



# North Carolina Department of Public Safety

## Purchasing and Logistics

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Cassandra Skinner Hoekstra, Chief Deputy Secretary  
Douglas Holbrook, Chief Financial Officer  
Joanne B. Rowland, Director

May 31, 2022

Dan Lamontagne  
Chatham County Manager  
Po Box 1809,  
Pittsboro, NC 27312

**SUBJECT Being +/- 136 Net Square Feet of Office Space located at 1105 E. Cardinal Street, Siler City, Chatham County, North Carolina. Being +/- 901 Net Square Feet of Office Space located at 40-E Chatham Street, Pittsboro, Chatham County, North Carolina.**

Dear County Manager Lamontagne,

Hello and Good Day to you and the County of **Chatham**. Our office has become aware of the expiration of the lease agreement for the listed property.

As you are aware, our DPS **Juvenile Justice** staff have been occupying leased space in **Chatham** county. With retrospect to §Statute 15-209 and in effort to initiate a new request, will you please review the "no cost" lease documents attached. Pending your approval, sign, notarize the two (2) originals and return via attention to me at the MSC listed below. The lease will then be executed by the DPS Purchasing and Logistics Office in which one (1) original will be returned to you for your records. Please note to leave the date on the first page blank as this will be completed by the DPS Purchasing and Logistics Office upon execution.

Should you have any questions or concerns, please feel free to contact me. Thank you in advance for your timeliness and assistance regarding this matter.

Sincerely,

Kyla S. Virden  
Administrative Specialist I  
Phone: 919-576-5559  
Fax: 919-733-5188  
Kyla.virden@ncdps.gov

ksv

Attachments

**MAILING ADDRESS:**  
4227 Mail Service Center  
Raleigh, NC 27699-4200  
[www.ncdps.gov](http://www.ncdps.gov)



**OFFICE LOCATION:**  
3030 Hammond Business Place  
Raleigh, NC 27603-3666  
Telephone (919) 743-8141  
Fax (919) 715-3731

*An Equal Opportunity Employer*