

**Mecklenburg County Department Financial Services
Encumbrance Request Form**

Requested by: Eric Waldron **Date:** 11/18/2025

Ship to address: _____ **Does this purchase use Federal funds where UG may apply?**
NO

List applicable codes and amounts in columns below.

FUND:	0001						
DEPARTMENT:	AFM						
UNIT:	2204						
APPROPRIATION UNIT:	AFM220456						
LOCATION:	2101						
ACTIVITY:	2002						
FUNCTION:	EE2630						
AMOUNT:	\$17,045.39						

Only need to complete these if you are splitting the purchase across several accounting codes

END USER: EBS-CRC

JUSTIFICATION

Labor & Materials to replace the card reader pedestal and "Entrance B Signage"

Fill in Itemized Request

Quantity	Part	Description	Unit Cost	Total Cost	Object Code
1		Labor and materials to remove pavers around damaged sign and card reader pedestal. Install new concrete below pavers for card reader pedestal to mount to. Fabricate and install new building signage, install low voltage connections for card reader pedestal. Install new pavers and granite finds		\$17,045.39	5050
Total				\$17,045.39	

Note: Please make sure financial data is valid and funds are available. *Incomplete forms will delay processing.*

Preferred Vendor (if applicable): VS004865 ARAMARK

Date Needed on or before: 11/18/2025

FOR FINANCE USE ONLY

PO # _____
 ADVANTAGE: _____ / _____ / _____
 VENDOR: _____ / _____ / _____



Client
Mecklenburg County

Manager
Alexander, Joseph 1

Project Name
EBS Vehicle Damage

Date
11/17/2025

Price to Client

\$17,045.39

Description

EBS signage and card reader repair

Tasks & Supplies

\$16,233.70

Fabrication and installation of sign
Install card reader pedestal, replace
pavers and connect low voltage
connection

\$16,233.70

Totals

Aramark (5%)

\$811.68

Total Cost

\$17,045.39

Notes

If you have any questions contact Alexander, Joseph 1 at alexander-joseph2@aramark.com.

EBS Vehicle Damage Repairs

Nov 05 2025

www.nancegc.com



Quoted Items

Quoted items represents a break down of the quote for your project. If you have any questions about any item, please feel free to contact us.

New Work

\$16,233.70

Ref	Description	Price (Excl. Tax)
1.1	Superintendent	\$4,200.00
1.2	Remove pavers and finds around damaged sign and card reader pedestal	\$1,729.20
1.3	Install new concrete below pavers for card reader pedestal to mount to	\$1,965.00
1.4	Fabricate and install new building signage	\$3,275.00
1.5	Low voltage connections for card reader pedestal	\$1,310.00
1.6	Install new pavers and granite finds	\$2,772.00
1.7	Materials - Concrete - Pavers - Granite Finds	\$982.50

Quote Summary

Quoted items represents a break down of the quote of your project.If you have any questions about any item, please feel free to contact us.

Sub Total:	\$16,233.70
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Tax:	\$0.00
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Incl. Tax:	\$16,233.70
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Terms & Conditions

This Quote is valid for 30 days

This proposal may be withdrawn by us if not accepted within 30 days. All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard industry practices. Any alteration or deviation from the above described scope of work involving extra costs will be executed only upon written orders and will become an extra charge over and above this quote. This proposal shall be made part of the contract.