



**NOTICE OF REQUEST FOR PROPOSALS
SOLID WASTE TEMPORARY PERSONNEL SERVICES
TOWN OF CHAPEL HILL, NORTH CAROLINA**

DATE: October 8, 2026

RFP: P27-10

To: All Prospective Vendors

From: Lenore Bishop, Purchasing & Contracts Manager

Subject: RFP for Solid Waste Temporary Personnel Services

The Town of Chapel Hill is seeking proposals to provide temporary personnel services for Solid Waste Services.

Questions concerning this Request for Proposals (RFP) must be submitted in writing no later than 12:00 P.M. EST on October 15, 2026, to Wendy Simmons, Public Works Department via e-mail at wsimmons@chapelhillnc.gov. All responses to submitted questions will be published in the form of an addendum on the Town's - Current Bids website by 5:00 P.M. on October 20, 2026.

All proposals must be emailed to the Purchasing and Contracts Manager, Lenore Bishop, at lbishop@chapelhillnc.gov. Proposals must be received by **12:00 P.M on October 29, 2026**. All submissions must have the subject line – **“RFP # P27-10 – Solid Waste Temporary Personnel Services – “Company Name”**.

If you have any questions concerning the bidding procedures, please contact the Purchasing Division at (919) 969-5022.

Section 1 – Procurement Process

1.1 Project Schedule.

Date	Event
October 8, 2026	RFP Released
October 15, 2026	Deadline for Vendor Questions at 12:00 PM EST
October 20, 2026	Responses to Vendor Questions Posted on Town website
October 29, 2026	Proposals Due at 12:00 PM EST
December 1, 2026	Contract Start

1.2 Questions about the RFP.

Any questions regarding this RFP should be sent in writing via email to wsimmons@chapelhillnc.gov with **“Solid Waste Temporary Personnel Services”** in the subject line. Questions should be sent no later than October 15, 2026, by 12:00 P.M. EST.

Answers will be published in the form of an addendum by October 20, 2026, on the Town’s website site at www.chapelhillnc.gov, under Town Government > Doing Business with Chapel Hill > Bids: Current > Solid Waste Temporary Personnel Services.

No personal contact with Town of Chapel Hill employees or Town Council, except for the designated project contacts, is allowed during the RFP process. Any vendors contacting Town department(s) directly may subject the proposal to being rejected.

1.3 Proposal Submission.

Providers’ proposals must be emailed to the Purchasing and Contracts Manager, Lenore Bishop at lbishop@chapelhillnc.gov. **All proposals must be received by 12:00 PM EST on October 29, 2026.** The email subject line must read “RFP #P27-10 – Solid Waste Temporary Personnel Services – Company Name”. Any submissions received after 12:00 P.M. on the Town’s internal server will be rejected.

1.4 Preparation Costs.

The Town of Chapel Hill will not pay any costs associated with preparing, submitting, or evaluating proposals.

1.5 Time for Consideration.

The Town shall have a period of ninety (90) calendar days from due date of the proposals in which to award the contract. The Proposer shall be bound by their proposal during that time. A company may withdraw a proposal by written request prior to the date and time of the proposal opening or after the 90-day time for consideration if a contract has not been awarded.

1.6 The Town's Rights and Options.

Nothing herein is intended to exclude any responsibilities or in any way restrain or restrict competition. All contractors are encouraged to submit proposals. The Town reserves the right to waive any informalities, to reject any and/or all proposals, or to award multiple contracts if in the best interest of the Town. In addition, the Town reserves the right to cancel a solicitation at any time prior to the award of a contract.

Section Two – Contract Requirements

2.1 Contract Requirements.

The Town seeks to award a one-year contract with the selected Provider starting on December 1, 2026, with the option for the Town of Chapel Hill to continue services under the same terms and conditions set forth herein for up to four (4) subsequent years. The Provider shall sign a Contract with the Town similar to Attachment 1 – Sample Contract before providing the Services.

2.1.1 The following Contract sections are **required** for Town contracts:

- 2.1.1.1 Indemnification and Hold Harmless: The Contractor agrees to indemnify and hold harmless the Town of Chapel Hill and its officers, agents, and employees from all loss, liability, claims, or expense (including reasonable attorneys' fees) arising from bodily injury, including death or property damage to any person or persons proximately caused in whole or in part by the negligence or willful misconduct of the Contractor, except to the extent same are caused by the negligence or misconduct of the Town. Contrary to any provision that may be contained in any exhibit attached hereto, the Town shall not consent to limitations of Contractor liability for amounts less than the amount of insurance coverage under this agreement. Any provision that may be contained in any exhibit attached hereto that calls for the Town to indemnify the Contractor shall be only to the extent allowed by law.
- 2.1.1.2 Insurance Provisions: The Contractor shall provide evidence of current valid insurance (if applicable) for the duration of this agreement, with the Town named as an additional insured under the Contractor's Commercial General Liability and Business Automobile policies. The required coverage limits are: 1) Commercial General Liability and Business Automobile - \$1,000,000 per occurrence and 2) Workers' Compensation - \$100,000 for both employer's liability and bodily injury by disease for each employee and \$500,000 for the disease policy limit. Cyber Liability Coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate is required for Contractors having access to personal identifying information and/or computer networks. The Town may also require evidence of supplementary insurance coverages depending on the services provided under this agreement.
- 2.1.1.3 Non-Discrimination: The Contractor contractually agrees to administer all functions pursuant to this agreement without discrimination because of race, creed, sex, national origin, age, economic status, sexual orientation, gender identity or gender expression.
- 2.1.1.4 Federal and State Legal Compliance: The Contractor must be in full compliance with all applicable federal and state laws, including those on immigration.
- 2.1.1.5 E-Verify: The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. If any subcontractors are used, they also must comply with these requirements. Pursuant to North Carolina General Statute § 143-133.3 (c)(2), contracts solely for the purchase of apparatus, supplies, materials, and equipment are exempt from this E-Verify provision.

2.2 Contracting with Small, Minority and Women’s Business Enterprises.

The Town encourages all businesses, including small, minority, and women-owned businesses to respond to all Request for Proposals.

2.3 Prohibited Contract Terms.

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

2.4 Open Records.

Information submitted to the Town of Chapel Hill is public information and is available upon request in accordance with the North Carolina Public Information Act. As provided by North Carolina statute and rule, the Town will consider keeping confidential the trade secrets, which the Company does not wish to be disclosed. For such information, the Company must mark each page in boldface at the top and bottom as “CONFIDENTIAL.” In spite of what is labeled as a trade secret, the determination of whether it is or not will be determined by North Carolina General Statutes 132-1.2(1). Once a final price is negotiated, the cost information will not remain confidential. Any other public information may not be deemed confidential; therefore, it is requested that only the necessary confidential pages be marked.

2.5 Contract Form.

The contract to be awarded will be in the form of the Town of Chapel Hill's contract. A sample contract is included as ATTACHMENT 1. This is a locally funded procurement. No federal assistance contract terms apply.

Section Three – Scope of Work

1. Background.

The purpose of this Request for Proposals (RFP) is to solicit offers for temporary personnel services.

The Town of Chapel Hill Public Works Department's Solid Waste Services Division is seeking proposals from qualified temporary personnel service providers to supply Solid Waste Collectors. Temporary personnel support is essential for maintaining reliable and efficient collection operations during periods of staffing shortages, increased seasonal workload, and special events.

The Division manages weekly collection of refuse, yard waste, brush, bulky items, dead animals, and other materials. Service providers selected through this RFP will assist the Town in ensuring continued high-quality service delivery to residents and businesses.

2. Information.

This RFP is intended to gather labor rates, staffing capabilities, and screening processes from temporary personnel service providers able to supply Solid Waste Collectors on an as-needed basis.

The anticipated start date for the Contract is December 1, 2026. The Town anticipates the contract term will be for one (1) year with the option to renew for up to four (4) additional one (1) year terms.

The Town may award contracts to multiple firms to help ensure adequate staffing availability and continuity of Solid Waste Services.

3. Scope of Work.

Temporary Solid Waste Collectors assigned to the Town of Chapel Hill shall perform duties consistent with the following job description:

A. Primary Duties.

- Work as a collector on rear-loading refuse trucks; pushing carts to the refuse truck, empties cart into truck, and returns carts to curb; collects trash from residents that are unable to place waste to the curb; collects trash from cans and bins.
- Lift and load brush, yard waste, trash, bulky items, dead animals, and other materials into refuse trucks.
- Ride on the back of refuse trucks and walk between collection stops.
- Assist with unloading materials at the landfill or transfer station.
- Participate in truck cleaning along with pre-trip and post-trip inspections under staff guidance.
- Perform additional duties as assigned by Solid Waste Services Division supervisors.

B. Physical Requirements.

- Ability to remain on their feet for an entire shift. Shift length will vary and can range from two (2) to twelve (12) hours. Most shifts will last six (6) to eight (8) hours.
- Ability to regularly lift very heavy materials and occasionally lift objects over 50 pounds.

- Ability to work outdoors in varied weather conditions where the employee is exposed to traffic hazards, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and foul odors.

C. Safety Requirements.

All assigned personnel must arrive with the required personal protective equipment (PPE), including:

- ASTM F2413-18 compliant safety shoes for solid waste workers;
- ANSI/ISEA 107-2020 compliant safety vests for solid waste workers; and
- ANSI/ISEA Z 87.1-2015 compliant safety glasses for solid waste workers.

4. Service Provider Responsibilities.

A. Contract and Worker Expectations.

The Town is seeking a service provider that can provide the following services.

- Supply qualified and physically capable personnel who meet the job requirements with very short notice. Historically, the Town contacts the temporary personnel service providers as early as 5:15 AM to request assistance by 6:00 AM on the same day.
- Ensure that all temporary workers comply with the Town's safety policies.
 - The Town has a Drug and Alcohol-Free Workplace Policy that must be followed by all Town and Staffing Agency supplied employees. The link to the policy is here: [Chapel Hill - Drug and Alcohol-Free Workplace Policy](#).
- Provide workers who are punctual, reliable, and able to follow operational instructions in English.
- Immediately remove any worker deemed unsuitable by the Town and replace with another worker within an agreed-upon timeframe.
- Maintain proper insurance coverage as required by the Town's contract terms.
- Ensure accurate timekeeping, invoicing, and communication with Town supervisors.
- Provide a designated account representative for coordination and issue resolution.

B. Screening, Hiring, and Compliance Requirements.

Companies shall provide at the minimum:

- Drug Screening:** Pre-employment drug screening. Company may conduct random or periodic testing procedures.
- Alcohol Testing:** As part of the pre-employment screening and random testing procedures, daily or periodic alcohol screening shall be conducted for personnel.
- Background Checks:** Criminal background check procedures shall be conducted on persons hired to work for the Town.

- d. Employment Eligibility Verification: Company shall use I-9 compliance, E-Verify usage, and identity verification workflow.
- e. Reference or Work History Verification: Verify work history and conduct reference checks.
- f. Safety Training: Company shall provide standard safety training at onboarding to cover PPE requirements, job-specific preparation, and protocols for accidents and injuries.

5. Reporting.

The Company will be expected to furnish the following information to the designated Town point of contact:

- a. Weekly or monthly invoices detailing each employee's name, total hours worked per day, date hours were worked, rate of pay per hour, and total cost to the Town per day per employee. Attached to each invoice must be a copy of the weekly timesheet that details the employee's name, total hours worked per day, date hours were worked, and Town representative's signature.

6. Provider Requirements.

In addition to the prior noted requirements, the Town will provide background check forms to the service provider. It is expected that the service provider will submit a completed form for each temporary staff member proposed to work for the Town. The service provider shall only send employees that the Town has verified as eligible to work with the Town.

Additionally, the provider should provide real-time communication updates regarding staffing replacements, or staffing shortages.

7. Town Responsibilities.

The Town will provide background check forms to the service provider for completion, review completed forms, conduct background checks, and alert the service provider if employees are eligible or not eligible to work for the Town.

The Town will provide on the job training for Solid Waste Collections.

The Town will alert the service provider of any personnel that it desires to no longer work with the Town. No justification will be required to be provided.

Section Four – Required Forms

Form 1: Submission Form

Providers shall affirm the below statements to complete a responsive Proposal. Signatures must be of a Provider company employee with the authority to enter into agreements.

Company Name: _____

Company Primary Contact: _____

Company Address: _____

Company Phone Number: _____

Company Email: _____

Company To Initial Each Statement:

- a. The Company has read, understands, and has signed all required forms and submitted them as part of this offer. _____
- b. The Company or authorized representative has read, understands, and accepts all terms and conditions as outlined herein, except for as noted on the Compliance Sheet. _____
- c. The Company's proposal is valid for a period of at least 60 days from date of submission. _____

Signature

Printed Name

Date

Form 2 - Addenda Acknowledgement

The undersigned acknowledges receipt of the following Addenda which are considered as part of the RFP:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Signature

Printed Name

Date

Form 3 - Compliance Or Exception to Terms and Conditions

Please check ONE option:

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

Firm Name (Print)

Title

Authorized Signature

Date

Form 4 - References Form

References for: _____ (Company name)

Please provide contact information for 3 current clients:

Name _____

Company _____

Contact Number _____

Contact e-mail _____

Name _____

Company _____

Contact Number _____

Contact e-mail _____

Name _____

Company _____

Contact Number _____

Contact e-mail _____

Form 5 - Non-Collusion Affidavit

_____ (name of individual), being first duly sworn, deposes
and says that:

1. He/She is the _____ (title) of _____
(company name), the proposer that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached proposal
and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither the said proposer nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affiant, has in any way colluded, conspired,
connived or agreed, directly or indirectly, with any other proposer firm or Person to submit a
collusive or sham proposal in connection with the contract for which the attached proposal
has been submitted or to refrain from proposing in connection with such contract, or has in
any manner, directly or indirectly sought by agreement or collusion of communication or
conference with any other proposer, firm or person to fix the price or prices or of any other
proposers, or to fix any overhead, profit or cost element or to secure through collusion,
conspiracy, connivance or unlawful agreement any advantage against the Town or any person
interested in the proposed contract; and

Signature

Title

if

Corporation

Date: _____

Form 5 – Pricing Form

1. Hourly Rates.

Hourly rate for solid waste collection personnel billed to the Town. This rate should not include insurance or benefit pay: \$_____

2. Other Fees.

Provide a description of any other fees along with the rate for these services. Company may add more fee descriptions if needed.

Other Fee Description:

_____	Rate: \$_____
_____	Rate: \$_____
_____	Rate: \$_____

Section Five – Proposal Content

4.1 Proposal Components.

Companies are required to prepare their proposals in accordance with the instructions outlined in this section and elsewhere in this RFP. In order to be eligible for consideration, the submitted proposal must include all of the following:

1. Cover letter stating intentions of the proposal and why your company should be considered for contract award.
2. Completion of all Section Four – Forms.
3. Proposed Solution in order of the Proposal Requirements listed below.
4. Proposals shall be no more than 10 pages including all required forms.

4.2 Vendor Proposal Requirements.

Company proposals must clearly demonstrate the required qualifications, expertise, competence, and capability of the vendor. Please include completed answers organized accordingly.

A. Organizational Overview.

1. Please describe your organizational structure and provide a brief history.
2. Include the key team members' names and credentials who will be working under the Town's contract. Include a brief description of their qualifications, current job functions, proposed roles, and how they will work with the Town of Chapel Hill. Resumes can be attached to the back of the proposal.
 - a. Describe Company's experience in providing temporary labor for municipal, public works, or solid waste operations. Highlight experience with solid waste operations.
 - b. Provide three similar clients with similar service needs that you have worked with in the last five years.
 - Provide the total dollar amount of the contract and length of term.
 - List the services provided, describe how the project was managed over the life of the contract.
 - Provide the contact information for the project manager in charge of the contract.

B. Service Coordination and Collaboration Plan.

Proposals should include the following information:

1. Hourly labor rates for Solid Waste Collector placements;
2. Describe any additional fees, including markup, transportation, administrative, or other applicable charges;

3. Provide detailed information regarding the provider's hiring, screening, onboarding, and compliance processes. Include information on the below topics and clearly state who performs each step (the provider, subcontractor, third-party screening partner, etc.)
 - a. Drug Screening: Provide information on the pre-employment drug screening and any random or periodic testing procedures.
 - b. Alcohol Testing: Describe use any daily or periodic alcohol screening conducted for personnel.
 - c. Background Checks: Describe criminal background check procedures, reporting standards, and disqualification criteria.
 - d. Employment Eligibility Verification: Provide information on how I-9 compliance, E-Verify usage and identity verification workflow is completed.
 - e. Reference or Work History Verification: Outline how previous employment checks are completed, if applicable.
4. List the personnel availability, including typical response times for same-day and next-day staffing needs. Describe the process used to have workers readily available to meet known and unknown staffing needs.
5. Describe the onboarding safety training, PPE requirements and materials provided to workers, and job-specific preparation that would be provided to laborers prior to them being sent to work for the Town. Describe any on-going or recurring training that is provided to workers to maintain safety awareness.

Section Six- Evaluation of Proposals

5.1 Proposal Evaluation.

Responses to the RFP will be evaluated based on:

2. Completeness and clarity of submission.
3. Organizational overview and experience providing similar services.
4. Strength and rigor of screening processes.
5. Ability to provide personnel on short notice.
6. Demonstrated commitment to safety.
7. Cost competitiveness.

Attachment 1 – Sample Contract

STATE OF NORTH CAROLINA
COUNTY OF ORANGE

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

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

WITNESSETH

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

1. Duties of the Contractor: The Contractor agrees to perform those duties described in Exhibit A, attached hereto and incorporated herein by reference.
2. Duties of the Town: The Town will pay for the Contractor’s services as set forth in Exhibit A.
3. Maximum Sum: Contract amount is not to exceed {insert a not to exceed amount} plus applicable sales tax.
4. Billing and Payment: The Contractor shall submit an invoice to the Town for work performed under the terms of this Contract. The Town will make payment within thirty (30) days of receipt of an accurate invoice, approved by the department which contracted for these services.
5. Indemnification and Hold Harmless: The Contractor agrees to indemnify and hold harmless the Town of Chapel Hill and its officers, agents and employees from all loss, liability, claims or expense (including reasonable attorneys’ fees) arising from bodily injury, including death or property damage to any person or persons proximately caused in whole or in part by the negligence or willful misconduct of the Contractor, except to the extent same are caused by the negligence or misconduct of the Town. Contrary to any provision that may be contained in any exhibits, attachments, or subsequent purchase orders, the Town shall not consent to limitations of Contractor liability for amounts less than the amount of insurance coverage under this agreement. Any provision that may be contained in any exhibits, attachments, or subsequent purchase orders that calls for the Town to indemnify the Contractor shall be only to the extent allowed by law.
6. Insurance Provisions: The Contractor shall provide evidence of current valid insurance (if applicable) for the duration of this agreement, with the Town named as an additional insured under the Contractor’s Commercial General Liability and Business Automobile policies. The required coverage limits are: 1) Commercial General Liability and Business Automobile - \$1,000,000 per occurrence and 2) Workers’ Compensation - \$100,000 for both employer’s liability and bodily injury by disease for each employee and \$500,000 for the disease policy limit. Cyber Liability Coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate is required for Contractors having access to personal identifying information and/or computer networks. The Town may also require evidence of supplementary insurance coverages depending on the services provided under this agreement.
7. Non-Discrimination: The Contractor contractually agrees to administer all functions pursuant to this agreement without discrimination because of race, creed, sex, national origin, age, economic status, sexual orientation, gender identity or gender expression.

8. Federal and State Legal Compliance: The Contractor must be in full compliance with all applicable federal and state laws, including those on immigration.
9. E-Verify: The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. If any subcontractors are used, they also must comply with these requirements. Pursuant to North Carolina General Statute § 143-133.3 (c)(2), contracts solely for the purchase of apparatus, supplies, materials, and equipment are exempt from this E-Verify provision.
10. Amendment: This Contract may be amended in writing by mutual agreement of the Town and Contractor.
11. Termination: Either party may terminate this Contract at any time by giving the other party thirty (30) days written notice of termination prior to the end of the term.
12. Interpretation/Venue: This Contract shall be construed and enforced under the laws of North Carolina. The courts and the authorities of the State of North Carolina shall have exclusive jurisdiction over all controversies between the parties which may arise under or in relation to this Contract. In the event of any dispute between the parties, venue is properly laid in Orange County, North Carolina for any state court action and in the Middle District of North Carolina for any federal court action. Contrary to any provision that may be contained in any exhibits, attachments, or subsequent purchase orders, the Town shall not consent to 1) resolving any dispute by means of arbitration and/or 2) waiver of a trial by jury.
13. Preference: If the terms of any exhibits, attachments, or subsequent purchase are not consistent with the terms of this Contract, this document shall have preference; provided that where either any exhibit attached hereto or this document establishes higher standards for performance by either party, the higher standard, wherever located, shall apply.
14. Severability: The parties intend and agree that if any provision of this Contract or any portion thereof shall be held to be void or otherwise unenforceable, all other portions of this Contract shall remain in full force and effect.
15. Assignment: This Contract shall not be assigned without the prior written consent of the parties.
16. Entire Agreement: This Contract shall constitute the entire agreement of the parties and no other warranties, inducements, considerations, promises, or interpretations shall be implied or impressed upon this Contract that are not expressly addressed herein. All prior agreements, understandings and discussions are hereby superseded by this Contract.
17. Construction Project Related Sales Tax: If applicable, the Contractor must provide certified statements regarding the cost of materials purchased and the amount of North Carolina sales and use taxes paid by Contractor and any subcontractors. Contractor further agrees to provide the Town with any additional information and documentation the Town might request in the event the Commissioner of Revenue of the State of North Carolina requires more information to substantiate a refund claim by the Town for sales or use tax. The Town will not make payment until these statements are submitted. Any tax refunds received by the Town will remain with the Town.
18. Non-Appropriation of Funding: Contractor acknowledges that the Town is a governmental entity, and the Contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of Town's

obligations under this Contract, then this Contract shall automatically expire without penalty to the Town, thirty (30) days after written notice to Contractor advising of the unavailability and non-appropriation of public funds. It is expressly agreed that the Town shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

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

[SIGNATURES ON FOLLOWING PAGE.]

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

{CONTRACTOR’S FULL LEGAL NAME}

SIGNATURE

PRINTED NAME & TITLE

TOWN OF CHAPEL HILL

DEPARTMENT HEAD/EXECUTIVE DIRECTOR OR DEPUTY/TOWN MANAGER

PRINTED NAME & DEPARTMENT

ATTEST BY TOWN CLERK:

TOWN CLERK/DEPUTY TOWN CLERK

TOWN SEAL

Town Clerk attests this the _____ day of _____ 20 _____ .

Approved as to Form and Authorization

ATTORNEY FOR TOWN

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

FINANCE OFFICER

DATE