/ANSI/ASQC 9002 standards. Plott's QSP governs overall in-house company operations to highest of standards to achieve optimum performance and for all sub-contractors for implementation. These policies are for all areas of plant operations for commercial, and contract performances.

The objective of our QSP Manual is to give a written method to communicate our Quality systems policies and standard to Plott's staff and employees to bring cohesiveness to our team as we relate with associated outside facilities of our vendors, clients, and regulatory agencies regarding the manufacturing of Plott Bakery's Products.

Plott Bakery Products' owns some of the finest brands in the baking industry. It is or responsibility to protect, maintain and enhance the quality of value of our brand.

Our QSP Manual identifies the programs and performance criteria that re necessary to assure product quality and food safety, every day in every in every unit we manufacture and sell.

The scope of our quality expectations encompasses several areas of manufacturing competency, including:

1. Finished Product Quality
2. Food safety
3. Food Security
4. GMP (Good Manufacturing Practices) compliance
5. Sanitation
6. Pest Control
7. Emergency Action
8. Regulatory Compliance
9. Employee Training

Our expectation is to develop and maintain an adequate level of competency in these areas to assure each team member at Plott Bakery Products is aware to achieve our goal of product quality and food safety, every day in every unit we manufacture and sell.
PLANT POLICIES to FOLLOW GUIDELINES for KOSHER CERTIFICATION

Plott Bakery Product's facility will be a Kosher Certified Plant producing only Kosher Pareve Products. This is a critical and advantageous Plant status to gain and maintain market share due resent shift in agency requirements for KOSHER PAREVE

What is kosher certification?

The Kosher symbol on our products indicates that a kosher status is being independently monitored by the staff of a Rabbi Kosher Division. That symbol is recognized by the kosher consumer as the sign that your products meet the strictest standards of Kosher.

Plott Bakery facility equipment producing Kosher Products and ingredients channels must also be Kosher Certified. Member fees and regular schedule monitoring to determine continued compliance.
DEPARTMENT STRUCTURE

- Plant Management
- Accounting
- Purchasing
- Quality Control
- Plant Security
- Receiving
- Production
- Shipping/Logistics
Resume of Key People

Evelyn Burney – Plant Manager and Quality Control Director
Angela Burney – Plant Coordinator
John Burney – Logistics/ Shipping and Warehousing

Collaborators/ and Advisors

Food Scientist Industry
Industry Consultant
Vendor Support Network
Link Service Provider Relationships
Evelyn Tamara Burney  
Winston-Salem, NC 27105  
(336) 473-9794  
Email: burney04@aol.com

List of References

Personal

Mrs. Ann Hensel  
Wife  
Buena Vista Road, WS, NC 27106  
(336) 725-4038  
Email: rhenesl@aol.com

Mrs. Evelyn Craig  
Executive Assistant  
Greensboro, NC  
(336) 285-3294  
Email: mckeate@ncat.edu

Previous Employment

Dr. Kenneth Williams  
Professor  
North Carolina A&T State University  
(336) 334-7245 ext. 450  
Email: williams@ncat.edu

Self-Employment

Mr. Bradford  
Food Service Administrator  
Atlanta, Ga  
(404) 635-5638  
Email: wbradford@bop.gov

Mrs. Keisha Stiff-Goston  
Contracting Officer  
Yazoo City, Miss  
(662) 716-1020 ext 5811  
Email: kstiff@bop.gov
PLANT MANAGER

2.2.1 Plant Manager/Quality Control Director - Responsible for the adherence of the Quality System by all levels of the organization through the leadership of managers with hands on approach with production and quality assurance with team members of each department. Thereby, ensuring the qualifications of each Teams Member’s duty requirement and understanding of the Quality Assurance (QA) procedures in meeting the standards set forth in Plott Bakery’s Quality System Plan (QSP).

Management’s establishment of high goals is to increase levels achievement among the entire organization. It will promote cohesiveness amount departments to reach and excel levels of customer satisfaction through production of quality products serviced in a timely manner. Quality Control Director by continual review of factual data from department managers to measure, make evaluations, and to give recommendations based on information from all of the following sources on a at a moments notice. daily, weekly, monthly and annual basis:

PLANT COORDINATOR

To coordinate plant operations as directed by Plant Manager. To relay communications to Team Members and Staff as directed by Plant Manager. Report plant operation success and concerns to Plant Manager. In the absence of Plant Manager, the Coordinator will initiate start work and work stop orders, schedule production requirements, and make decisions in the best interest of Plott Bakery Products.

Experience in plant management, customer service, order processing requirement not limited to inventory, staff, accessing production line requirement, and determining end item production quality approval and release to end item inventory. Skill requirements, strong customer service and interpersonal relationship skills, math skills, leadership skills, knowledge of production assessments and corrective actions, and document
organization skills. Strong communication skills. Ability to work in fast pasted environment. Ability to following instructions. Team oriented.

College level business courses, Knowledge of food safety and GMP, computer skills High School Diploma/or GED. Expert level of computer savvy. Ability to lift 25 lbs.

PRODUCTION MANAGER ( 1 Vacant Position )

2.2.2 Production Manager: Responsible for day-to-day Production operations and management of staffing in adhering the Quality Assurance and the Quality System.

Production Department's Reports: Daily Timed In-Process and End-Item Production Logs, Daily In-Process and End-Item Inspection Reports, Stop Work Log Rework Logs, and Daily In-Process and End-Item Production Summaries. Weekly review of all Reports. Copies of select documents are to forward daily to the Finance Department and Shipping Department.

Experience in bread production line, knowledge of bread production equipment, highly experience in batch statistical analysis, ability to lead team member to achieve production requirements, establish work and line flow on production floor, keep knowledge of inventory and need their off and lead times associated with incoming time tables. Good interpersonal, leadership, statistical calculations and analysis skills. Great at making bread products and make corrective actions in production line. Fast pasted. Excellent document organization skills, Team oriented. Strong communication skills.
College Course Study, 7 yr minimum years of Experience as a production manager, High School Diploma/or GED. Knowledge of food safety and GMP, computer skills Ability to lift 50 lbs computer skills or aptitude to learn.

**SHIPPING/ RECEIVING MANAGER ( 1 Vacant Position )**

Plott Bakery Product’s QSP Manual Part 1, Sec. 2.2.3 SHIPPING RECEIVING pg. 7

Strong communication, document organization skills, Fast pasted. Knowledge of pallet loads, trailer capacity, Bill of Ladin, Confirming incoming and out going freight. Scheduling loads, and other logistical operations. Team oriented. Strong communication skills.

College Courses, High School Diploma/or GED. Expert level of computer savvy. Strong document organization skills. Experienced.
Seasoned in accounting principles, accounts payables, accounts receivables and related statements, payroll, cost accounting, strong statistical analysis skills, ability to read and interpret complex documents, tax laws, and team oriented, strong communication skills. Strong document organizational skills.

College graduate in accounting or Book Keeping Associate Degree. Experienced. Computer Savvy.
HUMAN RESOURCE MANAGER (1 Vacant position)

2.2.5 Human Resource Manager: is to collectively organize and documents relating to the recruitment, training and evaluations of all Plott Bakery staff members.

Plott Bakery Product’s QSP Manual Part 1, Sec. 2.2.5, Human Resource Manager pg. 8

Experienced in application intake, organization, background checks, customer service, team member benefit packages, legalities of employer and employee relations, strong document organizational skills, payroll, team member training and retention, ability to communicate recommendations, customer service skills. Team oriented.

College Graduate or Associate Degree. Experienced. Computer Savvy.
SECURITY GUARD (1 vacant position)

Adherence to QSP Manual for plant safety and security. To check in all visitors and truck drivers verify IDs and company verification of persons, check incoming freight vehicles for safety onto our lot, alert to suspicious behavior and to follow protocols. Team Player. Protect company team members, company property and products.

Military Veteran preferred, public service training, High School Diploma/GED. Computer savvy, good communication skills.

Plant Equipment Mechanic
To keep record of all equipment manuals, records of calibrations, schedule and make routine equipment maintenance checks, processes and repairs, order parts and work with staff on equipment concerns. Trouble shoot irregularities. Good Communication skills teams and equipment dealers.

Experienced mechanic, ability to read and follow equipment manuals. Some computer skills will train.

Housekeeping Person (1 vacant position)
To keep the plant in excellent sanitary condition by cleaning glass windows, floors sweep and mopped, clean restroom, dust horizontal surfaces and replace trash liners and keep trash cans clean as directed by cleaning schedule and as situations arise.

Good housekeeping skills, ability to mop floors and push brooms, perform duties in safe manner around team members and equipment, ability to read MSDS and follow their instruction for cleaning materials. Good communication skills are required. Will train.

OFFICE RECEPTIONIST (1 vacant position)
To greet visitors and team members as they enter administrative offices, answer and relay incoming and interoffice calls, take meeting minutes, type office letters, forward mail to recipients, keep office in good order and appearance. Schedule and set up for meetings. Assist all team members, staff, visitors, CDL drivers with direction of flow to their concerns.

Strong customer service skills, computer savvy, team player, filing and record keeping, strong document organizational skills.

High School Diploma/ GED. Experience preferred but Will Train.
SCREENING for LOW INCOME APPLICANTS

To ensure that low income persons receive 1st consideration to fill vacant positions ALL Employment Applications will include a Questionnaire FORM 250 Attachment.

If the applicant answers YES to 1-one of the following questions those applicants will have priority status for consideration for vacant positions. ( All other hiring criteria still apply ) request applicants answers to the following:

- In the past six months have you received SNAP benefits ( Food Stamps )?
- In the past six months have you received TANIF or any other emergency assistance?
- Have you been unemployed over 60 days?
Link Service Providers for Applicant Intake and Screening
Goodwill Industries Non Profit Commercial – (JWOD), NC Employment Security
Commission, and WS Urban League.

Building Strong Communities

With Plott establishing agreements for our Human Resources
Recruitment Intake and Screening will help advance the mission of our non-profit link
service providers. These employee intake and screening will be for new employee
search, and store pre-interviewed employees in a data base for Stand-By employees
for Plott’s accelerated team member Mobilization.

EMPLOYEE TRAINING – Department Correlation

Plott Bakery Product’s QSP Manual Part 1, Sec. 2.3.3 Training, pg. 9.

PRODUCTION TEAM JOB DESCRIPTION AND DUTIES
Production Teams
To meet our contract obligations, Plott Bakery Products will investment in Production Teams. A Team will work a 10 hour shift for 3-three days giving each worker a guaranteed 30-thirty hour work week to meet our contract obligations, an additional shift of 10 hour shift for available for additional time to meet production requirements.

By Teams with an average of 30- 40 for Team 1, and 30-36 hour for Team 2 work week, respectively. Plott’s utilization of continual flow process of production lines will operation without strain on our Team employees. Thereby, reducing injuries and accidents on the job, and better productivity from the Team members.

Dough Makers (2) Vacant Positions.
To batch recipes formats with accuracy as dictated by Production Manager. Keep production flow moving.

Skill requirements: ability to batch out production requirement with statistical knowledge, strong math skills, ability to lift 50 pounds and push dough in wheeled barrels, make corrective actions. Keep batch records. Team player.

Experienced required in food preparation prefer dough batching. High School Diploma/ or GED. Computer knowledge helpful, but will train. Food Safety and GMP training preferred but will train to our standards.

Dough Molders (2 Vacant Positions)
Skill requirements: Have good mobility, monitor fresh dough as it injected into production line equipment, monitoring equipment that is operating in proper flow on production line, make corrective action as necessary, alert production manager of any irregularities of dough and output. Make sure pans are positioned on production lines. Team player.

Ability to work in fast past, good eye sight, High School Diploma/ or GED. Computer knowledge helpful, but will train. Food Safety and GMP training preferred but will train to our standards.
OVEN LOADERS (2 vacant positions)

To monitor pans travel on production line into oven cavity, ability to stand during shift, fast past, good eye sight, report any production line irregularities to production manger. Team player.

High School Diploma/ or GED. Computer knowledge helpful, but will train. Food Safety and GMP training preferred but will train to our standards.

BREAD SLICER (1 vacant position)

To slide/load whole loaves down conveyor feed into feeder for bread slicer, monitoring flow and equipment flow operations and report any irregularities to production manager. Good eye sight. To work in the production department to sliced finished baked rolls and loaves, to work in the production department to packaged finished bread products. To oversee the flow of baked products to packaging containers bags, interior bags and case boxes. Team player.

High School Diploma/ or GED. Computer knowledge helpful, but will train. Food Safety and GMP training preferred but will train to our standards.

Truck Driver/ Warehouse Worker

To pick up of inventory, supplies, and to make deliveries as directed by receiving and shipping manager or plant manager; and perform duties as to assist Shipping Manager with as inventory clerk and palletizing loads and the record keeping associated with load management. Team Player

Ability to life 50 lbs, good eye sight, keep good records, computer skills required but will train, ability to read incoming and outgoing labels. High School Diploma/GED
<table>
<thead>
<tr>
<th>Plant Operation Department</th>
<th>Each</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Head Baker/Production Mgr.</td>
<td>$17.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>(2) Dough Molding Workers</td>
<td>$11.15</td>
<td>$223.00</td>
</tr>
<tr>
<td>(2) Oven Workers</td>
<td>$11.50</td>
<td>$220.00</td>
</tr>
<tr>
<td>(2) Packer</td>
<td>$11.15</td>
<td>$220.00</td>
</tr>
<tr>
<td>(1) Bread Slicer</td>
<td>$11.15</td>
<td>$111.50</td>
</tr>
<tr>
<td>(1) Plant Equipment Mechanic</td>
<td>$15.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>(1) Housekeeping Person</td>
<td>$10.15</td>
<td>$101.50</td>
</tr>
<tr>
<td>(1) Truck Driver/ WAREHOUSE</td>
<td>$12.00</td>
<td>$120.00</td>
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<tr>
<td>Administrative Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Office Staff personnel Receiving</td>
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<td>$42.00</td>
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<tr>
<td></td>
<td>$15.00</td>
<td>$150.00</td>
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<tr>
<td>Shipping Mgr.</td>
<td>$15.00</td>
<td>$178.75</td>
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<tr>
<td></td>
<td></td>
<td>$5,262.50</td>
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</table>
FINANCIAL DATA
PLOTT BAKERY PRODUCTS’
PROJECT COST

DOWN PAYMENT TO PURCHASE BUILDINGS ............ $98,750.00
EQUIPMENT ................................................................. $196,653.33
INVENTORY ................................................................. $30,000.00
UPFITTING BOTH BUILDINGS
    PAINTING INTERIOR AND EXTERIOR ................... $65,000.00
    OTHER BUILDINGS UPFIT ...................................... $50,000.00
TOTAL PROJECT COST ................................................. $440,403.33

CITY LOAN REQUESTS AND REIMBURSEMENT PROGRAM SUPPORT REQUIRED
CITY LOAN REQUEST AMOUNT .......................................... $430,403.33
CITY REIMBURSEMENT PROGRAM FOR BLDG UPGRADE ....... $10,000.00

CITY LOAN PAYMENT PLAN REPAYMENT PLAN
4 YEAR TERM
10% INTEREST
MONTHLY PAYMENT $10,916.13
FIRST PAYMENT DUE: JANUARY 1, 2017

BUILDING PURCHASE AND MORTGAGE INFORMATION
PURCHASE PRICE .......................................................... $395,000.00
LESS DOWN PAYMENT .................................................. $98,750.00
OWNER FINANCE BALANCE ............................................. $296,250.00

10 YEAR TERM
6% INTEREST
MONTHLY PAYMENT: $4,070.40
Property Information

Estimated Value
$380,710 average for commercial properties in the 27105 zip code.

Square Footage and Lot Size
In terms of building space, this property is among the largest 10% of commercial properties in the 27105 zip code. It offers 31,823 sq ft of space, while the average has around 6,000 sq ft. It's also built on a very large lot compared to other commercial properties in the 27105 zip code. It has 3.92 acres of land, while a typical one has 1.25 acres.

Tax Amount
$5,255.31
The owner of this commercial property was required to pay $5,255.31 in property taxes in 2016.

Other Demographics
North Winston
This commercial unit is located in North Winston, North Carolina, a less educated neighborhood with 647 residents.
- North Winston is low income meaning there is a disproportionately large percentage of households that have an annual income under $25,000.

Construction Details

<table>
<thead>
<tr>
<th>Number of Floors</th>
<th>1</th>
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<tbody>
<tr>
<td>Construction Type</td>
<td>Metal</td>
</tr>
<tr>
<td>Roof Shape</td>
<td>Flat</td>
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<tr>
<td>Roof Material</td>
<td>Built-Up Material</td>
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<tr>
<td>Foundation</td>
<td>Concrete</td>
</tr>
<tr>
<td>Exterior Walls</td>
<td>Metal</td>
</tr>
<tr>
<td>Fuel</td>
<td>Gas</td>
</tr>
<tr>
<td>Water Source</td>
<td>Public Source</td>
</tr>
<tr>
<td>Sewage</td>
<td>Public</td>
</tr>
</tbody>
</table>
City can take 2\textsuperscript{nd} position

<table>
<thead>
<tr>
<th>BUILDING PURCHASE AND MORTAGE INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>PURCHASE</td>
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<tr>
<td>PRICE..............................................$395,000.00</td>
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<tr>
<td>LESS DOWN</td>
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<td>PAYMENT............................................$98,750.00</td>
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<tr>
<td>OWNER FINANCE</td>
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<tr>
<td>BALANCE.............................................$296,250.00</td>
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<tr>
<td>10 YEAR TERM</td>
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<tr>
<td>6 % INTEREST</td>
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<tr>
<td>MONTHLY PAYMENT: $4,070.40</td>
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<tr>
<td>Parcel ID</td>
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<tr>
<td>-----------</td>
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<tr>
<td>6836-44-2475.00</td>
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</table>

**Summary Appraisal Report - Commercial**  
**Bldgs:** 2

**Current Owners**

<table>
<thead>
<tr>
<th>Owner 1</th>
<th>Sanford E Isenhour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner 2</td>
<td>Wanda D Isenhour</td>
</tr>
</tbody>
</table>

**Mailing Address**  
PO BOX 1775

**City, State Zip**  
SPARTA NC 28675-1775
Disclaimer: The values and information provided on this property record card are based upon the best available information on 01/01/2013. This information is subject to change because of changes to the property, correction of existing information, additional information, or as the result of an appeal of the property.

<table>
<thead>
<tr>
<th>Parcel Information</th>
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<tbody>
<tr>
<td>Block/Lot</td>
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<td>0309 101</td>
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<table>
<thead>
<tr>
<th>Last 2 Recordations Available</th>
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<tbody>
<tr>
<td>Sale Date</td>
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<td>6/14/1991</td>
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<table>
<thead>
<tr>
<th>Assessed Values All Cards</th>
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<tbody>
<tr>
<td>Total Land Value</td>
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<td>$204,383</td>
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<table>
<thead>
<tr>
<th>Road/Topography/Utilities</th>
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<tbody>
<tr>
<td>Roads</td>
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<table>
<thead>
<tr>
<th>Land Valuation</th>
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<tbody>
<tr>
<td>Type</td>
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<td>CL</td>
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<table>
<thead>
<tr>
<th>Building Detail</th>
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<tbody>
<tr>
<td>Total SqFt: 170,592</td>
</tr>
<tr>
<td>Total Acres: 0</td>
</tr>
<tr>
<td>Total Value: $204,383</td>
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</tbody>
</table>

Forsyth County considers all standard approaches to value. The assessed value on this building was determined based upon the **Income and Expense Approach**.
### Commercial Summary Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Primary Address</th>
<th>Occupancy</th>
<th>Total Gross SqFt</th>
<th>Net Lease SqFt</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CLEMMONS HARDWOOD CABINET SHOP</td>
<td>790 E Twenty First ST</td>
<td>WAREH</td>
<td>75,378</td>
<td>75,378</td>
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</tbody>
</table>

### Commercial Buildings Summary

<table>
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<tr>
<th>Bldg</th>
<th>Building Name</th>
<th>Physical Addr</th>
<th>Story</th>
<th>Year Built</th>
<th>Construction</th>
<th>Occupancy</th>
<th>Value</th>
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<tr>
<td>1</td>
<td>Clemmons Hardwood Cabinet</td>
<td>790 E Twenty First ST</td>
<td>1</td>
<td>1920</td>
<td>1 MTL</td>
<td>1409-Stgwhsep</td>
<td>$75,735</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>1</td>
<td>1920</td>
<td>1 MTL</td>
<td>1409-Stgwhsep</td>
<td>$102,090</td>
</tr>
</tbody>
</table>

**Total Buildings Value** $177,825

### Miscellaneous Improvements

<table>
<thead>
<tr>
<th>Type</th>
<th>Construction</th>
<th>Height</th>
<th>Area</th>
<th>Year Built</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fence 6b</td>
<td>FR</td>
<td>0</td>
<td>1,490</td>
<td>0</td>
<td>$2,086</td>
</tr>
<tr>
<td>Utility 6</td>
<td>BR</td>
<td>1</td>
<td>198</td>
<td>0</td>
<td>$1,133</td>
</tr>
<tr>
<td>Paving Asp 1</td>
<td>AS</td>
<td>0</td>
<td>35,000</td>
<td>0</td>
<td>$15,312</td>
</tr>
</tbody>
</table>

**Total Miscellaneous Value** $18,531

### Taxing Jurisdictions

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Fire District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winston-Salem 100%</td>
<td>FD</td>
</tr>
</tbody>
</table>

### Income Detail

Income information on this report reflects market research and not specific data from the property.

### Potential Gross Income (PGI)

<table>
<thead>
<tr>
<th>Unit Description</th>
<th># of Units</th>
<th>Annual Income/Unit</th>
<th>Gross Income/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse</td>
<td>75378</td>
<td>$1.10</td>
<td>$82,916</td>
</tr>
</tbody>
</table>

**Total Gross Income All Units** $82,916

**Miscellaneous Income (All Areas)** 0% $0

**Potential Gross Income** $82,916
### Effective Gross Income (EGI)

<table>
<thead>
<tr>
<th>Deductions</th>
<th>Percentage of PGI</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacancy/Collection Loss</td>
<td>23</td>
<td>$19,071</td>
</tr>
</tbody>
</table>

**Potential Gross Income**  $82,916  
**Deductions Total**  $19,071  
**Effective Gross Income**  77% $63,845

### Net Expenses

<table>
<thead>
<tr>
<th>Percentage of PGI</th>
<th>Percentage of EGI</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.4</td>
<td>20</td>
<td>$12,769</td>
</tr>
</tbody>
</table>

### Final Value

<table>
<thead>
<tr>
<th>Method Used</th>
<th>PGI Percent</th>
<th>EGI Percent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Rate</td>
<td>84.6</td>
<td>80</td>
<td>$51,076</td>
</tr>
</tbody>
</table>

### Valuation Factors

**Overall Rate Percent**  0.125

### Total Values

<table>
<thead>
<tr>
<th>Total Value from Income</th>
<th>Other Land</th>
<th>Furniture/Fixtures/Equipment</th>
<th>Total Assessed Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$408,608</td>
<td>$0</td>
<td>$0</td>
<td>$408,608</td>
</tr>
</tbody>
</table>

### Cost Detail

<table>
<thead>
<tr>
<th>Total Section Value</th>
<th>Total Addition Value</th>
<th>Local Multiplier</th>
<th>Replacement Cost</th>
<th>Physical Depr</th>
<th>Econ/Func Depr</th>
</tr>
</thead>
<tbody>
<tr>
<td>$697,878</td>
<td>$93,508</td>
<td>0.87</td>
<td>$688,505</td>
<td>78% 537,033.90</td>
<td>50% ($268,517.00)</td>
</tr>
<tr>
<td>$697,878</td>
<td>$93,508</td>
<td>0.87</td>
<td>$688,505</td>
<td>78% 537,033.90</td>
<td>50% ($268,517.00)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Depriciated Value</th>
<th>Misc Imp. Value</th>
<th>Total Bldg Value</th>
<th>Land Value</th>
<th>Total All Bldgs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75,735</td>
<td>$28,698</td>
<td>$104,433</td>
<td>$204,383</td>
<td>$408,600</td>
</tr>
<tr>
<td>$75,735</td>
<td>$18,531</td>
<td>$94,266</td>
<td>$204,383</td>
<td>$408,600</td>
</tr>
</tbody>
</table>
### Building Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Building</th>
<th>Physical Address</th>
<th>Occupancy</th>
<th>Year Built</th>
<th>Year Remod</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEMMONS HARDWOOD CABINET SHOP</td>
<td>Clemmons Hardwood Cabinet</td>
<td>790 E Twenty First ST</td>
<td>1409-Stgwhsep</td>
<td>1920</td>
<td>1966</td>
<td>Fair</td>
</tr>
<tr>
<td>CLEMMONS HARDWOOD CABINET SHOP</td>
<td>Clemmons Hardwood Cabinet</td>
<td>790 E Twenty First ST</td>
<td>1409-Stgwhsep</td>
<td>1920</td>
<td>1966</td>
<td>Fair</td>
</tr>
</tbody>
</table>

### Foundation

<table>
<thead>
<tr>
<th>Construction</th>
<th>Total Story</th>
<th>Roof</th>
<th>Roof Cover</th>
<th>Ext Walls</th>
<th>Insul Walls</th>
<th>Insul Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 MTL</td>
<td>1</td>
<td>Flat/Flat</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>1 MTL</td>
<td>1</td>
<td>Flat/Flat</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

### Section Details

<table>
<thead>
<tr>
<th>Occupancy</th>
<th>Sqft/Units</th>
<th>Base Cost</th>
<th>Heat/AC 1</th>
<th>Heat/AC 2</th>
<th>Heat Adj</th>
<th>Adj Base</th>
<th># Stories</th>
<th>Story Hgt</th>
<th>Perimeter</th>
<th>Cost</th>
<th>Sqft Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1409-Stgwhsep</td>
<td>31,823</td>
<td>$17.87</td>
<td>Space Heaters 100%</td>
<td>0%</td>
<td>$1.80</td>
<td>1</td>
<td>16</td>
<td>1.042</td>
<td>1000</td>
<td>1.03</td>
<td>$21.93</td>
</tr>
</tbody>
</table>

### Non-Sketched Additions

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Area</th>
<th>Rate</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCK2</td>
<td>Dock</td>
<td>6,571</td>
<td>$13.50</td>
<td>$88,708</td>
</tr>
<tr>
<td>CPY2</td>
<td>Canopy</td>
<td>400</td>
<td>$12</td>
<td>$4,800</td>
</tr>
</tbody>
</table>

### Miscellaneous Improvements for this Bldg

<table>
<thead>
<tr>
<th>Type</th>
<th>Const</th>
<th>Area</th>
<th>Rate</th>
<th>YearBuilt</th>
<th>Condition</th>
<th>Grade</th>
<th>Phy</th>
<th>EF</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paving Asp &amp; Base</td>
<td>AS</td>
<td>35,000</td>
<td>$1.75</td>
<td>0</td>
<td>F</td>
<td>C</td>
<td>50%</td>
<td>50%</td>
<td>$15,312</td>
</tr>
<tr>
<td>Utility</td>
<td>BR</td>
<td>198</td>
<td>$52</td>
<td>0</td>
<td>F</td>
<td>C</td>
<td>78%</td>
<td>50%</td>
<td>$1,133</td>
</tr>
<tr>
<td>Fence 6'/Barb Wire</td>
<td>FR</td>
<td>1,490</td>
<td>$14</td>
<td>0</td>
<td>F</td>
<td>C</td>
<td>80%</td>
<td>50%</td>
<td>$2,086</td>
</tr>
</tbody>
</table>

### Cost Detail

Detail Appraisal Report - Commercial  
Bldg: 2 of 2

<table>
<thead>
<tr>
<th>Total Value from Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Section Value</td>
</tr>
<tr>
<td>Total Addition Value</td>
</tr>
<tr>
<td>Local Multiplier</td>
</tr>
<tr>
<td>Replacement Cost</td>
</tr>
<tr>
<td>Physical Depr</td>
</tr>
<tr>
<td>Econ/Func Depr</td>
</tr>
<tr>
<td>($361,959.00)</td>
</tr>
<tr>
<td>Depriciated Value</td>
</tr>
<tr>
<td>Misc Imp. Value</td>
</tr>
<tr>
<td>Total Bldg Value</td>
</tr>
<tr>
<td>Land Value</td>
</tr>
<tr>
<td>Total All Bldgs</td>
</tr>
</tbody>
</table>
## Building Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Building</th>
<th>Physical Address</th>
<th>Occupancy</th>
<th>Year Built</th>
<th>Year Remod</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEMMONS HARDWOOD</td>
<td>CABINET SHOP</td>
<td>1409-Stgwhsept</td>
<td></td>
<td>1920</td>
<td>1966</td>
<td>Fair</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foundation</th>
<th>Construction</th>
<th>Total Story</th>
<th>Roof</th>
<th>Roof Cover</th>
<th>Ext Walls</th>
<th>Insul Walls</th>
<th>Insul Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 MTL</td>
<td>1</td>
<td>Flat/Flat</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

### Section Details

<table>
<thead>
<tr>
<th>Occupancy</th>
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<th>Heat Adj</th>
<th>Adj Base</th>
<th># Stories</th>
<th>Story Hgt</th>
<th>Perimeter</th>
<th>Cost</th>
<th>Sqft Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1409-Stgwhsept</td>
<td>43,210</td>
<td>$17.87</td>
<td>Forced Air 33%</td>
<td>Space Heaters 66%</td>
<td>$2.51</td>
<td>1</td>
<td>16</td>
<td>1.042</td>
<td>1018</td>
<td>0.923</td>
<td>1.03</td>
</tr>
</tbody>
</table>

### Non-Sketched Additions

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Area</th>
<th>Rate</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPY/DOCK2</td>
<td>Can/Dock</td>
<td>4,841</td>
<td>$17.75</td>
<td>$85,928</td>
</tr>
<tr>
<td>DOCK2</td>
<td>Dock</td>
<td>1,522</td>
<td>$13.50</td>
<td>$20,547</td>
</tr>
<tr>
<td>1 ADDN3</td>
<td>One Sty Addns</td>
<td>147</td>
<td>$37</td>
<td>$5,439</td>
</tr>
<tr>
<td>1 ADDN5</td>
<td>One Sty Addns</td>
<td>198</td>
<td>$52</td>
<td>$10,296</td>
</tr>
</tbody>
</table>

### Taxing Jurisdictions

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Fire District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winston-Salem 100%</td>
<td>FD</td>
</tr>
</tbody>
</table>

### New Equipment
AM MFG Scale O Matic Model S-302 Dough Divider and Rounder
List Price:

Your Price:  $27,922.00* USD

You Save:

Item Number: N-A-DR-5086

Manufacturer: AM Mfg.

Model No.: S-302

Availability: Ships Within 3-4 Weeks

Manufacturer Specification Sheet

*Price Does NOT include cost of crating, shipping, delivery or installation.

The Atwood Scale O Matic S302 is a single pocket divider/rounder that will accurately divide over a broad range of sizes, then produce a round of unequaled quality, to the greatest variety of baked goods in the industry. The S302 is UL, ETL listed and BISSC certified.

New Feature - Special designed safety cover for over the dough hopper.

Features

- Precise dividing from 2 to 32 oz. at a rate of 2,000 pieces per hour
- Accurate weight change with the turn of a crank
- One man operation
• All stainless steel cabinet
• Easily movable on locking swivel casters
• Rounder easily disassembled for cleaning, no tools required
• 100 lb. hopper capacity
• Separate controls for divider and rounder
• Rounder can be used separately
• Adjustable height take off conveyor; folds up for storage
• No need to adjust rounder when changing size
• Automatic oiling system on divider
• Divider easily disassembled for cleaning
• 2HP divider motor
• 1 HP rounder motor
• Made in the U.S.A.
• Parts and Service are readily available
• Full one year limited warranty

Specifications

• Length 64" / 163cm
• Width 24" / 61cm
• Height 58" / 147cm
• Production Rate 2,000 pieces per hour
• Shipping Weight 1,000 lbs. / 455 kg
• Scaling range
  - AMS2 Measuring Cup--2 to 4 oz. / 56 to 227g
  - AMS3 Measuring Cup--4 to 10 oz. / 112 to 280g
  - AMS5 Measuring Cup--10 to 32 oz. / 280 to 896g

Electrical Requirements

• 208 or 220 volt / 20 amps
• Single or 3 phase 60 Hz.
• For other options or custom voltages, please contact our customer service department.
• UL listing applies to control panel only
• ETL listing applies to entire machine

Optional Equipment

• Extended Hopper (140 lbs. capacity)
• Computerized Variable Speed
• Extended Outfeed Conveyor
Previously Owned Equipment
ACME Roll Sheeter, Conveyor would be replaced
Clean, Running & Shop Tested

Your Price: **$3,295.00** USD

Item Number: U-FM-17006

Manufacturer: Acme

Model No.: 8

*Price Does NOT include cost of crating, shipping, delivery or installation.

ACME Roll Sheeter
Model 8
- Hard Chrome
- Precision ground
- Top roller
- Bottom roller
- 20" length on bottom roller
- 10" length on top
- Elec specs: 3/4 HP, 115v/60hz/1ph

Previously Owned Equipment

**Mixed 1**

Or which is still available
Mixer

$11,500 next level bid
Cooling type can use water
Location: Minnesota
Asked if Kosher
Item Number 186732
Item Name PEERLESS 16SB Horizontal Roller Bar Mixer
Model Number 16SB
Serial Number 81010 90625
Year Built 0
Location Minnesota
Peerless Horizontal Roller Bar Mixer
Model 16 SB
Serial 81010 90625
230V 3Ph

Mixer 2

Peerless Rollerbar Mixer, Model: HS6*Mixer will be painted with Steel-It Paint before shipping*

Clean, Running & Shop Tested
Your Price:  $9,500.00* USD

Item Number: 19416

Manufacturer: Peerless

Model No.: HS6

Manufacturer Specification Sheet

*Price Does NOT include cost of crating, shipping, delivery or installation.

Model: HS6
Dual Drive
Capacity: 600lb
Mechanical Tilt
Flour inlet at top of the mixer
Bowl Interior Dims: 36" L x 32" W x 43-1/2" D
Elec Specs:
Drive Motor: 460v/3ph/60cy/30-15hp
O.A. Dims: 72" L x 49-1/2" W x 78" H
Shipping Weight: 10,500lb

*Mixer will be painted with Steel-It Paint before shipping*

Previously Owned Equipment
AMF Pan Infeed Conveyor
Your Price:  $750.00* USD

Item Number: U-CNVSYS-19475

Manufacturer: AMF

*Price Does NOT include cost of crating, shipping, delivery or installation.

Max pan size: 11 3/8" W
Elec specs on Motor: 3ph/60hz/230-460v/2.2-1.1amp, 3/4HP, 1725RPM
No legs
O.A. dim: 18' 1" L x 35" W x 14" H
Accumulating Conveyor, 81" L x 15.75" W Belt

Your Price: $3,475.00* USD

Item Number: U-CNVSYS-20086

Manufacturer: Unknown

*Price Does NOT include cost of crating, shipping, delivery or installation.

Stainless Steel Construction
Belt size: 15.75" W x 81" L
Max product width: 13 3/4"
O.D: 89" L x 31" W x 39.5" H

229624 - OLIVER 797-32 Bread Loaf Slicer
$3,150
Located in North Carolina

Description
*Ideal for volume slicing needs of small wholesale, large retail and in-store bakeries
*Equipped with a last loaf pusher, and handles up to 200 loaves per hour
*Rust and corrosion resistant

Bun slicers

258021 - OLIVER Bagel/Roll Slicer
NC firm update model 1 of 2
$1450

Pans
228914 - 4.25in Hamburger Bun Pans (Lot of 100)

Next Valid Offer:
$280.00
We have 1,750 in stock

Previously Owned Equipment
Triumph Cookie Depositor, Model: Handy-17

Your Price:  $5,400.00* USD
Item Number: U-COOK-18099
Manufacturer: Triumph
Model No.: Handy-17
Serial No.: 40389

Manufacturer Specification Sheet
*Price Does NOT include cost of crating, shipping, delivery or installation.

Model: Handy-17
Production rate: up to 1,750 cookies/hr, depending on die
Variable speed cut off
Separate pan speed control
Pan guide 18" wide
Elec spes: 115v/1ph/60hz
Machine weight: 550 lbs
O.A. dim: 29" W x 70" L x 50" H

**Includes one die of your choice.**
Handy Cookie Depositor
Increased Production, Sanitation, Economy & Versatility

FASTER PRODUCTION
From 1,250 to 1,750 dozen, wire-cut uniform cookies per hour, depending upon choice of die and 17" or 24" wide machine.
17" model adjustable for 16" to 19" wide pans. 24" model adjustable for 24" to 27" wide pans.

VARIABLE SPEED CUT OFF
30 to 70 strokes per minute. Separate pan speed control, spaces cookies as desired.

MORE SANITARY & ECONOMICAL
Initial cost and maintenance savings. Stainless steel dough hopper, instantly removable for cleaning by loosening 2 hand screws. Stainless steel hinged fold-down table on each end with aluminum pan rollers.

17" Model: 31 3/8" wide (550 lbs. shipping wt.)
24" Model: 39 3/8" wide (600 lbs. shipping wt.)

LARGE DIE ASSORTMENT “OVER 400 DIES”

• The ultimate in shapes and sizes for every holiday... season... occasion.
• Special dies can also be furnished to suit individual or custom requirements.
• Small and compact enough to fit any shop, large and fast enough for any production requirements.
• Silent V-Belt Drive for long, trouble-free service. Anti-friction bearings at all critical points.

MAGNA MIXER COMPANY
7811 PALACE DRIVE • CINCINNATI, OHIO 45249 • 513/489-8044 FAX 513/489-0233 • MAGNAMIXER.COM
# SPECIFICATIONS

**FRAME:**
Heavy gauge stainless steel formed and all welded into unit, body construction. Mounted on 4” rubber tire casters.

**HOPPER:**
Type 302 stainless steel.

**TABLE:**
Stainless steel hinged fold-down table on each end.

**PAN GUIDE:**
18” wide adjustable for 16” to 19” wide pans. 24” wide adjustable for 24” to 27” wide pans.

**FEED:**

**SPEED:**
Variable conveyor indexing 1 1/2” to 4 1/2”. Variable speed control 30 to 70 strokes per minute.

**ELECTRICAL:**
115 Volts, 1 Phase, 60 Hertz. 8’, 3 wire cord with molded three prong grounding plug.

**DRIVE:**
Silent V-belt with anti-friction bearings.

**SANITATION:**
Hopper and feed rolls easily removable for cleaning.

**LUBRICATION:**
Pressure grease alemite fittings.

**DIES:**
One Aluminum M5-015, 1 1/2” round hole die included with machine.

**FINISH:**
Gray or Bakery White baked on Enamel.

**SHIPPING WT.:**
18” wide - 660 Lbs.
24” wide - 850 Lbs.
Your Price: $1,500.00* USD

Item Number: U-CNVSYS-15367

Manufacturer: Unknown

Serial No.: 27069

*Price Does NOT include cost of crating, shipping, delivery or installation.

S/N: 27069
Length at compact position: 10’
Length at extended position: 30’
Adjustable height
On casters
Expandable
Steel skate wheels
*Sold as is*

Previously Owned Equipment
Audubon Oven Mesh Conveyor Belt

Your Price: $2,500.00* USD

Item Number: U-CNVSYS-17566

Manufacturer: Unknown

Model No.: CB6-28-86-14/16F
*Price Does NOT include cost of crating, shipping, delivery or installation.

Mesh Metal Conveyor Belt for Ovens
Belt specs/size: CB6-28-86-14/16F
Designed for Tunnel Ovens with large diameter pulleys
Minimum pulley diam: 24”
O.A. dim.: 40” W x 50’ L
Audubon Cordweave Conveyor Belts

Baking Bands, Compound Balance Weave, Cord Weave, Baking Band, Wire Mesh,

Audubon Cordweave Belts
Metal wire mesh tightly woven for baking or conveying small parts

Applications: BAKING, BAKERY, BISCUITS, TORTILLA, CRACKERS
HEAT TREATING, SMALL PART APPLICATIONS

Cordweave is preferred by bakeries because it's open enough to provide even heat distribution and passage of gases. Cordweave can be woven of flattened wire to provide a surface that minimizes product marking. It's also preferred when an extremely flat surface is required. The best choice for conveying very small products and top heavy loads.

Baking Industry: For Cookie Baking, Tortilla Baking, Bakery Belts, Food Processing, Crackers, Biscuits and popular with all forms of continuous baking applications of baked goods including cracker and cookie baking.

Industrial Industry: For Heat Treating of small parts, Hardening, Tempering, Quenching. It's great for for handling small parts in heat treating and quench tank operations. The smooth surface is ideal for transferring and conveying small parts drying.

Flanged or upturned Edges as fine as 15% to 17% of the diameter of the smallest pulley or drive drum are also available on this style conveyor belt.

Known in the industry as Baking Bands, Cordweave, Compound Balance, Chevron Weave, Herringbone Weave
Pizza Oven and Hood - $2500 (Yadkinville) hide this posting

Middleby Marshall PS 360Q Double Stack
Captive Air Hood System

AS IS WHERE IS

Buyer responsible for removal

Lincoln Conveyor Oven - Model 1600 - $3500 (Norcross) hide this posting
Lincoln Impinger Conveyor Oven - This is Big One -Model 1600-015. Thirty Six inch belt means you can run (2) 18 inch pizzas through at the same time. Lots of production. Natural Gas. This has already been tested and is ready to sell. Bring you our pizza so you can test the oven before you buy it.

Special Notes Miscellaneous equipment to be purchased at Auctions
Credit Denial Letter – attached.
Explanation of Listing on Credit Report

Sara Lee Baking
Plott Bakery Products was purchasing pre made breads from Sara for a large government contract in 2008. The federal institution was slow in paying and when it reach 46 days late it got me of my weekly payments with Sara Lee. I paid Sara Lee an average of $8,000 per week. So when this happened I had no choice to inform institution I can not continue to ship breads if you don’t pay our small business I had to stop shipments and I informed Sara Lee of our decision. I had other accounts so I was able to keep paying, The institution renegotiated with Plott and they promised to pay. but when I notified them of the cease shipping order was over we can resume shipments, they put my account on Cash Pay, and I could not handle our other contracts with Department of defense. They are now out of business owned by Bimbo, and does have record of accounts. I can not pay this debt because company is out of business.
Your Credit Report

Credit Report | Score | ID Protection

Your Credit Report
Personal Credit Report for EVELYN T. BURNEY
July 14, 2018
Source: TransUnion

File Number:
312781942

Personal Information
You have been on our files since 02/01/1992
SSN:
XXX-XX-9803
Your SSN has been masked for your protection.
Date of Birth:
12/06/1960
Names Reported:
EVELYN T. BURNEY, EVELYN BURNEY and EVELYN CEASAR
Addresses Reported:
Address Reported:

Telephone Numbers Reported:
(336) 473-9794
(336) 744-0233
(336) 775-3643
(357) 567-0379
(336) 382-7455
(336) 744-8058
(336) 601-7881
(336) 767-2630
(336) 602-7814
(336) 602-6973
(336) 767-6136
(336) 722-0635

Employment Data Reported:

WAKE COUNTY DISTRICT COURT DOCKET# 2009CD007741
316 FAYETTEVILLE ST
RALEIGH, NC 27601
(919) 755-4108

Date Filed:
04/05/2013

Data Updated:
05/31/2013

Type: CIVIL JUDGMENT
Responsible/Individual Debt
Hand/WAIVER OF LIABILITY GROUP

Account:
$45,002

Garnet Court

Estimated month and year that this item will be removed:
05/2017

Account Information

Typically, creditors report any changes made to your account information monthly. This means that your accounts listed below may not reflect the most recent activity until the creditor's next reporting. This information may include things such as balances, payments, dates, credits, ratings, etc. This information may be used to help you understand your account information, and to report it to credit reporting agencies.

Rating Key:
Some creditors report the balances of your accounts each month in relation to your agreement with them. The ratings in the key below describe the payments that may be reported by your creditors. Please note: Items not included or included in any of these ratings may be reported in your credit report.

- Delinquency Report

Additional key:
Additionally, some creditors may report your account with comments and codes. Refer to these creditors' comments for information on your performance. This key below gives the descriptions of these codes and how they are contained in your credit file. The word containing comments ** indicate that the comments are not available.

DRB: ACCOUNT CLSIZE BY CONSUMER
124: ACCOUNT REMAINING BALANCE CLOSED OFF
133: ACCOUNT IN DEFAULT
300: PAYMENT DELINQUENT

Adverse Accounts

Adverse information typically remains on your credit file for up to 7 years from the date of the delinquency. To help you understand what is generally considered adverse, we have added [brackets] to those items in this report. For your protection, your account numbers have been partially masked, and in some cases scrambled.

FEDCARE SERVICING #01192404009700

76
<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Amount Paid</th>
<th>Post Due</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/2016</td>
<td>Scheduled</td>
<td>$1,892</td>
<td>$0</td>
<td>OK</td>
</tr>
<tr>
<td>06/2016</td>
<td>Scheduled</td>
<td>$1,901</td>
<td>$0</td>
<td>OK</td>
</tr>
<tr>
<td>07/2016</td>
<td>Scheduled</td>
<td>$1,907</td>
<td>$0</td>
<td>OK</td>
</tr>
<tr>
<td>08/2016</td>
<td>Scheduled</td>
<td>$1,907</td>
<td>$0</td>
<td>OK</td>
</tr>
<tr>
<td>09/2016</td>
<td>Scheduled</td>
<td>$1,907</td>
<td>$0</td>
<td>OK</td>
</tr>
</tbody>
</table>

**Remarks**
- Scheduled
- Payment
- Amount Paid
- Post Due
- Rating
- OK
Account Review Inquiries

The listing of a company's inquiry in this section means that they obtained information from your credit file in connection with an account review or other business transaction with you. These inquiries are not seen by anyone but you and will not be used in connection with your credit file (except insurance companies may have access to other insurance company inquiries, certain collection companies may have access to other collection company inquiries, and users of a report for employment purposes may have access to other employment inquiries, where permitted by law).

SW CREDIT SYSTEMS LP

DIVERSIFIED CONSULTANTS

4200 INTERNATIONAL
SUITE 1100
CLARKSTON, TX 75037
(844) 641-4446

4000 DEWEED PKWY
SUITE A-109
JACKSONVILLE, FL 32264
(800) 77-1381

ENHANCED RECOVERY

HOMSITE GROUP

6514 MAWBRIDGE ROAD
JACKSONVILLE, FL 32250
(904) 642-4349

1800 HUBER STREET
SUITE 200
HOUSTON, MA 77301
(800) 440-5121

Requested On:
08/30/2016

Requested On:
08/30/2016

End of Credit Report

SHOULD YOU WISH TO CONTACT TRANSUNION, YOU MAY DO SO.

Online:
To request an online copy of your report, visit www.transunion.com.
For answers to general questions, please visit www.transunion.com/

By Mail:
TransUnion Information Services
P.O. Box 7179
Chesterfield, MO 63006

By Phone:
(800) 988-3729
You may contact us between the hours of 8:00 a.m. and 11:00 p.m. Eastern Time, Monday through Friday, except major holidays.
For all correspondence, please have your TransUnion file number available (located at the top of this report).

Consumer Rights


A Summary of Your Rights Under the Fair Credit Reporting Act:

The federal Fair Credit Reporting Act (FCRA) protects the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Herein is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/studentloans or write to Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20522.

You must be told if information is on your file has been used against you. ANYONE WHO USES A CREDIT REPORT OR ANOTHER TYPE OF CONSUMER REPORT TO DENY YOUR APPLICATION FOR CREDIT, INSURANCE, OR EMPLOYMENT—OR TO TAKE ANOTHER ADVERSE ACTION AGAINST YOU—MUST TELL YOU AND MUST GIVE YOU THE NAME, ADDRESS, AND PHONE NUMBER OF THE AGENCY THAT PROVIDED THE INFORMATION.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your file)
You will be required to provide proper identification, which may include your Social Security Number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken action against you because of information in your credit report;
- You see the words "identity theft alert" or "fraud alert" in your file;
- Your file contains incorrect information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute inaccurate or incomplete information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information that has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your files is limited. A consumer reporting agency may provide information about you only to people with a valid need—usually to consider an application with a credit, insurer, employer, landlord, or similar business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688 (888-SHOEFOOT).

You may seek damages from violations. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

<table>
<thead>
<tr>
<th>TYPE OF SUBGROUP</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Banks, savings associations, and credit unions with total assets of over $1.1 billion and their affiliates</td>
<td>Bureau of Consumer Financial Protection 1700 G Street, NW Washington, DC 20552</td>
</tr>
<tr>
<td>2. Nonbank consumer reporting agencies not included in item 1 above</td>
<td>Federal Trade Commission Consumer Response Center P.O. Washington, DC 20580 1-877-303-0277</td>
</tr>
<tr>
<td>3. The Board of Governors of the Federal Reserve System</td>
<td>Office of the Comptroller of the Currency</td>
</tr>
<tr>
<td>4. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state banks of foreign banks, and organizations operating under section 30 of the Federal Reserve Act)</td>
<td>Federal Reserve Board Consumer Help Desk 11900 New York Ave. Elkton, MD 21921</td>
</tr>
<tr>
<td>5. Nonmember insured banks, insured state branches of foreign banks, and insured state savings associations</td>
<td>Economic Index Consumer Response Center 1100 Wilson Blvd. Suite 911 Arlington, VA 22209</td>
</tr>
<tr>
<td>6. Credit unions</td>
<td>National Credit Union Administration Office of Consumer Protections (OCPI) Division of Consumer Compliance and Outreach (DCO) 1775 Duke St. Alexandria, VA 22314</td>
</tr>
<tr>
<td>7. Air carriers</td>
<td>Associate General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division</td>
</tr>
</tbody>
</table>
North Carolina Consumers Have the Right to Obtain a Security Freeze

You have a right to place a "security freeze" on your credit report pursuant to North Carolina law. The security freeze will prohibit a consumer reporting agency from releasing any information in your credit report without your express authorization. A security freeze can be requested in writing, by telephone, or electronically. You can request a freeze by visiting the following website and calling the following telephone number: [Redacted].

The security freeze is designed to prevent creditors, banks, and services from being approved in your name without your consent. However, you should be aware that placing a security freeze on your credit report does not prevent creditors, banks, and services from being approved in your name without your consent. You should also be aware that if you provide credit or other services to someone who has a security freeze on their credit report, you may be held liable for any damages that result.

The freeze will be placed within three business days of your request if made by mail, or within 24 hours of your request if made by telephone or electronically. When you place a security freeze on your credit report, within three business days, you will be given a personal identification number, or a "PIN," which will allow you to remove the freeze.

A freeze does not apply when you have an existing account relationship and a copy of your report is requested by your existing creditors or the agents or affiliates for certain types of accounts, such as credit, mortgage, insurance, social security, employment, and insurance, and when the information is deemed necessary for the purpose of identity verification.

You should also be aware that if you provide credit or other services to someone who has a security freeze on their credit report, you may be held liable for any damages that result.

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Increase of Profits and margins:
1. Plot growth performance will support future monthly notes, and timely purchase
2. Negotiations with suppliers results in lower cost and increase profits

Step 1
Make all new Management Decisions for higher facility and

Step 2
Increase of Contract Awards through competitive edge.

Step 3
Contract award Increase of Production/orders/Payment for Product, &

Step 4
Accounting Department documentations for Financial Accountability of Contract Performance Activities

Growth Logic Model
Departmental Involvement with Increase of Production, Sales, and Profitability in Growth Activities
Glossary

( BOP ) - Bureau of Prisons

( DoD ) - Department of Defense

( PAP ) - Profit Allocation Plan - The allocations of Plott's Profits to rapid debt payment, investment in capital investments, inventory storage for potential shortages and price increase, and transitional savings.

* Cash Flow Projection Terms

Federal Prisons - sales accounts channels within the Bureau of Prisons ( BOP ).

MRE Snack Bread - bread product with extended shelf life for troop field feeding programs with contract terms of 5-five years.

Spread Sheet Terms:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary expenses</td>
<td>Office Staff, Mechanic, Security Guard, Receptionist and House Keeper</td>
</tr>
<tr>
<td>Payroll Service expenses</td>
<td>Paychex Check Accounting</td>
</tr>
<tr>
<td>Outside services</td>
<td>Orkin Pest Control, $400</td>
</tr>
<tr>
<td>Supplies (office and operating)</td>
<td></td>
</tr>
<tr>
<td>Repairs and maintenance</td>
<td>repair cost of office and production equipment</td>
</tr>
<tr>
<td>Capital Equipment Investment</td>
<td>Large equipment</td>
</tr>
<tr>
<td>Car, Rentals and travel</td>
<td>reimbursements/allowances for business travel and rentals</td>
</tr>
<tr>
<td>City WS Loan Repayment</td>
<td></td>
</tr>
<tr>
<td>Building Mortage</td>
<td>, 5 years, 5377 tx, 6000 insurance</td>
</tr>
<tr>
<td>Telephone</td>
<td>telephone lines, internet.</td>
</tr>
<tr>
<td>Utilities</td>
<td>Electric gas water.</td>
</tr>
<tr>
<td>Insurance</td>
<td>Fire, workers comp., liability insurances.</td>
</tr>
<tr>
<td>Taxes (real estate, etc.)</td>
<td>Yearly Tax</td>
</tr>
<tr>
<td>Transitional Savings, ( PAP)</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>depreciation to equipment</td>
</tr>
<tr>
<td>Taxes</td>
<td>all taxes 15%</td>
</tr>
<tr>
<td>Building Purchase Down Payment</td>
<td></td>
</tr>
<tr>
<td>Building Up Fit 2</td>
<td>Permiting and Planning Fees, Window Repairs, Interior and Exterior Painting</td>
</tr>
<tr>
<td>Banking Fees</td>
<td>Monthly account Service Fee</td>
</tr>
</tbody>
</table>


Find the Data, by Graphiq, Sources County Records, CoreLogic, American Community Survey, Dun & Bradstreet, and NCES.
PART II

October 14, 2016

SUBMISSION OF ADDENDUM INFORMATION REQUESTED PROCEEDING CITY LOAN COMMITTEE MEETING HELD 8/17/2016
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Forward

I want to personally thank the City of Winston-Salem Business Development office team for their collaboration with my company during the process of submission of our loan application.

Special thanks to City of Winston Salem Governing Body their leadership has been priceless, and their knowledge, direction, and foresight to create avenues for business growth is extraordinaire.

To the City Loan Committee Members I say keep on reviewing, keep on listening, keep on caring, keep on making loan applicants feel like there is hope, and that their dreams can happen here in Winston Salem, NC.
October 10, 2016

Dear Loan Committee Members,

Your support through involvement in the economic growth of Plott Bakery Products is appreciated.

This document is Part II of Plott Bakery Products’ Comprehensive Business Plan.

Part II is compiled of revisions to our initial submission and supplemental information to give a foundation for you to vote positively for financial investment of $150,000.00 for working capital, industrial baking equipment, and up-fit costs.

It has been brought to attention, that when the Loan Committee votes approval for a business project loan over $100,000 as Plott’s for $150,000 will go to Board of County Commissioners; and the later prerequisite to submit drawing to City Planning before submitting our revised proposal has also been waived.

It is my sincere prayer for consideration of the City of Winston-Salem Loan Committee to give a vote of approval Plott Bakery Products’ loan request.

I am aware that each member has their respective responsibilities, but I sincerely want to let each one of you know I need your vote of confidence in Plott Bakery Products project and I also need you to come to the plant, and visit with me to share the success and give wisdom that will be helpful and trustworthy.

I say trustworthy, because I would trust you more than others because your vote invested in my success!

Evelyn T. Burney
President and Founder
Plott Bakery Products
OUR FACILITIES

740 E. Twenty Seventh Street, WS, NC 27105

PHOTOS

740 E. Twenty Seventh Street
Winston Salem, NC 27105

Sq. Ft.: 75,000
Monthly Lease Amount: $9,000
Lease Term: 5 years
Good Afternoon Evelyn,

It was my pleasure to meet with you at our property located at 740 East Twenty Seventh Street in Winston-Salem. The terms you have outlined below appear to be agreeable. The $9000.00 per month is for the space only. Our leases at that property are Net Net Net. Snow removal, lawn maintenance, water, electric, gas, etc... are not included in the monthly rate.

The rate and property will be locked in when you submit a completed Lease agreement and Security deposit.

We look forward to having you as a tenant for years to come.

Should you have any questions, please call me at 336-575-4887.

Regards

Nicholas J. Tsigounis
Adaptive Warehousing

Lease terms:

Lease terms 5 years
1st 18 months $9000 per month.
Additional time period increased based on CPI, and negotiations.

- Mr. Nicholas Lighting
- Make sure building is water proof.
- Unfit 1st Bathroom
- Trim around dock doors
- Mrs. Evelyn Interior paint
- Install 2nd bathroom
- Installation of equipment requirements
- Submit plans prior to start work

Evelyn Burney
Plott Bakery Products
336.473.9794
OUR FACILITIES

740 E. Twenty Seventh Street, WS, NC 27105

Building Layout and Production Flow
**ACTION PLAN**

**Post Action**

**Notice of Approval of City Loan Committee**

<table>
<thead>
<tr>
<th>Performance Action</th>
<th>Estimated Cost</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 19, 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify Building Landlord of Committee Approval, and inform of next step of going to City Counsel Approval.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 19, 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify General Contractor of Committee Approval, and inform of next step of going to City Counsel Approval.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| October 19, 2016   | a. Invite City Counsel Members to Facility for walk through.  
                       b. Prepare for next City Counsel Meeting. |         |
<table>
<thead>
<tr>
<th>Performance</th>
<th>Estimated Cost</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 9, 2016</td>
<td>Notify Building Landlord of City Counsel Approval. Inform of expected time of release of funds for payment of Deposits. Committee Approval, and inform of next step of going to City Counsel Approval.</td>
<td></td>
</tr>
<tr>
<td>November 9, 2016</td>
<td>Notify General Contractor of City Counsel Approval and determine course of action for start work, and schedule routine meeting project execution</td>
<td></td>
</tr>
</tbody>
</table>
| November 9, 2016 | a. Contact Equipment Dealers and initiate negotiations for lower prices of quoted equipment.  
    b. Contact other equipment outlets as equipment liquidators for receive updates on upcoming bakery equipment auctions | | |
| November 10, 2016 | Submit Application City NRSA Building Rehabilitation. | | |
    b. Contact Service providers to schedule appointments to get overview of quoted services. Ex: Pest Control, Pay Checks, Goodwill Industries, and other employee screening providers.  
    c. Contact Suppliers to schedule meetings to discuss delivery lead times and confirm products specifications. | | |
## ACTION PLAN

### Post Action

#### Release of Funds Period

<table>
<thead>
<tr>
<th>Performance</th>
<th>Estimated Cost</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Stage and execution of preparedness for each individual component for plant operations and unfitting requirements.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Day 0-1**

1. **Building Rent and Deposit**
2. **Utility Deposits (Electric and Natural Gas)**
3. **General Liability Insurance for Down Payment**
4. **Contact Orkin Pest Control**

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost</th>
<th>Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Rent and Deposit</td>
<td>$9,000</td>
<td></td>
</tr>
<tr>
<td>Utility Deposits (Electric and Natural Gas)</td>
<td>$2,266</td>
<td></td>
</tr>
<tr>
<td>General Liability Insurance for Down Payment</td>
<td>$3,822.80</td>
<td></td>
</tr>
<tr>
<td>Orkin Pest Control Setup Fees</td>
<td>$2,314.36</td>
<td>$370 per month</td>
</tr>
</tbody>
</table>

**Day 1-7**

1. **Final Review of Equipment for Purchasing.**
   a. Attend Equipment auctions.
   b. Contact Equipment Dealers
   c. Go to location to view production equipment in process for final decision to purchase.
   d. Production Line Inspection, Repair and modernization for Acquiring a current bakery operation
   e. Upon satisfactory review of equipment, negotiations then purchase.
   f. Make selection of all plant requirements.

2. **Set Plott’s plant process, organization and controls to fit or exceed Plott’s Quality Systems Plan (QSP), Good Housekeeping System, Integrated Pest Management Plan, HAACP and Fire and Safety Plan.**

3. **Schedule appoint for Kosher Plant establishment**

4. **Pay Orkin Pest Control Set Up Fees**

**Day 0-15**

Phase Payments as completed and invoiced

**Day 30**

1. **Workers Compensation Insurance Down Payment**
2. **Set Up Fees for Kosher Plant**
3. **Stream Line Recruitment efforts, Reviewing applicants. Ongoing.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost</th>
<th>Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers Compensation Insurance Down Payment</td>
<td>$3,158.80</td>
<td>$750 per month</td>
</tr>
<tr>
<td>Orkin Pest Control Setup Fees</td>
<td>$2,314.36</td>
<td>$370 per month</td>
</tr>
</tbody>
</table>

**Day 31-60**

1. **Selection of Uniforms**
2. **Scheduling Equipment Arrivals, Evaluation of Receipt of equipment, Calibration of equipment, Installation of Equipment, Cleaning and Pest control to equipment,**
3. **Ordering Supplies and Raw Materials.**
4. **Inspection Receipt of Supplies and Raw Materials.**
5. **Employee Training**
6. **Mock Trail of production run, and evaluations.**
7. **Prepare for adjusted trial run.**
8. **Prepare for Actual Production**

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost</th>
<th>Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling Equipment Arrivals, Evaluation of Receipt of equipment, Calibration of equipment, Installation of Equipment, Cleaning and Pest control to equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ordering Supplies and Raw Materials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection Receipt of Supplies and Raw Materials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mock Trail of production run, and evaluations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare for adjusted trial run.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare for Actual Production</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Selling the Brand

Intangible Properties
Copy Rights Held by Evelyn Burney
Permitted use to Plott Bakery Products

Copy of Legal copyright
Selling the Brand

BOP - Market Purchasing Trends

Copy of Bakery Contract Purchases
No Product Demonstration Models (PDM) Required

A. Coleman Florida
B. Yazoo City, MS
C. Hopewell, VA
D. Butner, NC
E. Bennettsville, NC
F. Estill, SC
G. Beaumont, TX
Selling the Brand

BOP - Market Purchasing Trends

Coleman, Florida

Copy of Bakery Contract Purchases

Plott award Jan -2008 – March 2008
Solicitation Number:
RFQ30211-0003-8
Notice Type:
Award
Contract Award Date:
December 17, 2007
Contract Award Number:
DJBCOAHA110088
Contract Award Dollar Amount:
232389.56
Contract Line Item Number:
2-31-32-33-34-35
Contractor Awardee:
PLOTT BAKERIES, 404 CLAYTON ST., WINSTON SALEM, NC 27105
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assorted Dessert, Frozen/Unfrozen, Thaw &amp; Serve, Pre-Packed, Variety Sheet Cases, Cookies, Brownies, Cupcakes, Doughnuts, Delivery Schedule #2</td>
<td>322.850</td>
<td>EA</td>
<td>$0.1500</td>
</tr>
<tr>
<td>2.</td>
<td>Bread, Rolls, Etc., White, Enveloped</td>
<td>4,100</td>
<td>PKG</td>
<td>$0.9500</td>
</tr>
</tbody>
</table>

**Subtotal:** $50.3250 + $3,915.00 = $4,465.3250

**Total:** $4,465.3250

*Note: All prices are subject to change without notice.*

Notice Type:
Award

Contract Award Date:
October 1, 2016

Contract Award Number:
DJB0302SA110030

Contract Award Dollar Amount:
136340.00

Contract Line Item Number:
189_190_191

Contractor Awarded Name:
XCELERATED SUBSISTENCE

Contractor Awarded DUNS:
079715803

Contractor Awarded Address:
1080 LYONTREE ST
HOLLYWOOD, Florida 33019
United States

Plott’s 8/2016 Bid for Coleman as a Distributor

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>189</td>
<td>$0.16</td>
<td>$25,600</td>
<td></td>
</tr>
<tr>
<td>190</td>
<td>$0.16</td>
<td>$51,840</td>
<td></td>
</tr>
<tr>
<td>191</td>
<td>$1.19</td>
<td>$95,200</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$172,640</strong></td>
<td><strong>Total</strong></td>
<td><strong>$172,640</strong></td>
</tr>
</tbody>
</table>
Plott Bakery Products’ Award
Notice Type: Award
Contract Award Date: January 1, 2014
Contract Award Number: DJBP0315NA120102
Contract Award Dollar Amount: $66,498.00
Contract Line Item Number: 0001, 0002, 0003, 0004, 0005
Contractor Awarded Name: Evelyn Burney
Contractor Awarded DUNS: 962639477
Contractor Awarded Address:
DBA: Plott Bakery Products
3000 Kingston Circle Unit K-6
Greenville, North Carolina 27858
United States
Yazoo City, MS

Copy of Bakery Contract Purchases

Page 1

<table>
<thead>
<tr>
<th>SOLICITATION/CONTRACT ORDER FOR COMMERCIAL ITEMS</th>
<th>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 &amp; 39</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. CONTRACT NO.</td>
<td>6. ORDER NUMBER</td>
</tr>
<tr>
<td></td>
<td>DBJP0315NA120102</td>
</tr>
<tr>
<td>5. DOCUMENT NUMBER</td>
<td>8. LOCATION ISSUE DATE</td>
</tr>
<tr>
<td></td>
<td>11/10/2013</td>
</tr>
<tr>
<td>5. ISSUED BY</td>
<td>6. TELEPHONE NUMBER (No commas or punctuation)</td>
</tr>
<tr>
<td>Federal Bureau of Prisons</td>
<td>(662)271-1039 ext. 4043</td>
</tr>
<tr>
<td>11. DELIVERY FOR INFORMATION CALL</td>
<td>12. DISCOUNT TERMS</td>
</tr>
<tr>
<td>14. DELIVER TO</td>
<td>14. THIS CONTRACT IS Arated other than (360)</td>
</tr>
<tr>
<td>17A. CONTRACTOR NAME</td>
<td>PAYMENT WILL BE MADE BY</td>
</tr>
<tr>
<td>ERINEY</td>
<td>DBYZ</td>
</tr>
<tr>
<td>18. DELIVER TO</td>
<td>FACILITY CODE</td>
</tr>
<tr>
<td>Federal Bureau of Prisons</td>
<td>561884615</td>
</tr>
<tr>
<td>19. PAYMENT WILL BE MADE BY</td>
<td>CODE DBYZ</td>
</tr>
<tr>
<td>Federal Bureau of Prisons</td>
<td>DBYZ</td>
</tr>
<tr>
<td>20. TO THE ACQUISITIONING OFFICER</td>
<td>ACQUIRING OFFICER</td>
</tr>
<tr>
<td>21. UNRESTRICTED OR RESTRICTED OR SPECIAL</td>
<td></td>
</tr>
<tr>
<td>22. METHOD OF SOLICITATION</td>
<td></td>
</tr>
<tr>
<td>25. SUMMARY SHEET(S)</td>
<td></td>
</tr>
<tr>
<td>30. SIGNATURE OF OFFERER CONTRACTOR</td>
<td></td>
</tr>
<tr>
<td>30A. UNITED STATES OF AMERICA (NAME OF CONTRACTING OFFICER)</td>
<td></td>
</tr>
<tr>
<td>30B. DATE SIGNED</td>
<td>12/19/2013</td>
</tr>
</tbody>
</table>

See Continuation Sheet(s)

-147-
## SCHEDULE OF SUPPLIES

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Bread, Hot Dog Buns, White, Fresh, Enriched, 12 per Package</td>
<td>4,500</td>
<td>PG</td>
<td>$1.0800</td>
<td>$4,800.00</td>
</tr>
<tr>
<td></td>
<td>(AFSA Accepted Vendor’s Bid for 8 per Package)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>Bread, Hoopie, 5&quot;, White, Fresh, Enriched, 8 per Package</td>
<td>4,700</td>
<td>PG</td>
<td>$1.5400</td>
<td>$7,238.00</td>
</tr>
<tr>
<td></td>
<td>(AFSA Accepted Vendor’s Bid for 6&quot;, White, Fresh, Enriched, 6 per Package)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>Bread, White Wheat, 24 oz loaf, Fresh, Enriched Pan Baked, Sandwich, Regular Slice, (First ingredient must be Whole Wheat Flour), 24 oz Loaf</td>
<td>30,000</td>
<td>LF</td>
<td>$1.3500</td>
<td>$40,500.00</td>
</tr>
<tr>
<td></td>
<td>(FSA REQUESTS 24 OZ (22 SLICE) LOAF)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(AFSA Accepted Vendor’s Bid for 20 oz (22 slices) loaf, Fresh, Enriched, Pan, Baked, Sandwich, Regular Slice)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td>Bread, Hamburger Buns, White, Fresh, Enriched, 12 per Package</td>
<td>8,009</td>
<td>PG</td>
<td>$1.4000</td>
<td>$11,200.00</td>
</tr>
<tr>
<td>0005</td>
<td>Kosher Bread, White Wheat, 1.5 Pound loaf, Certified Kosher Panes, First ingredient on label must be Whole Wheat Flour, See Delivery Schedule. (FSA REQUESTS 2 SLICE, 24 OUNCE LOAF)</td>
<td>2,000</td>
<td>LF</td>
<td>$1.3500</td>
<td>$2,700.00</td>
</tr>
<tr>
<td></td>
<td>(AFSA Accepted Vendor’s Bid for 20 oz (22 slices) loaf, Fresh, Enriched, Pan, Baked, Sandwich, Regular Slice)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** $66,498.00

### FUNDING DETAILS:

| NIA | 1 | $66,498.00 | 2014 - 02 - FP031511A1 - 2659 - - - - - - |

**TOTAL:** $66,498.00

---

Quantities for delivery will be called in each week as needed by food service staff. Beginning January 01, 2014 to March 31, 2014. Deliveries shall be on M-F, 7:00 AM - 2:30 PM, excluding federal holidays. Food Service Warehouse - 682-751-4800 x 5755

Ms. Evelyn Buxton 30 Dec 2014
Section 2 - Commodity or Services Schedule

SCHEDULE OF SUPPLIES/SERVICES

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Bread, White Bread, 24 oz loaf, Fresh, Enriched Pan, Bread (Excluding Flax, Nut or Whole Grain Bread)</td>
<td>32,516.000000</td>
<td>LF</td>
<td>$1.3300</td>
<td>$43,248.36</td>
</tr>
<tr>
<td>0002</td>
<td>Bread, Hamburger Buns, White, Fresh, Enriched, 12 per Package</td>
<td>7,187.000000</td>
<td>PG</td>
<td>$1.3700</td>
<td>$9,846.19</td>
</tr>
<tr>
<td>0003</td>
<td>Kosher Bread, Whole Wheat, 1.5 Pound Loaf, Certified Kosher (Excluding Flax, Nut or Whole Grain Bread)</td>
<td>1,060.000000</td>
<td>LF</td>
<td>$1.3300</td>
<td>$1,409.80</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$64,504.33</td>
</tr>
</tbody>
</table>

FUNDING DETAILS:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>FUNDING LINE</th>
<th>OBLIGATED AMOUNT</th>
<th>ACCOUNTING CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td>$54,504.93</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$54,504.93</td>
<td></td>
</tr>
</tbody>
</table>

QUANTITIES FOR DELIVERY WILL BE CALLED IN EACH WEEK AS NEEDED BY FOOD SERVICES BEGINNING JULY 01, 2014. DELIVERIES SHALL BE ON M-F, 7:30AM-3:00PM, EXCLUDING FEDERAL HOLIDAYS.

WAREHOUSE (662) 751-4800 ext 4115 OR 4116
Selling the Brand

BOP - Market Purchasing Trends

Hopewell, Va

Copy of Bakery Contract Purchases

Solicitation Number:
RFQ114110027

Notice Type:
Award

Contract Award Date:
December 28, 2008

Contract Award Number:
RFQ114110027

Contract Award Dollar Amount:
66,147.50

Contract Line Item Number:
1- 6

Contractor Awarded Name:
George Weston

Contractor Awarded Address:
580 H.P. Way
Chester, Virginia 23836
United States
Selling the Brand

BOP - Market Purchasing Trends

Butner, NC

Copy of Bakery Contract Purchases

Plott Bakery’s Award - Cinnamon Rolls
Bread Award June 2016
Solicitation Number:
RFQP01061600031
Notice Type:
Award
Contract Award Date:
June 16, 2016
Contract Award Number:
DJBP0106RA120408
Contract Award Dollar Amount:
73177.00
Contractor Awarded Name:
EAST BAKING COMPANY

<table>
<thead>
<tr>
<th>NAME OF OFFEROR</th>
<th>Item</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>TOTAL AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HOT DOG BUNS</td>
<td>6500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HAMBURGER BUNS</td>
<td>20800</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LOAF BREAD</td>
<td>37700</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unit</td>
<td>PG</td>
<td>PG</td>
<td>PG</td>
<td></td>
</tr>
<tr>
<td>BIMBO BAKERIES</td>
<td>0.9500</td>
<td>6175.00</td>
<td>1.1500</td>
<td>23920.00</td>
<td>1.1500</td>
</tr>
<tr>
<td>EAST BAKING</td>
<td>1.1200</td>
<td>7280.00</td>
<td>1.1200</td>
<td>23296.00</td>
<td>1.1300</td>
</tr>
<tr>
<td>LAM WHOLESAL E</td>
<td>1.3000</td>
<td>8450.00</td>
<td>1.3000</td>
<td>27040.00</td>
<td>1.2000</td>
</tr>
<tr>
<td>PORTLAND FOODS</td>
<td>1.1400</td>
<td>7410.00</td>
<td>1.1400</td>
<td>23712.00</td>
<td>1.1200</td>
</tr>
<tr>
<td>PLOTT BAKERY</td>
<td>1.1400</td>
<td>7410.00</td>
<td>1.1400</td>
<td>23712.00</td>
<td>1.1400</td>
</tr>
</tbody>
</table>
### Bennettsville Does Not Give Notice of Awards only if you win.

Below are quantities they purchase:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Price 1</th>
<th>Price 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>0003 Bread, Roll, Enriched, Finger (Hot Dog), Wheat, Pan Baked, Sliced, Fresh, Seedless.</td>
<td>3,900</td>
<td>$_______</td>
<td>$________</td>
</tr>
<tr>
<td>0004 Bread, Roll, Enriched, Sandwich (Hamburger), Whole Wheat, Part Whole Wheat, or Multigrain, Pan Baked, Sliced, Fresh, Seedless.</td>
<td>5,850</td>
<td>$_______</td>
<td>$________</td>
</tr>
<tr>
<td>0005 Bread, White, Whole Wheat, or Wheat, Unseasoned, Fresh, Any Loaf Size, Pan Baked, Sandwich, Sliced, Enriched, Seedless.</td>
<td>15,600</td>
<td>$_______</td>
<td>$________</td>
</tr>
</tbody>
</table>
Plott Bakery’s award for Kosher Wheat Bread only.

---

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SCHEDULE OF SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delivery Date: 04/29/2014</td>
<td>FY 2014 3rd Quarter Kosher RFN 0195-14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery must be by 04/29/2014</td>
<td>Small Business</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See Continuation Sheet(s)
Section 2 - Commodity or Services Schedule

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Kosher Bread, Whole Wheat, 1.5 pound Loaf, Certified Kosher Parve, First ingredient on label must be Whole Wheat Flour, See Delivery Schedule</td>
<td>2,500.000000</td>
<td>LF</td>
<td>$2.0800</td>
<td>$5,200.00</td>
</tr>
<tr>
<td></td>
<td>Base Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$5,200.00</td>
</tr>
</tbody>
</table>

FUNDING DETAILS:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>FUNDING LINE</th>
<th>OBLIGATED AMOUNT</th>
<th>ACCOUNTING CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A 1</td>
<td></td>
<td>$5,200.00</td>
<td>2014-02-<strong>FP030503A1-2659-</strong></td>
</tr>
</tbody>
</table>

TOTAL: $5,200.00
Estill, SC

Copy of Bakery Contract Purchases

Estill Does Not Give Notice of Awards only if you win.
Below are quantities they purchase:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Bread, Roll, Enriched, Finger (Hot Dog), Wheat, Pan Baked, Sliced, Fresh, Seedless. (C)(A)(A)-200053B, Type I, Class of Roll D, Style of Roll 3, Bake Type a, Slice Type I, Product State a, Seed type I). Fresh bread shall be delivered within 48 hours after baking. State type and package size on bid.</td>
<td>24,048,000000</td>
<td>EA</td>
</tr>
<tr>
<td>0002</td>
<td>Bread, Roll, Enriched, Sandwich (Hamburger), Whole Wheat, Part Whole Wheat, or Muffin, Pan Baked, Sliced, Fresh, Seedless. (C)(A)(A)-200053B, Type I, Class of Roll C, Style of Roll 2, 3, or 4, Bake Type a, Slice Type I, Product State a, Seed type I). Fresh bread shall be delivered within 48 hours after baking. State type and package size on bid.</td>
<td>51,300,000000</td>
<td>EA</td>
</tr>
<tr>
<td>0003</td>
<td>Bread, White, Whole Wheat, or Wheat, Unseasoned, Fresh, Any Loaf Size, Pan Baked, Sandwich, Sliced, Enriched, Seedless. (C)(A)(A)-200053B, Type I, Style B, Type II, or Type III, Style B, Product State I, Loaf Size a-e, Bake Type I, Shape b, Slice Type I, Enrichment Type A, Seed Type 2). Fresh bread shall be delivered within 48 hours after baking. State type and loaf size on bid.</td>
<td>24,996,000000</td>
<td>LF</td>
</tr>
</tbody>
</table>
Selling the Brand

BOP - Market Purchasing Trends

Beaumont, Tx

Copy of Bakery Contract Purchases

Solicitation Number: RFQP05021600010
Notice Type: Award
Contract Award Date: April 1, 2016
Contract Award Number: DJBP0502RA110258
Contract Award Dollar Amount: $109,753.24
Contract Line Item Number: #B-1/$1.38,#B-2/$1.38,#B-3/$0.97,#B-4/$1.85
Contractor Awarded Name: BIMBO BAKERIES USA
Contractor Awarded DUNS: 129094321
Contractor Awarded Address: 3700 PROGRESS ROAD NORFOLK, Virginia 23502 United States
Selling the Brand


The Customer’s Purchasing Funnel

1. Routine Campaigns to Traffic Sales Opportunities

2. Government Contractors become “VISITORS” when they receive our bids.

3. Surviving the Trials of Narrowing the Purchasing Funnel.

4. Closing Deals Winning the Sales Award.
Selling the Brand


Purchasing Funnel Flow Diagram

More Sales Awards When We Bid As Manufacture!

- 2016 - $3,495
- 2017 - $2,059,911
- 2018 - $2,002,698
- 2019 - $2,249,837
- 2020 - $2,098,241
Selling the Brand

Mechanics of Sale Campaigns to obtaining Government Sales.

Routine Campaigns to Traffic Sales Opportunities

Plott Bakery Products sales techniques satisfies components of marketing strategies because:

1. Government Contracting is meeting predetermined need.

2. Government Contractors releases their bids to say: “I sure need it”, and they go further to tell you how much of an item they need and when they want it!

No Cold Sales Calls needed!
Selling the Brand

Mechanics of Sale Campaigns to obtaining Government Sales.

Government Contractors become “VISITORS” when they receive our bids.

1. Responding to Government bids Plott is selling our products directly to decision makers.

2. After submission of our bids, the decision makers become VISITORS to our sales department with their consideration of our products offered.

3. We can Win when we Bid!

4. **CONVERSION % to VISITOR LEVEL:** 100%
Selling the Brand

Mechanics of Sale Campaigns to obtaining Government Sales.

Surviving the Trials of Narrowing the Purchasing Funnel

1. As a Visitor, the Contracting Officer compares our prices with the competition, reviews our products offered, and evaluates our service record to make their final purchasing decision.

2. Plott as a Manufacturer will reduce overall costs to pass on to our customers will enable Plott to make it through the funnel of the Contracting Officers desire for lower priced items.

3. In addition, the Plott Brand Name has achieved a service record among Contracting Agents as a company that delivers a quality products on time.

   Plott has developed sensitivity and solution strategies to our customer base during their times of need.

   Where others vendors may not know how to or care to find solutions.

   Which leaves open the funnel with “free flowing opportunities” for new and repeat contract sales for Plott Bakery Products.

4. **CONVERSION % to TRIAL LEVEL:** 100%
Selling the Brand

Mechanics of Sale Campaigns to obtaining Government Sales.

Closing the Deals
Winning the Sales Award

1. A Contracting Officer’s final decision as mentioned earlier is:
   a. Receiving Bids from Vendors
   b. Competitive Pricing
   c. Service Record

2. Plott Bakery Products will monitor and submit bid campaigns in a timely manner which is the 1st necessary step to have VISITORS to our Sales Department.

3. Plott Bakery Products’ sales objective is the Southern Region which is the “Home Base” of our proposed production facility.

   This offers advantages over our competition:
   a. Plott Bakery Products will submit bids campaigns on Manufacturer’s Price Levels which will have a dramatic effect on lower prices offered due to lower raw ingredient costs due to volume purchases, and increased output due to industrial output capability of industrial baking equipment.

   This strongly affects our ability to win bids awards

   b. Offering manufacturer level price structures coupled with Plott being closer in shipping proximity than our competition enables Plott to offer lower prices than the competition to win awards.

   This further, strengthens our ability to win bids awards.

   c. Plotts service record with Contracting Officers in the Southern Region, further enhances our grantee of Closed Deals for Sales Awards.

4. CONVERSION % to CLOSED DEAL LEVEL: 60%
FINANCIAL DATA
FINANCIAL DATA

PART II – ADDENDUM REQUESTED CITY LOAN AMOUNT
NRSA - REPAYMENT PLAN

Amount: $150,000

5 YEAR TERM - 6% INTEREST
MONTHLY PAYMENT: $2,899.92
FIRST PAYMENT DUE: February 1, 2017
REPAYMENT IN FULL BY: December 2019

OTHER CAPITAL INJECTIONS

CITY REIMBURSEMENT PROGRAM
FOR BLDG UPGRADE

Amount: $10,000.00

Payments deferment for 5 year if Plott Bakery Products’ stay in building for 5 years, the debt is forgiven.

TARGET AREA BUSNIESS ASSISTANCE PROGRAM

Amount: $32,000.00

Incentive for businesses to locate within distressed areas of the city and to create job opportunities. City Counsel determine if Loan or Grant.

PIEDMONT TRIAD REGIONAL COUNCIL
OJT REIMBURSMENT PROGRAM

Amount: $31,000.00

50% reimbursement wages paid for employers training period for employees while they learn their new job.

TOTAL CAPITAL INJECTION: $224,000.00
FINANCIAL DATA

PART II - ADDENDUM REVISED PROJECT COSTS

EXPENDITURES OF PROCEEDS:

BUILDING:
Deposit to lease building ..............................................$9,000.00

UP FIT COSTS
  General Contractor – PHASE I
    Electrical...........................................$25,000.00
    HVAC..............................................$15,000.00
    Plumbing..........................................$20,000.00
    Painting..........................................$3,000.00
  General Contractor – PHASE II
    (Final Expenditures: to complete equipment purchase installation)…..$20,758.50
  Total ..................................................................$83,758.50

CITY LOAN REPAYMENT SAVINGS
  City Loan 1st Payment ..............................................$2,899.92

OVER HEAD EXPENSES
  Utility Deposits (Electric and Gas)..................................$2,266.00
  Insurance: Wkrs Comp Int. Installment….$3,158.80
    General Liability Int. Installment ........ $3,822.80
  Total .................................................................$6,981.60

EQUIPMENT
  Auction Equipment Purchases
    5% of Dealer’s Costs.................................$24,902.50
    PHASE II Equipment Purchases/Parts..$11,241.50
    Equipment Crating/Shipping.................$12,000.00
  Total...............................................................$48,144.00

INVENTORY
  Raw Ingredients and Packaging Supplies .......................$30,618.00

WORKING CAPITAL
  Payroll 9 (2 wks).............................................$16,664.28
  Pest Control, Uniforms, Office Supplies and Equipment, and other operations costs....................$23,667.70
  Total Expenditures................................................$224,000.00
In Coming Equipment

Auction Equipment Purchasing

The below equipment prices are dealer’s prices, however, Plott Bakery Products will purchase equipment listed at auction at 5% of dealers prices. Auction purchases is our goal, and a great available outlet to purchase the industrial equipment listed below.

Plott Bakery Products’ has registered with national and local auctioneers informing them of our need for acquiring industrial baking equipment in the upcoming months before years end.

Shipping

Plott Bakery Product’s has been carefully reviewing current and past auctions and the shipping and crating costs of industrial equipment lots, and has determined the average costs for Shipping would range in the amount of $400- $1,500 per item lot utilizing commercial carrier.

Installation

Plott Bakery Products will utilize our in-house mechanic and limit outsource contractors if needed, and utilize manufacturers manuals and technical support staff which are often free for consultations.
Types of Industrial Baking Equipment For Selection

Dealers Prices

---

Item

Information

Offer + Commission

$7,500.00

---

Item Description

- Clearance Item

<table>
<thead>
<tr>
<th>Item Number</th>
<th>255214</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name</td>
<td>Horizontal Roller Bar-Horizontal Mixer</td>
</tr>
<tr>
<td>Model Number</td>
<td>N/A</td>
</tr>
<tr>
<td>Serial Number</td>
<td>N/A</td>
</tr>
<tr>
<td>Year Built</td>
<td>0</td>
</tr>
<tr>
<td>Location</td>
<td>Illinois</td>
</tr>
<tr>
<td>Price</td>
<td>$7,500</td>
</tr>
</tbody>
</table>

1000 Lbs Roller bar mixer,  
480V, Stainless Steel Construction 40" inside Rolls with CONTROL PANEL  
Additional Prep Fees May Apply
Item Name: PEERLESS 16SB Horizontal Roller Bar Mixer
Price: $11,500
Prep Fee: $450.00

Cooling type can use water
Location: Minnesota
Asked if Kosher
Item Number: 186732
Model Number: 16SB
Serial Number: 81010 90625
Year Built: 0
Location: Minnesota

Peerless Horizontal Roller 3-Bar Mixer, 1,600 lb capacity
Model: 16SB
Serial: 81010 90625
230V 3Ph
75Hp
Jacketed Bowl and Door
Includes Carbon Steel Scale Hopper
Height: 108.00 in
Width: 96.00 in
Length: 132.00 in
Weight: 20000.00 in
(1) Loaf Bread Line, Used………………………………………………………….$59,750.00

Contact SIGMA to discuss the best option for you.
(812) 303-8383
sigmequipment.com

Monday, September 19, 2016
Quote #: 253357

<table>
<thead>
<tr>
<th>Attention:</th>
<th>Prepared By:</th>
</tr>
</thead>
</table>
| Evelyn Burney  
Plott Bakery Products  
4575 Progress Road, Suite D  
Norfolk, VA 23502 | Rick Lewallen  
rlewallen@sigmequipment.com  
812-266-2395 [P]  
812-303-8103 [F] |

Equipment Detail

<table>
<thead>
<tr>
<th>Inventory #:</th>
<th>A5075</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item:</td>
<td>Mecatherm Bakery Line</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>Mecatherm</td>
</tr>
<tr>
<td>Model:</td>
<td>-</td>
</tr>
</tbody>
</table>

View Full Specs / All Photos

<table>
<thead>
<tr>
<th>Quote Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase</td>
</tr>
<tr>
<td>Equipment:</td>
</tr>
<tr>
<td>Skid:</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

(View Standard Terms & Conditions)
(1) Konig Bun/Roll Line, Used, over 10,000 buns per hour……….. $115,750.00

SALES QUOTATION

Contact SIGMA to discuss the best option for you.
(812) 303-8383
sigmaequipment.com

Monday, September 19, 2016
Quote #: 253158

Attention:
Evelyn Burney
Plott Bakery Products
4575 Progress Road, Suite D
Norfolk, VA 23502

Prepared By:
Rick Lewallen
rlewallen@sigmaequipment.com
812-266-2395 [P]
812-303-8103 [F]

Equipment Detail

Inventory #: C4055
Item: Konig Roll Line
Manufacturer: Konig
Model: -

View Full Specs / All Photos

Quote Detail

Purchase                  Price
Equipment:               $115,750.00
Skid:                    TBD

Total (View Standard Terms & Conditions): $115,750.00

BUY

Equipment Videos

Remember to review the Standard Terms & Conditions prior to purchase. All prices are in USD unless otherwise noted.
If you like would like to discuss your options or schedule a facility tour to inspect Item # C4055, please contact Rick Lewallen at 812-266-2395 or rlewallen@sigmaequipment.com.
Champion 65-S Cookie Depositor.............................................. $4,900.00

½ Hp, single phase, 60 Cycle, 115v
DOM 1991
Extra dies
All manuals are available
Priced at $4,900

Thank you,
David Roach
JLM Sales & Marketing
928-846-7726

Industrial Baking Pans ( qty 2,000 ).................................. $4,000.00
Loaf Bread Pans, Hamburger and Hot Dog Pans, and Sheet Pans.
WP Wire Band Tunnel Oven, Model: DUO-NU 3750/.2………………$180,000.00

For Baking Bread loaves and Roll Buns.

Your Price: $180,000.00* USD

Item Number: U-G-CONT-20569

Manufacturer: Werner Pfliederer

Model No.: DUO-NU 3750/.21

Manufacturer Specification Sheet

*Price Does NOT include cost of crating, shipping, delivery or installation.

Model: DUO-NU 3750/.21
Indirect-Fired Cyclotherm Tunnel Oven
Operating Side: Right Hand
Natural Gas: 51 CFM Max @ 4.5 – 14.5” WC
Steam: 200 kg/h @ 0.5 bar
Variable Drive
Mesh Band Hearth
Mesh Style Belt
Belt Width: 12’ 3 3/4”
Qty (1) Burner Tower
Power Flame Type C Burner With a 6:1 Turn
Multi-Zone Temperature Control
Number Of Heating Zones: 4
Heating For Top And Bottom Is Adjustable Via Manual Dampers
Oven Is Divided Into Individual Control Zones Which Can Be Operated With Independent Top and Bottom Heat
Qty (2) Steam Evacuation Chambers
Baking Time Regulations: Electronic With Digital Indicator At Control Panel
Baking Time Range: Infinite 8 – 48 minutes (1:6)
Baking Length: 21 Meters (69 Feet)
Baking Width: 3.75 Meters (12.3 Feet)
Painted Enamel Exterior Covers
Built-in Stainless Steel Front and Rear Hood
Electric Specs: 480v/60hz/3ph
O.D: 77’ 7“ L x 17’ 2 1/4“ W x 9’ 6 1/4” H

*Oven Includes Loader and Unloader*
Doyon Conveyor Oven, Model: FC2G-IV.................................................................$39,900.00

For baking cookies

Your Price: $39,999.00* USD

Item Number: U-G-CONT-20567

Manufacturer: Doyon

Model No.: FC2G-IV

Model: FC2G-IV
Propane Gas
BTU: 115,000 per hour
Manifold Pressure: 7.5
Belt Width: 36"
Baking Chamber Dims: 15'6" L x 6" H (Adjustable Height)
Electric Specs: 120v/60hz/1ph
O.D: 216" L x 50" W x 53 3/4" H

Stewart Monoflex Race Track Cooling Conveyor...............................................$34,000.00

This cooler has 22" wide belting, and about 550 ft of active cooling belt.
6" Clearance
It is good for bread or buns.
Ceiling hung.
Cooler has 6" product clearance.
UBE United Bakery Equipment Model 10 Band Slicer .................. $6,500.00

Lematic Hinge Slicer, Model: GU8-5-4 ........................................ $19,000.00

Your Price: $19,500.00* USD

Item Number:

Manufacturer: Lematic

Model No.: GU8-5-4

*Price Does NOT include cost of crating, shipping, delivery or installation.

Model: GU8-5-4
DOM: 1991
Up to 6 Lane
Hinge Slice
5 Spindle Blades
Slices: Buns, Rolls, and Bagels
Electric Specs: 240v/60hz/3ph

*Includes 2 Slicing Heads*
UBE Bun/Roll Bagger ................................................................. $36,900.00

Model: 77-1
208/230v 3 phase
6 cfm @ 90 PSI Air Requirements
Up to 65 packages per minute depending on product
Has Kwik Lock with printer
Has additional side conveyor for stacking

Priced at $36,900

Thank you,
David Roach
JLM Sales & Marketing
928-846-7726
Visit our website to view our equipment

HASKON Carton Former .......................................................... $1,500.00

3M-Matic 12Af Adjustable Case Sealer System ........................................ $2,750.00

MODEL 38700. SERIAL NUMBER 5178. 115 VOLT. 5.6 AMPS. 60 HZ. 500 WATTS.
Miscellaneous Operating equipment..............................................................$15,000.00

TOTAL DEALER EQUIPMENT COST .............$498,050.00

Est. Equipment Delivery and Installation..................................................$12,000.00
Good afternoon, Ms. Burney.

This email is a follow up to our phone conversation this morning when I made you aware of the loan committee decision following your loan request last night.

I want to thank you again for taking the time to make your request in person to the loan committee yesterday evening and I greatly appreciate the hard work you’ve put into bringing your bakery business to Winston-Salem.

While the committee did not take a vote, they did make it clear that the request in its current form was not viable enough to be approved for a loan. Per direction from the Loan Committee, in order for them to consider your request again the cost of the project would have to come down substantially. For example, in order to reduce the start-up costs they suggested that leasing a facility rather than purchasing a facility may be an option. The City’s Loan Program can provide gap funding of up to $100,000, it will be important for you to identify pursue additional sources of funds. You may want to contact the Piedmont Triad Regional Council to learn more about the SBA 504 loan program for small businesses. You can reach Ruben Gonzales, director of the program, at 336-904-0300 or rgonzales@ptrc.org. Here’s a link with information: http://www.ptrc.org/index.aspx?page=59

Additionally, regardless of whether your buying or leasing, details need to be substantially fleshed out concerning your total project cost projections (timeframe, estimates of construction upfit costs based on drawings that meet building code requirements, a kitchen schedule and other equipment needs based on requirements of health department and/or Department of Agriculture), description of the regulatory framework and process that the bakery must operate in, and information about the contracts that must be awarded to your bakery in order to bring in the level of revenue projected.

I will be more than happy to work with you on further developing your business plan and concept in order to address these items that were noted by the committee. If you would like to schedule a time to sit down and discuss some possible next steps or go over some other ideas you might have for your business, please let me know.

Regards,
Steven

Steven Harrison
Economic Development Specialist
City of Winston-Salem
Direct #: (336) 747-7474
Fax #: (336) 747-9354
stevench@cityofws.org
Is this exact framework the committee prescribed? Writing.

Because the explanation of contracts data has been submitted.

In addition, the committee chairman stated he knows of investor potential which you have not mentioned.

Further, one of the female Committee female members said she knows of building space that might work. That was not addressed in your correspondence.

They did not vote against my business proposal and you write me as if they did. That impression is not fair to my business progress with the loan Committee.

Evelyn Burney, Pres.
(336) 473-9794.

http://plottbakery.webstarts.com

Steven C. Harrison
<STEVENCH@cityofws.org>  Aug 19

Good morning, Ms. Burney.

Thank you for your questions. While the loan committee did not take a vote on your request, they did discuss the challenges it had regarding viability and some of the changes that would be necessary for it to come back to committee. I detailed those changes in the previous email and again, I would be more than happy to work with you to the best of my ability to assist in developing your business plan.

Per your prompting, I will reach out to the Chairman to see if he has any specific suggestions on how you might go about seeking a business partnership and get back to you when I have more information.

Regards,
Steven
CITY OF WINSTON-SALEM DEVELOPMENT OFFICE
Preliminary Application for a Business Loan

**Applicant Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Evelyn T. Burney</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>5311 Cox Blvd.</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Winston-Salem, NC 27105</td>
</tr>
<tr>
<td>Telephone</td>
<td>(336) 473-9794</td>
</tr>
</tbody>
</table>

**Business Information**

<table>
<thead>
<tr>
<th>Name of Business</th>
<th>Ploit Bakery Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>740 E. Twenty Seventh Street</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Winston-Salem, NC 27105</td>
</tr>
<tr>
<td>Telephone</td>
<td>(336) 473-9794</td>
</tr>
</tbody>
</table>

**Business Description:** (Briefly describe your business)

Wholesale Industrial Bakery Operation selling bread and bakery products to federal agencies.

**Number of Employees:**

<table>
<thead>
<tr>
<th>Now</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>16</td>
</tr>
</tbody>
</table>

**Purpose of the Assistance:** (List the uses of the loan)

<table>
<thead>
<tr>
<th>USE</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg. Lease Deposit</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Inventory</td>
<td>$30,618.00</td>
</tr>
<tr>
<td>Bldg. Up Fit - Phase I</td>
<td>$63,000.00</td>
</tr>
<tr>
<td>Equipment &amp; Shipping Phase I</td>
<td>$36,902.50</td>
</tr>
<tr>
<td>Working Capital</td>
<td>$10,479.50</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$150,000.00</strong></td>
</tr>
</tbody>
</table>

**Terms Requested:**

- Years: 3
- Months: 1

**Amount of cash equity to be put into business:** $400.00

**Collateral Summary**

<table>
<thead>
<tr>
<th>Property</th>
<th>Purchase $</th>
<th>Current Mkt. Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory</td>
<td>$30,618.00</td>
<td>$30,618.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$24,902.50</td>
<td>$498,056.00</td>
</tr>
<tr>
<td>Vehicles</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td></td>
<td>$520,666.00</td>
</tr>
</tbody>
</table>

**NOTE:**

If the application is accepted the business owner will be required to sign a note and documents necessary to perfect a lien against any collateral required to secure the loan. The note will contain the terms and conditions of the loan and become the binding agreement.

**DISTRIBUTION OF FUNDS:**

Funds will be disbursed on a reimbursable basis, upon submission of paid receipt or valid invoice. Vendors may be paid directly.

**DECLARATION:**

I/we authorize the City of Winston-Salem to make any credit inquiries, tax record and/or background investigation pursuant to considering this application for a business loan.

I/we understand that false or misleading statements may result in the forfeiture of benefits. Knowingly making false representation or failure to disclose material information on this application may lead to withdrawal of any commitment the Development Office has made.

I understand that this application & supporting documentation is a public record and is subject to inspection.

*[Signature of Borrower]*

For Corporations: President Signs & Affix Seal

*Rev 12/05*
City Council – Action Request Form

Date: February 13, 2017
To: The City Manager
From: S. Kirk Bjorling, Real Estate Administrator

Council Action Requested:

Consideration of a Resolution Authorizing the Sale of Certain City-owned Property at 317 East Fourteenth Street Under the Upset Bid Procedure (N.C.G.S. 160A-269) (Northeast Ward)

Summary of Information:

The City owns a single-family lot and a house situated thereon identified as Tax PIN 6836-32-4245 located at 317 East Fourteenth Street. The lot is zoned residential, contains approximately 8,276.4 sq. ft., and the three room house contains 1,144 sq. ft. (living room, kitchen, three bedrooms, and two baths). The property was acquired through mortgage foreclosure and it has been marketed since 2015. The tax value is $83,100. By selling this property, it will also be placed back on the tax rolls and greater revenue will be realized for the City. Stuart and Karen Walker, 2815 North Monroe Street, Wilmington, DE 19802 have submitted an offer along with the required deposit to purchase the property. The offer is $42,000. Mr. and Mrs. Walker will be resident homeowners who will live in the house. They have further agreed to abide by all Liberty-Patterson Redevelopment Covenants and Restrictions. The property is being purchased “As Is/Where Is and With All Faults”.

Under the provisions of N.C.G.S. 160A-269, the City Secretary shall cause a notice of proposed sale, containing a general description of the property, the amount and terms of the offer, and a notice that within ten days any person may raise the bid by not less than 10% of the first $1,000 and 5% of the remainder, to be published, and without further authorization of the City Council, shall re-advertise the offer at the increased bid; and this procedure shall be repeated until no further qualifying bids are received, at which time the City Council may accept the offer and sell the property to the highest bidder or reject any and all offers. In the event that no upset bid is received, the property will be sold to Stuart and Karen Walker without further City Council action. If raised bids are received, City Council confirmation is required.

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
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<tbody>
<tr>
<td>For</td>
<td></td>
</tr>
<tr>
<td>Against</td>
<td></td>
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</tbody>
</table>

Remarks:
The attached resolution authorizes the sale of Tax PIN 6836-32-4245, known as 317 East Fourteenth Street under the upset bid procedure to Stuart and Karen Walker or their assigns as herein stated.
RESOLUTION AUTHORIZING THE SALE OF CERTAIN CITY-OWNED PROPERTY
AT 317 EAST FOURTEENTH STREET UNDER THE UPSET BID PROCEDURE
(N.C.G.S. 160A-269)

WHEREAS, the City is the owner of a single family lot and house situated thereon
located at 317 East Fourteenth Street, further identified as Tax PIN 6836-32-4245, Forsyth
County Tax Map, that is surplus to the City’s needs; and

WHEREAS, the City has received an offer to purchase such property and advertise it for
upset bids all in accordance with N.C.G.S. 160A-269; and

WHEREAS, said offer in the amount of $42,000 was submitted by Stuart and Karen
Walker, 2815 N. Monroe Street, Wilmington, DE 19802, and the required 5% deposit has been
paid; and

WHEREAS, no warranty of merchantability, fitness for a particular purpose, or
condition is made by the City relating to the sale of the property and the property is purchased
“As Is/Where Is and With All Faults”.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City
of Winston-Salem, upon the recommendation of the Finance Committee, hereby authorize the
sale of property herein referenced, as Tax Pin 6836-32-4245 to Stuart and Karen Walker for
$42,000 under the provisions of N.C.G.S. 160A-269; that the City Secretary shall cause a notice
of proposed sale, containing a general description of the property, amount and terms of the offer,
and a notice that within ten days any person may raise the bid by not less than 10% of the first
$1,000 and 5% of the remainder, be published, without further authorization of the Mayor and
the City Council, shall re-advertise the offer at the increased bid; and this procedure shall be
repeated until no further qualifying bids are received, at which time the Mayor and the City
Council may accept the offer and sell the property to the highest bidder or reject any and all offers.

BE IT FURTHER RESOLVED, in the event that no raised bid is received, the offer set forth above is hereby accepted, and that the appropriate City officials are hereby authorized to execute instruments required to complete the conveyance to Stuart and Karen Walker or their assigns as stated herein and if the sale is not completed, the bid deposit submitted with the offer may be returned to the offeror.

BE IT FURTHER RESOLVED, the purchase of the property is voided and the refund of the earnest money or bid deposit is authorized if it is requested by the buyer within the due diligence period as specified in the Offer to Purchase Contract or the Bid Purchase of City Property Offer.
PROPOSED SALE

TAX PIN 6836-32-4245

-193-
City Council – Action Request Form

Date: February 13, 2017
To: The City Manager
From: S. Kirk Bjorling, Real Estate Administrator
William Royston, Recreation and Parks Director

Council Action Requested:
Public Hearing and Consideration of a Resolution Authorizing the Sale of Surplus City-owned Property to the Winston-Salem/Forsyth County Board of Education, Pursuant to N.C.G.S. 160A-274(b) (North Ward)

Summary of Information:
The City of Winston-Salem is the owner of .50 acres of land surrounded by the Paisley IB Magnet School campus at 1400 Grant Avenue, off Thurmond Street. It is further identified as Tax PIN 6826-72-9456. The land is improved with three tennis courts which are in a dilapidated condition and which have not been used for approximately eight years. The Board of Education has a new building plan for the school site and has offered to purchase the City’s property for $41,900. This is the same amount that the Board of Education received from the City/County Utility Commission for the sale of a sewer easement on Reynolda Road. The tax value of the 0.50 acres of surplus land is $29,400. The Recreation and Parks Department estimates that due to the poor condition of the tennis court improvements, the contributing value of these improvements is no more than $2,000. This would calculate to a total value of land and improvements of no more than $31,400. N.C.G.S. 160A-274(b) permits the sale and purchase of any interest in real or personal property between governmental units with or without consideration. The proposed sale of this land and improvements would meet this requirement.

The requirement for the sale of City-owned park property which requires review by the City/County Planning Board, along with a public hearing, and approval by the Recreation and Parks Commission has been met.

The attached resolution authorizes the sale of the property as stated herein and as permitted by N.C.G.S 160A-274(b).

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td>Against</td>
</tr>
</tbody>
</table>

Remarks:
WHEREAS, the City of Winston-Salem is the owner of .50 acres of land surrounded by the Paisley IB Magnet School Campus at 1400 Grant Avenue, off Thurmond Street; and

WHEREAS, it is further identified as Tax PIN 6826-72-9456; and

WHEREAS, the land is improved with three tennis courts which are in a dilapidated condition and which have not been used for approximately eight years; and

WHEREAS, the Board of Education has a new building plan for the school site and has offered to purchase the City’s property for $41,900; and

WHEREAS, the tax value of the .50 acres of surplus land is $29,400 and the Recreation and Parks Department estimates the contributing value of the improvements is no more than $2,000 and this would calculate to a total value of land and improvements of no more than $31,400; and

WHEREAS, N.C.G.S. 160A-274(b) permits the sale and purchase of any interest in real or personal property between governmental units with or without consideration and the proposed sale of this land and improvements would meet this requirement; and

WHEREAS, the requirement for the sale of City-owned park property which requires review by the City/County Planning board and approval by the Recreation and Parks Commission has been met.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the City Council of the City of Winston-Salem, upon the recommendation of the Finance Committee, following a public hearing before the Winston-Salem/Forsyth County Planning Board, hereby authorize the sale of surplus City-owned property identified as Tax PIN 6826-72-9456 to the Winston-Salem/Forsyth
County Board of Education, for $41,900, pursuant to N.C.G.S 160A-274(b), following a public hearing before the City Council, and as illustrated in the attached exhibit.

**BE IT FURTHER RESOLVED** that the appropriate City officials are hereby authorized to execute instruments required to complete the actions herein set forth.
PROPOSED SALE OF SURPLUS
CITY-OWNED PROPERTY

TAX PIN
6826-72-9456

NOT TO SCALE
City Council – Action Request Form

Date: February 13, 2017

To: The City Manager

From: S. Kirk Bjorling, Real Estate Administrator

Council Action Requested:

Consideration of a Resolution Authorizing a Lease Extension with Fifth Street Investments, LLC Providing Space for the Police Department’s Community Resources Unit

Summary of Information:

In May 2014, a three year lease commenced for the Police Department’s Community Resources Unit to be housed in the second floor of the historical Winston Mutual Building at 1225 East Fifth Street. It was determined at that time that there could be advantages to having the unit located within the community rather than in the Public Safety Building. The Winston Mutual Building is owned by Fifth Street Investments, LLC, 807, N. Trade Street, Winston-Salem NC 27101. The lease space contains approximately 1,500 square feet. It is proposed that the lease be extended for an additional two years and that the new lease rate would be $12.00/square foot or $1,500/month, a decrease from the existing $13.00/square foot or $1,625/month.

The attached resolution authorizes the execution of a lease extension as stated herein, and as approved by the City Attorney’s Office.

Committee Action:

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Remarks:
RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH FIFTH STREET INVESTMENTS, LLC PROVIDING SPACE FOR THE POLICE DEPARTMENT’S COMMUNITY RESOURCES UNIT

WHEREAS, in May 2014, a three year lease commenced for the Police Department’s Crime Prevention Unit to be housed in the second floor of the historical Winston Mutual Building at 1225 East Fifth Street; and

WHEREAS, it was determined at that time that there could be advantages to having the unit located within the community rather than in the Public Safety Building; and

WHEREAS, the Winston Mutual Building is owned by Fifth Street Investments, LLC, 807, N. Trade Street, Winston-Salem NC 27101; and

WHEREAS, the lease space contains approximately 1,500 square feet; and

WHEREAS, it is proposed that the lease be extended for an additional two years and the new lease rate would be $12.00/ square foot or $1,500/ month.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Winston-Salem, for and on behalf of the City of Winston-Salem, hereby authorize execution of the lease agreement, which shall be approved by the City Attorney’s Office, with Fifth Street Investments, LLC under the provisions stated herein.
PROPOSED LEASE
#1225 EAST 5TH STREET

TAX PIN
6835-67-6843.00
City Council – Action Request Form

Date: January 31, 2017

To: The City Manager

From: D. Ritchie Brooks, Director, Community and Business Development

Council Action Requested:

Approved restructuring of existing loans for Summit Square Garden Apartments (East Ward).

Summary of Information:

In the late 1980s, the City provided $2,975,000 in mortgage revenue refunding bonds and loans totaling $1,699,343 from Community Development Block Grant (CDBG) and Housing Finance Assistance Funds to Summit Square Garden Apartments, A Limited Partnership to assist with the construction of Summit Square Garden Apartments.

In 2011, the owner, Mr. George E. Carr III, approached the City to report that the revenue bonds had been paid in full 17 years early and to request to restructure the City debt, which consisted of the original loans plus accrued interest. The proposed restructuring consisted of reducing the interest rate on amortizing loans totaling $1,249,343 to 0%, making a new loan for $400,000 in CDBG funds to address deferred maintenance that had accumulated as a result of paying off the revenue bonds early, and amortizing payment of the entire debt over 30 years. An existing deferred loan of $450,000 would need to be restructured at some point. The City Council approved the restructuring in November 2011. An additional $61,000 in CDBG funds was approved in May 2013 to cover the increased cost of the repairs. It is a separate loan at 0% interest for five years.

The repair work was completed in October 2013. Occupancy has been high, at 99%. The units have been well maintained, and loan payments have remained current. Summit Square consists of 96 units and is located on File St. and Cleveland Avenue between 11th and 12th Streets. Two new HAWS developments – Oaks at Tenth and Camden Station – are adjacent to it, and all three developments are an asset to the neighborhood. Restructuring of the $450,000 deferred loan is now due since the loan matured June 25, 2016.

Committee Action:

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For       Opposed
Remarks:  Against

-207-
Mr. Carr is requesting that all outstanding debt, including the $450,000 loan, be wrapped into a single note and amortized over 40 years. The current monthly payment of $8,844 would drop to approximately $6,100. The extra cash flow plus replacement reserve would be used to address maintenance needs. The most immediate need is to replace the stairwells in all buildings. Other needs are to replace two roofs and renovate 17 units that were not renovated in 2013 with new cabinets/countertops, bath vanities and flooring; replace gutters, facia, and siding; upgrade mail boxes; repair sidewalks; resurface and restripe all parking lots; and upgrade exterior lighting. The estimated cost of all work is approximately $870,000.

A resolution to approve the loan restructuring is attached. No additional funds are being requested.
RESOLUTION AUTHORIZING RESTRUCTURING OF EXISTING LOANS
FOR SUMMIT SQUARE GARDEN APARTMENTS

WHEREAS, on November 21, 2011, the City Council authorized restructuring the existing loan balances totaling $1,249,343 to Summit Square Garden Apartments, a Limited Partnership, owner of Summit Square Garden Apartments, and providing a new loan of $400,000 in Community Development Block Grant funds, to address some deferred maintenance and operating deficit concerns that arose during the aggressive repayment of the bonds; and

WHEREAS, the November 21, 2011 authorization also provided that an existing loan of $450,000 would continue to be deferred and would need to be restructured at a future date with a review in five years; and

WHEREAS, on May 20, 2013, the City Council authorized up to $61,000 in additional Community Development Block Grant funds to address unexpected repair costs of the housing units; and

WHEREAS, the existing $450,000 deferred loan has matured, and

WHEREAS, Summit Square Garden Apartments, a Limited Partnership, has requested restructuring of the debt by amortizing payment of all outstanding loans over a 40-year period.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the Winston-Salem City Council authorize restructuring of the existing loans to Summit Square Garden Apartments, a Limited Partnership, by amortizing payment of all outstanding loans over a 40-year period.

BE IT FURTHER RESOLVED that the Mayor and City Council authorize the City Council, that the City Manager to execute the appropriate documents to finalize the approval herein granted.
**City Council – Action Request Form**

**Date:** February 1, 2017  
**To:** The City Manager  
**From:** D. Ritchie Brooks, Director, Community Development

**Council Action Requested:**  
Authorize modification to a permanent financing commitment for development of 44 units of affordable housing, known as Drayton Pines Apartments, and the Deed from the City to Housing Authority of Winston-Salem. (North Ward).

**Summary of Information:**

On July 20, 2015, the Mayor and City Council approved $500,000 in Housing Finance Assistance Funds to the Housing Authority of the City of Winston-Salem (HAWS), its affiliates and assigns, as permanent financing for the substantial rehabilitation of 44 units of affordable rental housing located on Bohannon Park Circle and known as Drayton Pines. Once complete, HAWS proposes that Drayton Pines will become a Project-Based Housing Choice Voucher community. The City’s approval was conditioned on HAWS obtaining all other sources of financing to complete the project. HAWS has indicated that it has obtained financing and is ready to move forward with the project.

**Loan Terms.** The financing structure for the project has changed since Council approval. The current funding sources in lien position order are below. HAWS provided copies of a commitment letter for the FHLB grant and letters of interest for the two bank loans.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>$1,348,000</td>
<td>Wells Fargo conventional construction/permanent loan</td>
</tr>
<tr>
<td>240,000</td>
<td>BB&amp;T loan</td>
</tr>
<tr>
<td>500,000</td>
<td>City of Winston-Salem loan</td>
</tr>
<tr>
<td>312,000</td>
<td>Federal Home Loan Bank (FHLB) of Atlanta Affordable Housing Program</td>
</tr>
<tr>
<td>254,500</td>
<td>HAWS equity, including architectural/engineering services previously rendered</td>
</tr>
<tr>
<td>$2,654,500</td>
<td></td>
</tr>
</tbody>
</table>

**Committee Action:**

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**Remarks:**
HAWS had originally proposed using a 40-year, HUD-insured 221(d)(4) construction/permanent loan, which would have imposed limits on the City’s loan terms. Instead, the Wells Fargo loan is a five-year loan that will either be extended by Wells Fargo, or HAWS would have to secure other permanent financing. The City’s loan would be subordinate to the Wells Fargo loan or other permanent financing. The City’s lien position may be third or fourth. The BB&T loan is provided in combination with the FHLB Affordable Housing Program grant. The loan is a ten-year construction/permanent loan, and the grant would only be repaid if HAWS did not comply with the terms of the grant agreement. BB&T requires its loan to be in second lien position. Therefore, the City’s funds could be subordinate to as much as $2 million from other funders.

The Council resolution provides that since the City is providing gap financing the interest rate and loan terms will be determined based on the cash flow of the project and the requirements of other financing. Based on the information provided, the City’s loan would be deferred until the ten-year BB&T loan is repaid and then repayment would amortize over a 30-year term at an interest rate of 2% per annum.

**Fund Source.** Staff is proposing to use Community Development Block Grant (CDBG) funds in place of the Housing Finance Assistance Funds. CDBG funds are available and need to be expended to meet expenditure requirements.

**Reverter Clause.** The City’s original deed conveying the Drayton Pines property to HAWS contained a provision that in the event HAWS did not comply with certain conditions, e.g. transfer ownership or building a fence, ownership of the property would revert to the City. The reverter clause was modified in May 2014 to allow HAWS to transfer title to the property to a non-profit, single-asset entity controlled by HAWS and to install a fence. The modification also required HAWS to maintain the property as affordable housing and to maintain the Drayton Pines name. Wells Fargo and BB&T have advised HAWS that they will not close their loans with the reverter clause in place. Staff is asking that Council: (i) authorize the removal of the reverter clause from the Deed and (ii) afford staff the flexibility to negotiate replacement language for the reverter clause from a menu of possible remedies, including but not limited to, applying to the court, in the event of a breach of the terms and conditions of the Deed, for specific performance with HAWS reimbursing the city for all legal fees and costs incurred, the acceleration of the outstanding debt with the same becoming due and payable immediately to the city and the imposition of additional amounts beyond the debt for non-compliance with the terms of the Deed and any additional remedies available under the law.

A resolution to change the fund source from Housing Finance Assistance Fund to CDBG and replace the reverter clause and a project budget ordinance are attached.
EXHIBIT A
DRAYTON PINES APARTMENTS
FINANCING COMMITMENT FOR
DEVELOPMENT OF 44 UNITS OF AFFORDABLE HOUSING
Revised February 2017

1. **Purpose** - Permanent mortgage financing of the development of 44 units of affordable housing, known as Drayton Pines Apartments, located at Bohannon Park Circle.

2. **Permanent Loan** – Subordinate, permanent mortgage financing in an amount not to exceed $500,000, to be derived from Community Development Block Grant (CDBG) funds, subject to determination of final cost and continued availability of funds through project completion. The loan will be evidenced by a Promissory Note and Deed of Trust.

3. **Fees** - Borrower will be responsible for all fees and closing costs as well as the City’s direct legal and other expenses associated with processing the Loan documents.

4. **Terms and Conditions** - As City financing is provided on a "gap" basis, a final determination of the interest rate and loan terms will be based on a proforma cash flow analysis upon finalization of construction cost and other leveraged financing.

5. **Other Financing** - The Borrower shall be responsible for attaining commitments, satisfactory to the City, for the balance of the project cost from other additional permanent financing and equity sources, including, but not limited to, Federal Home Loan Bank of Atlanta Affordable Housing Program funds, other private loan(s), and Housing Authority of Winston-Salem sources.

6. **Rental and Occupancy** – All units will be rented to low-income persons, as defined by the U.S. Department of Housing and Urban Development (HUD).

7. **Reserves** - Borrower shall make deposits into operating and replacement reserves in amounts and a schedule acceptable to the City and in compliance with HUD requirements.

8. **Ownership** - The project will be developed, owned and managed by wholly-owned subsidiaries of the Housing Authority of the City of Winston-Salem, and such ownership structure shall be approved by the City of Winston-Salem. Subsequent authorization of the City will be required prior to any transfer or assignment of ownership of the property.

9. **Subdivision, Construction and Maintenance Standards** - Financing eligibility requires attainment of zoning, subdivision, site plan, and erosion control plan approvals as applicable. Construction shall be required to comply with all applicable state and local building codes, and all state, local and federal requirements governing handicapped accessibility. This commitment is subject to review and approval of the scope of work and specifications by the Community and Business Development Department of the City and final cost certification upon construction completion. Borrower shall maintain the property in compliance with the City’s Minimum Housing Code.
10. Other Conditions – Borrower shall comply with all applicable regulatory requirements of the CDBG Program, including, but not limited to, Environmental Review, Davis-Bacon, Section 3, HUD Contractor-Consultant certification standing, Minority/Women Business Enterprise (M/WBE), and fair housing regulations.
RESOLUTION AUTHORIZING MODIFICATION TO PERMANENT FINANCING
FOR 44 UNITS OF AFFORDABLE HOUSING KNOWN AS
DRAYTON PINES APARTMENTS AND THE DEED FROM THE CITY TO HAWS

WHEREAS, on July 20, 2015, the Mayor and City Council approved $500,000 to the Housing Authority of the City of Winston-Salem (HAWS), its affiliates and assigns, as permanent financing for the substantial rehabilitation of 44 units of affordable rental housing located on Bohannon Park Circle and known as Drayton Pines; and

WHEREAS, the City desires to use Community Development Block Grant funds in place of Housing Finance Assistance Funds for the project; and

WHEREAS, the Deed conveying the Drayton Pines property to HAWS contains a reverter clause that will prevent HAWS’ private lenders from providing their funding for the project.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Winston-Salem authorize up to $500,000 in Community Development Block Grant Funds to the Housing Authority of the City of Winston-Salem, its affiliates and assigns, as permanent subordinate financing for Drayton Pines Apartments in place of Housing Finance Assistance Funds, subject to all other conditions contained in Exhibit A, attached hereto and incorporated herein by reference.

BE IT FURTHER RESOLVED, that the Mayor and City Council authorize the City Manager to review and approve final loan terms and conditions, to negotiate additional terms as may be needed to make the project work/viable, and execute contracts and documents necessary to carry out the activities herein authorized in substantial accordance with the form and guidelines attached hereto and incorporated herein by reference.
BE IT FURTHER RESOLVED, that the Mayor and City Council authorize the removal of the reverter clause in the Drayton Pines Deed from the City to HAWS and authorize the City Manager and City staff the flexibility to negotiate replacement language for the reverter clause from a menu of possible remedies, including but not limited to, applying to the court, in the event of a breach of the terms and conditions of the Deed, for specific performance with HAWS reimbursing the City for all legal fees and costs incurred, the acceleration of the outstanding debt with the same becoming due and payable immediately to the City and the imposition of additional amounts beyond the debt for non-compliance with the terms of the Deed and any additional remedies available under the law.
ORDINANCE AMENDING THE PROJECT BUDGET ORDINANCE FOR THE
CITY OF WINSTON-SALEM, NORTH CAROLINA
FOR THE FISCAL YEAR 2016-2017

BE IT ORDAINED by the Mayor and City Council of the City of Winston-Salem that
the Project Budget Ordinance for the Fiscal Year 2016-2017 be amended to deobligate Housing
Finance Assistance Funds and transfer previously appropriated Community Development Block
Grant (CDBG) funds to the Housing Authority of Winston-Salem for the rehabilitation of
Drayton Pines Apartments.

SECTION 1. That the Project Budget Ordinance of the City of Winston-Salem, adopted
on June 20, 2016 and amended on August 15, 2016, September 19, 2016, October 17, 2016,
November 21, 2016, December 19, 2016, and January 17, 2017, shall be amended by changing
the expenditure appropriations in the following funds.

Special Revenue Funds

Community Development Block Grant Fund
Housing Development Programs - $500,000
Housing Authority of Winston-Salem – Drayton Pines  500,000

Housing Finance Assistance Fund
Housing Authority of Winston-Salem – Drayton Pines -500,000

Total Special Revenue Funds Expenditures - $500,000

SECTION 2. That the following revenues will be available to meet the above listed
appropriations.

Special Revenue Funds

Housing Finance Assistance Fund
Fund Balance Appropriation - $500,000

Total Special Revenue Funds Revenues - $500,000

SECTION 3. That this amendment to the Project Budget Ordinance shall become
effective as of the date of adoption.
City Council – Action Request Form

Date: February 1, 2017
To: The City Manager
From: D. Ritchie Brooks, Director, Community Development

Council Action Requested:
Authorize continuation of $341,000 in Housing Finance Assistance Funds as a revolving bridge fund for rental assistance programs for special populations administered by the Housing Authority of Winston-Salem and Experiment in Self-Reliance

Summary of Information:
The Housing Authority of Winston-Salem (HAWS) administers rental assistance programs for special populations using Continuum of Care (CoC) and HOME Investment Partnership (HOME) funds provided by the City. Each year, the City executes grant agreements with the U.S. Department of Housing and Urban Development (HUD) and then executes subgrantee agreements with HAWS before it disburses funds to HAWS. In some years, execution of HUD agreements is delayed. To ensure that rental assistance is not terminated in these cases, the Mayor and City Council authorized creation of a revolving bridge fund in March 2014. An agreement for bridge funding was executed with HAWS on May 9, 2014, which expires on March 31, 2017. The City pays HAWS using the bridge fund, and once the City receives grant agreements from HUD and the subgrantee agreements have been executed, the grants are used to repay the bridge fund.

Delays in HUD agreements and an increase in the number of tenants depleted the bridge fund this year. To address this issue, City Council increased the amount of bridge funding by $30,000 in September and $90,000 in October to a total of $341,000. Grant agreements were subsequently received from HUD and the bridge fund reimbursed. HUD funding for the programs is expected to continue, but the date that grant agreements will be received from HUD is unknown. Also, Experiment in Self-Reliance (ESR) is experiencing delays in reimbursement for rental assistance at its Fifth Street units. To ensure availability of funds to pay owners, staff requests continuation of $341,000 in Housing Finance Assistance Funds as a revolving bridge fund for HAWS and ESR. An estimate of needed funding is shown in the table on the next page.

Committee Action:

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Remarks:
### Table 1: Special Rental Assistance Programs—Estimated Bridge Funding Needed

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<tr>
<th>Grant Program Name</th>
<th>Grant Start Date</th>
<th>Grant Amount</th>
<th>Monthly Unit Cost</th>
<th>Number of Units</th>
<th>Number of Months*</th>
<th>Total Assistance Cost</th>
<th>Admin Fee</th>
<th>Total Cost</th>
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<td>HAWS-PSH1</td>
<td>6/1/2017</td>
<td>$366,244</td>
<td>$670</td>
<td>45</td>
<td>4</td>
<td>$120,600</td>
<td>$4,221</td>
<td>$124,821</td>
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<tr>
<td>HAWS-PSH2</td>
<td>7/1/2017</td>
<td>$57,864</td>
<td>$500</td>
<td>9</td>
<td>3</td>
<td>$13,500</td>
<td>$473</td>
<td>$13,973</td>
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<tr>
<td>HAWS-SPC5</td>
<td>7/1/2017</td>
<td>$83,400</td>
<td>$475</td>
<td>15</td>
<td>3</td>
<td>$21,375</td>
<td>$748</td>
<td>$22,123</td>
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<td>ESR Fifth Street Projects</td>
<td>3/1/2017</td>
<td>$113,777</td>
<td>$450</td>
<td>21</td>
<td>7</td>
<td>$66,150</td>
<td>$2,315</td>
<td>$68,465</td>
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<tr>
<td>HAWS-HOME Program</td>
<td>7/1/2017</td>
<td>$240,000</td>
<td>$875</td>
<td>22</td>
<td>3</td>
<td>$57,750</td>
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<td>112</td>
<td></td>
<td>$279,375</td>
<td>$9,778</td>
<td>$289,153</td>
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*Estimated months HUD agreement delayed, based on receiving agreements in October 2017

An appropriate resolution is attached.
RESOLUTION AUTHORIZING CONTINUATION OF A REVOLVING BRIDGE FUND FOR THE HOUSING AUTHORITY OF THE CITY OF WINSTON-SALEM (HAWS) AND EXPERIMENT IN SELF-RELIANCE, INC. (ESR)

WHEREAS, the City of Winston-Salem provides funding from the U.S. Department of Housing and Urban Development (HUD) to the Housing Authority of the City of Winston-Salem (HAWS) and Experiment in Self-Reliance, Inc. (ESR), for rental assistance programs for disabled, homeless and working poor households; and

WHEREAS, on March 24, 2014, the Mayor and City Council authorized up to $221,000 in Housing Finance Assistance Funds, on a revolving basis, to HAWS to provide bridge funding for the operation of rental assistance programs; and

WHEREAS, the Agreement with HAWS for the bridge funding expires March 31, 2017; and

WHEREAS, on September 19, 2016 and October 17, 2016, the Mayor and City Council authorized $30,000 and $90,000 in additional funding, respectively, for a total of $341,000 in Housing Finance Assistance Funds; and

WHEREAS, due to continuing anticipated delays in receipt of funding agreements from HUD, it is expected that HAWS and ESR will experience an inability to provide rental assistance payments for assisted tenants for an interim period.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Winston-Salem authorize continuation of up to $341,000 in Housing Finance Assistance Funds, on a revolving basis, to provide bridge funding for the operation of the rental assistance programs administered by the Housing Authority of the City of Winston-Salem and Experiment in Self-Reliance, Inc..
BE IT FURTHER RESOLVED that the Mayor and City Council of the City of Winston-Salem authorize the City Manager to negotiate and execute contracts and documents necessary to carry out the activities herein authorized.
City Council – Action Request Form

Date: February 13, 2017

To: The City Manager

From: Gregory M. Turner, Assistant City Manager

Council Action Requested:

Consideration of Items Related to the Old Salem Infrastructure Improvement Project.

a) Consideration of a Resolution Authorizing the City Manager to Approve Change Orders with Stantec Consulting Services, Inc. for Additional Professional Engineering Services and Construction Services;
b) Project Budget Ordinance Amendment to Appropriate Funds for Project Expenditures.

Summary of Information:

On February 16, 2015, Council approved a Professional Engineering Services Contract with Stantec Consulting Services, Inc. for assistance with the Old Salem Bond Project. This contract included professional engineering services for planning, engineering design and project oversight. Tasks included conducting public involvement meetings, project coordination with the Forsyth County Historic Resources Commission (HRC) for a Certificate of Appropriateness (COA) and the production of design plans for the construction of this project. The original contract for $170,000 was executed April 14, 2015.

In August 2016, Council approved a change order for $96,200 for electrical design for streetlighting, installation of a Klingstone sidewalk test application, revisions to the HRC COA documentation to include the final designs and bidding services. Construction administration and observation services due to the many historically significant elements of the project was also included as the project requires a high level of attention to the contractor’s work quality, review and approval of mock-up installations, traffic control issues and coordination with stakeholders, the public and utility owners during construction for a fee of $159,400.

Committee Action:

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Remarks:
Since that time, City/County Utilities has reviewed the condition of water and sewer services in the Old Salem District. They have determined the need for improvements to the infrastructure. Staff is working to include this work with the sidewalk, streetlighting and street tree infrastructure project. With this addition, it was determined to be beneficial to perform the same analysis of the existing stormwater infrastructure. If improvements are needed with this system, it would be best performed with the bond project to minimize future disturbance of the streets and sidewalks.

To expedite the process, staff requested proposals from two firms who are working on projects for the City. It was determined that Stantec Consulting Services Inc. could best meet the project timelines based on their specific knowledge of the project including the other proposed infrastructure improvements.

The scope of this work includes CCTV inspection of existing lines, system capacity analysis, preparation of design plans for proposed stormwater improvements in coordination with other infrastructure improvement elements, coordination with the Historic Resource Commission Staff, preparation of engineer’s estimate of probable cost, bidding services, and construction administration and observation services. The proposed fee is $197,500. An additional $10,000 is also included and will be utilized as needed for survey and map preparation for required utility easements. This brings the total fee not to exceed $207,500. Funds for the stormwater services will come from the Stormwater Program.
RESOLUTION AUTHORIZING THE CITY MANAGER TO APPROVE CHANGE ORDERS WITH STANTEC CONSULTING SERVICES, INC. FOR ADDITIONAL PROFESSIONAL ENGINEERING SERVICES AND CONSTRUCTION SERVICES FOR THE OLD SALEM INFRASTRUCTURE IMPROVEMENT PROJECT

WHEREAS, Council authorized the City Manager to enter into an agreement with Stantec Consulting Services, Inc. for professional engineering services for the Old Salem Infrastructure Improvement Project on February 16, 2015 and the contract was executed on April 14, 2015; and

WHEREAS, a change order was authorized in August 2016 for work to include additional tasks for electrical design for streetlighting, installation of a Klingstone sidewalk test application, revisions to the HRC COA documentation to include the final designs, and bidding services for a fee not-to-exceed $96,200; and

WHEREAS, the change order also included construction administration, project observation services, and record drawings for a fee not-to-exceed $159,400; and

WHEREAS, staff believes it is in the best interest of the area to include stormwater improvements as part of the project to minimize future disturbance of the streets and sidewalks; and

WHEREAS, Stantec Consulting Services, Inc. has provided a scope of work to include CCTV inspection, stormwater capacity analysis, preparation of design plans for proposed improvements, coordination with the Historic Resource Commission Staff for review, preparation of engineer’s estimate of probable cost, bidding services, construction administration, project observation services, survey and utility easement mapping as required, and record drawings for a fee not-to-exceed $207,500; and

WHEREAS, staff believes the above fees to be fair and reasonable; and

WHEREAS, Stormwater Infrastructure Improvement Funds are available for this change
order.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the City Council of the City of Winston-Salem hereby authorizes the City Manager and City Secretary to enter into a change order agreement with Stantec Consulting Services, Inc. to provide additional professional engineering and construction observation and administrative services for stormwater components of the Old Salem Infrastructure Improvement Project for a total fee of $207,500.
ORDINANCE AMENDING THE PROJECT BUDGET ORDINANCE FOR THE
CITY OF WINSTON-SALEM, NORTH CAROLINA
FOR THE FISCAL YEAR 2016-2017

BE IT ORDAINED by the Mayor and City Council of the City of Winston-Salem that
the Project Budget Ordinance for the Fiscal Year 2016-2017 be amended to transfer stormwater
infrastructure funds for stormwater improvements in Old Salem.

SECTION 1. That the Project Budget Ordinance of the City of Winston-Salem, adopted
on June 20, 2016 and amended on August 15, 2016, September 19, 2016, October 17, 2016,
November 21, 2016, December 19, 2016, and January 17, 2017, shall be amended by changing
the expenditure appropriations in the following fund.

Enterprise Capital Projects Funds

<table>
<thead>
<tr>
<th>Stormwater Management Capital Projects</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Salem Stormwater Improvements</td>
<td>$207,500</td>
</tr>
<tr>
<td>Stormwater Infrastructure Improvements</td>
<td>-207,500</td>
</tr>
</tbody>
</table>

Total Enterprise Capital Projects Funds Expenditures $0

SECTION 2. That this amendment to the Project Budget Ordinance shall become
effective as of the date of adoption.
Date: February 13, 2017
To: The City Manager
From: S. Kirk Bjorling, Real Estate Administrator

Council Action Requested:
Consideration of a Resolution Authorizing the Quit Claim Abandonment of a Sewer Easement for the West End Station Project (Northwest Ward)

Summary of Information:
CCC West End Station, LLC has recently submitted a development plan for the permitting of a project which is located between Brookstown Avenue, Green Street, and Burke Street. The public sewer main which currently serves the site is located under a structure. To remediate this situation and facilitate development, the developer has agreed to install a new public sewer main in another location to replace the existing sewer main. The existing public sewer main fixtures and easement, containing 4,495.9 square feet, will no longer be needed and should, therefore, be quitclaim-abandoned. The area requested for quit-claim abandonment is further described in the attached exhibit.

The City/County Utility Commission and staff are supportive of this request.

The attached resolution authorizes the quit claim abandonment of a public sewer easement and associated public sewer main fixtures for the West End Station Project, as described herein.

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td>Against</td>
</tr>
</tbody>
</table>

Remarks:
RESOLUTION AUTHORIZING THE QUIT CLAIM ABANDONMENT OF A SEWER EASEMENT FOR THE WEST END STATION PROJECT

WHEREAS, a request has been received from CCC West End Station, LLC, the developer of the West End Station Project, to quitclaim abandon existing sewer main fixtures and a sewer easement containing approximately 4,495.9 square feet, located between Brookstown Avenue, Green Street, and Burke Street; and

WHEREAS, a new sewer line will be installed by the developer in another location to replace the existing line and; thus, the existing line and easement are no longer needed; and

WHEREAS, the area requested for quitclaim abandonment is further described in the attached exhibit; and

WHEREAS, the City/County Utility Commission and staff are supportive of the request.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the City Council of the City of Winston-Salem, upon the recommendation of the Finance Committee, hereby authorize the quitclaim abandonment of existing sewer main fixtures and a sewer easement of approximately 4,495.9 square feet, as illustrated in the attached exhibit.

BE IT FURTHER RESOLVED that the appropriate City officials are hereby authorized to execute instruments required to complete the actions herein set forth.
West End Station - Sewer & Easement Abandonment

Sewer Line and Easement to be Abandoned to Facilitate Development

This Segment Currently Under Building
City Council – Action Request Form

Date: February 20, 2017
To: The City Manager
From: Greg M. Turner, Assistant City Manager
Lisa M. Saunders, Chief Financial Officer

Council Action Requested:

Consideration of a Resolution Approving an Application for North Carolina Clean Water State Revolving Fund Loans Associated with Digester and Thickening Improvements at the Muddy Creek Wastewater Treatment Plant and Archie Elledge Wastewater Treatment Plant.

Summary of Information:

Approval of the attached resolution authorizes application for loan funds under the North Carolina Clean Water State Revolving Fund Program.

The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment projects.

The City CIP program includes wastewater treatment projects which are eligible for the state loan assistance. These projects include the Digester and Thickening Improvements at the Muddy Creek Wastewater Treatment Plant and the Archie Elledge Wastewater Treatment Plant. The loan assistance requested is $13,750,979.

Interest rates for the loans are set on March 31st of each year at one half of the 20-year bond buyers index, currently around 2% which is less than other financing options available to the City. The loans have a twenty year term and a 2% administrative closing fee. Interest begins to accrue from the date of project completion and repayments begin between 6 to 12 months after project completion.

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td>Against</td>
</tr>
</tbody>
</table>

Remarks:
RESOLUTION APPROVING AN APPLICATION FOR NORTH CAROLINA CLEAN WATER STATE REVOLVING FUND LOANS ASSOCIATED WITH DIGESTER AND THICKENING IMPROVEMENTS AT THE MUDDY CREEK WASTEWATER TREATMENT PLANT AND ARCHIE ELLEDGE WASTEWATER TREATMENT PLANT

WHEREAS, the Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment projects; and

WHEREAS, the North Carolina Clean Water State Revolving Fund Program has state loan assistance money to provide financial assistance to eligible governmental agencies that submit applications for funding, with interest rates that are one-half of the 20-year bond buyers index, currently around 2% and “green” projects at 0%; and

WHEREAS, the City of Winston-Salem has need for and intends to construct wastewater treatment projects described as the Digester and Thickening Improvements at the Muddy Creek Wastewater Treatment Plant and the Archie Elledge Wastewater Treatment Plant (the “Projects”); and

WHEREAS, the City of Winston Salem intends to request state loan assistance for the Projects.

NOW THEREFORE, BE IT RESOLVED

Section 1. The City of Winston-Salem (the “Applicant”) will arrange financing for all remaining costs of the Projects, if approved for a State loan award.

Section 2. The Applicant will adopt and place into effect on or before completion of the Projects a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.
Section 3. The City Council of the Applicant agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Applicant to make scheduled repayment of the loan, to withhold from the Applicant any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

Section 4. The Applicant will provide for efficient operation and maintenance of the Projects on completion of construction thereof.

Section 5. City Manager, (the “Authorized Official”), or designee so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a loan to aid in the construction of the Projects described above.

Section 6. The Authorized Official and designees so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the Projects; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

Section 7. That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.
CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting City Secretary of the City of Winston-Salem does hereby certify. That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the City Council of the City of Winston-Salem duly held on the ____ day of ______________, 20____; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of ______________, 20____.

(SEAL)      MELANIE JOHNSON  
City Secretary  
City of Winston-Salem, North Carolina
City Council – Action Request Form

Date: January 31, 2017

To: The City Manager

From: Derwick L. Paige, Assistant City Manager

Council Action Requested:
Adopt items related to Interlocal Agreement with Forsyth County for Idols Road Business Park.

1) Resolution Authorizing the expenditure of City/County Utility Commission Funds Generated by Out of County Services for the Design and Construction of Municipal Infrastructure Improvements at Idols Road Business Park through an Interlocal Agreement between the City of Winston-Salem and Forsyth County.

2) Budget Ordinance related to Interlocal Agreement with Forsyth County for Idols Road Business Park.

Summary of Information:
As noted at the November 2016 Finance Committee meeting, the City has received a request from Forsyth County regarding the use of the Outside County Utility Services economic development funds to assist with the infrastructure development for the Idols Road Business Park. Forsyth County is requesting $690,000 from this fund of which $300,000 would be a grant and $390,000 would be paid back to the fund over a term of 10 years using Forsyth County tax revenues from the new development.

The total infrastructure costs for this phase of the project is $1.5 million with other funding sources being a Golden LEAF Foundation grant, the Village of Clemmons, and Forsyth County. This phase of the business park will contain approximately 170 acres and is located on the southeast side of Idols Road and adjacent to Tanglewood.

The Outside County Utility Services economic development fund was established in September 1996 by the Winston-Salem City Council and the Forsyth County Board of Commissioners for economic development purposes. It is funded by surcharge fees paid by water, sewer or treatment services by customers outside of Forsyth County. Program guidelines were recently amended by both elected bodies clarifying that these funds can be used for municipal infrastructure in addition to economic development and to also include loans and grants from the fund. The balance in the fund as of June 30, 2016 was $2,059,458.

Per N.C.G.S. 160A-460 et. seq., the City is authorized to enter into this agreement with Forsyth County. Additionally, the aforementioned project is also authorized by N.C.G.S. 160A-209 (10c), (17a), (30) and (32) which permits public funds to be used for the purposes set forth herein.

Committee Action:

Committee Action
For                        Against
Remarks:

-241-
This is a preliminary site plan based on limited information and therefore may not reflect final site features. Minimal site research has been conducted. Site conditions may change significantly.

Lot 1
- Lot Size: 14.45 Acres +/-
- Building Size: 150,000 sf +/-
- Building Elevation: 769'

Lot 2
- Lot Size: 83.24 Acres +/-
- Building Size: 500,000 sf +/-
- Building Elevation: 750'

Lot 3
- Lot Size: 17.80 Acres +/-
- Building Size: 100,000 sf +/-
- Building Elevation: 756'

Lot 4
- Lot Size: 28.03 Acres +/-
- Building Size: 112,500 sf +/-
- Building Elevation: 746'

Site Total: 169.49 Ac. +/-
## Project Budget Form

**Applicant Organization:** Forsyth County North Carolina  
**Project Title:** Idols Road Business Park (Phase 1)

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Total project budget</th>
<th>Golden LEAF</th>
<th>WS/Forsyth Utilities Commission</th>
<th>Village of Clemmons</th>
<th>Forsyth County</th>
<th>Name of funding source 5</th>
<th>Name of funding source 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Cost</td>
<td>$983,000.00</td>
<td>$200,000.00</td>
<td>$401,500.00</td>
<td>$381,500.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Water + Sewer lines extended</td>
<td>$120,000.00</td>
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<td></td>
<td>$102,000.00</td>
<td>$18,000.00</td>
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<td></td>
</tr>
<tr>
<td>Design/Engineering/Contractor Fees</td>
<td>$423,000.00</td>
<td></td>
<td></td>
<td>$288,500</td>
<td>$124,500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total budget                        | $1,516,000.00        | $200,000.00 | $690,000.00                      | $226,500.00         | $399,500.00   | $0.00                   | $0.00                   |

### Funding proposals pending with:

<table>
<thead>
<tr>
<th>Amount requested</th>
<th>Disbursement date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golden LEAF</td>
<td>$200,000.00 11/4/2016</td>
</tr>
<tr>
<td>WS/Forsyth Utilities</td>
<td>$690,000.00 11/4/2016</td>
</tr>
<tr>
<td>Village of Clemmons</td>
<td>$276,500.00 11/4/2016</td>
</tr>
<tr>
<td>Forsyth County</td>
<td>$399,500.00 12/15/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-kind contributor</th>
<th>In-kind $ value</th>
<th>In-kind description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION AUTHORIZING THE EXPENDITURE OF CITY/COUNTY UTILITY COMMISSION FUNDS GENERATED BY OUT OF COUNTY SERVICES FOR THE DESIGN AND CONSTRUCTION OF MUNICIPAL INFRASTRUCTURE IMPROVEMENTS AT IDOLS ROAD BUSINESS PARK THOUGH AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF WINSTON-SALEM AND FORSYTH COUNTY

WHEREAS, Forsyth County has requested that the City of Winston-Salem authorize the expenditure up to $690,000 of City/County Utility Commission Funds generated by Out of County Services to fund the design and construction of municipal infrastructure in the Idols Road Business Park (“Business Park”) through an Interlocal Agreement between the City of Winston-Salem and Forsyth County pursuant to the provisions found in N.C.G.S. 160A-460 et. seq. as well as N.C.G.S. 160A-209 (10c), (17a), (30) and (32).

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Winston-Salem that the expenditure of funds up to $690,000 from the City/County Utility Commission funds is hereby ratified and authorized for the design and construction of municipal infrastructure at Idols Road Business Park through an Interlocal Agreement between the City of Winston-Salem and Forsyth County.

BE IT FURTHER RESOLVED, that this resolution ratifies and authorizes an Interlocal Agreement between the City of Winston-Salem and Forsyth County pursuant to N.C.G.S. 160A-460 et. seq. as well as N.C.G.S. 160A-209 (10c), (17a), (30) and (32) and that the same is hereby spread upon the minutes of the City of Winston-Salem.
ORDINANCE AMENDING THE PROJECT BUDGET ORDINANCE FOR THE 
CITY OF WINSTON-SALEM, NORTH CAROLINA 
FOR THE FISCAL YEAR 2016-2017

BE IT ORDAINED by the Mayor and City Council of the City of Winston-Salem that the Project Budget Ordinance for the Fiscal Year 2016-2017 be amended to appropriate funds from the Outside County Utility Services Economic Development Fund to assist with infrastructure development for the Idols Road Business Park in Clemmons.

SECTION 1. That the Project Budget Ordinance of the City of Winston-Salem, adopted on June 20, 2016 and amended on August 15, 2016, September 19, 2016, October 17, 2016, November 21, 2016, December 19, 2016, and January 17, 2017, shall be amended by changing the expenditure appropriations in the following fund.

Enterprise Capital Projects Funds

<table>
<thead>
<tr>
<th>Water and Sewer Projects</th>
<th>Idols Road Business Park</th>
<th>$690,000</th>
</tr>
</thead>
</table>

Total Enterprise Capital Projects Funds Expenditures $690,000

SECTION 2. That the following revenues will be available to meet the above listed appropriations.

Enterprise Capital Projects Funds

<table>
<thead>
<tr>
<th>Water and Sewer Projects</th>
<th>Outside County Utility Services Economic Development Fund</th>
<th>$690,000</th>
</tr>
</thead>
</table>

Total Enterprise Capital Projects Funds Revenues $690,000

SECTION 3. That this amendment to the Project Budget Ordinance shall become effective as of the date of adoption.
City Council – Action Request Form

Date: January 25, 2017
To: The City Manager
From: Derwick L. Paige, Assistant City Manager

Council Action Requested:
Adopt items related to public infrastructure improvements at the Union Cross Business Park
  1) Ordinance Amending Chapter 2 regarding “Administration”
  2) Resolution ratifying and authorizing the expenditure of City-County Utility Commission funds generated by out of County services for the design and construction of municipal improvements at the Union Cross Business Park through a reimbursement agreement among the City of Winston-Salem, Forsyth County, and Winston-Salem Industrial Properties, LLC, a subsidiary of Johnson Development Associates, Inc.
  3) Budget Ordinance related to public infrastructure improvements (Southeast Ward)

Summary of Information:
As noted at the January Finance Committee meeting, the City and County have received a request for up to $300,000 for public infrastructure improvements (water, sewer, stormwater) from Johnson Development to participate in a Public-Private Partnership in the Union Cross Business Park. Johnson Development is proposing to construct a new Class A speculative building with a taxable value of approximately $5.0 million. The building would generate approximately $29,250/year in new City property taxes and an additional $36,550/year in new County property taxes. Over five years, the building would generate more than $300,000 of combined new property tax revenues, not including any additional tax revenues that would be generated by a tenant. It is projected that the new building could also support more than 200 new jobs.

Given the critical need for additional Class A speculative, manufacturing space in the City, this project could significantly enhance the economic vitality of the City and the quality of life for the residents.

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td>Against</td>
</tr>
</tbody>
</table>

Remarks:
If approved, this project would be funded utilizing the Outside County Utility Services Fund to cover the cost of these public infrastructure improvements. Forsyth County has already adopted a resolution authorizing the expenditure of these funds for this project. As proposed, a reimbursement agreement would be executed among the City of Winston-Salem, Forsyth County, and Winston-Salem Industrial Properties, LLC, a subsidiary of Johnson Development Associates, Inc. to facilitate the construction of a spec building in the Union Cross Business Park pursuant to the provisions found in G.S. 160A-499 and City Code Section 2-6.

The attached Ordinance amends Chapter 2 (Section 2.6) of the Code of Ordinances for the City of Winston-Salem by establishing procedures, criteria and terms for reimbursement agreements per N.C.G.S. 160A-499. Upon the adoption of this Ordinance, the attached resolution would authorize the City to enter into an agreement with Winston-Salem Industrial Properties, LLC, a subsidiary of Johnson Development Associates, Inc. to expend up to $300,000 for the design and construction of public infrastructure improvements (water, sewer, stormwater) in the Union Cross Business Park. A Budget Ordinance is also attached to allocate the funds for this project.
<table>
<thead>
<tr>
<th>Company</th>
<th>Jobs</th>
<th>2016 Property Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bekaert Textiles</td>
<td>250</td>
<td>$272,283</td>
</tr>
<tr>
<td>Exhibit Works</td>
<td>50</td>
<td>111,310</td>
</tr>
<tr>
<td>Polyvlies</td>
<td>30</td>
<td>141,942</td>
</tr>
<tr>
<td>StyleCrest</td>
<td>15</td>
<td>60,820</td>
</tr>
<tr>
<td>Liberty Hardware</td>
<td>395</td>
<td>451,278</td>
</tr>
<tr>
<td>Atlantic Coast Toyota</td>
<td>65</td>
<td>28,170</td>
</tr>
<tr>
<td>Waste Management</td>
<td>30</td>
<td>67,182</td>
</tr>
<tr>
<td>POST</td>
<td>15</td>
<td>198,592</td>
</tr>
<tr>
<td>The Clearinghouse</td>
<td>171</td>
<td>331,257</td>
</tr>
<tr>
<td>Twin City Warehouses</td>
<td>15</td>
<td>130,788</td>
</tr>
<tr>
<td>United Guaranty</td>
<td>50</td>
<td>73,275</td>
</tr>
<tr>
<td>Pepsi Bottling</td>
<td>410</td>
<td>310,774</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1496</strong></td>
<td><strong>$ 1,794,078.00</strong></td>
</tr>
</tbody>
</table>
ORDINANCE AMENDING CHAPTER 2 REGARDING “ADMINISTRATION”

Section 1. Section 2-6. Procedures, Criteria and Terms for Reimbursement Agreements-G.S. 160A-499. is hereby written to read as follows:

“Sec. 2-6. – Procedures, Criteria and Terms for Reimbursement Agreements-G.S. 160A-499.

(a) The City Council will evaluate requests from private developers and property owners for financial assistance with the design and construction of municipal infrastructure, which includes but is not limited to water mains, sanitary sewer, lift stations, stormwater lines, streets, curb and gutter, sidewalks, traffic control devices and other associated facilities, based on the following procedures, criteria and terms:

(1) Requests for reimbursement agreements with private developers or property owners for the design and construction of municipal infrastructure should be communicated to the City Manager or his designee, who will present the matter to the City Council for its consideration provided the requests meets the basic criteria set forth herein.

(2) The site of the proposed infrastructure should be located in an industrial or commercial (non-residential and non-retail) area that, in the end, will serve multiple properties.

(3) The proposed infrastructure should aid and encourage the creation of industrial, manufacturing and commercial development in the area.

(4) The proposed infrastructure should result in development in the area that will increase the tax base.

(5) The City must have sufficient funds available to assist with the requested infrastructure design and construction project.

(b) Per G. S. 160A-499, the developer or property owner that is party to a reimbursement agreement authorized under said statute shall solicit bids in accordance with Article 8 of Chapter 143 of the General Statutes when awarding contracts for work that would have required competitive bidding if the contract had been awarded by the city. The developer
or property owner may also agree to allow the City to handle the competitive bidding process.

(c) Any project carried out pursuant to this section shall become a part of the City’s Capital Improvement Plan.”

Section 2. This ordinance shall become effective upon adoption.
RESOLUTION RATIFYING AND AUTHORIZING THE EXPENDITURE OF CITY/COUNTY UTILITY COMMISSION FUNDS GENERATED BY OUT OF COUNTY SERVICES FOR THE DESIGN AND CONSTRUCTION OF MUNICIPAL IMPROVEMENTS AT UNION CROSS BUSINESS PARK THOUGH A REIMBURSEMENT AGREEMENT AMONG THE CITY OF WINSTON-SALEM, FORSYTH COUNTY, AND WINSTON-SALEM INDUSTRIAL PROPERTIES, LLC, A SUBSIDIARY OF JOHNSON DEVELOPMENT ASSOCIATES, INC.

WHEREAS, Winston-Salem Industrial Properties, LLC, a subsidiary of Johnson Development Associates, Inc. (“Private Developer”) has requested that the City of Winston-Salem and Forsyth County authorize the expenditure up to $300,000 of City/County Utility Commission funds generated by Out of County Services to fund the design and construction of municipal infrastructure in the Union Cross Business Park (“Business Park”) through a Reimbursement Agreement among the City of Winston-Salem, Forsyth County, and the Private Developer to facilitate the construction of a spec building in the Business Park pursuant to the provisions found in G. S. 160A-499 and City Code Section 2-6.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Winston-Salem that the expenditure of funds up to $300,000 from the City/County Utility Commission funds is hereby ratified and authorized for the design and construction of municipal infrastructure at Union Cross Business Park, which by this resolution is part of the City’s Capital Improvement Plan, through a Reimbursement Agreement among the City of Winston-Salem, Forsyth County, and Winston-Salem Industrial Properties, LLC, a subsidiary of Johnson Development Associates, Inc., as private developer, to facilitate the construction of a spec building in the Business Park.

BE IT FURTHER RESOLVED, that this Resolution ratifies and authorizes an interlocal cooperation between the City of Winston-Salem and Forsyth County pursuant to G.S.
160A-460 et. seq. and that the same is hereby spread upon the minutes of the City of Winston-Salem.
ORDINANCE AMENDING THE PROJECT BUDGET ORDINANCE FOR THE
CITY OF WINSTON-SALEM, NORTH CAROLINA
FOR THE FISCAL YEAR 2016-2017

BE IT ORDAINED by the Mayor and City Council of the City of Winston-Salem that the Project Budget Ordinance for the Fiscal Year 2016-2017 be amended to appropriate funds from the Outside County Utility Services Economic Development Fund to assist with infrastructure improvements for the Johnson Development in the Union Cross Business Park.

SECTION 1. That the Project Budget Ordinance of the City of Winston-Salem, adopted on June 20, 2016 and amended on August 15, 2016, September 19, 2016, October 17, 2016, November 21, 2016, December 19, 2016, and January 17, 2017, shall be amended by changing the expenditure appropriations in the following fund.

Enterprise Capital Projects Funds

Water and Sewer Projects
Johnson Development $300,000

Total Enterprise Capital Projects Funds Expenditures $300,000

SECTION 2. That the following revenues will be available to meet the above listed appropriations.

Enterprise Capital Projects Funds

Water and Sewer Projects
Outside County Utility Services Economic Development Fund $300,000

Total Enterprise Capital Projects Funds Revenues $300,000

SECTION 3. That this amendment to the Project Budget Ordinance shall become effective as of the date of adoption.
Memorandum

TO: Council Member Jeff MacIntosh
    Ben Rowe, Assistant City Manager
FROM: Tom Kureczka, Chief Information Officer
DATE: February 2, 2017
SUBJECT: Request to Purchase Laptops for Fire Vehicles
CC: Lee D. Garrity, City Manager

In our meeting on January 26th, one of the items that we discussed was the request to purchase 53 laptops for Fire vehicles that was pulled by City Council in January. Per our discussion, I have worked with Police and Fire staff to further understand the needs for these devices and the requested purchase.

Todd Porter and I worked with Police and Fire to look into greater detail the applications, devices, and environments that they will be used in. We had a working session today to review the primary applications that will be executed on the devices. The applications will be running both in route to the incident site, and while at the actual site. The four applications that we looked at in detail were:

1. Computer Aided Dispatch (CAD) from SunGard
3. Visual Fire application for viewing pre-fire surveys, maps, and drawings
4. Movie Maker software that will be used for uploading and editing videos

We looked in detail at the hardware resource specifications and recommendations provided by each vendor. We also reviewed actual resource consumption for the base Visual Fire and Movie Maker applications that were installed on a laptop by PSC staff. While they will also be configured on the laptops, we did not review in detail the resource needs for the AVL application and the software required for synching with the backend SQL server database.

We reviewed the requirements for the core processor, RAM memory, and hard drive storage. With consideration of all of these applications, both individually and together on one device, and the demands that will be placed on the laptops, I support the recommendation for the device configuration to include a Dual Core 2.40 GHz processor, 256 GB hard drive storage, and 8 GB RAM memory. The expected life of the units is five years, and I suspect that there may be a need for additional memory at some time in that period. This will depend on what additional applications and storage are installed. The devices quoted can be configured for up to 32 GB of RAM, and if necessary staff will have the ability to add additional RAM.

We also discussed the request for the Rugged Extreme model laptops. With the environment that these devices will be in, including the vibration during travel and
from the actual vehicles, potential smoke and water conditions, and at times extreme outside temperatures, we all agreed that the quoted models were appropriate.

With the findings from our review of the applications, resource needs, and intended use of the laptops for at least five years, I recommend proceeding with the purchase that has been requested.
City Council – Action Request Form

Date: January 17, 2017

To: The City Manager

From: Jerry Bates, Purchasing Director

Council Action Requested:
Adoption of a Resolution Awarding Purchase Order for Computers

Summary of Information:

The City of Winston-Salem Fire Department (WSFD) has established the need to purchase 53 Dell Latitude 12 Rugged Extreme laptop computers and docking stations to replace outdated units used in all apparatus and other selected operations division vehicles. Dell laptop computers are the recommended replacement equipment based upon proven performance to withstand the intended environment, standardization and compatibility to existing power and mounting equipment in vehicles, and GPS configurations.

After receiving bids, the State of North Carolina awarded term contract 204-A to Dell Marketing L.P. for laptop computers. The state contract price for all equipment requested is $329,870.76; however, by taking advantage of this bulk purchase, staff was able to improve the total purchase cost for all computer equipment through the local Dell Marketing representative to $192,989.11.

It is recommended that a purchase order for 53 Dell Latitude 12 Rugged Extreme laptop computers and docking stations be awarded to Dell Marketing L.P. in the total amount of $192,989.11 under and in accordance with the North Carolina State contract.

This recommendation is in accordance with N.C.G.S 143-129(e)(9): “The [bidding] requirements of this article do not apply to...Purchases from contracts established by the State or any agency of the State, if the contractor is willing to extend the same or more favorable prices, terms, or conditions as established in the State contract" and N.C.G.S. 143-129(e)(6) (iii) “standardization or compatibility is the overriding consideration.” The purchase of this computer hardware will be financed through the North Carolina Municipal Leasing Corporation. Funding for the lease payments is available in the General Fund FY 2016-2017 budget.

MWBE comment: Dell Marketing L.P. is the sole source provider for this purchase.

Workforce Demographics: See Exhibit A

Committee Action:

Committee: Finance 1/9/2017  
Action: Approval

For: Unanimous  
Against: 

Remarks:
WHEREAS, the City of Winston-Salem Fire Department (WSFD) has established the need to purchase 53 Dell Latitude 12 Rugged Extreme laptop computers and docking stations to replace outdated units used in all apparatus and other selected operations division vehicles; and

WHEREAS, in accordance with N.C.G.S 143-129(e)(6): "The [bidding] requirements of this article do not apply when “standardization or compatibility is the overriding consideration”; and

WHEREAS, in accordance with N.C.G.S 143-129(e)(9): "The [bidding] requirements of this article do not apply to...Purchases from contracts established by the State or any agency of the State, if the contractor is willing to extend to a political subdivision of the State the same or more favorable prices, terms, or conditions as established in the State contract"; and

WHEREAS, after receiving bids, the State of North Carolina awarded contract 204-A to Dell Marketing L.P. for computer equipment; and

WHEREAS, Dell Marketing L.P. has offered these laptop computers and docking stations to the WSFD at a more favorable price, terms, and conditions than the state contract; and

WHEREAS, it is the recommendation of the Finance Committee that a purchase order be awarded for 53 Dell Latitude 12 Rugged Extreme laptop computers and docking stations for use by the WSFD in the total amount of $192,989.11 under and in accordance with the North Carolina State contract.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem, that a purchase order for 53 Dell Latitude 12 Rugged Extreme laptop computers and docking stations for use by the WSPD is hereby awarded to Dell Marketing, L.P.
total amount of $192,989.11, and that the City’s specifications, the vendor’s offer, and the City purchase order shall constitute the contract.

BE IT FURTHER RESOLVED that the award of this purchase order constitutes a preliminary determination as to the qualification of the bidder. The City is not legally bound to perform the purchase order until the order is duly executed by the City.

BE IT FURTHER RESOLVED, that funds are available on a lease agreement with the North Carolina Municipal Leasing Corporation to cover the cost of this purchase order.

BE IT FURTHER RESOLVED, that the City may reimburse itself for the capital expenditures identified herein with the proceeds from the sale of tax-exempt obligations.
### Exhibit A

**Project/Bid Description:** Contract for Dell Computers  
**Bidder's Company Name:** Dell Marketing, L.P.  
**City/State:** Round Rock, Texas

#### WORKFORCE DEMOGRAPHICS

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race/Ethnic Identification</th>
<th>Male</th>
<th>Female</th>
<th>White</th>
<th>African-American</th>
<th>Hispanic</th>
<th>Asian</th>
<th>Native-American</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>11,394</td>
<td>5,187</td>
<td>11,804</td>
<td>1,381</td>
<td>1,297</td>
<td>2,016</td>
<td>83</td>
<td>16,581</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>% of Total</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>68.7%</td>
<td>31.3%</td>
<td>71.2%</td>
<td>8.3%</td>
<td>7.8%</td>
<td>12.2%</td>
<td>0.5%</td>
<td>100%</td>
</tr>
</tbody>
</table>

The above demographic data is provided to reflect generally the company's efforts to achieve diversity in the workplace in compliance with the applicable equal employment opportunity laws; however, this information is not dispositive of such and may not be used as the basis for awarding or rejecting a bid contract.
City Council – Action Request Form

Date: January 20, 2017
To: The City Manager
From: Jerry Bates, Purchasing Director

Council Action Requested:

ADOPTION OF RESOLUTION AWARDING CONTRACTS FOR MOWING SERVICES.

Summary of Information:

Bids were received December 13, 2016, for the annual roadway and vacant lots mowing service contracts for the Roadway Appearance Division of Vegetation Management. Terms of the bid document allows the City to select the lowest responsive, responsible bidder for each contract and the results are listed below. A detailed summary of areas included and bids received for each contract is shown in Exhibit B.

<table>
<thead>
<tr>
<th>Roadway Contracts</th>
<th>Bidder</th>
<th>Per Mowing</th>
<th>Total 16 Mowings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract C</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>$1,046.93</td>
<td>$16,750.88</td>
</tr>
<tr>
<td>Contract D</td>
<td>Riverhill Landscaping, Inc.</td>
<td>1,480.00</td>
<td>23,680.00</td>
</tr>
<tr>
<td>Contract E</td>
<td>Riverhill Landscaping, Inc.</td>
<td>1,495.75</td>
<td>23,932.00</td>
</tr>
<tr>
<td>Contract F</td>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
<td>1,456.00</td>
<td>23,296.00</td>
</tr>
<tr>
<td>Contract G</td>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
<td>467.50</td>
<td>7,480.00</td>
</tr>
<tr>
<td>Contract H</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>492.21</td>
<td>7,875.36</td>
</tr>
<tr>
<td>Contract I</td>
<td>Riverhill Landscaping, Inc.</td>
<td>775.00</td>
<td>12,400.00</td>
</tr>
<tr>
<td>Contract J</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>499.64</td>
<td>7,994.24</td>
</tr>
<tr>
<td>Contract L</td>
<td>Riverhill Landscaping, Inc.</td>
<td>985.00</td>
<td>15,760.00</td>
</tr>
<tr>
<td>Contract M</td>
<td>Gregory E. Crawford dba Crawford Landscaping</td>
<td>639.00</td>
<td>10,224.00</td>
</tr>
<tr>
<td>Contract N</td>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
<td>1000.02</td>
<td>16,000.32</td>
</tr>
<tr>
<td>Contract O</td>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
<td>747.00</td>
<td>11,952.00</td>
</tr>
<tr>
<td>Contract P</td>
<td>Gregory E. Crawford dba Crawford Landscaping</td>
<td>640.00</td>
<td>10,240.00</td>
</tr>
<tr>
<td>Contract Q</td>
<td>Riverhill Landscaping, Inc.</td>
<td>605.00</td>
<td>9,680.00</td>
</tr>
<tr>
<td>Contract R</td>
<td>Riverhill Landscaping, Inc.</td>
<td>1,074.00</td>
<td>17,184.00</td>
</tr>
</tbody>
</table>

Committee Action:

Committee Action

For

Against

Remarks:
Following the thorough review by Vegetation Management staff of all bids received, including the verification of equipment and workforce required to successfully comply with each contract, it is the recommendation to award the following contracts:

Riverhill Landscaping, Inc. for roadway mowing contracts D, E, I, L, Q, and R and vacant lot mowing contract U in the estimated annual amount of $103,476.

Russell Rice, dba Russell & Son Landscaping, for roadway mowing contracts C, H, J, and vacant lot mowing contracts S, T, V, W, and X in the estimated annual amount of $44,148.48. Russell Rice, dba Russell & Son Landscaping was the low bidder for contract N; however, following the bid opening asked to be removed from consideration of an award for this contract.

Lawnmasters Lawn Care dba Yards by Us for roadway mowing contracts F, G, N, and O in the estimated annual amount of $58,728.32.

Gregory E. Crawford dba Crawford Landscaping, for roadway mowing contracts M and P in the estimated annual amount of $20,464.

The City has the right to extend each mowing contract for as many as four additional seven month mowing periods, on an annual basis, if the City and Contractor agree and provided that funds are made available for this purpose. If the Contract is extended, prices may be adjusted at the beginning of each additional (annual) period by an amount not to exceed the Consumer Price Index (CPI) as reported in the latest available Consumer Price Index for All Urban Consumers (CPI-U).

The Vegetation Management FY 2016-17 operations budget includes sufficient funds to cover these contracts through June 30, 2017. The budget request for FY 2017-18 will include an amount sufficient to cover these costs through the remainder of the mowing season.

M/WBE comment: Russell Rice Jr. dba Russell & Son Landscaping and Riverhill Landscaping, Inc. are minority owned contractors. See Exhibit A for complete list of businesses notified of the bid opportunity.

Workforce Demographics: See Exhibit C

<table>
<thead>
<tr>
<th>Contract</th>
<th>Bidders</th>
<th>Per Mowing</th>
<th>Total Mowings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract S</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>$550.00</td>
<td>$4,400.00</td>
</tr>
<tr>
<td>Contract T</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>370.00</td>
<td>2,960.00</td>
</tr>
<tr>
<td>Contract U</td>
<td>Riverhill Landscaping, Inc.</td>
<td>105.00</td>
<td>840.00</td>
</tr>
<tr>
<td>Contract V</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>60.00</td>
<td>480.00</td>
</tr>
<tr>
<td>Contract W</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>186.00</td>
<td>1,488.00</td>
</tr>
<tr>
<td>Contract X</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>275.00</td>
<td>2,200.00</td>
</tr>
</tbody>
</table>
**RESOLUTION AWARDING CONTRACTS FOR MOWING SERVICES**

_WHEREAS_, after due advertisement, bids were received and publicly opened by the City/County Purchasing Department at 10:00 a.m., Tuesday, December 13, 2016, for the annual roadway and vacant lots mowing service contracts for the Roadway Appearance Division of Vegetation Management; and

_WHEREAS_, terms of the bid document allows the City to select the lowest responsive, responsible bidder for each contract and the results are listed below:

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<thead>
<tr>
<th>Roadway Contracts</th>
<th>Bidder</th>
<th>Per Mowing</th>
<th>Total 16 Mowings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract C</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>$1,046.93</td>
<td>$16,750.88</td>
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<td>Contract R</td>
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<td>1,074.00</td>
<td>17,184.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vacant Lot Contracts</th>
<th>Bidders</th>
<th>Per Mowing</th>
<th>Total 8 Mowings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract S</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>$550.00</td>
<td>$4,400.00</td>
</tr>
<tr>
<td>Contract T</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>370.00</td>
<td>2,960.00</td>
</tr>
<tr>
<td>Contract U</td>
<td>Riverhill Landscaping, Inc.</td>
<td>105.00</td>
<td>840.00</td>
</tr>
<tr>
<td>Contract V</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>60.00</td>
<td>480.00</td>
</tr>
<tr>
<td>Contract W</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>186.00</td>
<td>1,488.00</td>
</tr>
<tr>
<td>Contract X</td>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>275.00</td>
<td>2,200.00</td>
</tr>
</tbody>
</table>
WHEREAS, following the thorough review by Vegetation Management staff of all bids received, including the verification of equipment and workforce required to successfully comply with each contract, it is the recommendation to award the following contracts:
Riverhill Landscaping, Inc. for roadway mowing contracts D, E, I, L, Q, and R and vacant lot mowing contract U in the estimated annual amount of $103,476 and Russell Rice, dba Russell & Son Landscaping, for roadway mowing contracts C, H, J, and vacant lot mowing contracts S, T, V, W, and X in the estimated annual amount of $44,148.48. Russell Rice, dba Russell & Son Landscaping was the low bidder for contract N; however, following the bid opening asked to be removed from consideration of an award for this contract. Lawnmasters Lawn Care dba Yards by Us for roadway mowing contracts F, G, N, and O in the estimated annual amount of $58,728.32, and Gregory E. Crawford dba Crawford Landscaping, for roadway mowing contracts M and P in the estimated annual amount of $20,464.

WHEREAS, terms of the bid allow the City the right to extend the contract for as many as four additional seven month mowing periods, on an annual basis, if both parties agree and funds are made available for that purpose, and prices may be adjusted at the beginning of each additional annual period by an amount not to exceed the latest available Consumer Price Index for All Urban Consumers; and

WHEREAS, the Vegetation Management FY 2016-17 operations budget includes sufficient funds to cover these contracts through June 30, 2017. The budget request for FY 2017-18 will include an amount sufficient to cover these costs through the remainder of the mowing season; therefore, it is the recommendation that contracts be awarded to Riverhill Landscaping, Inc. for roadway mowing contracts D, E, I, L, Q, and R and vacant lot mowing contract U in the estimated annual amount of $103,476, Russell Rice, dba Russell & Son
Landscaping, for roadway mowing contracts C, H, J, and vacant lot mowing contracts S, T, V, W, and X in the estimated annual amount of $44,148.48, Lawnmasters Lawn Care dba Yards by Us for roadway mowing contracts F, G, N, and O in the estimated annual amount of $58,728.32, and Gregory E. Crawford dba Crawford Landscaping, for roadway mowing contracts M and P in the estimated annual amount of $20,464.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem, that the contracts for the annual roadway and vacant lots mowing service contracts are hereby awarded to Riverhill Landscaping, Inc. for roadway mowing contracts D, E, I, L, Q, and R and vacant lot mowing contract U in the estimated annual amount of $103,476, Russell Rice, dba Russell & Son Landscaping, for roadway mowing contracts C, H, J, and vacant lot mowing contracts S, T, V, W, and X in the estimated annual amount of $44,148.48, Lawnmasters Lawn Care dba Yards by Us for roadway mowing contracts F, G, N, and O in the estimated annual amount of $58,728.32, and Gregory E. Crawford dba Crawford Landscaping, for roadway mowing contracts M and P in the estimated annual amount of $20,464 with the option to extend this agreement for as many as four additional annual periods, and that the City Manager and City Secretary are hereby authorized to execute the contract on behalf of the City with contract forms to be approved by the City Attorney.

BE IT FURTHER RESOLVED that the award of this contract constitutes a preliminary determination as to the qualification of the bidder. The City is not legally bound to perform the contract until the contract is duly executed by the City.

BE IT FURTHER RESOLVED that funds are available in account no. 014620-5272-9999 to cover the cost of this contract.
# Exhibit A

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>MWBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolute Contracting Service Inc</td>
<td>Dunn, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Alford Grant dba Al's Landscaping &amp; Yard Design</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Alvin Young dba Young Express</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Antonio Mohez Thompson dba Thompson Lawn Care</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>BH Enterprise and Landscaping, Inc.</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Black Card, LLC</td>
<td>Colfax, NC</td>
<td>M/W</td>
</tr>
<tr>
<td>Black Sand Company Incorporated</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Byrdman Lawncare</td>
<td>Thomasville, NC</td>
<td>M</td>
</tr>
<tr>
<td>C&amp;C Lawn and Gardening Services LLC</td>
<td>Rural Hall, NC</td>
<td>M/W</td>
</tr>
<tr>
<td>Cannady Landscaping and Maintenance, Inc</td>
<td>Winston-Salem, NC</td>
<td>W</td>
</tr>
<tr>
<td>Carolina Greenscapes Landscaping</td>
<td>Lexington, NC</td>
<td>W</td>
</tr>
<tr>
<td>Cleveland Levoster Bethea dba Vot's Lawn Care Service</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Creative Design &amp; Construction, Inc</td>
<td>Tobaccoville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Curtis B. Coleman dba C&amp;E Landscaping</td>
<td>Rural Hall, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Donnie Willard's Lawn Care, Inc.</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Elite Solutions</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Eric Alexander-Patterson King dba King's Lawn Service</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Ernest Konata Jones dba Jones Landscaping</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>G&amp;K Foothills Property Management, Inc</td>
<td>North Wilkesboro, NC</td>
<td>M</td>
</tr>
<tr>
<td>Gilley's Lawn Maintenance, LLC</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Go Green Janitorial, LLC</td>
<td>Salisbury, NC</td>
<td>M</td>
</tr>
<tr>
<td>Gregory E. Crawford dba Crawford Landscaping</td>
<td>Kernersville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Ingle &amp; Sons Landscaping Inc</td>
<td>Conover, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Jarrod Antoine Martin dba Cost Cutter Services</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Jesus Arianes Hernandez dba JJJ Landscaping</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>JR's Lawncare Service, Inc.</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>K. Smith &amp; Co, LLC</td>
<td>Raleigh, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Lakeway Landscaping, LLC</td>
<td>Lewisville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Lawn Masters Lawncare Inc dba Yards by Us</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Lawn Service Second Chance</td>
<td>Burlington, NC</td>
<td>M</td>
</tr>
<tr>
<td>Mayes Landscaping and Concrete, Inc</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>McCrue General Contractors, Inc</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Mitchell Maurice Legette dba Mean Green Lawn Service</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Naturechem, Inc</td>
<td>Greenville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>No Silver Spoon Ladies &amp; Gents</td>
<td>Winston-Salem, NC</td>
<td>M/W</td>
</tr>
<tr>
<td>Phillip Baker dba BakerBoy Maintenance &amp; Lawn Care</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Piedmont Land Management, Inc</td>
<td>Steadman, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Piedmont Landscape Management Company, Inc</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Pop's Services, LLC</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Ricky Lean Fernaders dba B&amp;R Lawncare/General Construction</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Riverhill Landscaping, Inc</td>
<td>Siler City, NC</td>
<td>M</td>
</tr>
<tr>
<td>Robert Steven Arnold dba Arnold's Landscaping</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Ronald Lee Davis dba Davis Lawn Care</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>RTK Construction LLC</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Russell Rice Jr. dba Russell &amp; Son Landscaping</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>S&amp;R Enterprises LLC</td>
<td>Clemmons, NC</td>
<td>M/W</td>
</tr>
<tr>
<td>Sawyers Landscaping</td>
<td>Mount Airy, NC</td>
<td>M</td>
</tr>
<tr>
<td>Scott's Ltd, Inc</td>
<td>Kernersville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Sink Lawn and Landscaping</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>SR Enterprises</td>
<td>Clemmons, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Stacy H. Montgomery and Newell J. Montgomery III dba Newly Mowed Lawns</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Superior Lawn and Landscaping Inc.</td>
<td>Winston-Salem, NC</td>
<td>W</td>
</tr>
<tr>
<td>The Aplus Group LLC</td>
<td>Durham, NC</td>
<td>M</td>
</tr>
<tr>
<td>The Grounds Guys of West Winston-Salem</td>
<td>Lewisville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Tomlin Lawn Care &amp; Tree Service</td>
<td>Statesville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Tony E. Wilson dba Just Call Us Lawn Care</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Transou &amp; Son Landscaping</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Ultimate Performance Services</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Universal Lawn Care</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Valentine's Diversified Company</td>
<td>Winston-Salem, NC</td>
<td>W</td>
</tr>
<tr>
<td>Wood's Lawn Care</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
</tbody>
</table>
# CONTRACTS FOR MOWING SERVICES

<table>
<thead>
<tr>
<th>Contract C Description</th>
<th>Bids Received</th>
<th>Per Mowing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Silas Creek Parkway</strong></td>
<td>rusell Rice Jr. dba Russell &amp; Sons Landscaping</td>
<td>$1,046.93</td>
</tr>
<tr>
<td></td>
<td>RiverHill Landscaping, Inc.</td>
<td>$1,440.00</td>
</tr>
<tr>
<td></td>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
<td>$1,545.00</td>
</tr>
<tr>
<td></td>
<td>Cannadys Landscaping &amp; Maintenance, Inc.</td>
<td>$2,540.00</td>
</tr>
<tr>
<td></td>
<td>No Silver Spoons Ladies &amp; Gents</td>
<td>$7,950.00</td>
</tr>
<tr>
<td></td>
<td>McRae General Contractors, Inc.</td>
<td>$8,750.00</td>
</tr>
<tr>
<td><strong>North Point Boulevard</strong></td>
<td>From Bethabara Rd to Indiana Avenue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes all median islands both grass and concrete and guard rails.</td>
<td></td>
</tr>
<tr>
<td><strong>Cloister Drive</strong></td>
<td>From Konnoak Dr to end of barrier wall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Curb to wall where applicable or to tree line</td>
<td></td>
</tr>
<tr>
<td><strong>Silas Creek Greenway</strong></td>
<td>From Yorkshire Rd to Robinhood Rd</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Growth at creek bank to tree line</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Burkeshire Rd entrance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Robinhood Rd entrance</td>
<td></td>
</tr>
<tr>
<td><strong>Shaffner Park</strong></td>
<td>Only the section North of Yorkshire to first residence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Silas Creek Parkway to growth at creek</td>
<td></td>
</tr>
<tr>
<td><strong>Cul de Sacs</strong></td>
<td>Crittendon Court, Drumcliffe Court, Berwick Court, Deerfield Court</td>
<td></td>
</tr>
</tbody>
</table>
### Contract D Description

**University Parkway**  
From Seventh St to City Limits  
Includes all interchanges: North Cherry and Polo  
Includes all median islands both grass and concrete

**Tyndall Street/Neil Place**  
Area behind fence on University from 14<sup>th</sup> St to 13<sup>th</sup> St  
From fence to resident property lines

**University Fields**  
Open areas surrounded by Marshall, 6<sup>th</sup> St, Spruce/West End Blvd and 8<sup>th</sup> St

**Drayton Pines**  
Open areas from Northwest Blvd (Bojangles) to 17<sup>th</sup> St and Lincoln Ave  
From University to row of pines and from University to Lincoln

**Twentieth and Harrison Intersection**  
Both corners to the tree line on the south side of Twentieth  
Mow back from curb line/sidewalk on the north side  
Mow under University bridge and ROW on east side of bridge

<table>
<thead>
<tr>
<th>Bids Received</th>
<th>Per Mowing</th>
</tr>
</thead>
<tbody>
<tr>
<td>RiverHill Landscaping, Inc.</td>
<td>$1,480.00</td>
</tr>
<tr>
<td>Cannadys Landscaping &amp; Maintenance, Inc.</td>
<td>$1,900.00</td>
</tr>
<tr>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
<td>$2,250.05</td>
</tr>
<tr>
<td>No Silver Spoons Ladies &amp; Gents</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>McRae General Contractors, Inc.</td>
<td>$9,000.00</td>
</tr>
</tbody>
</table>
### Contract E Description

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stratford Road</strong></td>
<td>From 5 Points to City Limits</td>
</tr>
<tr>
<td></td>
<td>Includes all interchanges: 5 Points, Silas Creek, I 40 and Hanes Mall Blvd</td>
</tr>
<tr>
<td></td>
<td>Includes all median islands and guard rails</td>
</tr>
<tr>
<td><strong>Hanes Mall Blvd</strong></td>
<td>From Silas Creek Pkwy to Jonestown Rd</td>
</tr>
<tr>
<td></td>
<td>Includes all median islands and guard rails</td>
</tr>
<tr>
<td></td>
<td>Includes interchanges at Jonestown, Stratford Rd and I 40</td>
</tr>
<tr>
<td><strong>1st and Country Club</strong></td>
<td>Area from the corner of Stratford and Country Club that includes the bedding area</td>
</tr>
<tr>
<td><strong>Executive Park Blvd</strong></td>
<td>From Stratford Rd to Charlois Blvd</td>
</tr>
<tr>
<td></td>
<td>Includes median islands</td>
</tr>
<tr>
<td><strong>Mall Drive</strong></td>
<td>From Executive Park Blvd to Silas Creek Ramp</td>
</tr>
<tr>
<td></td>
<td>Includes median island</td>
</tr>
<tr>
<td></td>
<td>Entrance and exit of Silas Creek Ramp</td>
</tr>
<tr>
<td><strong>Hanestown Park</strong></td>
<td>Park area between Olive, Thurston, Stark and Upton</td>
</tr>
<tr>
<td></td>
<td>All trim work in addition to mowing</td>
</tr>
<tr>
<td><strong>Cul de Sacs</strong></td>
<td>Wonderwood Drive</td>
</tr>
</tbody>
</table>

### Bids Received

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Per Mowing</th>
</tr>
</thead>
<tbody>
<tr>
<td>RiverHill Landscaping, Inc.</td>
<td>$1,495.75</td>
</tr>
<tr>
<td>Cannadys Landscaping &amp; Maintenance, Inc.</td>
<td>$1,755.00</td>
</tr>
<tr>
<td>Lakeway Landscaping, LLC</td>
<td>$1,885.00</td>
</tr>
<tr>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
<td>$1,962.54</td>
</tr>
<tr>
<td>No Silver Spoons Ladies &amp; Gents</td>
<td>$6,540.00</td>
</tr>
<tr>
<td>McRae General Contractors, Inc.</td>
<td>$7,440.00</td>
</tr>
<tr>
<td>Contract F Description</td>
<td>Bids Received</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td><strong>Peters Creek Parkway</strong></td>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
</tr>
<tr>
<td>From 1st St to County Line</td>
<td>Cannadys Landscaping &amp; Maintenance, Inc.</td>
</tr>
<tr>
<td>At County Line cut the center median to the end and cut the guard rails to the County Line sign.</td>
<td>Antonio Mohez Thompson dba Thompson Lawn Care</td>
</tr>
<tr>
<td>Includes all interchanges: 1st St, Bus 40, Apple St dead end, Link Rd, Silas Creek I 40 and Clemmonsville Rd</td>
<td>No Silver Spoons Ladies &amp; Gents</td>
</tr>
<tr>
<td>Includes all median islands both grass and concrete and all guard rails</td>
<td>McRae General Contractors, Inc.</td>
</tr>
<tr>
<td><strong>Watson Avenue</strong></td>
<td><strong>Watkins Street Park</strong></td>
</tr>
<tr>
<td>Center median only.</td>
<td>Park area off Watkins and Granville includes all mowing and trim work.</td>
</tr>
<tr>
<td><strong>Old Salisbury/Ardmore/South Park Traffic Circle</strong></td>
<td>Entrance area on Old Salisbury from the fence to the road Down driveway approximately 100 yards</td>
</tr>
</tbody>
</table>
## Contract G Description

**Coliseum Drive**  
From Robinhood to Kilkare on 27th and last residence on 28th  
Includes all median islands both grass and concrete and guard rails

**Greenway Avenue**  
From 27th St to 24th St  
Center median island

**Greenway Park**  
Entire park surrounded by 28th, Greenway, 27th and Gilmer  
Includes all mowing and trim work

**Bon Air Park**  
Entire park between 27th and 28th  
Includes all mowing and trim work

**Cul de sac**  
Galsworthy

### Bids Received

<table>
<thead>
<tr>
<th>Bids Received</th>
<th>Per Mowing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
<td>$467.50</td>
</tr>
<tr>
<td>RiverHill Landscaping, Inc.</td>
<td>$505.75</td>
</tr>
<tr>
<td>Lakeway Landscaping, LLC</td>
<td>$745.00</td>
</tr>
<tr>
<td>Antonio Mohez Thompson dba Thompson Lawn Care</td>
<td>$779.00</td>
</tr>
<tr>
<td>No Silver Spoons Ladies &amp; Gents</td>
<td>$2,850.00</td>
</tr>
<tr>
<td>McRae General Contractors, Inc.</td>
<td>$3,200.00</td>
</tr>
</tbody>
</table>

## Contract H Description

**Reynolda Road**  
From Summit St to Transou Rd (City Limits)  
Includes all median islands both grass and concrete and all guard rails

**Beauna Vista Road**  
From Reynolda Rd to Stratford Rd  
Includes all median islands

**Meadowbrook Drive**  
From Reynolda Rd to Meadowbrook Park  
Includes all median islands

**Meadowbrook Park**  
Edge of park around circle drive and along all walkways and bench areas

**Cul de Sac**  
Wendover Circle, Marguerite and Julius, Ahsburton Lane, Lazy Lane  
Faculty Drive – dead end at guard rail and ROW to first residence and triangle island

### Bids Received

<table>
<thead>
<tr>
<th>Bids Received</th>
<th>Per Mowing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russell Rice Jr. dba Russell &amp; Sons Landscaping</td>
<td>$492.21</td>
</tr>
<tr>
<td>Antonio Mohez Thompson dba Thompson Lawn Care</td>
<td>$770.00</td>
</tr>
<tr>
<td>RiverHill Landscaping, Inc.</td>
<td>$795.00</td>
</tr>
<tr>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
<td>$865.00</td>
</tr>
<tr>
<td>McRae General Contractors, Inc.</td>
<td>$2,700.00</td>
</tr>
<tr>
<td>No Silver Spoons Ladies &amp; Gents</td>
<td>$3,240.00</td>
</tr>
</tbody>
</table>
### Contract I Description

<table>
<thead>
<tr>
<th>Road</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hanes Mill Road</strong></td>
<td>From Germanton Rd to University Pkwy, includes all median islands both grass and concrete and guard rails</td>
</tr>
<tr>
<td><strong>Bethabara Station Road</strong></td>
<td>Guard rails only from Bethabara Park Blvd to end of guard rails, includes trim work of the guard rails and mower width behind rails</td>
</tr>
<tr>
<td><strong>Bethabara Park Boulevard</strong></td>
<td>From University Pkwy to Reynolda Rd, includes all median islands both grass and concrete and guard rails</td>
</tr>
<tr>
<td><strong>Hanes Mill Landfill</strong></td>
<td>Front entrance – right and left of drive to scales, median island and right of exit drive</td>
</tr>
<tr>
<td><strong>Bethabara Greenway Trail</strong></td>
<td>From Reynolda Rd to Hayes Forest Drive, includes Midkiff Rd access and other spurs of trail, some areas are wooded and do not require mowing</td>
</tr>
<tr>
<td><strong>Hanes Mill and Bethabania Station Median Island</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Bids Received

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>RiverHill Landscaping, Inc.</td>
<td>$775.00</td>
</tr>
<tr>
<td>Gregory E. Crawford dba Crawford Landscaping</td>
<td>$885.00</td>
</tr>
<tr>
<td>Antonio Mohez Thompson dba Thompson Lawn Care</td>
<td>$925.00</td>
</tr>
<tr>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
<td>$931.02</td>
</tr>
<tr>
<td>No Silver Spoons Ladies &amp; Gents</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>McRae General Contractors, Inc.</td>
<td>$2,550.00</td>
</tr>
</tbody>
</table>

---

### Contract J Description

<table>
<thead>
<tr>
<th>Road</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLK Drive</strong></td>
<td>From Waughtown St to Oak St, includes all median islands both grass and concrete and guard rails, includes area between end of Liberty and MLK</td>
</tr>
<tr>
<td><strong>Reynolds Park Road</strong></td>
<td>From MLK to Peachtree St</td>
</tr>
<tr>
<td><strong>Cleveland Avenue</strong></td>
<td>From 5th Street to MLK and MLK to US 52 overpass</td>
</tr>
<tr>
<td><strong>Liberty Street</strong></td>
<td>From MLK to Old Rural Hall/Old, Walkertown Rd. intersection, includes all medians and guard rails, includes large island at US 52 intersection</td>
</tr>
</tbody>
</table>

### Bids Received

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russell Rice Jr. dba Russell &amp; Sons Landscaping</td>
<td>$499.64</td>
</tr>
<tr>
<td>RiverHill Landscaping, Inc.</td>
<td>$785.00</td>
</tr>
<tr>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
<td>$875.00</td>
</tr>
<tr>
<td>McRae General Contractors, Inc.</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>No Silver Spoons Ladies &amp; Gents</td>
<td>$3,600.00</td>
</tr>
</tbody>
</table>
## Contract L Description

<table>
<thead>
<tr>
<th>Area Description</th>
<th>Bids Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Northwest Blvd/14th Street</strong>&lt;br&gt;From 311 to Reynolda Rd&lt;br&gt;Includes median islands and guard rails&lt;br&gt;Open area on the east side of US 52&lt;br&gt;Area at Old Northwest and Northwest intersection&lt;br&gt;Area from Liberty to Edman Ct.&lt;br&gt;Open area between Underwood and University</td>
<td>RiverHill Landscaping, Inc.</td>
</tr>
<tr>
<td></td>
<td>Gregory E. Crawford dba Crawford Landscaping</td>
</tr>
<tr>
<td></td>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
</tr>
<tr>
<td></td>
<td>McRae General Contractors, Inc.</td>
</tr>
<tr>
<td></td>
<td>No Silver Spoons Ladies &amp; Gents</td>
</tr>
<tr>
<td><strong>14th Street Park</strong>&lt;br&gt;Entire park area around Recreation Center to tree line and street&lt;br&gt;Mow to top of bank adjoining Atkins Prep. Academy&lt;br&gt;Includes all mowing and trim work</td>
<td></td>
</tr>
<tr>
<td><strong>Clark/Mickens Park</strong>&lt;br&gt;Entire park area within the boundaries of Claremont Ave, 17th Street, Willie Davis and property line&lt;br&gt;Includes all mowing and trim work</td>
<td></td>
</tr>
<tr>
<td><strong>Fairview Park/19th Street</strong>&lt;br&gt;Entire park area located at the end of Bethlehem Lane&lt;br&gt;Park area is adjacent to US 52&lt;br&gt;Includes all mowing and trim work</td>
<td></td>
</tr>
<tr>
<td><strong>Gateway Commons Park</strong>&lt;br&gt;Entire park area within the boundaries of Northwest Blvd, Oak St. NW&lt;br&gt;Crawford and Wilson Terrace&lt;br&gt;Includes all mowing and trim work</td>
<td></td>
</tr>
<tr>
<td><strong>Cul de sac</strong>&lt;br&gt;Dellabrook and Attucks</td>
<td></td>
</tr>
<tr>
<td>Contract M Description</td>
<td>Bids Received</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td><strong>Clemmonsville Court</strong> Grass islands within the boundaries of Clemmonsville Rd, Clemmonsville Cir, Woodcote Dr and Old Lexington Rd</td>
<td>Gregory E. Crawford dba Crawford Landscaping</td>
</tr>
<tr>
<td><strong>Clemmonsville Park</strong> Open area off Rhyne Ave (can be seen from US 52 S ramp to Clemmonsville Rd)</td>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
</tr>
<tr>
<td><strong>Anderson-Luther Park</strong> Corner area at the intersection of Anderson Dr and Luther St off Main St</td>
<td>McRae General Contractors, Inc.</td>
</tr>
<tr>
<td><strong>Starlight Drive</strong> From Old Lexington Rd to Rhyne Ave Includes interchange at Cassell St</td>
<td>No Silver Spoons Ladies &amp; Gents</td>
</tr>
<tr>
<td><strong>Vargrave Street</strong> From Waughtown St to Parkview St Both east and west sides at Waughtown</td>
<td></td>
</tr>
<tr>
<td><strong>Waughtown Street</strong> From Vargrave to US 52 bridge.</td>
<td></td>
</tr>
<tr>
<td><strong>Glendale Street</strong> From Waughtown to end of Glendale Includes area behind businesses to US 52 bridge and behind fence areas</td>
<td></td>
</tr>
<tr>
<td><strong>Harding St and Marble St.</strong> Harding St from Pleasant St to Marble St Median island and ROW Marble St from Harding St to Waughtown Mow 8-10ft into open field</td>
<td></td>
</tr>
<tr>
<td><strong>Overdale/Yardwaste Landfill</strong> Front and entrance area along drive and scale</td>
<td></td>
</tr>
<tr>
<td><strong>Cul de sacs</strong> Rhyne Ave, Cornell and Yale, Arnold Ave and Lexwin Ave (All guard rails on both streets at US 52), Konnoak Dr at dead end (I 40) Konnoak and Limly Street Edgewood Circle at dead end Edgewood View at dead end</td>
<td></td>
</tr>
<tr>
<td>Contract N Description</td>
<td>Bids Received</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>
| **Old Salem Bypass/Main to Alder**
  From Cemetery St to Alder St
  Includes all median islands both grass and concrete and guard rails
  To fence on Old Salem side and the drop off on north end
  Includes the grass areas between Brookstown Ave, Main and Old Salem
  Includes open area from Salem Ave to Waughtown to park
| *Russell Rice Jr. dba Russell & Sons Landscaping* | $600.10 |  |
| **Old Salem Strollway**
  From 1<sup>st</sup> Street to Salem Ave
  Old Salem Bypass curb line to fences, drop offs or tree line
| Lawnmasters Lawn Care dba Yards by Us | $1,000.02 |  |
| **Salem Avenue**
  From Broad St to Technology Way (Belew St)
  Includes corners at Cemetery St
| Antonio Mohez Thompson dba Thompson Lawn Care | $1,010.00 |  |
| **Central Park**
  Park area around tennis courts to trail and ballfield
  To old bridge and curb line
| RiverHill Landscaping, Inc. | $1,030.00 |  |
| **Salem Trail**
  From the back of Market Place Mall to Salem Lake
  Open field at Market Place then follow trail mowing to creek and tree line through Washington Park
  Trail follows Salem Ave
  Mowing begins again at Central Park
  Mow to High growth on creek side and high growth/tree line on opposite side
  Mow to the right and left where the trail splits at Salem Lake dam
  Mow to the top of the hill in both directions
| McRae General Contractors, Inc. | $2,050.00 |  |
| **Cul de Sac**
  S Main and Sunnyside Ave
| No Silver Spoons Ladies & Gents | $3,010.00 |  |

*Russell Rice withdrew bid on 12/20/16*
<table>
<thead>
<tr>
<th>Contract O Description</th>
<th>Bids Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brushy Fork Park</strong></td>
<td><strong>Per Mowing</strong></td>
</tr>
<tr>
<td>End of 1st Street (can be seen from Bus 40 W before MLK exit)</td>
<td>Lawnmasters Lawn Care dba Yards by Us $747.00</td>
</tr>
<tr>
<td>Curb line on north side of 1st St from Maryland Ave through park</td>
<td>Antonio Mohez Thompson dba Thompson Lawn Care $1,025.00</td>
</tr>
<tr>
<td>Park boundaries are located inside fence</td>
<td>Gregory E. Crawford dba Crawford Landscaping $1,485.00</td>
</tr>
<tr>
<td>Includes all mowing and trim work</td>
<td>McRae General Contractors, Inc. $4,250.00</td>
</tr>
<tr>
<td><strong>Skyland Park</strong></td>
<td>No Silver Spoons Ladies &amp; Gents $6,650.00</td>
</tr>
<tr>
<td>Park boundaries are located within Old Greensboro Rd, 5th St, Terrace Ave, New Walkertown Rd, East End Blvd and Brushy Fork Creek</td>
<td><strong>Mowing areas consist of turf areas inside above boundaries</strong></td>
</tr>
<tr>
<td>Mowing areas consist of turf areas inside above boundaries</td>
<td><strong>Includes all mowing and trim work</strong></td>
</tr>
<tr>
<td><strong>Brushy Fork/Newell-Massey Greenway Trail</strong></td>
<td><strong>Includes all mowing and trim work</strong></td>
</tr>
<tr>
<td>From Old Greensboro Rd to Waterworks Rd</td>
<td><strong>Kingston Green Park</strong></td>
</tr>
<tr>
<td>From the growth at creek bank to the tree line and fence line at cemetery Entrance drive area at end of East End Blvd</td>
<td>Located on Chandler St off Old Greensboro Rd</td>
</tr>
<tr>
<td>Includes all mowing and trim work</td>
<td>Park boundaries are Chandler St and private property lines</td>
</tr>
<tr>
<td><strong>Includes all mowing and trim work</strong></td>
<td><strong>Includes all mowing and trim work</strong></td>
</tr>
<tr>
<td>Contract P Description</td>
<td>Bids Received</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td><strong>Stratford Park</strong></td>
<td>Gregory E. Crawford dba Crawford Landscaping $640.00</td>
</tr>
<tr>
<td>Park boundaries are located within Stratford Rd, Warwick Rd, Runnymeade Rd and 1st St Includes all mowing and trim work</td>
<td></td>
</tr>
<tr>
<td><strong>Runnymede Park</strong></td>
<td>Antonio Mohez Thompson dba Thompson Lawn Care $695.00</td>
</tr>
<tr>
<td>From Hawthorne Rd to island past Warwick Rd Park is located within Runnymeade Rd. (One way on both sides) Includes all mowing and trim work</td>
<td></td>
</tr>
<tr>
<td><strong>Lockland Park</strong></td>
<td>Lawnmasters Lawn Care dba Yards by Us $765.00</td>
</tr>
<tr>
<td>Park boundaries are located within Lockland Ave, Everett St, Brent St and Queen St Includes all mowing and trim work</td>
<td></td>
</tr>
<tr>
<td><strong>Greenbrier Park</strong></td>
<td>Lakeway Landscaping, LLC $765.00</td>
</tr>
<tr>
<td>Located within the boundaries of Greenbrier Rd and Carolina Circle Includes all turf area around the block</td>
<td></td>
</tr>
<tr>
<td><strong>Cul de Sacs and Median Islands</strong></td>
<td>McRae General Contractors, Inc. $3,600.00</td>
</tr>
<tr>
<td>Miller St and Elizabeth Ave island Miller St and Queen St island Miller St and Westfield Ave island Miller St and Rosewood Ave island Queen St and Medical Center Blvd island Robinhood Rd and Greenbrier Rd island Thorncliff St Hawthorne Rd and Brantley St island Hawthorne Rd and Elizabeth Ave island</td>
<td></td>
</tr>
<tr>
<td><strong>Runnymede and Hawthorne Intersection</strong></td>
<td>No Silver Spoons Ladies &amp; Gents $7,050.00</td>
</tr>
<tr>
<td>To include the corners at the intersection and under the railroad bridge</td>
<td></td>
</tr>
</tbody>
</table>
### Contract Q Description

<table>
<thead>
<tr>
<th>Park Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Polo Park** | Located on Polo Rd  
  From Polo Rd to Ormond Dr and  
  Speas School to tree line  
  Includes pool area, parking area, play  
  area and lawn  
  School property line at base of bank |

| **Leinbach Park** | Park boundaries located within  
  Robinhood Rd, Norman Rd, Sally  
  Kirk Rd and Offices.  
  Includes all mowing and trim work |

| **Meadowlark Greenway Trail - Phase I** | Access from drive on south side of  
  Meadowlark school  
  From Country Club to Meadowlark  
  School area |

| **Cul de Sacs and Median Islands** | Foxhall Drive, Abingdon Way, Malvern Court,  
  Peacehaven Rd and Polo Rd, Whitaker  
  Rd at dead end, Conway Court,  
  Idlewild Drive, Crepe Myrtle Circle, Lynn  
  Dee Dr and Powers Rd |

### Bids Received

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bids Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>RiverHill Landscaping, Inc.</td>
<td>$605.00</td>
</tr>
<tr>
<td>Antonio Mohez Thompson dba Thompson Lawn Care</td>
<td>$750.00</td>
</tr>
<tr>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
<td>$794.00</td>
</tr>
<tr>
<td>Lakeway Landscaping, LLC</td>
<td>$1,035.00</td>
</tr>
<tr>
<td>McRae General Contractors, Inc.</td>
<td>$1,900.00</td>
</tr>
<tr>
<td>No Silver Spoons Ladies &amp; Gents</td>
<td>$4,350.00</td>
</tr>
<tr>
<td>Contract R Description</td>
<td>Bids Received</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Downtown</strong></td>
<td>Per Mowing</td>
</tr>
<tr>
<td>Spring Park – East of Broad St</td>
<td>RiverHill Landscaping, Inc.</td>
</tr>
<tr>
<td>Spring Park – West of Broad St</td>
<td>McRae General Contractors, Inc.</td>
</tr>
<tr>
<td>1st Street – Peters Creek Pkwy to Patterson Ave</td>
<td>No Silver Spoons Ladies &amp; Gents</td>
</tr>
<tr>
<td>2nd Street – Broad St to Patterson Ave</td>
<td>Gregory E. Crawford dba Crawford Landscaping</td>
</tr>
<tr>
<td>3rd Street – Cherry St to US Hwy 52</td>
<td>Lawnmasters Lawn Care dba Yards by Us</td>
</tr>
<tr>
<td>Holly Avenue - Broad St to Spruce St</td>
<td>4th Street – Broad St to US Hwy 52</td>
</tr>
<tr>
<td>4th Street – Broad St to US Hwy 52</td>
<td>4½ Street – Broad St to Poplar St</td>
</tr>
<tr>
<td>5th Street – Broad St to US Hwy 52</td>
<td>6th Street – Broad St to Vine St</td>
</tr>
<tr>
<td>6th Street – Broad St to Vine St</td>
<td>Wide strip from Broad to Crystal Towers</td>
</tr>
<tr>
<td>Towers</td>
<td>7th Street – Buxton St to Linden St</td>
</tr>
<tr>
<td>Technology Way – Church St to Salem Ave</td>
<td>8th Street – Buxton St to Pilot View St</td>
</tr>
<tr>
<td>Broad Street – Bus 40/421 to West End Blvd</td>
<td>10th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Green Street – Wachovia St to 1st St</td>
<td>12th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Spring Street – 4th St to West End Blvd</td>
<td>14th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Buxton Street – 6th St to Pilot View St</td>
<td>16th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Buxton Street – 7th St To West End Blvd</td>
<td>18th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Poplar Street – 6th St to 1st St</td>
<td>20th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Spruce Street – 6th St to 1st St</td>
<td>22nd Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Marshall Street – 7th St to Bus 40/421</td>
<td>24th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Cherry Street – 7th St to Bus 40/421</td>
<td>26th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Trade Street – 7th St to 4th St</td>
<td>28th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Liberty Street – 7th St to Bus 40/421</td>
<td>30th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>West End Boulevard – 6th St to Broad St</td>
<td>32nd Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Church Street – 6th St to 2nd St</td>
<td>34th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Main Street – 7th St to 1st St</td>
<td>36th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Chestnut Street – 6th St to Technology Way</td>
<td>38th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Patterson Avenue – 7th to Technology Way</td>
<td>40th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Linden Street – MLK Drive to 4th St</td>
<td>42nd Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Vine Street – 7th to 3rd St</td>
<td>44th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Buxton and Chatham – Median islands</td>
<td>46th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Broad and West End – Median islands</td>
<td>48th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Downtown Park – Play area on West End Blvd to property lines and 6th St</td>
<td>50th Street – Buxton St to Technology Way</td>
</tr>
<tr>
<td>Crystal Towers – Open and treed area inside 6th and West End Blvd to property line and Crystal Tow</td>
<td></td>
</tr>
</tbody>
</table>
VACANT LOTS (8 MOWS):  

<table>
<thead>
<tr>
<th>Contract</th>
<th>Bids Received</th>
<th>Per Mowing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
<td>Russell Rice Jr. dba Russell &amp; Sons Landscaping</td>
<td>$550.00</td>
</tr>
<tr>
<td></td>
<td>RiverHill Landscaping, Inc.</td>
<td>$745.90</td>
</tr>
<tr>
<td></td>
<td>McRae General Contractors, Inc.</td>
<td>$1,650.00</td>
</tr>
<tr>
<td></td>
<td>No Silver Spoons Ladies &amp; Gents</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

| **T**    | Russell Rice Jr. dba Russell & Sons Landscaping | $550.00    |
|          | RiverHill Landscaping, Inc.         | $745.90    |
|          | McRae General Contractors, Inc.     | $1,650.00  |
|          | No Silver Spoons Ladies & Gents     | $2,500.00  |

| **U**    | RiverHill Landscaping, Inc.         | $105.00    |
|          | Russell Rice Jr. dba Russell & Sons Landscaping | $128.00    |
|          | McRae General Contractors, Inc.     | $240.00    |
|          | No Silver Spoons Ladies & Gents     | $600.00    |

| **V**    | Russell Rice Jr. dba Russell & Sons Landscaping | $60.00     |
|          | RiverHill Landscaping, Inc.         | $69.00     |
|          | C&C Lawn and Gardening Services, LLC | $96.67     |
|          | McRae General Contractors, Inc.     | $300.00    |
|          | No Silver Spoons Ladies & Gents     | $300.00    |

| **W**    | Russell Rice Jr. dba Russell & Sons Landscaping | $186.00    |
|          | RiverHill Landscaping, Inc.         | $275.00    |
|          | No Silver Spoons Ladies & Gents     | $800.00    |
|          | McRae General Contractors, Inc.     | $900.00    |

| **X**    | Russell Rice Jr. dba Russell & Sons Landscaping | $275.00    |
|          | RiverHill Landscaping, Inc.         | $375.00    |
|          | No Silver Spoons Ladies & Gents     | $700.00    |
|          | McRae General Contractors, Inc.     | $870.00    |
### Exhibit C

#### Demographic Information

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race/Ethnic Identification</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White</td>
<td>African-American</td>
</tr>
<tr>
<td>Male</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Female</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

% of Total: 66.7% Male, 33.3% Female

---

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race/Ethnic Identification</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White</td>
<td>African-American</td>
</tr>
<tr>
<td>Male</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>Female</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

% of Total: 88.2% Male, 11.8% Female

---

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race/Ethnic Identification</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White</td>
<td>African-American</td>
</tr>
<tr>
<td>Male</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Female</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

% of Total: 100.0% Male, 0.0% Female

---

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race/Ethnic Identification</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White</td>
<td>African-American</td>
</tr>
<tr>
<td>Male</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Female</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

% of Total: 75.0% Male, 25.0% Female

---

The above demographic data is provided to reflect generally the company's efforts to achieve diversity in the workplace in compliance with the applicable equal employment opportunity laws; however, this information is not dispositive of such and may not be used as the basis for awarding or rejecting a bid contract.
City Council – Action Request Form

Date: February 20, 2017
To: The City Manager
From: Jerry Bates, Purchasing Director

Council Action Requested:
Adoption of Resolution awarding Contract for Roadway/Sidewalk Improvements along Ebert Street, Ardmore Road, and Bethabara Road. (Southwest Ward, South Ward, North Ward)

Summary of Information:
Bids were scheduled to be received December 14, 2016, for roadway/sidewalk improvements along Ebert Street, Ardmore Road, Hollyrood Street, and Bethabara Road. This project involves new curbs and gutters, paving, grading, utility modifications, and sidewalk construction along Ebert Street from Silas Creek Parkway to Cherokee Lane, Ardmore Road from Old Salisbury Road to Highfield Park Drive, Hollyrood Street from Arcadia Street to Cascade Avenue, and Bethabara Road from Indiana Avenue to Hickory Knoll Drive.

North Carolina General Statute (N.C.G.S.) 143-132(a) requires a minimum of three bids for formal construction and repair contracts; however, only two bids were offered. Therefore, as authorized by N.C.G.S. 143-129, the project was re-advertised and the following bids were then accepted on December 22, 2016:

<table>
<thead>
<tr>
<th>City/State</th>
<th>Sum of Unit Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith-Rowe, LLC</td>
<td>$2,215,619.70</td>
</tr>
<tr>
<td>Ramey, Inc.</td>
<td>2,413,344.00</td>
</tr>
</tbody>
</table>

By combining these four similar projects together into one contract, an economy of scale was realized and M/WBE opportunity was increased; however, all bids exceeded the project budget. Therefore, staff recommends removing Hollyrood Street from the work for the total contract award of $1,976,854.79.

The low bidder, Smith-Rowe, LLC, has agreed to the subcontracting goals established for this project of 12% with minority-owned businesses and 6% with women-owned businesses per Affidavit “C” submitted by the bidder.

Committee Action:
Committee Action
For                                  Against
Remarks:

-293-
It is recommended that a contract for roadway/sidewalk improvements along Ebert Street, Ardmore Road, and Bethabara Road be awarded to Smith-Rowe, LLC, the low bidder meeting specifications, in the estimated total amount of $1,976,854.79. The engineer’s estimate was $1,679,834.40 including Hollyrood Street.

M/WBE comment: See Exhibit A for complete list of businesses notified of the bid opportunity.

Workforce Demographics: See Exhibit A
RESOLUTION AWARDING CONTRACT FOR ROADWAY/SIDEWALK IMPROVEMENTS ALONG EBERT STREET, ARDMORE ROAD AND BETHABARA ROAD

WHEREAS, bids were scheduled to be received December 14, 2016, for roadway/sidewalk improvements along Ebert Street, Ardmore Road, Hollyrood Street, and Bethabara Road, but only two bids were offered; and

WHEREAS, North Carolina General Statute (N.C.G.S.) 143-132(a) requires a minimum of three bids for formal construction and repair contracts and N.C.G.S. 143-129 allows the project to be re-advertised and awarded with less than three bids received; and

WHEREAS, after proper re-advertisement, bids were received and publicly opened by the City/County Purchasing Department at 2:00 p.m. on Thursday, December 22, 2016, for roadway/sidewalk improvements along Ebert Street, Ardmore Road, Hollyrood Street, and Bethabara Road and the following bids were received:

<table>
<thead>
<tr>
<th></th>
<th>City/State</th>
<th>Sum of Unit Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith-Rowe, LLC</td>
<td>Mount Airy, NC</td>
<td>$2,215,619.70</td>
</tr>
<tr>
<td>Ramey, Inc.</td>
<td>Bethania, NC</td>
<td>$2,413,344.00</td>
</tr>
</tbody>
</table>

WHEREAS, all bids exceeded the budget; therefore, staff recommends removing Hollyrood Street from the project scope for a contract award in the estimated amount of $1,976,854.79.

WHEREAS, Smith-Rowe, LLC agreed to the M/WBE subcontracting goals established for this project; and

WHEREAS, it is the recommendation of the Finance Committee that a contract be awarded for roadway/sidewalk improvements along Ebert Street, Ardmore Road, and Bethabara Road to Smith-Rowe, LLC, the lowest responsive, responsible bidder meeting specifications, in the estimated amount of $1,976,854.79.
NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem, that the contract for roadway/sidewalk improvements along Ebert Street, Ardmore Road, and Bethabara Road is hereby awarded to Smith-Rowe, LLC in the estimated amount of $1,976,854.79, and that the City Manager and City Secretary are hereby authorized to execute the contract on behalf of the City, with contract and bond forms to be approved by the City Attorney and bid deposit retained until the successful bidder has provided satisfactory contract, performance and payment bonds.

BE IT FURTHER RESOLVED that the award of this contract constitutes a preliminary determination as to the qualification of the bidder. The City is not legally bound to perform the contract until the contract is duly executed by the City. The bid deposit shall be retained if the bidder fails to execute the contract or give satisfactory surety as required by N.C.G.S. 143-129.

BE IT FURTHER RESOLVED that Smith-Rowe, LLC, will be required to subcontract a minimum of 12.32% of this contract with certified minority-owned businesses and 6% women-owned businesses as indicated on the Affidavit “C” submitted by the company.

BE IT FURTHER RESOLVED that funds are available in account nos. 304-533102-541215, -541213, -541202 to cover the cost of this contract.
### Exhibit A

#### Businesses notified of bid opportunity

<table>
<thead>
<tr>
<th>Business Name</th>
<th>City/State</th>
<th>M/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic Contracting Company Inc.</td>
<td>Greensboro, NC</td>
<td>W</td>
</tr>
<tr>
<td>Thompson-Arthur Div APAC Atlantic, Inc.</td>
<td>Greensboro, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Armen Construction, LLC</td>
<td>Charlotte, NC</td>
<td>M</td>
</tr>
<tr>
<td>ASJ Wilson Construction Co.</td>
<td>Greensboro, NC</td>
<td>M</td>
</tr>
<tr>
<td>Carolina Asphalt Paving, Inc.</td>
<td>Browns Summit, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Charles D. Lowder, Inc.</td>
<td>Winston-Salem, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Clement Construction Company</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>Country Boy Landscaping, Inc.</td>
<td>Harmony, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Cruz Brothers Concrete, Inc.</td>
<td>Graham, NC</td>
<td>M</td>
</tr>
<tr>
<td>Dalton Contracting, LLC</td>
<td>Clemmons, NC</td>
<td>NA</td>
</tr>
<tr>
<td>DH Griffin Infrastructure</td>
<td>Greensboro, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Evans Construction and Utility, Inc.</td>
<td>Kernersville, NC</td>
<td>NA</td>
</tr>
<tr>
<td>J &amp; C Utilities</td>
<td>Clemmons, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Hanes Construction Co.</td>
<td>Lexington, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Hollins Construction Services, Inc.</td>
<td>Wake Forest, NC</td>
<td>M</td>
</tr>
<tr>
<td>High Point Builders, LLC</td>
<td>Archdale, NC</td>
<td>NA</td>
</tr>
<tr>
<td>J &amp; E Concrete Construction</td>
<td>Harmony, NC</td>
<td>M</td>
</tr>
<tr>
<td>Kemp Construction</td>
<td>Sherrills Ford, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Knight Chow Construction Services, LLC</td>
<td>Winston-Salem, NC</td>
<td>W</td>
</tr>
<tr>
<td>Little Mountain Builders</td>
<td>Marion, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Mayes Landscaping &amp; Concrete, Inc.</td>
<td>Winston-Salem, NC</td>
<td>M</td>
</tr>
<tr>
<td>N.L. Cooper, Inc.</td>
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<td>M</td>
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<tr>
<td>North State Water and Sewer, Inc.</td>
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<td>Page and Associates, Inc.</td>
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<tr>
<td>PCM Construction</td>
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<tr>
<td>Praylor Construction Co.</td>
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<td>Ramey, Inc.</td>
<td>Bethania, NC</td>
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<td>Regional Site Solutions, Inc.</td>
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<td>Reliable Concrete Construction</td>
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<td>Sharpe Brothers, Inc. (Vecellio &amp; Grogan)</td>
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<td>Smith Rowe, LLC</td>
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<td>Team J Construction</td>
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<tr>
<td>Triangle Grading &amp; Paving, Inc.</td>
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<tr>
<td>Yadkin Valley Paving, Inc.</td>
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<tr>
<td>Yates Construction Company, Inc.</td>
<td>Stokesdale, NC</td>
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#### WORKFORCE DEMOGRAPHICS

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<thead>
<tr>
<th>Project/Bid Description:</th>
<th>Roadway/Sidewalk Improvements along Ebert, Ardmore, Bethabara</th>
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<tr>
<td>Bidder's Company Name:</td>
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<td>City/State:</td>
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<th>Asian</th>
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The above demographic data is provided to reflect generally the company's efforts to achieve diversity in the workplace in compliance with the applicable equal employment opportunity laws; however, this information is not dispositive of such and may not be used as the basis for awarding or rejecting a bid contract.
City Council – Action Request Form

Date: February 20, 2017
To: The City Manager
From: Jerry Bates, Purchasing Director

Council Action Requested:
Consideration of Items Related to the Passageway Project:
A. Adoption of Resolution Awarding Contract for the Passageway Project (North Ward).
B. Project Budget Ordinance Amendment to Appropriate Funds.
C. Annual Appropriation and Tax Levy Ordinance to Appropriate Additional Funds.

Summary of Information:
Bids were received January 25, 2017, for construction of the Passageway project on behalf of the Downtown Winston-Salem Partnership. The Phase I scope of work involves brick paver removal and replacement, new steel edging, erosion control, grading, cleaning of storm piping, and a small amount of concrete sidewalk infill. See Exhibit A for a detailed bid tabulation of the following bids received:

<table>
<thead>
<tr>
<th>City/State</th>
<th>Base Bid</th>
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<tr>
<td>New Restoration and Recovery Services, LLC</td>
<td>Winston-Salem, NC</td>
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<tr>
<td>Triad Land Concepts, LLC</td>
<td>Winston-Salem, NC</td>
</tr>
<tr>
<td>Armen Construction, LLC</td>
<td>Charlotte, NC</td>
</tr>
<tr>
<td>Frank L. Blum Construction Co.</td>
<td>Winston-Salem, NC</td>
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</table>

In November 2016, the Downtown Winston-Salem Business Improvement District Advisory Committee passed a resolution recommending that the Mayor and City Council authorize the use of up to $110,000 in Downtown Winston-Salem Business Improvement District Fund reserves for the improvements to the “passageway” between Cherry Street and Trade Street. The attached amendments appropriate funds from the Downtown Winston-Salem Business Improvement District Fund for the Phase 1 construction of this project ($52,250) as well as funds for project contingency and any additional testing needed ($15,000).

It is recommended that a contract for construction of the Passageway project be awarded to New Restoration and Recovery Services, LLC, the low bidder meeting specifications, in the estimated base bid amount of $52,241.05 plus $15,000 for contingency for the total award of $67,241.05. The engineer’s estimate was $95,117.

M/WBE comment: See Exhibit A for complete list of businesses notified of the bid opportunity.

Workforce Demographics: See Exhibit A

Committee Action:
Committee  Action  
For  Against 
Remarks: 

-299-
### Exhibit A

<table>
<thead>
<tr>
<th>Business Name</th>
<th>City/State</th>
<th>M/WBE</th>
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<tr>
<td>Absolute Contracting Service, Inc</td>
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<td>APH, Inc.</td>
<td>Belews Creek, NC</td>
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<td>Armen Construction, LLC</td>
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<td>B&amp;R Lawncare/General Contractor</td>
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<td>BakerBoy Home Maintenance &amp; Lawncare</td>
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<tr>
<td>Batten &amp; Company</td>
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<tr>
<td>Better Lawns and Quality Cuts</td>
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<tr>
<td>BH Enterprise and Landscaping, Inc.</td>
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<td>Black Card, LLC</td>
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<td>Black Sand Company</td>
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<td>C &amp; C Lawn and Gardening Services, LLC</td>
<td>Rural Hall, NC</td>
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<td>Canady's Landscape &amp; Erosion Control</td>
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<td>Cannady Landscaping and Maintenance Inc.</td>
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<td>Cinda NC, LLC</td>
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<td>Clement Construction Company</td>
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<td>Coleman Landscaping</td>
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<td>Construction Services Corporation</td>
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<td>Cost Cutter Services</td>
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<td>Creative Design &amp; Construction, Inc.</td>
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<td>Cruz Masonry</td>
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<td>Cut-Rite Landscaping</td>
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<td>Dalton Concrete, LLC</td>
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<td>David Lee Lawson, LLC</td>
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<td>DFL, Inc.</td>
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<td>Donnie Willards Lawn Care Inc.</td>
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<td>Earthtek Services, LLC</td>
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<td>Fletcher Brothers, Inc.</td>
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<td>Frank L. Blum Construction</td>
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<tr>
<td>G&amp;K Foothills Property Management</td>
<td>North Wilkesboro, NC</td>
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### Businesses notified of bid opportunity

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<th>Business Name</th>
<th>City/State</th>
<th>M/WBE</th>
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<tr>
<td>Gilley's Lawn Maintenance, LLC</td>
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<td>Green Thumb Landscaping</td>
<td>Harrisburg, NC</td>
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<td>Hunter Enterprises</td>
<td>Clemmons, NC</td>
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<td>Ingle &amp; Sons Landscaping, Inc.</td>
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<td>JJJ Landscaping</td>
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<td>Jones Landscape</td>
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<td>JR's Lawn Care Service, Inc.</td>
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<td>Just Call Us Lawncare</td>
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<tr>
<td>Kings Lawn Service</td>
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<td>L.L. Masonry, Inc</td>
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<td>Lawn Service Second Chance</td>
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<td>Mark Manuel Corporation, Inc</td>
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<td>Mayes Landscaping &amp; Concrete, Inc.</td>
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<td>Mowing2Snowing Landscaping</td>
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<td>PCM Construction, Inc.</td>
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<td>Piedmont Landscape Management</td>
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<td>Plant-It-Earth</td>
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<td>Premier Outdoor Services, Inc.</td>
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<td>Property Maintenance Group</td>
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<td>Re-Mulch, Inc.</td>
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<td>RTK Construction</td>
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<td>Sink Lawn and Landscaping</td>
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<td>Stewart's Grading &amp; Hauling</td>
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<td>Superior Lawn and Landscaping, Inc.</td>
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<td>TDS Unlimited, LLC</td>
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<td>Team J. Construction, LLC</td>
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<td>The Budd Group</td>
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<td>The Grounds Guys of West Winston-Salem</td>
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<td>Thompson Lawn Care</td>
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<tr>
<td>Tommy's Total Lawn Care</td>
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Exhibit A

Businesses notified of bid opportunity

<table>
<thead>
<tr>
<th>Business Name</th>
<th>City/State</th>
<th>M/WBE</th>
</tr>
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<tbody>
<tr>
<td>Transou &amp; Son Landscaping</td>
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<tr>
<td>Triad Industrial Group, Inc.</td>
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<tr>
<td>Triad Land Concepts, LLC</td>
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<td>Turn Key International, Inc.</td>
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<tr>
<td>Ultimate Performance Services (Arnolds Landscaping)</td>
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<td>Undercut Lawn Care Service</td>
<td>Westfield, NC</td>
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<td>Universal Lawn Care</td>
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<td>Valentine Diversified Company</td>
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<td>W.C. Construction Co., LLC</td>
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<td>Well Done Property Maintenance</td>
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<td>Wiles Grading and Landscaping</td>
<td>Yadkinsville, NC</td>
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<tr>
<td>Young Express</td>
<td>Winston-Salem, NC</td>
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</tbody>
</table>

Frank L. Blum Construction Co. bid explanation:

Blum stated the project demanded great care and decided they would palletize all removed brick & deliver it to their construction yard, then bring it back when ready to reinstall. Blum estimated about 45% of the brick pavers needed to be removed. Also, the mobilization price included a full-time job superintendent.

BID TABULATION for the Passageway Project (Phase I)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>New Restoration &amp; Recovery Services</th>
<th>Triad Land Concepts</th>
<th>Armen Construction</th>
<th>Frank L. Blum Construction Co.</th>
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<td>Mobilization</td>
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<td>Erosion Control Measures</td>
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<td>Grading &amp; Site preparation</td>
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<td>$35,500.00</td>
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<td>Salvaged &amp; new Brick Pavers</td>
<td>$5,982.80</td>
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<tr>
<td>Install steel edging</td>
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<td>Concrete &amp; stone base</td>
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<td>Cleaning &amp; remaining work</td>
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<td>$21,000.00</td>
<td>$27,075.00</td>
<td>$36,636.86</td>
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Sum of Unit Prices

- $52,241.05
- $95,385.00
- $131,715.00
- $317,877.88

WORKFORCE DEMOGRAPHICS

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<th>Project/Bid Description:</th>
<th>The Passageway Project</th>
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<td>Bidder's Company Name:</td>
<td>New Restoration &amp; Recovery Services, LLC</td>
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<td>Native-American</td>
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</tr>
<tr>
<td>Total</td>
<td>34</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% of Total</th>
<th>82.4% 17.6%</th>
</tr>
</thead>
<tbody>
<tr>
<td>African-American</td>
<td>76.5% 5.9%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>17.6% 0.0% 0.0%</td>
</tr>
</tbody>
</table>

The above demographic data is provided to reflect generally the company's efforts to achieve diversity in the workplace in compliance with the applicable equal employment opportunity laws; however, this information is not dispositive of such and may not be used as the basis for awarding or rejecting a bid contract.
THE PASSAGEWAY
TRADE STREET TO CHERRY STREET :: DOWNTOWN WINSTON SALEM, NORTH CAROLINA
JANUARY 05, 2017

CONTRACT NUMBER: FB #17167
FOR PERMITTING AND REVIEW : 100% BID SET

PROJECT INFORMATION

PREPARED FOR: DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION
THE CITY OF WINSTON-SALEM
PO BOX 251
WINSTON-SALEM, NC 27101
CONTACT: TODD LONE 336.774.4413
toddlone@wso.org

CLIENT: DOWNTOWN WINSTON-SALEM PARTNERSHIP, INC.
305 WEST 4TH STREET
WINSTON-SALEM, NC 27101
CONTACT: JASON THEL 336.319.1900
jason@ds첼.com

SURVEYOR: KALE INC.
3305 WEST MLK JR
WINSTON-SALEM, NC 27105
CONTACT: RANDALL KALE 336.290.6105
kale@kaleinc.com

LANDSCAPE ARCHITECT: ROOTS FIRST DESIGN
915 BRIDGE STREET
WINSTON-SALEM, NC 27101
CONTACT: KIRSTEN FORD 336.354.3481
kf@rootsfirstdesign.com

CONSULTING DESIGN: ROOTS FIRST DESIGN
915 BRIDGE STREET
WINSTON-SALEM, NC 27101
CONTACT: KIRSTEN FORD 336.354.3481
kf@rootsfirstdesign.com

CIVIL ENGINEER: ROBINSON DESIGN ENGINEERS
14 CHURCH STREET
ASHVILLE, NC 28801
CONTACT: JOSHUA ROBINSON 828.345.3514
jrobinson@robinsonengineers.com

GEOTECHNICAL ENGINEER: GEOSCIENCE + TECHNOLOGY, PLLC
2500 NORTHPOINT DRIVE, SUITE A
WINSTON-SALEM, NC 27104
CONTACT: STEVE MASON, PLLC 336.681.1556
smason@geosci.org

EXISTING UTILITIES IN THIS AREA.
CALL BEFORE YOU DIG!
CALL 1-800-632-4949
NC ONE CALL CENTER
IT'S THE LAW!
VERIFY LOCATION OF EXISTING UTILITIES PRIOR TO ANY GRADING OR SITE WORK.
NOTIFY OWNER OF ANY CONFLICTS.

CONTRACT NUMBER: FB #17167
L-0.01
FOR PERMITTING AND REVIEW : 100% BID SET
01/05/2017 1 100% BID DOCUMENTS

ILLUSTRATIVE PLAN

SCALE: 1"=10'-0"
RESOLUTION AWARDING CONTRACT FOR THE PASSAGEWAY PROJECT

WHEREAS, on behalf of the Downtown Winston-Salem Partnership, bids were received and publicly opened by the City/County Purchasing Department at 2:00 P.M. on Thursday, January 25, 2017, for construction of the Passageway project and the following bids were received:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>City/State</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Restoration and Recovery Services, LLC</td>
<td>Winston-Salem, NC</td>
<td>$52,241.05</td>
</tr>
<tr>
<td>Triad Land Concepts, LLC</td>
<td>Winston-Salem, NC</td>
<td>$95,385.00</td>
</tr>
<tr>
<td>Armen Construction, LLC</td>
<td>Charlotte, NC</td>
<td>$131,715.00</td>
</tr>
<tr>
<td>Frank L. Blum Construction Co.</td>
<td>Winston-Salem, NC</td>
<td>$317,877.88</td>
</tr>
</tbody>
</table>

WHEREAS, it is the recommendation of the Finance Committee that a contract be awarded to New Restoration and Recovery Services, LLC, the low responsive, responsible bidder meeting specifications, for construction of the Passageway project in the estimated base bid amount of $52,241.05 plus $15,000 for contingency for the total award of $67,241.05.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem that the contract for construction of the Passageway project is hereby awarded to New Restoration and Recovery Services, LLC in the estimated base bid amount of $52,241.05 plus $15,000 for contingency for the total award of $67,241.05. The City Manager and City Secretary are authorized to execute the contract on behalf of the City, with contract and bond forms to be approved by the City Attorney and bid deposit retained until the successful bidder has provided satisfactory contract, performance and payment bonds.

BE IT FURTHER RESOLVED that the award of this contract constitutes a preliminary determination as to the qualifications of the bidder. The City is not legally bound to perform the contract until the contract is duly executed by the City.
BE IT FURTHER RESOLVED that funds have been previously appropriated in Downtown Winston-Salem Business Improvement District Fund reserves and will be transferred to account no. 30-306-533102-572006 to cover the cost of this contract.
BE IT ORDAINED by the Mayor and City Council of the City of Winston-Salem that the Annual Appropriation and Tax Levy Ordinance for the Fiscal Year 2016-2017 be amended to appropriate funds for improvements to the passageway between Trade Street and Cherry Street.

SECTION 1. That the Annual Appropriation and Tax Levy Ordinance of the City of Winston-Salem, adopted on June 20, 2016 and amended on August 15, 2016, September 19, 2016, October 17, 2016, November 21, 2016, and January 17, 2017, shall be further amended by changing the expenditure appropriations in the following fund.

Special Revenue Funds

Downtown Winston-Salem Business Improvement District Fund
Transfer to Capital Projects Fund (Passageway Improvements) $67,250

Total Special Revenue Funds Expenditures $67,250

SECTION 2. That the following revenues will be available to meet the above listed appropriations.

Special Revenue Funds

Downtown Winston-Salem Business Improvement District Fund
Fund Balance Appropriation $67,250

Total Special Revenue Funds Revenues $67,250

SECTION 3. That this amendment to the Annual Appropriation and Tax Levy Ordinance shall become effective as of the date of adoption.
ORDINANCE AMENDING THE PROJECT BUDGET ORDINANCE FOR THE CITY OF WINSTON-SALEM, NORTH CAROLINA FOR THE FISCAL YEAR 2016-2017

BE IT ORDAINED by the Mayor and City Council of the City of Winston-Salem that the Project Budget Ordinance for the Fiscal Year 2016-2017 be amended to appropriate funds for improvements to the passageway between Trade Street and Cherry Street.

SECTION 1. That the Project Budget Ordinance of the City of Winston-Salem, adopted on June 20, 2016 and amended on August 15, 2016, September 19, 2016, October 17, 2016, November 21, 2016, December 19, 2016, and January 17, 2017, shall be amended by changing the expenditure appropriations in the following fund.

Capital Projects Fund

- Economic Development Projects
  - Passageway Improvements $67,250

Total Capital Projects Fund Expenditures $67,250

SECTION 2. That the following revenues will be available to meet the above listed appropriations.

Capital Projects Fund

- Economic Development Projects
  - Transfer from Downtown Winston-Salem Business Improvement District Fund $67,250

Total Capital Projects Fund Revenues $67,250

SECTION 3. That this amendment to the Project Budget Ordinance shall become effective as of the date of adoption.
City Council – Action Request Form

Date: February 13, 2017
To: The City Manager
From: Gregory M. Turner, Assistant City Manager

Council Action Requested:
Consideration of an item relating to change orders for the M.C. Benton, Jr. Convention Center renovation project. (North Ward)

Summary of Information:
On January 16, 2017, the Mayor and City Council approved an additional $1.4 million for the Benton Convention Center renovation project to meet the following needs:

- Address Unknown/Deferred Maintenance Issues $263,000
- Exterior and Interior Improvements to the Skywalk $335,000
- Transformation of the Lower Level Exhibit Hall to Flex Space $302,000
- Additional Project Contingency $500,000

$1,400,000

While the additional funding for these needs has been approved, a change order is required to increase the construction and design contracts to cover the additional work noted above, except for the additional project contingency. The construction contract with Resolute Building Company would increase by $853,000, from $16,420,000 to $17,273,000. The design contract with Architectural Design Associates would increase by $47,000, from $1,996,110.00 to $2,043,110.00.

At the Council meeting on January 16th, the Council requested a breakdown of the cost of the exterior and interior improvements to the skywalk. The estimated cost of the exterior improvements totals $225,000, and the cost of the interior improvements totals $110,000.

Future change orders may be needed if the project requires the use of the additional project contingency. Staff will provide a detailed accounting of these expenditures.

The attached resolution approves the cost of these change orders.

Committee Action:
Committee Action
For 
Against 
Remarks: 

RESOLUTION AUTHORIZING CHANGE ORDERS TO INCREASE THE CONSTRUCTION AND DESIGN CONTRACTS IN THE AMOUNT OF $900,000 FOR WORK ON THE M.C. BENTON, JR. CONVENTION CENTER RENOVATION PROJECT

WHEREAS, on November 17, 2014 the Mayor and City Council approved a $1,896,220.00 contract with Architectural Design Associates, PLLC for renovation design services at the M.C. Benton Jr. Convention Center; and

WHEREAS, based on previous change orders, the current contract value is $1,996,110.00.

WHEREAS, City staff has received feedback from recent tours of the newly renovated space about making improvements to the skywalk that connects the Convention Center to the Sixth-Cherry-Trade Parking Deck.

WHEREAS, additional design cost will be incurred for enhancing the exterior of the skywalk and enclosing it in order to heat and cool the space; and

WHEREAS, the cost of these additional design services is estimated at $47,000.00.

WHEREAS, on February 15, 2016 the Mayor and City Council awarded a construction contract to Resolute Building Company in the estimated amount of $15,670,000.00 for renovations to the Convention Center; and

WHEREAS, when work on the Piedmont Hall renovation progressed, a number of unknown issues were discovered, including lower level restroom repairs, ceiling work, and repairs to the third floor administrative offices. In addition to these needs a number of deferred maintenance items were identified: including mold remediation, unsupported electrical and data cables, and repairs due to water damage; and

WHEREAS, based on recommendations from the facility assessment and economic analysis, which was completed in 2013, transforming the lower level exhibit hall into flexible
meeting space would enhance the marketability of the Convention Center. An essential element to this transformation is the addition of carpet, which has enabled the Twin City Quarter sales team to book more formal events in the Piedmont Hall; and

WHEREAS, based on previous change orders, the current contract value is $16,420,000.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem that an increase in the purchase order in the amount of $853,000 is authorized to the purchase order (#25127) issued to Resolute Building Company to address unknown issues, complete deferred maintenance repairs, and transforming the lower level exhibit hall to flex space.

BE IT FURTHER RESOLVED that an increase in the amount of $47,000.00 is authorized to the purchase order (#22625) for the design contract awarded to Architectural Design Associates, PLLC.
City Council – Action Request Form

Date: February 13, 2017
To: The City Manager
From: Gregory M. Turner, Assistant City Manager

Council Action Requested:

a) Consideration of a resolution approving a contract change order with HM Kern Corporation for additional construction work at Police District 2. (Southeast Ward)
b) Project Budget Ordinance Amendment to transfer additional funds.

Summary of Information:

On July 20, 2015, the Mayor and City Council approved the execution of a construction contract with H.M. Kern Corporation in the amount of $1,684,000 for Police District 2 Facility Renovations.

As renovation work began several issues were identified with the drainage system and utility services. The old Lucia site shared a storm drainage system, domestic water service and fire protection with several other buildings. Current building codes required the water, sewer, and fire protection services for the Police District 2 building be separated from the other buildings since the properties are no longer under a single ownership. The new domestic water service and fire protection were installed in Waughtown Street, along with a relocated sewer connection. This work required additional curb and gutter, and asphalt repairs to the public street. Also, onsite storm drains and the roof drains were rerouted and connected into the existing drainage structures in Waughtown Street.

Based on previous change orders, the current contract value is $1,814,968.19. To cover the cost of this drainage, utility, and street work, a contract change order is for $165,000 is requested, bringing the total contract value to $1,979,968.19.

The attached budget amendment covers the cost of these change orders.

Committee Action:

<table>
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<tr>
<th>Committee</th>
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RESOLUTION AUTHORIZING A CHANGE ORDER TO
H.M. KERN CORPORATION IN THE AMOUNT OF $165,000
FOR POLICE DISTRICT 2 FACILITY RENOVATIONS

WHEREAS, on July 20, 2015 the Mayor and City Council awarded a $1,684,000
construction contract with H.M. Kern Corporation for Police District 2 renovations; and

WHEREAS, when renovation work began on several issues were identified with the
drainage system, domestic water service, and fire protection; and

WHEREAS, the old Lucia site shared storm drainage, water service, and fire protection
with several buildings that were owned by the Nissen Wagon Works Properties, LLC; and

WHEREAS, these utilities were separated for the Police District 2 building and relocated
in Waughtown Street; and

WHEREAS, based on previous change orders, the current contract value is
$1,814,968.19.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City
of Winston-Salem that an increase in the purchase order in the amount of $165,000 is authorized
to the purchase order (#24021) issued to H.M. Kern Corporation to cover the cost of installing a
new domestic water service, fire protection, relocating a sewer connection, rerouting onsite
storm drainage, and street repair costs associated with the Police District 2 renovation project.
ORDINANCE AMENDING THE PROJECT BUDGET ORDINANCE FOR THE
CITY OF WINSTON-SALEM, NORTH CAROLINA
FOR THE FISCAL YEAR 2016-2017

BE IT ORDAINED by the Mayor and City Council of the City of Winston-Salem that
the Project Budget Ordinance for the Fiscal Year 2016-2017 be amended to transfer funds for a
change order for the District 2 Police Facility (Lucia) project.

SECTION 1. That the Project Budget Ordinance of the City of Winston-Salem, adopted
on June 20, 2016 and amended on August 15, 2016, September 19, 2016, October 17, 2016,
November 21, 2016, December 19, 2016, and January 17, 2017, shall be amended by changing
the expenditure appropriations in the following fund.

Capital Projects Fund

Public Safety Projects
District 2 Facility (Lucia) $165,000
District 3 Facility (Winterhaven Lane) -165,000

Total Capital Projects Fund Expenditures $0

SECTION 2. That this amendment to the Project Budget Ordinance shall become
effective as of the date of adoption.
City Council – Action Request Form

Date: February 1, 2017

To: The City Manager

From: Patrice Toney, Budget and Evaluation Director

Council Action Requested:
Consideration of Amendments to the FY 2016-17 Budget Ordinances for the City of Winston-Salem, North Carolina.

Summary of Information:
The proposed amendments to the FY 2016-17 budget ordinances authorize adjustments for the following purposes.

Appropriation of Grants and Other Revenues Received

- The Community Development Department has received $195,316 in Emergency Solutions Grant funds from the State of North Carolina to provide operating support to emergency shelters and assistance for extremely low-income individuals and families who are homeless. The Mayor and City Council approved submission of the application, including grant allocations to agencies, in June 2016.

- In December 2013, the Mayor and City Council approved allocating any business privilege license tax revenues received from electronic sweepstakes operations to the Economic Development Loan Fund for future Revitalizing Urban Commercial Area (RUCA) projects. The proposed amendment appropriates $66,540 in additional revenue received prior to the elimination of this revenue source in FY 2015-16.

Committee Action

<table>
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</table>
In May 2013, the Mayor and City Council awarded a contract to construct a 7,500 square foot speculative building using federally appropriated funds in the Brookwood Business Park. In May 2016, the Mayor and City Council authorized selling this building to Carolina Tissue Collaborative, LLC (d/b/a GLAS). After expenses, the City netted $470,010 from the sale. The proposed amendment appropriates these funds, which will be reinvested back into the Brookwood Business Park for further development including additional infrastructure or for the construction of another speculative building in the business park.

**City Council Strategic Planning Workshop**

- The proposed amendment appropriates $16,000 from general fund contingency to cover the expenses related to the strategic planning workshop held by the Mayor and City Council on January 30th and 31st. The expenses include the consultant fee, room rental at the Kimpton Cardinal Hotel, food and beverage, and parking. The proposed amendment also appropriates $10,000 from general fund contingency to facilitate the reorganization of select City staff in order to create the new Office of Performance and Accountability, which will be charged with aligning the Council’s priorities with the City’s strategic objectives, identifying metrics to track progress, and producing reports to update the Mayor and Council on the action steps taken to carry out their priorities. The office will be central to the City’s efforts to enhance its use of data and evidence to manage operations and engage citizens. After accounting for these amendments, there will be a remaining balance of $3,200 in general fund contingency.

**Fire Department Water Rescue Equipment**

- The Fire Department has determined that personal protective equipment used during water rescue events is in need of replacement due to age and condition. The department has an immediate need to procure forty-two dry suits to ensure the safety of Operations Division personnel during water rescue events. The proposed amendment appropriates $63,000 from general fund balance to cover this expense.

**Business 40 Design-Build Phase Services**

- The Business 40 Design-Build Project includes aesthetic betterments approved by the Mayor and City Council. Stimmel Associates, PA prepared the Business 40 Streetscape Master Plan which is the guide for aesthetic betterments for the project. The project design is underway and staff recommends the assistance of the consultant in review of aesthetic design elements including iconic designs for the
Green Street and Strollway pedestrian bridges, enhanced facades for the vehicular bridges, brick retaining walls, noise walls, multi-use path, landscaping, roadway lighting on Business 40, and conduit installation for future lighting on the vehicular bridges. The consultant would attend selected design build team meetings with city staff and assist with the Creative Corridors Design Review Committee meetings. Stimmel Associates, PA has provided similar services for the Salem Creek Connector Design-Build Project. The proposed amendment appropriates $32,180 from capital contingency for the fee for these services.
BE IT ORDAINED by the Mayor and City Council of the City of Winston-Salem that the Annual Appropriation and Tax Levy Ordinance for the Fiscal Year 2016-2017 be amended to appropriate funds for Fire Department personal protective equipment.

SECTION 1. That the Annual Appropriation and Tax Levy Ordinance of the City of Winston-Salem, adopted on June 20, 2016 and amended on August 15, 2016, September 19, 2016, October 17, 2016, November 21, 2016, and January 17, 2017, shall be further amended by changing the expenditure appropriations in the following fund.

General Fund

General Government
- Contingency $26,000
- City Manager’s Office $16,000
- Office of Performance and Accountability $10,000

Public Safety
- Fire Department Water Rescue Equipment $63,000

Total General Fund Expenditures $63,000

SECTION 2. That the following revenues will be available to meet the above listed appropriations.

General Fund

- Fund Balance Appropriation $63,000

Total Special Revenue Funds Revenues $63,000

SECTION 3. That this amendment to the Annual Appropriation and Tax Levy Ordinance shall become effective as of the date of adoption.
ORDINANCE AMENDING THE PROJECT BUDGET ORDINANCE FOR THE
CITY OF WINSTON-SALEM, NORTH CAROLINA
FOR THE FISCAL YEAR 2016-2017

BE IT ORDAINED by the Mayor and City Council of the City of Winston-Salem that
the Project Budget Ordinance for the Fiscal Year 2016-2017 be amended to cover changes in the
following funds as described herein.

SECTION 1. That the Project Budget Ordinance of the City of Winston-Salem, adopted
on June 20, 2016 and amended on August 15, 2016, September 19, 2016, October 17, 2016,
November 21, 2016, December 19, 2016, and January 17, 2017, shall be amended by changing
the expenditure appropriations in the following funds.

<table>
<thead>
<tr>
<th>Special Revenue Funds</th>
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</thead>
<tbody>
<tr>
<td>Continuum of Care Grants</td>
</tr>
<tr>
<td>North Carolina Emergency Solutions Grant Funds</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Economic Development Loan Fund</td>
</tr>
<tr>
<td>Revitalizing Urban Commercial Areas (RUCA)</td>
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<tr>
<td><strong>Total Special Revenue Funds Expenditures</strong></td>
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<table>
<thead>
<tr>
<th>Capital Projects Fund</th>
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<tbody>
<tr>
<td>Economic Development Projects</td>
</tr>
<tr>
<td>Brookwood Business Park</td>
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<td></td>
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<tr>
<td>Transportation Projects</td>
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<tr>
<td>Business 40 Design-Build Phase</td>
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<tr>
<td>Capital Improvement Reserve</td>
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<td>Capital Contingency</td>
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<tr>
<td><strong>Total Capital Projects Fund Expenditures</strong></td>
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</tbody>
</table>

SECTION 2. That the following revenues will be available to meet the above listed
appropriations.
Special Revenue Funds

Continuum of Care Grants Fund
State of North Carolina $195,320

Economic Development Loan Fund
Business Privilege License Tax $66,540

**Total Special Revenue Funds Revenues** $261,860

Capital Projects Fund

Economic Development Projects
Sale of Real Estate $470,010

**Total Capital Projects Fund Revenues** $470,010

**SECTION 3.** That this amendment to the Project Budget Ordinance shall become effective as of the date of adoption.
City Council – Action Request Form

Date: February 13, 2017
To: The City Manager
From: Gregory M. Turner, Assistant City Manager

Council Action Requested:

Consideration of items relating to a change in the 2016-2017 adopted User Fee Schedule for Street Closing Permits.

Summary of Information:

On June 20, 2016, City Council adopted FY 2016-2017 Budget, which included the User Fee Schedule. Included in this adopted schedule under the fees for the City Secretary – Council Office is a $1,400 fee for Street Closing Permits.

Recently Engineering has been approached by a developer that will be petitioning the City to close multiple streets as part of their development. The developer asked if they would have to pay the permit fee for each street. Staff has reviewed this request and calculated a cost for each additional street that would be added to the permit. This amount includes additional signage, administration, and advertising costs.

Public Works Staff is recommending that a fee of $600 per each additional street be included in the current User Fee Schedule.

Committee Action:

<table>
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<tr>
<th>Committee</th>
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</table>

Remarks:
RESOLUTION CHANGING FY 2016-2017 ADOPTED USER FEE SCHEDULE FOR STREET CLOSING PERMITS

WHEREAS, On June 20, 2016 City Council adopted the FY 2016-2017 Budget, which included the User Fee Schedule; and

WHEREAS, included in this adopted schedule under the fees for the City Secretary-Council Office is a $1,400 fee for Street Closing Permits; and

WHEREAS, a developer has recently inquired about closing multiple streets and the cost associated with having to pay this fee for each street; and

WHEREAS, Public Works Staff has reviewed the request and has calculated the cost for adding additional streets to the permit; and

WHEREAS, Public Works Staff is recommending that a fee of $600.00 per each additional street be included in the current User Fee Schedule; and

WHEREAS, approval of this change to the FY2016-2017 User Fee Schedule is recommended by the Assistant City Manager.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of Winston-Salem, upon the recommendation of the Finance Committee, that the City Manager is hereby authorized to change the fee for the Street Closing Permit to include a cost of $600 for each additional street added to a petition.
City Council – Action Request Form

Date: January 31, 2017

To: The City Manager

From: Derwick L. Paige, Assistant City Manager

Council Action Requested:

Adopt Resolution approving the FFY 2018 Federal Agenda for the City Winston-Salem.

Summary of Information:

Since 2005, the City of Winston-Salem has had a contract to assist in obtaining federal funding and legislative/advocacy assistance for priority projects. To date, the community has received more than $25 million in direct assistance as a result of this agreement.

This item approves the FFY 2018 Federal Agenda (attached). This year’s agenda is a complete overhaul based upon numerous meetings that Strategies held with Council Members and senior staff. This overhaul is due to a shift in leadership at the federal level as well as Council’s desire to ensure greater accountability with the City’s federal lobbying efforts.

Funds are already budgeted for the remainder of FY 16-17 and the balance of the funds will be included in the FY17-18 budget.

Committee Action:

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</table>
RESOLUTION APPROVING THE FFY 2018 FEDERAL AGENDA FOR THE CITY OF WINSTON-SALEM

WHEREAS, Strategics Consulting, LLC specializes in assisting local governments in obtaining federal funding and provides legislative/advocacy assistance for priority projects; and

WHEREAS, the City of Winston-Salem’s previous federal lobbying efforts have proved beneficial by securing more than $25 million for the community; and

WHEREAS, Strategics Consulting, LLC will continue to seek funding and legislative/advocacy assistance from the federal government for FFY 2018 on behalf of the City of Winston-Salem; and

WHEREAS, a federal agenda has been developed for FFY 2018 with input from individual City Council Members and senior staff; and

WHEREAS, the Mayor and City Council support this agenda as identifying priority projects for the community.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of Winston-Salem hereby approve the FFY 2018 Federal Agenda for the City of Winston-Salem.
### ISSUE

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNITY, ECONOMIC and WORKFORCE DEVELOPMENT</strong></td>
</tr>
<tr>
<td>• Work with the Administration and federal agencies to increase federal investment in local efforts on job creation, workforce development training, job placement, and development of business parks, as well as ending poverty and homelessness. For example, continue funding the YouthBuild program.</td>
</tr>
<tr>
<td>• Support reentry programs that focus on areas vital to reintegration back into the community, including employment, education, mentoring, substance abuse, and mental health treatment.</td>
</tr>
<tr>
<td>• Support competitive grant applications by local art organizations and non-profits that enhance access to the arts.</td>
</tr>
</tbody>
</table>

| **PUBLIC SAFETY** |
| POLICE DEPARTMENT |
| • Support competitive grant applications from the Winston-Salem Police Department, which seeks federal assistance to support community law enforcement collaboration programs, forensic science and other crime solving technology enhancements, and initiatives to help local law enforcement agencies reduce gun violence. |

| FIRE DEPARTMENT |
| • Direct more competitive grant funding to career fire departments. |
| • Direct more competitive grant funding to implementation of previously successful research grants. |

| **EMERGENCY MANAGMENT** |
| • Support the City’s Department of Homeland Security grant application for Program to Prepare Communities for Complex Coordinated Terrorist Attacks. |

| **PUBLIC INFRASTRUCTURE** |
| TRANSPORTATION |
| • Support funding for the TIGER program and the City’s re-application for a TIGER grant. |
| • Support funding for developments at Union Station Intermodal Center, including Transit Oriented Development. |
| • Expedite release of U.S. Federal Transit Administration funds and support flexibility in uses for operations. |
| • Support opportunities to advance Community Streetcar System. |

<p>| WATER AND SEWER |
| • Support the City’s application for a Water Infrastructure Finance and Innovation Act (WIFIA) grant. |
| • Assist the City with U.S. Army Corps of Engineer negotiations related to Kerr Scott Dam &amp; Reservoir. |
| • Amend Clean Water Act 303D regulations to more reasonable levels so they do not require expensive upgrades. |</p>
<table>
<thead>
<tr>
<th>QUALITY OF LIFE</th>
<th>PARKS AND RECREATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Support funding for Urban Park Recreation and Recovery (UPARR), full funding of the Land and Water Conservation Fund (LWCF), and a larger allocation of LWCF to the State Assistance Program.</td>
<td></td>
</tr>
<tr>
<td>• Seek grant funding eligibility for local park and recreation departments to meet Americans with Disabilities Act compliance.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEALTH AND WELLNESS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Support funding to combat food deserts and food insecurity by providing access to healthy foods, as well as programs that aid to reduce childhood obesity.</td>
<td></td>
</tr>
<tr>
<td>• Support programs to treat mental health and oppose efforts to transfer the costs for mental health treatment from the federal government to the local level.</td>
<td></td>
</tr>
<tr>
<td>• Support the City’s competitive grant applications in these areas, which may include:</td>
<td></td>
</tr>
<tr>
<td>- Community Food Project Grant</td>
<td>- Farmers Market SNAP Support Grant</td>
</tr>
<tr>
<td>- Farmers Market Promotion Program</td>
<td>- Local Food Promotion Program</td>
</tr>
<tr>
<td>- Food Insecurity Nutrition Incentive</td>
<td>- Healthy Food Financing Initiative Projects</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AFFORDABLE HOUSING and HOMELESSNESS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Support federal funding for permanent affordable housing, fair housing, programs that assist housing for veterans, and resources to prevent and end chronic homelessness.</td>
<td></td>
</tr>
<tr>
<td>• Support the City’s competitive grant applications in these areas, which may include:</td>
<td></td>
</tr>
<tr>
<td>- YouthBuild</td>
<td>- Healthy Homes Lead Abatement</td>
</tr>
<tr>
<td>- Choice Neighborhood</td>
<td>- Continuum of Care</td>
</tr>
<tr>
<td>• Extend HUD audits beyond annually, which is duplicative and costly to local governments.</td>
<td></td>
</tr>
</tbody>
</table>

| POVERTY                              | Support federal-state-local partnerships to fight poverty.                           |
| TAX REFORM                           | Oppose efforts to repeal tax-exempt municipal bonds as part of the tax reform negotiations. |
| ONLINE SALES TAX LEGISLATION         | Pass legislation, such as the Marketplace Fairness Act, that allows states and local governments the authority to collect taxes on internet and mail-order sales. |
| UNFUNDED MANDATES                    | Oppose legislation that imposes unfunded mandates on local government.                |

For more information contact Leslie Mozingo, (202) 255-5760 or leslie@strategics.consulting.
City Council – Action Request Form

Date: January 27, 2017
To: The City Manager
From: Thomas Kureczka, Chief Information Officer

Council Action Requested:
Approval to renew the Microsoft Enterprise Agreement

Summary of Information:

A strategic decision was approved by the Mayor and City Council in 2008 to establish an Enterprise Agreement (EA) with Microsoft. The decision was based upon the long-term cost savings that could be achieved by extending the agreement across multiple years and eliminating the need to repurchase software as new versions are released. The three-year agreement was expanded in 2011 to include Microsoft’s email platform delivered as a cloud service and user-based subscriptions. When we renewed the agreement in 2014, we migrated our Office desktop suite to user-based subscriptions, which allow us to offer the Office suite to our employees on multiple devices ranging from desktops to tablets.

The current Enterprise Agreement expires on February 28, 2017. With the new agreement the licensing for the desktop operating system will also move to a user-based subscription model. This allows us more flexibility as we will be able to build-out our infrastructure with a standard look and feel to our employees, regardless of the desktop or tablet device they use. We will also be able to increase or decrease the number of subscriptions each year as our needs change, which was not allowed under the old device license model.

Committee Action:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td>Against</td>
</tr>
</tbody>
</table>

Remarks:
The new Enterprise Agreement will also include Advanced Threat Protection for email. Email is the most common way for hackers to breach security in an organization. Under the new agreement, emails with attachments and embedded URL’s will undergo additional screening inside the Microsoft cloud before they are opened by the employee.

A formal bid was initiated and quotes were obtained from authorized resellers. After evaluating the bids, the lowest qualified response was from PCM-G, a national company headquartered in Chantilly, VA.

**Bid Response Summary:**

<table>
<thead>
<tr>
<th>RESPONDER</th>
<th>YEAR 1 BID:</th>
<th>CITY</th>
<th>M/WBE</th>
<th>NOTES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHL, International</td>
<td>$386,876.40</td>
<td>Winston-Salem, NC</td>
<td>M-AA</td>
<td>Partial Bid Only</td>
</tr>
<tr>
<td>Zones</td>
<td>$388,143.31</td>
<td>Auburn, WA</td>
<td>M-AA</td>
<td>Withdrew Bid</td>
</tr>
<tr>
<td>PCM-G</td>
<td>$419,070.11</td>
<td>Chantilly, VA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Insight</td>
<td>$419,691.29</td>
<td>Tempe, AZ</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>CDW-G</td>
<td>$430,983.52</td>
<td>Vernon Hills, IL</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>SoftChoice</td>
<td>$431,272.42</td>
<td>Chicago, IL</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Software One</td>
<td>$433,841.07</td>
<td>Waukesha, IW</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

It is recommended that the City enter into a new Enterprise Agreement with Microsoft, Inc. The agreement will be administered through PCM-G for three years to include software subscription licenses, network access licenses, and software licenses for specialty applications, databases, and servers. The agreement allows us to adjust our subscription quantities up or down annually based upon the quantities we need. The current three-year contract amount will be $1,257,210.33, with a first-year payment of $419,070.11. Second and third-year payments may adjust based on changes in the use of the software or number of employees. Funding for the first year of the agreement was allocated in the approved FY 16-17 operating budget.

Exhibit A includes information on businesses notified of the bid opportunity and workforce demographics for PCM-G.
WHEREAS, a strategic decision was approved by the Mayor and City Council in 2008 to establish an Enterprise Agreement (EA) with Microsoft Inc. based upon the long-term cost savings that could be achieved by extending the agreement into future years; and

WHEREAS, this strategy was carried forward in 2011 and 2014 by Council’s renewal of the agreement which resulted in savings to the City, increased functionality, and mobile access to email and the Microsoft Office suite for city employees; and

WHEREAS, Microsoft has extended their pricing strategy to a subscription-based model for the desktop operating system, which provides more flexibility for our business needs; and

WHEREAS, the new Enterprise Agreement includes Advanced Threat Protection around email to further enhance security measures against potential security breaches; and

WHEREAS, a formal bid was advertised and responses were received from six Microsoft resellers with the lowest qualified bid submitted by PCM-G; and

WHEREAS, based upon the quantity of licenses and subscriptions needed to accommodate current City employee needs, the contract amount will be $1,257,210.33, with a first-year payment of $419,070.11, and second and third year payments may be adjusted based upon changes in use of the software or number of employees, and

WHEREAS, funding for the first year of the agreement is included in the FY 16-17 operating budget.
NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Winston-Salem authorize the City Manager to enter into an agreement with Microsoft, Inc. and the reseller PCM-G for subscription services with a first-year cost of $419,070.11 and total three-year cost of approximately $1,257,210.33.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute the contract on behalf of the City.
Exhibit A

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>MWBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acumulus, LLC</td>
<td>Atlanta, GA</td>
<td>M</td>
</tr>
<tr>
<td>Aprisa Technology LLC</td>
<td>Roslyn, NY</td>
<td>NA</td>
</tr>
<tr>
<td>Blue Tech, Inc.</td>
<td>San Diego, CA</td>
<td>W</td>
</tr>
<tr>
<td>CDW-G</td>
<td>Vernon Hills, IL</td>
<td>NA</td>
</tr>
<tr>
<td>Comparex USA Inc.</td>
<td>Dallas, TX</td>
<td>NA</td>
</tr>
<tr>
<td>En Pointe Technologies Sales LLC</td>
<td>El Segundo, CA</td>
<td>NA</td>
</tr>
<tr>
<td>HPT, Inc.</td>
<td>Raleigh, NC</td>
<td>NA</td>
</tr>
<tr>
<td>Insight Public Sector</td>
<td>Tempe, AZ</td>
<td>NA</td>
</tr>
<tr>
<td>Miracle Software Systems, Inc.</td>
<td>Novi, MI - USA</td>
<td>NA</td>
</tr>
<tr>
<td>OM Office Supply Inc.</td>
<td>Mechanicsburg, PA</td>
<td>NA</td>
</tr>
<tr>
<td>PCMG, Inc</td>
<td>Chantilly, VA</td>
<td>NA</td>
</tr>
<tr>
<td>RMSource Leasing, LLC</td>
<td>Raleigh, NC</td>
<td>NA</td>
</tr>
<tr>
<td>SDF Professional Computers, Inc.</td>
<td>Greenville, NC</td>
<td>M-AA</td>
</tr>
<tr>
<td>SHI International Corp.</td>
<td>Winston-Salem, NC</td>
<td>M-AA</td>
</tr>
<tr>
<td>Sirius Computer Solutions, Inc.</td>
<td>San Antonio, TX</td>
<td>NA</td>
</tr>
<tr>
<td>Softchoice Corporation</td>
<td>Chicago, IL</td>
<td>NA</td>
</tr>
<tr>
<td>SoftwareONE, Inc.</td>
<td>Waukesha, WI</td>
<td>NA</td>
</tr>
<tr>
<td>TechXtend</td>
<td>Eatontown, NJ</td>
<td>NA</td>
</tr>
<tr>
<td>Zones, Inc.</td>
<td>Auburn, WA</td>
<td>M-AA</td>
</tr>
</tbody>
</table>

**WORKFORCE DEMOGRAPHICS**

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>117</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>51</td>
<td></td>
</tr>
<tr>
<td>% of Total</td>
<td>69.6%</td>
<td>30.4%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race/Ethnic Identification</th>
<th>White</th>
<th>African-American</th>
<th>Hispanic</th>
<th>Asian</th>
<th>Native-American</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>108</td>
<td>21</td>
<td>27</td>
<td>12</td>
<td>0</td>
<td>168</td>
</tr>
<tr>
<td>Female</td>
<td>21</td>
<td>64.3%</td>
<td>12.5%</td>
<td>16.1%</td>
<td>7.1%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

The above demographic data is provided to reflect generally the company's efforts to achieve diversity in the workplace in compliance with the applicable equal employment opportunity laws; however, this information is not dispositive of such and may not be used as the basis for awarding or rejecting a bid contract.
TO: Lee D. Garrity, City Manager
FROM: Tom Kureczka, Chief Information Officer
DATE: December 20, 2016
SUBJECT: Informational Memo for Council – Microsoft Enterprise Agreement
CC: Ben Rowe, Assistant City Manager

A strategic decision was approved by City Council in 2008 to establish an Enterprise Agreement (EA) with Microsoft Corporation based upon the long-term cost savings that are achieved by extending an agreement across multiple years. In 2011 we added hosted email to the EA. Hosting provides 24 X 7 support, redundancy, and access to email from a variety of devices and remote locations. Online archiving and legal hold functionality allows us to respond appropriately to NCPRL requests. As the hosting vendor, Microsoft manages the email infrastructure upgrades, which keep our product set up-to-date and reduces the amount of required city staff support.

Over the years Microsoft has increased the functionality of their hosted services and modified the licensing model to offer subscription-based access in addition to traditional device licenses. The subscription-based model allows us to be more granular in our purchases because we can purchase only the functionality an employee needs to perform their work. This saves us money from the old device license “one size fits all” model. We can increase or decrease the number of subscriptions each year as our needs change. Under the device license model, we were not allowed to reduce our quantities down if our needs had changed.

When we renewed our EA in 2014 we moved the Microsoft Office desktop software licenses to subscriptions. Since that time Microsoft has begun offering subscriptions for the desktop operating system (OS). Under the new EA we will move from desktop OS device licensing to OS subscription, at no change in cost. The OS subscription will allow us to leverage our investment and expand our services to support a mobile workforce. The subscription is tied to the employee, not a specific piece of equipment, so as employees move from traditional desktops to mobile devices, the subscription license will move with them. This also allows use on our existing Apple iOS devices when supplemented with a virtual desktop hosted in our datacenter.

There will be a net annual increase of around $10,000 to the EA due to new security protection associated with email accounts. Email is how most hackers penetrate networks and breach organizations. Emails can pass through the core security perimeter and employees can unknowingly click on links or attachments that launch malware to infect workstations and the network. Microsoft now offers an add-on service called Advanced Threat Protection that continuously checks email links and attachments from within the Microsoft cloud and blocks access to malicious links.
We are currently engaged in competitive bidding for the EA and contract administration. We anticipate the preferred bid to be between $434,000 and $444,000 annually, and to present a request for consideration to enter into a three year renewal to the Finance Committee in February.
The purpose of this memo is to provide an update on the IT Fiber Network project. Staff has been working on this initiative for the past few years; we are in the home stretch and nearing a point to be able to utilize the network for daily operations.

In January 2011 the Mayor and City Council approved a contract with NCDOT for a new fiber optic based Traffic Signal System. Soon after, WSDOT and Information Systems (I.S.) staff approached NCDOT about how the City’s fiber infrastructure needs could be addressed with an expansion to this project. NCDOT agreed to expand the scope of the Signal System project to include the installation of additional fiber strands, along the same path but separated from the Signal System fiber. In August 2011, the Mayor and City Council approved a contract for the added work.

NCDOT began the build-out of the networks in 2012, and in October 2016, the City formally accepted the IT Fiber Network segments. The IT network will consist of a core ring around the inner part of the city that includes five primary facilities and ten additional hub sites. Each hub site will anchor a spoke from the core ring, and reach to outer locations of the city. Information Systems staff have identified 60 potential City-owned locations to be connected to the network via these spokes in the next few years. I.S. staff will be connecting these locations as time and resources allow. The City has enough approved funding to connect the five primary and ten hub sites, and approximately 15 - 20 of the additional locations.

The Information Systems Department issued an RFP last year looking for a vendor to connect the primary and hub sites back to the NCDOT installed fiber (referred to as the ‘last mile’). Working with the RFP responses and City Council approved funds, the City entered into a contract with a firm to complete this ‘last mile’ connection for three primary/hub sites. These sites; City Hall, our secondary data center on Third Street, and the Lowery facility; are now connected to the core ring.

I.S. staff plan to bring a request to City Council in March for approval to enter into a second contract with this vendor using approved funds for the connection of the remaining twelve primary/hub sites. This work will also include completing the last mile and connecting some of the remaining locations that have been identified. We plan to have the twelve primary/hub sites connected this fiscal year, and the additional locations connected in FY17-18. WSDOT and I.S. staff is advertising to fill a support position that is in the approved FY16-17 operating budget.
# Exhibit B - Top Priority Site Listing

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Hall Data Center</td>
<td>101 North Main St</td>
<td></td>
</tr>
<tr>
<td>A1A Data Center</td>
<td>East 3rd St</td>
<td></td>
</tr>
<tr>
<td>New City Yard</td>
<td>2000 Lowery St</td>
<td></td>
</tr>
<tr>
<td>Dixie Classic Fair Admin Bldg.</td>
<td>421 27th St. NW</td>
<td></td>
</tr>
<tr>
<td>Rupert Bell Neighborhood Rec Center</td>
<td>1501 Mt. Zion Place</td>
<td></td>
</tr>
<tr>
<td>Firehouse #6</td>
<td>1717 W Academy St</td>
<td></td>
</tr>
<tr>
<td>Public Safety Center</td>
<td>725 North Cherry St.</td>
<td></td>
</tr>
<tr>
<td>City Yard 1</td>
<td>650 Stadium Dr.</td>
<td></td>
</tr>
<tr>
<td>Black-Phillips-Smith Gov’t Center</td>
<td>2301 North Patterson Ave.</td>
<td></td>
</tr>
<tr>
<td>14th Street Community Rec Center</td>
<td>2020 East 14th St</td>
<td></td>
</tr>
<tr>
<td>Sprague St. Community Rec Center</td>
<td>1350 E. Sprague St</td>
<td></td>
</tr>
<tr>
<td>William C. Sims, Sr. Neighborhood RC</td>
<td>1201 Alder St</td>
<td></td>
</tr>
<tr>
<td>Firehouse #7</td>
<td>100 Arbor Rd</td>
<td></td>
</tr>
<tr>
<td>Firehouse #8</td>
<td>2417 Reynolda Rd</td>
<td></td>
</tr>
<tr>
<td>Manson Meads Complex</td>
<td>2927 Griffith Rd</td>
<td>These top priority sites are depicted on the Exhibit A Map</td>
</tr>
</tbody>
</table>
### Exhibit B - Secondary Site Listing

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benton Convention Center</td>
<td>301 West 5th St.</td>
<td></td>
</tr>
<tr>
<td>Police SORT Building</td>
<td>121 Polo Rd.</td>
<td></td>
</tr>
<tr>
<td>Police District Office #1</td>
<td>7836 North Point Blvd.</td>
<td></td>
</tr>
<tr>
<td>Police District Office #2</td>
<td>1517 Waughtown St.</td>
<td></td>
</tr>
<tr>
<td>Police District Office #3</td>
<td>2394 Winterhaven Ln.</td>
<td></td>
</tr>
<tr>
<td>15th Street Water Pump Station</td>
<td>712 Fifteenth St.</td>
<td></td>
</tr>
<tr>
<td>Sides Rd. Water Pump Station</td>
<td>3110 Sides Rd.</td>
<td></td>
</tr>
<tr>
<td>Chitty 61 &amp; 86 Water Pump Station</td>
<td>2230 S. Stratford Rd.</td>
<td></td>
</tr>
<tr>
<td>9th Street Water Tank</td>
<td>905 Chestnut St</td>
<td></td>
</tr>
<tr>
<td>Wake Forest Water Tank</td>
<td>185 Wingate Rd</td>
<td></td>
</tr>
<tr>
<td>Stanleyville Water Tank</td>
<td>5855 Norman Dr</td>
<td></td>
</tr>
<tr>
<td>Old Town Water Tank</td>
<td>2760 Bethabara Rd</td>
<td></td>
</tr>
<tr>
<td>Firehouse #1</td>
<td>651 N Marshall St</td>
<td></td>
</tr>
<tr>
<td>Firehouse #2</td>
<td>405 Somerset Dr</td>
<td></td>
</tr>
<tr>
<td>Firehouse #3</td>
<td>2995 N Liberty St</td>
<td></td>
</tr>
<tr>
<td>Firehouse #4</td>
<td>290 S Martin Luther King Jr Dr</td>
<td></td>
</tr>
<tr>
<td>Firehouse #5</td>
<td>771 Palmer Ln</td>
<td></td>
</tr>
<tr>
<td>Firehouse #9</td>
<td>4685 Ogburn Av</td>
<td></td>
</tr>
<tr>
<td>Firehouse #10</td>
<td>4700 Country Club Rd</td>
<td></td>
</tr>
<tr>
<td>Firehouse #11</td>
<td>2745 Waughtown St</td>
<td></td>
</tr>
<tr>
<td>Firehouse #15</td>
<td>4548 Shattalon Dr</td>
<td></td>
</tr>
<tr>
<td>Firehouse #16</td>
<td>1701 Pope Rd</td>
<td></td>
</tr>
<tr>
<td>Firehouse #18</td>
<td>1505 N Peace Haven Rd</td>
<td></td>
</tr>
<tr>
<td>Firehouse #19</td>
<td>5754 Shattalon Dr</td>
<td></td>
</tr>
</tbody>
</table>

*These secondary sites are listed in no particular order.*
Memorandum

TO: Lee D. Garrity, City Manager
FROM: Tom Kureczka, Chief Information Officer
DATE: January 27, 2016
SUBJECT: Informational Memo for City Council – Desktop Replacement
CC: Ben Rowe, Assistant City Manager

A key work item for the Information Systems Department for FY16-17 is to replace certain desktop and laptop computers that have reached end-of-life support and are no longer covered by a hardware warranty. This is consistent with our desktop refresh strategy and annual cycle. We plan to continue with the Hewlett Packard platform for consistency and standardization. We will be releasing a Request for Proposal to vendors and resellers to obtain and review competitive and qualified bid responses.

There are 290 desktop computers and 58 laptop computers in 30 departments that are scheduled for replacement. The installation of these devices will be coordinated with Department Heads in order to cause minimal interruption to daily operations of staff. The following table depicts the break-out by department.

<table>
<thead>
<tr>
<th>Department</th>
<th># of PCs</th>
<th># of Laptops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>6</td>
<td>-</td>
</tr>
<tr>
<td>Cemetery</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Central Warehouse</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>City Attorney</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>City Link</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>City Manager</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>City Secretary</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>C&amp;BD</td>
<td>19</td>
<td>5</td>
</tr>
<tr>
<td>City Council</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>DOT</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>-</td>
<td>6</td>
</tr>
<tr>
<td>Engineering</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>Finance</td>
<td>42</td>
<td>6</td>
</tr>
<tr>
<td>Fleet</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Human Relations</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Human Resources</td>
<td>19</td>
<td>2</td>
</tr>
<tr>
<td>Inspections</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td>Internal Audit</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>IS</td>
<td>24</td>
<td>9</td>
</tr>
<tr>
<td>Department</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>------------------</td>
<td>-----</td>
<td>---</td>
</tr>
<tr>
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<tr>
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<tr>
<td><strong>Totals:</strong></td>
<td><strong>290</strong></td>
<td><strong>58</strong></td>
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Staff plans to present a request for consideration and approval to City Council following the RFP process for the purchase of the new devices from the preferred vendor.
Chair Clark called the meeting to order and stated that without objection, the Committee would first consider the Consent Agenda. Item C-4 and C-5(d) were pulled by Chair Clark. Item C-5(a) was pulled from the Agenda by staff. Council Member Adams pulled Item C-5(b), and Council Member MacIntosh pulled Item C-11.

Council Member Burke made a motion to approve the balance of the Consent Agenda. The motion was duly seconded by Council Member Adams and carried unanimously.

CONSENT AGENDA

Property Matters

C-1. RESOLUTION AUTHORIZING AN EXTENSION OF A LEASE AGREEMENT WITH KDM OF WILMINGTON, LLC PROVIDING A SITE FOR A LEAF MULCHING FACILITY FOR THE SANITATION DEPARTMENT (NORTH WARD).

C-2. CONSIDERATION OF A RESOLUTION AUTHORIZING THE SALE OF A CERTAIN CITY-OWNED VACANT LOT ON EAST TWENTY-FOURTH STREET UNDER THE UPSET BID PROCEDURE N.C.G.S. 160A-269 (NORTHEAST WARD).

C-3. RESOLUTION AUTHORIZING MODIFICATIONS TO A PREVIOUSLY APPROVED ECONOMIC DEVELOPMENT PROJECT WITH CORNING OPTICAL COMMUNICATIONS, LLC.
C-5. CONSIDERATION OF ITEMS RELATED TO CONTRACTS:

c. RESOLUTION AWARDING CONTRACT FOR UTILITY CUT PAVEMENT REPAIRS – Hanes Construction, Inc. - $78,600 (total possible award amount $235,800).

e. RESOLUTION AWARDING CONTRACT FOR PARKING LOT IMPROVEMENTS AT SOUTH FORK RECREATION CENTER. (WEST WARD) – Creative Design & Construction, Inc. - $138,950 (Estimated Amount).

f. RESOLUTION AWARDING PURCHASE ORDERS FOR EMERGENCY LIGHTING EQUIPMENT AND INTERNAL EQUIPMENT – Ilderton Conversion Company (emergency lighting equipment) - $213,553.75 and West Chatham Warning Devices, Inc. (internal equipment) - $121,363.30.

g. RESOLUTION AWARDING CONTRACT FOR CORPENING PLAZA REPAIRS (SOUTH WARD) – Miraje Reconstruction & Development, LLC - $137,000 (Estimated Amount).

h. RESOLUTION AWARDING PURCHASE ORDER FOR A HAZMAT TRUCK – VT Hackney, Inc. - $449,198.

i. RESOLUTION AWARDING PURCHASE ORDER FOR COMPUTERS – Dell Marketing L.P. - $192,989.11.

j. RESOLUTION AWARDING PURCHASE ORDER FOR NEW PHOTO LAB PRINTER FOR FORENSIC SERVICES DIVISION – Noritsu America Corporation - $30,754.93.

C-4. REQUEST FROM JOHNSON DEVELOPMENT TO PARTICIPATE IN A PUBLIC-PRIVATE PARTNERSHIP. [$300,000]

Mr. Derwick Paige, Assistant City Manager, gave the staff presentation on this item.

In response to Council Member Montgomery, Mr. Paige stated saying previously there were three buildings built back in the early 2000’s by Johnson Development, which became the Clearing House Company, Pepsi Bottling, and the Mom’s Grand Products. To date those properties have generated about 4.9 million dollars in combined City and County property taxes.

In response to Council Member Montgomery, Mr. Bob Leak, 1080 West Fourth Street, stated Johnson Development built three buildings all speculative. This project has been strong, and they kept a remnant site that is the 10-acre property they still own. The issue has been with funding speculative real estate. They needed funding on the public infrastructure, and they believe they would be able to move forward if that is received. Johnson Development has also asked the County to help fund this project.
Council Member Burke requested Mr. Leak bring in the data and any additional information involved with the Johnson Development project. The taxpayers would like to know how their tax dollars are being spent. Also, the request was made to get information on a spec building on Liberty Street in the Brookwood Business Park.

In response to Chair Clark, Mr. Leak stated the Johnson Development building is about 100,000 square feet.

This was for information only.

*This item was pulled by staff for technical reasons.*

C-5. CONSIDERATION OF ITEMS RELATED TO CONTRACTS:


   b. RESOLUTION AWARDING CONTRACT FOR THE PURCHASE AND INSTALLATION OF FITNESS EQUIPMENT AT BOLTON FITNESS CENTER (SOUTHWEST WARD) – Cunningham Associates, Inc. - $105,239.59.

In response to Council Member Adams, Mr. William Royston, Recreation and Parks Director, stated the City does install shade structures where there is no natural shade areas in the recreation parks. Bolton Fitness Center is the existing location for this type of project. East Stone Park at Old Town is one of the parks that had this structure added previously. As part of the development of the capital improvement program, there are existing parks that are definitely in need of these shade structures, which will be considered.

Council Member Adams requested Mr. Royston provide the Committee with all areas that are in need of these shade structure projects and those that have had the structures added already.

Council Member Burke stated the City must monitor all projects where the bond dollars are being spent to care for the taxpayers’ dollars and to make sure the money is being spent well.

Council Member Adams made a motion to approve this item. The motion was duly seconded by Council Member MacIntosh and carried unanimously.

   d. RESOLUTION AWARDING CONTRACT FOR ASPHALT CRACK SEALING – Delta Contracting, Inc. $41,400 (total possible award amount $124,200).

In response to Chair Clark, Mr. Jerry Bates, Purchasing Director, stated this is an annual contract and is usually a three-year term. The City provides information for the bidders to look at the current contract. The incumbent that has had the contract for the last six years is still the low bidder. The current bidding price is around $1.30/pound for buying the material for crack sealing. The intent is not to exceed this budget amount.
In response to Council Member Adams, Mr. Gregory Turner, Assistant City Manager, stated the City is satisfied with the quality of the work that the current contractor is doing. The majority of the complaints received from citizens are in reference to the crack sealings not looking attractive compared to resurfaced roads.

Council Member Adams requested information about how much repair is being done within the urban core versus the outlying areas of the city.

In response to Council Member Larson, Mr. Bates stated this is a three-year contract with a cap of $41,000 for the scope of repairs.

Council Member MacIntosh made a motion to approve this item. The motion was duly seconded by Council Member Adams and carried unanimously.

C-11. INFORMATION REGARDING THE MICROSOFT ENTERPRISE AGREEMENT.

Mr. Tom Kureczka, Chief Information Officer, gave the staff report on this item.

Council Member MacIntosh stated the City should look at other operating software options aside from Microsoft. There are other alternatives available that may provide flexibility in what is needed for the City.

In response to Council Member Montgomery, Mr. Kureczka stated the email security is secured by Microsoft, looking at attachments. The key advantage is in the URL’s. Every time the links are clicked, a buffer would be provided if the site is corrupt. If corrupt, it goes back to the birthing of that URL to not corrupt the City’s email process.

This item was for information only.

GENERAL AGENDA

G-1. CONSIDERATION OF REQUEST FOR ADDITIONAL FUNDING FOR BENTON CONVENTION CENTER RENOVATIONS PROJECT: [$1,400,000]


Mr. Ben Rowe, Assistant City Manager, gave a staff report on this item.
In response to Council Member Montgomery, Mr. Rowe stated the lower level space had been a critical part of the overall project. The scope was to transform the lower level exhibit hall into flex space. The floor was concrete so the space did not lend itself for banquet functions. The intent was to re-do the space within the current project budget; however other project costs made it difficult to cover the full cost of the lower level renovation within the budget, thus the request for additional funding.

Council Member Montgomery requested information be disclosed to Council with regard to any re-allocation of funds and adjustments to costs of bond projects moving forward.

In response to Council Member Burke, Mr. Rowe stated the Benton Convention Center will have reliable Wi-Fi access throughout the building.

In response to Council Member MacIntosh, Mr. Rowe stated this funding would be the last request in order to finish the project. The unknowns have been accounted for, and the completion of the project is still projected for May 4, 2017.

In response to Council Member Montgomery, Mr. Rowe stated renovations to the hotels will start with the Marriott Hotel after the Benton Convention Center is complete.

Council Member Burke made a motion to approve this item. The motion was duly seconded by Council Member Adams and carried unanimously.

G-2. FUNDING REQUEST FROM SHARE COOPERATIVE. [§21,800]

Mr. Paige gave the staff report on this item.

Reverend Gary Williams, Share Cooperative Project Coordinator, 896 Wagner Road, Mocksville, gave a presentation on this item.

In response to Council Member Adams, Mr. Paige stated a feasibility study is being done that started two months ago by a group, The Peter’s Creek Initiative. They are specifically conducting the study for the hotel and the car dealership properties on the west side of Peter’s Creek Parkway. Share Cooperative will be on the east side of the street. Share Cooperative will be narrowly tailored in regards to a food co-op. The two initiatives are two separate projects.

In response to Council Member Adams, Mr. Paige stated the City provided $14,000 in funding to the Peter’s Creek Initiative for their feasibility study.

In response to Council Member Adams, Mr. Williams stated they have solicited several outside agencies for funding for the Share Cooperative project.

Council Member Montgomery requested staff report back to Council the outcome of the feasibility studies.

Chair Clark requested the address of the Renaissance Co-op in Greensboro.
Chair Clark requested an analysis of locations for new development areas.

In response to Chair Clark, Mr. Williams stated the Share Cooperative intends to provide fresh food and to patronize the local producers of food.

Chair Clark requested information about the Peter’s Creek Initiative work force housing study.

This is an information only item.

G-3. CITIZEN’S BOND OVERSIGHT COMMITTEE QUARTERLY REPORT.

Mr. Thomas Fredericks, Vice-Chair of the Citizens’ Bond Oversight Committee, 1840 Sussex Lane, gave a presentation on this item.

This item was for information only.


Mrs. Lisa Saunders, Chief Financial Officer, gave the staff update on this item.

Council Member Burke recommended the audit report be placed in community centers, recreation centers, and libraries for the public to view.

ADJOURNMENT: 6:01 p.m.