

# FORSYTH COUNTY

## BOARD OF COMMISSIONERS

MEETING DATE: May 13, 2013 AGENDA ITEM NUMBER: 15

**SUBJECT: RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH MBM MOVING SYSTEMS, LLC TO PROVIDE SERVICES TO MOVE THE SHERIFF'S OFFICE FURNITURE, CASE GOODS, AND EQUIPMENT FROM VARIOUS LOCATIONS TO THE PUBLIC SAFETY CENTER (SHERIFF'S OFFICE)**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS: Recommend Approval

### SUMMARY OF INFORMATION:

See attached

ATTACHMENTS:  YES  NO

SIGNATURE: *J. Dudley Watts, Jr.* DATE: May 9, 2013  
COUNTY MANAGER

**RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT  
WITH MBM MOVING SYSTEMS, LLC TO PROVIDE SERVICES  
TO MOVE THE SHERIFF'S OFFICE FURNITURE, CASE GOODS,  
AND EQUIPMENT FROM VARIOUS LOCATIONS TO  
THE PUBLIC SAFETY CENTER  
(SHERIFF'S OFFICE)**

**BE IT RESOLVED** that the Forsyth County Board of Commissioners hereby authorizes the Chairman or County Manager and Clerk to the Board to execute, on behalf of Forsyth County, a contract with MBM Moving Systems, LLC in the amount of \$59,154.00 to provide services to move the Sheriff's Office furniture, case goods, and equipment from various locations to the Public Safety Center, subject to a pre-audit certificate thereon by the Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

Adopted this 13<sup>th</sup> day of May, 2013.

AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of March, 2013 by and between Forsyth County, North Carolina (the "County"), party of the first part; and MBM Moving Systems (the "Provider"), party of the second part;

WITNESETH:

For the purpose and subject to the terms and conditions hereinafter set forth, the County hereby contracts for the services of the Provider, and, the Provider agrees to provide the services to the County in accordance with the terms of the Agreement.

I.

The services to be performed by the Provider shall be as:

The relocation of furniture, case goods and equipment from the Sheriff Administration building located at 120 West Third Street, Winston-Salem, NC., 111 N. Chestnut Street; 201 N. Chestnut Street; and 1202 Fairchild Drive to the Public Safety Center located at 301 N Church Street, Winston-Salem, NC. All sensitive material will be placed in zip-tied secured plastic totes. Background checks will be performed on all moving company personnel.

The following documents, attached hereto, are incorporated herein:

Attachment: "A", Addendum No. 1 and Addendum No. 2

II.

The services of the Provider shall begin on May 2, 2013 unless sooner terminated by mutual consent or as hereinafter provided, shall be provided until June 30, 2013 provided that either party shall have the right to terminate this Agreement for services upon thirty (30) days notice in writing to the other party.

III.

As full compensation for the Provider's services, the County agrees to pay the Provider the sum of \$59,154.00 (Fifty Nine Thousand One Hundred Fifty Four Dollars and no cents). Total payments under this contract are not to exceed \$59,154.00 (Fifty Nine Thousand One Hundred Fifty Four Dollars and no cents) during fiscal year 2013.

#### IV.

The Provider shall bill the County for services rendered during the preceding thirty (30) days. The County shall pay all such bills within the following ten (10) days provided all elements of the Agreement are satisfactorily met.

The Provider shall operate as an independent contractor, and the County shall not be responsible for any of the Provider's acts or omissions. The Provider agrees to hold the County harmless from and against any and all claims, expenses (including attorney fees), costs or liability for acts or omissions of the Provider.

The Provider shall not be treated as an employee with respect to the services performed hereunder for federal or state tax, unemployment or workers' compensation purposes. The Provider understands that neither federal, nor state, nor shall payroll tax of any kind be withheld or paid by the County on behalf of the Provider or the employees of the Provider. The Provider further understands and agrees that the Provider is fully responsible for the payment of any and all taxes arising from the payment of monies under this Agreement.

The Provider shall not be treated as an employee with respect to the services performed hereunder for purposes of eligibility for, or participation in, any employee pension, health, or other fringe benefit plan of the County.

The County shall not be liable to the Provider for any expenses paid or incurred by the Provider unless otherwise agreed in writing.

The Provider shall supply, at his/her sole expense, all equipment, tools, materials, and/or supplies required to provide contracted services unless otherwise agreed in writing.

The Provider shall maintain, at his/her sole expense, the following minimum insurance coverage:

A. **Commercial General Liability Insurance.** The Provider shall maintain occurrence version commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two times the occurrence limit. Such insurance coverage shall:

1. **Include the County, its officials, officers, and employees as additional insured** with respect to performance of the Services. The coverage shall contain no special limitations on the scope of protection afforded to the above listed insureds.
2. **Be primary with respect to any insurance or self-insured retention programs covering the County, its officials, officers, and employees.**

B. Business Automobile Liability Insurance. The Provider shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000 each accident. Such insurance shall include coverage for owned, hired, and non-owned automobiles.

C. Workers' Compensation and Employers' Liability Insurance. The Provider shall maintain workers' compensation insurance with North Carolina statutory limits and employers' liability insurance with limits of not less than \$500,000 each accident.

D. Professional Liability Insurance. The Provider shall maintain professional liability insurance or equivalent form with a limit of not less than \$1,000,000.

E. Other Insurance Requirements. The Provider shall:

1. Prior to commencement of services, furnish the County with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to the County. Certificates of Insurance shall specifically include the following statement: "Forsyth County, its officials, officers and employees are shown as additional insureds with respect to the performance of services by MBM Moving Systems".
2. Provide certified copies of endorsements and policies, if requested by the County, in lieu of or in addition to certificates of insurance.
3. Replace certificates, policies, and endorsements for any such insurance expiring prior to completion of the services.
4. Maintain such insurance from the time services commence until services are completed.
5. Place such insurance with insurers authorized to do business in North Carolina and having A. M. Best Company ratings of not less than A:VII. Any alternatives to this requirement shall require written approval of the County's Risk Manager.

F. The Provider understands and acknowledges that these insurance coverage requirements are minimums and that they do not restrict or limit the hold harmless provisions of this agreement.

V.

The Provider has no authority to enter into contracts or agreements on behalf of the County.

The Provider declares that he/she has complied with all federal, state and local laws regarding business permits, certificates, and licenses that may be required to carry out the services to be performed under this Agreement.

The Provider agrees to comply with all state and federal occupational safety and health laws, regulations and standards relating to services covered by this contract.

The Provider agrees to comply, with all applicable federal immigration laws in its hiring and contracting practices relating to the services covered by this contract involving County funds, as outlined in the Resolution adopted by the Forsyth County Board of Commissioners at its regular meeting of October 23, 2006.

This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina, without regard to choice of law principles.

IN WITNESS WHEREOF, the County and the Provider have set their hands and seals as of the day and year first above written.

FORSYTH COUNTY, NORTH CAROLINA


By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk to the Board

(SEAL)

(Provider) MBM Moving Systems LLC

By: 

Social Security Number or Tax Id. No.

39-2073743

Forsyth County Sheriff's Office

Winston-Salem, NC  
Request For Proposal -- Moving Services

Applicable hourly rates to be applied to the bidder's Gross Maximum Price:

White Collar Managers:	
S/T.....	\$ <u>30.00</u> per hour
O/T.....	\$ <u>N/C</u> per hour
D/T.....	\$ <u>N/C</u> per hour
Blue Collar Foreman:	
S/T.....	\$ <u>25.00</u> per hour
O/T.....	\$ <u>N/C</u> per hour
D/T.....	\$ <u>N/C</u> per hour
Moving Men (Helpers and Drivers):	
S/T.....	\$ <u>25.00</u> per hour
O/T.....	\$ <u>N/C</u> per hour
D/T.....	\$ <u>N/C</u> per hour
Vans:	
All times.....	\$ <u>5.00</u> per hour
Other (Please Specify)	
_____	\$ _____ per hour
_____	\$ _____ per hour
_____	\$ _____ per hour

Applicable material rates to be applied to the bidder's Gross Maximum Price:  
(Note: If you are planning on using the materials but not charging the client indicate with "Yes-N/C" in the pricing column.)

Commercial Cartons (Specify size)..... 3.0 Cubic ft Tote	\$ <u>3.00</u> each
Lateral File Cartons..... 3.0 Cubic ft Tote	\$ <u>Yes-N/C</u> each
Commercial Bins (Corrugated).....	\$ <u>Yes-N/C</u> each
Corrugated Rolls.....	\$ <u>Yes-N/C</u> each
Security Conveyors.....	\$ <u>Yes-N/C</u> each
Library Conveyors.....	\$ <u>Yes-N/C</u> each
Masonite Sheets (1/8"x48"x96").....	\$ <u>Yes-N/C</u> each
Corrugated Flat Sheets (Specify Size).....	\$ <u>Yes-N/C</u> each
Panel Carriers.....	\$ <u>Yes-N/C</u> each
Dishpacks / Barrels.....	\$ <u>9.00</u> each
Mirror / Artwork Cartons.....	\$ <u>10.00</u> each
Bubble Wrap (2'0" High).....	\$ <u>100.00</u> each
Bogus Paper (Ream).....	\$ <u>Yes-N/C</u> each

(Material Rates Continued):

Forsyth County Sheriff's Office

Winston-Salem, NC

Request For Proposal -- Moving Services

Stretch / Shrink Wrap (2'0" Height).....	\$ 60.00 each
Duct Tape (Standard Roll).....	\$ 3.00 each
Blue Tape (Standard Roll).....	\$ 3.00 each
Masking Tape (1" Wide).....	\$ 3.00 each
Color Coded Tags (Pack of 1,000).....	\$ 40.00 each
Placards.....	\$ Yes-N/C each
Wooden Specified Crates (per cubic foot).....	\$ 12.00 each
Super Size Zip-Locks for Computer Accessories.....	\$ 3.00 each
Any and all other materials bidder plans to use on project:	
Wardrobe Box	\$ 10.00 each
Zip Ties	\$ 0.10 each
_____	\$ _____ each
_____	\$ _____ each
_____	\$ _____ each
_____	\$ _____ each
_____	\$ _____ each
_____	\$ _____ each
_____	\$ _____ each
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_____	\$ _____ each



Forsyth County Sheriff's Office

Winston-Salem, NC		DESIGNATE PHASE NUMBER	Phase 1
Request For Proposal -- Moving Services		DESIGNATE USER GROUP(S)	Main Move
Quantity	Item	Unit Cost Measure	Extended
<b>White Collar Project Management</b>			
72	S/T Man Hours.....	\$ 30.00 per hour	\$ 2160.00
N/C	O/T Man Hours.....	\$ per hour	\$
N/C	D/T Man Hours.....	\$ per hour	\$
<b>Planning / Marking / Color Coding / Tagging</b>			
N/C	S/T Man Hours.....	\$ per hour	\$
<b>Material Delivery and Distribution:</b>			
24	S/T Man Hours.....	\$ 25.00 per hour	\$ 576.00
16	Van Hours.....	\$ 5.00 per hour	\$ 80.00
<b>Space Protection Placement and Removal</b>			
24	S/T Man Hours.....	\$ 25.00 per hour	\$ 576.00
16	Van Hours.....	\$ 5.00 per hour	\$ 80.00
<b>Materials:</b>			
Enter N/C if the material is used but not charged			
If the material does not apply to the Move Phase, leave blank			
600	Commercial Cartons (Specify size 3.0 Poly Tc	\$ 3.00 each	\$ 1800.00
	Lateral File Cartons.....	\$ Yes-N/C each	\$
	Commercial Bins (Corrugated).....	\$ Yes-N/C each	\$
	Corrugated Rolls.....	\$ Yes-N/C each	\$
	Security Conveyors.....	\$ Yes-N/C each	\$
	Library Conveyors.....	\$ Yes-N/C each	\$
	Masonite Sheets (1/8"x48"x96").....	\$ Yes-N/C each	\$
	Corrugated Flat Sheets (Specify Size).....	\$ Yes-N/C each	\$
	Panel Carriers.....	\$ Yes-N/C each	\$
	Dishpacks / Barrels.....	\$ 9.00 each	\$
5	Mirror / Artwork Cartons.....	\$ 10.00 each	\$ 50.00
10	Bubble Wrap (2'0" High).....	\$ 100.00 each	\$ 1000.00
	Bogus Paper (Ream).....	\$ Yes-N/C each	\$
16	Stretch / Shrink Wrap (2'0" Height).....	\$ 60.00 each	\$ 960.00
10	Duct Tape (Standard Roll).....	\$ 3.00 each	\$ 30.00
10	Blue Tape (Standard Roll).....	\$ 3.00 each	\$ 30.00
	Masking Tape (1" Wide).....	\$ N/C each	\$
8	Color Coded Tags (Pack of 1,000).....	\$ 40.00 each	\$ 320.00
	Placards.....	\$ N/C each	\$
	Wooden Specified Crates (per cubic foot)....	\$ N/C each	\$
130	Super Size Zip-Locks for Computer Accessor	\$ 3.00 each	\$ 390.00
<b>Any and all other materials bidder plans to use:</b>			
70	Wardrobe Box	\$ 10.00 each	\$ 700.00



Forsyth County Sheriff's Office

Winston-Salem, NC		DESIGNATE PHASE NUMBER	Phase 1
Request For Proposal -- Moving Services		DESIGNATE USER GROUP(S)	Main Move
Quantity	Item	Unit Cost Measure	Extended
Post-Move Shifting and Debris Removal:			
72	S/T Man Hours.....	\$ 25.00 per hour	\$ 1800.00
N/A	O/T Man Hours.....	\$ per hour	\$
16	Van Hours.....	\$ 5.00 per hour	\$ 80.00
<b>Total Estimate for Project Phase</b>			<b>\$ 26762.00</b>

NOTE: Bidders are to fill out a separate estimate for each phase and carry totals forward to --- Pricing Summary

Forsyth County Sheriff's Office

Winston-Salem, NC

Request For Proposal -- Moving Services

DESIGNATE PHASE NUMBER

DESIGNATE USER GROUP(S)

Phase 2

Call Center

Quantity Item

Unit Cost Measure

Extended

Quantity	Item	Unit Cost Measure	Extended
<b>White Collar Project Management</b>			
48	S/T Man Hours.....	\$ 30.00 per hour	\$ 1440.00
N/C	O/T Man Hours.....	\$ per hour	\$
N/C	D/T Man Hours.....	\$ per hour	\$
<b>Planning / Marking / Color Coding / Tagging</b>			
N/A	S/T Man Hours.....	\$ per hour	\$
<b>Material Delivery and Distribution:</b>			
24	S/T Man Hours.....	\$ 25.00 per hour	\$ 576.00
16	Van Hours.....	\$ 5.00 per hour	\$ 80.00
<b>Space Protection Placement and Removal</b>			
24	S/T Man Hours.....	\$ 25.00 per hour	\$ 576.00
16	Van Hours.....	\$ 5.00 per hour	\$ 80.00
<b>Materials:</b>			
Enter N/C if the material is used but not charged			
If the material does not apply to the Move Phase, leave blank			
100	Commercial Cartons (Specify size 3.0 Poly Tr	\$ 3.00 each	\$ 300.00
	Lateral File Cartons.....	\$ Yes-NC each	\$
	Commercial Bins (Corrugated).....	\$ Yes-NC each	\$
	Corrugated Rolls.....	\$ Yes-NC each	\$
	Security Conveyors.....	\$ Yes-NC each	\$
	Library Conveyors.....	\$ Yes-NC each	\$
	Masonite Sheets (1/8"x48"x96").....	\$ Yes-NC each	\$
	Corrugated Flat Sheets (Specify Size).....	\$ Yes-NC each	\$
	Panel Carriers.....	\$ Yes-NC each	\$
	Dishpacks / Barrels.....	\$ 9.00 each	\$
	Mirror / Artwork Cartons.....	\$ 10.00 each	\$
4	Bubble Wrap (2'0" High).....	\$ 100.00 each	\$ 400.00
	Bogus Paper (Ream).....	\$ Yes-NC each	\$
8	Stretch / Shrink Wrap (2'0" Height).....	\$ 60.00 each	\$ 480.00
10	Duct Tape (Standard Roll).....	\$ 3.00 each	\$ 30.00
10	Blue Tape (Standard Roll).....	\$ 3.00 each	\$ 30.00
	Masking Tape (1" Wide).....	\$ N/C each	\$
4	Color Coded Tags (Pack of 1,000).....	\$ 40.00 each	\$ 160.00
	Plecards.....	\$ N/C each	\$
	Wooden Specified Crates (per cubic foot)....	\$ N/C each	\$
10	Super Size Zip-Locks for Computer Accessor	\$ 3.00 each	\$ 30.00
<b>Any and all other materials bidder plans to use:</b>			
200	Zip Ties	\$ 0.10 each	\$ 20.00



Forsyth County Sheriff's Office

Winston-Salem, NC		DESIGNATE PHASE NUMBER	Phase 2
Request For Proposal -- Moving Services		DESIGNATE USER GROUP(S)	Call Center
Quantity	Item	Unit Cost Measure	Extended
Post-Move Shifting and Debris Removal:			
40	S/T Man Hours.....	\$ 25.00 per hour	\$ 1000.00
N/C	O/T Man Hours.....	\$ per hour	\$
8	Van Hours.....	\$ 5.00 per hour	\$ 40.00
Total Estimate for Project Phase			\$ 12802.00

NOTE: Bidders are to fill out a separate estimate for each phase and carry totals forward to -- Pricing Summary

Forsyth County Sheriff's Office

Winston-Salem, NC  
Request For Proposal -- Moving Services

TOTAL PRICING FOR PROJECT MOVE SERVICES

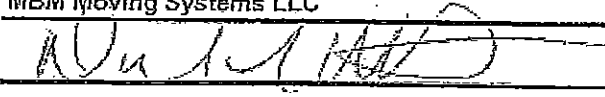
*Moving Services*

*Lump Sum -- Fixed Price*

Patterson Pope - Spacesaver Relocation	\$	9781
PMC Commercial Interiors - Hawthorn System Furniture Relocation	\$	9841.9
Phase 1 Bid Form Section Total.....	\$	26750
Phase 2 Bid Form Section Total.....	\$	12802.00
<b>GRAND TOTAL GROSS MAXIMUM PRICE FOR PROJECT</b>	<b>\$</b>	<b>59154.90</b>

Guaranteed Maximum Pricing:  
 Each individual Lump Sum Total for Each Phase recorded on Bid Forms and carried forward to this summary represents a "Guaranteed Maximum Price" for that section as per the moving services described herein. Actual billing to Forsyth County will be based upon bidder's actual time and materials charges in accordance with the rates listed in herein and is guaranteed not to exceed the "Guaranteed Maximum Pricing" for each Phase and the Total Project.

Company Name: MBM Moving Systems LLC

Signature: 

Name: Danny Mitchell

Date: 2/19/2013



ARCHITECTURE

Planning • Engineering • Interior Design

## ADDENDUM NO. 1

Date: February 15, 2013      File No. 09-0370  
To: ALL BIDDERS      Re: Forsyth County Sheriff's Office  
Move Bid  
301 North Church Street  
Winston-Salem, NC

This Addendum supplements and amends the Plans and Documentation and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Bidder shall indicate receipt of this Addendum and any previously issued Addenda on the Proposal Form. Each holder of bid documents registered with the Forsyth County Purchasing will receive a copy of each Addendum.

This Addendum contains the following items and attachments and shall be incorporated into the Bidding and Contract Documents.

### GENERAL CLARIFICATIONS:

1. Background Check -- Concerns expressed about submitting employee info with the bids -- too many eyes potentially having access to the employees SS numbers. Also to limit number of background checks it was asked if only the potential awarded company be required to submit which can be within a few days after the bid. County Agreed.
2. Haworth and Spacesaver quotes -- Have them submit their quotes for disassembly and reassembly to the County/CJMVA prior to Feb 19. These quotes are then passed to all potential bidders to include in their quotes. Moving company would be responsible for contracting with the authorized dealers. Later decided that the Haworth and Spacesaver dealers will also transport these materials. County agreed. See attached revised excel form.
3. Building Protection -- to reduce cost associated with protection for this size building we discussed phasing the move and protection over the weekend to reduce the protection materials needed. County agreed.
4. Call Center -- FCSO is planning to move the Call Center staff after the main move -- mid-May. Provide as a separate line item. See attached revised excel form.
5. Quotes need to be good for 120 days.
6. General Services will move supplies from the Janitor's Closets and all the recycling containers.
7. Tamper proof evidence tape (provided by FCSO) will be used on secure boxes.

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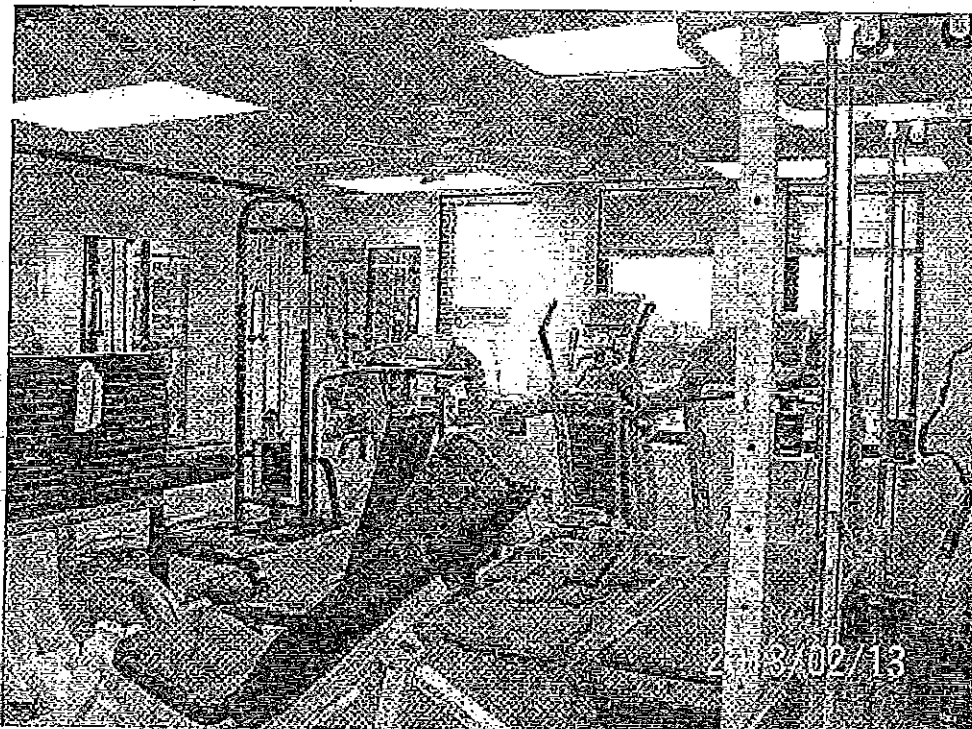
8. All file cabinets— lateral and vertical will be empty prior to move.
9. Notes regarding some of the spaces on 3<sup>rd</sup> Street floor plans –
  - a. Spaces 001, 002 004, 105, 107, 108 and 110 are not included in the move.
  - b. All other spaces noted on the plans will move. The existing furniture inventory list that was provided was just for furniture that is to move. If a room number is not listed on the sheet that only means there is no furniture that is moving but the employee or contents of that room will move.
10. Items to move from 3<sup>rd</sup> Street in addition to the furniture list provided at the meeting –
  - a. 420 Physical Training – All equipment will move. Photos of this area are attached. (New location will be on 2<sup>nd</sup> floor of 301 N. Church St.)
  - b. 309 – Key board and box mounted on wall
  - c. 304 – Marker board
  - d. 209 –36" wide, 4 drawer lateral cabinet and 4 drawer vertical file cabinet.
  - e. 101 – 2 Tables
  - f. Caged Area in Garage – 2 storage cabinets, 2 folding tables, bench, and metal table.
  - g. Wall mounted flat screen TV's will need to move.
  - h. Art to be bubble wrapped by movers and relocated to room 2056 in the new building. General services will re-hang. Number of art includes: 44 small size (approx 12x14), 21 Medium size (approx. 18x30) and 4 Large size (approx. 36x54).
  - i. 201 N. Church Street – 10' of the slat wall will need to be relocated and installed in the new Warehouse.
11. The inventory at 201 N. Church Street is the last priority to move. And will need to happen after the Spacesaver has been relocated.
12. Fairchild Dr. and Chestnut Street move can begin (including furniture) on the first day of the move, Thursday May 2. Along with non-essentials at the 3<sup>rd</sup> Street.

Q&A

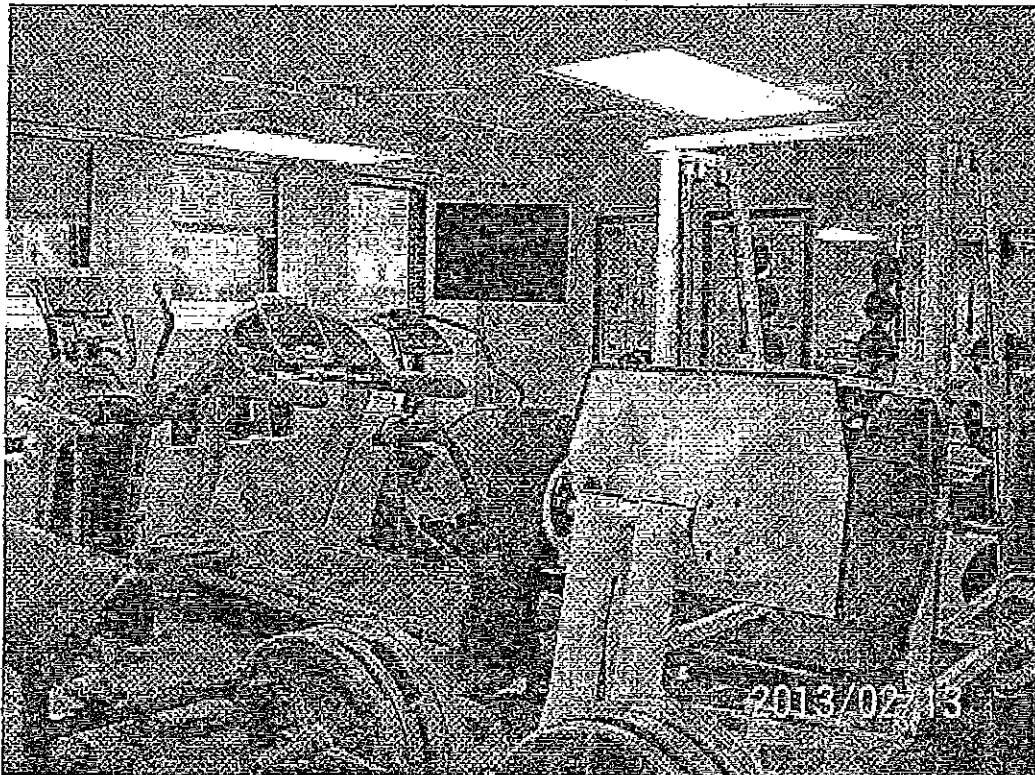
- Q. Will Spacesavers move the Vertical Railed Storage Racks?
  - A. Yes – Spacesavers and Haworth will dismantle, transport to the new building and reassemble. The change to having them also transport was decided after the pre-bid walk-thru.
- Q. How concerned are you about protecting the Old Sheriff's office? I don't think we discussed that. What areas need protection? Either we did not discuss this or I missed the discussion.
  - A. Protection needs to happen at 3<sup>rd</sup> Street and Chestnut Street locations. It can be minimal – no masonite required. But the building does need to be left in same condition prior to the move.

- Q. Are you all getting the prices from Haworth and Space Savers? When do you think you w having will have these prices? Do we need to include these costs in our bids?
- A. When submitting bids you will need to include the cost from PMC Commercial for the Haworth and Patterson Pope for the Spacesaver moves. The revised excel form has lines included for these. We will provide that cost to you no later then Monday.
- Q. Will you all consider extending the due date if we are not able to get this info in a timely manner? Or just extending it period?
- A. Unfortunately we are not able to extend the bid date.
- Q. When do you all think you will have the areas in the new building that require protection?
- A. See attached.

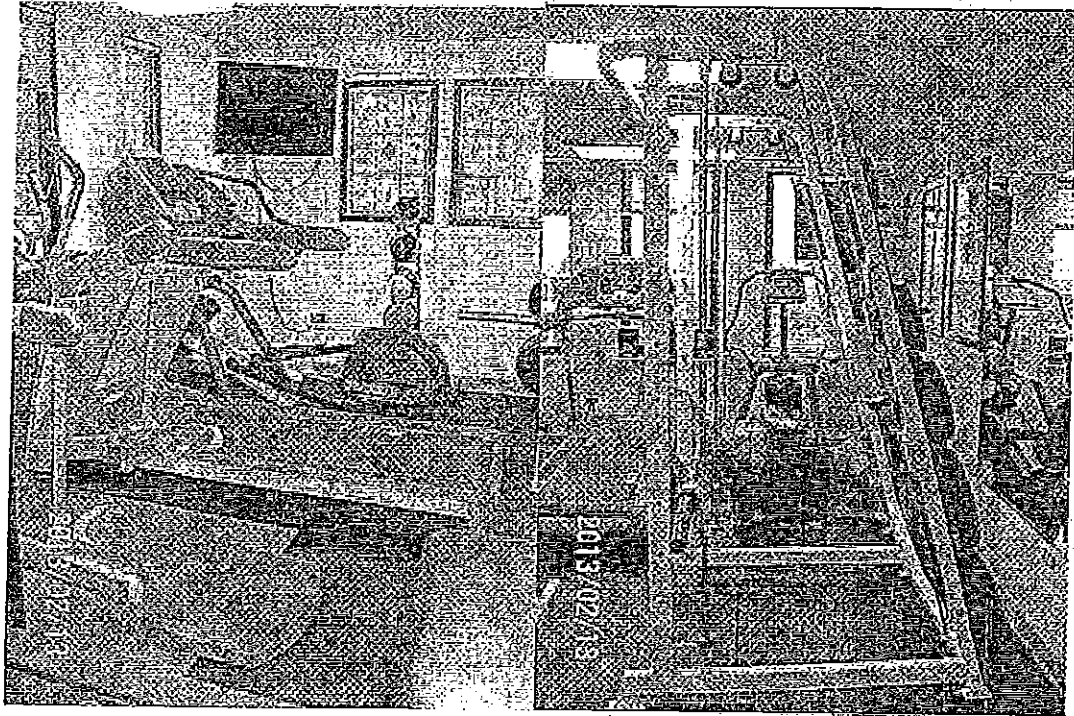
Photos of Physical Training at 3<sup>rd</sup> Street



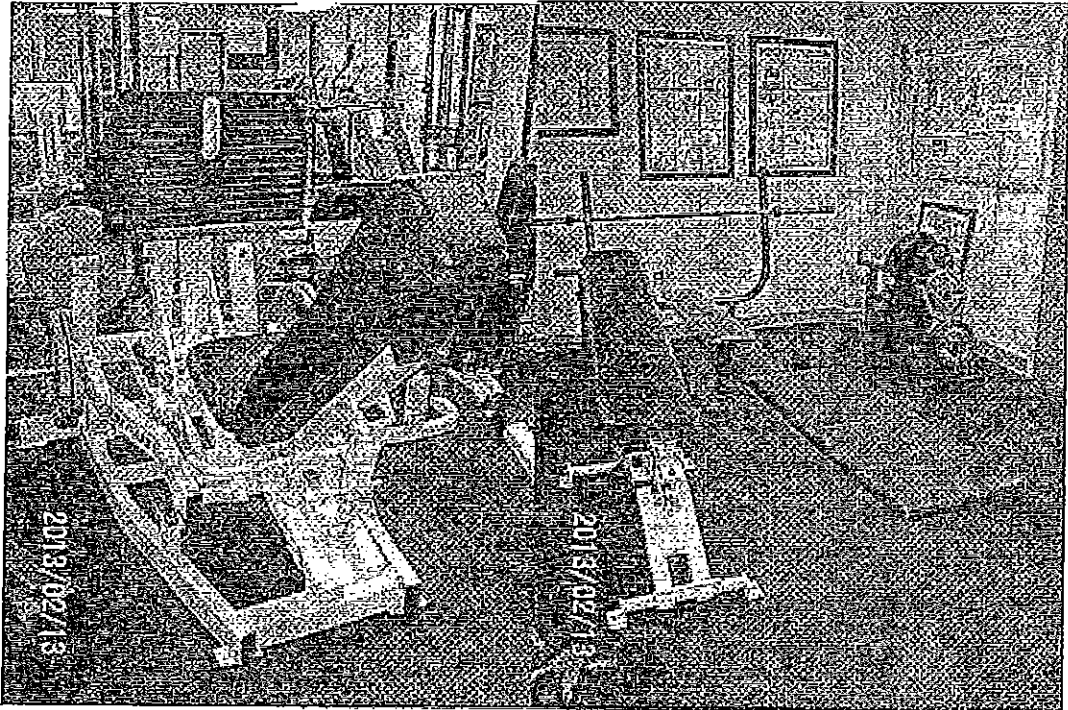
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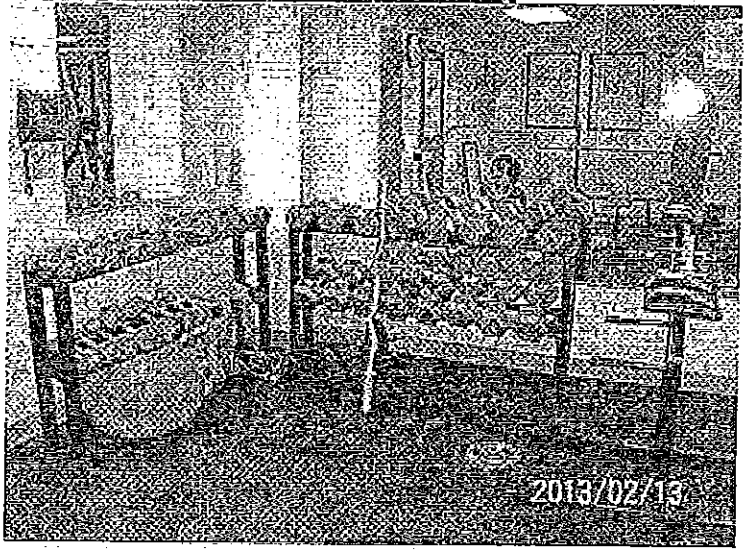
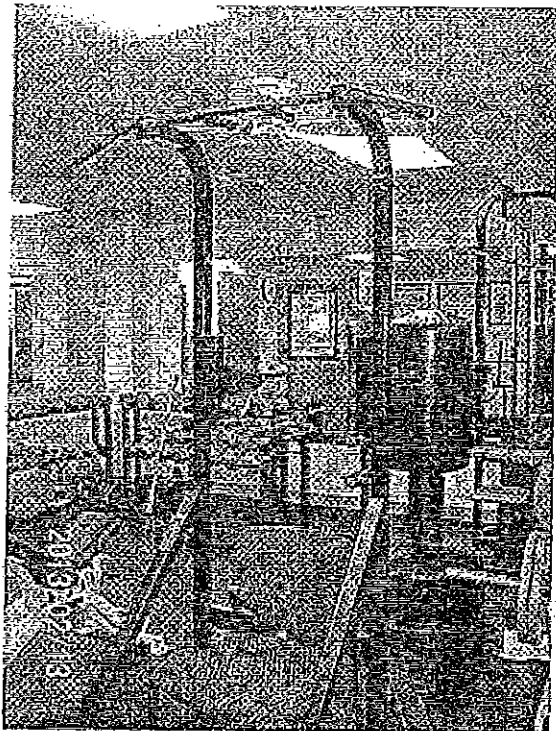


Forsyth County Sheriff's Office  
Move RFP - Addendum #1  
February 15, 2013  
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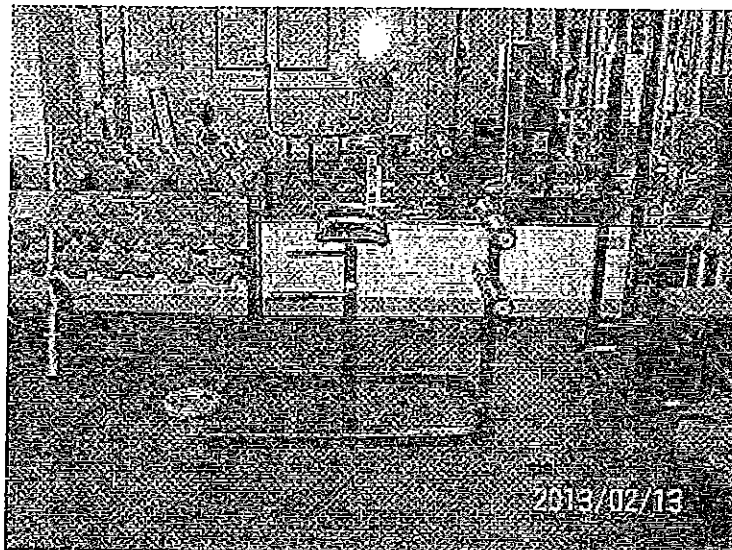
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Forsyth County Sheriff's Office  
Move RFP - Addendum #1  
February 15, 2013  
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END OF ADDENDUM NO. 1

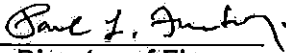
Attachments:  
Floor Plans with Notations regarding Protection—12.05A, 12.06A and 12.07A  
Revised Excel Form





**This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.**

4/29/2013



Date

Director of Finance