



Agenda Action Form Overview

The Board is requested to approve the Durham County Board of Elections’ request to increase its FY24-25 service contract with Adecco, a temporary employee agency, in the amount of \$254,450.84. Adecco has provided temporary employee services for several years, and we trust that they understand our scope of work. The temporary employees will assist with pre- and post-election activities associated with the following elections:

- October 7, 2025, Municipal Primary Election
- November 4, 2025, Municipal General Election
- March 3, 2026, Statewide Primary Election

The vendor will also provide additional services as needed for other election related functions. The current contract amount will increase to \$716,902.21

Background/Justification

This request is being made to accommodate temporary employee services being rendered by the vendor for October 7, 2025, November 4, 2025, and March 3, 2026, elections and recurring election administration activities.

Policy Impact

Acquiring this service will permit the Durham County Board of Elections to operate in an efficient and effective manner consistent with the county’s strategic plan. Enabling the Board of Elections to acquire this service will ensure continued statutory compliance and allow the Board to lead in innovative election services and internal administrative controls.

Procurement Background

Type of purchase

- Goods
- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair

Did this request for purchase go through a bid process? Yes No

Goods: Bids required if ≥ \$30,000, BOCC approval if ≥ \$90,000

Services: Bids required if ≥ \$30,000, BOCC approval if > \$40,000

Construction/Repair work: Bids required if ≥ \$30,000, BOCC approval if ≥ \$500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.



If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

A temporary agency policy exemption is included in the contract packet.

Fiscal Impact

Existing funds in the FY25-26 budget will be used to cover the requested amount in services provided by the vendor.

Recommendation

The County Manager recommends that the Board approve the Board of Elections to amend and increase its contract with Adecco by \$254,450.84 for temporary employee services in FY25-26. The Durham County Board of Elections also requests the Board to extend authorization of future contract amendments to the Manager.



Durham County Board of Elections
3825 South Roxboro Street
Suite 101
Durham, NC 27713

1. Temporary Staffing Services

a. Description. Adecco USA, Inc. ("Adecco") will recruit, interview, select and hire assigned employees ("Associates") who, in Adecco's judgment, possess the qualifications you request. Adecco will pay Associates weekly for time worked as submitted on time records verified and approved by your authorized representative. Adecco shall report and pay the employer's share of state and federal taxes, workers' compensation, FICA, and unemployment insurance for compensation paid to them and will submit required tax withholdings. The term of this Contract is from July 1, 2025 to June 30, 2026.

b. Rates and Charges. Fees/Charges are in the attached Rate Sheet. Adecco's pricing provides for emailed invoices, Web Time approval system, standard Adecco interview, E-Verify, verification of one previous employer, and standard Adecco assessments for each Associate at time of first assignment. Rates reflect a cash/cash equivalent discount of 3.5%. Adecco may change rates on 30 days' written notice, including increases due to higher or newly imposed government-mandated costs (such as required wage, payroll tax, insurance premium, assessment, contribution, benefit or fee). Overtime will be billed by applying the same multiple to the straight time bill rate as Adecco is legally required to apply to the Associates' pay rate (usually 1.5). You will be billed for applicable sales, use, excise, value-added, and other like taxes on our staffing services. A minimum of 4 hours per day will be charged for each Associate. Further charges will apply for non-standard services. Adecco will bill back to Client the straight-time bill rate for all hours taken by any Associate in any jurisdiction that has passed or will pass paid sick time legislation. Adecco will bill back at cost for any government mandated trainings and any other compensable time. Adecco will invoice you weekly for compensable time worked by Associates; payment is due in full upon receipt. If Client has a PO requirement, any delay in Client's internal approval process should not delay payment to Adecco and such payments shall continue to be due within the time set forth herein. Adecco reserves the right to assess a late penalty charge to Client calculated as follows: 0.0277% daily finance charge on outstanding invoice amounts for each day past due. Any late payment penalty will be invoiced separately to Client on a quarterly basis for all outstanding invoiced amounts. Adecco will work with you to resolve any invoice disputes made within 60 days of invoice date. Adecco shall apply credits, without Client approval, with the right to offset those credits at their discretion. Adecco shall perform the services described in this Agreement for compensation to be paid by Client/Durham County, in an amount not to exceed Seven Hundred Sixteen Thousand, Nine Hundred Two and 21/100 Dollars (\$716,902.21). This is a Two Hundred Fifty Four Thousand, Four Hundred Fifty and 84/100 Dollars (\$254,450.84) increase to the previous agreement.

c. Responsibilities. You are responsible for the supervision and safety of Associates while on your premises including compliance with federal and state laws, including OSHA. You agree to bear the risks of allowing Associates to handle cash (including electronic transactions), checks, keys, credit cards, laptops, computers, merchandise, negotiable instruments, or confidential information; losses enabled or enhanced by lack of reasonable supervision, including risks arising from Associates being required to work from home or remotely in connection with their duties for you; or to be permitted to travel or operate motor vehicles or equipment, and you shall defend and hold harmless Adecco from these risks. Associates are not authorized to bind you or Adecco, to render professional opinions, or to sign their names or Adecco's name to financial statements or tax returns. You agree not to permit Associates to climb or operate 8 feet or more above the ground or manually lift objects greater than 50 lbs. per person and not to change an Associate's assigned duties without Adecco's prior approval. You agree to provide Associates with meal and/or rest breaks required by law. Web approval is the standard method of approving time. Time entries must be approved no later than 2pm Tuesday following the Sunday work week end; if not, hours submitted are deemed approved. For hours entered after midnight Sunday, you will receive an email notification for approval to be made within 24 hours. You shall notify Adecco if any positions filled under this agreement ("Agreement") are or become subject to a Wage Determination, federal or state prevailing wage, living wage and/or special fringe benefit requirements, including but not limited to the Service Contract Act. You shall notify Adecco in the event that any orders qualify as tax exempt and provide Adecco with a properly executed certificate or permit stating to that fact. You acknowledge that Adecco relies solely on your job descriptions in making exempt/non-exempt pay classifications, and you shall ensure that the functions and duties actually performed by Associates are accurately reflected in the job descriptions.

d. Hiring of Associates. You will obtain the services of each person assigned to it as an Associate only through Adecco. If you wish to obtain the person's services directly before the Associate's assignment from Adecco to you has continued for at least the number of hours of work set forth in the Rate Table, then you must either (a) end the Associate's assignment and wait at least 180 days before obtaining the person's services; or (b) pay Adecco the conversion fee set forth on the Rate Schedule attached hereto.

e. During the term and for a period of one hundred eighty (180) days thereafter, Client shall not transition any of the Associates to another supplier. If any Associate is engaged to perform services by another supplier as a result of the solicitation, participation or facilitation by Client, either directly or indirectly, within one hundred and eighty

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Email: lisa.salas@adeccona.com

(180) days of termination of this Agreement, Client will pay to Adecco, as liquidated damages, an amount equal to 25% of the Associate's first year salary with such other party, unless prohibited by applicable law.

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Email: lisa.salas@adeconna.com

2. Direct Hire Services

a. Description. Upon your request, Adecco will find, refer and place one or more candidates into employment with you.

b. Rates and Charges. For each candidate that you employ in any capacity within 365 days after referral, upon receipt of invoice you shall remit 30% (or such other percentage as is agreed upon in the 'Additional Terms section below) of the candidate's annualized pay (which is all expected cash compensation for the first 365 days of employment, including bonus) plus sales tax where applicable. "Employs in any capacity" includes, but is not limited to: employing the candidate directly; purchasing the candidate's services as a temporary, payrolled or leased employee of an organization other than Adecco; obtaining the candidate's services through any independent contractor, agency, facility staffing, or consulting relationship; or arranging, suggesting, endorsing, facilitating, or acquiescing in the candidate's employment or recruitment by another organization with legal or operational ties to you. In the event that a candidate referred by Adecco has submitted his/her resume directly to you or is otherwise found in your database, but has not been contacted about or interviewed for the relevant position within the past six (6) months, Adecco will be considered the source of the referral and entitled to a full fee according to terms of this Agreement. If you fail to pay the full placement fee when due, you will remain liable for the fee and will also pay Adecco all attorney's fees and other collection or litigation costs incurred to recover the fee by Adecco or its successor in interest. If Client pays the full fee for a candidate's placement within 10 business days after the candidate's start date, Client will be entitled to a service guarantee, which is that, if the placed candidate's employment with Client is terminated within a guarantee period of the employee's first 30 calendar days, for reasons other than layoff, lack of work, change or misrepresentation of the candidate's required duties, violation of law by the Client or its personnel, or change in the Client's location, Adecco will replace the candidate for that position without additional charge.

3. Miscellaneous

No representations or warranties, implied or otherwise, are given by Adecco, except as expressly provided in this Agreement. You represent and warrant to Adecco that all information provided by you is accurate and complete, and that you have the power and authority to enter into the obligations herein and to bind any entity on whose behalf you have accepted the terms and conditions of this Agreement. Either party may terminate the active staffing relationship at any time; after termination, this Agreement will continue to govern the parties' rights and obligations regarding the services and work performed before the termination. At either party's option, disputes relating to this Agreement will be resolved through non-binding mediation. This Agreement constitutes the entire agreement and understanding between the parties with respect to its subject matter and supersedes all prior and contemporaneous agreements, understandings and negotiations, whether oral or written with respect to the same and shall be governed by the laws of the United States of America and the State of North Carolina, without regard to conflict of laws rules of any jurisdiction.

Client Name	Worksite City	Worksite State	Bill Code	# of associates	Markup %
Durham County Board of Elections	DURHAM	NC	GENL OFF	40	49.06%
Durham County Board of Elections	Durham	NC	WAREHOUSE	40	49.06%
Durham County Board of Elections	Durham	NC	CLERK	1	49.06%

[1] If lifting is required, workers' compensation classification may vary and will impact bill rate.

Conversion / Transfer Fee

Hiring of Associates. If you or an affiliate obtain the services of an Associate at any time during an assignment or within the 180 calendar days following the end of an assignment, and you do so other than via Adecco in connection with this Agreement, you agree to pay a fee of annualized pay, including bonus(es) in the new position, which will be set in accordance with the schedule below, which is based on the straight-time hours worked by the Associates on assignment prior to such conversion or transfer.

<i>All Skill Types & Bill Codes</i>	
Number of Hours	Fee
0 - 160 hours	20%
161 - 320 hours	15%
321 - 480 hours	10%
> 480 hours	5%

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Email: lisa.salas@adeconna.com

Temporary Staffing Associate Guarantee

If for any reason you are dissatisfied with an Associate's qualifications and notify Adecco within the first 8 hours of the assignment, you will not be charged for the hours worked by the Associate and Adecco will make reasonable efforts to provide a replacement. This guarantee is your sole remedy for dissatisfaction with an Associate's qualifications, performance or conduct.

Bill Code	Screenings	Pricing
GENL OFF	NCRF: NATIONAL CRIMINAL RECORD FILE PLUS	Included in Markup
WAREHOUSE	NCRF: NATIONAL CRIMINAL RECORD FILE PLUS	Included in Markup
CLERK	NCRF: NATIONAL CRIMINAL RECORD FILE PLUS	Included in Markup

Prior to commencement of their assignment, all Associates assigned to Client will be screened by Adecco using Adecco's preferred third party vendor (unless otherwise specified) according to the below screening requirements and adjudicated against Adecco's standard criteria, applied on an individualized basis as required by applicable law, rule, regulation and administrative agency. Client will pay the cost of the criminal background checks and drug screening. Adecco will reuse prior screening results as follows: background screenings consistent with the requirements above if completed within the past 6 months, and drug screenings consistent with the requirements above if completed within the past 30 days. Associates assigned to Client will be screened according to the screening requirements set forth herein, if any, and adjudicated against Adecco's standard criteria.

Invoice Delivery Information

Contact Name: Richard Acheampong

Email Address: racheampong@dconc.gov

Additional Terms

Any referred candidates may be hired on by Durham County Board of Elections at any time, with no conversion fee.

Pending background permitted to start.

General Office and General Warehouse roles paying \$16.00 per hour; Billed at \$23.85 per hour.

Absentee Coordinator paying \$23.00 per hour, is billed at \$34.28 per hour.

Signature of Client's Authorized Representative

Lisa Salas

Print Name

Lisa Salas

Date

04/10/2025

Signature of Adecco's Authorized Representative

Print Name

Date

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

Crystally Wright, Interim Durham County Chief

Financial Officer Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/10/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: WTW Certificate Center PHONE (A/C. No. Ext): 1-877-945-7378 E-MAIL ADDRESS: certificates@wtwco.com	FAX (A/C. No.): 1-888-467-2378
	INSURER(S) AFFORDING COVERAGE	
INSURED Adecco, Inc. & its subsidiaries 4800 Deerwood Campus Parkway, Building 800 Jacksonville, FL 32246	INSURER A: National Union Fire Insurance Company of P	NAIC # 19445
	INSURER B: ACE Property & Casualty Insurance Company	20699
	INSURER C: AIU Insurance Company	19399
	INSURER D: AXIS Insurance Company	37273
	INSURER E: Fireman's Fund Indemnity Corporation	11380
	INSURER F: QBE Specialty Insurance Company	11515

COVERAGES

CERTIFICATE NUMBER: W38646827

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	024061366	01/01/2025	01/01/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	024061364	01/01/2025	01/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 25,000	Y	Y	XOOG47439280002	01/01/2025	01/01/2026	EACH OCCURRENCE \$ 13,000,000 AGGREGATE \$ 13,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No	N/A	024061367	01/01/2025	01/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
A	Automobile Liability Hired Autos Only Non-Owned Autos Only	Y	Y	024061365	01/01/2025	01/01/2026	Combined Single Limit 2,000,000

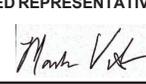
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Umbrella/Excess is follow form and excess of the primary General Liability, Auto Liability, and Employers' Liability, subject to policy terms, conditions, and exclusions.
SEE ATTACHED

CERTIFICATE HOLDER

CANCELLATION

DURHAM COUNTY
 200 EAST MAIN STREET
 DURHAM, NC 27701

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE




ADDITIONAL REMARKS SCHEDULE

AGENCY Willis Towers Watson Southeast, Inc.		NAMED INSURED Adecco, Inc. & its subsidiaries 4800 Deerwood Campus Parkway, Building 800 Jacksonville, FL 32246	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

DURHAM COUNTY is included as Additional Insured with respect to General Liability, Auto Liability and Professional Liability where required by written contract.

Waiver of subrogation is applicable to General Liability, Auto Liability, and Workers Compensation where required by written contract, as permitted by law.

General Liability and Auto Liability is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and where required by written contract.

DURHAM COUNTY is included as Loss Payee as respects to Crime Policy when required by written contract.

The Workers' Compensation policy includes an Alternate Employer endorsement.

INSURER AFFORDING COVERAGE: AIU Insurance Company NAIC#: 19399
 POLICY NUMBER: 024061368 EFF DATE: 01/01/2025 EXP DATE: 01/01/2026

SUBROGATION WAIVED: Y

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation	E.L. EACH ACCIDENT	\$2,000,000
Employers' Liability - Wisconsin	E.L. DISEASE - EA EMP	\$2,000,000
Per Statute	E.L. DISEASE - POLICY	\$2,000,000

INSURER AFFORDING COVERAGE: National Union Fire Insurance Company of Pittsburgh NAIC#: 19445
 POLICY NUMBER: 024061369 EFF DATE: 01/01/2025 EXP DATE: 01/01/2026

SUBROGATION WAIVED: Y

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation	E.L. EACH ACCIDENT	\$1,000,000
Employers' Liability - Ohio	E.L. DISEASE - EA EMP	\$1,000,000
Per Statute	E.L. DISEASE - POLICY	\$1,000,000

INSURER AFFORDING COVERAGE: AXIS Insurance Company NAIC#: 37273
 POLICY NUMBER: P-001-000326514-06 EFF DATE: 01/01/2025 EXP DATE: 01/01/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Crime with Third Party Coverage	Per Occurr/Aggregate	\$10,000,000



ADDITIONAL REMARKS SCHEDULE

AGENCY Willis Towers Watson Southeast, Inc.		NAMED INSURED Adecco, Inc. & its subsidiaries 4800 Deerwood Campus Parkway, Building 800 Jacksonville, FL 32246	
POLICY NUMBER See Page 1		NAIC CODE See Page 1	
CARRIER See Page 1		EFFECTIVE DATE: See Page 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: Fireman's Fund Indemnity Corporation NAIC#: 11380
 POLICY NUMBER: U5F00034025 EFF DATE: 01/01/2025 EXP DATE: 01/01/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Cyber-Including Network Security	Each Claim/Aggregate	\$10,000,000
Privacy Event Expense	SIR:	\$5,000,000

INSURER AFFORDING COVERAGE: QBE Specialty Insurance Company NAIC#: 11515
 POLICY NUMBER: 130004050 EFF DATE: 01/01/2025 EXP DATE: 01/01/2026

ADDITIONAL INSURED: Y

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
E&O/Professional Liability	Each Claim/Aggregate	\$10,000,000
Including Technology E&O	SIR:	1,000,000
Media Liability Included		

ADDITIONAL REMARKS:
 Contractual Liability is included in Professional Liability, subject to policy terms and conditions. This insurance is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and where required by written contract.

From: [Lisa Salas](#)
To: [Baker, Brenda](#)
Cc: [Soraida Franco-Pilgreen](#); [Phillip Perry](#); [Acheampong, Richard](#)
Subject: RE: Board of Elections FY25-26 Contract Quotes
Date: Wednesday, December 11, 2024 12:03:06 PM
Attachments: [image001.png](#)

Hi Brenda,

I had requested your account to be excluded from our pricing increase in 2025. I just confirmed with Finance, and they approved my request, so our rates remain unchanged.

Payrate	Billrate
\$ 16.00	\$ 23.85
\$ 17.00	\$ 25.34
\$ 18.00	\$ 26.83
\$ 19.00	\$ 28.32
\$ 20.00	\$ 29.81
\$ 21.00	\$ 31.30
\$ 22.00	\$ 32.79
\$ 23.00	\$ 34.28

Lisa Salas
Manager II, Branches
105 West HWY 54 Suite 279 Durham, North Carolina
T 919.676.4288
M 732.647.6619
E lisa.salas@adeccona.com

Adecco USA
adeccousa.com

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From: Baker, Brenda <bwcbaker@dconc.gov>
Sent: Wednesday, December 11, 2024 8:35 AM
To: Lisa Salas <lisa.salas@adeccona.com>
Cc: Soraida Franco-Pilgreen <Soraida.Franco@adeccona.com>; Phillip Perry <Phillip.Perry@Adeccona.com>; Acheampong, Richard <racheampong@dconc.gov>
Subject: RE: Board of Elections FY25-26 Contract Quotes

External Email: This message originated outside of The Adecco Group. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

Thank you, Lisa!

Brenda C. Baker
Deputy Director of Elections
Office Of the Director



Durham County Board of Elections
Physical address: 3825 S. Roxboro Street., Suite 101 Durham, NC 27713
Mailing address: PO Box 868, Durham, NC 27702
Phone: (919) 560-0690
Fax: (919) 560-0688
www.dcovotes.com

From: Lisa Salas <lisa.salas@adeccona.com>
Sent: Wednesday, December 11, 2024 8:17 AM
To: Baker, Brenda <bwcbaker@dconc.gov>
Cc: Soraida Franco-Pilgreen <Soraida.Franco@adeccona.com>; Phillip Perry <Phillip.Perry@Adeccona.com>; Acheampong, Richard <racheampong@dconc.gov>
Subject: RE: Board of Elections FY25-26 Contract Quotes

Good morning Brenda,

I'll have the new year rates over to you today.

Lisa Salas
Manager II, Branches
105 West HWY 54 Suite 279 Durham, North Carolina
T 919.676.4288
M 732.647.6619
E lisa.salas@adeccona.com

Adecco USA
adeccousa.com

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From: Baker, Brenda <bwcbaker@dconc.gov>
Sent: Tuesday, December 10, 2024 3:48 PM
To: Lisa Salas <lisa.salas@adeccona.com>
Cc: Soraida Franco-Pilgreen <Soraida.Franco@adeccona.com>; Phillip Perry <Phillip.Perry@Adeccona.com>; Acheampong, Richard <racheampong@dconc.gov>
Subject: Board of Elections FY25-26 Contract Quotes

External Email: This message originated outside of The Adecco Group. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon, Lisa.

I hope you are well. We are working on our FY25-26 budget and need some information from you.

Can you please give us the bill rate for the dollar amounts listed below:

- \$16
- \$17
- \$18
- \$19
- \$20
- \$21
- \$22
- \$23

Please let me know if you have any questions.

Thank you,

Brenda C. Baker
Deputy Director of Elections
Office Of the Director



Durham County Board of Elections
Physical address: 3825 S. Roxboro Street., Suite 101 Durham, NC 27713
Mailing address: PO Box 868, Durham, NC 27702
Phone: (919) 560-0690
Fax: (919) 560-0688
www.dcovotes.com

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Caution: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Acheampong, Richard

From: Ross Bowman <rbowman@ledgent.com>
Sent: Thursday, April 3, 2025 1:08 PM
To: Gaylord Davidson; Acheampong, Richard
Cc: Baker, Brenda
Subject: Re: REQUEST FOR A QUOTE

Hi Richard,

See below the quote per Gaylord's request for the below pay ranges. We would love to be the go to for you guys this year! I know we have been recruiting some excellent individuals in the Durham area.

Please let me know what questions you may have for me while Gaylord is out of the office.

\$16 - \$22.40
\$17 - \$23.80
\$18 - \$25.52
\$19 - \$26.60
\$20 - \$28.00
\$21 - \$29.40
\$22 - \$30.80
\$23 - \$32.20



Ross Bowman | Branch Manager

Ledgent Finance & Accounting, a Roth Staffing Company

Ultimate Staffing • Ledgent F&A • Ledgent Technology • Adams & Martin Group • About Talent

o: 919.987.3449 d: 984.263.4277 e: rbowman@ledgent.com
ledgent.com

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From: Gaylord Davidson <gdavidson@ultimatestaffing.com>
Sent: Thursday, April 3, 2025 12:02 PM
To: Acheampong, Richard <racheampong@dconc.gov>

Cc: Baker, Brenda <bwcbaker@dconc.gov>; Ross Bowman <rbowman@ledgent.com>

Subject: Re: REQUEST FOR A QUOTE

I am in Jamaica, I'm going to have Ross send them over for me. Thanks. Would really love to be considered this year.

Get [Outlook for Android](#)

From: Acheampong, Richard <racheampong@dconc.gov>

Sent: Thursday, April 3, 2025 8:36:56 AM

To: Gaylord Davidson <gdavidson@ultimatestaffing.com>

Cc: Baker, Brenda <bwcbaker@dconc.gov>

Subject: REQUEST FOR A QUOTE

Greetings,

I hope you're doing well!

Can you please send us a quote for the bill rate's dollar amount listed below:

\$16

\$17

\$18

\$19

\$20

\$21

\$22

\$23

Please let me know if you have any questions.

Thank you,

Richard Acheampong
Elections Business Officer
Business Division



Durham County Board of Elections

Physical address: 3825 S. Roxboro Street., Suite 101 Durham, NC 27713

Mailing address: PO Box 868, Durham, NC 27702

Phone: (919) 560-7278

Fax: (919) 560-0688

www.dcovotes.com

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The Greer Group: Quote – Temporary Workers-04/02/25

Recruited Mark Up: 39.6%

Payrolling Mark Up: 23.6%

<u>Pay Rate</u>	<u>Recruited Bill Rate</u>	<u>Payrolling Bill Rate</u>
\$16.00	\$22.34	\$19.78
\$17.00	\$23.73	\$21.01
\$18.00	\$25.13	\$22.25
\$19.00	\$26.52	\$23.48
\$20.00	\$27.92	\$24.72
\$21.00	\$29.32	\$25.96
\$22.00	\$30.71	\$27.19
\$23.00	\$32.11	\$28.43

Mark Ups/Bill Rates:

We have provided the mark-ups and bill rates above to reflect both our recruited and payrolling services. We have provided in more detail the payrolling function below. A key aspect of the mark-ups would be based on the volume of candidates needed. We may be able to review the above quotes if there is a large volume of staffing needed.

Payrolling Meaning:

The Greer Group, Inc. provides payrolling services for any Part-Time or Full-Time employees that Durham County refers to us for this service. Your organization would interview, select, credential, and extend a contingent offer to the potential employee, and refer the individual to The Greer Group, Inc. for onboarding. We then add the employee to our payroll and process applicable deductions. The payrolled employee is also covered under our Certificate of Insurance.

Managed Payroll services save your organization the time and cost of processing payroll and deductions for employees, as well as the hassle of completing needed screenings. By choosing this option, you are only paying for what is needed per person and this option also has a competitive edge of keeping the right talent happy on the job. In most businesses, the bottom line comes down to budget and money. We understand the importance of Durham County’s need to adhere to their budget and being accountable for the various departments’ spending.

We look forward to the opportunity to support Durham County Board of Elections and are always available to answer any questions you may have!

Acheampong, Richard

From: McKinney, Nathan
Sent: Thursday, June 13, 2024 2:20 PM
To: Bowens, Derek; Everett-Perry, Kathy R.
Cc: Hawley, Jonathan K.; Baker, Brenda; Acheampong, Richard
Subject: Re: Temporary Agency Policy Exemption

Hi Mr. Bowens,

Got it - makes sense. I'll proceed with the contract reviews accordingly.

Thank you,

Sincerely,

NATHAN L. MCKINNEY | Senior Assistant County Attorney

(Friendly reminder that I am generally not available on Mondays)

nmckinney@dconc.gov

P.O. Box 3508

Durham, North Carolina 27702

Office (919) 560-0395 | Fax (919) 328-6342 | Cell 984-260-5908

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From: Bowens, Derek <dbowens@dconc.gov>
Sent: Thursday, June 13, 2024 1:58:05 PM
To: Everett-Perry, Kathy R. <keverettperry@dconc.gov>
Cc: Hawley, Jonathan K. <jkhawley@dconc.gov>; McKinney, Nathan <nmckinney@dconc.gov>; Baker, Brenda <bwcbaker@dconc.gov>; Acheampong, Richard <racheampong@dconc.gov>
Subject: Temporary Agency Policy Exemption

Hello All –

Recently, I reached out to Chief Human Resources Officer(CHRO)/Employment Counsel Kathy Everett-Perry regarding concerns with the county's Temporary Agency Policy. After discussion and given the large volume of temporary employees that are required to be onboarded by the Durham County Board of Elections, CHRO Everett-Perry agreed to exempt the Board of Elections from the policy thus authorizing

us to amend our contract with our temporary agency. We will be providing HR with the names of every temporary employee that will be working on-site through the temporary agency. CHRO Everett-Perry, please let me know if this accurately reflects our discussion and your exemption authorization regarding this policy.

Thanks!

Derek

Derek L. Bowens
Director of Elections



Durham County Board of Elections
Physical address: 201 N. Roxboro Street, Durham, NC 27701
Mailing address: PO Box 868, Durham, NC 27702
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Acheampong, Richard

From: Bowens, Derek
Sent: Wednesday, June 12, 2024 11:35 AM
To: Everett-Perry, Kathy R.; Hawley, Jonathan K.; Richardson, Dara
Cc: Baker, Brenda; Acheampong, Richard
Subject: RE: Adecco FY25 Contract

Thanks Madam CHRO. So sorry to disturb you with this. I will take a look at calendars and schedule something for tomorrow.

Derek L. Bowens
Director of Elections



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Fax: (919) 560-0688
www.dcovotes.com

From: Everett-Perry, Kathy R. <keverettperry@dconc.gov>
Sent: Wednesday, June 12, 2024 11:34 AM
To: Bowens, Derek <dbowens@dconc.gov>; Hawley, Jonathan K. <jkhawley@dconc.gov>; Richardson, Dara <drichardson@dconc.gov>
Cc: Baker, Brenda <bwcbaker@dconc.gov>; Acheampong, Richard <racheampong@dconc.gov>
Subject: Re: Adecco FY25 Contract

Hi Derek,

Unfortunately, I do not have any availability today. I am on leave to attend my daughter's high school graduation. I could meet tomorrow if that works.

Thanks,
Kathy

Kathy R. Everett-Perry, Esq. | CHRO/Chief Employment Counsel



keverettperry@dconc.gov
200 East Main Street , 3rd Floor
Durham, North Carolina 27701
Office (919) 560-7910 | Fax (919) 328-6072



From: Bowens, Derek <dbowens@dconc.gov>
Date: Wednesday, June 12, 2024 at 11:10 AM
To: Hawley, Jonathan K. <jkhawley@dconc.gov>, Everett-Perry, Kathy R. <keverettperry@dconc.gov>, Richardson, Dara <drichardson@dconc.gov>
Cc: Baker, Brenda <bwcbaker@dconc.gov>, Acheampong, Richard <racheampong@dconc.gov>
Subject: FW: Adecco FY25 Contract

Thanks Jonathan. The BOE will not be subject to this. Madam CHRO, are you able to jump on a call with Jonathan and I to discuss?

Derek L. Bowens
Director of Elections



Durham County Board of Elections
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From: Baker, Brenda <bwcbaker@dconc.gov>
Sent: Wednesday, June 12, 2024 11:06 AM
To: Bowens, Derek <dbowens@dconc.gov>
Cc: Acheampong, Richard <racheampong@dconc.gov>
Subject: FW: Adecco FY25 Contract

Hi Derek,

Richard is working on the Adecco contract and was made aware of an HR policy regarding Temporary Agencies.

In my quick review of the attached document, the information provided requests us to complete forms to hire an employee. It says nothing regarding a Contract with a staffing agency.

Please advise on how you'd like for us to proceed.

Thank you,

Brenda C. Baker
Deputy Director of Elections
Office Of the Director



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Phone: (919) 560-0690
Fax: (919) 560-0688
www.dcovotes.com

From: Hawley, Jonathan K. <jkhawley@dconc.gov>
Sent: Wednesday, June 12, 2024 10:58 AM
To: Acheampong, Richard <racheampong@dconc.gov>

Cc: Baker, Brenda <bwcbaker@dconc.gov>; Turpin, Khamis N. <knturpin@dconc.gov>

Subject: RE: Adecco FY25 Contract

Hi Richard,

HR established this policy about ten months ago. Please see the attached policy and form. If you have any questions, please contact HR.

Thanks
Jonathan H.

Jonathan Hawley, CLGPO
PROCUREMENT MANAGER



Purchasing Division
201 East Main Street, 7TH Floor
Durham, North Carolina 27701
Office (919) 560-8753 | Fax (919) 560-0077
jkhawley@dconc.gov

From: Acheampong, Richard <racheampong@dconc.gov>
Sent: Wednesday, June 12, 2024 10:22 AM
To: Hawley, Jonathan K. <jkhawley@dconc.gov>
Cc: Baker, Brenda <bwcbaker@dconc.gov>; Turpin, Khamis N. <knturpin@dconc.gov>
Subject: Adecco FY25 Contract

Good Morning Jonathan,

Please we have received a response from legal about the FY25 Adecco contract we are working on for temporary workers for the elections.

Nathan stated that:

“Also, just to be sure you’re aware, Human Resources has process for reviewing temporary staffing arrangements, so you’ll want to check in with them on this if you haven’t already done so.”

Please do you have any information on how to go about this, and if there is a contact there who handles this?

Thank you,

Richard Acheampong
Elections Business Officer
Business Division



Durham County Board of Elections
Physical address: 201 N. Roxboro Street, Durham, NC 27701

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From: [Williamson, Larissa S.](#)
To: [Baker, Brenda](#)
Cc: [Acheampong, Richard](#)
Subject: RE: Adecco Contract Review for Board of Elections
Date: Friday, May 9, 2025 11:34:16 AM
Attachments: [image002.png](#)
[image003.png](#)

Hi Brenda,

I just tried to give you a call (I figured that it would be easier than emailing). There are many clauses that are legally required to be included in every government contract (not just a matter of preference). However, the risk appears to be very low. I am willing (although reluctantly) to approve this contract now (given the time constraints). However, this is another one that we should discuss at a later date as to how the contracts need to be structured going forward. Please let me know if you would like to discuss further and/or if you have any questions. Thanks.

LARISSA S. WILLIAMSON | COUNTY ATTORNEY



County Attorney

200 E. Main St., 4th Floor
Durham, NC 27701
Office: (919) 560-0715
Direct: (919) 560-0710
Mobile: (984) 260-5940
Fax (919) 560-0719

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From: Baker, Brenda <bwcbaker@dconc.gov>
Sent: Friday, May 9, 2025 11:19 AM
To: Williamson, Larissa S. <williamson@dconc.gov>
Cc: Acheampong, Richard <racheampong@dconc.gov>
Subject: RE: Adecco Contract Review for Board of Elections

Hi Larissa,

We have been using the Adecco contract template for several years and have not had to change any language. Is it possible to proceed with what we have?

Thank you,

Brenda C. Baker
Deputy Director of Elections
Office Of the Director



Durham County Board of Elections
Physical address: 3825 S. Roxboro Street., Suite 101 Durham, NC 27713
Mailing address: PO Box 868, Durham, NC 27702
Phone: (919) 560-0690
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From: Williamson, Larissa S. <williamson@dconc.gov>
Sent: Friday, May 9, 2025 11:12 AM
To: Baker, Brenda <bwcbaker@dconc.gov>
Subject: FW: Adecco Contract Review for Board of Elections

Hi Brenda,

As we are not using the County template for this agreement, there are several required clauses that are not included (i.e. security background checks, e-verify requirement, data security, insurance requirements, etc.). Is Adecco unwilling to use the county template? If not, it would be much easier if we could use it. If they are unwilling to use our template, then this agreement would have to be revised to include the required clauses. I have attached the county template for you to review and consider. Thanks!

LARISSA S. WILLIAMSON | COUNTY ATTORNEY



County Attorney

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From: Baker, Brenda <bwcbaker@dconc.gov>
Sent: Wednesday, May 7, 2025 3:48 PM
To: Massey, Curtis <curtmassey@dconc.gov>
Cc: Acheampong, Richard <racheampong@dconc.gov>
Subject: RE: Adecco Contract Review for Board of Elections

Good Afternoon, Mr. Massey.

I hope you are well. Attached, please find for your review and approval, a renewal contract for Adecco. Please let me know if changes are required.

Thank you,

Brenda C. Baker
Deputy Director of Elections
Office Of the Director



Durham County Board of Elections
Physical address: 3825 S. Roxboro Street., Suite 101 Durham, NC 27713
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From: [Perry, Angela](#)
To: [Baker, Brenda](#)
Cc: [Bowens, Derek](#); [Reese, Nikita](#)
Subject: RE: SouthData FY21-22 Contract
Date: Thursday, May 27, 2021 5:43:28 PM
Attachments: [image002.png](#)

Temporary staffing services are considered more personnel in nature and the County's formal RFP requirement is not currently being enforced. Yes, please obtain 2 additional quotes to at least show an effort was made to seek competition.

NC statutes do not impose a competitive bid process on equipment rentals and to my knowledge and experience, neither has the County. But to show an effort that competition was sought, I recommend obtaining 2 additional quotes.

Thank you,

ANGELA PERRY, CLGPO
PROCUREMENT MANAGER



Purchasing Division
201 East Main Street, 7TH Floor
Durham, North Carolina 27701
Office (919) 560-0056 | Fax (919) 560-0077
aperry@dconc.gov

From: Baker, Brenda <bwcbaker@dconc.gov>
Sent: Thursday, May 27, 2021 4:56 PM
To: Perry, Angela <aperry@dconc.gov>
Cc: Bowens, Derek <dbowens@dconc.gov>; Reese, Nikita <nreese@dconc.gov>
Subject: RE: SouthData FY21-22 Contract

I would like to add a comment as per our phone conversation that the Robert Half contract would not need to go out for bid because temporary services is not considered a regular service. We will just need to obtain three quotes for this contract.

Also, Rush Computer Rentals is not a regular service and will also not need to go through the bid process.

This information is documented in the spreadsheet as well.

Thank you,
Brenda

From: Baker, Brenda
Sent: Thursday, May 27, 2021 4:50 PM
To: Perry, Angela <aperry@dconc.gov>
Cc: Bowens, Derek <dbowens@dconc.gov>; Reese, Nikita <nreese@dconc.gov>
Subject: RE: SouthData FY21-22 Contract

Hi Angela,

I am following up to the phone call we had on Tuesday regarding contracts and the bid process. I prepared a spreadsheet with the contracts we are processing for the new fiscal year and added notes for your review.

Per our phone call, the contracts that require bids will need to be processed under \$40k until the bid process opens in July. I noted that information on the spreadsheet.

I also have a question I need clarification on:

- When amending a contract where the amendment is over \$40K, will we need to go out for bid or is the bid process only required for new contracts?

We appreciate your assistance.

Thank you,
Brenda

From: Perry, Angela <aperry@dconc.gov>

Sent: Tuesday, May 25, 2021 10:45 AM

To: Baker, Brenda <bwcbaker@dconc.gov>; PurchasingGroup <PurchasingGroup@dconc.gov>

Cc: Bowens, Derek <dbowens@dconc.gov>; Reese, Nikita <nreese@dconc.gov>

Subject: RE: SouthData FY21-22 Contract

Hi Brenda,

I have reviewed this contract and it looks like this one fell through the cracks and these services were never bid.

Services over \$40,000.00 are considered formal and requires an RFP. Please see attached.

I recommend that you do an RFP in July/August. In the meantime, you can go ahead and renew the Southdata contract for an amount less than \$40,000.00 until the RFP is processed and contract awarded.

Please let me know if you have questions.

Thanks,

ANGELA PERRY, CLGPO
PROCUREMENT MANAGER



Purchasing Division
201 East Main Street, 7TH Floor
Durham, North Carolina 27701
Office (919) 560-0056 | Fax (919) 560-0077
aperry@dconc.gov

From: Baker, Brenda <bwcbaker@dconc.gov>

Sent: Tuesday, May 25, 2021 10:17 AM

To: PurchasingGroup <PurchasingGroup@dconc.gov>

Cc: Bowens, Derek <dbowens@dconc.gov>; Reese, Nikita <nreese@dconc.gov>

Subject: SouthData FY21-22 Contract

Hello Purchasing Team,

We need to start a new contract with SouthData as we processed the last (5th) amendment earlier this year. The contract amount will be \$81,219.82, which requires informal quotes by purchasing.

SouthData is the vendor we work with to print and mail our voter cards along with other special mailings.

Please let me know what information you need to start the process.

Thank you,

Brenda C. Baker
Deputy Director of Elections
Office Of the Director



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