

**Contract & Change Order Routing Sign-Off Sheet**

Date: 2/20/2019 Department: IT Contract #: 91900320

Vendor Name: PRC (Patrick Ryan Conant) Project Description: One Asheville maintenance Contract  
Contract Amount: \$ 4,800.00 COA staff managing project: Meredith Phone: 5505

**Contract Checklist to be completed by Department**

<input type="checkbox"/> Signed/Notarized from Vendor	<input type="checkbox"/> E-Verify	<input type="checkbox"/> Certificate of Authority has been verified (for out of state vendors only)
<input type="checkbox"/> Signed by Dept. Director	<input type="checkbox"/> Iran Divestment Review Form	<input type="checkbox"/> City standard contract template
<input type="checkbox"/> Entered in Munis	<input type="checkbox"/> Certificate of Insurance	-OR-
<input type="checkbox"/> Contract # on ALL Documents	<input type="checkbox"/> All Attachments/Exhibits attached and properly labeled	<input type="checkbox"/> Vendor's contract or other template (Legal review/approval req'd)

**Minority Business** (required for contracts \$30 K and greater and **ALL professional services** falling under NCGS 143-64.31 unless a QBS exemption is obtained; outreach strongly encouraged for projects under \$30 K if possible.)  
Minority Outreach requirements have been fulfilled and this contract is recommended for award.

Minority Business Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Email approval attached

**Department**

This Contract or Change Order has been reviewed and is recommended for approval.

Department Director: \_\_\_\_\_ Date: 2/25/19

**Risk Management**

The document has been reviewed by the Risk Management Department and the appropriate insurance coverage has been provided.

Risk Management Director: \_\_\_\_\_ Date: 2.25.2019

**Budget**

The expenditures in the attached contract documents have been fully provided for in the current annual or capital budget.

Acct. Code: 11000053- 521001

GL Account Amount: \$4,800.00

Budget/Research Director: RB Date: 2/25/19

**Finance**

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

Finance Director (or designee): Frank McGowan Date: 2/26/19

**Financial & Strategic Services Manager**

**Legal** (required over \$30k)

This document has been reviewed by the City Attorney's Office and is ready for City Manager Signature.

Legal Department: N/A Date: \_\_\_\_\_

Contract was pre-reviewed by Legal

☐ Email of approval attached

WHEN ROUTING IS COMPLETE, RETURN THIS CONTRACT TO: Meredith PHONE: 5505

# MEMORANDUM

**TO:** Jonathan Feldman  
**FROM:** Meredith Troughton  
**DATE:** 2/22/2019  
**SUBJECT:** PRC- One Asheville/Wordpress Maintenance

**SUMMARY STATEMENT:**

This contract is to provide monthly maintenance of WordPress sites for preventing and addressing security vulnerabilities (e.g., updating Plugins), fixing minor bugs as needed, as well as to automating a process which now takes approximately 45 min to 1 hr of IT staff time each time it is carried out (employee name change and re-mapping data from old name user to new name user).

ITS Point of Contact: Scott Barnwell

**AGREEMENT (\$5,000 less than \$30,000)**

*Department Directors have authority to approve contracts less than \$30,000. Each department is still required to do any necessary review approvals which apply.*

STATE OF NORTH CAROLINA \_\_\_\_\_  
COUNTY OF BUNCOMBE

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the contractor agrees to the following:

1. Contractor shall furnish all labor, material, equipment, supervision and permits as necessary to perform the work described in Exhibit A, attached hereto and made a part hereof. It is further agreed that the Contractor will perform the work in accordance with Exhibit B, City of Asheville Terms and Conditions, attached hereto and made a part hereof.
2. The Contractor further agrees that this agreement requires written approval by the City of Asheville before Authorization to proceed is granted.
3. Upon satisfactory completion of the work and acceptance by the City, the City shall pay the Contractor the monetary sum written in Exhibit A for the work described in Exhibit A, attached hereto and made a part hereof unless stated differently in writing.
4. This Agreement incorporates Exhibit A (Scope of Work), Exhibit B (City of Asheville Terms and Conditions) and the Contract Signature Page.

This contract, made and entered this day of February 20, 2019, by and between the City of Asheville, a municipal corporation organized and existing under the laws of North Carolina (hereinafter referred to as "City") and Patrick Ryan Conant (DBA PRC Web Development) hereinafter referred to as "Contractor").

ATTACHMENTS: Exhibit A (Scope of Work), Exhibit B (City of Asheville Terms and Conditions) and the Contract Signature Page.

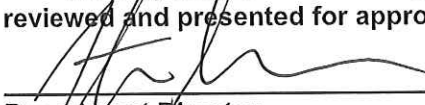
**Contract Signature Page**

Contract #91900320

Council Resolution # \_\_\_\_\_ (if applicable)

IN WITNESS WHEREOF, each party has caused this agreement to be executed by its duly authorized official as of the day and year written above.

The Department Director by Written Approval conveys that this contract has been reviewed and presented for approval by the City of Asheville.

 DATE 2/25/19  
Department Director

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

 CFO Designee  
Frank McGowan DATE 2/25/19  
Chief Financial Officer, Financial & Strategic Services Manager

City Manager's signature, if required  
Attest to: CITY OF ASHEVILLE

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Manager

(Corporate Seal)

STATE OF NORTH CAROLINA  
COUNTY OF BUNCOMBE

I, Notary Public of the County and State aforesaid, certify that \_\_\_\_\_, personally came before me this day and acknowledged that she is the City Clerk of the City of Asheville, a municipal corporation, and that by authority duly given and as the act of the corporation the foregoing instrument was signed in its name by its City Manager and attested by herself as its City Clerk.

Witness my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public  
Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

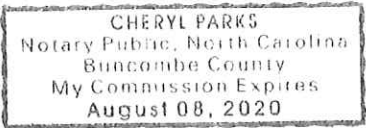
\*\*\*\*\*  
**INDIVIDUAL PERSON / SOLE PROPRIETORSHIP SIGNATURE FORM**  
\*\*\*\*\*

Signature: Patrick Conant  
Owner

STATE OF North Carolina  
COUNTY OF Buncombe

I, Cheryl Parks, a Notary Public of the county and State, do hereby certify  
that Patrick Conant personally appeared before me this day and acknowledged the due  
execution of the foregoing instrument.

Witness my hand and notarial seal this 15<sup>th</sup> day of February, 2019



Notary Public Cheryl Parks  
Printed Name: Cheryl Parks  
My Commission Expires: 08-08-2020

# Exhibit A - Scope of work



From **PRC Applications**  
53 Frances St  
Asheville, NC 28806

Estimate Id **586**  
Issue Date **01/10/2019**  
Subject **One Asheville + Other Wordpress Projects:  
Phase 4 (REVISED)**

Estimate For **City of Asheville**  
PO Box 7148  
Asheville, NC  
28802

Item Type	Description	Quantity	Unit Price	Amount
Service	<p><b>Name Change Function</b></p> <p>We will build upon the existing custom functionality that provides integration between Google Directory and the Wordpress User database.</p> <p>We have identified a common need, where a user in the system changes their legal name, which results in a change to their email address. This creates a second user account in Wordpress, and we need a mechanism to merge previous user content with the new user account.</p> <p>We will provide an additional, admin-only function to perform a "name change" for a user. We will provide an input field for the "previous" and "new" user email address, and will execute a series of database operations to migrate content from the "previous" user account to the "new" user account.</p>	8.00	\$150.00	\$1,200.00
Service	<p><b>Ongoing Maintenance and minor tasks</b></p> <p>We recommend reserving between 2 - 4 hours per month for ongoing maintenance, small development tasks, and emergency assistance to address any issues with City of Asheville Wordpress sites.</p> <p>Ongoing maintenance include a monthly review of the sites on Pantheon, ensuring that there are no recurring errors, an update of the Wordpress Core, and an update of all plugins. Updates are applied to the dev site, reviewed on the test site, and then finally deployed to live. City of Asheville Staff will be notified each time these updates occur.</p> <p>This estimate covers 4 hours per month for 6 months, but we can adjust to match the needs of the City of Asheville.</p>	24.00	\$150.00	\$3,600.00
Estimate Total				\$4,800.00

1.SCOPE OF WORK: CONTRACTOR shall provide the service as set forth in **Exhibit A**. If there are any terms in **Exhibit A** that conflict with the terms in **Exhibit B**, the terms in **Exhibit B** take precedent and shall control.

2.TERM: The term of this Agreement shall be until the project is completed or as set forth in **Exhibit A**.

3.COMPENSATION: The City will compensate the CONTRACTOR as set forth in **Exhibit A and/or the Agreement**. The agreed upon amount shall not be exceeded, unless the City amends or renews the Agreement in accordance with all applicable City policies.

4.TIME KEEPING: If applicable, the CONTRACTOR shall provide a timekeeping record of all hours worked and description of the duties performed during the hours worked. All timesheets shall be submitted to the Department Director or his or her designee for review and payment of services. These time sheets shall be submitted on a monthly basis. The City shall pay all invoices within thirty (30) days of submittal.

5.EMPLOYEES OF CONTRACTOR: Any employees furnished by CONTRACTOR, pursuant to this Agreement, will be employees of CONTRACTOR, an independent contractor. CONTRACTOR will maintain complete control over the employees' conduct and will disburse all payrolls, taxes, license, insurances, uniforms and all other expenses incurred by CONTRACTOR in performing the terms of this Agreement.

6.HOLD HARMLESS / INDEMNITY: CONTRACTOR shall indemnify, defend and hold harmless the City and its subsidiaries, divisions, officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney fees, judgments and awards arising or claimed to have arisen, from any injury caused by, or allegedly caused by, either in whole or in part, any act or omission of the CONTRACTOR or any employee, agent or assign of the CONTRACTOR. This provision is not applicable to any claim arising out of or related to any active or primary negligence of or by City, its officers or employees. The

CONTRACTOR shall comply with the provisions of the Americans with Disabilities Act and all rules and regulations promulgated thereunder. The CONTRACTOR hereby agrees to indemnify the City from and against all claims, suits, damages, costs, losses and expenses in any manner arising out of or connected with the failure of the Contractor, its subcontractors, agents, successors, assigns, officers or employees to comply with provisions of the ADA or the rules and regulations promulgated thereunder. **Nothing herein shall be construed as a waiver on the part of the City to any defense of any claim, including, but not limited to the defense of governmental immunity.**

7.SKILL OF CONTRACTOR: The CONTRACTOR shall be properly licensed and skilled in his/her respective trade.

8.COMPLIANCE WITH OTHER LAWS: CONTRACTOR shall comply with all state, federal or local laws, or ordinances, codes, rules or regulations governing performance of this Agreement, including but not limited to, equal opportunity employment laws, O.S.H.A., minimum wage and hour regulation, North Carolina State Building Code regulations and immigration laws.

9.TERMINATION: This Agreement may be terminated by either party, with thirty (30) days prior written notice. Notice shall be served under this Agreement by registered mail, certified mail or by other means.

10.MISCELLANEOUS CONDITIONS: (a) This Agreement, along with referenced Exhibits, contains the entire Agreement between the parties. (b) Should any provision or provisions contained in this Agreement be declared by a court of competent jurisdiction to be void, unenforceable or illegal, such provision or

provisions shall be severable and the remaining provisions hereof shall remain in full force and effect. (c) This Agreement is entered into in North Carolina and shall be construed under the statutes and laws of North Carolina. (d) This Agreement is not assignable by either party without the prior written consent of the other party.

11.RENEWAL: The City may elect to renew this Agreement for additional **two (2)** twelve (12) month periods. In order to elect renewal, the City shall provide the CONTRACTOR with sixty (60) days written notice prior to the end of the current term of this Agreement. Upon receipt of this notice, the CONTRACTOR shall provide ten (10) days written notice to the City regarding whether or not it agrees to renew the Agreement and for what amount. The parties acknowledge that approval by the City Council may be required, based upon the amount to be paid for performance of the Agreement.

12.RIGHT TO AUDIT: CONTRACTOR shall maintain all fiscal records relating to this Agreement in accordance with Generally Accepted Accounting Principles, and shall maintain any other records pertinent to this Agreement in a manner so as to clearly document CONTRACTOR's performance. The City shall have a right to access the fiscal and other records of CONTRACTOR that are pertinent to this Agreement to perform examinations and audits. CONTRACTOR shall retain and keep accessible all the fiscal and other records for a minimum of three (3) years following final payment and termination of this Agreement, or until the conclusion of any audit or controversy related to this Agreement, whichever is later.

13.NON APPROPRIATIONS: Notwithstanding any other provisions of this Agreement, if the City does not receive said funding for this Agreement from the City Council for any fiscal year applicable to this Agreement, then the City shall have the right to terminate this Agreement without penalty by giving not less than thirty (30) days' written notice documenting the lack of funding.

14. E-VERIFY EMPLOYER COMPLIANCE: By executing this Agreement, the CONTRACTOR and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes, certify they shall comply with E-Verify requirements to Agreement with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. E-verify can be accessed via this link: <http://www.uscis.gov/e-verify/employers>

15. DRUG FREE WORKPLACE:

The City is a drug-free workplace employer. By executing this contract, CONTRACTOR certifies that they and their subcontractors shall comply with the City's Drug Free Workplace policy. This policy may be viewed at the following:

[http://ashevillenc-prod.civica.granicusops.com/departments/purchasing/drug\\_free\\_work\\_policy.htm](http://ashevillenc-prod.civica.granicusops.com/departments/purchasing/drug_free_work_policy.htm)





Meredith Troughton <mtroughton@ashevillenc.gov>

---

## Re: PRC APPS Contract- COI???

---

**Brad Stein** <bstein@ashevillenc.gov>  
To: Meredith Troughton <mtroughton@ashevillenc.gov>

Wed, May 30, 2018 at 3:44 PM

Hi Meredith,

Please remove the Contract's insurance provision in its entirety and proceed to route for signatures when you're ready.

Thanks,  
Brad

--

**Bradley J. Stein, MPA**  
**City of Asheville Risk Manager / ADA Coordinator**  
**P.O. Box 7148 | Asheville, NC | 28802**  
**Direct: 828-259-5687 | Mobile: 828-552-1179**  
**bstein@ashevillenc.gov**

On Wed, May 30, 2018 at 3:38 PM, Meredith Troughton (via Google Docs) <drive-shares-noreply@google.com> wrote:

mtroughton@ashevillenc.gov has attached the following document:

 **PRC APPS Contract**



Hey Brad,

This is the 3rd contract we have executed with PRC they are a small firm and do not have coverage. Scott is fine with waving the COI requirement if you are ok.

Thanks,  
Meredith

Google Docs: Create and edit documents online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because someone shared a document with you from

Google Docs.

Google™

City of Asheville’s Review of NC State Treasurer’s Divestment Lists

Contract ☒  
Direct Payment/Check Request ☐ (For Invoices over \$1000 and under \$5,000 without a PO or Contract)

Bid/RFP/RFQ Number: \_\_\_\_\_

Contract Number: 91900320

Name of Vendor or Contractor: Patrick Ryan Conant/ PRC

Iran Divestment Act (IDA) required by N.C.G.S. 147-86.60 and  
Divestment from Companies Boycotting Israel required by N.C.G.S. 147-86.82

As of the date listed below, the vendor or contractor named above is not listed on the Iran Final Divestment List or the Companies Boycotting Israel Final Divestment List published by the State Treasurer pursuant to N.C.G.S. 147-86.60 and 147-86.82.

The undersigned hereby confirms that he or she has acknowledged the vendor or bidder named above is not on the NC Treasurer's Iran Final Divestment List or the Companies Boycotting Israel Final Divestment List as of this date.

eSigned via DocuSign  
  
Key: 451b32044acaa97e856a322a102c3

February 22, 2019

Signature		Date
Meredith Troughton	Administrative Technical	IT
Printed Name	Title	Department

Notes to persons signing this form:

N.C.G.S. 147-86.60 prohibits local governments from contracting with a company included on the Treasurer's Iran Final Divestment List. N.C.G.S 147-86.82 prohibits local governments from contracting with a company included on the Treasurer's Companies Boycotting Israel Final Divestment List. Review of these lists is required at the following times:

- When a contract is entered into
- When a contract is renewed, assigned, or amended

This form is not required for any inter-governmental agency agreements.  
This form is required for all contracts and all direct payments over \$1,000.

The State Treasurer's Iran Final Divestment List, Iran Parent and Subsidiary Guidance, as well as Other Divestment Policies, and Companies Boycotting Israel Final Divestment List can be found on the State Treasurer's website ([Divestment Act Resources](#) page) and will be updated annually.