

CONTRACT REQUISITION FORM



CONTRACTOR/VENDOR NAME: SouthData

VENDOR #10-5391

ADDRESS/CITY/ST/ZIP: 201 Technology Lane, Mount Airy, NC 27030

TYPE OF CONTRACT: New Renewal Amendment Services Goods Consulting Construction Lease Other

DESCRIPTION/SCOPE OF WORK: Print and Mailing Service

CONTRACT AMT: \$81,075.00 CONTRACT PERIOD: 07/01/2020-06/30/2021 RFP/IFB/RFPQ#: N/A

FUNDING SOURCE: General State Federal UNIFORM GUIDANCE (UG) PROCEDURES APPLICABLE? YES NO

| ITEM LINE# | FUND | COST CENTER | G/L ACCOUNT | WBS ELEMENT (Grants/Projects Only) | GRANT NUMBER | TOTAL | I/D | ADDITIONAL INFO |
|------------|------------|-------------|-------------|------------------------------------|--------------|-------------|-----|----------------------------|
| 1 | 1001010000 | 4170210000 | 5200160100 | | | \$81,075.00 | | Print and Mailing Services |
| 2 | | | | | | | | |
| 3 | | | | | | | | |

COUNTY ATTORNEY

COMMENTS:

Contract requires Risk Management approval? YES NO
 Risk Manager Signature: _____ Date: _____

Contract requires BOCC approval? YES NO
 Date of BOCC Approval: _____

Reviewing Attorney: _____ Date: _____

INITIATING DEPARTMENT

BUDGET (Required only for Business Area 9800)

By: _____ Date: _____

COUNTY MANAGER
 By: _____ Date: _____

CHIEF FINANCIAL OFFICER Pre-audit Certification Completed: Yes No

CLERK TO THE BOARD
 By: _____ Date: _____

PURCHASING
 Signature: _____ Date: _____

IT DEPT (IT Related Contracts)
 By: _____ Date: _____

Purchasing Comments:
 By: _____ Date: _____

FUNDS RES DOC ID# _____

THIS CONTRACT AMENDMENT is made and entered into this 1st day of July 2020 by and between the **COUNTY OF DURHAM** (hereinafter referred to as “County”) and **SouthData, Inc** (hereinafter referred to as “Contractor”).

WITNESSETH:

THAT WHEREAS, the County and Contractor entered into a contract dated February 9, 2018, for the provision of Regular and Special Voter Card Mailings, (hereinafter the “Original Agreement”); and

WHEREAS, the County and Contractor desire to amend the Original Agreement, while keeping in effect all terms and conditions of the Original Agreement not inconsistent with the terms and conditions set forth below.

NOW THEREFORE, for and in consideration for the mutual covenants and agreements made herein, the parties agree to amend the Original Agreement as follows:

1. The Term of the Original Agreement is hereby extended through 06/30/2021.
2. The compensation paid to Contractor shall be an amount not to exceed \$81,075.00 for special and regular voter card mailings, production of emergency poll books and other printing services.
3. **INDEMNIFICATION.** To the fullest extent permitted by law, COUNTY hereby reserves the right to recover legal expenses including attorney fees, litigation expenses and court costs as well as actual damages or losses suffered by COUNTY, if CONTRACTOR is found to be a proximate cause of damages or losses suffered by COUNTY, resulting from CONTRACTOR’s performance during the execution of this Contract.
4. **SECURITY BACKGROUND CHECKS.** The Contractor is responsible for requesting and paying for criminal history checks on all individuals providing services under this contract who will be obtaining COUNTY identification badges and allowed unescorted access to COUNTY facilities. Background checks can be provided by any vendor, or from a North Carolina State agency, providing that the criminal history check is done nationwide. The Sheriff’s Office will conduct background investigations for those Contractor employees who will be working at the Courthouse or Detention Center. A criminal history will not automatically disqualify a Contractor employee from employment on a COUNTY contract unless explicitly mandated by law.

The Contractor will send the results of the background checks, prior to commencing work at Durham County Government, to their County point of contact who will provide them to the Durham County Security Manager. The Security Manager will individually assess and determine the degree to which the nature of a person's criminal conduct has a direct and/or specific negative bearing on a person's fitness or ability to perform contract services in Durham County buildings. The Security Manager will consult the Legal Office, as needed, on any negative determinations. The Security Manager will notify the Contractor's County point of contact of the results of the review. A Contractor can appeal a negative determination by the Security Manager to the County Manager or his designee for final disposition. Appeals need to be submitted in writing to the contract point of contact within 30 days of notice of a decision to remove or deny an individual from working the County contract due to adverse information in the background check.

This information shall be updated annually by the Contractor, 90 days prior to the renewal or extension of the contract and submitted to their County point of contact who will provide them to the Durham County Security Manager. Personnel without a currently approved background check will have their access to those buildings disabled.

Additional background screening may be necessary at specific COUNTY buildings. The Contractor shall provide names of all individuals in the Contractor communications log and to the COUNTY Representative. This information will be reviewed annually.

For those Contractor employees who will be working at the Courthouse or Detention Center, the Sheriff’s Office will make the security determination. The Contractor will provide the results of their background check to the Major for Support Services who will conduct an additional investigation and then individually assess and determine the degree to which the nature of a person's criminal conduct has a direct and/or specific negative bearing on a person's fitness or ability to perform contract services in the Courthouse or Detention Facility. A Contractor can appeal a negative determination to the Chief Deputy for final disposition. Appeals need to be submitted in writing to the Chief Deputy within 30 days of notice of a decision to remove or deny an individual from working the contract due to adverse information in the background check. While an appeal is pending, the employee will not be allowed access to the Courthouse or Detention Facility.

This information will be updated by the Contractor and submitted to the Sheriff’s Office annually, 90 days prior to the renewal or extension of the contract. Personnel without a currently approved background check will have their access to those buildings restricted.

- 5. By execution hereof, the person signing for Contractor below certifies that he/she has read this Contract Amendment and that he/she is duly authorized to execute this contract on behalf of the Contractor.
- 6. Except for the changes made herein, the Original Agreement shall remain in full force and effect to the extent not inconsistent with this Amendment. In the event that there is a conflict between the Original Agreement and this Amendment, this Amendment shall control.

IN WITNESS WHEREOF, the parties have expressed their agreement to these terms by causing this Contract Amendment to be executed by their duly authorized office or agent. This Contract Amendment shall be effective as of the date herein.

COUNTY OF DURHAM

CONTRACTOR

By: _____

By: _____

Print Name/Title: _____

Print Name/Title: _____

Date of Signature: _____

Date of Signature: _____

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

Susan Tezai, Durham County Chief Financial Officer

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 any rights to the certificate holder in lieu of such endorsement(s).

| | |
|---|--|
| PRODUCER Marsh & McLennan Agency LLC 565 Fifth Ave 5th Floor, Suite #0500 New York, NY 10017 | CONTACT NAME: _____ |
| | PHONE (A/C, No, Ext): 201 845-6600 FAX (A/C, No): _____ E-MAIL ADDRESS: _____ |
| INSURED OSG Holdings, Inc. et al 100 Challenger Road, Suite 303 Ridgefield Park, NJ 07660 | INSURER(S) AFFORDING COVERAGE NAIC # |
| | INSURER A : Continental Insurance Company 35289 |
| | INSURER B : National Fire Insurance Co of Hartford 20478 |
| | INSURER C : _____ |
| | INSURER D : _____ |
| | INSURER E : _____ |


COVERAGES CERTIFICATE NUMBER: 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 INSR | 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 type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____ | X | X | 6079432027 | 12/01/2019 | 12/01/2020 | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$ |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY OTHER: _____ | X | X | 6079432030 | 12/01/2019 | 12/01/2020 | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 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 DED <input checked="" type="checkbox"/> RETENTION \$10000 | X | X | 6079484094 | 12/01/2019 | 12/01/2020 | EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$ |
| C | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | 6079484113 | 12/01/2019 | 12/01/2020 | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000 |
| D | <input checked="" type="checkbox"/> CL Cyber Liability | X | X | G29009454001 | 12/01/2019 | 12/01/2020 | Limit \$10M, Ret\$100,000 |
| E | <input checked="" type="checkbox"/> CL Professional Liability | X | X | 596852198 | 12/01/2019 | 12/01/2020 | Limit \$10M, Ret\$100,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Supplemental Named Insured List:
(See Attached Descriptions)

| | |
|---|---|
| CERTIFICATE HOLDER Evidence of Coverage | CANCELLATION 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  |

DESCRIPTIONS (Continued from Page 1)

Output Services Group, Inc.
South Data, Inc
National Business Systems, Inc.
Clickspark LLC
The Garfield Group Inc.
Mansell Group Inc.
Mansell Group Holding Company
DoublePositive Marketing Group Inc
The Statement Company Inc
Krawen Inc DBA Image Com
Windsor Circle, Inc.
Paybox Corp
Marketing Solutions
Gustave Solutions
Globalex Corp
Diamond Healthcare Solutions
Diamond Marketing Solutions Group, Inc.
Applied Information Group, Inc.
Miria Systems, Inc.
Applied Revenue Analytics, LLC
TeleReach, Inc.
NCP Solutions, LLC
Microdynamics Corporation and all subsidiaries- BUT ONLY WITH RESPECT TO E & O and CYBER LIABILITY
National Data Services of Chicago, Inc.
CallVista, LLC
Words, Data, and Images, LLC d/b/a Gabriel Group
The Pisa Group
3 Point Payment Processing, Inc. / 3 Point Alliance, Inc.
JJT Enterprises, LLC dba Optimal Outsourcing

Excess Cyber Liability policy - Carrier is National Union Fire Ins Co PittsburghPA,
Policy #041730227;\$10,000,000 Limit (excess of \$10,000,000); Policy Term
12/1/2019 - 12/1/2020.

Excess Errors & Omissions - Carrier is The Hartford, Policy #13 PG 0333646;
\$5,000,000 (excess of\$10,000,000); Policy Term 12/1/2019 - 12/1/2020.



MWBE UTILIZATION FORM

This MWBE Utilization Form is an integral part of the contract between the County of Durham and SOUTHDATA, INC (Contractor), which contract is dated 7/1/2020. The purpose of this form is to assist in identifying minority participation associated with County contracts.

Note: If Purchasing has already performed MWBE pre-award compliance during a bid process and/or BOCC contract approval, please attach the pre-award compliance form to this form and submit with the contract. Completing the remainder of this form will not be required.

Description of Services/Goods Print and mail
 Contract Amt \$81,075.00 Contract Term 1 year

Please check one:

- Contractor will provide 100% of the services/goods for this contract.
- Contractor will **subcontract** a percentage of the services/goods for this contract to a non-minority business enterprise or a non-profit.
- Contractor will **subcontract** a percentage of the services/goods for this contract to the minority-owned business enterprise(s) identified below.

| Minority Business Enterprise Name, Address & E-Mail | Minority Category* | Description of Work | Percentage % | Dollar Value |
|---|--------------------|---------------------|--------------|--------------|
| N/A | N/A | | | |
| | | | | |
| | | | | |
| | | | | |

*Minority Categories: Black/African American (B), Female (F), Hispanic (H), Asian American (A), American Indian (I)

Durham County Goals for M/WBE Participation in the Procurement of Goods, Services and Construction

| Categories | Construction | Architect/Engineer | Services | Goods | MWBE % Availability (Median Availability) |
|--|--------------|--------------------|----------|-------|---|
| Black American | 14.6 | 9.8 | 10.9 | 2.8 | 10.4% |
| Asian American | 1.3 | 3.0 | 1.1 | .43 | 1.3% |
| Hispanic American | 4.2 | 1.8 | 1.1 | .43 | 1.5% |
| American Indian | .65 | .75 | 1.0 | .5 | .70% |
| White Female | 13.8 | 11.0 | 9.5 | 7.1 | 10.3% |
| Overall MWBE Participation Goal | | | | | 25.0% |

This form shall accompany all contracts submitted to Purchasing.

Durham County Board of Elections Billing Service Proposal

This proposal is made the 20th Day of May, 2019, by and between **SouthData, An OSG Company**, with its primary office at 201 Technology Lane, Mount Airy, North Carolina 27030 (hereinafter "SouthData") and Durham County Board of Elections (hereinafter "Client").

1. Responsibilities of SouthData

- A. SouthData shall furnish, all labor, materials, equipment, quality control, and supervision needed to provide the following services:
 - i. Design and printing services to create products for use by Client.
 - ii. Computer processing services to process the billing data received from Client.
 - iii. Laser printing services to laser print information on the products.
 - iv. Handling services to fold, insert into envelopes, and deliver to the United States Postal Service the printed products.
 - v. Address processing services to perform Delivery Point Verification and Locatable Address Correction, and National Change of Address on client address data.
- B. SouthData shall mail the products within 1 to 4 business days, depending on the product, following written acceptance of the final proof by Client.
- C. SouthData shall provide training on ordering, proofing, tracking and invoicing procedures at no additional cost.

2. Responsibilities of Client

- A. Client shall provide written approval of test documents as required.
- B. Client shall provide SouthData with the files in an agreed upon format and with sufficient timeliness to allow SouthData to print the products and deliver them.
- C. Client shall provide SouthData with sufficient information related to the format and contents of the data file to allow SouthData to develop the computer programs to create the products. Items needed are listed below.
 - i. Sample Data File
 - ii. Form Design
 - iii. Field Layout
 - iv. Field Placement on the Form
- D. Client shall pay all invoices within **thirty (30)** days of invoice date.
- E. Client shall be solely responsible for the content and information provided to SouthData. SouthData shall not be responsible for inaccuracies in data received from Client and compiled into the final format.
- F. Maintain a postage escrow account if required.

3. Charges for Service

- A. **Initial Account Setup** – If Client provides guidelines for a form design, test data, data layout and field placement then SouthData will provide the set-up at no charge to Client. If Client is unable to provide the guidelines for form design, test data, data layout and field placement there will be a one-time charge \$300 for each form.
- B. **Processing Fees** – There are no processing fees or monthly or periodic charges for account maintenance, account availability, or online access for tracking orders.
- C. **Postage** - SouthData maintains the necessary software to receive discounts for which the Client may qualify. SouthData shall provide bar coding and sort the mail consistent with Postal Service standards.
- D. **Address Forwarding Services** - SouthData provides a variety of address processing services to get the most from your mailing. These include:
 - i. **Delivery Point Verification** - The Delivery Point Verification (DPV) system assists mailers in obtaining accurate delivery address information and facilitates identification of

erroneous addresses contained in mailer address files. This is part of the Signature Mail Services provided by SouthData.

- ii. **Locatable Address Correction** – The Locatable Address Correction System (LACS) updates those addresses that are changed by government authorities, such as for Enhanced 911

systems. This is part of the Signature Mail Services provided by SouthData.

- iii. **National Change of Address** – **NCOALink updates** name and address lists with new addresses from individuals, families and businesses that have moved and provided a forwarding address to the United States Postal Service. This allows the client to receive the most current address information for updating the records within their data file. This is an optional service that is priced separately.

E. **Prices for Standard Items** – Shown in separate addendums are individual product descriptions and pricing information for each.

F. **Pricing Changes** –The cost reflected in this proposal is based on the current cost of raw materials. Therefore, the quoted costs are valid for 2 years. After that date, we may reserve the right to review the quoted costs in this proposal based on current market conditions

Thank you for allowing us the opportunity to quote for Durham County Board of Elections.

Sincerely,

Michael May
District Sales Manager
336-412-1287
mmay@southdata.com

Addendum A Fee Schedule

This Addendum A, Fee Schedule, is made the 20th day of May, 2019 by and between **SouthData**. (hereafter "SouthData") and Durham County Board of Elections (hereafter "Client").

Election Services – No postage included

| | |
|--|--------|
| Change of Address (per card) | \$0.09 |
| 13,000 annual volume | |
| 8.5 x 5.5 postcard | |
| B&W | |
| Folded | |
| Tabbed | |
| | |
| Confirmation Of Voter Registration (per card) | \$0.09 |
| 26,445 annual volume | |
| 8.5 x 5.5 postcard | |
| B&W | |
| Folded | |
| Tabbed | |
| | |
| Voter Information Card (per card) | \$0.09 |
| 31,390 annual volume | |
| 8.5 x 5.5 postcard | |
| B&W | |
| Folded | |
| Tabbed | |

Postage will be invoiced at cost

NCOA Services

| | |
|---|----------|
| Annual Fee..... | \$300.00 |
| Covers all records submitted and error code reports | |

File Delivery – Copies of items back to the client – this is a cd of what was produced that is searchable

| | |
|--------------------------|--------------------|
| Via DVD's (per DVD)..... | \$50.00 |
| Secure Archive | See Secure Archive |

Programming – as requested by client

| | |
|--|----------|
| Custom Programming (per hour)..... | \$125.00 |
| Written approval must be given by the client | |

Baker, Brenda

To: Jamie L. Davis
Subject: RE: BOE FY20-21 Contract

Jamie,

I will use what was sent to us last year and add your email correspondence to the contract to indicate that changes have not been made.

From: Jamie L. Davis <jldavis@southdata.com>
Sent: Wednesday, July 8, 2020 11:14 AM
To: Baker, Brenda <bwcbaker@dconc.gov>
Subject: RE: BOE FY20-21 Contract

Brenda,

The pricing and services have not changed, do you have anything from previous years? Just so I can see the format you prefer.

Jamie L. Davis

Account Manager
800.437.8849
336.719.5000 Switchboard
336.783.5995 Direct
336.813.6435 Mobile
www.southdata.com

From: Baker, Brenda <bwcbaker@dconc.gov>
Sent: Tuesday, July 7, 2020 4:00 PM
To: Jamie L. Davis <jldavis@southdata.com>
Subject: RE: BOE FY20-21 Contract

Awesome, Jamie.

Can you send over an updated fee schedule, please. I believe that is the last piece for the contract.

Thank you!

From: Jamie L. Davis <jldavis@southdata.com>
Sent: Tuesday, July 7, 2020 3:03 PM
To: Baker, Brenda <bwcbaker@dconc.gov>
Subject: RE: BOE FY20-21 Contract

Hi Brenda,

This has been signed and mailed to you as of last week.

Thank you so much!

Jamie L. Davis

Account Manager
800.437.8849
336.719.5000 Switchboard
336.783.5995 Direct
336.813.6435 Mobile
www.southdata.com

From: Baker, Brenda <bwcbaker@dconc.gov>
Sent: Monday, July 6, 2020 1:35 PM
To: Jamie L. Davis <jldavis@southdata.com>
Subject: RE: BOE FY20-21 Contract

Hi Jamie,

Please review the attached contract and let me know of any changes. If you approve of the contract, please print and sign in triplicate and mail back to me at the address below. We are on a tight timeline to get the contract approved by the Board of Commissioners. Sorry for the late notice, can you please get this back to me as soon as you can?

Also, can you please send over an updated fee schedule?

PO Box 868
Durham, NC 27702

Please let me know if you have any questions.

I appreciate all your help in gathering the information needed for this contract.

Thank you,
Brenda

Baker, Brenda

From: Turpin-Bullock, Khamis N.
Sent: Wednesday, July 8, 2020 2:58 PM
To: Baker, Brenda
Subject: RE: Amended Contracts - Quotes

Hi Brenda,

Purchasing only ask for additional quotes to be obtained when you enter into the initial agreement when the service is over 30K. Since you already have an existing agreement with these vendor and you are only trying to extend the date and add more funding to the existing contract obtaining additional quotes is not required.

Thanks

KHAMIS TURPIN-BULLOCK
CONTRACTS OFFICER



DURHAM COUNTY
Finance

Purchasing Division
201 East Main Street, 7TH Floor
Durham, North Carolina 27701

☎: 919-560-0071 | 📠: 919-560-0057 | ✉: ktbullock@dconc.gov

From: Baker, Brenda <bwcbaker@dconc.gov>
Sent: Wednesday, July 8, 2020 1:56 PM
To: Turpin-Bullock, Khamis N. <ktbullock@dconc.gov>
Subject: Amended Contracts - Quotes

Hi Khamis,

We are working on BOCC approval for the two contracts listed below where we are extending the dollar amount and contract dates. I want to be sure that new quotes are not needed. Can you please verify?

- SouthData
- Kline LLC dba Marrins' Mooving

Thank you,

Brenda C. Baker
Deputy Director of Elections



DURHAM COUNTY
Board of Elections

Durham County Board of Elections
Physical address: 201 N. Roxboro Street, Durham, NC 27701
Mailing address: PO Box 868, Durham, NC 27702
Phone: (919) 560-0690