

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, February 6, 2025 - 4:15 PM**

**AGENDA
www.monroenc.org**

1. Minutes of General Services Committee Meeting of January 9, 2025
2. Community Centers Floor Replacement Award of Contract
3. Pilot Paid Parking Program Update
4. Downtown Furniture Project
Phase 1 - Morgan/Windsor Alley Furniture
Phase 2- Downtown Sidewalk Furniture for Main Street, Jefferson Street, Franklin, and Hayne Street
5. State and Local Cybersecurity Grant Program Application
6. Charlotte-Monroe Executive Airport Access Road Construction
7. Legislative Agenda Discussion
8. Process for Parks and Recreation Advisory Committees and all other committee recommendations
9. Golf Simulator Contract Approval
10. Selectsites Readiness Program – Grant Application

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
January 9, 2025 - 3:30 PM

MINUTES

Present: Committee Member Julie Thompson (Chairwoman), Committee Member Gary Anderson
Committee Member Surluta Anthony

Absent: None

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant City Manager; Jeffrey Wells, Assistant
City Manager; Lisa Strickland, Director of Finance; Ashley Ivey, Assistant Finance Director;
Angela Duncan, Senior Budget Analyst; Camden Baucom, Budget Analyst; Terry Sholar,
Senior Staff Attorney; Richard Long Jr., City Attorney; Ryan Jones, Director of Property
Management; Bradley Lucore, Communication Supervisor.

Visitor(s): None.

The General Services Committee met in the City Hall Conference Room at 3:30 p.m. on January 9, 2025. A quorum was present. Chairwoman Julie Thompson presided.

Item 1. General Services Committee Meeting Minutes from December 5, 2024

The minutes from the December 5, 2024 General Services Committee meeting were presented for the Committee's approval.

Committee Member Anderson moved to approve the minutes of the General Services Committee Meeting of December 5, 2024.

Chairwoman Thompson seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Anthony

NAYS: None

Item 2. Prohibiting Viewing or Saving Pornography on City Networks and Devices Policy.

Terry Sholar, Senior Staff Attorney, advised that staff is recommending to the General Services Committee to consider adopting a Prohibiting Viewing or Saving Pornography on City Networks and Devices Policy (GA-20).

The North Carolina General Assembly enacted General Statute § 143-804 requiring state and local governments adopt policies prohibiting elected officials, employees, and appointees from viewing pornography on government and municipal networks and devices. Pornography is defined by General Statute § 14-190.13. In addition, the statute requires local governments to make provisions for disciplinary action for violation of the policy. To that end, the proposed Policy GA-20 recommends that the City Manager amend the Unsatisfactory Job Performance and Detrimental Personal Conduct Policy (HR-20) regarding employee conduct and discipline and the Technology Appropriate Use Policy (HR-51) regarding

appropriate technology use to comply with the requirements of this policy and the general statute. Pursuant to Policy GA-20, City appointees to various boards, committees, and commissions may be removed from office by City Council for violations of this Policy. Per the requirements of the general statute, employees or officials engaged in certain activities as part of their official duties are exempt from the Policy. These include police officers engaged in their official law enforcement duties and others as required as part of their official duties.

The General Services Committee is requested to provide a favorable recommendation to City Council to consider adopting the Prohibiting Viewing or Saving Pornography on City Networks and Devices Policy (GA-20).

Committee Member Anderson made a motion to approve the recommendation to consider adopting the Prohibiting Viewing or Saving Pornography on City Networks and Devices Policy.

Chairwoman Thompson seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Member Anthony

NAYS: None

Item 3. Legislative Agenda Discussion

Lisa Hollowell, Assistant City Manager, briefly presented for discussion a list of possible items for the Legislative agenda which included the new items that had been added from different committees.

Information Only. No action is required.

Item 4. Custodian Position.

Ryan Jones, Property Management Director advised that the Department of Property Management proposes to create a part-time or full-time Custodian position to clean City Hall.

The Department of Property Management proposes to create a full-time Custodian position, with the option of having it be a part-time position in an effort to provide a focus on maintenance and cleaning of City Hall. City Hall is a public-facing building and has about 80 employees working in the building on a regular basis.

The funds for this position will be re-appropriated from the current cleaning contract which currently has about \$22k remaining in the account for cleaning City Hall.

Staff recommends that City Council create a full-time Custodian position, with the option to make it a part-time if needed. The effective date is for February.

Committee Member Anthony made a motion to approve the full-time Custodian position.

Chairwoman Anderson seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Anthony

NAYS: None

There being no further business the meeting adjourned at 4:32 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: February 6, 2025

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Ryan Jones, Property Management Director

SUBJECT: Community Centers Floor Replacement Award of Contract

SUMMARY STATEMENT

General Services Committee is requested to consider a recommendation to City Council to award the contract for the purchase and installation of flooring at the Winchester, Sutton Park, J. Ray Shute, Old Armory and Dickerson Community Centers in the amount of \$202,459.00 to Kell Marketing Group.

REVIEW

On June 11, 2024, City Council approved the FY25 budget. As a part of the budget approval, community center upgrades were included. These upgrades will provide several opportunities for community center upgrades that include the replacement of the community center floors. The replacement of the floors will provide an immediate impact on the aesthetic and overall usage of each facility. Floor renovations will be staggered in scheduling to ensure that activities are provided at other facilities while renovation takes place. Funds are available in capital project GB2502.

The following bids were received for this project:

Kell Marketing	\$202,459.00
Stratos Solutions	\$206,750.00
Watford Tile, Inc.	\$211,319.00

In accordance with Section 34.01-G of the City of Monroe Code of Ordinances, City Council is required to authorize all purchases exceeding \$200,000.

RECOMMENDATION

Staff recommends that the General Service Committee recommend City Council approval to award this contract to Kell Marketing and authorize the City Manager to execute any and all necessary documents related to this contract.

Attachments: Kell Marketing Quote
Stratos Solutions Quote
Watford Tile, Inc. Quote



Quote KQ 2271

1332 Tomberlin Rd.
Monroe, NC 28110

January 9, 2025

Ryan Jones
City of Monroe
2325 Hanover Drive
Monroe, NC 28110

Phone: 704-292-1920
Fax: 704-292-2246
E-mail: Darius@KELLmarketing.com

Subject: Winchester

Description: **Remove VCT product; adhesive; cover base; wall base; rubber reducer; floor prep; scraping/preparing; water proofing; install of new LVT flooring; all materials for completion of job included; clean up.**

Finish Size: NA

Materials: LVT

Artwork: NA

Quantity & Price:	<u>Quantity</u>		<u>Unit Price</u>	<u>Extension</u>	
	1	@	\$27,873.27	\$27,873.27	Before tax

Packing: NA

Delivery: TBD

Prep. & Setup Charges: Unless otherwise noted, all one-time charges are included in the unit pricing above for new orders. If there are any changes in the artwork, colors, or if additional proofing is required, additional charges will apply.

Terms: DOR

Note: 1 Quoted prices are valid for 14 days

All designs and pricing are confidential and the exclusive property of The KELL Marketing Group, Inc. and/or their suppliers, and are not to be disclosed to third parties, unless otherwise required by North Carolina law. Quotation is subject to change if an error is made in good faith. All design rights, citations, attributes, and accreditations are retained by The KELL Marketing Group, Inc. and/or their suppliers.

Respectfully submitted,
Darius Williams



Quote KQ 2270

1332 Tomberlin Rd.
Monroe, NC 28110

January 9, 2025

Ryan Jones
City of Monroe
2325 Hanover Drive
Monroe, NC 28110

Phone: 704-292-1920
Fax: 704-292-2246
E-mail: Darius@KELLmarketing.com

Subject: Jay Ray

Description: **Remove VCT product; adhesive; cover base; wall base; rubber reducer; floor prep; scraping/preparing; water proofing; install of new LVT flooring; all materials for completion of job included; clean up.**

Finish Size: NA

Materials: LVT

Artwork: NA

Quantity & Price:	<u>Quantity</u>		<u>Unit Price</u>	<u>Extension</u>	
	1	@	\$21,439.91	\$21,439.91	Before tax

Packing: NA

Delivery: TBD

Prep. & Setup Charges: Unless otherwise noted, all one-time charges are included in the unit pricing above for new orders. If there are any changes in the artwork, colors, or if additional proofing is required, additional charges will apply.

Terms: DOR

Note: 1 Quoted prices are valid for 14 days

All designs and pricing are confidential and the exclusive property of The KELL Marketing Group, Inc. and/or their suppliers, and are not to be disclosed to third parties, unless otherwise required by North Carolina law. Quotation is subject to change if an error is made in good faith. All design rights, citations, attributes, and accreditations are retained by The KELL Marketing Group, Inc. and/or their suppliers.

Respectfully submitted,
Darius Williams



Quote KQ 2268

1332 Tomberlin Rd.
Monroe, NC 28110

January 9, 2025

Ryan Jones
City of Monroe
2325 Hanover Drive
Monroe, NC 28110

Phone: 704-292-1920
Fax: 704-292-2246
E-mail: Darius@KELLmarketing.com

Subject: Dickerson

Description: **Remove VCT product; adhesive; cover base; wall base; rubber reducer; floor prep; scraping/preparing; water proofing; install of new LVT flooring; all materials for completion of job included; clean up.**

Finish Size: NA

Materials: LVT

Artwork: NA

Quantity & Price:	<u>Quantity</u>		<u>Unit Price</u>	<u>Extension</u>
	1	@	\$45,682.83	\$45,682.83 Before tax

Packing: NA

Delivery: TBD

Prep. & Setup Charges: Unless otherwise noted, all one-time charges are included in the unit pricing above for new orders. If there are any changes in the artwork, colors, or if additional proofing is required, additional charges will apply.

Terms: DOR

Note: 1 Quoted prices are valid for 14 days

All designs and pricing are confidential and the exclusive property of The KELL Marketing Group, Inc. and/or their suppliers, and are not to be disclosed to third parties, unless otherwise required by North Carolina law. Quotation is subject to change if an error is made in good faith. All design rights, citations, attributes, and accreditations are retained by The KELL Marketing Group, Inc. and/or their suppliers.

Respectfully submitted,
Darius Williams



Quote KQ 2267

1332 Tomberlin Rd.
Monroe, NC 28110

January 9, 2025

Ryan Jones
City of Monroe
2325 Hanover Drive
Monroe, NC 28110

Phone: 704-292-1920
Fax: 704-292-2246
E-mail: Darius@KELLmarketing.com

Subject: Army

Description: **Remove VCT product; adhesive; cover base; wall base; rubber reducer; floor prep; scraping/preparing; water proofing; install of new LVT flooring; all materials for completion of job included; clean up.**

Finish Size: NA

Materials: LVT

Artwork: NA

Quantity & Price:	<u>Quantity</u>		<u>Unit Price</u>	<u>Extension</u>	
	1	@	\$65,291.74	\$65,291.74	Before tax

Packing: NA

Delivery: TBD

Prep. & Setup Charges: Unless otherwise noted, all one-time charges are included in the unit pricing above for new orders. If there are any changes in the artwork, colors, or if additional proofing is required, additional charges will apply.

Terms: DOR

Note: 1 Quoted prices are valid for 14 days

All designs and pricing are confidential and the exclusive property of The KELL Marketing Group, Inc. and/or their suppliers, and are not to be disclosed to third parties, unless otherwise required by North Carolina law. Quotation is subject to change if an error is made in good faith. All design rights, citations, attributes, and accreditations are retained by The KELL Marketing Group, Inc. and/or their suppliers.

Respectfully submitted,
Darius Williams



Quote KQ 2266

1332 Tomberlin Rd.
Monroe, NC 28110

January 9, 2025

Ryan Jones
City of Monroe
2325 Hanover Drive
Monroe, NC 28110

Phone: 704-292-1920
Fax: 704-292-2246
E-mail: Darius@KELLmarketing.com

Subject: Sutton

Description: **Remove VCT product; adhesive; cover base; wall base; rubber reducer; floor prep; scraping/preparing; water proofing; install of new LVT flooring; all materials for completion of job included; clean up.**

Finish Size: NA

Materials: LVT

Artwork: NA

Quantity & Price:	<u>Quantity</u>		<u>Unit Price</u>	<u>Extension</u>	
	1	@	\$36,170.88	\$36,170.88	Before tax

Packing: NA

Delivery: TBD

Prep. & Setup Charges: Unless otherwise noted, all one-time charges are included in the unit pricing above for new orders. If there are any changes in the artwork, colors, or if additional proofing is required, additional charges will apply.

Terms: DOR

Note: 1 Quoted prices are valid for 14 days

All designs and pricing are confidential and the exclusive property of The KELL Marketing Group, Inc. and/or their suppliers, and are not to be disclosed to third parties, unless otherwise required by North Carolina law. Quotation is subject to change if an error is made in good faith. All design rights, citations, attributes, and accreditations are retained by The KELL Marketing Group, Inc. and/or their suppliers.

Respectfully submitted,
Darius Williams

STRATOS

SOLUTIONS

STRATOS SOLUTIONS, INC.
803 PRESSLEY ROAD, SUITE 105
CHARLOTTE, NC 28217
PHONE: 980-237-1777

Attention: RYAN JONES

Manager: AUSTIN BLACK

Estimator: CHASE REPASS

Admin: _____

Time: 4:43 PM

Revision #: _____

Proposal

2589

Date: 8/1/2024

Plan Date: _____

Bid Due Date 8/1/2024

Project

Addendums Read: _____

CITY OF MONROE
300 WEST CROWELL STREET
MONROE, NC 28112

RYAN JONES

Phone: (704) 282-4659

MONROE REC CENTERS
MULTIPLE LOCATIONS
MONROE, NC

RYAN JONES

Phone: (704) 282-4659

J RAY SCHUTE

1	FURNITURE MOVING- STANDARD	\$	1,100.00
2	VCT DEMO	\$	2,500.00
3	ADHESIVE SCRAPE	\$	3,000.00
4	DUMPSTER	\$	750.00
5	NEW LVT - \$2.25/SF MATERIAL ALLOWANCE (2.5MM THICK)	\$	15,000.00
6	WALL BASE - 4.5" WALL BASE	\$	1,250.00
7	FLOOR PREP ALLOWANCE (UP TO 32 BAGS OF PATCH)	\$	2,400.00
8	MOISTURE PROBES X 3	\$	450.00

TOTAL (APPLICABLE TAX INCLUDED) \$ 26,450.00

WINCHESTER REC CENTER

1	FURNITURE MOVING- STANDARD	\$	1,100.00
2	VCT DEMO	\$	2,500.00
3	ADHESIVE SCRAPE	\$	3,000.00
4	DUMPSTER	\$	750.00
5	NEW LVT - \$2.25/SF MATERIAL ALLOWANCE (2.5MM THICK)	\$	15,000.00
6	WALL BASE - 4.5" WALL BASE	\$	1,250.00
7	FLOOR PREP ALLOWANCE (UP TO 32 BAGS OF PATCH)	\$	2,400.00
8	MOISTURE PROBES X 3	\$	450.00

TOTAL (APPLICABLE TAX INCLUDED) \$ 26,450.00

WINCHESTER GYM

1	FURNITURE MOVE - LIGHT	\$	75.00
2	VCT DEMO	\$	900.00
3	ADHESIVE SCRAPE	\$	1,100.00
4	WALK OFF CARPET TILE	\$	9,800.00
5	WALL BASE - 4.5" WALL BASE	\$	500.00
6	REDUCERS:	\$	75.00
7	FLOOR PREP ALLOWANCE (UP TO 4 BAGS OF PATCH)	\$	300.00
8	MOISTURE PROBES X 1	\$	150.00

TOTAL (APPLICABLE TAX INCLUDED) \$ 12,900.00

MONROE REC CENTERS**CITY OF MONROE****DICKERSON REC CENTER**

1	FURNITURE MOVING- STANDARD	\$	1,100.00
2	VCT DEMO	\$	2,500.00
3	ADHESIVE SCRAPE	\$	3,000.00
4	DUMPSTER	\$	750.00
5	NEW LVT - \$2.25/SF MATERIAL ALLOWANCE (2.5MM THICK)	\$	15,000.00
6	WALL BASE - 4.5" WALL BASE	\$	1,250.00
7	FLOOR PREP ALLOWANCE (UP TO 32 BAGS OF PATCH)	\$	2,400.00
8	MOISTURE PROBES X 3	\$	450.00

TOTAL (APPLICABLE TAX INCLUDED) \$ 26,450.00

DICKERSON GYM

1	FURNITURE MOVING- STANDARD	\$	825.00
2	VCT DEMO	\$	2,000.00
3	ADHESIVE SCRAPE	\$	2,400.00
4	DUMPSTER	\$	750.00
5	NEW LVT - \$2.25/SF MATERIAL ALLOWANCE (2.5MM THICK)	\$	7,500.00
6	REXCOURT 6.5MM	\$	14,225.00
7	WALL BASE - 4.5" WALL BASE	\$	1,250.00
8	REDUCERS	\$	150.00
9	FLOOR PREP ALLOWANCE (UP TO 32 BAGS OF PATCH)	\$	2,400.00
10	MOISTURE PROBES X 3	\$	450.00

TOTAL (APPLICABLE TAX INCLUDED) \$ 31,950.00

SUTTON PARK GYM

1	FURNITURE MOVING- STANDARD	\$	1,100.00
2	VCT DEMO	\$	2,500.00
3	ADHESIVE SCRAPE	\$	3,000.00
4	DUMPSTER	\$	750.00
5	NEW LVT - \$2.25/SF MATERIAL ALLOWANCE (2.5MM THICK)	\$	16,000.00
6	WALL BASE - 4.5" WALL BASE	\$	1,100.00
7	REDUCERS	\$	150.00
8	FLOOR PREP ALLOWANCE (UP TO 32 BAGS OF PATCH)	\$	2,400.00
9	MOISTURE PROBES X 3	\$	450.00

TOTAL (APPLICABLE TAX INCLUDED) \$ 27,450.00

OLD ARMORY - MEDIA ROOM

1	DEMO CARPET TILE	\$	1,100.00
2	NEW CARPET TILE (\$20/SY MATERIAL ALLOWANCE)	\$	12,100.00
3	WALL BASE - 4.5" WALL BASE	\$	250.00
4	REDUCERS	\$	1,000.00
5	FLOOR PREP ALLOWANCE (UP TO 4 BAGS OF PATCH)	\$	300.00
6	DUMPSTER	\$	750.00
7	MOISTURE PROBES X 1	\$	150.00

TOTAL (APPLICABLE TAX INCLUDED) \$ 15,650.00

MONROE REC CENTERS**CITY OF MONROE****OLD ARMORY - OFFICE, CLASSROOM, & KITCHEN AREAS**

1	FURNITURE MOVING- STANDARD	\$	1,500.00
2	VCT/CPT DEMO	\$	3,500.00
3	ADHESIVE SCRAPE	\$	4,200.00
4	DUMPSTER	\$	750.00
5	NEW LVT - \$2.25/SF MATERIAL ALLOWANCE (2.5MM THICK)	\$	22,000.00
6	NEW CARPET TILE (\$20/SY MATERIAL ALLOWANCE)	\$	875.00
7	WALL BASE - 4.5" WALL BASE	\$	2,500.00
8	REDUCERS	\$	75.00
9	NOSINGS	\$	600.00
10	FLOOR PREP ALLOWANCE (UP TO 40 BAGS OF PATCH)	\$	3,000.00
11	MOISTURE PROBES X 3	\$	450.00

TOTAL (APPLICABLE TAX INCLUDED) \$ 39,450.00

MOISTURE REMEDIATION IF NEEDED

1	J RAY SCHUTE	\$	9,000.00
2	WINCHESTER REC	\$	9,000.00
3	WINCHESTER GYM	\$	3,000.00
4	DICKERSON REC	\$	9,000.00
5	DICKERSON GYM	\$	7,500.00
6	SUTTON PARK	\$	9,000.00
7	OLD ARMORY - MEDIA	\$	8,400.00
8	OLD ARMORY - OFFICE, CLASSROOMS, KITCHEN	\$	12,600.00

TOTAL (APPLICABLE TAX INCLUDED) \$ 67,500.00

Notes: Unnecessary trips to be billed at \$300/Mobilization (Excludes polished & sealed concrete trips, see below). Any and all allowances above are subject to change when products are specified. If specifications change with drawings, then any and all line items above are subject to change.

Carpet: Carpet excludes any and all demo or adhesive removal unless line itemed above.

Resilient: Resilient base excludes millwork base or anything other than standard resilient 4" unless noted otherwise above. VCT excludes anything other than standard tiles.

Hard Tile: Hard Tile excludes thickset, mud beds, & epoxy grout unless noted otherwise. If tile is going on any floor above ground level, then elevator or lift must be provided.

Concrete: 480v 3-Phase power (50-60amps) must be provided for Sealed and Polished Concrete. If power is not provided a generator rental fee of \$1000/week to occur. Investment assumes synchronous work. Unnecessary trips to be billed at \$2000/mobilization. Excludes any and all dyes, stains, & color unless noted otherwise above.

Pricing & Warranty: All pricing is valid for a period of 30 days unless otherwise noted. Warranty is standard manufacturers for material and one year from date of completion on labor.

Work Hours: Normal working hours are Monday through Friday 7am-4pm, off hour and weekend work is subject to a surcharge.

Jobsite Conditions: Contractor to provide adequate lighting and permanent HVAC as required for the installation of commercial floor covering and hard tile.

Protection: Pricing excludes cleaning, waxing, and protection of installed finishes unless otherwise noted above.

Sub-floor Preparation: Minor sub-floor preparation has been line itemed above. Extra-ordinary floor preparation needed over and above the quoted amount can be provided at a cost of \$75.00/ bag installed for floor patch. If floor needs to be leveled beyond floor patch capabilities, then it can be provided at \$140/bag installed. Floor patching tickets to be signed in the field by the contracting superintendent (or an authorized agent thereof) for verification of work performed and quantity totals.

Vapor Emissions Testing: All costs associated with concrete vapor emissions testing has been excluded from this proposal unless otherwise noted. The space must have permanent HVAC in operation for a minimum of 72 hours for any concrete vapor emissions testing to be accurate and valid. Stratos Solutions will not proceed with the installation of products without results from a certified calcium chloride test. Test results yielding vapor emissions outside the manufacturers warranted tolerances may indicate the need for corrective work. Stratos Solutions will not proceed with the work until warranted concrete vapor conditions are met. It is the recommendation of Stratos Solutions that a certified independent testing agency be retained to perform vapor emissions testing prior the floor covering installation.

Caution: Calcium Chloride test cannot predict long-term moisture conditions of concrete slabs. Moisture testing only indicates moisture conditions at the time the tests are performed.

Change in Work: Stratos Solutions will not proceed with any changes to the original scope of work until the cost of performing such work has been authorized and approved by a written change order.

Hoisting: The General Contractor must provide the means to hoist (elevator, lift, etc.) the material to each floor unless otherwise noted. The cost to remove and replacement exterior windows for the purpose of loading materials is strictly excluded from this proposal and is the responsibility of others.

Contract: The attached proposal clarification must be initialed and received by our office prior to contracting. If contracting is to occur on an AIA form or other general type contract, this proposal must be made part of such contract.

Stratos Solutions looks forward to working with you to provide a quality and professionally installed project. Thank you for your consideration and attention.

MONROE REC CENTERS
STRATOS SOLUTIONS, INC.

CITY OF MONROE
CITY OF MONROE

Signed: _____ *Name:* _____
AUSTIN BLACK

WATFORD TILE INC.

732 Chapin Rd.
Chapin, S.C. 29036

Leslie Watford
WBE
(803)345-3409

January 15, 2025

Re: Windchester Building

The following is to confirm our bid on the above referenced project.

We propose to furnish Labor & Material as defined below for the sum \$ 24,850.00

Bid is based on the following:

Demo of VCT and glue.

Demo of existing 4" cove base and installation of new 4" cove base.

Floor preparation and installation of 3mm/22 Millwear LVP with 100% mitigated adhesive.

Client is to provide dumpster, controlled air, 110 power sources, good lighting, and rooms cleaned out of any and all equipment that may interfere with installation/demo/preparation of floors one week prior to start of project.

Payment of materials to be paid within 7 days of delivery to jobsite.

EXCLUSIONS:

Demolition

Shop drawings

Sealers and sealants

Expansion and control joint layout, and assemblies other than caulk to match grout

Hanging or Finishing Backer Board

There are to be no Curing Compounds or Sealers in the substrates.

QUALIFICATIONS:

Bid valid for 60 days without review

Installation warranted for one year

Thank you for giving us the opportunity to bid this project.

Respectfully submitted,

Steve Baker

WATFORD TILE INC.

732 Chapin Rd.
Chapin, S.C. 29036

Leslie Watford
WBE
(803)345-3409

January 15, 2025

Re: Sutton Park Bldg.

The following is to confirm our bid on the above referenced project.

We propose to furnish Labor & Material base bid as defined below for the sum \$ 30,610.00

Bid is based on the following:

Demo of VCT and glue.

Demo of existing 4" cove base and installation of new 4" cove base.

Floor preparation and installation of 3mm/22 Millwear LVP with 100% moisture barrier adhesive.

Client is to provide dumpster, controlled air, 110 power sources, good lighting, and rooms cleaned out of any and all equipment that may interfere with installation/demo/preparation of floors one week prior to start of project.

Payment of materials to be paid within 7 days of delivery to jobsite.

EXCLUSIONS:

Demolition

Shop drawings

Sealers and sealants

Expansion and control joint layout, and assemblies other than caulk to match grout

Hanging or Finishing Backer Board

There are to be no Curing Compounds or Sealers in the substrates.

QUALIFICATIONS:

Bid valid for 60 days without review

Installation warranted for one year

Thank you for giving us the opportunity to bid this project.

Respectfully submitted,

Steve Baker

WATFORD TILE INC.

732 Chapin Rd.
Chapin, S.C. 29036

Leslie Watford
WBE
(803)345-3409

January 15, 2025

Re: Ray Shute Bldg.

The following is to confirm our bid on the above referenced project.

We propose to furnish Labor & Material base bid as defined below for the sum \$ 32,580.00
Addition of Mitigation would be an additional charge of \$15,500.00

Bid is based on the following:

Demo of VCT and glue.

Demo of existing 4" cove base and installation of new 4" cove base.

Floor preparation and installation of 3mm/22 Millwear LVP with 100% moisture barrier adhesive.

Client is to provide dumpster, controlled air, 110 power sources, good lighting, and rooms cleaned out of any and all equipment that may interfere with installation/demo/preparation of floors one week prior to start of project.

Mitigation addition to be installed with a 1/8 cap with patch.

Payment of materials to be paid within 7 days of delivery to jobsite.

EXCLUSIONS:

Demolition

Shop drawings

Sealers and sealants

Expansion and control joint layout, and assemblies other than caulk to match grout

Hanging or Finishing Backer Board

There are to be no Curing Compounds or Sealers in the substrates.

QUALIFICATIONS:

Bid valid for 60 days without review

Installation warranted for one year

Thank you for giving us the opportunity to bid this project.

Respectfully submitted,

Steve Baker

WATFORD TILE INC.

732 Chapin Rd.
Chapin, S.C. 29036

Leslie Watford
WBE
(803)345-3409

January 15, 2025

Re: Old Armory Bldg.

The following is to confirm our bid on the above referenced project.

We propose to furnish Labor & Material base bid as defined below for the sum \$ 67,869.00
Addition of Mitigation would be an additional charge of \$33,100.00

Bid is based on the following:

Demo of VCT and glue.

Demo of existing 4" cove base and installation of new 4" cove base.

Floor preparation and installation of 3mm/22 Millwear LVP with 100% moisture barrier adhesive.

Client is to provide dumpster, controlled air, 110 power sources, good lighting, and rooms cleaned out of any and all equipment that may interfere with installation/demo/preparation of floors one week prior to start of project.

Mitigation addition to be installed with a 1/8 cap with patch.

Payment of materials to be paid within 7 days of delivery to jobsite.

EXCLUSIONS:

Demolition

Shop drawings

Sealers and sealants

Expansion and control joint layout, and assemblies other than caulk to match grout

Hanging or Finishing Backer Board

There are to be no Curing Compounds or Sealers in the substrates.

QUALIFICATIONS:

Bid valid for 60 days without review

Installation warranted for one year

Thank you for giving us the opportunity to bid this project.

Respectfully submitted,

Steve Baker

WATFORD TILE INC.

732 Chapin Rd.
Chapin, S.C. 29036

Leslie Watford
WBE
(803)345-3409

January 15, 2025

Re: Dickerson Bldg. Room Add

The following is to confirm our bid on the above referenced project.

We propose to furnish Labor & Material base bid as defined below for the sum \$ 12,361.00

Bid is based on the following:

Demo of VCT and glue.

Demo of existing 4" cove base and installation of new 4" cove base.

Floor preparation and installation of 3mm/22 Millwear LVP with 100% moisture barrier adhesive

Client is to provide dumpster, controlled air, 110 power sources, good lighting, and rooms clean and all equipment that may interfere with installation/demo/preparation of floors one week prior project.

Payment of materials to be paid within 7 days of delivery to jobsite.

EXCLUSIONS:

Demolition

Shop drawings

Sealers and sealants

Expansion and control joint layout, and assemblies other than caulk to match grout

Hanging or Finishing Backer Board

There are to be no Curing Compounds or Sealers in the substrates.

QUALIFICATIONS:

Bid valid for 60 days without review

Installation warranted for one year

Thank you for giving us the opportunity to bid this project.

Respectfully submitted,

Steve Baker

WATFORD TILE INC.

732 Chapin Rd.
Chapin, S.C. 29036

Leslie Watford
WBE
(803)345-3409

January 15, 2025

Re: Dickerson Bldg.

The following is to confirm our bid on the above referenced project.

We propose to furnish Labor & Material base bid as defined below for the sum \$ 43,229.00
Addition of Mitigation would be an additional charge of \$25,340.00

Bid is based on the following:

Demo of VCT and glue.

Demo of existing 4" cove base and installation of new 4" cove base.

Floor preparation and installation of 3mm/22 Millwear LVP with 100% moisture barrier adhesive.

Client is to provide dumpster, controlled air, 110 power sources, good lighting, and rooms cleaned out of any and all equipment that may interfere with installation/demo/preparation of floors one week prior to start of project.

Mitigation addition to be installed with a 1/8 cap.

Payment of materials to be paid within 7 days of delivery to jobsite.

EXCLUSIONS:

Demolition

Shop drawings

Sealers and sealants

Expansion and control joint layout, and assemblies other than caulk to match grout

Hanging or Finishing Backer Board

There are to be no Curing Compounds or Sealers in the substrates.

QUALIFICATIONS:

Bid valid for 60 days without review

Installation warranted for one year

Thank you for giving us the opportunity to bid this project.

Respectfully submitted,

Steve Baker



STAFF REPORT

TO: General Service Committee

VIA: Mark Watson City Manager

DATE: February 6, 2025

FROM: Lisa Stiwinter, Director of Planning and Development

PREPARED BY: Bryson Hester, Transportation Planner

SUBJECT: Pilot Paid Parking Program Update

SUMMARY STATEMENT

The General Service Committee is requested to consider and discuss the status update to the Pilot Paid Parking Program for the E. Crowell/N. Hayne St parking lot in downtown Monroe. Staff has provided a brief analysis of program's performance, feedback from users and staff reflections on limitations.

REVIEW

The Pilot Paid Parking Program was approved by City Council in October of 2024 and became effective on November 1, 2024. Introduced at a rate of 1,000 dollars for 6 months, the purpose of the program was to establish a parking permit program for the City-owned parking lot located at the intersection of E. Crowell/N. Hayne Street. The parking lot is located adjacent to First Citizens bank and directly behind a couple law firms and currently contains 18 parking spaces. The lot was selected due to its proximity to high demand areas downtown and consistently high occupancy rates. The goal of the program is to provide both a convenient and exclusive parking option for downtown visitors, employees and business owners while also exploring revenue-generating parking solutions for the City.

At this time, just past the halfway point of the 6-month Pilot Program, the following key data points and observations have been noted:

1. Participation and Revenue: A total of four (4) spaces have been leased, with one permit reissued due to misplacement, generating \$4,010 over the past three months.
2. Enforcement: The “Permit Required” Signage and coordination with Monroe Police Department includes the ability to tow vehicles
3. Feedback and Challenges: Feedback from both the public and permit holders has been consistent, indicating that the current price of the program is unaffordable.
4. Parking Education/Awareness: Easily accessible method for the public to view public parking spaces is needed (i.e. online interactive map). Future studies should incorporate baseline observations of all nearby parking lots to better understand usage patterns and capture the most useful data from the pilot parking programs.

Data and Observations

Initial Occupancy Trends:

Early pre-pilot observations (October 2024) indicated consistent full or near-full occupancy in the lot with rate occasionally exceeding 100% due to vehicles parked near buildings or in non-designated areas at times.

Decline in Usage after Launch:

After the program began, occupancy fell significantly, with rates for the lot averaging at 6-17% in November and December 2024. By January 2025, after the holidays, usage remained low. Nearby, the 38 space public lot often reached capacity even during days of noted adverse weather (heavy rain/ice/cold).

Program Feedback

Pilot Program has yielded the following themes based on participant feedback:

Price: Multiple participants and residents noted that the \$1,000/6-month rate was too high, especially when compared to the \$5/day ticketing alternative or free public parking. Some referenced a previously discussed rate of \$365/per year.

Enforcement: Users questioned whether parking violations in the lot were effectively enforced

Clarity: Participants sought clarification on permit terms such as vehicle sharing and agreement requirements. Residents also sought clarification on free parking options in the downtown area.

Staff Reflections and Limitations

Baseline Data: Observations of the 38 space public lot prior to the pilot’s launch were not conducted, limiting comparisons between the free and paid lot usage

Observation Frequency: Ideally, the lot would have been observed twice daily, but time constraints reduced the ability to capture comprehensive data.

RECOMMENDATION

Staff is requesting the General Service Committee consider, discuss and provide direction to City Council on the Pilot Paid Parking Program.

Attachments:
Parking lot map

Pilot Paid Parking Program E. Crowell and N. Hayne Street Parking Lot

N HAYNE ST

E CROWELL ST



Total of 18 spaces



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: February 6, 2025

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Donna O'Keefe, Downtown Manager

SUBJECT: Downtown Furniture Project
Phase 1 - Morgan/Windsor Alley Furniture
Phase 2- Downtown Street Furniture for Main Street, Jefferson Street, Franklin, and Hayne Street

SUMMARY STATEMENT

The Downtown Advisory Board unanimously approved the furniture selection and design plan for the Morgan Windsor Alley at their regular meeting on January 24th.

The DTA Board is requesting that the General Services Committee recommend City Council approve the design and purchase of the Morgan/Windsor Alley Furnishings, also known as Phase 1 of the Downtown Furniture Project. A Budget Ordinance is also recommended to provide funding.

Staff will also present a Phase 2 option for consideration to the General Services Committee. Phase 2 of the Downtown Furniture Project focuses on the possible replacement of sidewalk furniture in front of the Dine, Eat, and Meet businesses on Main Street, Jefferson Street, Franklin Street and Hayne Streets.

REVIEW

Phase 1: Downtown Furniture Project -Design and Purchase:

Sister Bay was selected as the manufacturer for the Morgan/Windsor Alley furniture project. The Sister Bay furniture is an HDPE Recycled Lumber that is durable, weather-resistant, low maintenance, non-porous, eco-friendly product made from fully recyclable materials. Sister Bay furniture is approximately 30% heavier than its competitors and made in the USA. The selected styles have mass appeal and compliment Monroe's Downtown aesthetic.

The Phase 1 design plan was reviewed by the City Manager and Assistant City Manager prior to presenting to the Downtown Advisory Board. The cost of Phase 1 is \$77,231.85. A budget ordinance to transfer funding from the Downtown Parking Improvement project to a new project for Downtown Furniture is recommended to provide funding for this purchase.

Phase 2: Downtown Furniture Project -Design and Purchase

Phase 2 of the Downtown Furniture Project focuses on the replacement of sidewalk furniture currently in front of the following businesses:

1. Courthouse Pour
2. Peddlers Paradise Bartique
3. Oasis
4. Rocko's Deli
5. Patty and the Dogs
6. Gingham Girls
7. East Frank Superette
8. Jin Jin

Business throughout downtown have been adding furniture to downtown sidewalks. In order to provide a consistent appearance and adhere to handicap accessibility laws, staff is requesting consideration of replacement furniture for the businesses that are willing to participate.

Staff is requesting feedback from the General Services Committee on the Phase 2 furniture plan. The Phase 2 plan as presented has a cost of \$67,581.30.

RECOMMENDATION

It is the recommendation of the Downtown Advisory Board and Staff, that the General Services Committee recommend Phase 1 of the Downtown Furniture design and purchase of furniture for the Morgan Windsor Alley. A Budget Ordinance is recommended to provide funding.

Staff recommends the General Services Committee also consider and recommend a Phase 2 furniture replacement plan as presented.

Attachment: Quote Phase I
Budget Ordinance BO-2025-02
Quote Phase 2

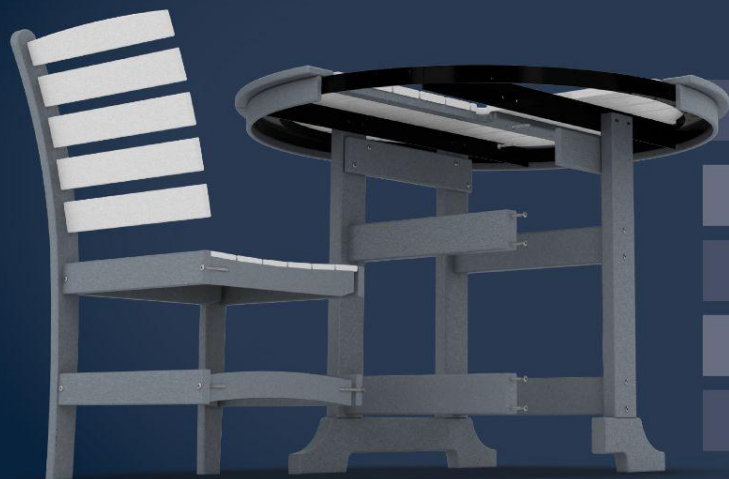
SISTER BAY

FURNITURE CO.

— A PRESTWICK COMPANY —



BUILT TO LAST



Made From Pure Grade Recycled Plastic Lumber

316 Marine Grade Rust Free Hardware

Aluminum Reinforcements, No Maintenance, UV Resistant

7 Year Commercial Warranty

No Polystyrene Fillers

MADE IN THE
USA

COLOR OPTIONS

HIGH-GRADE RECYCLED HDPE LUMBER



SMOOTH GRAINS
STANDARD



SMOOTH GRAINS
BRIGHTS



WOOD GRAINS
NATURAL TONES



Sustainable



All-Season

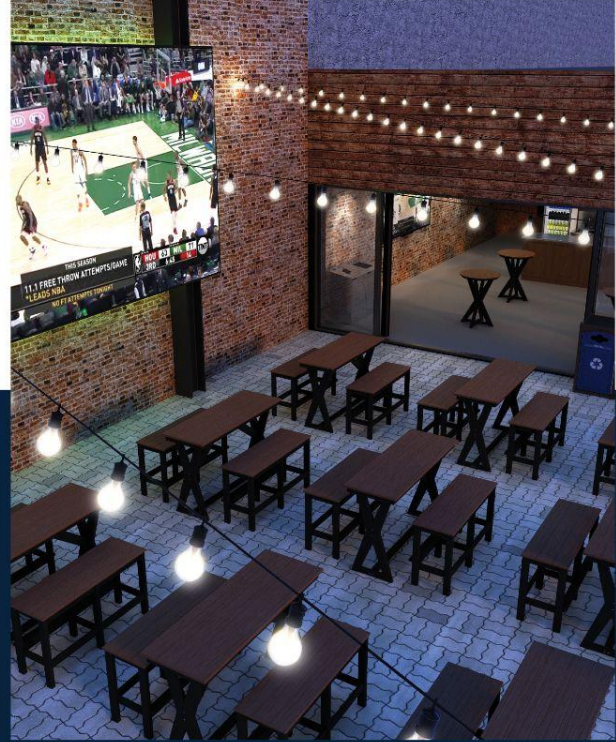


Low Maintenance



Fade Resistant





MILANO

COLLECTION



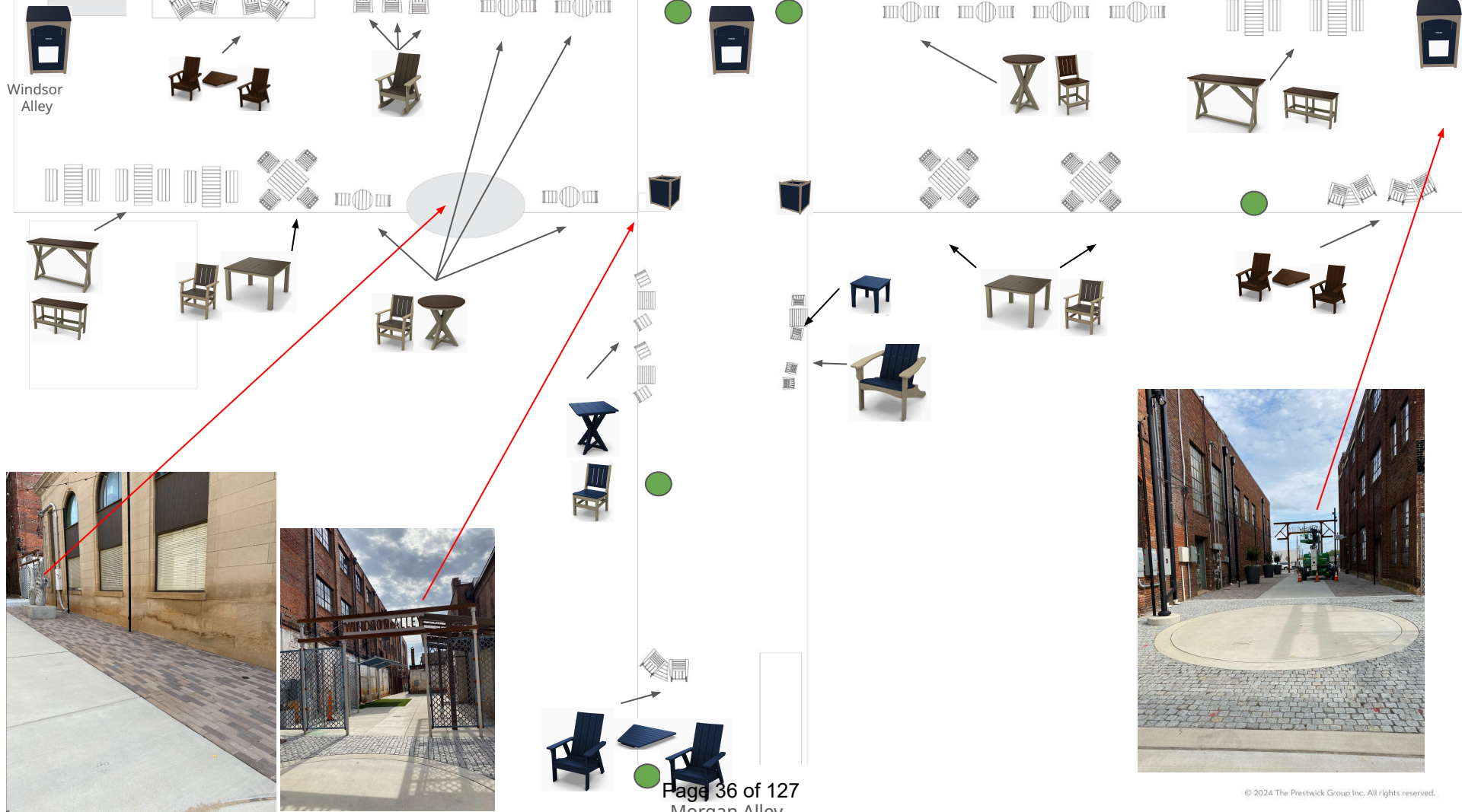
HUDSON

COLLECTION

SUMMIT

COLLECTION







YOU'RE IN GOOD COMPANY

Over twenty-five years of expertise partnering with the best brands in the world.



THANK
YOU

LEARN MORE
sisterbayfurniture.com



WHAT CAN YOU EXPECT NEXT?

DOWN PAYMENT

If a down payment is required, our Accounting team will send you an invoice within 3-5 business days of approving your order confirmation. You will need to make any necessary payments at that time. Prompt response and payment will help ensure timely completion of your order. Down payments are typically required when

- You're A New Customer
- You're An Existing Customer That Has Not Ordered in 5 Years
- The Terms Are Not Net 30
- The Order is Over \$5,000

RELEASED TO PRODUCTION

Your order will be added to our production schedule after approvals are final, including payment, if terms apply. Status updates are available upon request throughout the production process.

**Revisions or cancellations made after final approval must be submitted in writing, and additional fees may apply.*

DISCUSSING THE DETAILS

Please reach out to your Sales Rep or Customer Success Specialist to clarify shipping terms or best determine your location's delivery needs.

SHIPPED WITH CARE

Freight is routinely delivered on a 53' long trailer. Urban areas, residential neighborhoods, or schools typically require transferring to a smaller delivery truck for final delivery. Depending upon the size of your order and the capabilities of your receiving location, different delivery options may be necessary. Limited Access \$75

- Volume shipments are typically contact-less, wherein you are responsibly for removing your products from the truck.
- LTL (less than truckload) shipments are typically offloaded by the driver.

All shipping methods may experience unplanned delays (weather, local/government events, acts of god). The Prestwick Group will try to account for possible delays, but cannot provide guarantees and are not responsible for late deliveries.

SCHEDULING DELIVERY

Our third-party carries will call to confirm their estimated delivery window. If you require a specific date and time for delivery, please notify your Sales Rep or Customer Success Specialist. **If a delivery appointment or phone notification is NOT needed, please specify receiving hours.**

- Call Ahead - Included at No Charge
- Delivery Appointment - \$75
- Liftgate (motorized platform on the back of the truck) - \$100
- Driver Assistance (includes liftgate and driver offload) - \$190

**Additional services, such as inside delivery, unpacking, placement, etc., may be available for an additional premium.*

SHIPMENT & NOTIFICATION

Once your items are ready for shipment, we will provide you with tracking information. All items are dispatched from our headquarters in Sussex, WI. The estimated transit time is approximately 2-4 days, depending on the destination.

Please note any rips, holes, or damages to the packaging on the carrier's paperwork when signing for the shipment. **Report shipping damage within 48 hours** of accepting delivery to your Customer Success Team or Sales Rep.

- Postponing expressed on-site requests may result in storage fees.
- Returned orders will have associated shipping fees assessed upon reshipment.
- Addition of services after shipment or inability to reach noted contact may result in storage fees with the carrier and delayed receipt.



Scan or go to prestwick-group.com/faq/ for answers to frequently asked questions, care & maintenance recommendations, and brief shipping info. Please reach out to our Customer Success team for assistance. We're always happy to help!



QUOTE: 74595 - City of Monroe-NC - Downtown Alley Project 2025 (199369)

Account Name City of Monroe-NC		Ship Via -		Rep 2J	
Contact Name Donna OKeefe		Terms Net 30		Created By Kelly Fiedler	
Phone +17042921705		PO Number -		Created Date 1/7/25	
Email dokeefe@monroenc.org		Tracking Email dokeefe@monroenc.org		Expiration Date 2/8/25	
Bill To: - United States		Ship To: City of Monroe-NC United States		Shipping Contact Information: Full Name Donna OKeefe Phone Number -	
Qty.	Product	Short Description – Full details outlined on product spec sheets when applicable		Unit Price	Line Total
3	MILANO 44" DINING TABLE	(33-1-1617) MILANO 44" DINING TABLE - BIRCHWOOD BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS		\$1,989.00	\$5,967.00
4	HUDSON 30" DINING TABLE	(25-1-1617) HUDSON 30" DINING TABLE - BIRCHWOOD BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS		\$1,113.00	\$4,452.00
20	MILANO DINING CHAIR	(11-1-5-1617) MILANO DINING CHAIR - BIRCHWOOD FRAME WITH BRAZILIAN WALNUT SEAT/BACK		\$795.00	\$15,900.00
4	HUDSON 30" BAR TABLE	(25-3-1617) HUDSON 30" BAR TABLE - BIRCHWOOD BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS		\$1,206.00	\$4,824.00
8	MILANO BAR SIDE CHAIR	(11-3-1617) MILANO BAR SIDE CHAIR - BIRCHWOOD FRAME/FOOTREST WITH BRAZILIAN WALNUT SEAT/BACK		\$767.00	\$6,136.00
5	HUDSON 60" COCKTAIL TABLE	(26-3-1617) HUDSON 60" COCKTAIL TABLE - BIRCHWOOD BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS		\$1,891.00	\$9,455.00
10	HUDSON 47" BAR BENCH	(19-3-1617) HUDSON 47" BAR BENCH - BIRCHWOOD FRAME/FOOTREST WITH BRAZILIAN WALNUT SEAT/BACK		\$1,087.00	\$10,870.00
8	SUMMIT CHAT CHAIR	(71-1617) SUMMIT CHAT CHAIR - BIRCHWOOD FRAME WITH BRAZILIAN WALNUT SEAT/BACK		\$842.00	\$6,736.00
4	TETE-A-TETE FOR YARMOUTH ADIRONDACK CHAIRS	(83-1717) TETE-A-TETE FOR YARMOUTH ADIRONDACK CHAIRS - BRAZILIAN WALNUT		\$323.00	\$1,292.00

Company Address W248N5499 Executive Drive
Sussex, Wisconsin 53089
USA

Phone (800) 505-7926
Organization (Fax) 888-868-7184

3	SUMMIT ADIRONDACK ROCKER	(70-15-1717) SUMMIT ADIRONDACK ROCKER - BRAZILIAN WALNUT	\$870.00	\$2,610.00
4	YARMOUTH KIDS ADIRONDACK CHAIR	(73-1610) YARMOUTH KIDS ADIRONDACK CHAIR - BIRCHWOOD FRAME WITH NAVY SEAT/BACK	\$314.00	\$1,256.00
1	MANDALAY 24" SQUARE END TABLE	(105-1010) MANDALAY 24" SQUARE END TABLE - NAVY	\$436.00	\$436.00
2	HUDSON 28" DINING TABLE	(24-1-1010) HUDSON 28" DINING TABLE - NAVY	\$1,012.00	\$2,024.00
4	MILANO SIDE CHAIR	(11-1-1610) MILANO SIDE CHAIR - BIRCHWOOD FRAME WITH NAVY SEAT/BACK	\$696.00	\$2,784.00
2	SUMMIT CHAT CHAIR	(71-1010) SUMMIT CHAT CHAIR - NAVY	\$765.00	\$1,530.00
1	TETE-A-TETE FOR YARMOUTH ADIRONDACK CHAIRS	(83-1010) TETE-A-TETE FOR YARMOUTH ADIRONDACK CHAIRS - NAVY	\$294.00	\$294.00
3	WASTE RECYCLE	[174996] WASTE RECYCLE - VERDE - FRONT LOAD - 1 STREAM - 38 GALLONS - CURVED NAVY TOP - NAVY PANELS - BIRCHWOOD TRIM	\$1,977.00	\$5,931.00
2	PLANTER BOX	[174997] PLANTER BOX - TERRA - 1 SECTION - LARGE - NAVY/BIRCHWOOD	\$882.00	\$1,764.00
Subtotal			\$84,261.00	
MR-Disc		CUSTOMER DISCOUNT (CONTINGENT ON MEETING THE PAYMENT TERMS)	-\$12,639.15	
S/H		SHIPPING & HANDLING - **ADDITIONAL SERVICES AVAILABLE UPON REQUEST (CHARGES MAY APPLY)**	\$5,510.00	
SPECIAL SHIPPING		---LIFTGATE SERVICE NEEDED	\$100.00	
Grand Total			\$77,231.85	

Per US tax law, we're required to collect sales tax in the majority of states. If applicable, sales tax will be applied upon invoice.

My signature on this quote verifies that I have approved this order and all information is accurate.

SIGNATURE
DATE

Spec Sheet For (33-1-1617) Milano 44" Dining Table

City of Monroe-NC | Qty: 3 | \$1,989.00 Each | \$5,967.00 Total

Table Top Slats	Brazilian walnut
Base	Birchwood
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Approximate Assembly Time	15-30 minutes
Product Weight	95 lbs
Packaged Weight	102 lbs



Spec Sheet For **(25-1-1617) Hudson 30" Dining Table**

City of Monroe-NC | Qty: 4 | \$1,113.00 Each | \$4,452.00 Total

Table Top Slats	Brazilian walnut
Base	Birchwood
Approximate Assembly Time	15-30 minutes
Product Weight	45 lbs
Packaged Weight	50 lbs



Spec Sheet For **(11-1-5-1617) Milano Dining Chair**

City of Monroe-NC | Qty: 20 | \$795.00 Each | \$15,900.00 Total

Seat/Back	Brazilian walnut
Frame	Birchwood
Product Weight	35 lbs

Packaged Weight	75 lbs**
**Product is shipped 2 per box	



Spec Sheet For (11-3-1617) Milano Bar Side Chair

City of Monroe-NC | Qty: 8 | \$767.00 Each | \$6,136.00 Total

Seat/Back	Brazilian walnut
Frame/Footrest	Birchwood
Product Weight	38 lbs
Packaged Weight	42 lbs



Spec Sheet For (19-3-1617) Hudson 47" Bar Bench

City of Monroe-NC | Qty: 10 | \$1,087.00 Each | \$10,870.00 Total

Seat/Back	Brazilian walnut
Frame/Footrest	Birchwood
Approximate Assembly Time	15-30 minutes
Product Weight	55 lbs
Packaged Weight	60 lbs



Spec Sheet For **(71-1617) Summit Chat Chair**

City of Monroe-NC | Qty: 8 | \$842.00 Each | \$6,736.00 Total

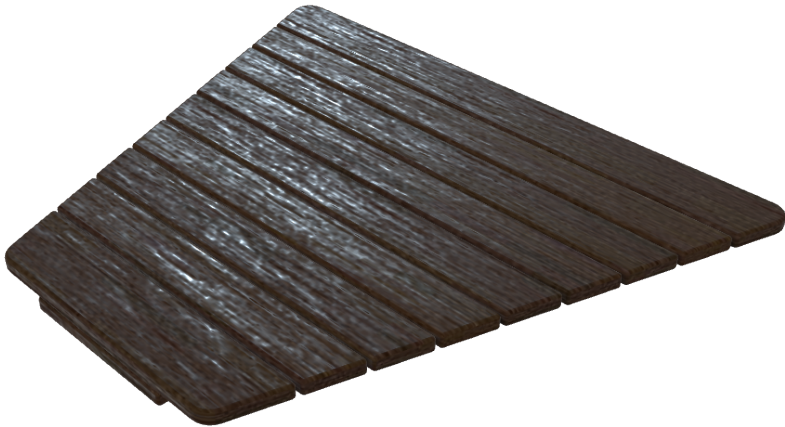
Seat/Back	Brazilian walnut
Frame	Birchwood
Approximate Assembly Time	15-30 minutes
Product Weight	50 lbs
Packaged Weight	55 lbs



Spec Sheet For **(83-1717) Tete-a-tete for Yarmouth Adirondack Chairs**

City of Monroe-NC | Qty: 4 | \$323.00 Each | \$1,292.00 Total

Entire Product	Brazilian walnut
Product Weight	14 lbs
Packaged Weight	19 lbs



Spec Sheet For **(70-15-1717) Summit Adirondack Rocker**

City of Monroe-NC | Qty: 3 | \$870.00 Each | \$2,610.00 Total

Seat/Back	Brazilian walnut
Frame	Brazilian walnut
Approximate Assembly Time	20-40 minutes
Product Weight	60 lbs
Packaged Weight	65 lbs



Spec Sheet For **(73-1610) Yarmouth Kids Adirondack Chair**

City of Monroe-NC | Qty: 4 | \$314.00 Each | \$1,256.00 Total

Seat/Back	Navy
Frame	Birchwood
Approximate Assembly Time	15-30 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs

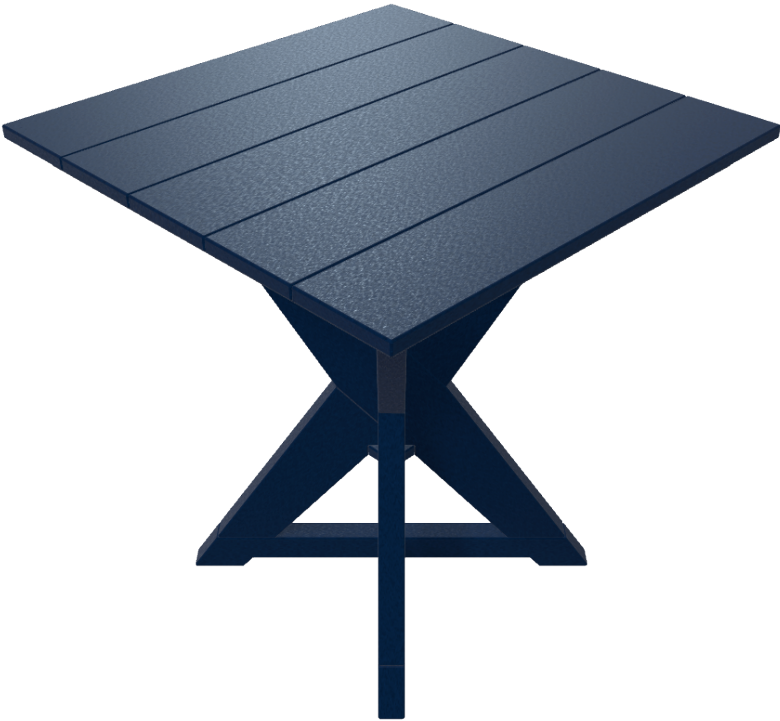


Entire Product	Navy
----------------	------

Spec Sheet For **(24-1-1010) Hudson 28" Dining Table**

City of Monroe-NC | Qty: 2 | \$1,012.00 Each | \$2,024.00 Total

Table Top Slats	Navy
Base	Navy
Approximate Assembly Time	15-30 minutes
Product Weight	53 lbs
Packaged Weight	58 lbs



Spec Sheet For **(11-1-1610) Milano Side Chair**

City of Monroe-NC | Qty: 4 | \$696.00 Each | \$2,784.00 Total

Seat/Back	Navy
Frame	Birchwood
Product Weight	32 lbs
Packaged Weight	37 lbs



Spec Sheet For **(71-1010) Summit Chat Chair**

City of Monroe-NC | Qty: 2 | \$765.00 Each | \$1,530.00 Total

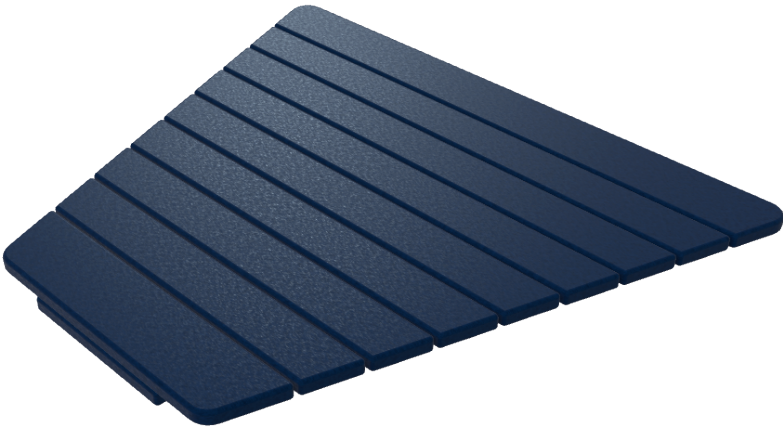
Seat/Back	Navy
Frame	Navy
Approximate Assembly Time	15-30 minutes
Product Weight	50 lbs
Packaged Weight	55 lbs



Spec Sheet For (83-1010) Tete-a-tete for Yarmouth Adirondack Chairs

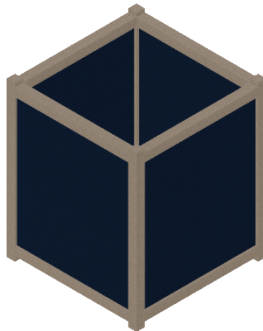
City of Monroe-NC | Qty: 1 | \$294.00 Each | \$294.00 Total

Entire Product	Navy
Product Weight	14 lbs
Packaged Weight	19 lbs



Spec Sheet For Planter Box **174997**

City of Monroe-NC | Qty: 2 | \$882.00 Each | \$1,764.00 Total

Collection	Material	Panel Design	Size	Sections	
Terra	All Plastic	None	Large	1	
Panel Color	Trim Color				
Navy	Birchwood				
Section 1					
Front Graphic	logo mark				
Front Graphic Type	Resin Pour - PMS 654 Blue, PMS 370 Green				



PAYMENT TERMS

Thank you for your order! Standard payment terms are listed below.

NEW CUSTOMER

Prepay

Full payment will be needed prior to production on your initial order.

EXISTING CUSTOMERS

Orders under \$5,000

Payment will be billed net 30

Orders between \$5,000 - \$20,000

50% down payment is due prior to production.

Orders \$20,000+

$\frac{2}{3}$ will be due prior to production. The remaining balance will be billed net 30.

We will start artwork production right away, if necessary, for your order.

When an order is placed and after all necessary artwork and design approvals are received, it will be assigned a Scheduled Production Date. You have to submit payment so you don't lose your assigned date in our production schedule. If payment has been received, production will begin. If we have not received payment prior to your Scheduled Production Date, your order will be placed on hold until your payment is received. Once payment is received, your order will be scheduled for production accordingly and assigned an Estimated Ship Date.

**CITY OF MONROE, NORTH CAROLINA
CAPITAL PROJECT BUDGET ORDINANCE
DOWNTOWN FURNITURE PHASE I
BO-2025-02**

WHEREAS, the City previously made improvements to Morgan/Windsor Alley in the Downtown district; and

WHEREAS, furniture is needed in the alley space to improve aesthetics and provide a venue for patrons to enjoy Downtown Monroe; and

WHEREAS, the City would like to provide funding from the Downtown Parking (RD2202) project that was previously funded.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe transfers funding from Downtown Parking to a new project for the purchase of Downtown Furniture.

Capital Project Fund:

Revenue:

Transfer from General Cap Project (MP2501)	\$77,250
--	----------

Expense:

Project Costs (MP2501-Downtown Furniture)	\$77,250
Transfer to General Cap Project (RD2202)	\$77,250
Project Costs (RD2202-Downtown Parking)	\$77,250

Adopted this 11th day of February, 2025.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



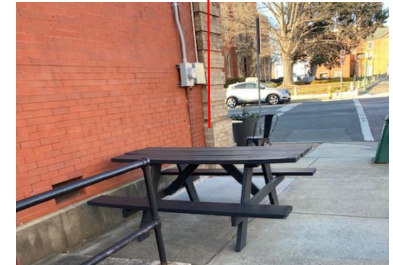
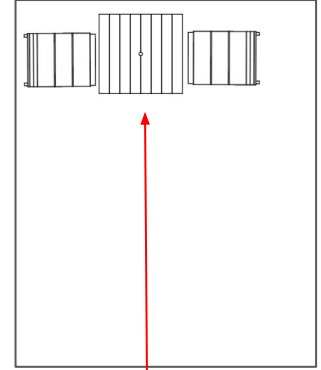
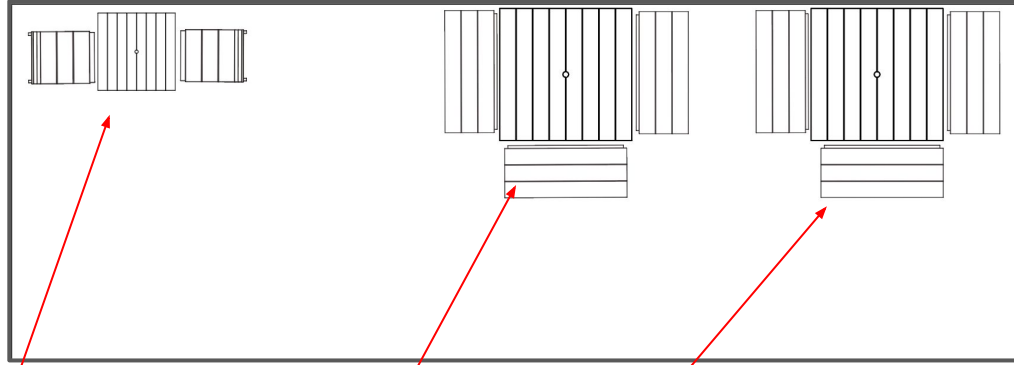
SISTER BAY

FURNITURE CO.

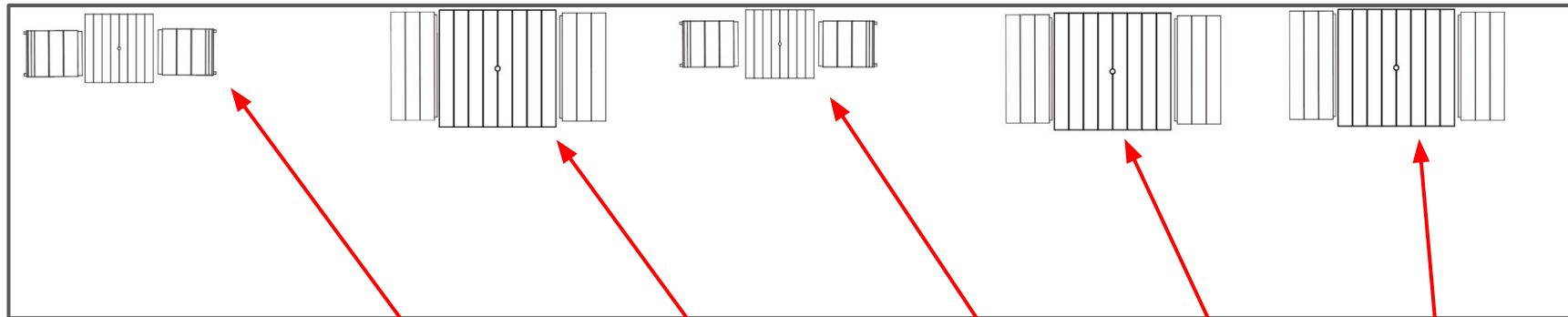
DESIGNER OUTDOOR FURNITURE BUILT FOR LONGEVITY



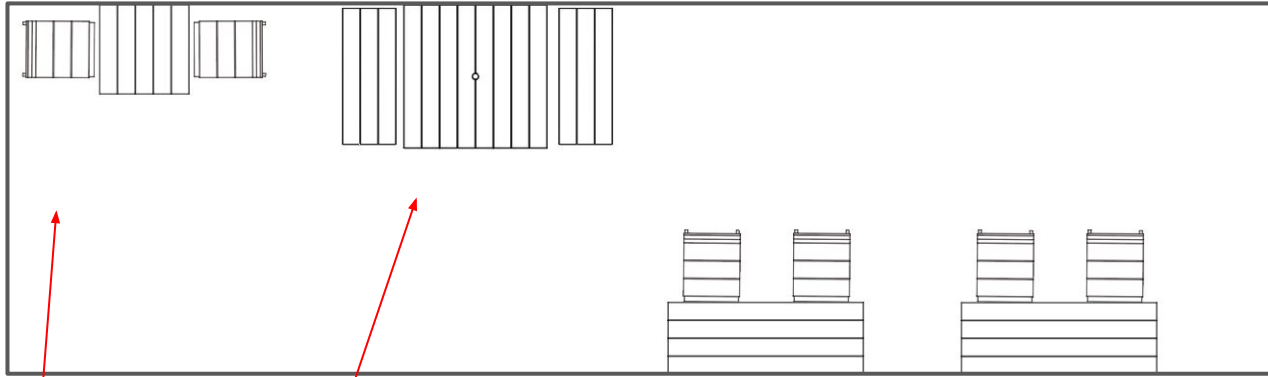
Hayne Street approaching Franklin Street



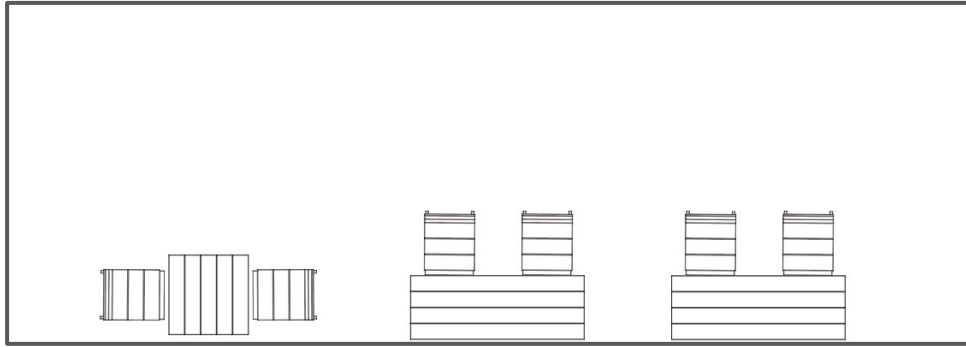
Hayne Street approaching Franklin Street II



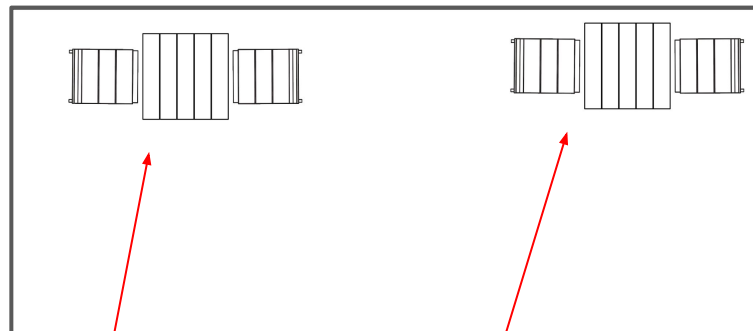
Main Street at Oasis



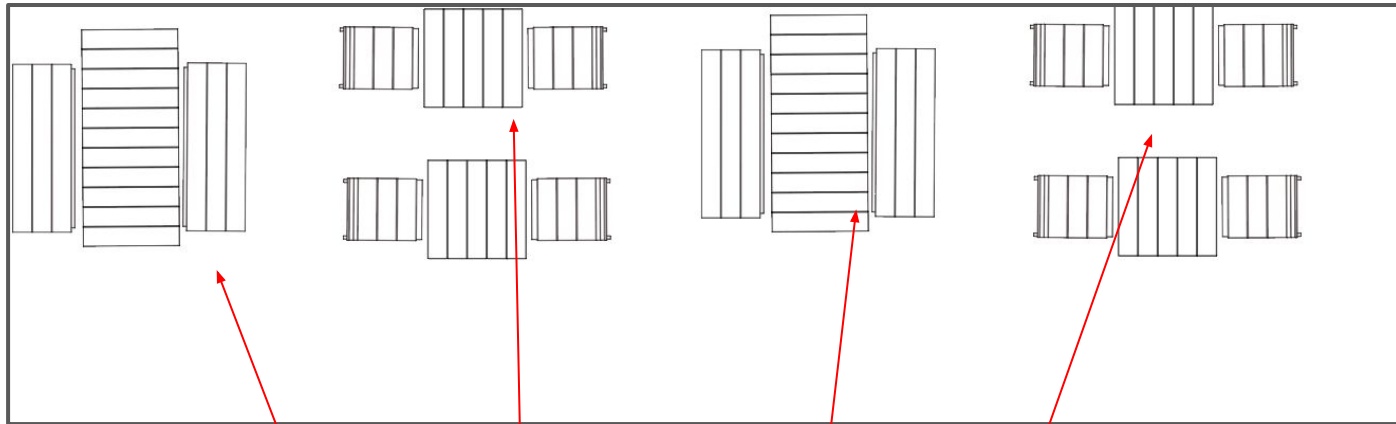
Main Street at Rocko's Deli



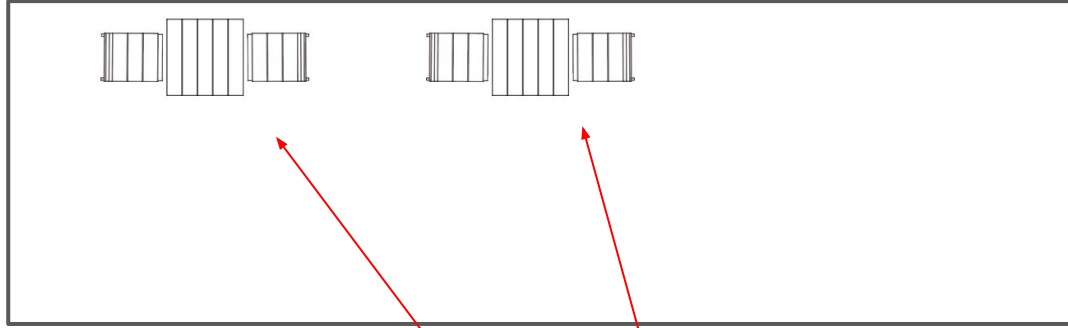
Hayne Street at Gingham Girls/Patty & The Dogs



East Franklin between N. Beasley & N. Church



Jin Jin
East Franklin between N. Beasley & N. Church





WHAT CAN YOU EXPECT NEXT?

DOWN PAYMENT

If a down payment is required, our Accounting team will send you an invoice within 3-5 business days of approving your order confirmation. You will need to make any necessary payments at that time. Prompt response and payment will help ensure timely completion of your order. Down payments are typically required when

- You're A New Customer
- You're An Existing Customer That Has Not Ordered in 5 Years
- The Terms Are Not Net 30
- The Order is Over \$5,000

RELEASED TO PRODUCTION

Your order will be added to our production schedule after approvals are final, including payment, if terms apply. Status updates are available upon request throughout the production process.

**Revisions or cancellations made after final approval must be submitted in writing, and additional fees may apply.*

DISCUSSING THE DETAILS

Please reach out to your Sales Rep or Customer Success Specialist to clarify shipping terms or best determine your location's delivery needs.

SHIPPED WITH CARE

Freight is routinely delivered on a 53' long trailer. Urban areas, residential neighborhoods, or schools typically require transferring to a smaller delivery truck for final delivery. Depending upon the size of your order and the capabilities of your receiving location, different delivery options may be necessary. Limited Access \$75

- Volume shipments are typically contact-less, wherein you are responsibly for removing your products from the truck.
- LTL (less than truckload) shipments are typically offloaded by the driver.

All shipping methods may experience unplanned delays (weather, local/government events, acts of god). The Prestwick Group will try to account for possible delays, but cannot provide guarantees and are not responsible for late deliveries.

SCHEDULING DELIVERY

Our third-party carries will call to confirm their estimated delivery window. If you require a specific date and time for delivery, please notify your Sales Rep or Customer Success Specialist. **If a delivery appointment or phone notification is NOT needed, please specify receiving hours.**

- Call Ahead - Included at No Charge
- Delivery Appointment - \$75
- Liftgate (motorized platform on the back of the truck) - \$100
- Driver Assistance (includes liftgate and driver offload) - \$190

**Additional services, such as inside delivery, unpacking, placement, etc., may be available for an additional premium.*

SHIPMENT & NOTIFICATION

Once your items are ready for shipment, we will provide you with tracking information. All items are dispatched from our headquarters in Sussex, WI. The estimated transit time is approximately 2-4 days, depending on the destination.

Please note any rips, holes, or damages to the packaging on the carrier's paperwork when signing for the shipment. **Report shipping damage within 48 hours** of accepting delivery to your Customer Success Team or Sales Rep.

- Postponing expressed on-site requests may result in storage fees.
- Returned orders will have associated shipping fees assessed upon reshipment.
- Addition of services after shipment or inability to reach noted contact may result in storage fees with the carrier and delayed receipt.



Scan or go to prestwick-group.com/faq/ for answers to frequently asked questions, care & maintenance recommendations, and brief shipping info. Please reach out to our Customer Success team for assistance. We're always happy to help!



QUOTE: 75040 - City of Monroe-NC - Phase 2 2025 (199677)

Account Name		City of Monroe-NC	Ship Via		-	Rep		2J
Contact Name		Donna OKeefe	Terms		Net 30	Created By		Kelly Fiedler
Phone		+17042921705	PO Number		-	Created Date		1/21/25
Email		dokeefe@monroenc.org	Tracking Email		dokeefe@monroenc.org	Expiration Date		2/20/25
Bill To: - , United States			Ship To: City of Monroe-NC , United States			Shipping Contact Information: Full Name Donna OKeefe Phone Number -		
Qty.	Product	Short Description – Full details outlined on product spec sheets when applicable					Unit Price	Line Total
Hayne Street approaching Franklin Street								
2	MILANO 44" DINING TABLE	(33-1-1017) MILANO 44" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS					\$1,989.00	\$3,978.00
6	HUDSON 47" DINING BENCH	(19-1-1010) HUDSON 47" DINING BENCH - NAVY					\$770.00	\$4,620.00
2	HUDSON 28" DINING TABLE	(24-1-1017) HUDSON 28" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS					\$1,113.00	\$2,226.00
4	HUDSON SIDE CHAIR	(12-1-1010) HUDSON SIDE CHAIR - NAVY					\$546.00	\$2,184.00
Hayne Street approaching Franklin Street Subtotal							\$13,008.00	
Hayne Street approaching Franklin Street II								
2	HUDSON 28" DINING TABLE	(24-1-1017) HUDSON 28" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS					\$1,113.00	\$2,226.00
4	HUDSON SIDE CHAIR	(12-1-1010) HUDSON SIDE CHAIR - NAVY					\$546.00	\$2,184.00
3	MILANO 44" DINING TABLE	(33-1-1017) MILANO 44" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS					\$1,989.00	\$5,967.00

Company Address W248N5499 Executive Drive
Sussex, Wisconsin 53089
USA

Phone (800) 505-7926
Organization (Fax) 888-868-7184

6	HUDSON 47" DINING BENCH	(19-1-1010) HUDSON 47" DINING BENCH - NAVY	\$770.00	\$4,620.00
Hayne Street approaching Franklin Street II Subtotal			\$14,997.00	
Main Street at Oasis				
1	HUDSON 28" DINING TABLE	(24-1-1017) HUDSON 28" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$1,113.00	\$1,113.00
2	HUDSON SIDE CHAIR	(12-1-1010) HUDSON SIDE CHAIR - NAVY	\$546.00	\$1,092.00
1	MILANO 44" DINING TABLE	(33-1-1017) MILANO 44" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$1,989.00	\$1,989.00
2	HUDSON 47" DINING BENCH	(19-1-1010) HUDSON 47" DINING BENCH - NAVY	\$770.00	\$1,540.00
2	HUDSON 60" COUNTER COCKTAIL TABLE	(26-2-1017) HUDSON 60" COUNTER COCKTAIL TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$1,891.00	\$3,782.00
4	HUDSON COUNTER SIDE CHAIR	(12-2-1010) HUDSON COUNTER SIDE CHAIR - NAVY	\$613.00	\$2,452.00
Main Street at Oasis Subtotal			\$11,968.00	
Main Street at Rocko's Deli				
1	HUDSON 28" DINING TABLE	(24-1-1017) HUDSON 28" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$1,113.00	\$1,113.00
2	HUDSON SIDE CHAIR	(12-1-1010) HUDSON SIDE CHAIR - NAVY	\$546.00	\$1,092.00
2	HUDSON 60" COUNTER COCKTAIL TABLE	(26-2-1017) HUDSON 60" COUNTER COCKTAIL TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$1,891.00	\$3,782.00
4	HUDSON COUNTER SIDE CHAIR	(12-2-1010) HUDSON COUNTER SIDE CHAIR - NAVY	\$613.00	\$2,452.00
Main Street at Rocko's Deli Subtotal			\$8,439.00	

Hayne Street at Gingham Girls/Patty & The Dogs				
2	HUDSON 28" DINING TABLE	(24-1-1017) HUDSON 28" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$1,113.00	\$2,226.00
4	HUDSON SIDE CHAIR	(12-1-1010) HUDSON SIDE CHAIR - NAVY	\$546.00	\$2,184.00
Hayne Street at Gingham Girls/Patty & The Dogs Subtotal			\$4,410.00	
East Franklin between N. Beasley & N. Church				
2	MILANO DINING TABLE	(32-1-1017) MILANO DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$2,463.00	\$4,926.00
4	HUDSON 47" DINING BENCH	(19-1-1010) HUDSON 47" DINING BENCH - NAVY	\$770.00	\$3,080.00
4	HUDSON 28" DINING TABLE	(24-1-1017) HUDSON 28" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$1,113.00	\$4,452.00
8	HUDSON SIDE CHAIR	(12-1-1010) HUDSON SIDE CHAIR - NAVY	\$546.00	\$4,368.00
East Franklin between N. Beasley & N. Church Subtotal			\$16,826.00	
Jin Jin @ East Franklin between N. Beasley & N. Church				
2	HUDSON 28" DINING TABLE	(24-1-1017) HUDSON 28" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$1,113.00	\$2,226.00
4	HUDSON SIDE CHAIR	(12-1-1010) HUDSON SIDE CHAIR - NAVY	\$546.00	\$2,184.00
Jin Jin @ East Franklin between N. Beasley & N. Church Subtotal			\$4,410.00	
			Subtotal	\$74,058.00

SBF Disc	SISTER BAY CUSTOMER DISCOUNT - CONTINGENT ON MEETING THE PAYMENT TERMS	-\$11,108.70
S/H	SHIPPING & HANDLING - **ADDITIONAL SERVICES AVAILABLE UPON REQUEST (CHARGES MAY APPLY)**0	\$4,532.00
SPECIAL SHIPPING	---LIFTGATE SERVICE NEEDED	\$100.00
Grand Total		\$67,581.30

Per US tax law, we're required to collect sales tax in the majority of states. If applicable, sales tax will be applied upon invoice.

My signature on this quote verifies that I have approved this order and all information is accurate.

SIGNATURE

DATE

Spec Sheet For **(33-1-1017) Milano 44" Dining Table**

City of Monroe-NC | Qty: 2 | \$1,989.00 Each | \$3,978.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	95 lbs
Packaged Weight	102 lbs



Spec Sheet For **(19-1-1010) Hudson 47" Dining Bench**

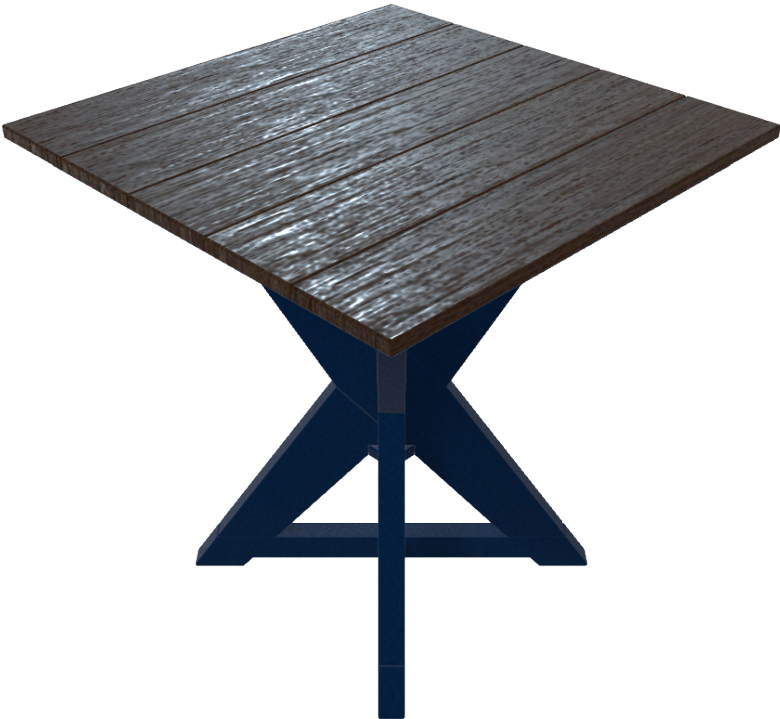
City of Monroe-NC | Qty: 6 | \$770.00 Each | \$4,620.00 Total

Seat/Back	Navy
Frame/Footrest	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	55 lbs
Packaged Weight	60 lbs

Spec Sheet For **(24-1-1017) Hudson 28" Dining Table**

City of Monroe-NC | Qty: 2 | \$1,113.00 Each | \$2,226.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	53 lbs
Packaged Weight	58 lbs



Spec Sheet For **(12-1-1010) Hudson Side Chair**

City of Monroe-NC | Qty: 4 | \$546.00 Each | \$2,184.00 Total

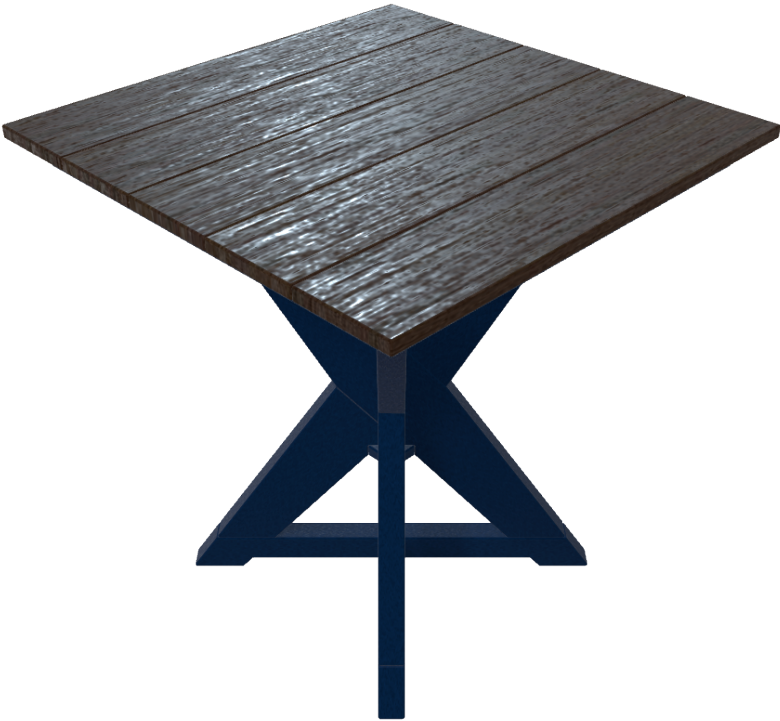
Seat/Back	Navy
Frame	Navy
Approximate Assembly Time	10-20 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs



Spec Sheet For **(24-1-1017) Hudson 28" Dining Table**

City of Monroe-NC | Qty: 2 | \$1,113.00 Each | \$2,226.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	53 lbs
Packaged Weight	58 lbs



Spec Sheet For **(12-1-1010) Hudson Side Chair**

City of Monroe-NC | Qty: 4 | \$546.00 Each | \$2,184.00 Total

Seat/Back	Navy
Frame	Navy
Approximate Assembly Time	10-20 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs



Spec Sheet For **(33-1-1017) Milano 44" Dining Table**

City of Monroe-NC | Qty: 3 | \$1,989.00 Each | \$5,967.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	95 lbs
Packaged Weight	102 lbs



Spec Sheet For **(19-1-1010) Hudson 47" Dining Bench**

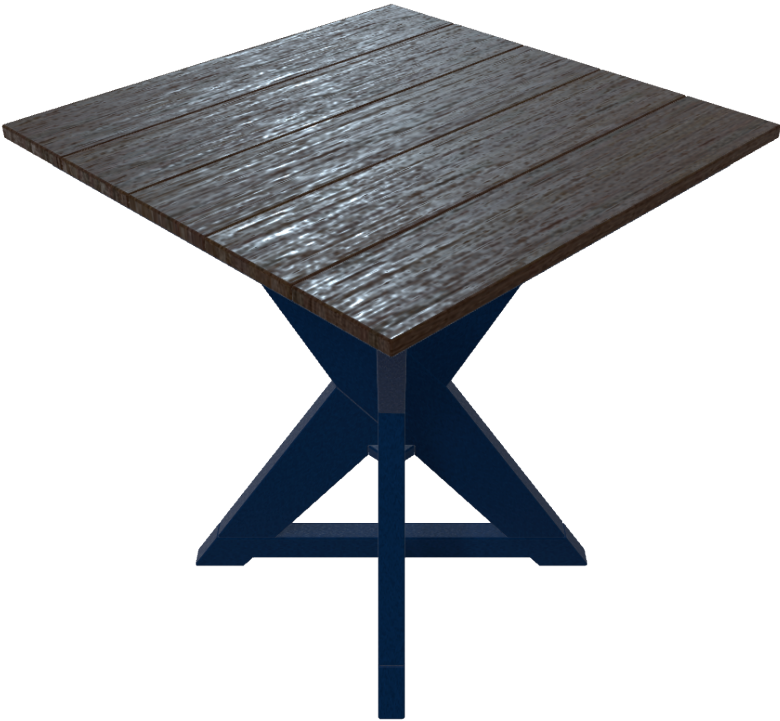
City of Monroe-NC | Qty: 6 | \$770.00 Each | \$4,620.00 Total

Seat/Back	Navy
Frame/Footrest	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	55 lbs
Packaged Weight	60 lbs

Spec Sheet For **(24-1-1017) Hudson 28" Dining Table**

City of Monroe-NC | Qty: 1 | \$1,113.00 Each | \$1,113.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	53 lbs
Packaged Weight	58 lbs



Spec Sheet For **(12-1-1010) Hudson Side Chair**

City of Monroe-NC | Qty: 2 | \$546.00 Each | \$1,092.00 Total

Seat/Back	Navy
Frame	Navy
Approximate Assembly Time	10-20 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs



Spec Sheet For **(33-1-1017) Milano 44" Dining Table**

City of Monroe-NC | Qty: 1 | \$1,989.00 Each | \$1,989.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	95 lbs
Packaged Weight	102 lbs



Spec Sheet For **(19-1-1010) Hudson 47" Dining Bench**

City of Monroe-NC | Qty: 2 | \$770.00 Each | \$1,540.00 Total

Seat/Back	Navy
Frame/Footrest	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	55 lbs
Packaged Weight	60 lbs

Spec Sheet For **(26-2-1017) Hudson 60" Counter Cocktail Table**

City of Monroe-NC | Qty: 2 | \$1,891.00 Each | \$3,782.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	20-40 minutes
Product Weight	75 lbs
Packaged Weight	80 lbs



Spec Sheet For **(12-2-1010) Hudson Counter Side Chair**

City of Monroe-NC | Qty: 4 | \$613.00 Each | \$2,452.00 Total

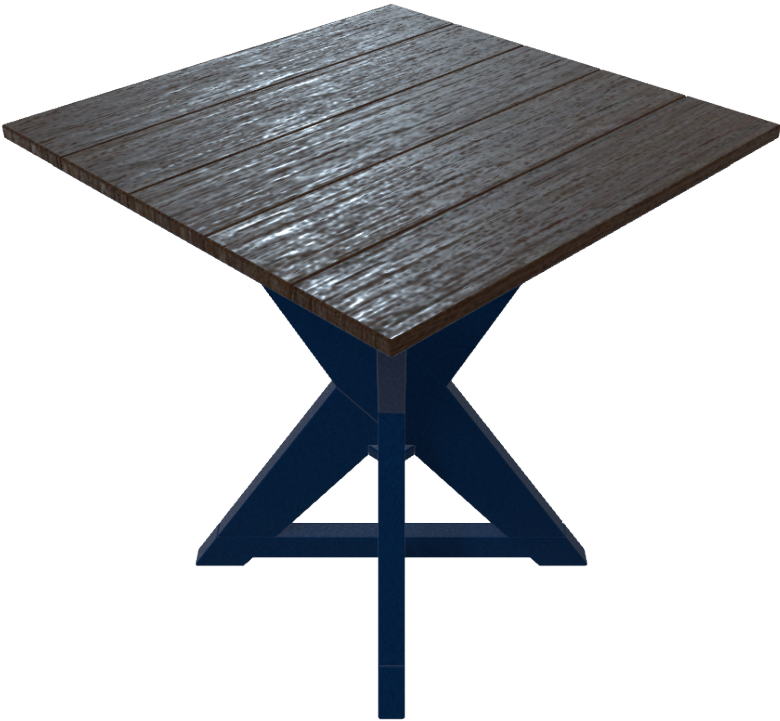
Seat/Back	Navy
Frame/Footrest	Navy
Approximate Assembly Time	10-21 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs



Spec Sheet For **(24-1-1017) Hudson 28" Dining Table**

City of Monroe-NC | Qty: 1 | \$1,113.00 Each | \$1,113.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	53 lbs
Packaged Weight	58 lbs



Spec Sheet For **(12-1-1010) Hudson Side Chair**

City of Monroe-NC | Qty: 2 | \$546.00 Each | \$1,092.00 Total

Seat/Back	Navy
Frame	Navy
Approximate Assembly Time	10-20 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs



Spec Sheet For (26-2-1017) Hudson 60" Counter Cocktail Table

City of Monroe-NC | Qty: 2 | \$1,891.00 Each | \$3,782.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	20-40 minutes
Product Weight	75 lbs
Packaged Weight	80 lbs



Spec Sheet For **(12-2-1010) Hudson Counter Side Chair**

City of Monroe-NC | Qty: 4 | \$613.00 Each | \$2,452.00 Total

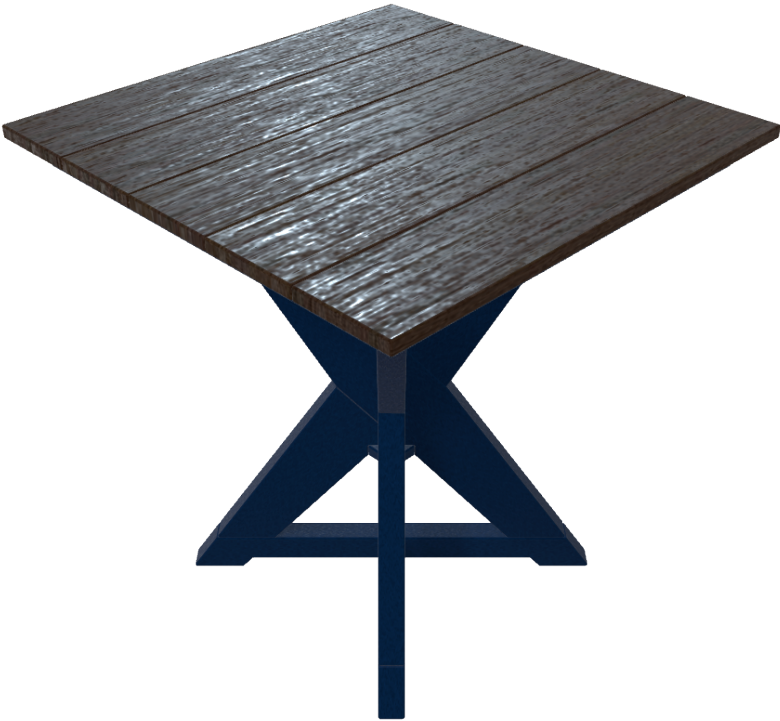
Seat/Back	Navy
Frame/Footrest	Navy
Approximate Assembly Time	10-21 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs



Spec Sheet For **(24-1-1017) Hudson 28" Dining Table**

City of Monroe-NC | Qty: 2 | \$1,113.00 Each | \$2,226.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	53 lbs
Packaged Weight	58 lbs



Spec Sheet For **(12-1-1010) Hudson Side Chair**

City of Monroe-NC | Qty: 4 | \$546.00 Each | \$2,184.00 Total

Seat/Back	Navy
Frame	Navy
Approximate Assembly Time	10-20 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs



Spec Sheet For **(32-1-1017) Milano Dining Table**

City of Monroe-NC | Qty: 2 | \$2,463.00 Each | \$4,926.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Logo Location	
Logo Style	
Approximate Assembly Time	10-20 minutes
Product Weight	100 lbs
Packaged Weight	108 lbs



Spec Sheet For **(19-1-1010) Hudson 47" Dining Bench**

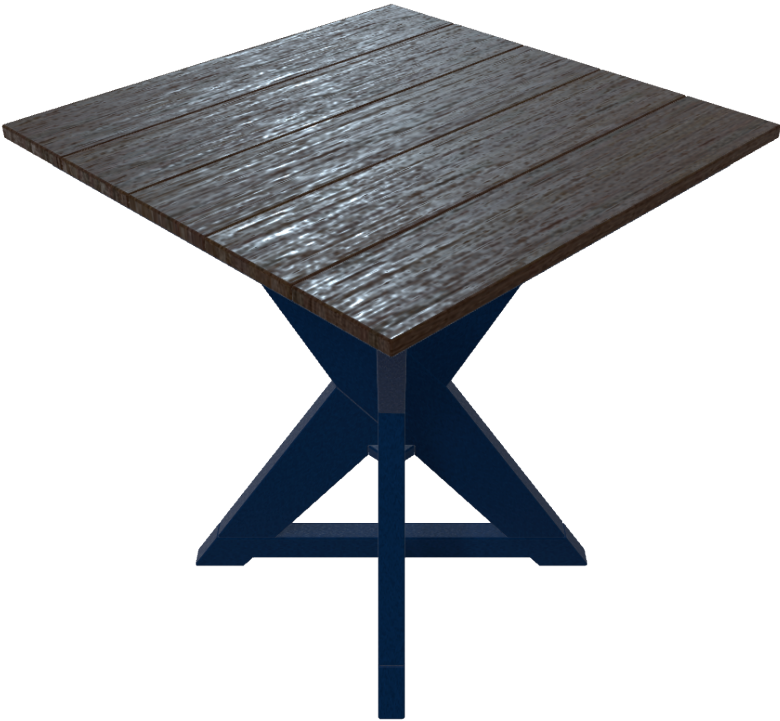
City of Monroe-NC | Qty: 4 | \$770.00 Each | \$3,080.00 Total

Seat/Back	Navy
Frame/Footrest	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	55 lbs
Packaged Weight	60 lbs

Spec Sheet For **(24-1-1017) Hudson 28" Dining Table**

City of Monroe-NC | Qty: 4 | \$1,113.00 Each | \$4,452.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	53 lbs
Packaged Weight	58 lbs



Spec Sheet For **(12-1-1010) Hudson Side Chair**

City of Monroe-NC | Qty: 8 | \$546.00 Each | \$4,368.00 Total

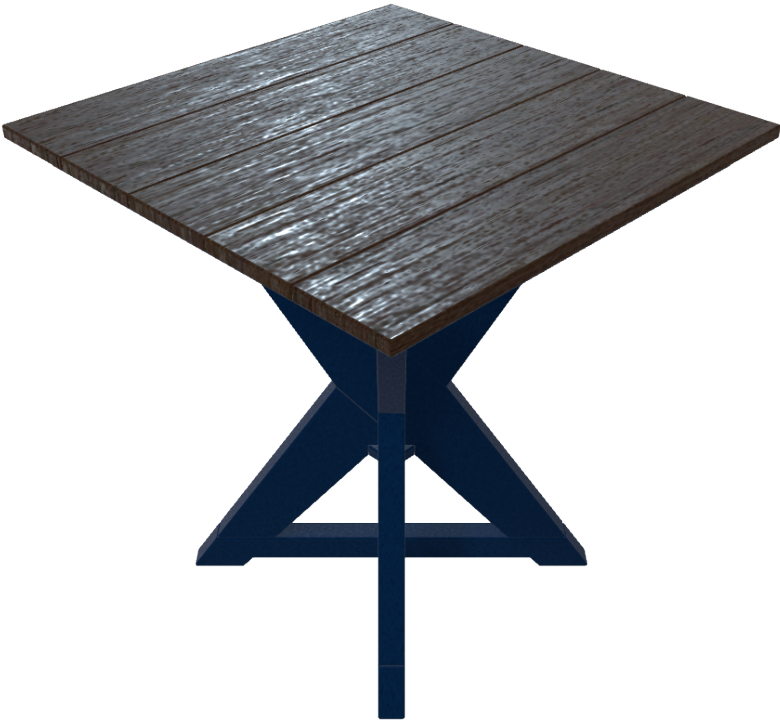
Seat/Back	Navy
Frame	Navy
Approximate Assembly Time	10-20 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs



Spec Sheet For **(24-1-1017) Hudson 28" Dining Table**

City of Monroe-NC | Qty: 2 | \$1,113.00 Each | \$2,226.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Logo Location	
Logo Style	
Approximate Assembly Time	15-30 minutes
Product Weight	53 lbs
Packaged Weight	58 lbs



Spec Sheet For **(12-1-1010) Hudson Side Chair**

City of Monroe-NC | Qty: 4 | \$546.00 Each | \$2,184.00 Total

Seat/Back	Navy
Frame	Navy
Approximate Assembly Time	10-20 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs





STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: February 6, 2025

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Kerner, Grant Administrator

SUBJECT: State and Local Cybersecurity Grant Program Application

SUMMARY STATEMENT

Staff is seeking approval of the application to the Dept. of Homeland Security (DHS)/FEMA FY24 State and Local Cybersecurity Grant Program.

REVIEW

The DHS/FEMA FY24 State and Local Cybersecurity Grant Program opened on September 23, 2024 and closed on January 31, 2025. When Staff learned the grant application period had opened and due to the application deadline and timing of meetings, Staff submitted an application. The City will have the opportunity to accept or deny the grant if selected for the award. This grant is for a Cybersecurity Program and Plan Writing initiative and external testing aimed at enhancing the City's ability to prevent, respond to, and recover from cybersecurity incidents. Staff applied for \$115,471.30. This is a 70% federal grant with a 30% City match. The total cost of the project is \$164,959. The city match for this grant would be \$49,487.70.

RECOMMENDATION

Staff recommends that the General Services Committee allows staff to continue with the application process and bring to City Council for approval at the February meeting.



GENERAL SERVICES COMMITTEE

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: February 06, 2025

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Malcolm Weeks, Airport Manager

SUBJECT: Charlotte-Monroe Executive Airport Access Road Construction

SUMMARY STATEMENT

Staff is requesting General Services Committee recommend approval to Council of a budget amendment in the amount of \$142,482 to pay for the construction of the access road from the airport parking lot to the new hangar (Hangar #10). This road is necessary to provide vehicular access to hangars 7 & 10.

REVIEW

A Budget Amendment is necessary in order to provide funding for the construction of the access road. The funding will be provided by the General Fund Unassigned Fund Balance.

RECOMMENDATION

Staff respectfully requests that the General Services Committee recommend to Council the approval of payment for the construction, along with a budget amendment to appropriate funding for the access road construction.

Attachments: BA-2025-

**BUDGET AMENDMENT
BA-2025-02**

1. A budget amendment is needed to cover the cost of the construction and paving of an access road from the airport parking lot to the new hangar 10 (Boggs Hangar). This access road provides vehicular access to new hangar (hangar 10) and hangar 7.

General Fund:

Revenue	
Appropriation of Fund Balance	\$142,482
Expense	
Transfer to Airport Fund	\$142,482

Airport Fund:

Revenue	
Transfer from General Fund	\$142,482
Expense	
Airport Operations	\$142,482

Adopted this 11th day of February, 2025.

Robert Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk

STAFF REPORT

TO: General Services

VIA: Mark Watson, City Manager

DATE: February 6, 2025

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Lisa Hollowell, ACM

SUBJECT: Legislative Agenda Discussion

SUMMARY STATEMENT

Staff will present and summarize the ideas and topics discussed in Council-appointed committee meetings in December and January. Staff will provide a draft legislative agenda with options for primary areas of focus, local bills, and funding requests.

REVIEW

The Council-appointed committees discussed legislative agenda ideas at their recent meetings. From these meetings a list of interest areas emerged and a draft legislative agenda developed for the review by the General Services Committee.

RECOMMENDATION

Staff recommends General Services Committee discuss and provide input on the draft legislative agenda and recommend to the City Council.



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: February 6, 2025

FROM: Peter Hovanec, Communications and Tourism Director

PREPARED BY: Peter Hovanec, Communications and Tourism Director

SUBJECT: Golf Simulator Contract Approval

SUMMARY STATEMENT

Staff is requesting City Council approve the contract to Foresight Sports for the purchase, equipment and professional installation of five golf simulators and supplies to be installed at the Monroe Country Club Ballroom. The total amount of the contract is \$208,264.00 plus tax.

REVIEW

City Council was presented an overview of the plan for the ballroom and the vision to transform the facility into a golf simulator destination at the September 13, 2024 City Council Strategic Planning retreat.

Council unanimously approved the appropriation of funds (not to exceed \$250,000) for the purchase of the simulators at the October 2024 City Council Meeting, but did not approve the contract since it was not yet available.

Staff has solicited quotes from two vendors for the purchase of five simulators including installation as follows:

Foresight Sports	\$208,264.00
Full Swing Golf	\$270,275.00

Staff has selected Foresight Sports as the lowest quote in the amount of \$208,264.00. Foresight is a leading manufacturer and installer of simulators and the company is eager to work within a historical building for a one-of-a-kind experience.

RECOMMENDATION

Staff requests that the General Services Committee provide a favorable recommendation to City Council to approve the contract award to WAWGD Newco, LLC DBA Foresight Sports in the amount \$208,264.00 and authorize the City Manager to execute the necessary documentation.

Attachment(s): Quote from Foresight Sports
Quote from Full Swing Golf

CONTRACT FOR GOLF SIMULATORS FOR MONROE COUNTRY CLUB

This Contract is made and entered into as of the 15th day of January, 2025, by the City of Monroe (“City”) and WAWGD Newco, LLC DBA Foresight Sports (“Contractor”), () a corporation, () a professional corporation, () a professional association, (x) a limited liability company, () a limited partnership, () a sole proprietorship, or () a general partnership; organized and existing under the laws of the State of California.

Section 1. **Background and Purpose.** To provide indoor golf simulators for Monroe Country Club.

Section 2. **Services and Scope to be Performed.** The Contractor shall provide software and equipment design and installation for five indoor golf simulators for the Ballroom at Monroe Country Club as outlined in Attachment A. In this contract, “Work” means the services that the Contractor is required to perform pursuant to this contract and all of the Contractor’s duties to the City that arise out of this contract. Any amendments, corrections, or change orders by either party must be made in writing signed in the same manner as the original. (This form may be used for amendments and change orders.) The City reserves the right to refuse payment for any work outside that authorized herein or pursuant to a duly approved amendment or change order.

Section 3. **Complete Work without Extra Cost.** Unless otherwise provided, the Contractor shall obtain and provide, without additional cost to the City, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work.

Section 4. **Compensation.** The City shall pay the Contractor for the Work as follows: A total of \$222,321.82 with \$25,000 to be paid upon execution of this contract, \$80,000 to be paid at 60 days, \$92,064 to be paid upon shipment, and \$11,200 to be paid after installation and sign-off. The City shall not be obligated to pay the Contractor any payments, fees, expenses, or compensation other than those authorized by this section.

Section 5. **Contractor’s Billings to City.** The Contractor shall submit an original invoice to the Accounting Division at the City of Monroe. The Contractor can expect payment within 30 days.

FOR CONSTRUCTION CONTRACTS ONLY:

Contractor’s Billings to City. Contractor shall submit an original pay request to the City construction inspector or project manager. It is suggested the Contractor superintendent meet with the City’s construction inspector or manager prior to submitting the pay request to verify quantities of work

completed, materials, and values. The pay request shall contain the following items, all submitted on City forms (digital forms are available upon request):

- a. Recommendation for payment – all fields complete including history of change orders as appropriate;
- b. Affidavit and Lien Waiver or Release – Notarized original with all fields complete;
- c. Tax Statement and Certification – Notarized original with all fields complete;
- d. Tax Table listing itemized invoices and showing county where tax was paid. Include copies of invoices that are itemized in the tax table. Submit notarized originals. If claiming no tax for the period, submit the statement and certification with table and note “no sales tax for this period” on the form.

Upon receipt of the above the City will verify the amounts and if all of the forms are correct and the amounts correct, the Contractor can expect payment within 15 days. For final payment after acceptance of the work by the City, submit an official pay request as outlined above. In addition, the request shall include an Affidavit of Final Payment (notarized original with all fields complete), and a Consent of Surety to Final Payment (notarized original with all fields complete) if applicable.

Section 6. **Insurance.** Contractor shall maintain insurance policies at all times with minimum limits as follows:

COVERAGE	MINIMUM LIMITS
Workers’ Compensation	Statutory Limits
Employers’ Liability	\$500,000
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Professional Liability (E & O)	\$1,000,000 per occurrence/\$2,000,000 aggregate

Contractor shall provide the City with a Certificate of Insurance for review prior to the issuance of any contract or Purchase Order. This should be an ACORD form (example attached). The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the contractor for each subsequent renewal period of the contract.

The City shall be named as an additional insured and it is required that coverage be placed with “A” rated insurance companies acceptable to the City. Statement should read “City of Monroe is to be added as an additional insured as evidenced by an endorsement attached to this certificate.” Failure to maintain the required insurance in force may be cause for contract termination. In the event that the contractor fails to maintain and keep in force the insurance herein required, the City has the right to cancel and terminate the contract without notice.

Contractor shall provide proof that a Drug-Free Workplace Program is in place and that drivers meet DOT/CDL licensing requirements.

Section 7. **Performance of Work by City.** If the Contractor fails to perform the Work in accordance with the schedule referred to in Section 2 above, the City may, in its discretion, in order to bring the project closer to schedule, perform or cause to be performed some or all of the Work, and doing so shall not waive any of the City’s rights and remedies. Before doing so, the City shall give the Contractor reasonable notice of its intention. The Contractor shall reimburse the City for all costs incurred by the City in exercising its right to perform or cause to be performed some or all of the Work pursuant to this section.

Section 8. **Attachments.** The following attachments are made a part of this contract and incorporated herein by reference:

Attachment A: Foresight Sports Quote containing two (2) pages.

Attachment B: City of Monroe Final Updated Design Pack containing twelve (12) pages.

Attachment C: WAWG Newco, LLC DBA Foresight Sports COI

In case of conflict between an attachment and the text of this contract excluding the attachment, the text of this contract shall control.

Section 9. **Notice.**

- a. All notices and other communications required or permitted by this contract shall be in writing and shall be given either by personal delivery, fax, or certified United States mail, return receipt requested, addressed as follows:

To the City:

To the Contractor:

*(By hand delivery, overnight
delivery services, or other*

methods requiring a physical address):

Pete Hovanec
City of Monroe
300 West Crowell Street
Monroe, NC 28112

Stu McDonald
Foresight Sports
9955 Black Mountain Rd.
San Diego, CA 92126

(By United States Postal Service):

Pete Hovanec
City of Monroe
P.O. Box 69
Monroe, NC 28111-0069

Stu McDonald
Foresight Sports
9955 Black Mountain Rd.
San Diego, CA 92126

Fax Number: (704) 290-1818

- b. Change of Address, Date Notice Deemed Given: A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this contract shall be deemed given at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by US Mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the US Postal Service or upon actual delivery, whichever first occurs.

Section 10. Indemnification. Intentionally Deleted.

Section 11. E-Verify Requirement. The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if the Contractor utilizes a subcontractor, the Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

Section 12. Miscellaneous.

- a. Choice of Law and Forum. This contract shall be deemed made in Union County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the appropriate division of the North Carolina General Court of Justice, in Union County. Such actions shall neither be commenced in nor removed to federal court. This section shall not

apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.

- b. Waiver. No action or failure to act by the City shall constitute a waiver of any of its rights or remedies that arise out this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.
- c. Performance of Government Functions. Nothing contained in this contract shall be deemed or construed so as to in any way estop, limit, or impair the City from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.
- d. Severability. If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.
- e. Assignment, Successors and Assigns. Without the City's written consent, the Contractor shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out this contract. Unless the City otherwise agrees in writing, the Contractor and all assigns shall be subject to all of the City's defenses and shall be liable for all of the Contractor's duties that arise out of this contract and all of the City's claims that arise out of this contract. Without granting the Contractor the right to assign, it is agreed that the duties of the Contractor that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.
- f. Compliance with Law. In performing all of the Work, the Contractor shall comply with all applicable law.
- g. City Policy. THE CITY OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS CONTRACTORS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONTRACTORS AND VENDORS UNDER CITY CONTRACTS.
- h. EEO Provisions. During the performance of this Contract the Contractor agrees as follows:
 - (1) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion,

sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall post in conspicuous places available to employees and applicants for employment, notices setting forth these EEO provisions;

- (2) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- i. No Third Party Right Created. This contract is intended for the benefit of the City and the Contractor and not any other person.
- j. Principles of Interpretation. In this contract, unless the context requires otherwise, the singular includes the plural and the plural the singular. The pronouns “it” and “its” include the masculine and feminine. Reference to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The word “person” includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and any other legal entities.
- k. Modifications, Entire Agreement. A modification of this contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the City unless the City Manager or other duly authorized official signs it for the City. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.

IN WITNESS WHEREOF, the City of Monroe and the Contractor have caused this contract to be executed under seal by their respective duly authorized agents or officers.

CITY OF MONROE

**CONTRACTOR: WAWGD
Newco, LLC DBA FORESIGHT
SPORTS**

BY: _____
 () _____, Department Head
 () William Mark Watson, City Manager

BY: _____
☐ President, ☐ CEO,
☐ Partner, ☐ Owner
☐ Other: _____

ATTEST:

Secretary

(CORPORATE SEAL)

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

Finance Officer: _____
Lisa Strickland

DATE:



9955 BLACK MOUNTAIN ROAD | SAN DIEGO, CA 92126

P: 858.880.0179 | F: 858.271.0017

FORESIGHTSPORTS.COM

QUOTE

BILL TO	City of Monroe NC	SHIP TO	City of Monroe NC	Created	03/28/24
	1680 Pageland Hwy		1680 Pageland Highway	Created by	Stuart Macdonald
	Monroe, North Carolina 28112		Monroe, North Carolina 28112	Sales Rep	Stuart Macdonald
	(704) 282-5785		(704) 282-5785	E-mail	smacdonald@foresightsports.com
	John Miller		John Miller	Expiration	05/15/24
	jmiller@monroenc.org		jmiller@monroenc.org	Quote#	00151486
				PO#	2024-03-05 18:40:49Z
				Tracking#	
				Terms	Pre-paid

QTY	PRODUCT	DESCRIPTION	LIST PRICE	SALES PRICE	TOTAL
5.0	FSS00002742	Falcon Launch Monitor System	\$10,500.00	\$10,000.00	\$50,000.00
5.0	8000-4011	FSX Performance Software License ONLINE ACTIVATION - includes FSX Pro, Fairgrounds, Courses & Range. Permanent License	\$3,000.00	\$3,000.00	\$15,000.00
5.0	8100-0084	Course License for Pebble Beach course. Permanent License.	\$500.00	\$500.00	\$2,500.00
5.0	8100-0085	Course License for Spy Glass Hill and Spanish Bay course. Permanent License.	\$500.00	\$500.00	\$2,500.00
5.0	8100-0109	Course License for The Old Course. Permanent License.	\$500.00	\$500.00	\$2,500.00
5.0	8000-4018	Upgrade From FSX 2020 to FSX Play.	\$500.00	\$500.00	\$2,500.00
5.0	8100-0110	Course License for The New Course, The Castle Course and Jubilee Course. Permanent License.	\$750.00	\$750.00	\$3,750.00
5.0	8200-0004	Sim-In-A-Box Course Bundle. Permanent License.	\$1,200.00	\$150.00	\$750.00
5.0	FSS00003789	Add-on Club Feature for Falcon. Permanent License.	\$2,000.00	\$2,000.00	\$10,000.00
5.0	FSS00003500	Software, Awesome Golf Lifetime Membership	\$349.00	\$0.00	\$0.00
2.0	2900-8030	6" Frame Pad	\$455.00	\$455.00	\$910.00
2.0	2900-8032	10" Frame Pad	\$570.00	\$570.00	\$1,140.00
5.0	2370-5024	Projector Mounting Kit, Vaulted.	\$460.00	\$460.00	\$2,300.00
1.0	4000-3000	Hardware required for simulator support system	\$0.00	\$799.00	\$799.00
5.0	4000-0002	Low Profile Simulator Desk with Cooling Fan.	\$1,375.00	\$1,375.00	\$6,875.00
5.0	6800-1088	DP to HDMI Cable.	\$15.00	\$15.00	\$75.00
5.0	4000-4000	4K Resolution Flat Panel TV - 32"	\$920.00	\$920.00	\$4,600.00
2.0	Custom Item Taxable	Combo Matt System 29 x 14	\$0.00	\$9,200.00	\$18,400.00
1.0	Custom Item	Combo Matt System 14x14	\$0.00	\$4,400.00	\$4,400.00

	Taxable				
5.0	6780-1013	Sim-In-A-Box Kit, Albatross.	\$12,545.00	\$12,545.00	\$62,725.00
1.0	7100-0003	Installation Services (\$750.00 Per Installer/Per Day) Excludes travel-to be billed at cost separately. Additional labor days and expenses to be billed to customer post installation.	\$750.00	\$11,200.00	\$11,200.00
5.0	Shipping	Shipping, Handling and Insurance Charges	\$0.00	\$1,050.00	\$5,250.00
1.0	7000-3023	1.5" x 27.5 Yards PSA Black Loop Tape.	\$45.00	\$45.00	\$45.00

Additional Instructions:				Subtotal	\$208,264.00
Five Falcon SIAB Albatross Extensions with Custom Design				Tax	\$14,057.82
				Grand Total	\$222,321.82

All Sales are final and subject to Foresight Sports Terms and Conditions of Sales published at
<http://www.foresightsports.com/content/legal-trademark>.

City of Monroe - Albatross PMD x 5

Conceptual Drawings & Layout Specifications



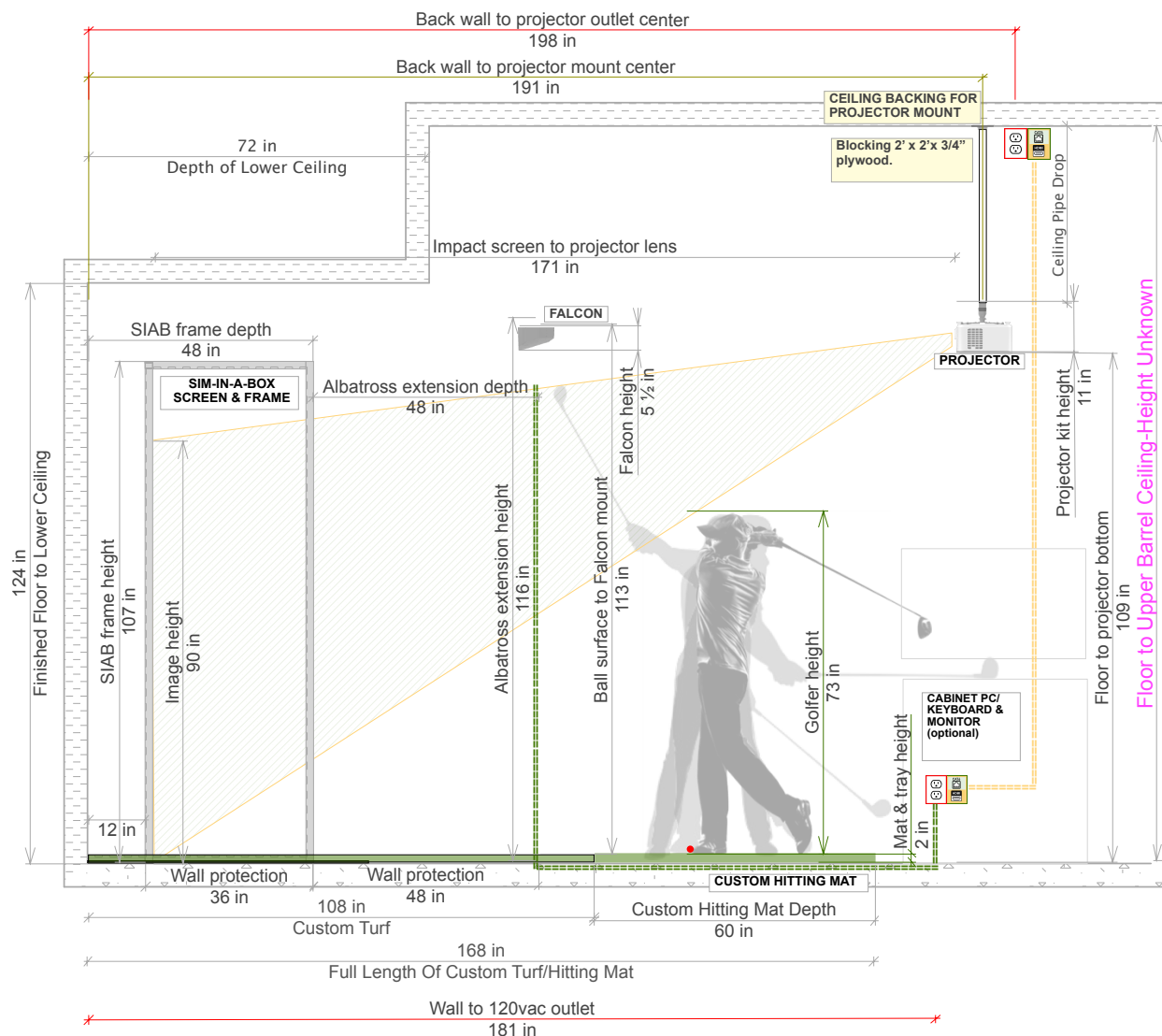
Design by Robert Smith
Simulator Design Specialist
rsmith@foresightsports.com

FORESIGHT
SPORTS

9955 BLACK MOUNTAIN RD | SAN DIEGO, CA 92126
P: 858.880.0179 | F: 858.271.0017
FORESIGHTSPORTS.COM

City of Monroe #151486

Sheet
T-1



City of Monroe # 151486
SIAB Albatross SIM 1,4 & 5
Elevation Plan - Version 11-18-2024
16:10 Viewable Image:
 90"h x 144"w
 Projected from 171" @ 109"h
 EIKI 308U
 Sim space ____"h x 56"w x 46"d

CAT6 Data Run: (Falcon to PC) CAT6 cable runs from the back of the Falcon across the top and down the side of the SIAB frame netting extension and across the floor to PC

Projector Video Signal: (Projector to PC) HDMI cable to PC location in cable concealer track **or** 1.5" conduit w/pullstring.

120vac ceiling outlet (for Projector)

Projector Mount- Backing Needed:
 Threaded 1.5" flange & ____" long 1.5" rigid pipe, mounted to ceiling, centered to screen. **Pipe drop needed- measurement needed -unknown until final Room measurement verification.**

120vac Outlet (for PC)

CLEARANCES REQUIRED:
 A MINIMUM OF 12" BEHIND SCREEN CLEARANCE FOR SAFETY.

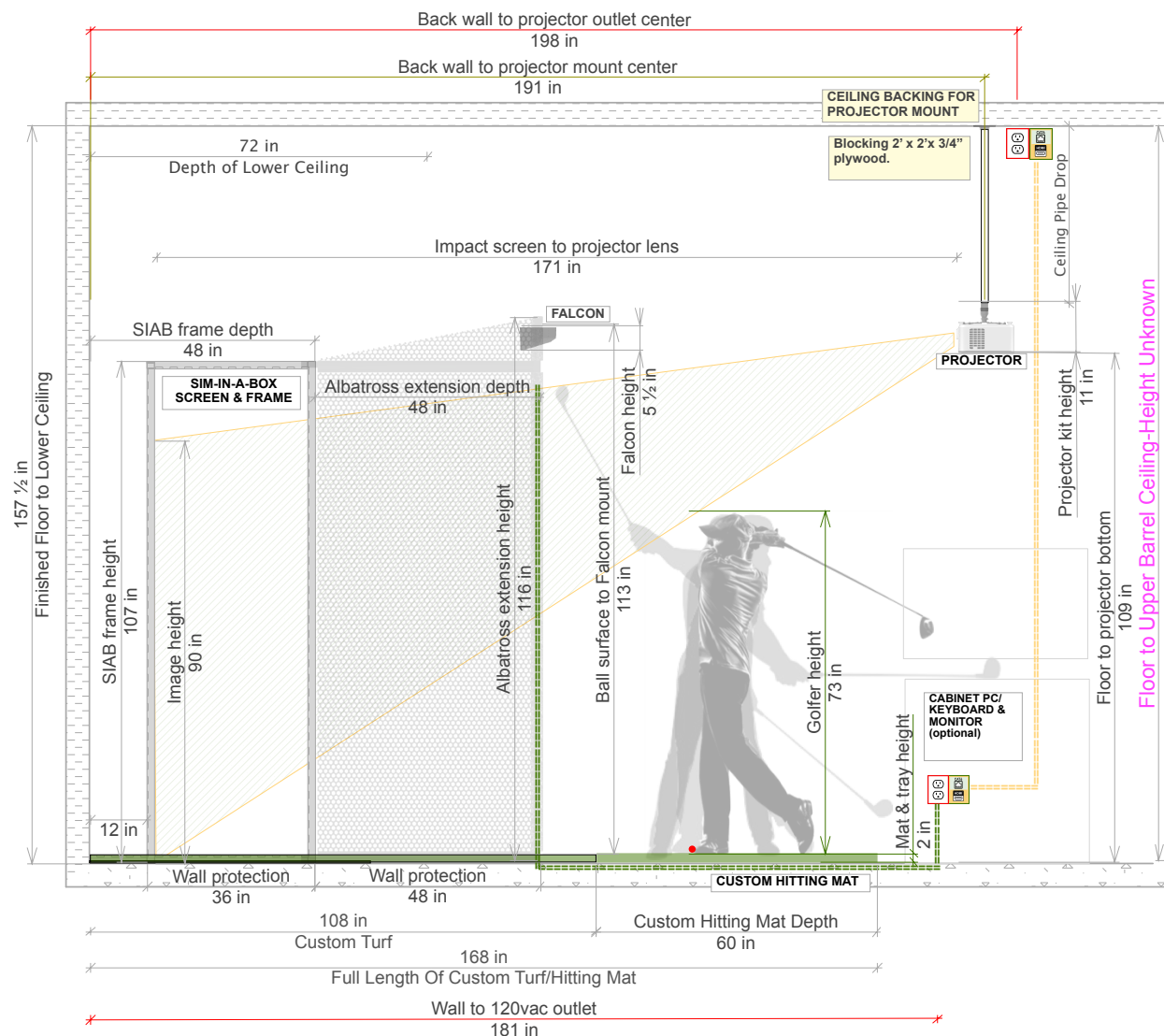
AV CPU CABINET:
 STANDARD COMPUTER CABINET PROVIDED (OPTIONAL) Custom Foresight PC Cabinet 18.25"d x 36"w x 36"h w/cooling fan, power strip and venting. SIMULATOR EQUIPMENT REQUIRES VENTILATION AND SHELVEING. OR CUSTOM CABINET MILL WORK PROVIDED BY OWNER.

ROOM SPECIFICATIONS:
 NO LIGHT IS TO SHINE THROUGH FROM BEHIND THE IMPACT SCREEN. WINDOWS, SKYLIGHTS, ETC, MUST BE COVERED FOR SAFETY & EFFICIENCY. BLACK OUT PANELS CAN BE DESIGNED BY FORESIGHT IF DESIRED.

ELECTRICAL /CONDUIT REQUIREMENTS:
 OWNER/CONTRACTOR TO PROVIDE ALL OUTLETS, LIGHTING, CONDUITS AND DATA LINE AS OUTLINED, PRIOR TO FSS INSTALLATION. FOR ADDITIONAL ELECTRICAL REQUIREMENTS, SEE PRE-INSTALLATION NOTES ON PLAN SHEETS.

BACKING/BLOCKING REQUIREMENTS:
 OWNER TO PROVIDE SUPPORT/BLOCKING AT ALL NOTED LOCATIONS THAT APPLY. Examples: (PROJECTOR, HAWK, SCREEN FRAME, NETTING FRAME, ETC.)

FORESIGHT
 SPORTS
 9955 BLACK MOUNTAIN RD | SAN DIEGO, CA 92126
 P:858.880.0179 | F:858.271.0017
 FORESIGHTSPORTS.COM



City of Monroe # 151486
SIAB Albatross SIM 2 & 3
Elevation Plan - Version 11-18-2024
16:10 Viewable Image:
 90"h x 144"w
 Projected from 171" @ 109"h
 EIKI 308U
 Sim space ____"h x 56"w x 46"d

CAT6 Data Run: (Falcon to PC) CAT6 cable runs from the back of the Falcon across the top and down the side of the SIAB frame netting extension and across the floor to PC

Projector Video Signal: (Projector to PC) HDMI cable to PC location in cable concealer track **or** 1.5" conduit w/pullstring.

120vac ceiling outlet (for Projector)

Projector Mount- Backing Needed:
 Threaded 1.5" flange & ____" long 1.5" rigid pipe, mounted to ceiling, centered to screen. **Pipe drop needed- measurement needed -unknown until final Room measurement verification.**

120vac Outlet (for PC)

CLEARANCES REQUIRED:
 A MINIMUM OF 12" BEHIND SCREEN CLEARANCE FOR SAFETY.

AV CPU CABINET:
 STANDARD COMPUTER CABINET PROVIDED (OPTIONAL) Custom Foresight PC Cabinet 18.25"d x 36"w x 36"h w/cooling fan, power strip and venting. SIMULATOR EQUIPMENT REQUIRES VENTILATION AND SHELVEING. OR CUSTOM CABINET MILL WORK PROVIDED BY OWNER.

ROOM SPECIFICATIONS:
 NO LIGHT IS TO SHINE THROUGH FROM BEHIND THE IMPACT SCREEN. WINDOWS, SKYLIGHTS, ETC, MUST BE COVERED FOR SAFETY & EFFICIENCY. BLACK OUT PANELS CAN BE DESIGNED BY FORESIGHT IF DESIRED.

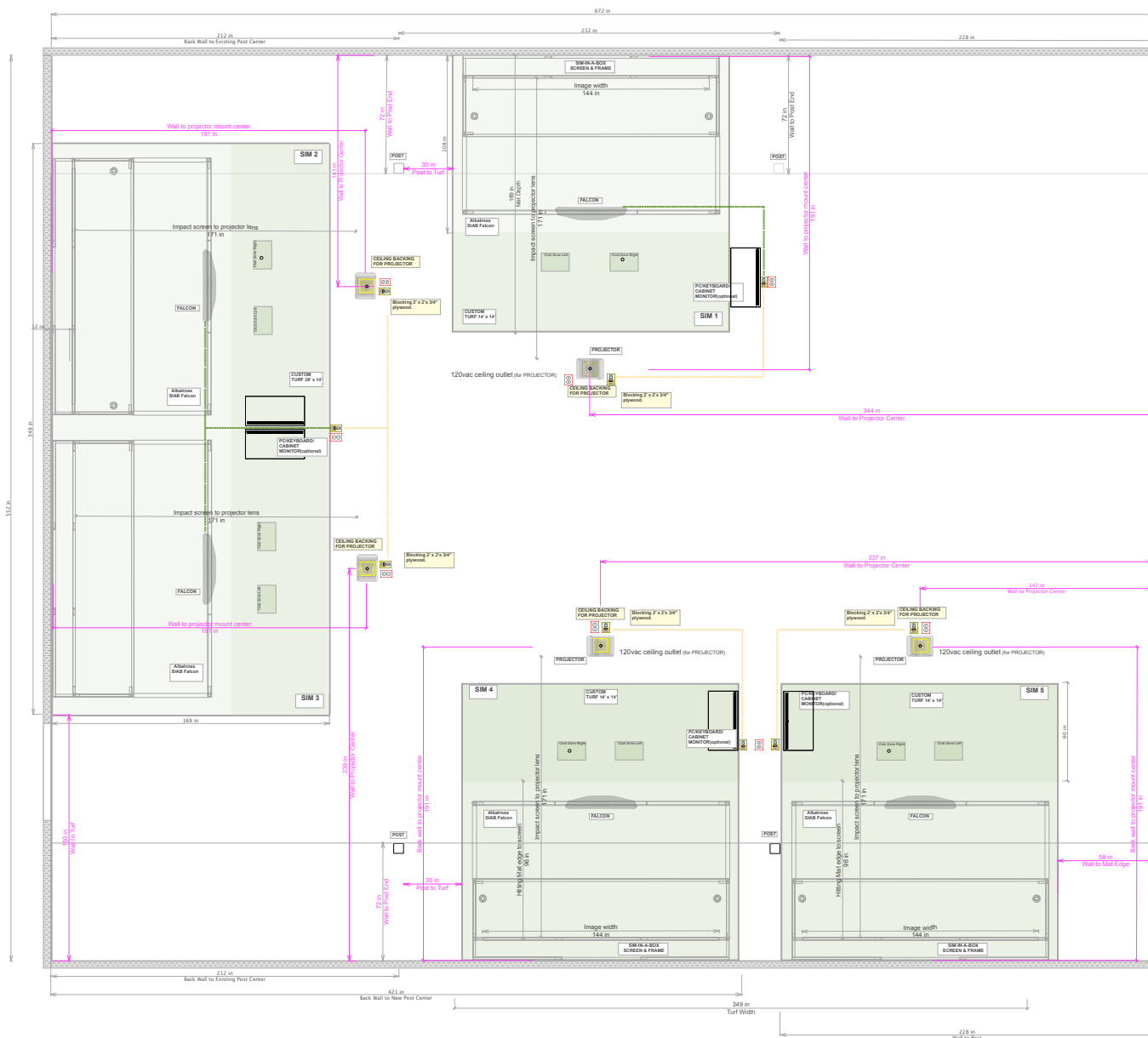
ELECTRICAL /CONDUIT REQUIREMENTS:
 OWNER/CONTRACTOR TO PROVIDE ALL OUTLETS, LIGHTING, CONDUITS AND DATA LINE AS OUTLINED, PRIOR TO FSS INSTALLATION. FOR ADDITIONAL ELECTRICAL REQUIREMENTS, SEE PRE-INSTALLATION NOTES ON PLAN SHEETS.

BACKING/BLOCKING REQUIREMENTS:
 OWNER TO PROVIDE SUPPORT/BLOCKING AT ALL NOTED LOCATIONS THAT APPLY. Examples: (PROJECTOR, HAWK, SCREEN FRAME, NETTING FRAME, ETC.)

FORESIGHT
 SPORTS

9955 BLACK MOUNTAIN RD | SAN DIEGO, CA 92126
 P:858.880.0179 | F:858.271.0017
 FORESIGHTSPORTS.COM

City of Monroe #151486



City of Monroe #151486
Albattross Design PMD x 5
Floor Plan - Version 11-18-2024
16 to 18 inches high
80" x 144" w
Projector from 17" @ 110" h
EKO 308U
Sim space 7" x 56" w x 46" d

CAT5 Data Run: (Falcon to PC) CAT5 cable runs from the back of the Falcon across the top and down the side of the SIM frame netting extension and across the floor to PC.

Projector Video Signal: (Projector to PC) HDMI cable to PC location in cable concealer track or 1.5" conduit w/putting.

120vac ceiling outlet (w/ projector)

Projector Mount, Backing Needed: Threaded 1.5" flange & 1" long 1.5" rigid pipe, mounted to ceiling, centered to screen.

120vac Outlets (w/ PC)

PADDING FOR NEW POST BETWEEN
SBS
2 PDS R 6" x 120" x 2"
2 PDS R 15" x 120" x 2"

120vac outlet (w/ PC)

CLEARANCES REQUIRED:
A MINIMUM OF 12" BEHIND SCREEN CLEARANCE FOR SAFETY.

A/V CPU CABINET:
STANDARD COMPUTER CABINET PROVIDED (OPTIONAL) Custom Foresight PC Cabinet 18.25"d x 36"w x 36"h w/cooling fan, power strip and venting. SIMULATOR EQUIPMENT REQUIRES VENTILATION AND SHELVEING. OR CUSTOM CABINET MILL WORK PROVIDED BY OWNER.

ROOM SPECIFICATIONS:
NO LIGHT IS TO SHINE THROUGH FROM BEHIND THE IMPACT SCREEN. WINDOWS, SKYLIGHTS, ETC, MUST BE COVERED FOR SAFETY & EFFICIENCY. BLACK OUT PANELS CAN BE DESIGNED BY FORESIGHT IF DESIRED.

ELECTRICAL/CONDUIT REQUIREMENTS:
OWNER/CONTRACTOR TO PROVIDE ALL OUTLETS, LIGHTING, CONDUITS AND DATA LINE AS OUTLINED, PRIOR TO FSS INSTALLATION. FOR ADDITIONAL ELECTRICAL REQUIREMENTS, SEE PRE-INSTALLATION NOTES ON PLAN SHEETS.

BACKING/BLOCKING REQUIREMENTS:
OWNER TO PROVIDE SUPPORT/BLOCKING AT ALL NOTED LOCATIONS THAT APPLY. Examples: (PROJECTOR, HAWK, SCREEN FRAME, NETTING FRAME, ETC.)

FORESIGHT
SPORTS

9955 BLACK MOUNTAIN RD | SAN DIEGO, CA 92126
P: 858.880.0179 | F: 858.271.0017
FORESIGHTSPORTS.COM

Sheet
FP-1



City of Monroe #151486

Sheet
I-1



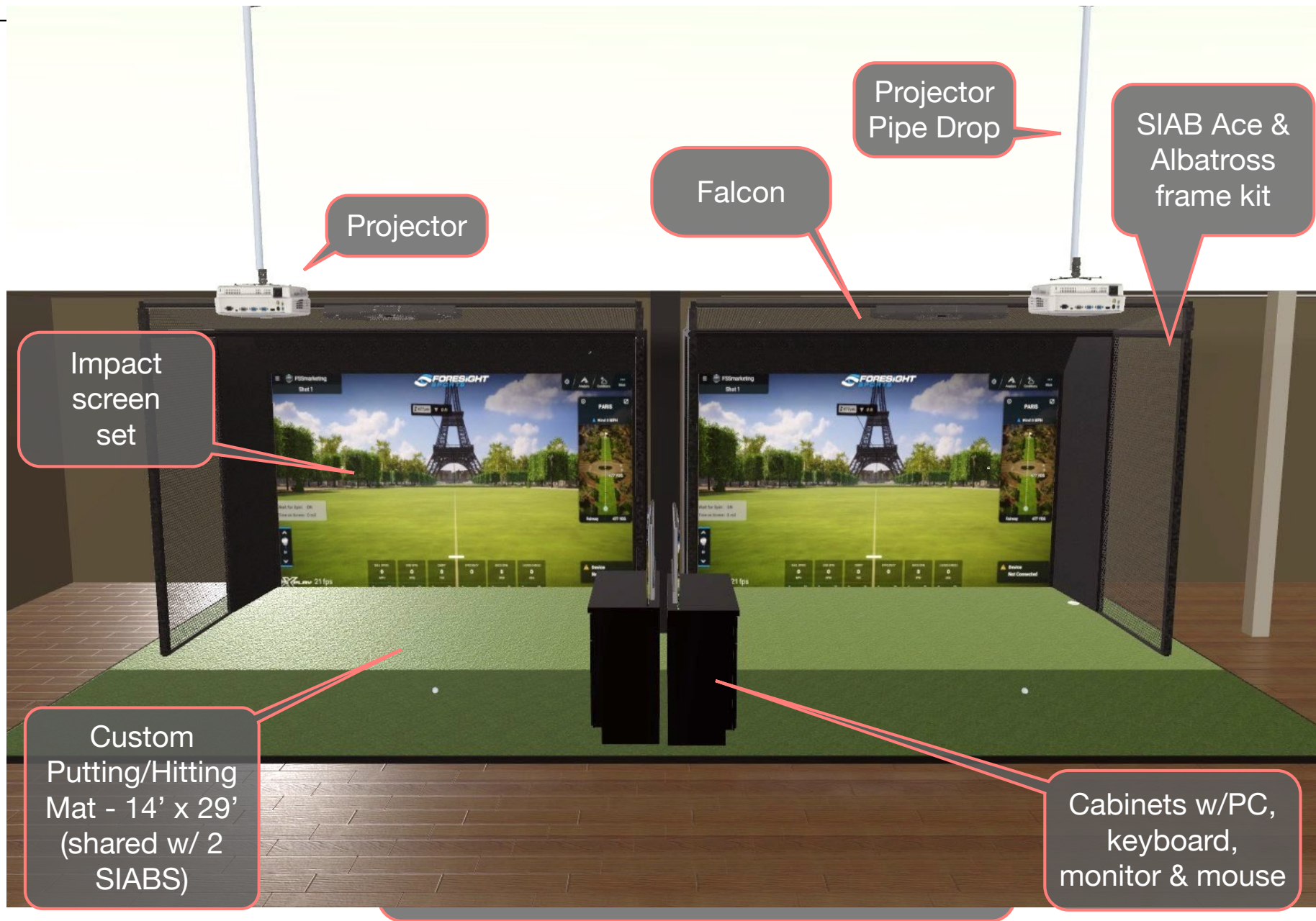
City of Monroe #151486

**Sheet
I-1**



City of Monroe #151486

**Sheet
I-1**



City of Monroe #151486

Design by Robert Smith
 Simulator Design Specialist
rsmith@foresightsports.com

FORESIGHT
 SPORTS
 9955 BLACK MOUNTAIN RD | SAN DIEGO, CA 92126
 P:858.880.0179 | F:858.271.0017
FORESIGHTSPORTS.COM

Sheet
 C-1

Projector Throw Calculation



EIKI EK-308U Projector

1920x1200 3LCD, 10,000:1 contrast, 1.60:1 zoom

☒ **Lens** Standard Lens

Throw Ratio: 1.07 – 1.75, f/1.6 – 1.9

☐ **Aspect Ratio** 16:10 ▾

☐ **Units**

☒ **Throw Distance**

171" ▴ ▾ 🔒

☒ **Image Size**

144" ▴ ▾ 🔒

Width ▾

0" 154" 251" 660"

0" 144" 377"



Zoom Range

Telephoto Wide Angle
1x 1.47x 4x

☒ Ceiling Mount

☒ **Estimated Image Brightness**

Screen Gain 1 ▴ ▾

FORESIGHT
SPORTS
9955 BLACK MOUNTAIN RD | SAN DIEGO, CA 92126
P:858.880.0179 | F:858.271.0017
FORESIGHTSPORTS.COM

City of Monroe #151486

Sheet
PT-1

Foresight Sports Sim Components-1

Foresight Sports Sim Components-2

Foresight Sports Sim Components-3

Item	Qty	P.N.	GCFalcon	5	FSS00002742	.5" Black Loop Tape		7000-3021
Mesh Screen		2900-8034	GCQuad		6750-4000	Carpet Tiles Straight Edge		3100-0004
Trapeze Screen		2900-8033	GC3		6750-6000	Carpet Tiles Interlocking		3100-0002
HiQ Screen		2900-8097	USB2.0 WiFi Adapter		FSS2350-2006.0	Acoustic Panels Per Sqft.		3100-0003
Carpet Panel		2900-8036	HMT		6750-2002	ONNIT Panels Per Sqft.		3100-0003
6" Frame Pad		2900-8030	50' HDMI Cable		6800-0018			
Screen Install Kit B		2900-8052	USB to Ethernet Adapter		FSS2350-2007.0	SIAB Albatross	5	6780-1013
Screen Install Kit A		2900-8050	PC (desktop)		2350-5023			
Retractable Curtain		FSS7100-9999	Wireless Key-Pad		FSS2350-1014			
Valence		FSS7100-9999	PC Cab	5	4000-0002			
10" Frame Pad		2900-8032	DP to HDMI Cable	5	6800-1088			
8" Frame pads		2900-8031	Flat Panel TV Monitor 32"	5	4000-4000			
4" Frame Pads		FSS7100-9999	TV Mount		4000-4002			
1" Netting (Top or Side)		2900-9004	Beetronics Tch Scrn 4:3/5:4 - 19"		FSS7100-9999 Model: 19TSV7M			
Black Poly Lid Panel		2900-8018	Beetronics Tch Scrn 16:9 (also 16:10/4:3) - 27"		FSS7100-9999 Model: 27TS7M			
Black Poly Side Panel		2900-8022	TouchScreen Guru		FSS7100-9999 27"HD or 27"/32"/43" 4k	Curved Screen Rear		2900-8013
Black Poly Baffle Panel		2900-3004	Touch Screen Cable Kit			Curved Screen Frame		FSS7100-9999
Panasonic PT-VZ580U		2370-0021	4' x 8' Hitting Mat Turf		2900-4032	4" Square TRUSS		
Panasonic PT-VMZ61U (black or white)		FSS2370-0034	4' x 8' Hitting Mat Tray		2900-4033	3m Truss		3000-0008
BenQ LU935ST		2370-5037	Combo Mat System	1@ \$9135	FSS7100-9999	2.5m Truss		3000-0007
BenQ LK936ST (4k)		2370-5039	Combo Mat System	3@ \$4410	FSS7100-9999	2m Truss		3000-0006
Epson Powerlite L635SU		2370-5033 (Black)	GT Center Strike 18"		2900-4006	1.5m Truss		FSS7100-9999
Epson Powerlite L630SU		2370-5034 (White)	Tartan Jmbo Vrd Cntr Strike		2900-4026	1m Truss		3000-0005
Epson EB-PU1007B		2370-5035 (Black)				.5m Truss		3000-0004
Epson EB-PU1006W		2370-5038				Junction Block		3000-0002
Epson G7500U (refurbished)		2370-0030	2" Back2Back HOOK Quantity Per Foot		7000-3024	Corner Block Nipple		FSS7100-9999
Epson G7400U (refurbished)		2370-0022	1.5" Black LOOP tape roll	1	7000-3023	5in Base Plate		3000-0001
Epson Lens ELPLU03S		2370-0029	1.5" Black HOOK tape roll	1	7000-3022	Rubber Tee Kit		6780-1010
Epson Lens ELPLU04		2370-0024	Hardware & Materials Kit	1 @ \$750	4000-3000			
Epson Lens ELPW05		2370-0025	Installation Services Recommended days qty	8	7100-0027			
Projector Mounting Kit		2370-5016	Recommend 2 Install Techs	YES	Type in Yes if so			
Projector Vault Mount Kit	5	2370-5024	Travel	YES	Type in Yes if so			
Crimson JR Projector Mnt		2370-5032						

FORESiGHT
SPORTS

9955 BLACK MOUNTAIN RD | SAN DIEGO, CA 92126
P:858.880.0179 | F:858.271.0017
FORESIGHTSPORTS.COM

City of Monroe #151486

Sheet
SC-1

SC-1 NOTES OF IMPORTANCE

5 Pipe drops needed for 5 SIAB Projector mounts- Backing will be needed to be installed by customer prior to Foresight Installation

Custom turf/hitting mat for all SIAB's- One mat for Side by Side SIAB to be constructed 29' x 14'. Three SIAB's to use same style of Turf/Hitting Mat @ 14' x 14'.

Hitting section will be 5 feet deep. Putting turf to be 9 feet deep. All systems 14 feet deep

Turf Combo Solutions-

(1) @ 29'x14'

(3) @ 14'x14'

Requesting Chris Schmal or other flooring expert for install. Flooring will need to be altered to fit around post. Experience needed.

Fireplace Behind SIM 1 & 2 to be removed prior to Foresight Installation.

City of Monroe #151486

Sheet
SC-1

FORESIGHT SPORTS SIMULATOR COMPONENTS

SIAB Albatross Frame Kit	5
Vaulted Projector Mounting Kit	5
Falcon	5
SIAB Gaming PC	5
PC cabinet	5
Custom Mats	4

Approval signature & date

I have read and acknowledge all preparation
& requirement details hi-lighted in pink

signature

date

ELECTRICAL & LOW VOLTAGE:

DATA & VIDEO SIGNAL CABLING CAN BE SUPPLIED BY FORESIGHT AND INSTALLED ON-SITE BY INSTALL TECH. IF APPLICABLE, THE 1.5" CONDUIT MUST BE PROVIDED BY CLIENT / CONTRACTOR BOTH IN THE WALLS AND FLOORS TO LOCATIONS SHOWN ON THE APPROVED DRAWING. CONTRACTOR / CLIENT MUST CONTACT FORESIGHT SPORTS IF IN DOUBT OF THE SPECIFICATION AND DRAWINGS, TO ENSURE CORRECT REQUIREMENTS AND A SUCCESSFUL INSTALLATION.

REQUIRED BACKING / BLOCKING:

IF INDICATED BACKING / BLOCKING IS NOT POSSIBLE, PLEASE CONTACT THE DESIGNER. THE SUITABILITY OF EXISTING CEILING AND WALLS FOR MOUNTING OF EQUIPMENT TO BE CONSIDERED ON-SITE PRIOR TO COMMENCEMENT, RELEVANT BACKING SOLUTION WILL BE PRESENTED FOR APPROVAL.

FINAL DIMENSIONS:

ALL DIMENSIONS TO BE CHECKED ON-SITE PRIOR TO COMMENCEMENT OF ANY WORKS AND ANY DISCREPANCIES REPORTED TO THE DESIGNER. PLEASE CONTACT THE DESIGNER IF IN DOUBT OF ANYTHING SHOWN WITHIN THE DRAWING. ACCURATE MEASUREMENTS ARE REQUIRED FOR A SUCCESSFUL DESIGN AND INSTALLATION.

WIRING PREP REQUIREMENTS:

1. IF APPLICABLE, OWNER TO INSTALL 1.5" ID (INSIDE DIAMETER) CONDUIT RUNS FROM COMPUTER TO PROJECTOR, GC HAWK, SWING CAMERAS, ETC. FOR CAT6 DATA & VIDEO, HDMI SIGNALS. OR HAVE THE WIRES PRE-RUN.
2. OWNER TO INSTALL HARDLINE INTERNET CONNECTION OR ROBUST WIRELESS NETWORK PRIOR TO INSTALLATION TO ALLOW FOR A COMPLETE INSTALLATION, RECEIVE SUPPORT AND FUTURE UPDATES AT THE LOCATION OF THE SIMULATOR PC CABINET.
3. OWNER TO PROVIDE 120VAC 20A CIRCUIT FOR SIMULATOR POWER.
4. OWNER WILL INSTALL A 120VAC OUTLET FOR PROJECTOR IN CEILING PER DRAWING.
5. IF APPLICABLE, OWNER TO INSTALL A 120VAC FOR GC HAWK IN CEILING PER DRAWING.
6. OWNER TO INSTALL A 120VAC OUTLET FOR PC LOCATION PER DRAWING.
7. IF APPLICABLE, OWNER TO INSTALL A 120VAC RECESSED CLOCK OUTLET FOR TOUCHSCREEN OR TV MONITOR (IF WALL MOUNTED).

**CLEARANCES
REQUIRED:**
A MINIMUM OF
12" BEHIND
SCREEN
CLEARANCE
FOR SAFETY.

A/V CPU CABINET:
STANDARD COMPUTER CABINET PROVIDED
(OPTIONAL) Custom Foresight PC Cabinet
18.25"d x 36"w x 36"h
w/cooling fan, power strip and venting
SIMULATOR EQUIPMENT REQUIRES
VENTILATION AND SHELVEING. OR
CUSTOM CABINET MILL WORK
PROVIDED BY OWNER.

ROOM SPECIFICATIONS:
NO LIGHT IS TO SHINE THROUGH
FROM BEHIND THE IMPACT
SCREEN. WINDOWS, SKYLIGHTS,
ETC, MUST BE COVERED FOR
SAFETY & EFFICIENCY. BLACK
OUT PANELS CAN BE DESIGNED
BY FORESIGHT IF DESIRED.

**ELECTRICAL /CONDUIT
REQUIREMENTS:**
OWNER/CONTRACTOR TO PROVIDE ALL
OUTLETS, LIGHTING, CONDUITS AND
DATA LINE AS OUTLINED, PRIOR TO FSS
INSTALLATION.
FOR ADDITIONAL ELECTRICAL
REQUIREMENTS, SEE PRE-
INSTALLATION NOTES ON PLAN SHEETS.

**BACKING/BLOCKING
REQUIREMENTS:**
OWNER TO PROVIDE
SUPPORT/BLOCKING AT
ALL NOTED LOCATIONS
THAT APPLY. Examples:
(PROJECTOR, HAWK,
SCREEN FRAME,
NETTING FRAME, ETC.)

FORESIGHT
SPORTS

9955 BLACK MOUNTAIN RD | SAN DIEGO, CA 92126
P:858.880.0179 | F:858.271.0017
FORESIGHTSPORTS.COM

City of Monroe #151486

Sheet
RQ-1



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
01/08/2025

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 Aon Risk Services Central, Inc. Minneapolis MN Office 5600 West 83rd Street 8200 Tower, Suite 1100 Minneapolis MN 55437 USA	CONTACT NAME:	
	PHONE (A/C. No. Ext): (866) 283-7122	FAX (A/C. No.): (800) 363-0105
INSURED WAWGD Newco, LLC 1 Vista Way Anoka MN 55303 USA	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: XL Insurance America Inc	24554
	INSURER B: Greenwich Insurance Company	22322
	INSURER C: AIG Specialty Insurance Company	26883
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 570110397554 **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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	Limits shown as requested	
B	☒ COMMERCIAL GENERAL LIABILITY			RGD9438957 See Below for Products	11/27/2024	11/27/2025	EACH OCCURRENCE	\$3,000,000
	☐ CLAIMS-MADE ☒ OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$300,000	
			MED EXP (Any one person)				Excluded	
			PERSONAL & ADV INJURY				\$3,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$6,000,000	
	☒ POLICY ☐ PROJECT ☐ LOC					PRODUCTS - COMP/OP AGG	Excluded	
	OTHER:							
B	☒ AUTOMOBILE LIABILITY			RAD9438959	11/27/2024	11/27/2025	COMBINED SINGLE LIMIT (Ea accident)	\$3,000,000
	☒ ANY AUTO						BODILY INJURY (Per person)	
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	
C	☒ UMBRELLA LIAB			BE017247564	11/27/2024	11/27/2025	EACH OCCURRENCE	\$5,000,000
	☐ EXCESS LIAB	☒ CLAIMS-MADE					AGGREGATE	\$5,000,000
	☐ DED ☒ RETENTION \$25,000							
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			RWD9435701 Workers Compensation (AOS) RWR9435702 WC (PA, WI)	11/27/2024	11/27/2025	☒ PER STATUTE ☐ OTHER	
	☐ ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH)	☐ Y/N ☒ N	N/A				E.L. EACH ACCIDENT	\$1,000,000
	☐ If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE	\$1,000,000
							E.L. DISEASE-POLICY LIMIT	\$1,000,000
B	☒ Products Liability			RGD9438958 Products/Completed Ops	11/27/2024	11/27/2025	Policy Aggregate	\$10,000,000
							Each Occurrence	\$5,000,000

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

Certificate Holder is included as Additional Insured in accordance with the policy provisions of the General Liability and Products Liability policies.

CERTIFICATE HOLDER	CANCELLATION
City of Monroe 300 West Crowell Street Monroe NC 28112 USA	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 <i>Aon Risk Services Central, Inc.</i>



TO | Monroe Country Club
Monroe, NC 28112
United States

Chad Bergamaschi | Sales Representative
1905 Aston Ave.
Carlsbad, CA 92008
United States
(858) 299-3903
chad.bergamaschi@fullswinggolf.com

Number: Q-62047
Issue Date: 1/31/25
Expiration Date: 2/28/25

Description	Qty	List Price	Sales Price	List Total	Sales Total
Simulators					
Sport Series Simulator (S308-A) Industry leading camera-based dual tracking technology & overhead Ion3 technology. Also includes Premium Enclosure, high speed gaming computer, projector, 24" LCD Touchscreen, quiet hitting screen and professional grade hitting mat & sound bar w/base.	5	\$45,900.00	\$43,605.00	\$229,500.00	\$218,025.00
Software					
FS Unlimited Subscription FS Unlimited: The Full Package combining Full Swing GOLF + Full Swing GAMES software to give you the ultimate in simulator entertainment. New courses, features, games and more being added through easy to download updates.	10	\$1,800.00	\$1,800.00	\$18,000.00	\$18,000.00
Shipping & Installation					
Installation Standard Simulator	5	\$3,750.00	\$3,750.00	\$18,750.00	\$18,750.00
Shipping Standard Simulator	5	\$3,100.00	\$3,100.00	\$15,500.00	\$15,500.00

List Total	\$281,750.00
Discount	\$11,475.00
Sales Tax	See Local Rates
Net Total	\$270,275.00
Deposit Amount	\$67,568.75

Signature: _____

Date: _____

Print Name: _____

25% due upon order. 50% progress payment due before installation and remaining 25% due after installation.



STAFF REPORT

TO: General Services

VIA: Mark Watson, City Manager

DATE: February 6, 2025

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Lisa Hollowell, Assistant City Manager

SUBJECT: Selectsites Readiness Program – Grant Application

SUMMARY STATEMENT

City Staff is requesting the General Services Committee recommend to Council approval for the City to submit application for grant funding through the Selectsites Readiness Program.

REVIEW

The Selectsites Readiness Program is managed by the North Carolina Department of Commerce. The General Assembly appropriated \$10M for 15 development sites State-wide selected for participation in this program in 2024. The Monroe site is at the Expressway Commerce Park, contains 74 acres, and is zoned light-industrial.

The City plans to apply for funding for preliminary engineering, environmental testing, clearing & grading, and other activities to develop the site to be a construction-ready property to attract industry.

RECOMMENDATION

Staff is respectfully requesting the General Services Committee recommend to Council authorization for the City to apply for funding through the Selectsites Readiness Program.