



Mayor

M. Andy Moore

Mayor Pro-Tem

Sloan Stevens

Council Members

Dr. Gettys Cohen, Jr.

Travis Scott

Doris Wallace

John A. Dunn

Stephen Rabil

Roger Wood

Town Attorney

Robert Spence, Jr.

Interim Town Manager

Kimberly Pickett

Finance Director

Tracy Stubblefield

Town Clerk

Elaine Andrews

Town Council

Agenda

Packet

Meeting Date: Tuesday, April 21, 2026

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
REGULAR MEETING
April 21, 2026
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Presentations:

Page:

- 1. Proclamation Honoring the Service and Retirement of Deputy Police Chief James F. Grady**
(Hon. Mayor - M. Andy Moore) See attached information.....1

Public Hearings: None

Citizens' Comments:

Consent Agenda Items:

- 1. Consideration and request for approval to unseal Closed Session Minutes of Deputy Town Clerk Shannan L. Parrish**
(Town Clerk – Elaine Andrews) See attached information.....4
- 2. Consideration and request for approval to unseal redacted Closed Session Minutes of Town Clerk Elaine Andrews**
(Town Clerk – Elaine Andrews) See attached information.....5
- 3. Resolution No. 804 (11 – 2026) Awarding Badge and Service Weapon to a Retiring Police Officer James F. Grady**
(Police Chief – Pete Hedrick) See attached information.....8
- 4. Consideration and request for approval of the Water Shortage Response Plan:** Staff is respectfully requesting the Town Council accept and acknowledge that they have completed the Town of Smithfield’s Source Water Resiliency and Response Plan (SWRRP) and will upload certification to the NCDEQ website following Council approval, if granted.
(Public Utilities Director – Ted Credle) See attached information.....11

- 5. **Consideration and request for approval to renew stamp machine contract with Pitney Bowes:** Staff respectfully requests the review and approval of a new Pitney Bowes NASPO stamp machine contract for the annual amount of \$1,795.08.
(Interim Town Manager – Kimberly Pickett) See attached information.....14

- 6. **Consideration and request for approval award of contract for use of ARPA Grant funds for I-95 Gravity Sewer Crossing (Phase I):** The Town received ARPA funds in 2022 to improve and enlarge the gravity sewer crossing under I-95. The project has been designed, permitted, and approved, and the lowest construction bid has been received from JYMCO for construction services for an amount not to exceed \$1,752,314.00.
(Public Utilities Director – Ted Credle) See attached information.....19

- 7. **Consideration and request for approval of award of contract for use of State funding for I-95 Gravity Sewer Crossing (Phase II):** In 2023, the Town received state funding to improve the downstream gravity sewer completing the I-95 crossing to support future development east of the interstate along the US-70 corridor and Mallard Road. The project has been designed, permitted, and approved, and the lowest construction bid has been received from TA Loving Company for construction services for the approved amount of \$2,417,415.00.
(Public Utilities Director – Ted Credle) See attached information.....30

- 8. **Consideration and request for approval to enter into a Cleaning Contract with Janitize America of Raleigh, Inc. for the amount of \$70,218.96 annually.**
(Public Works Director – Lawrence Davis) See attached information.....36

- 9. **Consideration and request for approval for Appearance Commission and Recreation Advisory Commission Board Appointments**
(Town Clerk – Elaine Andrews) See attached information.....63

Business Items:

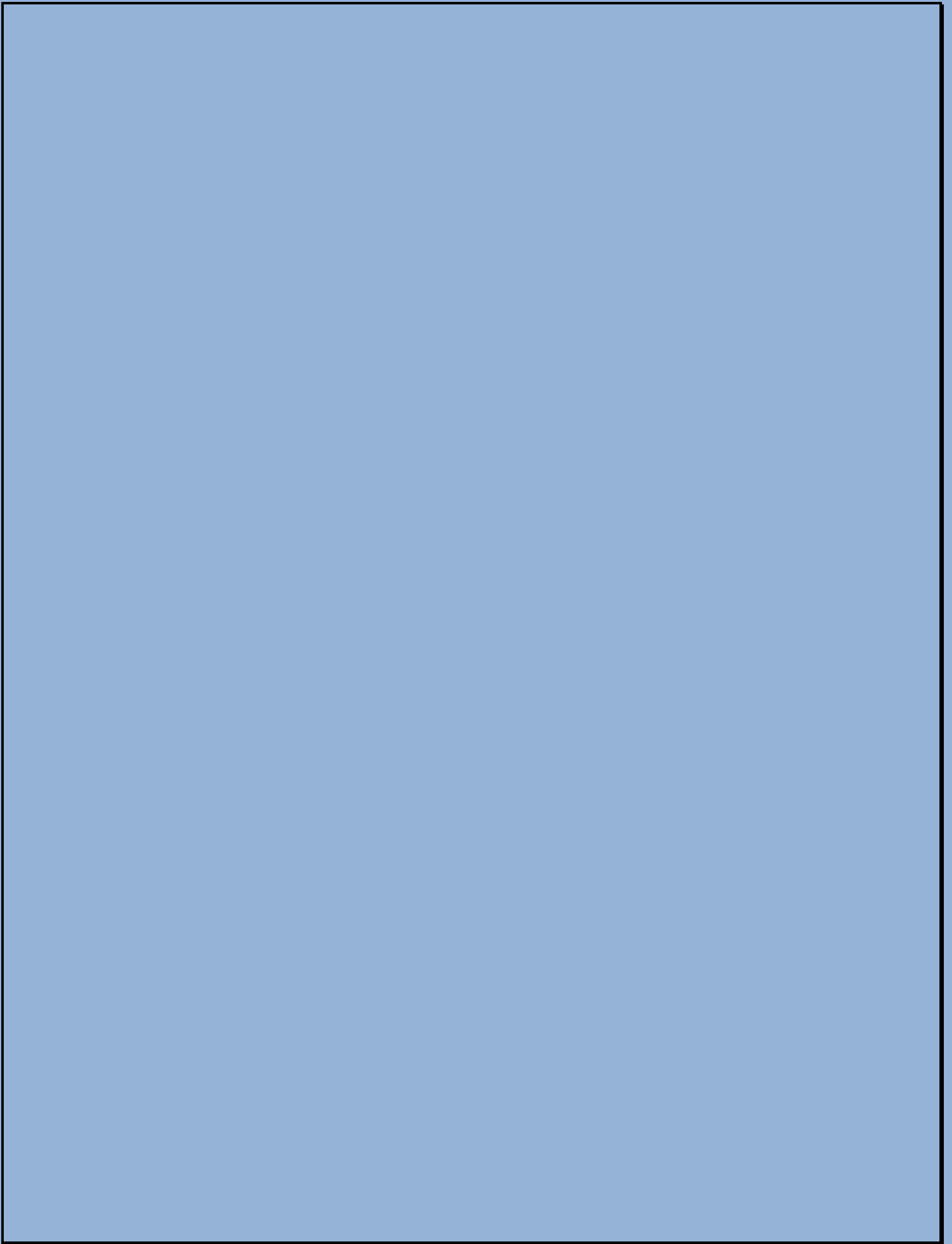
- 1. **Consideration and request to restructure Smithfield Police Department Staff:** The Police Chief requests approval to restructure command staff by creating two Captain positions, eliminating the Deputy Chief position, and promoting two Lieutenants to Captain and one Sergeant to Lieutenant.
(Human Resources Director – Shannan Parrish) See attached information.....74

Councilmember’s Comments

Town Manager’s Report

Recess

Presentations



**Town of Smithfield Proclamation
Honoring Deputy Police Chief James F. Grady
Upon His Retirement**

WHEREAS, Deputy Police Chief James F. Grady began his distinguished career with the Town of Smithfield on June 3, 1998; and

WHEREAS, after nearly three decades of exemplary public service, Deputy Chief Grady will retire on May 1, 2026, with 30 years of creditable service; and

WHEREAS, throughout his tenure, Deputy Chief Grady has demonstrated unwavering dedication, professionalism, and leadership while serving the citizens of Smithfield; and

WHEREAS, Deputy Chief Grady has honorably served in multiple leadership roles within the Smithfield Police Department, including Sergeant, Lieutenant, Captain, Interim Police Chief, and ultimately Deputy Police Chief; and

WHEREAS, Deputy Chief Grady has been instrumental in securing thousands of dollars in Governor's Highway Safety Program (GHSP) grant funding, significantly enhancing the Town's public safety resources and initiatives; and

WHEREAS, he established the Town of Smithfield's first Bike Patrol Unit, expanding community policing efforts and strengthening relationships between officers and residents; and

WHEREAS, he attended the Graduate Management Development Program, demonstrating his commitment to professional growth and leadership development within the organization; and

WHEREAS, his commitment to excellence and innovation has left a lasting impact on the Smithfield Police Department and the community it serves; and

WHEREAS, the Town of Smithfield is deeply grateful for Deputy Chief Grady's years of dedicated service and the legacy he leaves behind;

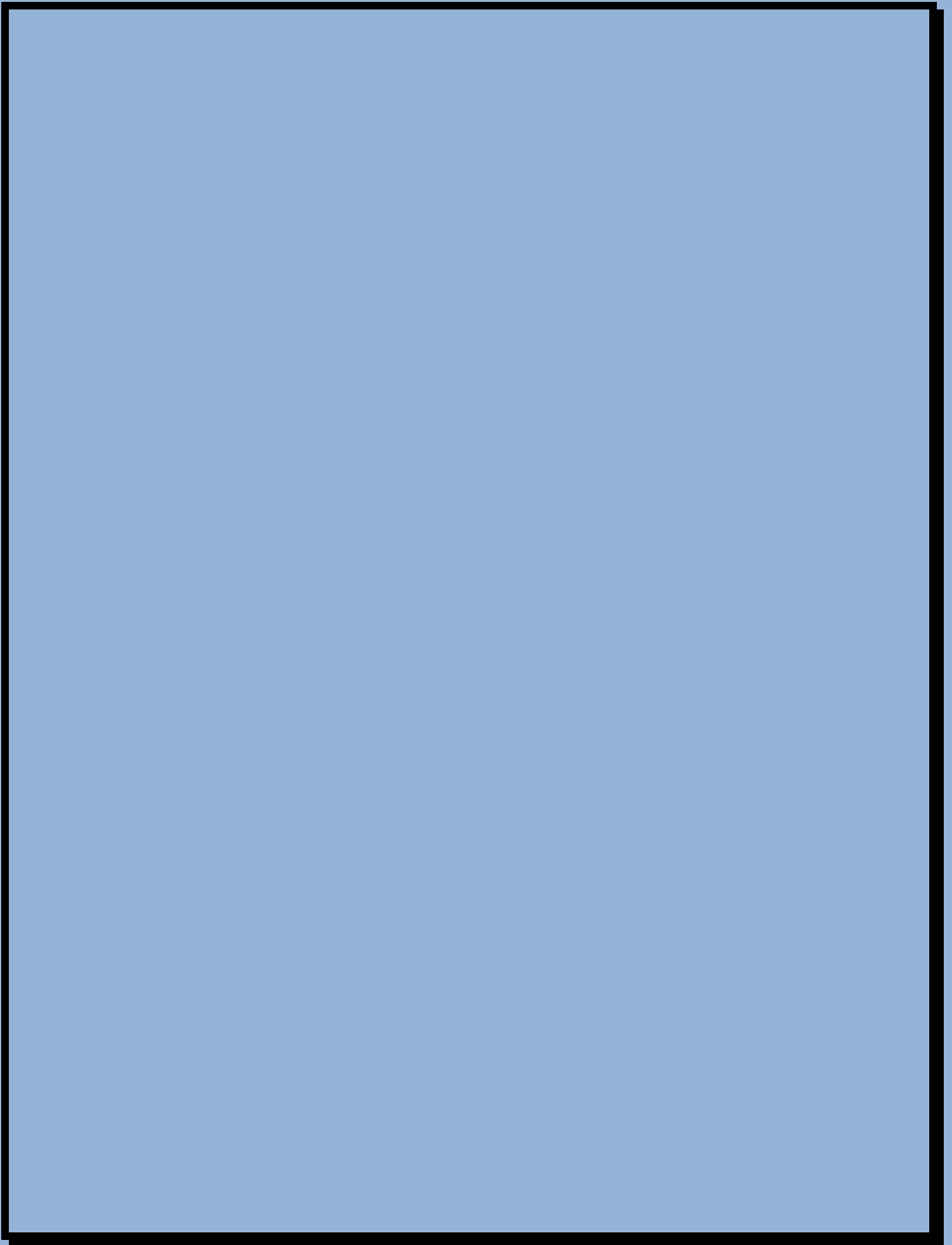
NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield, do hereby commend and congratulate Deputy Police Chief James F. Grady upon his retirement, and extend sincere appreciation for his outstanding service, leadership, and commitment to the Town of Smithfield.



M. Andy Moore, Mayor

Consent

Agenda Items





Request for Town Council Action

Consent Agenda Item: Unsealing of Minutes
Date: 04/21/2026

Subject: Unsealing of Closed Session Minutes

Department: General Government

Presented by: Town Clerk – Elaine Andrews

Presentation: Consent Agenda Item

Issue Statement

In accordance with North Carolina General Statute 143-318.10(e), staff has conducted a review and determined that forty-two sets of Closed Session Meeting Minutes, dated between October 4, 2016, and August 13, 2024, are eligible to be unsealed. These minutes were prepared and reviewed for release by former Town Clerk Shannan Parrish and subsequently approved by Town Attorney Bob Spence.

Financial Impact

There would be no financial impact

Action Needed

Approval or denial of the unsealing of the Closed Session Minutes as listed in the staff report.

Recommendation

Approve the unsealing of Closed Session minutes as outlined

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Copies of Minutes (Under a separate cover)



Staff Report

Consent Unsealing
Agenda of Minutes
Item:

North Carolina General Statute 143-318.10 **All official meetings of the public bodies open to the public** states the following:

(e) Every public body shall keep full and accurate minutes of all official meetings, including any closed sessions held pursuant to G.S. 143-318.11. Such minutes may be in written form or, at the option of the public body, may be in the form of sound or video and sound recordings. When a public body meets in closed session, it shall keep a general account of the closed session so that a person not in attendance would have a reasonable understanding of what transpired. Such accounts may be a written narrative, or video or audio recordings. Such minutes and accounts shall be public records within the meaning of the Public Records Law, G.S. 132-1 et seq.; provided, however, that minutes or an account of a closed session conducted in compliance with G.S. 143-318.11 may be withheld from public inspection so long as public inspection would frustrate the purpose of a closed session.

Based on staff review, the following closed session meeting minutes, prepared by Town Clerk Shannan L. Parrish, have been determined eligible for release and may be unsealed:

- October 4, 2016
- February 7, 2017
- March 7, 2017
- April 4, 2017
- June 6, 2017
- July 11, 2017
- August 1, 2017
- November 14, 2017
- February 6, 2018
- February 12, 2018
- February 20, 2018
- March 6, 2018
- May 1, 2018
- June 5, 2018
- September 4, 2018
- April 2, 2019
- November 12, 2019
- November 14, 2019
- March 3, 2020
- September 1, 2020
- December 1, 2020
- January 5, 2021
- April 6, 2021
- September 7, 2021
- November 9, 2021
- January 18, 2022
- February 1, 2022
- February 24, 2022
- March 1, 2022
- April 5, 2022
- May 3, 2022
- June 7, 2022
- July 12, 2022
- August 2, 2022
- September 6, 2022
- October 4, 2022
- August 29, 2023
- September 13, 2023
- March 5, 2024
- March 11, 2024
- May 7, 2024
- August 13, 2024



Request for Town Council Action

**Consent
Agenda
Item:** **Unsealing
of Minutes
Redacted**

Date: 04/07/2026

Subject: Unsealing of Closed Session Minutes Redacted

Department: General Government

Presented by: Town Clerk – Elaine Andrews

Presentation: Consent Agenda Item

Issue Statement

In accordance with North Carolina General Statute 143-318.10(e), staff has conducted a review and determined that four sets of redacted Closed Session Meeting Minutes, dated between August 19, 2025, September 2, 2025, January 6, 2026 and January 20, 2026, are eligible to be unsealed. These minutes were prepared and reviewed for release by Town Clerk Elaine Andrews and subsequently approved by Town Attorney Bob Spence.

Financial Impact

There would be no financial impact

Action Needed

Approval or denial of the unsealing of the redacted Closed Session Minutes as listed in the staff report.

Recommendation

Approve the unsealing of Closed Session minutes as outlined

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Copies of Redacted Minutes (Under a separate cover)



Staff Report

Consent Unsealing
Agenda of Minutes
Item: Redacted

North Carolina General Statute 143-318.10 **All official meetings of the public bodies open to the public** states the following:

(e) Every public body shall keep full and accurate minutes of all official meetings, including any closed sessions held pursuant to G.S. 143-318.11. Such minutes may be in written form or, at the option of the public body, may be in the form of sound or video and sound recordings. When a public body meets in closed session, it shall keep a general account of the closed session so that a person not in attendance would have a reasonable understanding of what transpired. Such accounts may be a written narrative, or video or audio recordings. Such minutes and accounts shall be public records within the meaning of the Public Records Law, G.S. 132-1 et seq.; provided, however, that minutes or an account of a closed session conducted in compliance with G.S. 143-318.11 may be withheld from public inspection so long as public inspection would frustrate the purpose of a closed session.

Based on staff review, the following redacted closed session meeting minutes, prepared by Town Clerk Elaine Andrews, have been determined eligible for release by, and may be unsealed:

- August 19, 2025 (Redacted Minutes)
- September 2, 2025 (Redacted Minutes)
- January 6, 2026 (Redacted Minutes)
- January 20, 2026 (Redacted Minutes)



Request for Town Council Action

**Consent
Agenda
Item** **Awarding
Service
Badge and
Firearm**
Date: 04/21/2026

Subject: Deputy Chief Grady Service Weapon and Badge
Department: Police Department
Presented by: Police Chief - Pete Hedrick
Presentation: Consent Agenda Item

Issue Statement

Deputy Chief Grady will be retiring on May 1, 2026, with 30 years of creditable service with the Smithfield Police Department. I am requesting he be allowed to purchase his service weapon and badge.

Financial Impact

No financial Impact, other than one dollar credited to the General Fund.

Action Needed

Council to approve Officer Grady to be allowed to purchase his service weapon, a Glock45, Serial number CCEP523 and service badge for \$1.00

Recommendation

Adopt Resolution No. 804 (11-2026) allowing Officer Grady to purchase his service weapon and badge.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Resolution 804 (11-2026)



Staff Report

**Consent
Agenda
Item** **Awarding
Service
Badge and
Firearm**

Deputy Police Chief James F. Grady's official retirement date will be May 1, 2026. He is retiring with 30 creditable years in law enforcement with the Town of Smithfield. I am requesting he be allowed to purchase his service weapon (Glock 45/Serial number: CCEP523) and department issued badge for \$1.00, through the Council's adoption of Resolution 804 (11-2026)

Further, the department wishes to thank Officer Grady for his hard work and dedication to the department and the town, and to congratulate him on his upcoming retirement.

**TOWN OF SMITHFIELD
RESOLUTION NO. 804 (11-2026)
AWARDING BADGE AND SERVICE WEAPON TO
RETIRING DEPUTY POLICE CHIEF JAMES F. GRADY**

WHEREAS, NC G.S. §17F-20(a)(2) provides that retiring members of municipal law enforcement agencies may receive, at the time of their retirement, the badge worn, and firearm carried by them during their service with the municipality; and

WHEREAS, NC G.S. §17F-20(a)(2) further provides that the governing body of the municipal law enforcement agency may, in its discretion, award to a retiring member the badge and service weapon of such retiring member; and

WHEREAS, Deputy Chief James F. Grady has served as a sworn law enforcement officer in North Carolina as a member of the Smithfield Police Department for thirty years; and

WHEREAS, Officer Grady will be retiring from the Smithfield Police Department on May 1, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Smithfield that the badge and service firearm (Glock 45, Serial Number CCEP523) used by Officer Grady during his service with the Town of Smithfield be declared as surplus property and be awarded to him at a cost of \$1.00 upon his retirement.

Duly adopted this the 21st day of April, 2026.

M. Andy Moore, Mayor

ATTEST:

Elaine S. Andrews, Town Clerk



Request for Town Council Action

Consent **Accept**
Agenda **Notification**
Item:
Date: 04/21/2026

Subject: Approve the Resolution Accepting the Water Shortage Response Plan for the Town of Smithfield

Department: Public Utilities Department

Presented by: Public Utilities Director - Ted Credle

Presentation: Consent Agenda Item

Issue Statement

The creation of a Source Water Resiliency and Response Plan (SWRRP) for the Town of Smithfield has been completed. Certification of this plan will be uploaded to the NCDEQ website, once the Town Council is notified that the plan is complete.

Financial Impact

None – the SWRRP is complete and there is no financial impact to this notification.

Action Needed

No action is required

Recommendation

Staff recommends that the Town Council accept the notification

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. SWRRP Certification Form



Staff Report

**Consent Accept
Agenda Notification
Item:**

By law (NCGS 130A-320), every supplier of water, operating a public water system, treating and furnishing water from a water source shall create and implement a Source Water Protection Plan. For the purposes of this Rule, the Source Water Protection Plan required by G.S. 130A-320 shall be referred to as a Source Water Resiliency and Response Plan (SWRRP). Per 15A NCAC 18C .1305 (i), the supplier of water shall certify that a SWRRP has been created and implemented, and that the water system's governing body has been advised of the SWRRP creation and implementation.

Staff is asking the Council to accept this notification that the SWRRP was created and is being implemented.

**

**State of North Carolina
Department of Environmental Quality**

Source Water Resiliency and Response Plan (SWRRP) Certification Form

In accordance with 15A NCAC 18C .1305 (a): in compliance with G.S. 130A-320, every supplier of water operating a public water system treating and furnishing water from a surface water source shall create and implement a Source Water Protection Plan. For the purposes of this Rule, the Source Water Protection Plan required by G.S. 130A-320 shall be referred to as a Source Water Resiliency and Response Plan (SWRRP). Per 15A NCAC 18C .1305 (i), the supplier of water shall certify that a SWRRP has been created and implemented, and that the water system's governing body has been advised of the SWRRP creation and implementation. The certification shall be submitted to the Department by the deadlines specified in Paragraphs (c), (d), (e), or (f) of this Rule. Per 15A NCAC 18C .1305 (j), the supplier of water shall certify that a SWRRP has been revised and that the water system's governing body has been advised of the revision. The certification shall be submitted to the Department by the revision deadline specified in Paragraph (g) of this Rule.

By my signature below, I certify on behalf of the public water system named below, that (check one):

- In accordance with all requirements of 15A NCAC 18C .1305, a SWRRP has been created and implemented, and that the water system's governing body has been advised of the SWRRP creation and implementation.

- In accordance with all requirements of 15A NCAC 18C .1305, a SWRRP has been revised and that the water system's governing body has been advised of the revision.

Signature: Ted Credle

Name: Ted Credle

Title: Public Utilities Director

Date: March 31, 2026

System Name: Smithfield, Smithfield South

System ID: 03-51-010, 40-51-007

Certifications can be sent by mail to Source Water Protection Program, 1634 Mail Service
Center, Raleigh, NC 27699
or attachment to an email message to SWAP@deq.nc.gov



Request for Town Council Action

Consent Item: Pitney Bowes
Date: 04/21/2026

Subject: Pitney Bowes NASPO Lease Renewal
Department: Administration
Presented by: Kimberly Pickett - Interim Town Manager
Presentation: Consent Agenda Item

Issue Statement

To renew lease agreement with Pitney Bowes – NASPO Stamp machine

Financial Impact

60 Months at \$149.59 a month – billed quarterly

Action Needed

Council to approve or deny the renewal

Recommendation

Staff recommends approval.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Lease Agreement



STAFF REPORT

Consent	Pitney
Item:	Bowes
Date:	04/21/2026

This is a request for the renewal of the contract for the stamp machine in the administration department of Town Hall. The lease is for 60 months, billed quarterly at \$448.77 and is already built into the budget. Total cost for the five-year lease is \$8,957.40.

1	PTJ1	SendPro Online-PitneyShip
1	PTJA	PitneyShip Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	SJS2	Softguard For SendPro C500
1	SPACRL	Return Lbl/Instr - SendPro Auto C
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro C Sending Technology)
1	ZH24	Manual Weight Entry
1	ZH29	HZ03 95 LPM Speed
1	ZHC5	SendPro C500 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWL	5lb/3kg Weighing Option for MP81

Your Payment Plan

Initial Term: 60 months		Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*	
60	\$ 149.59	\$ 448.77	

**Does not include any applicable sales, use, or property taxes which will be billed separately.
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.*

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power[®] transaction fees included
- Purchase Power[®] transaction fees extra

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at https://www.naspo.valuepoint.org/search/?term=pitney+bowes&page_ref=contractors. Those additional terms are incorporated by reference.

NASPO VALUEPOINT CTR058808;
State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

Louise White	louise.white1@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance



Request for Town Council Action

Consent **Award of**
Agenda **Contract**
Item:
Date: 04/21/2026

Subject: Award of Contract for I-95 Gravity Sewer Crossing and PS#11 Improvements

Department: Public Utilities Department

Presented by: Public Utilities Director -Ted Credle

Presentation: Consent Agenda Item

Issue Statement

In 2022, the Town was awarded American Rescue Plan funds to assist with the improvements for the gravity sewer that crosses under I-95 and serves the east side of the interstate. This enlargement of the crossing is necessary so the town can serve whatever may develop east of I-95, along the US-70 corridor and along Mallard Road. Plans were designed, permitted, and approved. Proposals were received, and the low bidder for construction is now being submitted for Council approval.

Financial Impact

The funds (\$1,752,314.00) to pay for these services come from the ARPA grant of \$1,500,000; as well as Town funds which were budgeted over the course of multiple years, for a total project budget of \$1,992,614.00.

Action Needed

Town Council approval of the proposed bidder (Jymco Construction Company, Inc.), and to authorize the Town Manager to execute the proposed agreement

Recommendation

Staff recommends the approval of Jymco Construction Company, Inc. as the low bidder and that the Town Council authorizes the Town Manager to execute the contract.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Signed Bid Tab & Summary



Staff Report

**Consent Award of
Agenda Contract
Item:**

As part of the American Rescue Plan, the Town applied for and was granted funding for the improvements to the gravity sewer line that serves east of I-95, along the US-70 and Mallard Road corridor. The design process was delayed for many years due to the ongoing NCDOT project at the intersection of US-70 and I-95. Eventually, the consultant has finalized design and obtained all necessary approvals for this improvement project to move forward. The goal of this project is to serve whatever develops east of I-95, in the Town ETJ.

A total of six (6) proposals for the construction services were received on April 2, 2026. The proposals were read aloud, evaluated and the low-bid, responsive contractor was selected.

Staff is asking the Council to approve the proposed contractor. Further, to authorize the Town Manager to execute a contract with the proposed contractor, to perform construction services. Lastly, that the amount of this construction contract for these services is not to exceed the approved amount of \$1,752,314.00, for a total project budget of \$1,992,614.00.

**

April 8, 2026

Mr. Ted Credle, PE
Public Utilities Director
Town of Smithfield
230 Hospital Road
Smithfield, NC 27577

Re: Recommendation for Award
I-95 Gravity Sewer Crossing and PS No. 11 Replacement
TWC No.: 2698-CF
NC DWI No.: SRP-W-ARP-0063.2 – Contract 2

Dear Mr. Credle:

Enclosed is the Bid Tabulation and Bid Summary for the bids received on April 2, 2026, for the above referenced project. There were a total of six (6) bids received for the project. The Low Bidder is JYMCO Construction Company, Inc. ("JYMCO"), with a Base Bid amount of \$1,752,314.00.

In addition, there was one Bid Alternate received, in the amount of \$172,662.00. JYMCO was not the low bidder for the Bid Alternate, however they remain the low bidder when the Base Bid and Alternate are totaled, in the amount of \$1,925,003.00.

We understand the Town has funding through ARPA for this project. If we can be of assistance with DWI coordination, please let us know.

The Lowest, Responsive Bidder is properly licensed to perform the work based on the license information obtained from the NC Licensing Board for General Contractors' web site (attached). Furthermore, the Contractor has performed similar work on numerous projects in its history. We are satisfied that JYMCO be considered a responsible contractor for this project – they meet the criteria laid out in the bid documentation and, based on review of the documentation provided in their bid, they have the necessary qualifications, financial resources, and operational capacity to fulfill the contract requirements. The bid was submitted in accordance with the Instructions to Bidders and Advertisement for Bids. The quoted work in the submitted bid is responsive to the Scope of Work and all required information accompanied the submitted bid. Thus, in addition to being responsible, the bid is also responsive.

Mr. Ted Credle
Public Utilities Director, Town of Smithfield
Page 2 of 2
April 8, 2026

Please be aware that this project needs to be awarded by July 7, 2027, unless a bid extension is requested from the contractor.

We recommend the Town accept the Base Bid plus Alternate No. 1 and award the Contract for the construction of the project to JYMCO.

Once the Town Council has awarded the contract, Wooten will provide the Notice of Award to be signed and returned to our office. Upon receipt, we will immediately send the Notice of Award and the Contract Documents to the contractor for execution. In the meantime, should you have any questions concerning this recommendation or need additional information please let us know.

Sincerely,

THE WOOTEN COMPANY

A handwritten signature in blue ink, appearing to read "B. J. Oswald".

Brian J.P. Oswald, P.E.

Enclosures: As stated.

cc: R. Shane Stanley, Town of Smithfield Engineering Technician

BID SUMMARY
I-95 GRAVITY SEWER CROSSING AND PUMP STATION NO. 11 REPLACEMENT
TOWN OF SMITHFIELD
JOHNSTON COUNTY, NORTH CAROLINA

TWC No. 2698-CF

BID DATE/TIME: April 2, 2026 @ 2:00 P.M.

CONTRACTORS	LIC. NO.	CLASS.	ADD. 1	ADD. 2	5% BID BOND	BASE BID	ALTERNATE 1	REMARKS
Teraflex Group, LLC 800 W. Williams St, Suite 200 Apex, NC 27502	78525	UL - HWY / PU	Y	Y	Y	\$1,988,000.00	\$218,670.00	
Mofiat Pipe 701 Finger Lakes Dr Wake Forest, NC 27587	54906	UL - UNCLASSIFIED	Y	Y	Y	\$2,073,756.00	\$168,860.00	
Axis Utilities 304 Forestville Rd. Wake Forest	83227	UL - PU	Y	Y	Y	\$2,537,136.00	\$338,385.00	
Jymco Construction Company, Inc. 1586 Yelverton Grove Rd Smithfield, NC 27577	76371	UL - HWY / PU	Y	Y	Y	\$1,752,314.00	\$172,662.00	APPARENT LOWEST BIDDER
T.A. Loving Company PO Box 919 Goldsboro, NC 27533	00325	UL - UNCLASSIFIED	Y	Y	Y	\$2,515,000.00	\$143,400.00	
J. F. Wilkerson Contracting P.O. Box 183 Morrisville, NC 27560	04499	UL - UNCLASSIFIED	Y	Y	Y	\$2,735,380.00	\$119,620.00	

This is to certify that the bids tabulated herein were publicly opened and read aloud at 2:00 p.m. on the 2nd day of April 2026, at the Town of Smithfield Public Utilities located at 230 Hospital Road, Smithfield, North Carolina, and that all said bids were accompanied by either a certified check or bidder's bond except as otherwise noted.

THE WOOTEN COMPANY



Brian Oschwald, P.E.

195 Gravity Sewer Crossing and Pump Station No. 11 Replacement
Town of Smithfield, North Carolina

SUMMARY BID TAB

THE WOOTEN COMPANY
4/9/2026

DESCRIPTION	LOW BIDDER		Terreflex Group, LLC		Moffat Pipe, Inc.		T.A. Loving Company		Axis Utilities		J.F. Wilkerson Contracting		Average of 3 Low Bidders		Average of All Bids		Engineer's Estimate		
	UNITS	TOTAL QUAN.	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	
BASE BID																			
1 Mobilization (3% of Line Items 2-22)	LS	1	\$38,000.00	\$38,000.00	\$52,098.00	\$52,098.00	\$60,000.00	\$60,000.00	\$66,000.00	\$66,000.00	\$75,000.00	\$75,000.00	\$50,032.67	\$50,032.67	\$56,849.67	\$56,849.67	\$83,000.00	\$83,000.00	
2 16" C900 DR18 Gravity Sewer, Depth 0'-6"	LF	21	\$1,050.00	\$22,050.00	\$4,074.00	\$85,480.00	\$5,480.00	\$116,660.00	\$3,465.00	\$72,675.00	\$3,150.00	\$31,500.00	\$186.33	\$3,913.00	\$3,613.17	\$75,876.60	\$175.00	\$3,675.00	
3 16" C900 DR18 Gravity Sewer, Depth 6'-8"	LF	678	\$1,310.00	\$888,180.00	\$1,898,400.00	\$2,240.00	\$1,518,660.00	\$1,750.00	\$1,185,750.00	\$1,520.00	\$1,030,960.00	\$2,000.00	\$1,356,000.00	\$217.00	\$1,471,260.00	\$196.33	\$1,133,114.00	\$185.00	\$1,254,300.00
4 16" C900 DR18 Gravity Sewer, Depth 8'-10"	LF	60	\$2,090.00	\$125,400.00	\$38,700.00	\$2,435.00	\$149,100.00	\$1,500.00	\$90,000.00	\$1,750.00	\$105,000.00	\$2,600.00	\$15,600.00	\$363.00	\$21,780.00	\$295.67	\$17,740.00	\$200.00	\$12,000.00
5 Remove 8" Gravity Sewer, Replace with 12" C900 DR18 Gravity Sewer, Depth 8'-10"	LF	34	\$190.00	\$6,460.00	\$4,520.00	\$13,260.00	\$390.00	\$13,260.00	\$135.00	\$4,590.00	\$300.00	\$10,200.00	\$336.00	\$11,424.00	\$267.17	\$9,083.67	\$190.00	\$6,460.00	
6 30" Steel Encasement with 16" C900 DR18 Gravity Sewer by Dry Bore and Jack	LF	315	\$1,254.00	\$395,010.00	\$392,490.00	\$885.00	\$287,750.00	\$1,950.00	\$614,250.00	\$1,450.00	\$456,750.00	\$1,300.00	\$409,500.00	\$1,116.67	\$351,750.00	\$1,341.67	\$422,625.00	\$750.00	\$236,250.00
7 30" Steel Encasement with 16" C900 DR18 Gravity Sewer by Open Cut	LF	79	\$576.00	\$45,504.00	\$45,820.00	\$600.00	\$47,400.00	\$900.00	\$71,100.00	\$480.00	\$37,920.00	\$480.00	\$37,920.00	\$585.33	\$46,241.33	\$602.67	\$47,610.67	\$300.00	\$23,700.00
8 Cut	LF	68	\$306.00	\$20,808.00	\$282.00	\$19,176.00	\$480.00	\$32,640.00	\$335.00	\$22,780.00	\$270.00	\$18,360.00	\$366.00	\$24,208.00	\$349.67	\$23,777.33	\$250.00	\$17,000.00	
9 4' ID Manhole, Depth 8'-10"	EA	1	\$11,585.00	\$11,585.00	\$7,000.00	\$7,000.00	\$11,000.00	\$8,400.00	\$8,400.00	\$8,200.00	\$8,800.00	\$8,800.00	\$9,861.67	\$9,861.67	\$8,830.83	\$8,830.83	\$18,000.00	\$18,000.00	
10 5' ID Manhole, Depth 6'-8"	EA	1	\$15,380.00	\$15,380.00	\$8,700.00	\$8,700.00	\$13,700.00	\$10,500.00	\$8,500.00	\$8,500.00	\$11,000.00	\$8,500.00	\$12,593.33	\$12,593.33	\$11,296.67	\$11,296.67	\$20,000.00	\$20,000.00	
11 5' ID Manhole with Spray-In Epoxy Liner, Depth 6'-8"	EA	3	\$21,538.00	\$64,614.00	\$42,900.00	\$127,710.00	\$21,000.00	\$63,000.00	\$51,750.00	\$48,000.00	\$48,000.00	\$48,000.00	\$16,956.00	\$50,868.00	\$19,436.33	\$58,309.00	\$22,500.00	\$67,500.00	
12 Remove Existing Manhole, Replace with 5' ID Manhole, Depth 8'-10"	EA	1	\$13,000.00	\$13,000.00	\$10,200.00	\$10,200.00	\$15,000.00	\$14,750.00	\$9,200.00	\$9,200.00	\$14,000.00	\$14,000.00	\$12,733.33	\$12,733.33	\$12,691.67	\$12,691.67	\$22,000.00	\$22,000.00	
13 Remove Manhole, Depth 6'-8"	EA	2	\$2,080.00	\$4,160.00	\$780.00	\$1,560.00	\$1,800.00	\$3,400.00	\$2,200.00	\$2,200.00	\$4,000.00	\$4,000.00	\$1,553.33	\$3,106.67	\$2,110.00	\$4,220.00	\$5,000.00	\$10,000.00	
14 Remove and Replace Segmental Block Retaining Wall at STA 3+23	LS	1	\$20,000.00	\$20,000.00	\$9,000.00	\$9,000.00	\$1.00	\$15,000.00	\$45,000.00	\$45,000.00	\$82,000.00	\$82,000.00	\$9,667.00	\$9,667.00	\$28,500.17	\$28,500.17	\$25,000.00	\$25,000.00	
15 Asphalt Pavement Patch (NCDOT)	SY	25	\$612.00	\$15,300.00	\$320.00	\$8,000.00	\$275.00	\$6,875.00	\$315.00	\$7,875.00	\$320.00	\$8,000.00	\$369.00	\$9,225.00	\$8,612.50	\$21,780.00	\$500.00	\$2,500.00	
16 Asphalt Pavement Patch (non NCDOT)	SY	175	\$194.00	\$33,950.00	\$120.00	\$21,600.00	\$170.00	\$29,700.00	\$132.00	\$23,100.00	\$120.00	\$21,600.00	\$161.33	\$28,233.33	\$142.67	\$27,666.67	\$500.00	\$2,500.00	
17 Asphalt Milling and Overlay with 2" S9.5C Asphalt Pavement Striping	SY	50	\$102.00	\$5,100.00	\$80.00	\$4,000.00	\$300.00	\$15,000.00	\$60.00	\$3,000.00	\$79.00	\$3,950.00	\$160.67	\$8,033.33	\$128.50	\$6,425.00	\$100.00	\$5,000.00	
18 Temporary Bypass Pumping for Gravity Sewer Improvements and Pump Station Replacement	LS	1	\$112,800.00	\$112,800.00	\$243,500.00	\$243,500.00	\$250,000.00	\$510,000.00	\$260,000.00	\$260,000.00	\$734,000.00	\$734,000.00	\$202,100.00	\$202,100.00	\$351,716.67	\$351,716.67	\$50,000.00	\$50,000.00	
20 Demolition of Pump Station No. 11	LS	1	\$35,000.00	\$35,000.00	\$15,700.00	\$15,700.00	\$100,000.00	\$30,000.00	\$30,000.00	\$52,000.00	\$904,000.00	\$904,000.00	\$50,233.33	\$50,233.33	\$189,450.00	\$189,450.00	\$40,000.00	\$40,000.00	
21 Pump Station No. 11	LS	1	\$750,000.00	\$750,000.00	\$750,000.00	\$750,000.00	\$837,620.00	\$837,620.00	\$1,063,000.00	\$1,063,000.00	\$72,000.00	\$72,000.00	\$756,666.67	\$756,666.67	\$707,103.33	\$707,103.33	\$900,000.00	\$900,000.00	
22 Connect Existing 8" Force Main to SSMH No. 7	LS	1	\$19,280.00	\$19,280.00	\$4,000.00	\$4,000.00	\$15,000.00	\$6,500.00	\$14,800.00	\$14,800.00	\$8,800.00	\$8,800.00	\$12,760.00	\$12,760.00	\$11,396.67	\$11,396.67	\$15,000.00	\$15,000.00	
23 Allowance for Telemetry at PS No. 11	LS	1	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
24 Erosion Control	LS	1	\$15,000.00	\$15,000.00	\$40,000.00	\$40,000.00	\$80,000.00	\$35,000.00	\$35,000.00	\$168,000.00	\$168,000.00	\$19,000.00	\$19,000.00	\$45,000.00	\$45,000.00	\$59,500.00	\$59,500.00	\$25,000.00	\$25,000.00
25 Traffic Control	LS	1	\$15,000.00	\$15,000.00	\$40,000.00	\$40,000.00	\$70,000.00	\$20,000.00	\$20,000.00	\$56,500.00	\$56,500.00	\$92,500.00	\$92,500.00	\$41,666.67	\$41,666.67	\$44,000.00	\$44,000.00	\$25,000.00	\$25,000.00
TOTAL BASE BID				\$1,752,314.00		\$1,989,000.00		\$2,091,256.00		\$2,537,136.00		\$2,735,380.00		\$1,943,856.67		\$2,269,847.67		\$1,768,765.00	

DESCRIPTION	Jymco Construction Company, Inc.		Terreflex Group, LLC		Moffat Pipe, Inc.		Moffat Pipe, Inc.		Moffat Pipe, Inc.		Average of 3 Low Bidders		Average of All Bids		Engineer's Estimate			
	UNITS	TOTAL QUAN.	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST		
ALTERNATE NO. 1																		
1 16" DI Gravity Sewer, Depth 8'-10"	LF	207	\$376.00	\$77,832.00	\$680.00	\$140,760.00	\$410.00	\$84,870.00	\$320.00	\$66,240.00	\$725.00	\$150,075.00	\$488.67	\$101,154.00	\$461.83	\$95,599.50	\$200.00	\$41,400.00
2 16" DI Gravity Sewer, Depth 10'-12"	LF	102	\$428.00	\$43,656.00	\$355.00	\$36,210.00	\$395.00	\$40,290.00	\$330.00	\$33,660.00	\$780.00	\$79,560.00	\$362.67	\$40,052.00	\$431.33	\$43,966.00	\$225.00	\$22,950.00
3 5' ID Manhole, Depth 8'-10"	EA	1	\$10,840.00	\$10,840.00	\$10,000.00	\$10,000.00	\$12,200.00	\$12,200.00	\$9,500.00	\$9,500.00	\$20,000.00	\$20,000.00	\$11,013.33	\$11,013.33	\$11,956.67	\$11,956.67	\$22,500.00	\$22,500.00
4 5' ID Manhole, Depth 10'-12"	EA	1	\$15,133.00	\$15,133.00	\$11,700.00	\$11,700.00	\$13,500.00	\$13,500.00	\$10,500.00	\$10,500.00	\$25,000.00	\$25,000.00	\$13,444.33	\$13,444.33	\$14,305.50	\$14,305.50	\$25,000.00	\$25,000.00
5 Asphalt Pavement Patch (NCDOT)	SY	50	\$102.00	\$5,100.00	\$320.00	\$16,000.00	\$160.00	\$8,000.00	\$320.00	\$16,000.00	\$625.00	\$31,250.00	\$194.00	\$9,700.00	\$296.17	\$14,808.33	\$100.00	\$5,000.00
6 Core Drill 16" Gravity Sewer into Existing Manhole	EA	1	\$20,101.00	\$20,101.00	\$4,000.00	\$4,000.00	\$10,000.00	\$10,000.00	\$7,500.00	\$7,500.00	\$32,500.00	\$32,500.00	\$11,367.00	\$11,367.00	\$12,833.50	\$12,833.50	\$15,000.00	\$15,000.00
TOTAL ALT 1				\$172,662.00		\$218,670.00		\$168,860.00		\$143,400.00		\$338,365.00		\$186,730.67		\$193,599.50		\$131,850.00

DESCRIPTION	Jymco Construction Company, Inc.		Terreflex Group, LLC		Moffat Pipe, Inc.		Moffat Pipe, Inc.		Moffat Pipe, Inc.		Average of 3 Low Bidders		Average of All Bids		Engineer's Estimate			
	UNITS	TOTAL QUAN.	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST	UNIT COST	EXTENDED COST		
TOTAL BASE BID				\$1,752,314.00		\$1,989,000.00		\$2,091,256.00		\$2,537,136.00		\$2,735,380.00		\$1,943,856.67		\$2,269,847.67		\$1,768,765.00
TOTAL BASE BID + ALT 1				\$1,924,976.00		\$2,206,670.00		\$2,260,116.00		\$2,668,400.00		\$2,875,521.00		\$2,130,587.33		\$2,463,447.17		\$1,900,615.00

Verify License/Qualifier Search

Contact

Name

JYMCO Construction Company, Inc.

Address

1586 Yelverton Grove Rd
Smithfield, NC 27577

Phone

(919) 202-5659

License

License #

L.76371

Account Type

License

First Issued Date

01/12/2016

Expiration Date

12/31/2026

Status

Active

License Limitation

Unlimited

Active Classifications

Highway

PU(Electrical-Ahead of P.O.D.)

PU(Water Lines & Sewer Lines)

Qualifiers

Name	Qualifier #	Status
James Michael Hair	Q.33847	Active

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Business Corporation

Actions

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- [Online Filing](#)
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Legal name: JYMCO Construction Company, Inc.

Secretary of State Identification Number (SOSID): 1451295

Status: Current-Active

Citizenship: Domestic

Date formed: 6/10/2015

Fiscal month: December

Registered agent: [Bobbie Jo Hales](#)

Mailing address

1586 Yelverton Grove Road
Smithfield, NC 27577

Principal Office address

1586 Yelverton Grove Road
Smithfield, NC 27577

Registered Office address

393 Heath Road
Four Oaks, NC 27524

Registered Mailing address

393 Heath Road
Four Oaks, NC 27524

Officers

- **Vice President**

[Garland S Whitley](#)

5500 Brogden Road
Smithfield NC 27577

- **Secretary**

[Jimmy Whitley](#)

725 Pollard Road
Smithfield NC 27577

- **President**

[Jimmy R Whitley, Jr](#)

725 Pollard Road
Smithfield NC 27577

- **Treasurer**

[Sylvia N Whitley](#)

2308 Yelverton Grove Church Road
Smithfield NC 27577

Stock:

- **Class:** Common

Shares: 100000

No par value: Yes

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Other Agencies

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Hours of Operation Monday - Friday 8:00 am -
5:00 pm



**North Carolina Secretary of
State's Office**



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Request for Town Council Action

Consent **Award of**
Agenda **Contract**
Item:
Date: 04/21/2026

Subject: Award of Contract for I-95 Gravity Sewer Crossing (Phase II) and PS#10 Improvements
Department: Public Utilities Department
Presented by: Public Utilities Director -Ted Credle
Presentation: Consent Agenda Item

Issue Statement

In 2023, the Town was granted funds directly from the North Carolina state legislature to assist with the improvements for the down-stream gravity sewer that completes the gravity crossing under I-95 and serves the east side of the interstate. This enlargement of the crossing is necessary so the Town can serve whatever develops east of I-95, along the US-70 corridor and along Mallard Road. Plans were designed, permitted, and approved. Proposals were received, and the low bidder for construction has been submitted for Council approval.

Financial Impact

The funds to pay for the construction services (\$2,417,415.00) come from North Carolina state-directed funds in the approved NC budget of FY 2023, for the amount of \$2,548,201, for a total project budget of \$2,600,000.00.

Action Needed

Approve the proposed bidder (TA Loving Company), as recommended by staff, and authorize the Town Manager to execute the proposed agreement

Recommendation

Staff recommends the approval of TA Loving Company as the low bidder and authorize the Town Manager to execute the contract.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Signed Bid Tab
3. Recommendation of Award



Staff Report

**Consent
Agenda
Item:** **Award of
Contract**

As part of the approved FY 2023 North Carolina state budget, the legislature approved funds to individual towns to assist with the construction of necessary utility improvements. Part of this funding was directed to Smithfield for the completion of the downstream gravity sewer to increase the size of the conveyance system under I-95.

The State awarded the Town \$2,500,000 and later increased that amount up to \$2,548,201. This funding amount will be used to pay for the engineering design, construction services, and inspections of the construction, in accordance with the original application submitted to NCDEQ for funding and construction law.

A total of three (3) proposals for the construction services were received on March 19, 2026. The proposals were read aloud, evaluated and the low-bid, responsive contractor was selected.

Staff is asking the Council to approve the proposed contractor. Further, to authorize the Town Manager to execute a contract with the proposed contractor, to perform construction services. Lastly, that the amount of this construction contract for these services is not to exceed the approved amount of \$2,417,415.00, for a total project budget of \$2,600,000.00.

**

PUMP STATION 11 & OUTFALL IMPROVEMENTS - MARKET STREET SEWER REPLACEMENT
TOWN OF SMITHFIELD
BID TABULATION
SRP-W-134-0012.2
BID OPENING: MARCH 19, 2026 2:00 PM

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
Sewer Main Replacement									
1	Mobilization (5% maximum)	LS	1	\$100,000.00	\$100,000.00	120,000.00	\$120,000.00	\$130,505.00	\$130,505.00
2	NCDOT Performance Bond (\$20,000)	LS	1	\$1,500.00	\$1,500.00	2,500.00	\$2,500.00	\$3,000.00	\$3,000.00
3	18" C900 DR 18 Gravity Sewer (Dig & Repl. 10") (10'-16' deep)	LF	2,210	\$260.00	\$574,600.00	292.00	\$645,320.00	\$290.00	\$640,900.00
4	Valving / Piping Installation at Wet Well for Temporary Bypass of Wet Well	LS	1	\$25,000.00	\$25,000.00	27,500.00	\$27,500.00	\$22,000.00	\$22,000.00
5	Core and Connect new 18" Sewer to Existing Wet Well	LS	1	\$5,000.00	\$5,000.00	13,200.00	\$13,200.00	\$8,000.00	\$8,000.00
6	Install new 5' Dia. Manhole in new location (10'-16' Deep)	EA	3	\$18,000.00	\$54,000.00	16,600.00	\$49,800.00	\$15,000.00	\$45,000.00
7	Replace Existing Manhole with new 5' Dia. MH (10'-16' Deep)	EA	9	\$18,500.00	\$166,500.00	20,700.00	\$186,300.00	\$17,500.00	\$157,500.00
8	Abandon Existing Manhole in place	EA	2	\$3,000.00	\$6,000.00	3,100.00	\$6,200.00	\$5,000.00	\$10,000.00
9	Bypass Pumping	LS	1	\$500,000.00	\$500,000.00	258,000.00	\$258,000.00	\$665,000.00	\$665,000.00
10	30" Steel Casing Installation By Jack & Bore	LF	58	\$2,400.00	\$139,200.00	2,100.00	\$121,800.00	\$1,350.00	\$78,300.00
11	Extend / Reconnect Sewer Lateral to New Sewer Main	EA	1	\$6,000.00	\$6,000.00	3,400.00	\$3,400.00	\$13,000.00	\$13,000.00
12	Install 100 mil DFT Epoxy Coating - 5' Dia. Manhole	VF	152	\$440.00	\$66,880.00	550.00	\$83,600.00	\$700.00	\$106,400.00
Site Work									
13	Asphalt Cut & Patch NCDOT (7" B25.OB or B25.OC and 2' min. S9.5B or S9.5C)	SY	150	\$185.00	\$27,750.00	\$420.00	\$63,000.00	\$205.00	\$30,750.00
14A	Mil Existing Pavement 2-inch deep and 10-foot wide over centerline of trench (NCDOT) (MIL 2" Deep, Resurface with 2" S9.5B Overlay) - Funding Eligible	SY	100	\$52.50	\$5,250.00	\$79.00	\$7,900.00	\$54.00	\$5,400.00
14B	Extend Pavement Milling to 25-feet on each side of pavement cut (NCDOT) (MIL 2" Deep, Resurface 2" S9.5B Overlay) - Funding Ineligible	SY	460	\$52.50	\$24,150.00	\$79.00	\$36,340.00	\$54.00	\$24,840.00
15	Asphalt Cut & Patch Town Streets (Parking Lots) (7" B25.OB or B25.OC and 2' min. S9.5B or S9.5C)	SY	1,410	\$130.00	\$183,300.00	\$137.00	\$193,170.00	\$131.00	\$184,710.00
16	Concrete Sidewalk Replacement	SY	165	\$115.00	\$18,975.00	\$136.00	\$22,440.00	\$117.00	\$19,305.00
17	Concrete Curb & Gutter Replacement	LF	570	\$75.00	\$42,750.00	\$70.00	\$39,900.00	\$47.00	\$26,790.00

JF Wilkerson Contracting Co., Inc.
10710 Chapel Hill Rd
Morrisville, NC 27560
License No. 04499

Moffat Pipe, Inc.
701 Finger Lakes Drive
Wake Forest, NC 27587
License No. 54906

TA Loving Company
400 Patetown Road
Goldsboro, NC 27533
License No. 00325

PUMP STATION 11 & OUTFALL IMPROVEMENTS - MARKET STREET SEWER REPLACEMENT
TOWN OF SMITHFIELD
BID TABULATION
SRP-W-134-0012.2
BID OPENING: MARCH 19, 2026 2:00 PM

Item No.	Description	Unit	Estimated Quantity	TA Loving Company		Moffat Pipe, Inc.		JF Wilkerson Contracting Co., Inc.	
				Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
18	Replace / Install ADA Sidewalk Ramp	EA	3	\$1,500.00	\$4,500.00	\$10,700.00	\$32,100.00	\$3,400.00	\$10,200.00
19	Undercut Pipe Trench and Replace with No. 67 Stone for Pipe Foundation	CY	1,000	\$74.50	\$74,500.00	\$90.00	\$90,000.00	\$75.00	\$75,000.00
20	Select Backfill	CY	3,000	\$39.67	\$119,010.00	\$106.00	\$318,000.00	\$50.00	\$150,000.00
21	Rock Excavation Mechanical method	CY	100	\$300.00	\$30,000.00	\$276.00	\$27,600.00	\$300.00	\$30,000.00
22	Restore Drainage Ditch with Rip Rap	CY	20	\$75.00	\$1,500.00	\$141.00	\$2,820.00	\$265.00	\$5,300.00
23	Wattle	EA	11	\$150.00	\$1,650.00	\$178.00	\$1,958.00	\$150.00	\$1,650.00
24	Inlet Protection	EA	2	\$200.00	\$400.00	\$350.00	\$700.00	\$225.00	\$450.00
25	Silt Fence	LF	1,000	\$4.25	\$4,250.00	\$7.00	\$7,000.00	\$4.00	\$4,000.00
26	Tree Protection Fencing	LF	1,000	\$4.75	\$4,750.00	\$7.00	\$7,000.00	\$4.00	\$4,000.00
27	Traffic Control	LS	1	\$75,000.00	\$75,000.00	\$88,000.00	\$88,000.00	\$119,000.00	\$119,000.00
28	Clearing & Grubbing	LS	1	\$50,000.00	\$50,000.00	\$65,000.00	\$65,000.00	\$85,000.00	\$85,000.00
29	Cleanup and Seeding (Min. 5% of Bid Items #3-8)	LS	1	\$50,000.00	\$50,000.00	\$56,000.00	\$56,000.00	\$40,000.00	\$40,000.00
30	Allowance for Parking Lot Restoration	ALW	N/A	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
31	Allowance for Landscaping	ALW	N/A	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
32	Allowance for Miscellaneous Utility Adjustments	ALW	N/A	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Bid Totals					\$2,417,415.00		\$2,631,548.00		\$2,751,000.00

Bids Certified By: _____ Date: **4-2-2026**



Brandon A. Sykes, PE

SEE, PLLC

Sykes Environmental Engineering, PLLC

April 2, 2026

Ted Credle, P.E.
Director of Public Utilities
Town of Smithfield
230 Hospital Road
Smithfield, NC 27577

**Re: PS#11 & Outfall Improvements – Market Street Sewer Replacement
SRP-W-134-0012.2
Recommendation of Award**

Dear Mr. Credle:

Sealed bids for the PS#11 & Outfall Improvements – Market Street Sewer Replacement Project were opened at 2 p.m. on March 19, 2026. Three bids were received and are tabulated on the attached Certified Bid Tabulation. A summary of the bids follows:

BIDDER	TOTAL BID PRICE
TA Loving Company	\$ 2,417,415.00
Moffat Pipe, Inc.	\$ 2,631,548.00
J.F. Wilkerson Construction Co., Inc.	\$ 2,751,000.00

TA Loving Company (NCGC# 325) is currently licensed in North Carolina. The required submittals outlined in the bid proposal appear to be in order and contain no deviations. TA Loving has been a North Carolina based contracting company for over 100-years delivering quality linear infrastructure replacement projects. Sykes Environmental Engineering, PLLC recommends award of this project to TA Loving Company in the amount of \$2,417,415.00.

Sykes Environmental Engineering, PLLC
7242 ACC Blvd, Suite 106
Raleigh, NC 27617
License # P-2436

Sincerely,

A handwritten signature in black ink, appearing to read 'BAS', written in a cursive style.

Brandon A. Sykes, P.E.
President

Attachments: Certified Bid Tabulation
Bid Package from TA Loving Company

Sykes Environmental Engineering, PLLC
7242 ACC Blvd, Suite 106
Raleigh, NC 27617
License # P-2436



Request for Town Council Action

Consent Agenda Item: Janitorial Agreement
Date: 04/21/2026

Subject: FY 26/27 Janitorial Agreement

Department: Public Works Department

Presented by: Lawrence Davis – Public Works Director

Presentation: Consent Agenda Item

Issue Statement

The Public Works Department is requesting to enter into an agreement with Janitize America of Raliegh. The Agreement between the Town of Smithfield and Janitize America of Raliegh is for the FY 2026-2027. This agreement is renewable for one year on an annual basis.

Financial Impact

Amount of contract Bid: \$70,218.96

Action Needed

A motion to approve the agreement with Janitize America of Raliegh for Janitorial Services in the attached agreement and authorize the Town Manager to execute the agreement on behalf of the Town.

Recommendation

Public Works Department recommends Janitize America of Raliegh for Janitorial Services. Barnes Cleaning Company has had the contract for the past four years and while they were previously the lowest bidder, certain requirements outlined in the existing contract were not consistently met. As a result, staff is recommending a change in service provider.

Staff recommends awarding the FY 26-27 Janitorial Service to the Second lowest bidder.

Attachments:

1. Staff Report
2. Bid Proposal
3. Vendor Bid Forms
4. Draft Contract



Staff Report

Consent Agenda Item: **Janitorial Agreement**

This Janitorial agreement is renewable for 1 year on an annual basis. Our contract consists of four (4) facilities; Town Hall, Operation Center, Public Works and Police Department. The Operation Center portion of the contract is paid out of the utility fund. Bid packets were sent out to area contractors as well as everyone on our bidders list. We received proposals from six (6) companies as follows:

1. Barnes Cleaning Company	\$56,278.56
2. Janitize America of Raleigh	\$70,218.96
3. Blink Facility Solutions	\$103,320.00
4. C & S Exteriors, LLC	\$114,335.80
5. Parrish Cleaning Services	\$213,528.00
6. Michelle's Pro Cleaning	\$245,273.52

If approved Funds for all the above services will be budgeted in the FY 2026-2027 Adopted budget.



TOWN OF SMITHFIELD

REQUEST FOR PROPOSAL

FOR

JANITORIAL SERVICE FOR FY 2026-2028

Bid Opening: March 4, 2026, at 9:00 am

by

Lawrence Davis, Public Works Director

REQUEST FOR PROPOSAL

JANITORIAL SERVICE

TOWN OF SMITHFIELD

The Town of Smithfield Public Works Department is seeking bids for Janitorial Services in 4 facilities. Each facility will be cleaned and serviced Monday, Wednesday & Friday within the hours of 8:00 am – 4:00 pm with the exception of Town Hall and Police Department which is required to be cleaned daily Monday through Friday. All paper products, cleaning supplies, trash liners and hand soaps are to be included in your BID. BIDS will be received by the OWNER, TOWN OF SMITHFIELD, at the Smithfield Public Works Building at 231 Hospital Road, Smithfield, NC 9:00 AM EST, on Wed., March 4, 2026, and then at said office, publicly opened and read. Each bid must be submitted in a sealed envelope, addressed to: Town of Smithfield, Attn: Lawrence Davis, Public Works Director, 231 Hospital Road, PO Box 761, Smithfield NC 27577. BID must be plainly marked on the outside envelope as BID for Janitorial Service, the name and address of the BIDDER. Please direct technical questions to: Lawrence Davis, Public Works Director at 919-934-2580. All Bids must be made on the required BID FORM with all blank spaces for BID prices filled in.

NOTE: It is important that prospective bidders be familiar with all locations at which services are required. For that reason, a mandatory walk-through at all locations has been scheduled for Weds. Feb. 25, 2026, beginning at 9:00 am in the Public Works Facility, located at 231 Hospital Road. If for some reason you will be unable to attend at the noted time, you are advised to call immediately and schedule another time for a walk-through prior to date and time of bid opening. To schedule another time/date for your walk-through, contact Lawrence Davis at (919) 989-6570. Questions concerning the services required will be answered at the time of the Walk-through.

See attached specifications for work required at each facility. The Owner reserves the right to reject and waive any and all BIDS.

Janitorial Services Required at Municipal Bldg. - Town Hall, 350 E. Market St.

\$ _____ per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Janitorial Services Required at Police Department, 110 S 5th Street

\$ _____ per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Janitorial Services Required at the Public Works Facility, 231 Hospital Road.

\$ _____ per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Janitorial Services Required at Public Utilities - Operation Center, 230 Hospital Road

\$ _____ per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Prices quoted on the BID FORM will be in effect for the complete term of the contract. The contract will be in effect for a period of 12 months following the date of award. The Town reserves the right to extend this contract for an additional one (1) year period, with an option to renew year to year pending successful completion of the contract and with the agreement of both Parties. This contract may be canceled at any time by either party for any reason upon submission of a sixty (60) day written notice advising intent to cancel contract.

In compliance with the enclosed request for proposal, the undersigned offers and agrees, if this proposal be accepted to furnish the services as described herein at the prices quoted for a period of twelve (12) months beginning July 1, 2026.

Name of Company _____

Address _____

Phone _____

Signature of Authorized Official _____

Name Printed or Typed _____

Title _____

Date _____

Bidder shall sign and return one copy of this form and all other required documents in a sealed envelope marked as shown in the following page:

Lawrence Davis, Public Works Director
The Town of Smithfield Public Works Building
231 Hospital Road, P.O. Box 761
Smithfield, North Carolina 27577

“Request for Proposal: Janitorial Services. To be opened _____
_____.”

(SEAL)

Specifications for Services at:
Municipal Building-Town Hall - 350 E. Market St
Police Dept. – 110 S. 5th St,

The following services are to be completed between (7:00 am - 4:00 pm)

Services required daily:

1. Empty all waste receptacles and remove trash to dumpster located on site.
2. Sweep front and back porches including steps. Blow off sidewalks in area immediately surrounding building. Remove all cigarette butts, litter, etc. from this area.
3. Sweep lobby, steps and hallway.
4. Clean and sanitize rest rooms and disinfect toilets and urinals. Clean all wash basins and wet mop bathroom floors daily or as needed.
5. Clean and sanitize drinking fountains.
6. Refill all paper towels, toilet paper, and soap supplies as necessary.
7. Clean all glass entrance doors.
8. Kitchen area wipe down counters, tables and appliances.
9. Meeting rooms – Conference Room and Council Chambers check and dust furniture as needed, empty trash daily.

Services required twice each week:

1. Dust office furniture and equipment; collection office counter, ledges, sills, pictures, clocks, partition tops, departmental signs, etc.
2. Spot clean and remove stains on carpeted mats and carpeted areas as necessary; spot clean walls and doors as necessary.
3. Vacuum floors and mats.

Services required once every work week

1. Apply furniture polish to all tables and desks that have been cleaned off and counter tops in collection office and offices.
2. Clean and sanitize all light switches and all telephones, door knobs, handles, and push plates.
3. Sweep and damp mop all tiled floor areas. Do not leave slick and dangerous coating on floor in order to prevent falling.

Services required once a month

1. Wash all restroom ceramic wall tiles and wipe down hall walls.
2. Vacuum/dust all chair seats and spot clean as require or necessary.
3. Wipe down vents and returns.
4. Wipe down door jams and baseboards in the buildings.
5. Wipe overhead light covers and clean bugs from inside the light cover.

Services required once a year

1. Wax floors.

Note: Buffing floors out as needed to maintain shine.

**Specifications for Services at:
Public Works Bldg. – 231 Hospital Rd.,
Public Utilities Bldg. -Operations Center – 230 Hospital Rd.**

The following services are to be completed between (7:00 am - 4:00 pm)

Services required three times a week:

1. Empty all waste receptacles and remove trash to dumpster located on site.
2. Sweep front and back porches including steps. Blow off sidewalks in area immediately surrounding building. Remove all cigarette butts, litter, etc. from this area.
3. Sweep lobby, steps and hallway.
4. Clean and sanitize rest rooms and disinfect toilets and urinals. Clean all wash basins and wet mop bathroom floors daily or as needed.
5. Clean and sanitize drinking fountains.
6. Refill all paper towels, toilet paper, and soap supplies as necessary.
7. Clean all glass entrance doors.
8. Kitchen area wipe down counters, tables and appliances.
9. Meeting rooms – Conference Room and Council Chambers check and dust furniture as needed, empty trash daily.

Services required twice each week

1. Dust office furniture and equipment; collection office counter, ledges, sills, pictures, clocks, partition tops, departmental signs, etc.
2. Spot clean and remove stains on carpeted mats and carpeted areas as necessary; spot clean walls and doors as necessary.
3. Vacuum floors and mats.

Services required once every work week

1. Apply furniture polish to all tables and desks that have been cleaned off and counter tops in collection office and offices.
2. Clean and sanitize all light switches and all telephones, door knobs, handles, and push plates.
3. Sweep and damp mop all tiled floor areas. Do not leave slick and dangerous coating on floor in order to prevent falling.

Services required once a month

1. Wash all restroom ceramic wall tiles and wipe down hall walls.
2. Vacuum/dust all chair seats and spot clean as require or necessary.
3. Wipe down vents and returns.
4. Wipe down door jams and baseboards in the buildings.
5. Wipe overhead light covers and clean bugs from inside the light cover.

Services required once a year

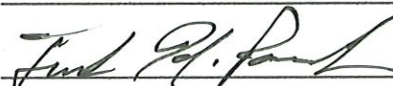
1. Wax floors.

Note: Buffing floors out as needed to maintain shine.

Prices quoted on the BID FORM will be in effect for the complete term of the contract. The contract will be in effect for a period of 12 months following the date of award. The Town reserves the right to extend this contract for an additional one (1) year period, with an option to renew year to year pending successful completion of the contract and with the agreement of both Parties. This contract may be canceled at any time by either party for any reason upon submission of a sixty (60) day written notice advising intent to cancel contract.

In compliance with the enclosed request for proposal, the undersigned offers and agrees, if this proposal be accepted to furnish the services as described herein at the prices quoted for a period of twelve (12) months beginning July 1, 2026.

Name of Company Parrish Cleaning Services, Inc.
Address PO Box 1023
Smithfield, NC 27577

Phone 919-934-5898
Signature of Authorized Official 
Name Printed or Typed Frank H. Parrish
Title vice president
Date 3/3/2026

Bidder shall sign and return one copy of this form and all other required documents in a sealed envelope marked as shown in the following page:

Lawrence Davis, Public Works Director
The Town of Smithfield Public Works Building
231 Hospital Road, P.O. Box 761
Smithfield, North Carolina 27577

“Request for Proposal: Janitorial Services. To be opened _____
_____.

(SEAL)

See attached specifications for work required at each facility. The Owner reserves the right to reject and waive any and all BIDS.

Janitorial Services Required at Municipal Bldg. - Town Hall, 350 E. Market St.

\$ 5598⁰⁰ per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Janitorial Services Required at Police Department, 110 S 5th Street

\$ 5959⁰⁰ per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Janitorial Services Required at the Public Works Facility, 231 Hospital Road.

\$ 2705⁰⁰ per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Janitorial Services Required at Public Utilities - Operation Center, 230 Hospital Road

\$ 3532⁰⁰ per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Prices quoted on the BID FORM will be in effect for the complete term of the contract. The contract will be in effect for a period of 12 months following the date of award. The Town reserves the right to extend this contract for an additional one (1) year period, with an option to renew year to year pending successful completion of the contract and with the agreement of both Parties. This contract may be canceled at any time by either party for any reason upon submission of a sixty (60) day written notice advising intent to cancel contract.

In compliance with the enclosed request for proposal, the undersigned offers and agrees, if this proposal be accepted to furnish the services as described herein at the prices quoted for a period of twelve (12) months beginning July 1, 2026.

Name of Company JANTIZE AMERICA OF RALEIGH INC

Address 8311 SIX FORKS RD. SUITE 109

RALEIGH, NC 27615

Phone 919-665-9392

Signature of Authorized Official Robert W. Chess

Name Printed or Typed ROBERT W. CHESS

Title PRESIDENT/CEO

Date MARCH 2, 2026

Bidder shall sign and return one copy of this form and all other required documents in a sealed envelope marked as shown in the following page:

Lawrence Davis, Public Works Director
The Town of Smithfield Public Works Building
231 Hospital Road, P.O. Box 761
Smithfield, North Carolina 27577

"Request for Proposal: Janitorial Services. To be opened MARCH 4, 2026

(SEAL)

See attached specifications for work required at each facility. The Owner reserves the right to reject and waive any and all BIDS.

Janitorial Services Required at Municipal Bldg. - Town Hall, 350 E. Market St.

\$1,762.50 per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Janitorial Services Required at Police Department, 110 S 5th Street

\$2,112.58 per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Janitorial Services Required at the Public Works Facility, 231 Hospital Road.

\$926.50 per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Janitorial Services Required at Public Utilities - Operation Center, 230 Hospital Road

\$1,050.00 per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.



Michelle's Pro Cleaning

Prices quoted on the BID FORM will be in effect for the complete term of the contract. The contract will be in effect for a period of 12 months following the date of award. The Town reserves the right to extend this contract for an additional one (1) year period, with an option to renew year to year pending successful completion of the contract and with the agreement of both Parties. This contract may be canceled at any time by either party for any reason upon submission of a sixty (60) day written notice advising intent to cancel contract.

In compliance with the enclosed request for proposal, the undersigned offers and agrees, if this proposal be accepted to furnish the services as described herein at the prices quoted for a period of twelve (12) months beginning July 1, 2026.

Name of Company	<u>Freedom Industries, LLC</u>
Address	<u>244 Minter St.</u>
	<u>Buena Vista, GA 31803</u>
Phone	<u>(706) 576-1214</u>
Signature of Authorized Official	<u><i>Dexter White</i></u>
Name Printed or Typed	<u>Dexter White</u>
Title	<u>CEO</u>
Date	<u>2/26/2026</u>

Bidder shall sign and return one copy of this form and all other required documents in a sealed envelope marked as shown in the following page:

Lawrence Davis, Public Works Director
The Town of Smithfield Public Works Building
231 Hospital Road, P.O. Box 761
Smithfield, North Carolina 27577

"Request for Proposal: Janitorial Services. To be opened _____"

(SEAL)

10. Commitment to the Town of Smithfield

Freedom Industries and MPCs are committed to delivering dependable, high-quality janitorial services that keep Town facilities clean, safe, and presentable for employees and the public. Our combined strengths—professional management and expert cleaning execution—ensure the Town receives exceptional value and consistent performance throughout the contract term.



Michelle's ProCleaning

9. Pricing (To Be Inserted on Official Bid Form)

Pricing will be provided on the Town's required BID FORM and submitted in a sealed envelope as instructed.

See attached specifications for work required at each facility. The Owner reserves the right to reject and waive any and all BIDS.

Janitorial Services Required at Municipal Bldg. - Town Hall, 350 E. Market St.

\$ 6,306.73 per month
Including all paper products, cleaning supplies, trash liners and hand soaps.

Janitorial Services Required at Police Department, 110 S 5th Street

\$ 6,306.73 per month
Including all paper products, cleaning supplies, trash liners and hand soaps.

Janitorial Services Required at the Public Works Facility, 231 Hospital Road.

\$ 3,913 per month
Including all paper products, cleaning supplies, trash liners and hand soaps.

Janitorial Services Required at Public Utilities - Operation Center, 230 Hospital Road

\$ 3,913 per month
Including all paper products, cleaning supplies, trash liners and hand soaps.

Prices quoted on the BID FORM will be in effect for the complete term of the contract. The contract will be in effect for a period of 12 months following the date of award. The Town reserves the right to extend this contract for an additional one (1) year period, with an option to renew year to year pending successful completion of the contract and with the agreement of both Parties. This contract may be canceled at any time by either party for any reason upon submission of a sixty (60) day written notice advising intent to cancel contract.

In compliance with the enclosed request for proposal, the undersigned offers and agrees, if this proposal be accepted to furnish the services as described herein at the prices quoted for a period of twelve (12) months beginning July 1, 2026.

Name of Company Barnes Cleaning Company
Address 293 Lockwood Drive
Clayton, NC 27527

Phone (919) 320-3366
Signature of Authorized Official Terrence Barnes
Name Printed or Typed Terrence Barnes
Title Owner/Operator
Date March 4, 2026

Bidder shall sign and return one copy of this form and all other required documents in a sealed envelope marked as shown in the following page:

Lawrence Davis, Public Works Director
The Town of Smithfield Public Works Building
231 Hospital Road, P.O. Box 761
Smithfield, North Carolina 27577

“Request for Proposal: Janitorial Services. To be opened _____
_____.”

(SEAL)

See attached specifications for work required at each facility. The Owner reserves the right to reject and waive any and all BIDS.

Janitorial Services Required at Municipal Bldg. - Town Hall, 350 E. Market St.

\$ 1424²² per month

Including all paper products, cleaning supplies, trash liners and hand soaps.

Janitorial Services Required at Police Department, 110 S 5th Street

\$ 1424²² per month

Including all paper products, cleaning supplies, trash liners and hand soaps.

Janitorial Services Required at the Public Works Facility, 231 Hospital Road.

\$ 809²² per month

Including all paper products, cleaning supplies, trash liners and hand soaps.

Janitorial Services Required at Public Utilities - Operation Center, 230 Hospital Road


\$ 1032²² per month

Including all paper products, cleaning supplies, trash liners and hand soaps.

Prices quoted on the BID FORM will be in effect for the complete term of the contract. The contract will be in effect for a period of 12 months following the date of award. The Town reserves the right to extend this contract for an additional one (1) year period, with an option to renew year to year pending successful completion of the contract and with the agreement of both Parties. This contract may be canceled at any time by either party for any reason upon submission of a sixty (60) day written notice advising intent to cancel contract.

In compliance with the enclosed request for proposal, the undersigned offers and agrees, if this proposal be accepted to furnish the services as described herein at the prices quoted for a period of twelve (12) months beginning July 1, 2026.

Name of Company C & S Exteriors LLC
Address 218 Snowberry Ln
Smithfield, NC 27577

Phone 304-617-2446
Signature of Authorized Official 
Name Printed or Typed Curtis Foy
Title Owner
Date 3/4/2026

Bidder shall sign and return one copy of this form and all other required documents in a sealed envelope marked as shown in the following page:

Lawrence Davis, Public Works Director
The Town of Smithfield Public Works Building
231 Hospital Road, P.O. Box 761
Smithfield, North Carolina 27577

“Request for Proposal: Janitorial Services. To be opened _____
_____”

(SEAL)

See attached specifications for work required at each facility. The Owner reserves the right to reject and waive any and all BIDS.

Janitorial Services Required at Municipal Bldg. - Town Hall, 350 E. Market St.

\$ 2467.³⁰ per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Janitorial Services Required at Police Department, 110 S 5th Street

\$ 2855.²⁵ per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Janitorial Services Required at the Public Works Facility, 231 Hospital Road.

\$ 2103.³⁰ per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

Janitorial Services Required at Public Utilities - Operation Center, 230 Hospital Road

\$ 2103.³⁰ per month
Including all paper products, cleaning supplies, trash liners
and hand soaps.

10. REQUIRED BID FORM

In compliance with the enclosed Request for Proposal, the undersigned offers and agrees, if this proposal be accepted, to furnish the services as described herein at the prices quoted for a period of twelve (12) months beginning July 1, 2026.

Janitorial Services Required at Municipal Bldg. - Town Hall, 350 E. Market St.

\$3,050.00 per month

Including all paper products, cleaning supplies, trash liners and hand soaps.

Janitorial Services Required at Police Department, 110 S. 5th Street

\$3,370.00 per month

Including all paper products, cleaning supplies, trash liners and hand soaps.

Janitorial Services Required at the Public Works Facility, 231 Hospital Road

\$1,090.00 per month

Including all paper products, cleaning supplies, trash liners and hand soaps.

Janitorial Services Required at Public Utilities - Operations Center, 230 Hospital Road

\$1,110.00 per month

Including all paper products, cleaning supplies, trash liners and hand soaps.

Name of Company	Blink Facility Solutions
Address	Raleigh, NC 27601
Phone	(919) 803-7408
Signature of Authorized Official	_____
Name Printed or Typed	Brian Bare
Title	Commercial Facilities Advisor
Date	_____

Bidder shall sign and return one copy of this form and all other required documents in a sealed envelope marked:

Lawrence Davis, Public Works Director
The Town of Smithfield Public Works Building
231 Hospital Road, P.O. Box 761
Smithfield, North Carolina 27577

"Request for Proposal: Janitorial Services. To be opened March 5, 2026 at 9:00 AM."



State of North Carolina

County of Johnston County

This agreement made and entered into this 21st day of April, 2026, by and between the Town of Smithfield (hereinafter "Smithfield" or "Town") and Janitize America of Raleigh, Inc. doing business as (an individual,) or (a partnership,) or (a corporation) hereinafter called "Contractor".

I. DUTIES

For and in consideration of the covenants and agreements of Janitize America of Raleigh, Inc. as contained herein, SMITHFIELD hereby covenants and agrees with Janitize America of Raleigh, Inc. as follows:

SMITHFIELD agrees to pay Janitize America of Raleigh, Inc. for Janitorial Services in Town Hall, Police Dept, Public Works building and Public Utilities Operation Center \$5,851.58 per month for a one-year term, beginning the 1st day of July, 2026. Each Facility will be cleaned and serviced Monday, Wednesday and Friday within the hours of 8:00 am - 5:00 pm, with the exception of Town Hall which is required to be cleaned (same times) Monday through Friday. Janitize America of Raleigh, Inc. is required to supply all paper products, cleaning supplies trash liners and hand soaps in above mentioned facilities.

All facilities shall be cleaned in a reasonable manner and to a high commercial standard of cleanliness as reasonably determined by Town.

The obligation is to keep facilities clean and presentable at all times. In the event of an emergency, Janitize America of Raleigh, Inc. is required to have a representative address the said emergency within the same day of the call between the hours of 8:00 am - 5:00 pm. Janitize America of Raleigh, Inc. will be required to complete specifications for services at each facility according to the included specifications that are outlined in this agreement.

Payment for services by the Town to Janitize America of Raleigh, Inc. will be made following receipt of monthly billing within 30 days unless a charge or bill is disputed, in which case the non-disputed portion will be paid within 30 days.

II. SPECIFICATIONS

The specifications set forth below shall be followed for each facility:

Specifications for Services at: **Municipal Building-Town Hall - 350 E. Market St** **Police Dept. – 110 S. 5th St,**

The following services are to be completed between (7:00 am - 4:00 pm)

Services required daily:

1. Empty all waste receptacles and remove trash to dumpster located on site.
2. Sweep front and back porches including steps. Blow off sidewalks in area immediately surrounding building. Remove all cigarette butts, litter, etc. from this area.
3. Sweep lobby, steps and hallway.
4. Clean and sanitize rest rooms and disinfect toilets and urinals. Clean all wash basins and wet mop bathroom floors daily or as needed.
5. Clean and sanitize drinking fountains.
6. Refill all paper towels, toilet paper, and soap supplies as necessary.
7. Clean all glass entrance doors.
8. Kitchen area wipe down counters, tables and appliances.
9. Meeting rooms – Conference Room and Council Chambers check and dust furniture as needed, empty trash daily.

Services required twice each week:

1. Dust office furniture and equipment; collection office counter, ledges, sills, pictures, clocks, partition tops, departmental signs, etc.
2. Spot clean and remove stains on carpeted mats and carpeted areas as necessary; spot clean walls and doors as necessary.
3. Vacuum floors and mats.

Services required once every work week

1. Apply furniture polish to all tables and desks that have been cleaned off and counter tops in collection office and offices.
2. Clean and sanitize all light switches and all telephones, door knobs, handles, and push plates.
3. Sweep and damp mop all tiled floor areas. Do not leave slick and dangerous coating on floor in order to prevent falling.

Services required once a month

1. Wash all restroom ceramic wall tiles and wipe down hall walls.
2. Vacuum/dust all chair seats and spot clean as require or necessary.
3. Wipe down vents and returns.
4. Wipe down door jams and baseboards in the buildings.
5. Wipe overhead light covers and clean bugs from inside the light cover.

Services required once a year

1. Wax floors.

Note: Buffing floors out as needed to maintain shine.

**Specifications for Services at:
Public Works Bldg. – 231 Hospital Rd.,
Public Utilities Bldg. -Operations Center – 230 Hospital Rd.**

The following services are to be completed between (7:00 am - 4:00 pm)

Services required three times a week:

1. Empty all waste receptacles and remove trash to dumpster located on site.
2. Sweep front and back porches including steps. Blow off sidewalks in area immediately surrounding building. Remove all cigarette butts, litter, etc. from this area.
3. Sweep lobby, steps and hallway.
4. Clean and sanitize rest rooms and disinfect toilets and urinals. Clean all wash basins and wet mop bathroom floors daily or as needed.
5. Clean and sanitize drinking fountains.
6. Refill all paper towels, toilet paper, and soap supplies as necessary.
7. Clean all glass entrance doors.
8. Kitchen area wipe down counters, tables and appliances.
9. Meeting rooms – Conference Room and Council Chambers check and dust furniture as needed, empty trash daily.

Services required twice each week

1. Dust office furniture and equipment; collection office counter, ledges, sills, pictures, clocks, partition tops, departmental signs, etc.
2. Spot clean and remove stains on carpeted mats and carpeted areas as necessary; spot clean walls and doors as necessary.
3. Vacuum floors and mats.

Services required once every work week

1. Apply furniture polish to all tables and desks that have been cleaned off and counter tops in collection office and offices.
2. Clean and sanitize all light switches and all telephones, door knobs, handles, and push plates.
3. Sweep and damp mop all tiled floor areas. Do not leave slick and dangerous coating on floor in order to prevent falling.

Services required once a month

1. Wash all restroom ceramic wall tiles and wipe down hall walls.
2. Vacuum/dust all chair seats and spot clean as require or necessary.
3. Wipe down vents and returns.
4. Wipe down door jams and baseboards in the buildings.
5. Wipe overhead light covers and clean bugs from inside the light cover.

Services required once a year

1. Wax floors.

Note: Buffing floors out as needed to maintain shine.

III. TERM

SMITHFIELD and Janitize America of Raleigh, Inc. further covenant and agree that this agreement will be in effect from July 1, 2026 through June 30, 2027. The Town of Smithfield reserves the right to extend this agreement for an additional one (1) year period pending successful completion of the said agreement. This agreement may also be canceled at any time by either party for any reason upon submission of a sixty (60) day written notice advising intent to cancel agreement.

IV. OTHER REQUIREMENTS

Janitize America of Raleigh, Inc. agrees to maintain comprehensive liability and insurance in an amount no less than \$500,000 for all activities it conducts on the premises of for the Town under this agreement or as otherwise performed by its employees while on Town property or while servicing the Town. Evidence of such coverage shall be provided to the Town upon request. Janitize America of Raleigh, Inc. further warrants that it meets all workers compensation requirements set forth by the laws of North Carolina and agrees to hold harmless the Town in the case of any claim made against the Town by one of its employees while working under this agreement while at a town facility in in any capacity.

Janitize America of Raleigh, Inc. fully acknowledges that it is an independent contractor hired for specific services by the Town and Janitize America of Raleigh, Inc. is responsible for its own hired employees for all payment, wages, salary, income taxes and related charges and that the Town is not responsible for any of these costs or charges in any manner whatsoever. Janitize America of Raleigh, Inc. will hold the Town harmless for any such charges or claims made against it by employees or other parties related to Janitize America of Raleigh, Inc. employees or services.

Janitize America of Raleigh, Inc. is required to comply with, and agrees to comply with, the current E-Verify requirements for contractors and its sub-contractors working with local governments as set forth in NCGS Chapter 64 Article 2.

V. MISCELLANEOUS

- a. Merger and Modification. This instrument constitutes the entire agreement between the parties and supersedes any and all prior

agreements, arrangements and understandings, whether oral or written, between the parties. All negotiations, correspondence and memorandums passed between the parties hereto are merged herein and this agreement cancels and supersedes all prior agreements between the parties with reference thereto. No modification of this instrument shall be binding unless in writing, attached hereto, and signed by the party against whom or which it is sought to be enforced.

- b. Waiver. No waiver of any right or remedy shall be effective unless in writing and nevertheless shall not operate as a waiver of any other right or remedy or of the same right or remedy on a future occasion.
- c. Caption and Words. The captions and headings contained herein are solely for convenience and reference and do not constitute a part of this instrument. All words and phrases in this instrument shall be construed to include the singular and plural number, and the masculine, feminine or neuter gender, as the context requires.
- d. Binding Effect. This instrument shall be binding upon and shall insure to the benefit of the parties and their heirs, successors and permitted assigns.
- e. North Carolina Law. This instrument shall be construed in accordance with the laws of North Carolina without giving effect to its conflict of laws principles.
- f. Forum Selection. In any action arising from or to enforce this agreement, the parties agree (a) to the jurisdiction and venue exclusively of the state courts in Johnston County, North Carolina.
- g. Limitation of Liability. No party will be liable to another party, or to the extent this agreement may limit the same to any third party, for any special, indirect, incidental, exemplary, consequential or punitive damages arising out of or relating to this agreement, whether the claims allege tortious conduct (including negligence) or any other legal theory.
- h. F. Two Originals. This instrument may be executed in two (2) or more counterparts as the parties may desire, and each counterpart shall constitute an original.
- i. Follow Through. Each party will execute and deliver all additional documents and do all such other acts as may be reasonably necessary to carry out the provisions and intent of this instrument.
- j. Authority. Any corporate party or business entities and its designated partners, venturers, or officers have full and complete authority to sell, assign and convey the contracts and assume the obligations referred to herein; said corporations or entities are in good standing under North Carolina law.
- k. Severability. If any one or more of the terms, provisions, covenants or restrictions of this agreement shall be determined by a Court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms, provisions, covenants and restrictions of this Contract shall remain in full force and effect and shall in no way be affected, impaired or invalidated. If, moreover, any one or more of the provisions contained in this Contract shall for any reason be determined by a Court of competent jurisdiction to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed, by limiting or reducing it, so as to be enforceable to the extent compatible with the then applicable law.

1. Notice. All notices, demands or writings in this Contract provided to be given or made or sent that may be given or made or sent by either party hereto to the other, shall be deemed to have been fully given or made or sent when made in writing and deposited in the United States Mail, registered and postage prepaid, and addressed as follows:

To Town of Smithfield: Town of Smithfield
Attn: Town Manager
350 East Market Street
PO Box 761
Smithfield, NC 27577

To Janitize America of Raleigh, Inc.:

8311 Six Forks Rd. Suite 109
Raleigh, NC 27615

The address to which any notice, demand or writing may be given or made or sent to any party as above provided may be changed by written notice given by such party as above provided.

In Witness Whereof, the parties hereto have executed this agreement in duplicate originals, one of which is retained by each of the parties, the day and year above written.

By: Town of Smithfield, NC

By: Janitize America of Raleigh, Inc.

Title: Interim Town Manager

Title: Owner

Signature: _____

Signature: _____

**Name: Kimberly Pickett
(Print)**

**Name: Robert W. Chess
(Print)**

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

Finance Director
Town of Smithfield, NC



Request for Town Council Action

Consent **Advisory**
Agenda **Board**
Item: **Appointments**

Date: 04/21/2026

Subject: Advisory Board Appointments
Department: General Government
Presented by: Town Clerk – Elaine Andrews
Presentation: Consent Agenda Item

Issue Statement

The Town Council is asked to consider appointments to the Appearance Commission and to the Recreation Advisory Committee. Staff has reviewed and confirmed that all Boards have adequate available vacancies to accommodate these appointments, if granted. All applicants have been recently contacted to verify on-going expressed interest in serving on the Town's advisory Boards.

Financial Impact

N/A

Action Needed

The Town Council is asked to consider Appearance Commission applications for first term appointments for Barbara J. Meyer, Kelsey D. Stevens, and Boo Carver. The Council is also being asked to consider a first term appointment of Michaelina Mezzina to the Recreation Advisory Committee.

Recommendation

Staff recommends the appointments of Barbara J. Meyer, Kelsey D. Stevens and Boo Carver for first terms on the Appearance Commission, as well as the first term appointment of Michaelina Mezzina to the Recreation Advisory Committee.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Board Applications



Staff Report

Consent **Advisory**
Agenda **Board**
Item: **Appointments**

Board Appointment

Appearance Commission:

The Town of Smithfield's Appearance Commission has four (4) vacancies. The following residents have submitted applications to be considered for first-term appointments:

- Barbara J. Meyer
- Kelsey D. Stevens
- Boo Carver

Recreation Advisory Committee:

The Town of Smithfield's RAC has two regular member vacancies, and one high school liaison vacancy available. The following applicant wishes to be considered for a first term appointment as a regular member:

- Michaelina Mezzina

Current regular Advisory Board vacancies are as follows:

- Appearance Commission – 4 vacancies
- Planning Board - No regular member vacancies
- Board of Adjustment – No regular member vacancies
- Historic Preservation Commission – No regular member vacancies
- Parks and Recreation Advisory Commission – 2 vacancies/1 High School Liaison

Elaine Andrews

From: noreply@smithfield-nc.com
Sent: Wednesday, January 28, 2026 5:49 PM
To: Elaine Andrews

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Name (Last, First, Middle Initial):
Meyer, Barbara J

Home Address:
2064 Galilee Rd, Smithfield, NC 27577

Business Name & Address:
N/A

Home Telephone:
989-280-4447

Mobile Telephone:
989-280-4447

Email:
barb.meyer@nutrien.com

Board which you are submitting an application:
Appearance Commission

Interests and Skills:
Gardening, Flowers, Landscape Crafting, Painting Accounting

Recent Job Experiences:
Credit Manager

Civic or Service Organization Experience:
Colquitt County (GA) Arts Council

Previous Town Board Experience:
N/A

Current Board/Committee Service:
N/A

Why are you interested in serving on this Board/Commission/Committee?
I recently moved to Smithfield & would like to meet some new people & do some good.

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

NO

If "YES" to above question, please explain in the box below:

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?

NO

If "YES" to above question, please explain in the box below:

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Barbara June Meyer

***** Email Details *****

From IP address: 207.229.111.14

Submitted date: 1/28/2026 5:06:34 PM ID: 1511

Elaine Andrews

From: noreply@smithfield-nc.com
Sent: Friday, March 20, 2026 9:01 AM
To: Elaine Andrews

Follow Up Flag: Follow up
Flag Status: Flagged

Name (Last, First, Middle Initial):
Stevens, Kelsey D.

Home Address:
1206 Chestnut Drive

Business Name & Address:
N/A

Home Telephone:
919-889-3229

Mobile Telephone:
919-889-3229

Email:
kdstevens14@gmail.com

Board which you are submitting an application:
Appearance Commission

Interests and Skills:

I have a strong interest in community aesthetics and creating welcoming, family-friendly environments. Through my experience designing event materials and supporting local school initiatives, I've developed an eye for visual presentation and community engagement. As a resident and parent, I value spaces that are both beautiful and functional, and I'm passionate about contributing to efforts that enhance the overall appearance and character of our town.

Recent Job Experiences:

-Barre Instructor at AIMPAC -Tutor at South Smithfield Elementary

Civic or Service Organization Experience:

-Down to Earth Garden Club -First Baptist Church of Smithfield Children & Families Committee -South Smithfield Elementary PTO President

Previous Town Board Experience:

N/A

Current Board/Committee Service:

N/A

Why are you interested in serving on this Board/Commission/Committee?

I am interested in serving on this committee because I care deeply about the look, feel, and overall character of our community. As a resident and parent, I value clean, welcoming, and thoughtfully designed spaces that make people proud to live here and invite others to visit. I enjoy being involved in local initiatives and would love the opportunity to contribute my perspective, creativity, and attention to detail to help enhance and maintain the appearance of our town.

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

NO

If "YES" to above question, please explain in the box below:

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?

NO

If "YES" to above question, please explain in the box below:

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Kelsey Donahue Stevens

***** Email Details *****

From IP address: 75.182.194.225

Submitted date: 3/20/2026 8:19:44 AM ID: 1545

Elaine Andrews

From: noreply@smithfield-nc.com
Sent: Tuesday, March 24, 2026 1:14 PM
To: Elaine Andrews

Follow Up Flag: Follow up
Flag Status: Flagged

Name (Last, First, Middle Initial):
Carver, Boo

Home Address:
515 Rosewood Dr

Business Name & Address:
N/A

Home Telephone:
9192159518

Mobile Telephone:
9192159518

Email:
jeffandboo@hotmail.com

Board which you are submitting an application:
Appearance Commission

Interests and Skills:
Reading, gardening, pickleball, art, organization, beautification of things.

Recent Job Experiences:
Property manager, real estate

Civic or Service Organization Experience:
Downtown Development of Smithfield 2000 Downtown Development of Clayton 2010 Arts Council
Harbor Women's Club of Clayton

Previous Town Board Experience:
See above

Current Board/Committee Service:
N/A

Why are you interested in serving on this Board/Commission/Committee?

I'm interested in serving on the appearance committee because I enjoy creating spaces that feel welcoming and well cared for. I take pride in details and would love to help enhance the overall look of our community in a thoughtful and practical way.

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

NO

If "YES" to above question, please explain in the box below:

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?

NO

If "YES" to above question, please explain in the box below:

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Boo Carver

***** Email Details *****

From IP address: 75.182.208.168

Submitted date: 3/24/2026 12:32:52 PM ID: 1549

Elaine Andrews

From: noreply@smithfield-nc.com
Sent: Thursday, March 12, 2026 9:44 AM
To: Elaine Andrews

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Name (Last, First, Middle Initial):
Michaelina Mezzina

Home Address:
124 Sunfish Street Smithfield, NC 27577

Business Name & Address:
124 Sunfish Street Smithfield, NC 27577

Home Telephone:
9104940011

Mobile Telephone:
9104940011

Email:
Michaelinamezzina@yahoo.com

Board which you are submitting an application:
Board of Adjustment (In-Town Resident)
Parks/Recreation Advisory Commission
Planning Board (In-Town Resident)

Interests and Skills:

I have a strong interest in responsible community development, land use planning, and maintaining the quality of life for residents in Smithfield. Through my work in commercial asset and property management, I regularly evaluate property performance, oversee improvements, and coordinate projects that involve zoning considerations, site planning, and long-term property stewardship. I have also worked directly with a developer and alongside structural engineers and architects during planning and improvement projects. This experience has given me valuable insight into the development process, including how projects move from concept through design and into execution while balancing regulatory requirements and community impact. In addition to my professional background, I am also a parent and have a strong interest in ensuring Smithfield continues to provide safe, engaging spaces and opportunities for youth and families. I believe parks, recreation programs, and thoughtful community planning play an important role in supporting the next generation and strengthening neighborhoods. My strengths include problem solving, project coordination, reviewing development plans, and working collaboratively with contractors, engineers, architects, and community members. I am particularly interested in supporting thoughtful growth while preserving the character of the community and

enhancing opportunities for families and youth.

Recent Job Experiences:

My current role focuses on commercial asset and property management, where I oversee the operations and performance of commercial real estate properties. My responsibilities include coordinating capital improvement projects, managing vendors and contractors, ensuring regulatory compliance, reviewing property improvements, and maintaining strong tenant relationships. Through this work I regularly collaborate with developers, contractors, structural engineers, and architects on building improvements and development-related projects. This provides hands-on exposure to site planning, construction considerations, and how development decisions impact both property owners and the broader community. This experience has allowed me to develop a practical understanding of land use, property maintenance, development planning, and long-term asset stewardship, which I believe would allow me to contribute a balanced and informed perspective when serving on town boards or advisory commissions.

Civic or Service Organization Experience:

N/A

Previous Town Board Experience:

While I have not previously served on a municipal town board, I have served in board-level roles within professional organizations. I was a board member with the Pennsylvania Apartment Association and also served with the Women's Business Council. In these roles, I participated in leadership discussions, helped guide initiatives within the industry, and collaborated with other professionals to support housing and business-related efforts. Through these positions, I gained experience in board collaboration, program planning, and contributing to initiatives that supported professional development and community engagement.

Current Board/Committee Service:

N/A

Why are you interested in serving on this Board/Commission/Committee?

I am interested in serving because I care about the continued growth and well-being of the Smithfield community. Through my work in commercial asset and property management, I regularly see how planning, zoning decisions, and community investments impact both residents and businesses. In addition to my professional background, I am also a parent and value the importance of safe, engaging spaces and opportunities for youth and families. I believe parks, recreational opportunities, and thoughtful planning play an important role in strengthening communities and supporting future generations. My experience working alongside developers, structural engineers, and architects has also provided insight into how projects are designed and implemented. I believe this perspective, combined with my experience in property management and prior board service within professional organizations, would allow me to contribute a balanced and practical viewpoint when reviewing matters that affect the town. I would welcome the opportunity to give back to the community and support decisions that help Smithfield continue to grow in a thoughtful and positive way.

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

NO

If "YES" to above question, please explain in the box below:

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?

NO

If "YES" to above question, please explain in the box below:

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

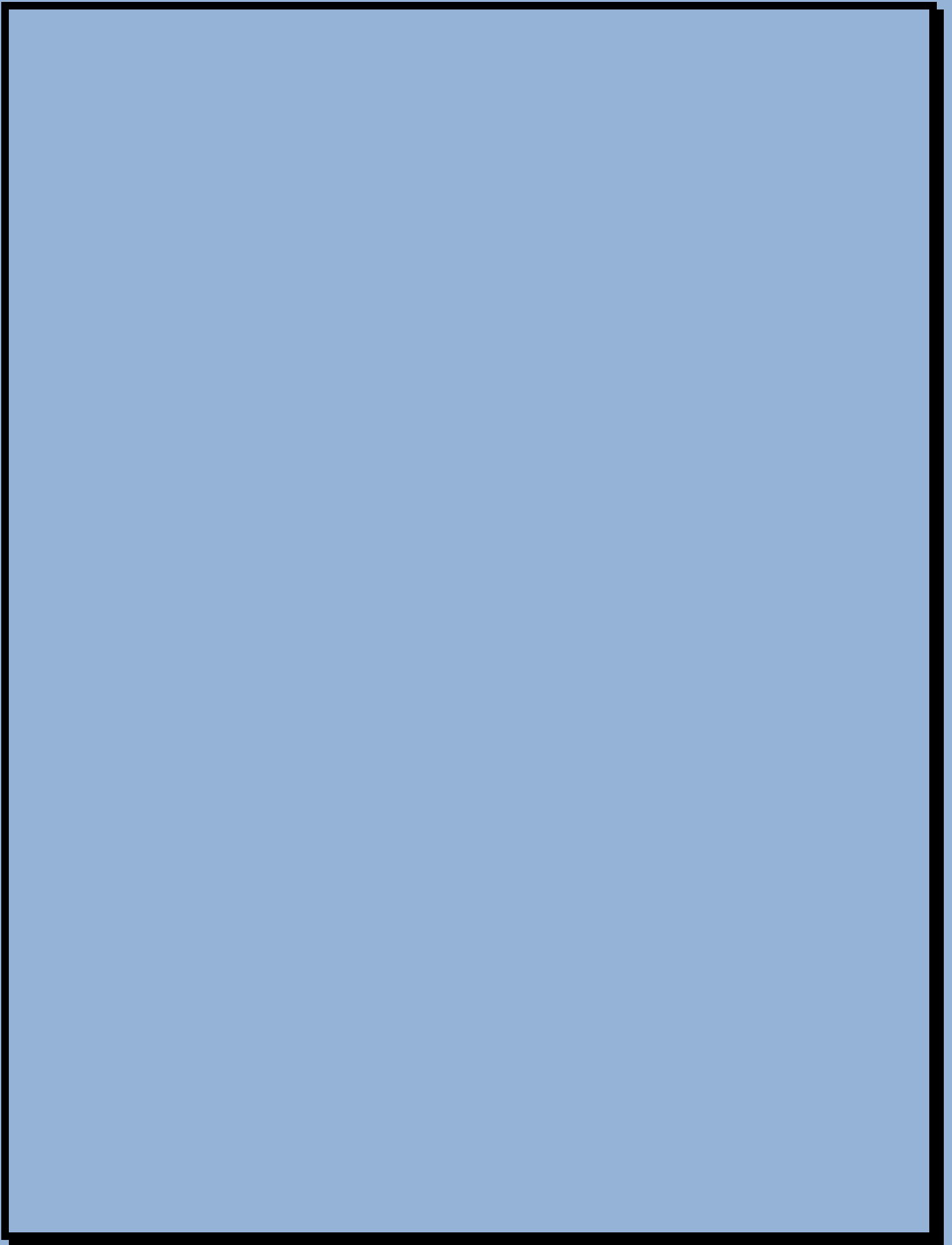
Michaelina Mezzina

***** Email Details *****

From IP address: 75.182.204.168

Submitted date: 3/12/2026 9:02:01 AM ID: 1536

Business Items





Request for Town Council Action

Business **Police**
Agenda **Department**
Item **Restructuring**
Date: 04/21/2026

Subject: Police Department Administrative Staff Restructuring

Department: Police Department

Presented by: Chief of Police – Pete Hedrick

Presentation: Business Agenda Item

Issue Statement

The Police Chief is requesting approval to restructure the Police Department's command staff by establishing two Captain positions to oversee the Patrol Division and the Special Operations Division and eliminating the Deputy Chief position.

Financial Impact

The net impact to the budget is an annual savings of \$3,053.44. These promotions will be funded through salary savings resulting from the retirement of a Deputy Chief and an existing vacant Captain position.

Action Needed

Council is respectfully asked to consider this restructuring and the promotions of two Police Lieutenants to the ranks of Police Captain and one Police Sergeant to the rank of Police Lieutenant and to approve or deny the request

Recommendation

It is recommended by the Chief of Police that the Council approve the proposed restructuring and the promotions of two Police Lieutenants to the rank of Police Captain and the promotion of a Police Sergeant to the rank of Police Lieutenant.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

Business Agenda Item **Police Department Restructuring**

The Police Chief is recommending a restructuring of the Smithfield Police Department's command staff to enhance operational efficiency, strengthen supervision, and better align leadership responsibilities with the needs of the Town.

Under the proposed structure, two Captain positions will be clearly defined by division. The Captain of Special Operations will oversee specialized units, including the School Resource Officer (SRO) program, Community Oriented Policing Services (COPS) initiatives, K-9 Unit, and the Traffic Unit. These units require dedicated leadership due to their direct interaction with the community, coordination with Johnston County Schools and other partner agencies, and the specialized nature of their assignments.

The Patrol Captain will oversee the Patrol Division, including patrol officers and civilian staff assigned to support daily operations. As the Patrol Division represents the largest and most visible component of the department, this structure will provide consistent supervision and oversight of day-to-day operations, calls for service, and emergency response throughout the Town.

As part of this restructuring, two current Lieutenants will be promoted to the rank of Captain, allowing the department to fill these leadership roles with experienced personnel who are already familiar with the Town's operations, policies, and community needs. These promotions will create a resulting vacancy at the Lieutenant level. Approval is also requested to fill this Lieutenant vacancy to maintain appropriate supervisory coverage and ensure continued operational effectiveness within the department.

This restructuring will create a more balanced distribution of personnel and supervisory responsibilities, improve communication within the chain of command, and enhance accountability across divisions. It will also allow the Police Chief to focus more on strategic initiatives, community engagement, and long-term planning for the department.

Additionally, this proposal supports succession planning efforts within the organization. With anticipated retirements in leadership positions, this structure will help ensure continuity of operations, provide opportunities for internal advancement, and allow for the transfer of institutional knowledge. Establishing this framework now positions the department to effectively manage future growth and increasing service demands within the Town of Smithfield.

Overall, the proposed restructuring is intended to strengthen the Police Department's ability to serve the community, improve operational effectiveness, and maintain a high level of public safety for the citizens of Smithfield.