



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, SEPTEMBER 12, 2017 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

Mayor A. Keith McDonald: Present, Alderman W.C. Pleasant: Present, Alderman Emily Elliott: Present, Alderman David Parsons: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Paula Sedgwick: Present.

INVOCATION

Opening Prayer by Stephen Brannon, Faith Baptist Church

FUTURE MEETINGS

Parks and Recreation Advisory Board, September 14 at 7 p.m.

Historic Preservation Commission, September 18 at 7 p.m.

BPACC Advisory Board, September 19 at 6 p.m.

Bartlett Arts Council, September 19 at 6:30 p.m.

Design Review Commission, September 19 at 6:30 p.m.

Board of Education Work Session, September 21 at 7 p.m.

RECOGNITIONS

Police Department Traffic Division receipt of awards from Tennessee Highway Safety Office

Police Chief Gary Rikard stated that the Department's Traffic Division won third place in the Tennessee Highway Safety Office Law Enforcement Challenge for departments with 101 - 200 officers. Additionally, the Police Department won the Child Passenger Safety Award for the entire state of Tennessee.

Tracy Tyler to receive Lifesaver Award

The police department gave Tracy Tyler the Saved by the Belt award for wearing her seatbelt during a 2016 critical crash in Bartlett. Ms. Tyler was severely injured as the front seat passenger in a vehicle hit by a drunk driver who ran a red light. Chief Rikard said she owes her survival to wearing her seatbelt.

2017 Bartlett Express Readers' Choice Awards

Carolyn Bahm, Editor of *The Bartlett Express*, announced the City winners of the 2017 Bartlett Express Readers' Choice Awards.

Best Police Officer: Thomas McCollom
Best Firefighter/Paramedic: Johnny Johnson and David Coady
Best city Employee: Debbie Gelineau
Best Performing Arts Center: Bartlett Performing Arts and Conference Center
Best Fitness Center: Bartlett Recreation Center

Mayor's Youth Council Class of 2018

The Mayor's Youth Council Class of 2018 introduced themselves.

Eva Blake, freshman at the Bartlett Ninth Grade Academy
Erin Bowens, senior at Bartlett High School
Alexandra Cook, senior at Bartlett High School
Bethany Crane, senior at Tipton Rosemark Academy
Kevin Flanary, freshman at Bartlett Ninth Grade Academy
Faith Johnson, eighth grader at Bon Lin Middle School
Sean Greene, senior at Christian Brothers High School
Jed Hudson, junior at home school
Breanna Jones, senior at Bolton High School
Miranda Miskel, eighth grader at Elmore Park Middle School
Ryan Owens, eighth grader at Appling Middle School
Anuj Patel, eighth grader at Bon Lin Middle School
Cole Price, eighth grader at Appling Middle School
Hannah Rouse, senior at Bartlett High School
Anna St. Clair, sophomore at Bartlett High School
Abigail Sisson, eighth grader at Appling Middle School
Anna Trakul, eighth grader at St. Ann Catholic School
Patrick Wallace, senior at Bartlett High School
Nicholas Winkler, junior at Bartlett High School
Reagan Wallgren, sophomore at Faith Heritage Christian School

*****Official Business of the Day*****

MINUTES ACCEPTANCE

Minutes of the August 22, 2017 Board of Mayor and Aldermen Regular Meeting

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bobby Simmons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bobby Simmons, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 1 Special event permit for Tennessee Baptist Children's Home Fall Festival. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, October 14 from 9 a.m. to 2 p.m. at the Tennessee Baptist Children's Home.
- 2 Bid for two 2018 Ford F150 trucks. (Jim Brown, Director of Code Enforcement)**
Recommend accepting the lowest bid from AutoNation at a cost of \$20,479.16 each and a total cost of \$40,958.32. Funds are available in Account 311.48311.785.29118.
- 3 Bid for two 2017 Ford F250 XL trucks with eight-foot beds. (Shan Criswell, Director of Parks and Recreation)**
Recommend accepting the lowest bid for two Ford F250 XL trucks from Country Ford, Inc. at a total cost of \$67,544.00. Funds are available in Account 311.48311.785.50718.
- 4 Bid for 14 2018 Dodge Charger police pursuit vehicles. (Gary Rikard, Chief of Police)**
Recommend accepting the lowest bid from Freeland Automotive at a cost of \$24,999.00 each for 14 2018 Dodge Chargers for a total cost of \$349,986.00. Funds are available in Account 311.48311.785.20318.
- 5 Bid to equip 14 police vehicles. (Gary Rikard, Chief of Police)**
Recommend accepting the only bid from ComServ Wireless at a total cost of \$73,346.00. Funds are available in Account 311.48311.785.20318.
- 6 Purchase 14 computers for police pursuit vehicles. (Gary Rikard, Chief of Police)**
Request authorization to purchase 14 Panasonic in-car computers at a cost of \$3,585.86 each for a total cost of \$50,202.04 from CDW-G. This price includes docking stations and car chargers. This purchase will be made from the National Intergovernmental Purchasing Alliance contract. Funds are available in Account 311.48311.785.20318.
- 7 Purchase 14 in-car video cameras for new police vehicles. (Gary Rikard, Chief of Police)**
Request authorization to purchase 14 WatchGuard in-car video cameras from WatchGuard at a total cost of \$84,935.00. WatchGuard is a sole-source provider. Funds are available in Account 311.48311.785.20318.
- 8 Bid for one 2018 Ford Explorer. (Terry Wiggins, Fire Chief)**
Recommend accepting the lowest bid from Country Ford at a cost of \$28,992.00. Funds are available in Account 311.48311.785.25718.
- 9 Bid for two automated, side-loader refuse trucks. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest, qualified bid from Sansom at a total cost of \$475,600.00. Funds are available in Account 122.48122.935.

- 10 Bid for one walking floor transport trailer. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest, qualified bid from Spector MFG at a cost of \$74,100.00. Funds are available in Account 122.48122.939.
- 11 Bid for one 2017 Ford F350 with utility crane bed. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Country Ford at a cost of \$48,884.00. Funds are available in Account 510.51300.935.
- 12 Proposal for alarms, door access controls, and camera systems. (Dick Phebus, Director of Finance)**
Recommend accepting the best proposal from Interactive Security for citywide alarms, door access control, and camera systems. Funds are available in various departmental accounts.
- 13 Authorization to auction surplus property. (Dick Phebus, Director of Finance)**
Twenty-one items have been identified as having a potential auction-value of \$500 or more and will be auctioned on GovDeals.com.

NEW BUSINESS

- I Resolution 42-17, a resolution to amend the Fiscal Year 2018 Bartlett City Schools Education Capital Project Fund. (Dick Phebus, Director of Finance)**

Mr. Phebus explained that the Board of Education was amending its Fiscal Year 2018 Budget to provide \$240,000 for a new HVAC system at Appling Middle School.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

OPEN DISCUSSION

Alderman Parsons asked those interested in entering a barbecue team in this year's contest to fill out the application posted on the City's website. The contest will be held during the City's festival Saturday, September 30.

ADJOURNMENT

Meeting adjourned at 7:30 PM



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, AUGUST 22, 2017 - BARTLETT CITY HALL - 7:00 PM

ATTENDANCE

Mayor A. Keith McDonald: Present, Alderman W.C. Pleasant: Present, Alderman Emily Elliott: Present, Alderman David Parsons: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Paula Sedgwick: Present.

INVOCATION

Opening Prayer by Terry Easley, Faith Baptist Church

FUTURE MEETINGS

Board of Education, August 24 at 7 p.m.

Beer Board, September 5 at 6 p.m.

Bartlett Station Commission, September 6 at 7:30 a.m.

City Beautiful Commission, September 7 at 6:30 p.m.

Bartlett Historical Society, September 11 at 7 p.m.

Planning Commission, September 11 at 7 p.m.

RECOGNITIONS

*****Official Business of the Day*****

MINUTES ACCEPTANCE

Minutes of the August 8, 2017 Board of Mayor and Aldermen Regular Meeting

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bobby Simmons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

Minutes Acceptance: Minutes of Aug 22, 2017 7:00 PM (MINUTES ACCEPTANCE)

PUBLIC HEARING

Individuals will have a maximum of three minutes to speak either for or against the item, with a total of 20 minutes for each side.

- I. Resolution 33-17, a resolution approving a special use permit for an assisted living facility to be located north of Highway 64 on the northeast corner of New Brunswick and Brunswick roads.

No one spoke in favor or in opposition of Resolution 33-17.

UNFINISHED BUSINESS

- I **Resolution 33-17, a resolution approving a special use permit for an assisted living facility to be located north of Highway 64 on the northeast corner of New Brunswick and Brunswick roads. (Kim Taylor, Director of Planning and Economic Development)**

Ms. Taylor explained that this property is zoned Commercial-Highway (CH) Business, which requires a special use permit for an assisted living facility. The applicant plans to develop seven-acres of this 26-acre vacant lot. The Planning Commission gave this development a favorable recommendation at its July 6 meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- I **Special seasonal event permit for Big Jim's pumpkins & Christmas tree sales. (Jim Brown, Director of Code Enforcement)**
The event will be held from September 20 through December 20 from 9 a.m. to 9 p.m. at 6777 Stage Road.
- 2 **Annual Bartlett Kids Triathlon. (Shan Criswell, Director of Parks and Recreation)**
The event is scheduled for Saturday, September 9 starting at 7:30 a.m. and will take place in and around the Bartlett Recreation Center. The Center will be closed until 11 a.m. the day of the event.
- 3 **Reappraisal service fees. (Dick Phebus, Director of Finance)**
Shelby County Government has provided property reappraisal services for its Fiscal Years 2014 - 2017 Reappraisal Cycle. Total prorated reappraisal fees are \$201,935.00. Funds are available in Account 110.41100.259.

Minutes Acceptance: Minutes of Aug 22, 2017 7:00 PM (MINUTES ACCEPTANCE)

- 4 **Proposal for janitorial services for the Bartlett Library. (Dick Phebus, Director of Finance)**
Recommend accepting the lowest and best proposal from Elite Service Group at a total cost of \$29,380. Funds are available in Account 110.41480.176.
- 5 **Bid for one ambulance. (Terry Wiggins, Fire Chief)**
Recommend accepting the lowest bid from Demers at a cost of \$187,405.00. Funds are available in Account 311.48311.785.25618.
- 6 **Bid for four zero-turn mowers. (Shan Criswell, Director of Parks and Recreation)**
Recommend accepting the lowest qualified bid from Bartlett Small Engines at a total cost of \$51,250.00. Three of these mowers are for Parks and Recreation maintenance and one is for school maintenance. Funds are available in Accounts 311.48311.785.50718 and 11044400.939.
- 7 **Bid for Shadowlawn Road Sewer Project, Phase 2A. (John Horne, Assistant Director of Engineering)**
Recommend accepting the lowest bid from D & E Construction in the amount of \$231,540.00, plus a contingency amount of \$25,000.00 for a total cost of \$256,540.00. Funds are available in Account 312.48312.780.8114.
- 8 **Planning Commission report for August 2017. (Kim Taylor, Director of Planning and Economic Development)**
Item 1 - Master Plan for Morris Commercial Subdivision was approved with conditions.
Item 2 - Site plan for 3A Collision was approved with conditions.

NEW BUSINESS

- I **Resolution 39-17, an initial resolution authorizing the issuance of not to exceed fifty-two million dollars (\$52,000,000) general obligation public improvement bonds of the City of Bartlett, Tennessee. (Dick Phebus, Director of Finance)**

Mr. Phebus explained that these bonds will be used to fund the City's Capital Improvement Budget and Bartlett High School's renovation.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Emily Elliott, Alderman
SECONDER:	David Parsons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 2 Resolution 40-17, a resolution authorizing the issuance of general obligation refunding and improvement bonds of the City of Bartlett, Tennessee in the aggregate principal amount of not to exceed \$55,000,000, in one or more series; making provision for the issuance, sale and payment of said bonds, establishing the terms thereof and the disposition of proceeds therefrom; and providing for the levy of taxes for the payment of principal of, premium, if any, and interest on the bonds. (Dick Phebus, Director of Finance)**

Mr. Phebus noted that this bond resolution is not in addition to the previous resolution, but includes the previous one. The difference in the amounts is that this resolution includes refunding some bonds, which will save the City money.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Jack Young, Vice Mayor
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

- 3 Resolution 41-17, a resolution to donate surplus personal property to the Town of Gallaway, Tennessee. (Dick Phebus, Director of Finance)**

Mr. Phebus stated that the police department has two surplus vehicles that the Gallaway police department expressed interest in. This resolution allows the City to donate these two cars to Gallaway.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	David Parsons, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

OPEN DISCUSSION

No one spoke during Open Discussion.

ADJOURNMENT

Meeting adjourned at 7:14 PM

W.C. Pleasant, Register to the
Board of Mayor and Alderman

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Aug 22, 2017 7:00 PM (MINUTES ACCEPTANCE)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 09/12/17 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

**Special event permit for Tennessee Baptist Children's Home
Fall Festival.**

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Bobby Simmons, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



APPLICATION FOR SPECIAL EVENT
OFFICE OF
BARTLETT CODE ENFORCEMENT
6382 STAGE ROAD
BARTLETT TN 38134
901-385-6425

6896 Highway 70 Bartlett, TN 38133
 Address Zip Code

10/14/17 9am - 2pm
 Dates of the Event Hours of the Event

Fall Festival
 Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

TN Baptist Children's Homes
 Property Owner

April Morris 6896 Highway 70 Bartlett, TN 38135
 Special Event Permit Applicant Address of Applicant

901-386-3961 901-382-9754
 Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

- ☒ Letter of Permission
- ☒ Insurance
- ☒ Tents (Fire Retardant letter included)
- ☒ Special Event Checklist
- ☒ Map
- ☒ Sign or Banner

\$60.00 Special Event Fee
\$4.00 Permit Issuing Fee
0 Total

April Morris 8/17/17
 Responsible Person Date

****Notify building department 10 days prior to Special Event to be held unless it is a Public Attraction which requires approval from the Board of Mayor & Aldermen.****

APPROVAL

This application is not a permit and grants no rights or privileges.

Special Event Checklist

Event: TBCH Fall Festival
 Location: 6896 Highway 70 Bristol, TN 37620
 Dates: 10/14/17

Type of special event: (Check one.)

- | | |
|---|---|
| <p>☐ <i>Type 1: Noncommercial Events.</i> Fund-raising or non-commercial events held outside an enclosed permanent structure, including parades, advertised demonstrations, or events, including structures used in conjunction with the event.</p> <p>☐ <i>Type 2: Special Seasonal Events.</i> Farmers' market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold other than on the site where grown, constructed or assembled.</p> | <p>☐ <i>Type 3: Commercial Events.</i> Significant commercial events such as tent sales, sidewalk sales, trade shows, merchandise sales, product demonstrations or transient merchants.</p> <p>☒ <i>Type 4: Public Attractions.</i> Significant outdoor public events intended primarily for entertainment or amusement, such as carnivals, concerts, or festivals, including fireworks displays. Requires approval by the Board of Mayor and Aldermen.</p> |
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Exempt events: (If any of these apply, the special event is exempt from the permit requirement.)

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| <p>☐ <i>Public property.</i> Any special event wholly on public streets and right-of-ways or other property of the City, excluding public parks, which special event is allowed specifically or generally by action of the Board of Mayor and Aldermen.</p> <p>☐ <i>Public parks.</i> Any special event held within a public park. (Although exempt from this Section, these types of special events shall be governed by other provisions of the Codified Ordinances regulating conduct in City parks and recreation areas.)</p> <p>☐ <i>City sponsorship.</i> Any special event sponsored or co-sponsored by the City. Such event shall, however, be in compliance with the performance standards in Section 27.F.</p> <p>☐ <i>Special use permit or site plan.</i> Any business already operating under a special use permit or site plan that authorizes the display and sale of outdoor goods or authorizes the operation of any special event as defined herein.</p> <p>☐ <i>Yard sales.</i> Yard sales regulated under Article VI, Section 1 of the Zoning Ordinance.</p> | <p>☐ <i>Auctions/estate sales.</i> Auctions/estate sale for individual property that is not considered a special event and is conducted by duly licensed auctioneers.</p> <p>☐ <i>Business deliveries.</i> Newspaper delivery or bona fide merchants who deliver goods in the regular course of business.</p> <p>☐ <i>Certain solicitations.</i> Solicitors for charitable, non-profit or religious organizations who go from dwelling to dwelling, business to business, street to street, taking or attempting to take orders for goods, wares and merchandise are exempt from these provisions, provided these organizations meet the Internal Revenue Service Criteria to qualify as a charitable, non-profit or religious organization.</p> <p>☐ <i>First Amendment activity.</i> The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion or Press.</p> <p>☐ <i>Political campaigning.</i> Campaigning for public office.</p> |
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Performance standards:

	Sub- mitted ✓ or X	OK	N/A		Comments
1		✓		<i>Location.</i> Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.	
2			✓	For all special events that require the use of public right-of-way, the permit granted shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.	
3			✓	Type 3 outdoor sales must be conducted by an existing permanent business adjacent to and on the property of the location of the permanent business. The outdoor sales are to be conducted as an adjunct to the existing permanent business.	
4		✓		<i>Land-use compatibility.</i> The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses.	
5		✓		The special event shall not impair the normal, safe and effective operation of a permanent use on the same site.	
6		✓		The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to parking and access points.	
7			✓	<i>Compliance with other regulations.</i> All structures shall meet all applicable provisions of the Building Code.	
8			✓	Any temporary structure shall be promptly removed upon the cessation of the event. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the event coordinator's expense.	

	Sub- mitted ✓ or X	OK	N/A		Comments										
9		✓		<i>Hours of operation and duration.</i> The duration and hours of operation of a special event shall be consistent with the surrounding land uses. The total duration of a special event shall not exceed the duration set forth in Table VI.27-1; however, the duration of the special event may be modified by conditions attached to the issuance of the special event permit, as set forth in Section 27.F. Table V.27-1: Special Event Maximum Duration <table><tr><th>Type of Special Event</th><th>Duration</th></tr><tr><td>Type 1: Noncommercial</td><td>30 days</td></tr><tr><td>Type 2: Special Seasonal</td><td>90 days</td></tr><tr><td>Type 3: Commercial</td><td>14 days</td></tr><tr><td>Type 4: Public Attractions</td><td>14 days</td></tr></table>	Type of Special Event	Duration	Type 1: Noncommercial	30 days	Type 2: Special Seasonal	90 days	Type 3: Commercial	14 days	Type 4: Public Attractions	14 days	
Type of Special Event	Duration														
Type 1: Noncommercial	30 days														
Type 2: Special Seasonal	90 days														
Type 3: Commercial	14 days														
Type 4: Public Attractions	14 days														
10		✓		In addition to the maximum duration as set forth in Table VI.27-1, a shopping center may hold centralized special events, not connected to individual businesses within the shopping center, which do not exceed sixty (60) days in a calendar year. The duration of all special events in a shopping center may be extended on a case by case basis if the special event(s) take place in shopping center parking areas not required for the primary businesses.											
11		✓		<i>Frequency.</i> Except as otherwise provided herein, the maximum frequency of a special event on the same property shall be two (2) times per calendar year, excluding a shopping center. A shopping center shall be allowed to hold four (4) centralized events not connected to any individual business located within the center in addition to those events held by the individual businesses located within the shopping center.											

	Sub- mitted ✓ or X	OK	N/A		Comments
12		✓		Type 3 outdoor sales at a specific location may be permitted only as follows: a. Outdoor sales may be permitted once in each calendar month if the duration is not more than three (3) days. b. Outdoor sales may be permitted once in each calendar quarter if the duration is more than three (3) days but not more than ten (10) days. c. The minimum time between consecutive outdoor sales periods for the same business on the same property shall be fourteen (14) days from the beginning of one period to the beginning of the next period. Permitted durations are not cumulative in any time period, that is, the time periods in both "a" and "b" may not be added together.	
13		✓		<i>Traffic circulation.</i> The special event shall not cause undue traffic congestion or accident potential, given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.	
14			✓	<i>Street closings.</i> The special event permit recipients shall be responsible for securing, installing and immediate removal upon cessation all barricades and signs when street closings are approved. Large Class III barricades shall be sandbagged to prevent blowing over.	

	Sub- mitted ✓ or X	OK	N/A		Comments
15		✓		<i>Fire safety.</i> The fire department shall be consulted for the following requirements and inspection, as necessary. a. Fire lanes a minimum of 20 feet in width and 12 feet in height or as otherwise approved by the Fire Chief must be provided in order to allow Fire Department access within 150 feet of all structures and on at least two sides of all two-story structures within 500 feet of the location of the special event. b. All fire hydrants in the area of the special event must be left with five (5) feet of clearance on all sides and shall be accessible from the fire lanes that are designated with the event. c. No open fires shall be permitted unless advance approval is obtained from the Fire Department. d. Fire extinguishers shall be available as determined by the Fire Chief. e. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code. f. Tents shall comply with the Fire Code and applicable building codes. g. Exit signs and proper exiting aisles shall be provided in temporary special event structures.	
16			✓	<i>Off-street parking.</i> The event shall not create a parking shortage for any other use. All off-street parking surfaces used for the special event shall be concrete or asphalt.	
17		✓		<i>Public conveniences and litter control.</i> Adequate on-site rest room facilities and solid waste containers shall be provided. The applicant shall calculate the demand for such facilities and specify how the need will be addressed.	
18		✓		<i>Nuisances.</i> The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.	

	Sub- mitted ✓ or X	OK	N/A		Comments
19		✓		<i>Area of parking lot dedicated to outdoor special events.</i> a. No more than ten (10) percent of the parking stalls required for the structure associated with the parking lot in which the special event occurs shall be permitted to be used for a special event. Regardless of how many stalls are occupied by the special event, no special event that occurs in the parking lot for a permanent structure may cause a parking shortage for primary and accessory uses associated with that structure. b. No spikes, nails, anchors or other devices shall be driven into any public street, sidewalk or parking lot surface or into any existing concrete or asphalt. Such devices may be used on private parking lots provided any damage resulting therefrom shall be fixed upon cessation of the event and removal of the devices.	
20			✓	<i>City services.</i> If the applicant requests the City to provide services or equipment, including but not limited to traffic control or security personnel, or if the City otherwise determines that services or equipment are required to protect the public health, safety, or general welfare, the applicant shall be required to reimburse the City for the cost of the services. The City may require the applicant to submit a security deposit, in an amount determined by the Chief Administrative Officer and in the form approved by the City Attorney, prior to the event to ensure that the applicant complies with this provision.	
21		✓		<i>Insurance coverage.</i> Special event permit recipients must show proof of liability insurance at time of application. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the Chief Administrative Officer based on the nature of the special event.	

Conditions

Conditions deemed necessary to ensure compatibility with adjacent land-uses and to minimize potential adverse impacts on nearby uses:

	Required ✓ or X	N/A		Comments
22	✓		Limitations on signs.	
23	✓		Temporary arrangements for parking and traffic circulation.	
24		✓	Requirements for screening/buffering and guarantees for site restoration and cleanup following the special event.	
25	✓		Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.	
26		✓	The posting of security in an amount required by the Permitting Official to help ensure that the operation of the event and the subsequent restoration of the site are conducted according to required special event standards and conditions of approval.	
27	✓		The provision of traffic control or security personnel to ensure the public safety and convenience.	
28	✓		Execution of a "Special event agreement" in a form acceptable to the City Attorney to ensure the indemnification of the City and that public property will be protected and/or restored to its condition prior to the special event.	

Special event permit application, content and submission requirements

A complete application shall be submitted to the Permitting Official at least ten (10) days prior to the requested start date of any special event.

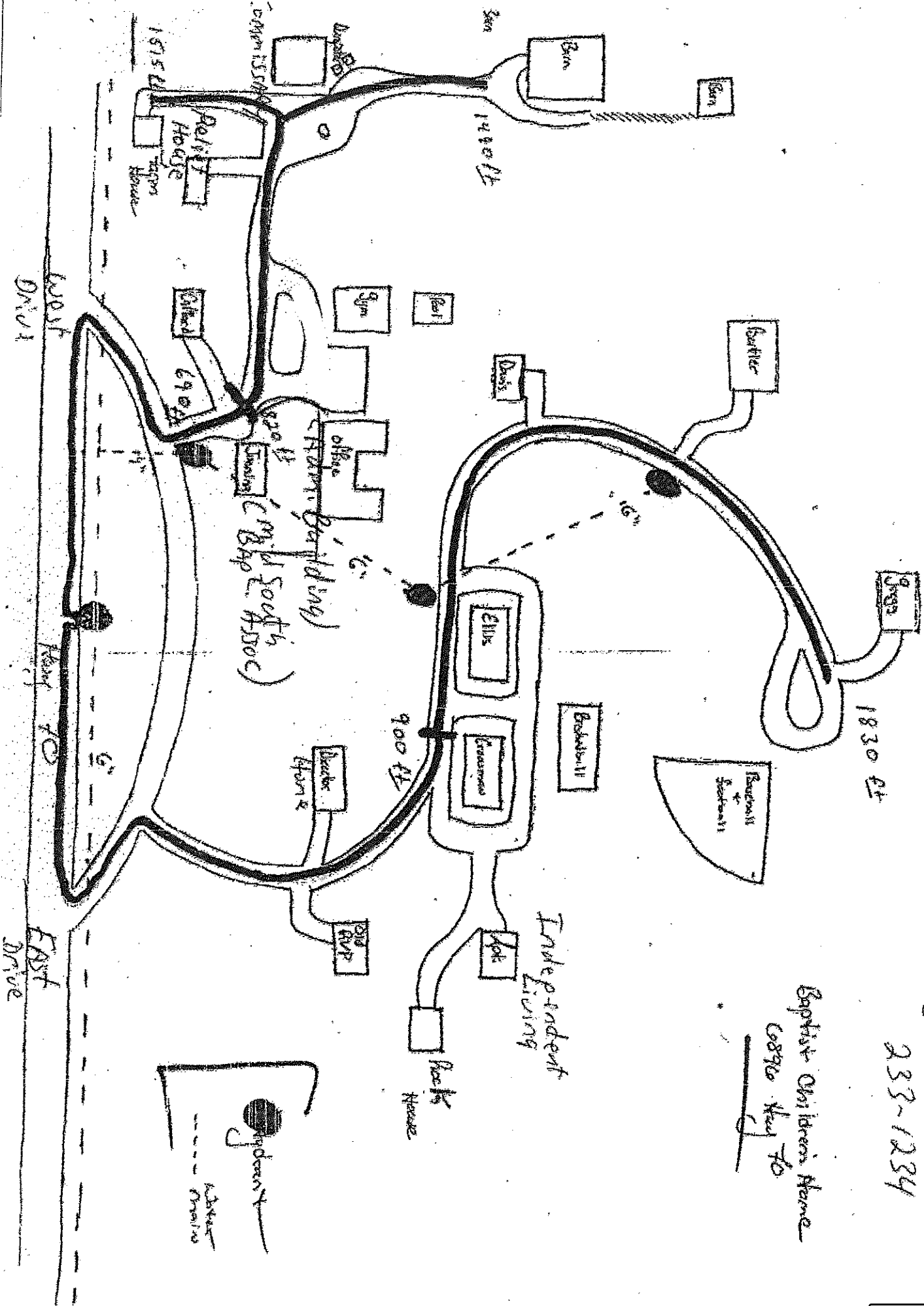
The application shall set forth and contain the following information:

	Sub- mitted ✓ or X	OK	N/A		Comments
29	✓			Name and address of the applicant.	
30	✓		✓	Names and address of the owner of the premises on which the proposed event is to be held.	
31				Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.	
32	✓			Description of the site on which the proposed event is to be held.	
33	✓			Date of the proposed event.	
34	✓			A narrative written description of the proposed event, the hours of operation, anticipated attendance, and any buildings/ structures, signs or attention-attracting devices proposed to be used in conjunction with the event, as well as a statement that the standards set forth in this Section have been satisfied. The narrative written description shall also state what public streets, if any, are requested to be used for the special event.	
35		✓		A site plan in the form and the level of detail as required by the Permitting Official, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	
36		✓		Location and number of proposed temporary public toilets.	
37		✓		Proposed temporary potable water supplies, which shall be subject to approval by the Director of Code Enforcement, pursuant to applicable authority of the City.	
38		✓		Any other information deemed necessary by the Permitting Official to ensure compliance with the standards set forth in this Section.	

Special event permit - authorization by Permitting Official

Type 1, 2 and 3 special events (as defined in part B) may be issued a special event permit by the Permitting Official on the form provided by the City when all of the following conditions have been satisfied and continue to be met throughout the special event:

	OK ✓ or X	N/A		Comments
39	✓		A complete application is made on the form provided by the City and a fee paid in accordance with City ordinances.	
40	✓		The application has been reviewed and approved in writing by the Code Enforcement, Fire, Police, and Public Works Departments for traffic control and other safety concerns.	
41		✓	An electrical plan, if required for the special event, is approved by the Director of Code Enforcement.	
42	✓		The Permitting Official determines the following: a. The special event will comply with the special event performance standards...;	
43	✓		b. The special event will not endanger the public health, safety, or general welfare given the nature of the activity, its location on the site, and its relationship to parking and access points;	
44	✓		c. The special event will not impair the usefulness, enjoyment or value of adjacent property due to the generation of excessive noise, smoke, odor, glare, litter, or visual pollution;	
45	✓		d. The special event shall comply with all applicable state and federal health, safety, environmental and other applicable requirements.	



233-0344
Darren Andrews Director
233-1234

IMPORTANT DOCUMENT Certificate of Flame Resistance

REGISTRATION
APPLICATION
NUMBER



ISSUED BY
FLAME

HOARSYVILLE, INDIANA 47225
MANUFACTURERS OF THE TRUSTED
TENT PRODUCTS DESCRIBED HEREIN

Date of Statement
2010

Tent Identification
1000000000

This is to certify that the materials described have been flame retardant tested
for approximately manufacturing and were supplied for

1000000000

AMERICAN TENT CO.
2001 WINDYBROOK

WEAVER TENTS

Certification is hereby made that

The articles described on this Certificate have been treated with a flame-retardant approved
chemical and that the application of said chemical was done in conformance with California
Fire Marshal Code. All fabric has been tested and passes NFPA 701-3A, Class A, U.L.C. 100.

Declaration of Manufacturer

Flame Retardant Process Used Will Not Be Removed By
Washing And Is Effective For The Life Of The Fabric

Signatures

Signatures





Client#: 15884

TENNBAP

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/22/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Crichton Group 3011 Armory Drive Suite 250 Nashville, TN 37204	CONTACT NAME: Lisa Hess PHONE (A/C, No, Ext): 615 383-9761 FAX (A/C, No): 615 383-4628 E-MAIL ADDRESS: Lhess@thecrichtongroup.com																					
INSURED Tennessee Baptist Children's Home, Inc. P.O. Box 2206 Brentwood, TN 37024-2206	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td>INSURER A:</td><td>Philadelphia Indemnity Ins.</td><td>18058 A++</td></tr> <tr> <td>INSURER B:</td><td></td><td></td></tr> <tr> <td>INSURER C:</td><td></td><td></td></tr> <tr> <td>INSURER D:</td><td></td><td></td></tr> <tr> <td>INSURER E:</td><td></td><td></td></tr> <tr> <td>INSURER F:</td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Philadelphia Indemnity Ins.	18058 A++	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER B:																						
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:		PHPK1681225	07/09/2017	07/09/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$20,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$10,000		PHUB592396	07/09/2017	07/09/2018	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab		PHPK1681225	07/09/2017	07/09/2018	\$1Mil Occur/\$3Mil Aggr
A	Property		PHPK1681225	07/09/2017	07/09/2018	SpcFrm; RC; AV; \$5K Ded
A	Inland Marine		PHPK1681225	07/09/2017	07/09/2018	\$500 Ded.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: 10/14/17 Fall Festival

CERTIFICATE HOLDER

CANCELLATION

City of Bartlett Attn: L. Jenkins 6462 Stage Road Bartlett, TN 38134	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

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Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 09/12/17 07:00 PM
Department: Code Enforcement
Category: Bid
Prepared By: Valerie Brantley
Department Head: Jim Brown

Bid for two 2018 Ford F150 trucks.

On July 25, 2017, an ad was placed in *The Daily News*. On August 17, 2017 the City of Bartlett received five bids, which were opened at City Hall.

Bids were received from the following companies:

AutoNation	\$20,479.16 each--2018 Ford F150
Country Ford	\$20,961.00 each--2018 Ford F150
Lonnie Cobb Ford	\$21,087.00 each--2018 Ford F150
Freeland Automotive	\$21,035.00 each--2018 Dodge Ram 1500
Landers DCJ	\$21,233.00 each--2018 Dodge Ram 1500

We recommend the bid be awarded to AutoNation for a total price of \$40,958.32.

Funds are available in Account 311.48311.785.29118.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Bobby Simmons, Alderman
SECONDER: W.C. Pleasant, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 09/12/17 07:00 PM
Department: Parks and Recreation
Category: Bid
Prepared By: Debbie Christopher
Department Head: Shan Criswell

Bid for two 2017 Ford F250 XL trucks with eight-foot beds.

On July 25, 2017, an ad was placed in *The Daily News*. On August 17, 2017, the City of Bartlett received five bids, which were opened at City Hall.

Bids were received from the following companies:

Country Ford	\$67,544.00
Lonnie Cobb Ford	\$68,072.00
AutoNation	\$69,570.60
Landers DCJ	\$71,884.00
Freeland Automotive	\$72,304.00

We recommend the bid be awarded to Country Ford for a total price of \$67,544.00.

Funds are available in Account 311.48311.785.50718.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Bobby Simmons, Alderman

SECONDER: W.C. Pleasant, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 09/12/17 07:00 PM

Department: Police

Category: Bid

Prepared By: Penny Medlock

Department Head: Gary Rikard

Bid for 14 2018 Dodge Charger police pursuit vehicles.

On August 8, 2017 an ad was placed in *The Daily News*. On August 24, 2017, the City of Bartlett received four bids, which were opened at City Hall.

Bids were received from the following companies:

Freeland Automotive	\$24,999.00 each, \$349,986.00 Total
Humboldt Chrysler Dodge Jeep	\$25,246.00 each, \$353,444.00 Total
Landers McLarty Dodge Chrysler Jeep	\$25,571.00 each, \$357,994.00 Total
Nelson Auto Center	\$26,145.95 each, \$366,043.30 Total

We recommend the bid be awarded to Freeland Automotive for a total price of \$349,986.00.

Funds are available in Account 311.48311.785.20318.

Thank you for your consideration.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]

MOVER: Bobby Simmons, Alderman

SECONDER: W.C. Pleasant, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 09/12/17 07:00 PM

Department: Police

Category: Bid

Prepared By: Penny Medlock

Department Head: Gary Rikard

Bid to equip 14 police vehicles.

On August 8, 2017 an ad was placed in *The Daily News*. On August 24, 2017, the City of Bartlett received one bid, which was opened at City Hall.

Bids were received from the following companies:

ComServ Wireless	\$73,346.00

We recommend the bid be awarded to Comserv Wireless for a total price of \$73,346.00.

Funds are available in Account 31148311.785.20318.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Bobby Simmons, Alderman
SECONDER: W.C. Pleasant, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 09/12/17 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Gary Rikard

Purchase 14 computers for police pursuit vehicles.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]**MOVER:** Bobby Simmons, Alderman**SECONDER:** W.C. Pleasant, Alderman**AYES:** Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 09/12/17 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Gary Rikard

Purchase 14 in-car video cameras for new police vehicles.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Bobby Simmons, Alderman

SECONDER: W.C. Pleasant, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 09/12/17 07:00 PM

Department: Fire

Category: Bid

Prepared By: Cindy Barnett

Department Head: Terry Wiggins

Bid for one 2018 Ford Explorer.

On July 25, 2017 an ad was placed in *The Daily News*. On August 17, 2017, the City of Bartlett received four bids, which were opened at City Hall. One bid did not meet bid specifications, and the remaining bids are listed below.

Bids were received from the following companies:

Country Ford	\$28,992.00
Lonnie Cobb Ford	\$29,024.00
Autonation	\$29,086.58

We recommend the bid be awarded to Country Ford for a total price of \$28,992.00.

Funds are available in Account 311.48311.785.25718.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Bobby Simmons, Alderman
SECONDER: W.C. Pleasant, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 09/12/17 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Jessica Vaughan

Department Head: Bill Yearwood

Bid for two automated, side-loader refuse trucks.

On August 8, 2017, an ad was placed in the *The Daily News*. On August 24, 2017 the City of Bartlett received five of bids, which were opened at City Hall.

Bids were received from the following companies:

CMI Equipment Sales	\$499,100.00
CMI Equipment Sales, alternate	\$488,426.00
Sansom	\$475,600.00
Scruggs	\$479,600.00
Summit Truck Group (Did not meet specs)	\$473,600.00

We recommend the bid be awarded to Sansom for a total price of \$475,600.00.

Funds are available in Account 122.48122.935.

Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Bobby Simmons, Alderman

SECONDER: W.C. Pleasant, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 09/12/17 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Jessica Vaughan

Department Head: Bill Yearwood

Bid for one walking floor transport trailer.

On August 8, 2017 an ad was placed in *The Daily News*. On August 24, 2017 the City of Bartlett received number of bids, which were opened at City Hall.

Bids were received from the following companies:

Scruggs Equipment	\$87,436.00
Spector MFG	\$74,100.00
Stringfellow Inc	\$85,496.00
Worldwide Equipment (doesn't meet specs)	\$72,850.00

We recommend the bid be awarded to Spector MFG for a total price of \$74,100.00.

Funds are available in Account 122.48122.939.

Thank you for your consideration.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]

MOVER: Bobby Simmons, Alderman

SECONDER: W.C. Pleasant, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 09/12/17 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Jessica Vaughan

Department Head: Bill Yearwood

Bid for one 2017 Ford F350 with utility crane bed.

On July 25, 2017, an ad was placed in *The Daily News*. On August 17, 2017 the City of Bartlett received four bids, which were opened at City Hall.

Bids were received from the following companies:

Country Ford	\$48,884.00
Lonnie Cobb Ford	\$49,111.00
Freeland Automotive	\$50,295.00
Nesco Sales	\$68,412.00

We recommend the bid be awarded to Country Ford for a total price of \$48,884.00.

Funds are available in Account 510.51300.935.

Thank you for your consideration.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]

MOVER: Bobby Simmons, Alderman

SECONDER: W.C. Pleasant, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 09/12/17 07:00 PM

Department: Finance

Category: Bid

Prepared By: Dick Phebus

Department Head: Dick Phebus

Proposal for alarms, door access controls, and camera systems.

On July 25, 2017, an ad was placed in *The Daily News*. On August 4, 2017 the City of Bartlett held a mandatory pre-proposal meeting at City Hall. Ten vendors attended meeting for questions and clarification of city requirements. On August 18, 2017 the City received three proposals. The proposals were independently scored by three City Information Technology professionals and the Assistant Director of Public Works. Composite scores are listed in the table below and were used to make a recommendation to the Board of Mayor and Aldermen.

Proposals were received from the following companies:

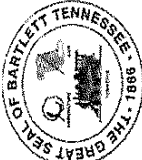
Company	Composite Score
Interactive Securities	93.50
Proscan Technologies	63.25
Red Hawk US	49.50

We recommend the proposal be awarded to Interactive Securities with an overall composite score of 93.50. Interactive Securities will be the preferred vendor for current and future alarm systems, door access controls, and camera systems with an initial two-year term through June 30, 2019 with the option to renew for three additional one-year periods of July through June with the same terms and conditions. Renewals are contingent on an agreement of both parties.

Funds are available in various building maintenance departmental accounts.

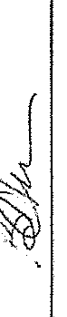
Thank you for your consideration.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Bobby Simmons, Alderman
SECONDER: W.C. Pleasant, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

	INTERACTIVE			PROSCAN			RED HAWK		
City of Bartlett Purchasing									
RFP: # FY2018-07-006 Alarms, Door Access Controls and Camera Systems									
Due: August 18, 2017									
Cumulative Totals for Evaluation Team				(0 = did not meet requirement)					

SIGN-IN SHEET
 PRE-PROPOSAL CONFERENCE
 Friday, August 04, 2017
 9:00 A.M.

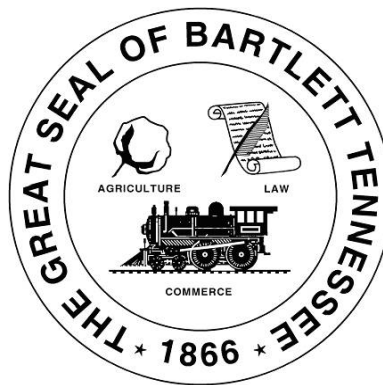
FY2018-07-006 ALARMS, DOOR ACCESS CONTROLS AND CAMERAS - CITY WIDE
 Alphabetical by Company Name

	PRINT NAME	SIGNATURE	COMPANY NAME	PHONE NUMBER	EMAIL (Please print)
1	Cockroft, Scott		Advanced Systems	901-454-4864	scott@goalarms.com
2	Cole, Ralph		Veterans Fire & Security	901-754-4344	ralph@veteransfireandsecurity.com
3	De La O, Angelo		RedHawk US	901-647-4598	angelo.DeLaO@redhaukus.com
4	Gray, Steve		Cyber Technology Security	901-867-7880	sggray@ctspage.com
5	Harden, Clyde		Interactive Sercurity	901-385-5473	clyde@isesecurity.com
6	Nichols, Jonathan		Nichols Fire & Security	901-373-0128	jnichols@nicholsfs.com
7	Redding, Paul		StreamlineSecurity	901-619-5382	gostreamline@yahoo.com
8	Stickles, Charles		Proscan Technologies	901-507-9031	chris.stickles@proscantechnologies.com
9	Trowbridge, Joseph		SimplexGrinnell	901-214-3846	jtrowbridge@simplexgrinnell.com
10	Wall, Steve		Protection1	901-870-5644	stevewall@protection1.com
	Debbie Cairncross		City of Bartlett		dcairncross@cityofbartlett.org
	Kevin Frantz		City of Bartlett		kfrantz@cityofbartlett.org
	Billy Hiner		City of Bartlett		bhiner@cityofbartlett.org

CITY OF BARTLETT

FINANCE DEPARTMENT
6400 STAGE ROAD
BARTLETT, TENNESSEE 38134

A. Keith McDonald, Mayor
Mark Brown, Chief Administrator Officer
Dick Phebus, Finance Director



REQUEST FOR PROPOSAL

RFP # FY2018-07-006

DUE: August 18, 2017, no later than 4:00 p.m. (CST)

ALARMS, DOOR ACCESS CONTROLS AND CAMERA SYSTEMS (MULTIPLE LOCATIONS)

The City of Bartlett is soliciting written proposals, on a competitive basis from qualified companies or professionals to provide Alarm Systems, Door access Controls and Camera Systems – City-Wide with Multiple Locations.

Alarms, Door Access Controls and Camera Systems
RFP: FY2018-07-006
DUE: August 18 2017, 4:00 PM

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II.	MINIMUM PROPOSER REQUIREMENTS
III.	CORRESPONDENCE
IV.	PROPOSAL SCHEDULE
V.	PROPOSAL CONDITIONS
VI.	GENERAL REQUIREMENTS AND INFORMATION
VII.	SCOPE OF WORK
VIII.	CONTRACT REQUIREMENTS
IX.	PROPOSAL SUBMISSION
X.	PROPOSAL EVALUATION AND AWARD
XI.	EXHIBITS: A THRU D

Alarms, Door Access Controls and Camera Systems
 RFP: FY2018-07-006
 DUE: August 18 2017, 4:00 PM

I. INTRODUCTION

The City of Bartlett (the “City”) is seeking proposals from interested and qualified firms to provide Alarm Systems, Door access Controls and Camera Systems for city-wide, multiple locations as described in this RFP as the “Services”. This Request for Proposal (“RFP”) is being released to invite interested and qualified companies to prepare and submit proposals in accordance with instructions provided where the successful candidate will be selected and invited to enter into a contractual relationship with City of Bartlett for the Services outlined in this RFP. In this RFP, the terms Proposer and Contractor are used interchangeably unless the context indicates otherwise.

II. MINIMUM PROPOSER REQUIREMENT

All Proposers must:

1. Have a least (3) years of previous experience in Alarm Systems, Door access Controls and Camera Systems and provide three (3) references (Exhibit C).
2. Document experience in providing systems and services to organizations of similar size.
3. Have all appropriate licenses and certifications required in the State of Tennessee to perform the Services and procure all permits, pay all charges, taxes and fees.
4. Have sufficient, competent and skilled staff to perform the Services as required.
5. Be able to pass a criminal background check.
6. Be an equal employment opportunity employer and abide by Title VI guidelines.
7. Provide proof of current insurance requirements (**MANDATORY**).
8. Sign and enclose the Public Acts 109 Form.(Exhibit D)

III. CORRESPONDENCE

Respondents requesting additional information or clarification are to contact Ms. Debbie Cairncross, **in writing**, at dcairncross@cityofbartlett.org or at City of Bartlett, 6400 Stage Road, Bartlett, TN 38134.

Questions should reference the section of the RFP to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, ALL QUESTIONS WILL BE ACCEPTED IN WRITTEN FORM ONLY, BY EMAIL OR MAILED. The deadline for submitting questions will be August 14, 2017 by 12:00 p.m. (CST).*** Questions and answers of significance will be posted on the City website. These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Alarms, Door Access Controls and Camera Systems
 RFP: FY2018-07-006
 DUE: August 18 2017, 4:00 PM

IV. PROPOSAL SCHEDULE

All proposals must be received at the address listed above no later than **August 18 2017 @ 4:00 p.m. (CST)**. Facsimile or e-mailed proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be opened and considered.

- The City of Bartlett, Tennessee is issuing this RFP on July 28, 2017.
- Pre-proposal conference on August 4, 2017 as follows:

A MANDATORY pre-proposal conference will be held on Friday, August 4, 2017, at 9:00 a.m. (CST) to address your questions and provide additional information for this proposal. All interested respondents will be required to attend this meeting. The pre-proposal conference will be held at Bartlett City Hall, 6400 Stage Road, Bartlett, TN 38134. If you plan to attend, you must provide a company name, representative and contact number via email to Debbie Cairncross, Purchasing Agent, at dcairncross@cityofbartlett.org to confirm your attendance. A confirmation email will be returned with specific information concerning the conference. Failure to attend this meeting will result in the rejection of your proposal.

- Deadline to submit additional written questions – Proposers may submit written questions via email as to the intent or clarity of this RFP until noon on August 11, 2017. Responses will be given within 24 hours or no later than noon August 14, 2017.
- Submission of Proposal – **All Proposals Must Be Received For Review And Evaluation No Later Than Friday, August 18, 2017 At 4:00 P.M. CST.** Proposals received after this deadline will not be accepted. The date and time received will be recorded on each proposal. Proposals must be addressed and delivered to the address listed within this RFP packet.
- Evaluation of Proposal and Notification of Award – An evaluation team will review and make a selection as described in Section X: Evaluation and Award.
- Services to Commence – Immediately upon the execution of the signed contract.

The City may reproduce any of the Proposer's proposal and supporting documents for internal use or for any other purpose required by law.

V. PROPOSAL CONDITIONS

A. Contingencies - This RFP does not commit the City to award a contract. The City reserves the right to accept or reject any or all proposals if the City determines it is in the best interest of the City to do so. The City will notify all Proposers, in writing, if the all proposals are rejected.

B. Modifications - The City reserves the right to issue addenda or amendments to this proposal.

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C. Proposal Submission - To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the Proposer's responsibility to ensure that its proposals arrive on or before the specified time.

D. Incurred Costs - This RFP does not commit the City to pay any costs incurred in the preparation of a proposal in response to this RFP and Proposers agree that all costs incurred in developing this RFP are the Proposer's responsibility.

E. Final Authority – The final authority to award a contract rests solely with the City of Bartlett Finance/Purchasing Department and the Mayor's approval.

VI. GENERAL REQUIREMENTS

A. Background - City of Bartlett has multiple locations, including but not limited to City Hall, City Hall Annex, Fire Administration, Police Department/Criminal Justice Center, Public Works Administration, Performing Arts Center, Public Library, Recreation Center, Bartlett Station Municipal Center, Singleton Community Center, Senior Citizen Center, Parks and Recreation areas and Water Treatment Plants. These departments and offices are at various locations throughout City of Bartlett and are of various sizes and square footages. Locations may have some or several of the following: access controls, alarms - burglar, panic alert buttons and security cameras. The existing equipment has been furnished and monitored by several different suppliers and the goal of this RFP is to have all equipment standardized. The equipment the City of Bartlett currently uses is ExacqVision Video Management Software Solutions, Kantech Access Control Systems, and DSC Intrusion Alarm products. The City's current installations include eight (8) locations with controlled door access (50+ doors), twenty-one (21) locations utilizing surveillance cameras (121+ cameras), fifteen (15) locations with burglar alarm products, and several locations with panic button capability. Many are integrated together and video feeds for events are accessible via real-time in the Bartlett Police Dispatch area.

B. Project Time Frame - The initial contract term will begin immediately upon execution of the contract through June 30, 2019 with the option to renew for three (3) additional one year periods beginning July through June with the same terms and conditions. Renewals are contingent on an agreement of both parties, satisfactory performance of all criteria and subject to the availability of funds for each renewal period. The Contractor must be prepared to begin immediately upon receipt of a Notice to Proceed.

C. Reservation of Rights -The City reserves the right, for any reason to accept or reject any one or more proposals, to negotiate the term and specifications for the services provided, to modify any part of the RFP, or to issue a new RFP.

D. Selection Criteria - Each response will be evaluated on the criteria outlined in Section VII of this document. Each proposer should set out in its response to this RFP to clearly identify the qualifications of its company and each individual who will work on this project.

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VII. SCOPE OF WORK

The City of Bartlett is seeking to establish a service agreement with the best qualified company that can provide and perform the Services including all labor, materials, tools, equipment and supervision necessary to install, maintain and integrate Alarm Systems, Door Access Controls and Camera Systems at multiple locations throughout the City of Bartlett that is cost-effective and practical.

A. General Services Required

Provide Alarm Systems, Door Access Controls and Camera Systems for the City of Bartlett at multiple locations throughout the Bartlett area. The Contractor will have a monitoring system in place and will consolidate the services for all locations and meet all of the following requirements of the contract:

1. Install, maintain and integrate the Alarm Systems, Door Access Controls and Camera Systems for the City of Bartlett at multiple locations throughout the Bartlett area. Note: Supplier must have the expertise to make these systems interoperable.
2. Contractor shall provide certifications for equipment and/or solutions proposed.
3. Provide an Alarm monitoring agreement acceptable by the City for a term of 5 years; consisting of an initial two years with an option to renew annually for an additional three years.
4. Service request must have a response time of no more than two (2) hours due to the critical nature of these services.
5. Provide a price schedule for common components using any GSA contract pricing or better **(Use form Exhibit A - submitted independently of this proposal in a separate sealed envelope)**.

VIII. CONTRACT REQUIREMENTS

The successful Proposer will be expected to enter into a contract incorporating the following terms and conditions, and such additional terms and conditions standard to services of this type.

A. General Requirements

1. Control. All services by the Contractor will be performed in a manner satisfactory to the City, and in accordance with the generally accepted business practices and procedures of the City.
2. Contractor's Personnel. The Contractor certifies that it presently has adequate qualified personnel to perform all services required under this Contract. All work under this Contract will be supervised by the Contractor. The Contractor further certifies that all of

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its employees assigned to serve the City shall have such knowledge and experience as required to perform the duties assigned to them. Any employee of the Contractor who, in the opinion of the City, is incompetent, or whose conduct becomes detrimental to the work, shall immediately be removed from association with services under this Contract. The Contractor and Contractor's Employees are subject to Criminal History Checks.

3. Independent Status. (a) Nothing in this Contract shall be deemed to represent that the Contractor, or any of the Contractor's employees or agents, are the agents, representatives, or employees of the City. The Contractor will be an independent Contractor over the details and means for performing its obligations under this Contract. Anything in this Contract which may appear to give City the right to direct the Contractor as to the details of the performance of its obligations under this Contract or to exercise a measure of control over the Contractor is solely for purposes of compliance with local, state and federal regulations and means that the Contractor will follow the desires of the City only as to the intended results of the scope of this Contract. (b) It is further expressly agreed and understood by Contractor that neither it nor its employees or agents are entitled to any benefits which normally accrue to employees of the City ; that the Contractor has been retained by the City to perform the services specified herein (not hired) and that the remuneration specified herein is considered fees for services performed (not wages) and that invoices submitted to the City by the Contractor for services performed shall be on the Contractor's letterhead.
4. Termination Or Abandonment. (a) It shall be cause for the immediate termination of this Contract if, after its execution, the City determines that either the Contractor or any of its principals, partners or corporate officers, if a corporation, including the corporation itself, has plead nolo contendere, or has plead or been found guilty of a criminal violation, whether state or federal, involving, but not limited to, governmental sales or purchases, including but not limited to the rigging of bids, price fixing, or any other collusive and illegal activity pertaining to bidding and governmental contracting. (b) The City may terminate the Contract upon five (5) days written notice by the City or its authorized agent to the Contractor for Contractor's failure to provide the services specified under this Contract. (c) This Contract may be terminated by either party by giving thirty (30) days written notice to the other, before the effective date of termination. In the event of such termination, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the termination date; however, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned as of the date of termination. (d) All work accomplished by Contractor prior to the date of such termination shall be recorded and tangible work documents shall be transferred to and become the sole property of the City prior to payment for services rendered.
5. Subcontracting, Assignment Or Transfer. Any subcontracting, assignment, delegation or transfer of all or part of the rights, responsibilities, or interest of either party to this Contract is prohibited unless by written consent of the other party. No subcontracting, assignment, delegation or transfer shall relieve the Contractor from performance of its duties under this contract. The City shall not be responsible for the fulfillment of the

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Contractor's obligations to its transferors or sub-Contractors. Upon the request of the other party, the subcontracting, assigning, delegating or transferring party shall provide all documents evidencing the assignment.

6. Conflict Of Interest. The Contractor covenants that neither the Mayor, nor any Alderman, nor any other City official or employee holds a direct or indirect interest in the Contract. The Contractor also covenants that it has no public or private interest, and will not acquire directly or indirectly any interest which would conflict in any manner with the performance of its services. The Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the City as wages, compensation, or gifts in exchange for acting as officer, agent, employee, sub-Contractor to the Contractor in connection with any work contemplated or performed relative to this Contract.
7. Covenant Against Contingent Fees. The Contractor warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Contractor, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the City will have the right to recover the full amount of such fee, commission, percentage, brokerage fee, gift, or other consideration.
8. Employment Of City Workers. The Contractor will not engage, on a full or part-time, or other basis during the period of the Contract, any professional or technical personnel who are or have been at any time during the period of the Contract in the employ of the City.
9. Arbitration. Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the Contractor and the City will be referred to the City Contract Administrator or his/her duly authorized representative, whose decision regarding same will be final.
10. General Compliance With Laws. (a) If required, the Contractor shall certify that it is qualified and duly licensed to do business in the State of Tennessee and that it will take such action as, from time to time, may be necessary to remain so qualified and it shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.
 (b) The Contractor is assumed to be familiar with and agrees that at all times it will observe and comply with all federal, state, and local laws, ordinances, and regulations in any manner affecting the conduct of the work. The preceding shall include, but is not limited to, compliance with all Equal Employment Opportunity laws, the Fair Labor Standards Act, Occupational Safety and Health Administration (OSHA) requirements, the Americans with Disabilities Act (ADA), and all state and local laws, rules and regulations pertaining to electrical requirements of residential construction and

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renovation. (c) This Contract will be interpreted in accordance with the laws of the State of Tennessee. By execution of this contract the Contractor agrees that all actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation and enforcement of this contract will be instituted and litigated in the courts of the State of Tennessee, located in Bartlett, Tennessee, and in no other. In accordance herewith, the parties to this contract submit to the jurisdiction of the courts of the State of Tennessee located in Bartlett, Tennessee.

11. Nondiscrimination. The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Contractor shall upon request show proof of such nondiscrimination, and shall post in conspicuous places available to all employees and applicants notices of nondiscrimination.
12. Entire Agreement. This Contract contains the entire Contract of the parties and there are no other promises or conditions in any other Contract whether oral or written. This Contract supersedes any prior written or oral Contracts between the parties.
13. Amendment. This Contract may be modified or amended, only if the amendment is made in writing and is signed by both parties.
14. Severability. If any provision of this Contract is held to be unlawful, invalid or unenforceable under any present or future laws, such provision shall be fully severable; and this Contract shall then be construed and enforced as if such unlawful, invalid or unenforceable provision had not been a part hereof. The remaining provisions of this Contract shall remain in full force and effect and shall not be affected by such unlawful, invalid or unenforceable provision or by its severance here from. Furthermore, in lieu of such unlawful, invalid, or unenforceable provision, there shall be added automatically as a part of this Contract a provision as similar in terms to such unlawful, invalid or unenforceable provision as may be possible, and be legal, valid and enforceable.
15. No Waiver Of Contractual Right. No waiver of any term, condition, default, or breach of this Contract, or of any document executed pursuant hereto, shall be effective unless in writing and executed by the party making such waiver; and no such waiver shall operate as a waiver of either (a) such term, condition, default, or breach on any other occasion or (b) any other term, condition, default, or breach of this Contract or of such document. No delay or failure to enforce any provision in this Contract or in any document executed pursuant hereto shall operate as a waiver of such provision or any other provision herein or in any document related hereto. The enforcement by any party of any right or remedy it may have under this Contract or applicable law shall not be deemed an election of remedies or otherwise prevent such party from enforcement of one or more other remedies at any time.

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16. Matters To Be Disregarded. The titles of the several sections, subsections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this contract.
17. Subject To Funding. This Contract is subject to annual appropriations of funds by the City. In the event sufficient funds for this Contract are not appropriated by the City of Bartlett for any of its fiscal periods during the term hereof, then this Contract will be terminated. In the event of such termination, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the termination date.
18. Travel Expenses. All travel expenses payable under this Contract shall be in accordance with the City Travel Policy and Procedures. This includes advance written travel authorization, submission of travel claims, documentation requirements, and reimbursement rates. No travel advances will be made by the City.
19. Incorporation Of Other Documents. (a) Contractor shall provide services pursuant to this Contract in accordance with the terms and conditions set forth within the City of Bartlett Request for Proposal Finance/Purchasing Department and incorporated herein by reference. (b) It is understood and agreed between the parties that in the event of a variance between the terms and conditions of this Contract and any amendment thereto and the terms and conditions contained either within the Request for Proposal or the Response thereto, the terms and conditions of this Contract as well as any amendment shall take precedence and control the relationship and understanding of the parties.
20. Waiver Of Proprietary Interest. Notwithstanding anything to the contrary contained herein or within any other document supplied to City by the Contractor, Contractor understands and acknowledges that the City of Bartlett is a governmental entity subject to the laws of the State of Tennessee and that any reports, data or other information supplied to City by Contractor due to services performed pursuant to this Contract is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee.
21. Organization Status And Authority. (a) Contractor represents and warrants that it is a corporation, limited liability company, partnership, or other entity duly organized, validly existing and in good standing under the laws of the state of Tennessee; it has the power and authority to own its properties and assets and is duly qualified to carry on its business in every jurisdiction wherein such qualification is necessary.
 (b) The execution, delivery and performance of this Contract by the Contractor has been duly authorized by all requisite action and will not violate any provision of law, any order of any court or other agency of government, the organizational documents of the Contractor, any provision of any indenture, agreement or other instrument to which the Contractor is a party, or by which the Contractor's respective properties or assets are bound, or be in conflict with, result in a breach of, or constitute (with due notice or lapse of time or both) a default under any such indenture, agreement or other instrument, or

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result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the properties or assets.

22. Warranty. Contractor warrants to the City that all Services shall be in strict compliance with the terms of this Contract, and all applicable governmental laws, rules and regulations.
23. Rights in Data. The City of Bartlett shall become the owner, and the Contractor shall be required to grant to the City, or its successors, a perpetual, non-exclusive, non-transferable, royalty-free right, in the City's name, to use any deliverables provided by the Contractor under this Contract, regardless of whether they are proprietary to the Contractor or to any third parties.

B. Indemnification and Insurance Requirements.

1. Responsibilities For Claims And Liabilities. (a) Contractor shall indemnify, defend, save and hold harmless the City, and its elected officials, officers, employees, agents, assigns, and instrumentalities from and against any and all claims, liability, losses or damages—including but not limited to Title VII and 42 USC 1983 prohibited acts—arising out of or resulting from any conduct; whether actions or omissions; whether intentional, unintentional, or negligent; whether legal or illegal; or otherwise that occur in connection with or in breach of this Contract or in the performance of the duties hereunder, whether performed by the Contractor its sub-Contractors, agents, employees or assigns. This indemnification shall survive the termination or conclusion of this Contract.
 - (b) Contractor expressly understands and agrees that any insurance protection required by this Contract or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, defend, save and hold harmless the City or its elected officials, officers, employees, agents, assigns, and instrumentalities as herein provided.
 - (c) The City has no obligation to provide legal counsel or defense to the Contractor or its sub-Contractors in the event that a suit, claim or action of any character is brought by any person not party to this Contract against Contractor as a result of or relating to obligations under this Contract.
 - (d) Except as expressly provided herein, the City has no obligation for the payment of any judgment or the settlement of any claims against the Contractor as a result of or relating to obligations under this Contract.
 - (e) Contractor shall immediately notify the City, c/o City of Bartlett Finance Department, 6400 Stage Road, Bartlett, TN 38134, of any claim or suit made or filed against the Contractor or its sub-Contractors regarding any matter resulting from or relating to Contractor's obligations under this Contract and will cooperate, assist and consult with the City in the defense or investigation thereof.
 - (f) *The Contractor shall immediately notify City of Bartlett, Finance Office, 6400 Stage Road, Bartlett, TN 38134 of cancellation or changes in any of the insurance coverage provided. Evidence of replacement coverage must be provided to the Finance Office, with no lapse in coverage.*

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2. Insurance Requirements. Contractor will provide evidence of insurance coverage as required for and shall provide and maintain the following:

Contractor shall maintain coverage with limits no less than:

- *Commercial General Liability and Professional Liability Insurance* – \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. City of Bartlett, its elected officials, appointees, employees, and members of boards, agencies or commissions shall be named as additional insured. The insurance shall include coverage for the following:
 - a) Premises/Operations
 - b) Explosion, Collapse, & Underground, if applicable
 - c) Products/Completed Operations
 - d) Contractual
 - e) Independent Contractors
 - f) Broad Form Property Damage
 - g) Personal Injury
- *Business Automobile Liability Insurance* - \$1,000,000 each accident for property damage and personal injury. Pollution coverage is to be included. Coverage is to be provided on all:
 - a) Owned/Leased Autos
 - b) Non-owned Autos
 - c) Hired Autos
- *Workers Compensation and Employers' Liability Insurance* with minimum limits of \$1,000,000 each accident. Coverage is to include sole proprietors, partners, and officers regardless of requirement by statute. Certificate of Insurance shall indicate that these individuals are covered. Contractor waives its right of subrogation against City of Bartlett for any and all workers' compensation claims.
- *Employee Dishonesty Coverage* –Coverage for contractor and its employees for dishonest acts against the City and its elected officials, appointees, employees, and members of boards, agencies or commissions – minimum of \$10,000 per occurrence.

All insurance policies maintained by the Proposer/Contractor shall provide that insurance as applying to City of Bartlett shall be primary and non-contributing irrespective of such insurance or self-insurance as City of Bartlett may maintain in its own name and on its own behalf.

C. Right to Monitor and Audit

Access To Records. During all phases of the work and services to be provided hereunder the Contractor agrees to permit duly authorized agents and employees of the City, to enter

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Contractor's offices for the purpose of inspections, reviews and audits during normal working hours. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places. The Contractor will maintain all books, documents, papers, accounting records, and other evidence pertaining to the fee paid under this Contract and make such materials available at their offices at all reasonable times during the period of this Contract and for three (3) years from the date of payment under this Contract for inspection by the City or by any other governmental entity or agency participating in the funding of this Contract, or any authorized agents thereof; copies of said records to be furnished if requested.

IX. PROPOSAL SUBMISSION

A. General

1. All interested and qualified Proposers are invited to submit a proposal for consideration. Submission of a proposal indicates that the Proposer has read and understands this entire RFP, including all attachments, exhibits, schedules, and addenda (as applicable) and all concerns regarding this RFP have been satisfied.
2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc. are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.
3. Proposals must be complete in all respects as required in this section. Note: A proposal may not be considered if it is conditional or incomplete.
4. **Hard copy proposals must be received by no later than 4:00 pm (CST) on August 18 2017, at City of Bartlett, Attn: Mayor A. Keith McDonald, 6400 Stage Road, Bartlett, TN 38134.**
5. Proposer agrees to provide City with any additional information it deems necessary to accurately determine ability to perform the services proposed. Furthermore, submission of this proposal constitutes permission by this organization for the City to verify all information contained in the proposal. Failure to comply with any request for additional information may disqualify this organization from further consideration. Such additional information may include evidence of financial ability to perform.

B. Proposal Presentation

1. **One (1) original copy (clearly identified as original) and four (4) copies of the proposal are required. The package containing the original must be sealed and marked with the Proposer's name and "ALARMS, DOOR ACCESS CONTROLS AND CAMERA SYSTEMS- MULTIPLE LOCATIONS, RFP #FY2018-07-006" with due date and time indicated.**

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3. Proposals must be in ink. Erasures and “white-out” are not permitted. Mistakes may be crossed out, corrections typed adjacent and initialed in ink by the person signing the proposal. Please identify all attachments, literature and samples, etc., with your firm name and our bid number.
4. Proposals must be verified before submission as they cannot be corrected after being opened. The City will not be responsible for errors or omissions on the part of bidders in making up their proposals. A responsible officer or employee must sign proposals. Tennessee sales tax shall not be included in the Contractor’s proposal.

C. Proposal Format

Response to this RFP must be in the form of a proposal package that must be submitted in the following format:

1. Comprehensive Response
 - a. Outline of how respondent can meet or exceed the minimum requirements
 - b. Detail of how the respondent is qualified to provide the services required
 - c. A detailed description of the approach for accomplishing the services (include a time schedule for completion of each element).
2. Cost and Fees (***Include the Pricing Sheet, Exhibit A in your proposal response in a separate sealed envelope.***)
 - a. Provide exact cost amounts proposed in the appropriate spaces as required in the Scope of Work. Explain any assumptions or constraints in a price proposal to perform the services.
 - b. There shall be no additional charges or fees in the proposal except as designated on the pricing sheet.
3. References
 - a. Must include at least three (3) **other** clients for whom the Proposer has provided equal services. This reference must be of multi-site projects where DSC Intrusion Alarm, Exacq Video Management Software, and Kantech Access Control system were integrated via the Kantech Global Edition platform or of a similar integrated solution.
 - b. References must list the business name, a contact person with email address phone number. (***Include the Reference Sheet, Exhibit C***)

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X. PROPOSAL EVALUATION AND AWARD

A. Evaluation Process

1. Initial Review – All proposals will be initially evaluated to determine if they meet the following minimum requirements:
 - a. The proposal must be complete, in the required format, and be in compliance with all the requirements of the RFP.
 - b. Proposers must meet the Minimum Proposer Requirements outlined in Section II of this RFP.
 - c. All proposals submitted in response to this RFP will be evaluated based on the following criteria:
 - Qualifications of personnel.
 - Ability to present a clear understanding of the nature and scope of the project.
 - Project methodology.
 - Previous experience with similar projects.
 - Cost to the City of Bartlett as outlined in the budget estimate.
 - Time frame for completion.
2. Selection will be based on determination of which proposal best meets the needs of the City of Bartlett and the requirements of this RFP and not solely on price.
3. Oral Presentation - The City of Bartlett may require an oral presentation from, any Proposer for clarification of information set forth in the response. In this regard, at the discretion of the evaluation committee, some or all Proposers who submit a response to this RFP may be asked submit to an interview or give an oral presentation of their respective Proposals to the evaluation committee.

B. Award of Contract

Proposers are advised that the lowest cost proposal will not necessarily be awarded the contract, as the selection will be based upon qualification criteria as deemed by the City, determined by the overall evaluation and approval by the Mayor and Board of Alderman.

Contract(s) will be awarded based on a competitive selection of proposals received. The contents of the proposal of the successful Proposer will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award. The City reserves the right to negotiate any portions of the successful Proposer's fees and scope of work or utilize their own resources for such work.

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End of RFP Requirements

Attachment: Alarms RFP August 2017.pdf (2203 : FY18 Alarms Door Access)

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EXHIBIT A

PRICING SHEETS

(Must be submitted in separate sealed envelope)

Item	Unit of Measure	Cost
Cat5e Cable Run (150ft Standard/Terminated)	1	
Standard Hourly Rate	1	
Overtime Hourly Rate	1	
Alarm Monitoring fee per location -- Cellular Service fee included as well as maintenance to repair Alarm system components. Note any exceptions	Monthly	
If proposing support/installation for existing Kantech/Exacq		
ExacqVision EVENIP-01 Camera License	1	
Interlogix TVW-3101 Camera	1	
Vivotek FD8166 Camera	1	
Kantech KT-1 (1-door controller)	1	
Kantech KT-300 (3-door controller)	1	
Kantech KT-400 (4-door controller)	1	
Kantech P225XSF Reader	1	
Kantech P325XSF Reader	1	
Kantech P325KPXSF Reader with keypad	1	
If proposing support/installation other		
List Door Controllers of similar function		
List Readers of similar function		

Signatures on Pricing Sheet, page 2.

Initials, page 1

Attachment: Alarms RFP August 2017.pdf (2203 : FY18 Alarms Door Access)

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PRICING SHEET, page 2

Item	Unit of Measure	Cost
List Cameras of similar function		
List other items for consideration		

Note: The list above is not all inclusive, Contractor may be required to provide other components. If necessary, use a separate sheet to list all items being proposed.

CONTRACTOR/NAME OF FIRM

EMAIL

ADDRESS

PHONE

AUTHORIZED REPRESENTATIVE
(Signature)

EMAIL
(Print)

AUTHORIZED REPRESENTATIVE
(Print name)

DATE

Attachment: Alarms RFP August 2017.pdf (2203 : FY18 Alarms Door Access)

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EXHIBIT B

DRUG AND ALCOHOL TESTING ACKNOWLEDGMENT STATEMENT AND AFFIDAVIT

Comes, _____ for and on
 (Printed name of Principal Officer of Company)

behalf of _____,
 (The "Company") and makes oath that:

(A) The Company understands that it must have a drug and alcohol testing policy at least as stringent as that of the City of Bartlett; and

(B) The Company has, in effect, a drug and alcohol testing policy at least as stringent as that of the City of Bartlett.

Attached hereto is a summary of the relevant portions of the Company's drug and alcohol testing program or a complete copy thereof.

 Signature

 Title:

Sworn to and subscribed before me, a Notary Public, this _____ day of _____, 2017.

 Notary Public

My Commission Expires:

Attachment: Alarms RFP August 2017.pdf (2203 : FY18 Alarms Door Access)

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EXHIBIT C

REFERENCES

References for three similar-sized and type of systems:

1. Company/Reference Name: _____

Project Name and Type of Equipment Installed:

Contact Name: _____

Address: _____

Phone: _____ Email: _____

2. Company/Reference Name: _____

Project Name and Type of Equipment Installed:

Contact Name: _____

Address: _____

Phone: _____ Email: _____

3. Company/Reference Name: _____

Project Name and Type of Equipment Installed

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Note: This Qualifications & References sheet must be returned with the Proposal.

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EXHIBIT D

PUBLIC ACTS 109

“By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalties of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.”

Full text of Public Chapters can be found on the Tennessee Secretary of State’s website: <http://tnsos.org/acts/> PublicActs.109.php.

Print Name _____

Signed _____

Title _____

Subscribed and sworn before me this ____ day of _____, 20____.

Signed _____ Print Name _____

Title _____

My commission expires: _____, 20_____.

NOTE: Bids cannot be considered nor awards made to anyone without the above required statement.

Attachment: Alarms RFP August 2017.pdf (2203 : FY18 Alarms Door Access)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 09/12/17 07:00 PM
Department: Finance
Category: Budget
Prepared By: Stefanie McGee
Department Head: Dick Phebus

Authorization to auction surplus property.

Article V Section 4 of the Charter of the City of Bartlett designates the authority to the Mayor to sell surplus property with Board approval for items valued over \$500. The following items have been identified as surplus with a potential value of over \$500 and are eligible to be sold at public auction.

Department	Year	Make/Model	Color	Vehicle ID#
Public Works	2008	Ford F-150 XL	White	1FTRX12W58FB59180
Public Works	2000	Ford F-250 Crew Cab	White	1FTNW20F8YEB05131
Police	2008	Nissan Altima	Gray	1N4AL21E08N556685
Police	2013	Dodge Charger	Black	2C3CDXATXDH642850
Police	2008	Toyota Prius Hybrid	Blue	JTDKB20U287699829
Police	1995	Ford Ranger XLT	Red	1FTCR10A9SUC13526
Police	1997	Mercedes C 280	Gold	WDBHA28E0VF532301
Police	1998	Ford Explorer XLT	Green	1FMZU35P6WZA45883
Police	2006	Infinity G 35 Coupe	White	JNKCVC54E86M715061
Police	1998	Chevrolet 1500 Ext. Cab	Green	2GCEK19R8W1115661
Police	1998	Toyota Camry LE	Beige	4T1BG22K1WU322142
Police	1998	Oldsmobile 88	Red	1G3HN52K1W4854061
Police	2004	Ford Explorer XLT	Blue	1FMZU73W14UA12494
Police	2002	Volvo S 80 2.9	Black	YVITS92D021267965
Police		Pro Maxima Fitness Equipment	White	High Lat/Low Row
Police		Pro Maxima Fitness Equipment	White	Plate Racks
Police		Pro Maxima Fitness Equipment	White	3-way hip/leg sled
Police		Pro Maxima Fitness Equipment	White	Recline Bench Press
Police		GEM Trac Media Storage Cabinet	Tan	
Police		Utility Trailer		
Police		Folding seats for Van/SUV	Gray	

It is our recommendation that these items be approved to be sold at public auction. If approved, the City of Bartlett will advertise the items to be auctioned on the GovDeals website (www.govdeals.com).

Thank you for your consideration of the above item.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Bobby Simmons, Alderman

SECONDER: W.C. Pleasant, Alderman

AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 2202)

Meeting: 09/12/17 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2202

Resolution 42-17, a resolution to amend the Fiscal Year 2018 Bartlett City Schools Education Capital Project Fund.

WHEREAS, the Bartlett City Board of Mayor and Aldermen is required to approve the Bartlett City Board of Education General Purpose School Fund budget and other School Special Revenue Fund budgets, as amended; and

WHEREAS, the Bartlett City Board of Education has approved a budget amendment to its FY2018 Education Capital Projects Fund budget approved on August 24, 2017 which is labeled "Exhibit A" and made a part of this resolution by reference;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the August 24, 2017, amendments to the FY2018 Education Capital Projects Fund Budget of the Bartlett City Board of Education is approved, as detailed in the attached document labeled "Exhibit A".

Adopted this day of September 12, 2017

W.C. Pleasant, Register to the

Board of Mayor and Aldermen

A. Keith McDonald, Mayor

Attest: _____
Stefanie McGee, City Clerk

COMMENTS - Current Meeting:

Mr. Phebus explained that the Board of Education was amending its Fiscal Year 2018 Budget to provide \$240,000 for a new HVAC system at Appling Middle School.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick

EXHIBIT A



RESOLUTION 5-2

A RESOLUTION TO AMEND THE 2017-2018 FISCAL YEAR EDUCATIONAL CAPITAL PROJECTS FUND OF THE BARTLETT CITY SCHOOLS.

WHEREAS, Tennessee Code Annotated §49-2-203(a)(10)(A)(i) requires the Bartlett City Board of Education to direct the Superintendent and the Chair to prepare a budget on forms furnished by the Commissioner, and when the budget has been approved by the Board, to then submit that budget to the Bartlett Board of Mayor and Aldermen for their approval; and

WHEREAS, these amendments to the Education Capital Projects Fund Budget change the total amount of the budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BARTLETT CITY BOARD OF EDUCATION:

Section 1. That the Education Capital Projects Fund Budget for the 2017-2018 school year for the Bartlett City Schools as presented in official budget documents is hereby amended by reference in the following amounts:

2017-18 EDUCATION CAPITAL PROJECT FUND BUDGET REVENUES	\$0
Revenues are amended in the following categories:	
177-49810-00000-000-0000-5018 City of Bartlett Transfers In – BHS Renovation is amended from \$0 to \$4,091,625	4,091,625
177-44170-00000-000-0000-5028 Misc. Revenue – Applying HVAC Replacement is amended from \$0 to \$240,000	\$240,000
Amended 2017-18 Education Capital Project Fund Budget Revenues	\$4,331,625
2017-18 EDUCATION CAPITAL PROJECT FUND BUDGET EXPENDITURES	\$0

Expenditures are amended in the following categories:	
177-91300-30400-000-0000-5018– Education Capital Projects – Architects BHS Renovation is amended from \$0 to \$4,091,625	\$4,091,625
177-91300-39900-000-0000-5028 Education Capital Projects – Other Contracted Services Applying HVAC Replacement is amended from \$0 to \$240,000	\$240,000
Amended 2017-18 Education Capital Project Fund Budget Expenditures	\$4,331,625

Section 2. That the budget documents required by law will be amended and submitted as required for approval to the Bartlett Board of Mayor and Aldermen, and, upon approval, shall be submitted as required to the State of Tennessee.

Section 3. That this resolution shall become effective August 24, 2017 from and after its adoption by the Bartlett City Board of Education.

Adopted this _____ day of August, 2017.

Shirley Jackson, Chairman
Bartlett City Board of Education

Dr. David A. Stephens, Superintendent
Bartlett City Board of Education

APPROVED AS TO FORM:
Kari Shoopman, General Counsel