



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, JUNE 12, 2018 - 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 Stephen Brannon, Faith Baptist Church

FUTURE MEETINGS

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

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

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

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

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

Board of Education, June 21 at 7 p.m.

RECOGNITIONS

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

Mayor McDonald announced an emergency expenditure of \$38,468 to repair a well pump at the Ardie Road Plant.

MINUTES ACCEPTANCE

Minutes of the May 22, 2018 Board of Mayor and Aldermen Regular Meeting

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

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.

1. Ordinance 18-02, an ordinance to adopt the 2018-2019 General Fund, Street Aid Fund, Solid Waste Fund, General Improvement Fund, Drug Enforcement Fund, DEA Enforcement Fund, Drainage Fund, Parks Improvement Fund, Bartlett City School Fund, Utility Fund, Debt Service Fund, and Capital Improvements Fund budgets.

No one spoke in favor or against Ordinance 18-02.

Adjourned at 7:04 p.m.

2. Intent to Exceed Certified Recapture Tax Rate.

This public hearing is for notification purposes only.

3. Ordinance 18-03, an ordinance to levy and assess a tax rate for ad valorem taxes upon real property and personal property in the City of Bartlett for the Tax Year 2018.

Mayor McDonald noted that the Shelby County Assessor only gives a credit for one year for the City to make up the difference when residents appeal their assessed property values. Bartlett used up its entire appeals allowance during the first of the four-year cycle.

No one spoke for or against Ordinance 18-03.

Adjourned at 7:06 p.m.

UNFINISHED BUSINESS

- 1 **Third Reading of Ordinance 18-02, an ordinance to adopt the 2018-2019 General Fund, Street Aid Fund, Solid Waste Fund, General Improvement Fund, Drug Enforcement Fund, DEA Enforcement Fund, Drainage Fund, Parks Improvement Fund, Bartlett City School Fund, Utility Fund, Debt Service Fund, and Capital Improvements Fund budgets. (Dick Phebus, Director of Finance)**

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

- 2 **Third Reading of Ordinance 18-03, an ordinance to levy and assess a tax rate for ad valorem taxes upon real property and personal property in the City of Bartlett for the Tax Year 2018. (Dick Phebus, Director of Finance)**

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

CONSENT AGENDA

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

- 1 Renewal of maintenance agreement for Watson Field Reporting. (Gary Rikard, Chief of Police)**
Request to renew service agreement with Data Driven for Watson Field Reporting Suite in the amount of \$37,364.90. This is an annual agreement running from July 1, 2018 to June 30, 2019. Funds are available in Account 123.48123.264.
- 2 Bid for 126 Ballistic Rifle Vests. (Gary Rikard, Chief of Police)**
Recommend accepting the qualified bid from Protect the Force at a cost of \$32,753.70. Funds are available in Account 124.48124.939.
- 3 Annual bid for ready-mix concrete. (Bill Yearwood, Director of Public Works)**
Recommend accepting the sole bid from Memphis Ready Mix. This is an annual bid item.
- 4 Annual bid for fill sand, limestone and rip rap. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bids from Fullen Dock, Memphis Stone & Gravel and Nature's Earth Products.
- 5 Annual bid for vehicle replacement parts. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Napa. Napa is the only vendor to submit a total bid on all parts, all other vendors were partial bids. This is an bid for yearly supplies.
- 6 Proposal for citywide tree trimming and removal. (Shan Criswell, Director of Parks and Recreation)**
Recommend accepting the request for proposal from Mister Tree with the highest average score of 100 in the review process. This service will be on an as needed or emergency basis for various departments, including Code Enforcement, Parks and Recreation, and Public Works. There is no set cost at this time.
- 7 Proposal for Fletcher Creek Walking Trail, Phase 3. (John Horne, Assistant Director of Engineering)**

Recommend accepting the proposal from Burr and Cole, Inc. for the design of the Fletcher Creek Walking Trail, Phase 3, totaling \$85,200.00. The final cost to the City will be \$17,040.00 thanks to an 80/20 grant. Funds are available 311.48311.780.4513.

8 Treasurer's Report for April 2018. (Dick Phebus, Director of Finance)

Adopted Budget Expenditures	\$79,809,042
Year-to-date Expenditures	\$72,480,665
Adopted Budget Revenues	\$79,809,042
Year-to-date Revenues	\$74,323,157

NEW BUSINESS

1 Appoint Wayne Ray to the Code Appeals Board. (A. Keith McDonald, Mayor)

Mr. Ray is transferring from the City Beautiful Commission back to the Code Appeals Board. His term will expire December 31, 2019.

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

2 Property, general liability, auto, worker's compensation, and other insurance renewals. (Dick Phebus, Director of Finance)

Mr. Phebus explained that these insurance renewals are through the Tennessee Municipal League Risk Management Pool for Fiscal Year 2019. He noted that the Bartlett City School System plans to obtain separate liability insurance, but will join the City in the rest of the insurance renewals.

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

3 Resolution 15-18, a resolution to amend the Fiscal Year 2018 General Fund Budget to appropriate \$48,600 for education incentive pay for fire department personnel. (Dick Phebus, Director of Finance)

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

4 Resolution 16-18, a resolution to delete uncollectible accounts from utility customers accounts receivable. (Dick Phebus, Director of Finance)

Mr. Phebus stated that this year's uncollectible water write-offs total \$51,869.63, which is up from last year, but down from 2016.

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

5 First Reading of Ordinance 18-04, an ordinance to amend the City of Bartlett Zoning Ordinance, by amending Article I, Section 2, definitions, to modify the definition of dwelling unit and add definitions for short-term rental unit and transient guest; by amending Article V, Chart I, uses permitted in zoning districts, to identify zoning districts in which short-term rentals are permitted uses; and by amending Article 6, Supplementary District Regulations, by adding a new Section 30, establishing regulations for short-term rentals. (Kim Taylor, Director of Planning and Economic Development)

Planning Director Kim Taylor explained that this ordinance will regulate short-term rental properties. Its intent is to establish a permitting process to allow for short-term rentals, while maintaining residential character in the City's neighborhoods.

This ordinance will allow the City to assess and collect occupancy taxes on these properties.

Ms. Taylor stated there will be two types of permits for short-term rental properties. Permit 1 will allow new short-term rentals in all residential zoning districts. Permit 2 will allow the continued use of such properties that were established prior to July 10, 2018, including in Agriculture and Office Zoning Districts. Permits, which will be renewed annually, will have an initial fee of \$75, and a renewal fee of \$50. Upon renewal of the permit, Code Enforcement, which will manage the permits, will be able to inspect the premises to insure all applicable laws, ordinances, and regulations are being followed, and codes complied with.

Applicants must prove that the past six months of property taxes have been paid for the property, plus provide proof of property insurance.

This ordinance also provides for a complaint-filing process and a permit revocation process.

Alderman Simmons asked how this ordinance applies to current renters with a one-year lease. Mayor McDonald explained that it does not apply; this ordinance is strictly for short-term rentals of 30 days or less.

Alderman Parsons asked about inspections. City Attorney Ed McKenney explained that Code Enforcement can inspect the premises for working safety equipment, such as carbon monoxide and smoke detectors, plus fire extinguishers. Alderman Parsons asked if inspections can take place any time. Mr. McKenney stated that inspections can occur during permit renewal and if there is sufficient cause to warrant one.

RESULT:	APPROVED ON FIRST READING [UNANIMOUS]	Next: 6/26/2018 7:00 PM
MOVER:	Jack Young, Vice Mayor	
SECONDER:	Paula Sedgwick, Alderman	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick	

OPEN DISCUSSION

No one spoke during Open Discussion.

ADJOURNMENT

Meeting adjourned at 7:22 PM



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MAY 22, 2018 - BARTLETT CITY HALL - 7:00 PM

ATTENDANCE

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

INVOCATION

Opening Prayer by Vice Mayor Jack Young

FUTURE MEETINGS

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

Family Assistance Commission, June 4 at 6 p.m.

Planning Commission, June 4 at 7 p.m.

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

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

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

RECOGNITIONS

National Public Works Week Proclamation

Mayor McDonald proclaimed National Public Works Week in Bartlett for the week of May 20 through 26.

Check presentation to Youth Villages

Bartlett Recreation Center Facility Manager Micheal Goldberg and Pickleball Tournament Director Rick Darling presented a check in the amount of \$10,147 to Youth Villages CEO Pat Lawler. The funds were raised during the fifth annual Pickleball Tournament, which was held April 6 and 7.

Minutes Acceptance: Minutes of May 22, 2018 7:00 PM (MINUTES ACCEPTANCE)

*****Official Business of the Day*******MINUTES ACCEPTANCE****Minutes of the May 8, 2018 Board of Mayor and Aldermen Regular Meeting**

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

UNFINISHED BUSINESS

- I **Second Reading of Ordinance 18-02, an ordinance to adopt the 2018-2019 General Fund, Street Aid Fund, Solid Waste Fund, General Improvement Fund, Drug Enforcement Fund, DEA Enforcement Fund, Drainage Fund, Parks Improvement Fund, Bartlett City School Fund, Utility Fund, Debt Service Fund, and Capital Improvements Fund budgets. (Dick Phebus, Director of Finance)**

Mr. Phebus noted that the attached fee schedule was amended to add manicures and pedicures at the Senior Citizens Center.

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 6/12/2018 7:00 PM
MOVER:	Jack Young, Vice Mayor	
SECONDER:	Emily Elliott, Alderman	
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick	

- 2 **Second Reading of Ordinance 18-03, an ordinance to levy and assess a tax rate for ad valorem taxes upon real property and personal property in the City of Bartlett for the Tax Year 2018. (Dick Phebus, Director of Finance)**

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 6/12/2018 7:00 PM
MOVER:	Jack Young, Vice Mayor	
SECONDER:	W.C. Pleasant, Alderman	
AYES:	Pleasant, Elliott, Parsons, Young, Sedgwick	

Minutes Acceptance: Minutes of May 22, 2018 7:00 PM (MINUTES ACCEPTANCE)

CONSENT AGENDA

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

- 1 Special event permit for Bartlett Station Movies in the Park. (Jim Brown, Director of Code Enforcement)**
The event will be held on Fridays August 24, September 7, September 21 & October 5 from sunset to 11 p.m. at W.J. Freeman Park.
- 2 Special event permit for St. Ann Church's Fall Fest. (Jim Brown, Director of Code Enforcement)**
The event will be held on Friday, October 19 from 6 to 10 p.m. and Saturday, October 20 from 11 a.m. to 10 p.m. on the church's campus.
- 3 Annual bid for oil and lubricant. (Bill Yearwood, Director of Public Works)**
Recommend accepting the only qualified bid from Panther Oil.
- 4 Annual bid for Loose Waste Collection. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lower bid from Michaels Tree and Landscape.
- 5 Annual bid for generator load testing. (Bill Yearwood, Director of Public Works)**
Recommend accepting the lowest bid from Clarke.
- 6 Bid for replacing Justice Center HVAC units. (Gary Rikard, Chief of Police)**
Recommend accepting the lowest bid from D & L, Inc. at a cost of \$47,295.00. Funds are available in Account 311.48311.780.20518.
- 7 Bid for Elmore Park Road drainage improvements project. (John Horne, Assistant Director of Engineering)**
Recommend accepting the lowest bid from Ensco in the amount of \$123,250.00, plus a contingency amount of \$26,750.00, for a total cost of \$150,000.00. Funds are available in Account 311.48311.780.63616.
- 8 Apple Lease 2019 Form CT-0253 Debt Obligation. (Dick Phebus, Director of Finance)**
State of Tennessee Comptroller's Office requires presentation to the Board of Mayor and Aldermen of the Report on Debt Obligation form for certain debt. Attached form is presented for the Apple computer capital lease approved on May 8, 2018.

Minutes Acceptance: Minutes of May 22, 2018 7:00 PM (MINUTES ACCEPTANCE)

NEW BUSINESS**1 Resolution 11-18, a resolution to establish the Mayor's salary and vehicle stipend for the four-year period beginning January 1, 2019. (Mark Brown, Chief Administrative Officer)**

Chief Administrative Officer Mark Brown stated that the State Constitution prohibits elected officials' salaries being altered during the term of office. Traditionally, the Board has set the mayor, aldermen, and judges' salaries during the year of a mayoral election.

This resolution increases the salary of Mayor \$2,500 each year, going from the current salary of \$95,000 to \$105,000. This increase is designed to attract candidates with executive level skills and background.

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

2 Resolution 12-18, a resolution to establish the salaries of Aldermen in the City of Bartlett beginning January 1, 2019. (Mark Brown, Chief Administrative Officer)

Mr. Brown stated that this resolution will maintain the Aldermen's current salary of \$12,000 per year for the next four years.

RESULT:	APPROVED [4 TO 1]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Emily Elliott, Alderman
AYES:	Pleasant, Parsons, Young, Sedgwick
NAYS:	Elliott

3 Resolution 13-18, a resolution to establish the salary of the Division I Judge in the City of Bartlett for the eight-year period beginning September 1, 2018. (Mark Brown, Chief Administrative Officer)

Mr. Brown explained that this resolution sets the Division I Judge's salary at \$64,000 for the next eight-year term.

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

4 Resolution 14-18, a resolution to amend the Fiscal Year 2018 Bartlett City Schools Education Capital Project Fund and General Purpose School Fund. (Dick Phebus, Director of Finance)

Finance Director Dick Phebus explained that this amendment allocates additional funds for the renovations of the School System's administrative offices, Bartlett Square, and \$61 million for the renovation and new construction at Bartlett High School. Additionally, this amendment allocates the funds to pay for the Apple Lease the City agreed to enter into at the May 8 Board meeting on behalf of the school board.

Minutes Acceptance: Minutes of May 22, 2018 7:00 PM (MINUTES ACCEPTANCE)

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

OPEN DISCUSSION

In light of the recent school shooting in Santa Fe, Texas, Alderman Parsons pointed out that Bartlett City Schools has added one school resource officer in its 2019 Fiscal Year Budget.

Alderman Elliott announced that the Bartlett Station Farmers Market has begun and will be held every Saturday throughout the summer at W.J. Freeman Park.

Shirley Jackson, Chair of the Bartlett Board of Education, stated that the Board has been scrutinizing school security, and will add one resource officer in next year's budget. She also thanked the Board of Mayor and Aldermen for entering into the lease with Apple for new school computers, since the Board of Education is legally prohibited from entering into contracts.

ADJOURNMENT

Meeting adjourned at 7:28 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of May 22, 2018 7:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

ORDINANCE (ID # 2335)

Meeting: 06/12/18 07:00 PM

Department: Finance

Category: Budget

Prepared By: Eric Phan

Initiator: Dick Phebus

Sponsors:

DOC ID: 2335

Ordinance 18-02, an ordinance to adopt the 2018-2019 General Fund, Street Aid Fund, Solid Waste Fund, General Improvement Fund, Drug Enforcement Fund, DEA Enforcement Fund, Drainage Fund, Parks Improvement Fund, Bartlett City School Fund, Utility Fund, Debt Service Fund, and Capital Improvements Fund budgets.

SECTION 1: BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett that the following appropriations for the 2018-2019 Fiscal Year for the City of Bartlett are as follows:

	Fiscal Year 18/19
GENERAL FUND EXPENDITURES:	
ADMINISTRATIVE:	
Legislative Board	\$ 833,373
Mayor's Office	\$ 771,760
Community Affairs	\$ 315,859
Building and Grounds	\$ 353,519
Bartlett Station Municipal Center	\$ 424,472
Library	\$ 1,241,297
Finance and Administration	\$ 1,649,462
City Court	\$ 1,111,700
Personnel	\$ 535,742
Planning and Economic Development	\$ 487,931
Total Administrative	\$ 7,725,115
PUBLIC SAFETY:	
Police Department	\$ 15,737,595
Fire Department	\$ 7,617,020
Ambulance Department	\$ 3,588,010
Code Enforcement	\$ 1,013,266
Total Public Safety	\$ 27,955,891
PUBLIC WORKS:	
Administration	\$ 581,072
City Shop	\$ 1,036,853
General Maintenance	\$ 1,557,406
General Services	\$ 369,087
Grounds Maintenance	\$ 1,480,513
Animal Control	\$ 760,170
Engineering Administration	\$ 409,394
Engineering & Inspection	\$ 614,039
Total Public Works	\$ 6,808,534

PARKS AND RECREATION:

Administration	\$	371,693
Community Center	\$	944,034
Athletics	\$	806,993
Maintenance	\$	1,579,898
School Ground Maintenance	\$	243,529
Senior Citizen Center	\$	406,455
Recreation Center	\$	1,665,971
Total Parks and Recreation	\$	6,018,573
PERFORMING ARTS:		
Performing Arts Center	\$	692,073
Total Performing Arts	\$	692,073

OTHER GENERAL FUND ITEMS /TRANSFERS OUT

Transfer Out Debt Service	\$	1,000,000
Transfer Out Bartlett City School	\$	1,737,826
Transfer Out Shelby County Board of Education	\$	608,193
Transfer Out Bartlett City School Debt Service	\$	2,555,000
Transfer Out DARE Program	\$	33,000
Transfer Out Drainage Fund	\$	100,000
Transfer Out CIP	\$	500,000
Total Transfers Out	\$	6,534,019

TOTAL GENERAL FUND EXPENDITURES **\$ 55,734,205**

GENERAL FUND REVENUES/TRANSFERS:

Property Taxes	\$	26,095,000
Local Taxes	\$	13,565,418
Licenses & Privileges	\$	1,816,700
Intergovernmental	\$	6,141,000
General Charges for Services	\$	4,238,830
Department Revenues	\$	1,473,107
Court Charges	\$	1,965,000
Other Revenue	\$	271,650
Transfer In from General Improvement Fund	\$	167,500

TOTAL GENERAL FUND REVENUES/TRANSFERS **\$ 55,734,205**

SPECIAL REVENUE FUNDS EXPENDITURES

Street Aid Fund	\$	2,475,000
Solid Waste Fund	\$	6,614,577
General Improvement Fund	\$	768,800
Drug Enforcement Fund	\$	473,500
DEA Enforcement Fund	\$	279,200
Drainage Control Fund	\$	120,526
Park Improvement Fund	\$	16,936
Bartlett City School Fund	\$	79,847,876

TOTAL SPECIAL REVENUE FUNDS EXPENDITURES \$ 90,596,415**SPECIAL REVENUE FUNDS REVENUES/SOURCES**

Special Revenue Funds Revenue	\$ 89,113,402
Use of Fund Balance	\$ 1,483,013

TOTAL SPECIAL REVENUE FUNDS REV./SOURCES \$ 90,596,415**UTILITY FUND EXPENDITURES**

Administration	\$ 2,453,481
Water & Wastewater Services	\$ 1,890,339
Plant Operations	\$ 1,929,468
Sewer Treatment	\$ 998,437
Total Utility Operation Expenditures	\$ 7,271,725
Utility Debt -- Principal	\$ 1,087,000
Utility Debt -- Interest & Charges	\$ 269,519
Total Utility Debt Expenditures	\$ 1,356,519
Transfer to Capital Improvement Fund	\$ 2,550,000

TOTAL UTILITY FUND EXPENDITURES \$ 11,178,244**UTILITY FUND REVENUES/SOURCES**

Utility Fund Revenues	\$ 8,738,000
Department Revenues	\$ 9,500
Use of Fund Balance	\$ 2,430,744

TOTAL UTILITY FUND REVENUES/SOURCES \$ 11,178,244**GENERAL DEBT SERVICE FUND EXPENDITURES**

Principal \$	5,515,150
Interest and Other Charges	\$ 2,956,251

TOTAL GENERAL DEBT SERVICE EXPENDITURES \$ 8,471,401**GENERAL DEBT SERVICE REVENUES/SOURCES**

Debt Service Revenues	\$ 8,286,400
Use of Fund Balance	\$ 185,001

TOTAL GENERAL DEBT SERVICE REV./SOURCES \$ 8,471,401

SECTION 2: CAPITAL IMPROVEMENT PLAN -- BE IT FURTHER ORDAINED that "Exhibit A" represents the capital improvements plan for the City of Bartlett, Tennessee. The items listed as 2018-2019 are to be included in the budget, while new projects in future years represent "Planned" expenditures, and will require formal appropriation in future years. Unexpended project revenues and expenditures/expenses for existing projects may be administratively transferred to other CIP projects by the Finance Director with the approval of the Mayor and/or the Chief Administrative Officer.

SECTION 3: CAPITAL IMPROVEMENT PLAN BORROWING -- BE IT FURTHER ORDAINED, that the borrowing required as scheduled with the Capital Improvements Plan will take additional, specific authorization from the Board of Mayor and Aldermen in accordance with Tennessee Law.

SECTION 4: The CITY WATER RATE -- BE IT FURTHER ORDAINED the City Water Rates be assessed according to the following schedule:

	<u>Rates</u>
Residential -- City Customers -- The first 2,000 gallons	\$ 5.80
Residential -- City Customers - Over 2,000 gallons, per 1,000 gallons	\$ 1.80
Residential -- Rural Customers -- The first 2,000 gallons	\$ 8.70
Residential -- Rural Customers -- Over 2,000 gallons, per 1,000 gallons	\$ 2.70
Commercial -- City Customers -- The first 2,000 gallons	\$ 10.88
Commercial -- City Customers - Over 2,000 gallons, per 1,000 gallons	\$ 2.10
Commercial -- Rural Customers -- The first 2,000 gallons	\$ 15.59
Commercial -- Rural Customers -- Over 2,000 gallons, per 1,000 gallons	\$ 3.15

SECTION 5: The CITY SEWER RATE -- BE IT FURTHER ORDAINED the City Sewer Rates be assessed according to the following schedule:

	<u>Rates</u>
Residential -- City Customers -- The first 2,000 gallons	\$ 6.19
Residential -- City Customers -- each additional 1,000 gallons	\$ 1.64
Residential -- Rural Customers -- The first 2,000 gallons	\$ 9.09
Residential -- Rural Customers -- each additional 1,000 gallons	\$ 1.79
Commercial -- City Customers -- The first 2,000 gallons	\$ 14.89
Commercial -- City Customers -- each additional 1,000 gallons	\$ 1.79
Commercial -- Rural Customers -- The first 2,000 gallons	\$ 22.14
Commercial -- Rural Customers -- each additional 1,000 gallons	\$ 1.93

SECTION 6: WATER/SEWER IN LIEU OF AD VALOREM TAX PAYMENTS -- BE IT FURTHER ORDAINED, that the Treasurer is directed to transfer and deliver to the general fund from the Water/Sewer Department, revenues equivalent to the property tax rate per each \$100 of Net Book Value of assets of the Bartlett Water/Sewer Department in lieu of property taxes on the day and date regularly that property taxes are collected.

SECTION 7: CITY FEES SCHEDULE -- BE IT FURTHER ORDAINED, that "Exhibit B" represents the fiscal year 2018-2019 comprehensive fees schedule for the City of Bartlett, Tennessee and establishes the rates for fiscal year 2018-2019. Any rate or fee not included in the attached 2018-2019 schedule established by previous resolution, ordinance or administrative action will remain in effect.

SECTION 8: INTERNAL SERVICE FUNDS -- BE IT FURTHER ORDAINED, that the Internal Service Funds for Health and Welfare and Worker's Compensation be continued, with the City's portion of the funding to be included in each fund's budget.

SECTION 9: OPERATING BUDGETS EXPIRE AT JUNE 30 -- BE IT FURTHER ORDAINED, that Operating budgets not spent or formally encumbered expire at June 30, 2019. Capital Projects are authorized on a "project" basis -- and the appropriation expires on completion of the project.

SECTION 10: NO APPROPRIATION EXCEEDED -- BE IT FURTHER ORDAINED, that no appropriation listed above may be exceeded without appropriate ordinance action to amend the budget.

SECTION 11: AFTER THE FISCAL YEAR-END -- BE IT FURTHER ORDAINED, that the Mayor is authorized to transfer appropriations within funds as needed to balance the budget after all year-end entries have been recorded in the fiscal year 2019 budget. All transfers will be reported to the Board of Mayor and Aldermen at the time of the reporting of the year-end financial results in the Comprehensive Annual Financial Report for the year ended June 30, 2019.

SECTION 12: DETAILED LINE-ITEM -- BE IT FURTHER ORDAINED, that a detailed line-item financial plan shall be prepared in support of the budget.

SECTION 13: GENERAL FUND OPERATING RESERVES AT JUNE 30 -- BE IT FURTHER ORDAINED, that the policy of the Board of Mayor and Aldermen establishes at 20%, the General Fund Balance as a percent of the next year's operations, and \$1,000,000 established as an emergency fund. Below this level, unspent budgets will accrue toward this. Amounts above this level may be used as directed by the Board.

SECTION 14: SEVERABILITY -- BE IT FURTHER ORDAINED, that all Ordinances heretofore passed in conflict herewith are hereby repealed insofar as they are in conflict with this Ordinance.

SECTION 15: EFFECTIVE DATE -- BE IT FURTHER ORDAINED that this Ordinance becomes effective July 1, 2018.

FIRST READING: May 8, 2018

SECOND READING: May 22, 2018

THIRD READING: June 12, 2018

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

A. Keith McDonald, Mayor

Attest: _____
Stefanie McGee, City Clerk

HISTORY:

05/08/18 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
Next: 05/22/18

05/22/18 Board of Mayor and Aldermen **APPROVED ON SECOND READING**
Next: 06/12/18

RESULT: **APPROVED ON THIRD AND FINAL RE [UNANIMOUS]**
MOVER: Jack Young, Vice Mayor
SECONDER: Emily Elliott, Alderman
AYES: Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2019 - FY 2023

PROJECT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
<u>FUNDING SOURCES</u>						
General Obligation Bonds	\$ 5,715,000	\$ 7,140,000	\$ 7,635,000	\$ 6,220,000	\$ 3,630,000	\$ 30,340,000
Capital Note	1,355,000	1,710,000	875,000	1,105,000	845,000	5,890,000
Transfer In from General Fund	500,000	0	0	0	0	500,000
FD311 Transfers-unspent projects	50,000	0	0	0	0	50,000
Transfer In from Park Imp. Fund	16,936	19,683	0	150,000	0	186,619
Grant Funds	150,000	0	0	0	0	150,000
TDOT 80% match	5,960,000	9,600,000	0	800,000	0	16,360,000
Utility Bonds	0	1,000,000	400,000	900,000	400,000	2,700,000
Utility Retained Earnings	2,550,000	0	0	0	0	2,550,000
Total Funding Sources	\$ 16,296,936	\$ 19,469,683	\$ 8,910,000	\$ 9,175,000	\$ 4,875,000	\$ 58,726,619
<u>PROJECT COST</u>						
<u>Administrative</u>						
Vehicles & Equipment	\$ 65,000	\$ 30,000	\$ 0	\$ 30,000	\$ 0	\$ 125,000
City Hall Renovations	0	250,000	250,000	0	0	500,000
BSMC Maintenances	150,000	0	0	0	0	150,000
Total Administrative	\$ 215,000	\$ 280,000	\$ 250,000	\$ 30,000	\$ 0	\$ 775,000
<u>Police</u>						
Police Vehicles & Equipment	\$ 335,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 2,075,000
Justice Center Maintenance	150,000	120,000	120,000	120,000	120,000	630,000
Total Police	\$ 485,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 2,705,000
<u>Fire</u>						
Fire Vehicles	\$ 0	\$ 35,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 155,000
Fire Ambulances	0	210,000	0	220,000	0	430,000
Self-Contained Breathing Apparatus	0	550,000	0	0	0	550,000
Fire Truck	0	0	0	800,000	0	800,000
Total Fire	\$ 0	\$ 795,000	\$ 40,000	\$ 1,060,000	\$ 40,000	\$ 1,935,000
<u>Codes Enforcement</u>						
Codes Enforcement Vehicles	\$ 25,000	\$ 0	\$ 25,000	\$ 0	\$ 25,000	\$ 75,000
Total Code Inspection	\$ 25,000	\$ 0	\$ 25,000	\$ 0	\$ 25,000	\$ 75,000

Attachment: ExhibitA&Bord19Updated (2335 : Ord 18-02 Budget Ordinance.)



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2019 - FY 2023

PROJECT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Public Works						
Public Works Vehicles & Equip	\$ 630,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,630,000
Public Works Vehicles & Equip	50,000	0	0	0	0	50,000
City Shop	0	0	2,500,000	1,500,000	0	4,000,000
Total Public Works	\$ 680,000	\$ 250,000	\$ 2,750,000	\$ 1,750,000	\$ 250,000	\$ 5,680,000
Engineering						
Engineering Vehicle	\$ 0	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
City Wide Overlay	1,500,000	2,000,000	2,000,000	2,000,000	2,000,000	9,500,000
ADA Transition Plan	0	200,000	200,000	200,000	200,000	800,000
Bartlett Blvd Overpass	125,000	0	0	0	0	125,000
Old Brownsville West	1,200,000	2,400,000	0	0	0	3,600,000
Old Brownsville TDOT	4,800,000	9,600,000	0	0	0	14,400,000
Appling Road Improvements	0	500,000	0	0	0	500,000
Appling Road Improvements	500,000	0	0	0	0	500,000
Brother & Stage Left Signal	300,000	0	0	0	0	300,000
Fletcher Creek Greenway Ph2	200,000	0	0	0	0	200,000
Fletcher Creek Ph2 TDOT	800,000	0	0	0	0	800,000
Fletcher Creek Greenway Ph3	90,000	0	0	0	0	90,000
Fletcher Creek Ph3 TDOT	360,000	0	0	0	0	360,000
Fletcher Creek Greenway Ph4	0	0	100,000	200,000	0	300,000
Fletcher Creek Ph4 TDOT	0	0	0	800,000	0	800,000
Germantown North	0	0	140,000	0	0	140,000
Old Brownsville East	0	0	0	100,000	0	100,000
Various Drainage Projects	400,000	400,000	400,000	400,000	400,000	2,000,000
Total Engineering	\$ 10,275,000	\$ 15,130,000	\$ 2,870,000	\$ 3,730,000	\$ 2,630,000	\$ 34,635,000
Parks						
Parks Vehicles & Equipment	170,000	65,000	65,000	65,000	65,000	\$ 430,000
Recreation Ctr Equipment/Repairs	70,000	20,000	0	0	0	90,000
Singleton Equipment/Repairs	25,000	45,000	0	0	0	70,000
Senior Center Equipment/Repairs	35,000	40,000	30,000	35,000	0	140,000

Attachment: Exhibit A & B Ord 18-02 Budget Ordinance.



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2019 - FY 2023

PROJECT	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL
Parks Maintenances	290,000	100,000	650,000	0	160,000	1,200,000
Parks Maintenances	16,936	19,683	0	150,000	0	186,619
Parks Restroom Renovations-ADA	500,000	350,000	275,000	200,000	0	1,325,000
Parks Restroom Renovations-ADA	150,000	0	0	0	0	150,000
W.J. Freeman Park Project	500,000	750,000	1,000,000	700,000	750,000	3,700,000
Total Parks	\$ 1,756,936	\$ 1,389,683	\$ 2,020,000	\$ 1,150,000	\$ 975,000	\$ 7,291,619
Performing Arts Center						
BPACC Repairs & Improvements	\$ 310,000	\$ 70,000	\$ 0	\$ 0	\$ 0	\$ 380,000
Total Performing Arts Center	\$ 310,000	\$ 70,000	\$ 0	\$ 0	\$ 0	\$ 380,000
Water						
Old Brownsville Water Line	\$ 300,000	\$ 600,000	\$ 0	\$ 0	\$ 0	\$ 900,000
Water Extention Kirby Whitten	250,000	0	0	0	0	250,000
Water Plant Site	0	0	0	250,000	0	250,000
Transfer to Utility Funds	0	0	0	0	0	0
Total Water	\$ 550,000	\$ 600,000	\$ 0	\$ 250,000	\$ 0	\$ 1,400,000
Sewers						
Sewers in Annexation Area	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,000,000
Covington Pike Sewer	600,000	0	0	0	0	600,000
Woodlawn Water & Sewer	1,000,000	0	0	0	0	1,000,000
Upgrade Sewage Plant #2	0	0	0	250,000	0	250,000
Total Sewers	\$ 2,000,000	\$ 400,000	\$ 400,000	\$ 650,000	\$ 400,000	\$ 3,850,000
TOTAL CIP	\$ 16,296,936	\$ 19,469,683	\$ 8,910,000	\$ 9,175,000	\$ 4,875,000	\$ 58,726,619

Attachment: ExhibitA&BOrd19Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
BSMC	Municipal Center Rental Fee		
	Weekday, M-F (8:00am-5:00pm)		
	Auditorium (all day)	\$ 600.00	\$100 x 6 (2 hrs. free)
	Banquet Hall (all day)	\$ 750.00	\$125 x 6 (2 hrs. free)
	Boardroom (all day)	\$ 210.00	\$35 x 6 (2 hrs. free)
	Chapel (all day)	\$ 480.00	\$80 x 6 (2 hrs. free)
	Meeting Room (all day)	\$ 180.00	\$30 x 6 (2 hrs. free)
	Reception Hall (all day)	\$ 360.00	\$60 x 6 (2 hrs. free)
	Weekend and Evening Rates		
	Auditorium	\$125/hr.	4-hr. minimum
	Banquet Hall	\$150/hr.	4-hr. minimum
	Boardroom	\$40/hr.	3-hr. minimum
	Chapel	\$95/hr.	4-hr. minimum
	Meeting Room	\$35/hr.	3-hr. minimum
	Reception Hall	\$70/hr.	3-hr. minimum
	Equipment Rental		
	Sound System (Includes Sound Tech)	\$125/\$175	\$125 - R.H./\$175 - B.H. All Day
	Sound Technician	\$ 20.00	Per hour with 4-hr. minimum
	Wedding and Reception Packages		
	Reception only		
	Banquet Hall	\$ 1,200.00	8 hours
	Reception Hall	\$ 560.00	8 hours
	Wedding only		
	Auditorium	\$ 995.00	\$125/hr. + Sound Tech at \$120
	Chapel	\$ 785.00	\$95/hr + Sound Tech at \$120
	Wedding & Reception (Sound Tech Included)		
	Auditorium & Banquet Hall	\$ 2,375.00	7 hrs. in Aud/10 hrs. in B.H.
	Auditorium & Reception Hall	\$ 1,575.00	7 hrs. in Aud/10 hrs. in R.H.
	Chapel & Banquet Hall	\$ 2,165.00	7 hrs. in Chapel/10 hrs. in B.H.
	Chapel & Reception Hall	\$ 1,365.00	7 hrs. in Chapel/10 hrs. in R.H.
Finance	Alcoholic Beverage Application Fee	\$ 500.00	
	Alcoholic Beverage Duplicate License Fee	\$ 10.00	Each
	Alcoholic Beverage Renewal Fee	\$ 500.00	Annual
	Auto Tag Renewal Fee	\$ 25.00	Annual
	Beer Permit Application Fee	\$ 250.00	Each
	Beer Privilege Tax	\$ 100.00	Annual
	City Service Fee	\$ 2.50	Monthly
	Copy fees	\$ 0.15	Only applies to 20 pages and more
	Legal Notice	\$ 100.00	Each
	Liquor Privilege Tax License	\$ 600.00	\$600 - \$1,000 Annual Based on Seatin
	Lost Payroll Check Fee	\$ 25.00	Each
	Outdoor Sales Permit Fee	\$ 55.00	Each
	Penalty Personalty Property Taxes	5%	
	Penalty Real Property Taxes	5%	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
City Court	Returned Check Fee	\$ 20.00	Each or Amt of check, whichever is less
	Taxicab Permit Fee, per cab	\$ 80.00	Annual
	Wholesale Beer Tax	17%	Reported Monthly
	Wholesale Liquor Tax	5%	Reported Monthly
	Wine Only Privilege Tax License	\$ 120.00	\$120 - \$200 Annual Based on Seating
	Cable Franchise Fee	5%	Annual(Applied to Gross Revenues)
	Cable Application/Bid Fee	\$ 5,000.00	Per Application
	Cable Bid Copy Fee	\$ 25.00	Per Cable Bid
	Alcohol/Drug Treatment Fee	\$ 100.00	Set by State
	Breath Alcohol Test Charge	\$ 17.50	Set by State
	Cash Bond Forfeiture Fee	\$ 13.75	Set by State
	City Court Costs	\$ 86.00	Set by City
	City Litigation Tax	\$ 13.75	Can be no more than State Lit. Tax
	County Drug Treatment Fee	\$ 70.00	Set by State
	County Veteran Fee	\$ 50.00	Set by State
	Criminal Privilege Tax on Litigation	\$ 29.50	Set by State
	DA Crime Fee	\$ 75.00	Set by State
	DUI-Interlock Fee	\$ 40.00	Set by State
	DUI-Blood Test Charge	\$ 250.00	Set by State
	Drug Test Fee	\$ 10.00	Set by City
	Expungement Fee-City	\$ 100.00	Set by City
	Expungement Fee-State	\$ 350.00	Set by State
	Indigent Tax	\$ 12.50	Set by State
	Probation Fee	\$ 250.00	Set by City
	Reinstatement Fees From State	\$ 10.00	Per person when DL Reinstated
	Sexual Assault Fee	\$ 200.00	Set by State
	State Court Costs (Criminal Charge)	\$ 62.00	Set by State
	State Court Costs (Traffic Charge)	\$ 42.00	Set by State
	State Drug Treatment Fee	\$ 10.00	Set by State
	State Impair Driv. Fund Fees	\$ 5.00	Set by State
	State Litigation Tax	\$ 13.75	Set by State
	State Tax On Crimes Against Person/Crim. Injury Fund	\$ 26.50	Or \$50.00 (Set by State)
	Traffic Privilege Tax on Litigation	\$ 17.75	Set by State
	Traumatic Brain Injury Fund	\$15 or \$30	Set by State
	No Drivers License Fee	\$ 15.00	Set by State
	Late Fee on Traffic Citation-(1st FTA Ord.3-406)	\$ 50.00	Set by City
Planning	11 X 17 COLOR MAPS Copy Fee	\$ 3.00	Each
	Article V – Schedule Of District Regulations Copy Fee	\$ 2.50	Each
	Handbook Copy Fee	\$ 6.00	Each
	Landscape/Tree Ordinance Copy Fee	\$ 3.50	Each
	Re-Record Plat Fees	\$ 50.00	Each
	Sign Ordinance Copy Fee	\$ 18.00	Each
	Sign Summary, Appendix 5 & Chart 1 Copy Fee	\$ 1.25	Each

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Subdivision Ordinance Copy Fee	\$ 7.00	Each
	Zoning Ordinance W/ New Ordinances Copy Fee	\$ 29.25	Each
	Board of Zoning Appeals		
	Variances	\$ 300.00	Each
	Design Review Fees		
	Sign Review	\$ 100.00	Each
	Site Plan Review	\$ 200.00	Each
	Site Plan - Planning Commission		
	Site Plan Review (without contract)	\$ 200.00	Each
	Site Plan Review (with contract)	\$ 300.00	Each
	Subdivision		
	Construction Plan	\$ 100.00	Each
	Plus	\$ 10.00	Per lot
	Dedication of Street	\$ 300.00	Each
	Final Plan	\$ 300.00	Each
	Plus	\$ 20.00	Per lot
	Master Plan	\$ 300.00	Each
	Plus	\$ 20.00	Per lot
	Rerecording	\$ 50.00	Each
	Revocations	\$ 300.00	Each
	Street Name Change	\$ 300.00	Each
	Road, Street, Alley Closure	\$ 300.00	Each
	Zoning		
	Planned Development: Outline Plan	\$ 300.00	Five acres or less, \$30 per acre after first five and maximum fee of \$2,000
	Rerecording	\$ 50.00	Each
	Renotification Fee	\$ 100.00	Up to 100 labels and \$1.00 per label over first 100
		\$ 1.00	
	Reprocessing of Applications	\$ 150.00	Five acres or less, \$15 per acre after first five and maximum fee of \$1,000
	Rezoning and Special Use Permits	\$ 500.00	Five acres or less, \$50 per acre after first five and maximum fee of \$3,000
Police	Background Checks	\$ 15.00	Each
	Beer Server Permits	\$ 10.00	Each
	DUI Tapes/Video	\$ 15.00	Each
	Fingerprints	\$ 15.00	Per card
	Sexual Offender Registry	\$ 150.00	Each
	Sexual Oriented Business Employee Permit Fee	\$ 15.00	Annual
	Sexual Oriented Business Permit Fee	\$ 500.00	Annual
	Tow fees	\$ 125.00	Each

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
Fire	Ambulance Transport Fee for BLS	\$ 650.00	For BLS
	Ambulance Transport Fee for ALS I	\$ 750.00	For ALS I
	Ambulance Transport Fee for ALS II	\$ 850.00	For ALS II
	Plus a mileage fee	\$ 8.00	Per mile
	Copy fees	\$ 0.15	Only applies to 20 pages and more
	CPR Classes	\$ 20.00	Per person per class
Code Enf.	Building Fees		
	Addition not exceeding 400 square feet	\$ 40.00	Minimum fee (1&2 family dwelling)
	Addition of more than 400 square feet	\$ 90.00	Minimum fee (1&2 family dwelling)
	Alteration and repair-per \$1,000	\$ 4.00	One & Two Family Dwelling
	Minimum fee of	\$ 60.00	
	Certificate of Occupancy	\$ 60.00	
	Commercial curb-cuts, driveway entrances & exits	\$ 0.06	Minimum \$30
	Commercial sidewalks	\$ 30.00	On public right of way
	Conveyor Systems, Racking Systems	\$ 60.00	First \$250,000
	Per \$1,000 for more than \$250,000	\$ 1.00	
	Decks & spas	\$ 40.00	
	Demolition-for each 25,000 cubic feet	\$ 7.00	
	Demolition-Maximum Fee	\$ 500.00	
	Demolition-Minimum Fee	\$ 60.00	
	Detached building <= 100 sq ft	\$ 20.00	Minimum fee one story
	Detached building > 600 sq ft	\$ 0.05	Per square feet
	Detached exceeding 100 sq ft <= 600 sq ft	\$ 30.00	Minimum fee one story
	Fees for Amending Permits	\$ 20.00	
	Fees for Issuing Permits	\$ 4.00	
	Fees for miscellaneous construction	\$ 8.00	Per \$1,000
	Fences one-two family dwelling	\$ 10.00	
	Minimum fee	\$ 60.00	
	First Re-inspection Fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	Gates, wall fence, or others	\$ 20.00	Minimum
	Per \$1,000	\$ 4.00	
	Hazardous occupancies	\$ 200.00	
	Imploded Structures-flat fee	\$ 1,000.00	
	New construction & additions	\$ 40.00	Minimum Fee (not 1&2 family dwellin
	Less than \$25,000-per \$1,000	\$ 4.00	
	\$25,000 to \$1,000,000-per \$1,000	\$ 3.00	Plus one-time \$100
	\$1,000,001 to \$25 million-per \$1,000	\$ 2.00	Plus one-time \$3,025
	\$25,000,001 & above-per \$1,000	\$ 1.50	Plus one-time \$51,025
	New construction of or addition to existing	\$ 0.05	Per square foot (1&2 family dwelling)
	Minimum fee of	\$ 125.00	
	Removal or moving of structures	\$ 200.00	
	Special events	\$ 60.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Temporary construction trailer (6 months)	\$ 60.00	
	Work commencing before permit issued	Double Fee	
	Electrical Permit Fees		
	0-150 amperes	\$ 70.00	
	151-400 amperes	\$ 125.00	
	Over 400 amperes	\$ 250.00	
	277 to 480 volt phase	\$ 2.00	Per Amp
	Amending Permit Fee	\$ 20.00	
	Circuits with capacity of more than 1 KW		
	For the first 5 KW	\$ 5.00	
	For each additional KW	\$ 3.00	
	Empty Conduits	\$ 10.00	For each 50' of conduit or bank of conduits
	Existing Residential Occupancies		
	1 to 5 circuits	\$ 30.00	
	Over 5 circuits	\$ 45.00	
	Fee for issuing permits	\$ 4.00	
	Filing of Board of Appeals	\$ 100.00	
	First Re-inspection fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	General Inspection (not a complaint)	\$ 50.00	
	Installed Motors		
	1st H.P.	\$ 6.00	
	Each additional H.P.	\$ 1.00	
	Fuel Pumps	\$ 20.00	
	Motors moved at same address	\$ 15.00	
	Low Voltage (Non-Residential)	\$ 15.00	Per System/Per Floor
	Minimum permit fee	\$ 15.00	
	Miscellaneous Items		
	Meter Put Back	\$ 15.00	
	Recalls	\$ 15.00	
	Underground or overhead low voltage cable	\$ 20.00	Per 100 ft
	Miscellaneous Fees		
	Battery Charger up to 100 amperes	\$ 15.00	
	Battery Charger-more than 100 amperes	\$ 15.00	
	Electric welder	\$ 25.00	
	Fire Ruling	\$ 50.00	
	Lighting and Convenience Outlet Circuits	\$ 4.00	
	Modular Res. Buildings	\$ 50.00	
	Motion picture machine	\$ 30.00	
	Panels	\$ 15.00	
	Power Rectifier-more than 100 amperes	\$ 3.00	Each unit
	Power Rectifier-up to 100 amperes	\$ 15.00	
	Relocated Houses	\$ 50.00	
	X-ray unit-120 volt	\$ 15.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	X-ray unit-208/240 volt	\$ 50.00	
	Mobile Homes (manufactured)	\$ 50.00	
	Reconnecting Signs		
	1st circuit	\$ 15.00	
	Each additional circuit	\$ 2.00	
	Mercury Vapor Light P.O.L.	\$ 15.00	
	Re-inspection of interior wiring	\$ 50.00	Out of service for 90 days or more
	Residential Low Voltage		
	After Electrical-roughin	\$ 50.00	
	Before Electrical-roughin	\$ 30.00	
	Residential Temporary Meter Center	\$ 25.00	
	Service, Feeder, & Panel Replacement	\$ 50.00	Residential
	Signs and Decorative Circuits		
	1st circuit	\$ 6.00	
	Each additional circuit	\$ 4.00	
	Conduit installed for the sign circuit	\$ 15.00	
	Swimming Pools		
	Above Ground Pools	\$ 30.00	
	Inground Pools	\$ 100.00	
	Transformers & Capacitors		
	Installations-100 watts up to 5 KVA	\$ 15.00	
	Installations-each additional > 5 KVA	\$ 0.50	
	Replacement	\$ 20.00	
	Up to 240 volt phase	\$ 1.00	Per Amp
	Work commencing before permit issued	Double Fee	
	Voltage excess of 480 volts per KVA		
	First 10,000 KVA	\$ 1.50	Per KVA
	Additional KVA over 10,000 up to 50,000	\$ 0.50	Each
	Each additional KVA above 50,000	\$ 0.25	Each
	Gas Permit Fees		
	Fee for Amending Permits	\$ 20.00	
	Fees for issuing permits	\$ 4.00	
	Filing Application for Board of Appeals	\$ 100.00	
	First re-inspection fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	For \$1 to \$1,000 valuation of installation	\$ 15.00	
	For each gas outlet	\$ 2.50	Single Family Residence
	Gas meter put back	\$ 15.00	
	Minimum Permit Fee	\$ 15.00	
	Per each additional \$1,000	\$ 8.00	
	Work commencing before permit issued	Double Fee	
	Liquidation/Special Sale Application Fee	\$ 25.00	Each

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
Mechanical Permit Fees			
	Fee for Amending Permits	\$ 20.00	
	Fees for Issuing permits	\$ 4.00	
	Filing for Board of Appeals	\$ 100.00	
	First re-inspection Fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	For 1st \$1,000	\$ 15.00	
	For 1st \$1,000	\$ 16.00	
	For each additional \$1,000 >\$1 mil	\$ 3.00	
	For each additional \$1,000 <\$1 mil	\$ 8.00	
	Minimum Permit Fee	\$ 15.00	
	Work commencing before permit issued	Double Fee	
	Plan Review Fee		
	\$0-\$25,000 total valuation	\$ 50.00	
	\$25,001-\$50,000 total valuation	\$ 100.00	
	\$50,001-\$100,000 total valuation	\$ 150.00	
	\$100,001-\$200,000 total valuation	\$ 200.00	
	\$200,001-\$300,000 total valuation	\$ 300.00	
	\$300,001-\$400,000 total valuation	\$ 400.00	
	\$400,001-\$500,000 total valuation	\$ 500.00	
	\$500,001 and up	\$ 600.00	
	Signs (New)	\$ 25.00	
Plumbing Permit Fees			
	Amending Permit Fee	\$ 20.00	
	Fees for issuing permits	\$ 4.00	
	Filing to Board of Appeals	\$ 100.00	
	First re-inspection fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	Installation of Plumbing Fixtures	\$ 7.50	
	Minimum Permit fee	\$ 15.00	Each Fixture
	Sewer Repair	\$ 100.00	
	Per \$1,000	\$ 8.00	Commercial Minimum
	Sewer Replacement or Connections	\$ 30.00	
	Sewer Turnaround	\$ 1,500.00	
	Water Heater	\$ 15.00	
	Water Service-< 1 inch > 2 inch	\$ 30.00	
	Water Service-< 2 inch	\$ 200.00	
	Water Service-> 1 inch	\$ 20.00	
	Work commencing before permit issued	Double Fee	
Public Works			
	Adoption Fee	\$ 65.00	Each
	Animal License Fee	\$ 6.00	Each (altered)
		\$ 16.00	Each (non-altered)
		\$ 3.00	Replacement Cost
	Boarding Fees	\$ 10.00	Per Day

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Capture Fees		
	1st offense	\$ 30.00	Each
	2nd offense	\$ 60.00	Each
	3rd offense	\$ 90.00	Each
	Grass Cutting of Vacant Houses	Actual Cost	Materials, Equipments & Labor Cost
	Shelter Misc. Revenue	\$ 25.00	Owner surrender
		\$ 25.00	Cremation fee
		\$ 15.00	Micro-chipping
Solid Waste	Appliance Pickup	\$ 25.00	Each
	Commercial Pickup-Set Up Fee	\$ 15.00	Each
	Commercial Pickup - Charge for Cart	\$ 50.00	Each
	Commercial Pickup - Monthly Charges:		
	For 1 Cart	\$ 23.00	Monthly
	For 2 Carts	\$ 28.00	Monthly
	For 3 Carts	\$ 33.00	Monthly
	Residential Cart Replacement Cost	\$ 50.00	Each
	Residential Cart Additional Purchase	\$ 50.00	Each
	Residential Pickup	\$ 25.00	Monthly
	Yard Waste Cart Purchase	\$ 50.00	Each - While Grant carts are available
Water/Wastewater			
	Barrel Locks to Contractors	\$ 7.50	Each
	Refundable User Fee for Fire Hydrant Meter	\$ 1,000.00	Each
	Rental for Fire Hydrant Meter	\$ 25.00	Monthly
	Water usage of Fire Hydrant Meter		Current City rates for water usage
	City Water Rates		
	Residential -- City Customers	\$ 5.80	The first 2,000 gallons
	Residential -- City Customers	\$ 1.80	each additional 1,000 gallons
	Residential -- Rural Customers	\$ 8.70	The first 2,000 gallons
	Residential -- Rural Customers	\$ 2.70	each additional 1,000 gallons
	Commercial -- City Customers	\$ 10.88	The first 2,000 gallons
	Commercial -- City Customers	\$ 2.10	each additional 1,000 gallons
	Commercial -- Rural Customers	\$ 15.59	The first 2,000 gallons
	Commercial -- Rural Customers	\$ 3.15	each additional 1,000 gallons
	City Sewer Rates		
	Residential -- City Customers	\$ 6.19	The first 2,000 gallons
	Residential -- City Customers	\$ 1.64	each additional 1,000 gallons
	Residential -- Rural Customers	\$ 9.09	The first 2,000 gallons
	Residential -- Rural Customers	\$ 1.79	each additional 1,000 gallons
	Commercial -- City Customers	\$ 14.89	The first 2,000 gallons
	Commercial -- City Customers	\$ 1.79	each additional 1,000 gallons
	Commercial -- Rural Customers	\$ 22.14	The first 2,000 gallons
	Commercial -- Rural Customers	\$ 1.93	each additional 1,000 gallons

Attachment: ExhibitA&BOrd19Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
Engineering	Fee for Plans and Specifications (for copies)		
	From \$100,000 to \$250,000	\$ 25.00	
	From \$250,001 to \$500,000	\$ 50.00	
	From \$500,001 to \$750,000	\$ 75.00	
	Greater than \$750,000	\$ 100.00	
	Commercial & Industrial		
	City Subdivision Inspection		
	Minimum, per lot	\$ 300.00	Whichever is greater
	Or % of Development Cost	3.0%	Whichever is greater
	Drainage Control Fee		
	For those lots not served by a detention basin	\$ 500.00	Per half acre
	For those lots served by a detention basin	\$ 250.00	Per half acre
	Sewer Connection Charge		
	Per Acre	\$ 2,333.00	Whichever is greater
	Per Front Foot	\$ 33.00	Whichever is greater
	Sewer Review Fee		
	Minimum	\$ 25.00	Per contract
	Per lot	\$ 10.00	Whichever is greater
	Per 250 feet of Sewer line Extension	\$ 25.00	Whichever is greater
	Subdivision and site plan review		
	Minimum	\$ 175.00	Whichever is greater
	Or % of Public Improvement Cost	1.5%	Whichever is greater
	Water Connection Fee	\$ 3,000.00	Per lot
	Water Plant Expansion % of Water Main Cost	15%	
	Water System Engineering % of Water Main Cost	6%	
	Residential		
	City Subdivision Inspection		
	Minimum, per lot	\$ 300.00	Whichever is greater
	Or % of Development Cost	3.0%	Whichever is greater
	Drainage Control Fee		
	For those lots not served by a detention basin	\$ 500.00	Per lot
	For those lots served by a detention basin	\$ 250.00	Per lot
	Park Land Development Fee	\$ 700.00	Per lot
	Sewer Connection Charge	\$ 2,000.00	
	Sewer Review Fee		
	Minimum	\$ 25.00	Per contract
	Per lot	\$ 10.00	Whichever is greater
	Per 250 feet of Sewer line Extension	\$ 25.00	Whichever is greater
	Subdivision and site plan review	\$ 175.00	Per lot
	Water Connection Fee	\$ 2,000.00	Per lot
	Water Plant Expansion Percent of Water Main Cost	15%	
	Water System Engineering % of Water Main Cost	6%	
	Street Cut Permit per 25 feet of cut	\$ 10.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
Parks	Facility Rental		
	Dixon-Brewer Park Gazebo	\$ 40.00	Residents (1/2 day/\$80 all day)
		\$ 60.00	Non-Residents(1/2 day/\$120 all day)
	Ellendale Park Pavilion	\$ 50.00	Residents (1/2 day/\$90 all day)
		\$ 70.00	Non-Residents (1/2 day/\$140 all day)
	W. J. Freeman Park - Gazebo	\$ 30.00	Residents (1/2 day/\$60 all day)
		\$ 45.00	Non-Residents(1/2 day/\$90 all day)
	W. J. Freeman Park - Pavilion	\$ 50.00	Residents(1/2 day/\$100 all day)
		\$ 75.00	Non-Residents(1/2 day/\$150 all day)
Athletics	Adult Sports	\$ 525.00	Softball
		\$ 400.00	Fall Softball
		\$ 500.00	Basketball
		\$ 210.00	Volleyball
	Facility Rental		
	Deermont	\$ 2,000.00	Weekend
	Ellendale	\$ 250.00	Per facility/day
	Appling	\$ 500.00	Per facility/day
	Late Registration	\$ 20.00	Per person
	Lights	\$ 30.00	Per 1.5hr, non league teams
	Tennis/Cricket & non BPRD group	\$ 15.00	Per player
	Tournament Fees	\$ 200.00	Per team
	Youth Sports-per person	\$ 80.00	Baseball, Softball & Basketball
		\$ 50.00	Volleyball
	Plus Non-Resident fee	\$ 30.00	Per person
	Youth Sports-per team		
	6 & u basketball	\$ 225.00	
	8 & u to 14&u basketball	\$ 375.00	
	17 & u basketball	\$ 525.00	
	6 & u 8 & u baseball	\$ 325.00	
	10 & u to 14 & u baseball	\$ 425.00	
	Per person fees for non BPRD Programs	\$ 15.00	per person
Singleton C.C.	Adult Classes		
	Bench Aerobics	\$ 5.00	Per class
	Belly Dancing	\$ 75.00	Resident per session
		\$ 80.00	Nonresident per session
	Zumba	\$ 5.00	Per class or 8 classes for \$35.00
	Yoga	\$ 5.00	Per class
	Chair Yoga	\$ 5.00	Per class
	Line Dancing	\$ 25.00	Resident per Month
		\$ 30.00	Non-Resident per Month
	Clogging	\$ 25.00	Resident per month
		\$ 30.00	Nonresident per month
		\$ 15.00	Senior per month

Attachment: ExhibitA&BOrd19Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Pottery with Susie	\$ 145.00	Resident per session
		\$ 150.00	Nonresident per session
Art Programs			
	Toddler Art	\$ 60.00	Per Session
	Children's Art Classes	\$ 275.00	Resident Per session (Ages 9-14)
		\$ 275.00	Nonresident Per session (Ages 9-14)
		\$ 225.00	Resident per session (Ages 5-8)
		\$ 225.00	Nonresident per session (Ages 5-8)
	Saturday Artists	\$ 225.00	Resident Per Session (Ages 5-8)
		\$ 225.00	Non Res. Per Session (Ages 5-8)
		\$ 250.00	Resident Per Session (Ages 9-14)
		\$ 250.00	Non Res. Per Session (Ages 9-14)
Dance			
	Bartlett Dance Factory	\$ 45.00	Resident per month
		\$ 50.00	Non-resident per month
	Bartlett Dance Factory - Summer Dance	\$ 90.00	Resident per session
		\$ 100.00	Non-resident per session
	Fall Break Camp	\$ 125.00	Resident/Non-Resident per week
	Spring Break Camp	\$ 125.00	Resident/Non-Resident per week
	Summer Day Camp	\$ 800.00	Resident
		\$ 850.00	Non-resident
Facility Rental			
	Regular Hours		
	Classroom	\$ 30.00	Resident per hour
		\$ 40.00	Non-resident per hour
	Stage Room	\$ 40.00	Resident per hour
		\$ 50.00	Non-resident per hour
	Auditorium	\$ 60.00	Resident per hour
		\$ 70.00	Non-resident per hour
	Kitchen	\$ 50.00	Resident per hour
		\$ 60.00	Non-resident per hour
	Gymnasium, one side only	\$ 65.00	Resident per hour
		\$ 75.00	Non-resident per hour
	Gymnasium, whole gym	\$ 130.00	Resident per hour
		\$ 150.00	Non-resident per hour
	Concession Stand	\$ 100.00	Resident Flat Fee
		\$ 125.00	Non-Resident Flat Fee
	Basketball Tournament	\$ 1,750.00	3 Day Resident
		\$ 1,900.00	3 Day Non-Resident
After Hours			
	Classroom	\$ 65.00	Resident per hour
		\$ 75.00	Non-resident per hour
	Stage Room	\$ 80.00	Resident per hour
		\$ 90.00	Non-resident per hour

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Auditorium	\$ 125.00	Resident per hour
		\$ 145.00	Non-resident per hour
	Kitchen	\$ 60.00	Resident per hour
		\$ 70.00	Non-resident per hour
	Gymnasium, one side only	\$ 145.00	Resident per hour
		\$ 165.00	Non-resident per hour
	Gymnasium, whole gym	\$ 290.00	Resident per hour
		\$ 350.00	Non-resident per hour
	Deposit Auditorium, Classrooms, Gym & Stage Rm	\$ 200.00	
	Deposit Teen Parties	\$ 500.00	Cash
	Rectangle Tables	\$ 6.00	
	Round Tables	\$ 8.00	
	Metal Chairs	\$ 0.75	
	White Chairs	\$ 1.00	
	Flamingo's	\$ 45.00	
	IDs	\$ 25.00	Resident per year
		\$ 40.00	Non-resident per year
		\$ 5.00	Day Pass
	Martial Arts		
	Kendo	\$ 25.00	Per month
	Preschool		
	Literature-4 & 5 yrs old (Fridays)	\$ 50.00	Resident per session
		\$ 55.00	Non-resident per session
	Preschool-2 yrs old	\$ 100.00	Resident per month
		\$ 105.00	Non-resident per month
	Preschool-3 & 4 yrs old	\$ 90.00	Resident per month
		\$ 95.00	Non-resident per month
	Preschool Summer Funtime-2 & 3 yrs old	\$ 90.00	Resident per month
		\$ 95.00	Non-resident per month
	Preschool Summer Funtime - 4-5 yrs old	\$ 90.00	Resident per month
		\$ 95.00	Non-resident per month
	Special Events		
	Halloween	\$ 1.00	Per adult
	Pet Show	\$ 10.00	Each pet
	Valentine's 5K/10K Run	\$ 25.00	Each
	Valentine's 5K/10K Run	\$ 40.00	Couples
	Turkey Shoot	\$ 1.00	Each
	Youth Classes		
	Acrobatics & Tumbling	\$ 15.00	Resident Per class
		\$ 20.00	Nonresident per class
	Babysitter Workshop	\$ 85.00	Per session
	Beginner Guitar	\$ 20.00	Per 1/2 hr session

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Baton	\$ 109.00	Resident per Session
		\$ 114.00	Non-Resident per Session
		\$ 35.00	Non-Resident per session
	Drawing - Children	\$ 90.00	
		\$ 95.00	
	ACT Prep	\$ 200.00	Resident per session
		\$ 205.00	Nonresident per session
	Adult Art	\$ 105.00	Resident per session - 4 weeks
		\$ 105.00	Non-resident per session - 4 weeks
	Driver Education	\$ 480.00	Resident per session
		\$ 485.00	Nonresident per session
	Piano with Shirley (Ages 6-High School)	\$ 20.00	Per 1/2 hr session
	Piano with with Vickie (Ages 6-Adults)	\$ 80.00	Per Month
	Tennis (Ages 7-17)	\$ 60.00	Resident - 1 Lesson Per Week
		\$ 65.00	Non Resident - 1 Lesson Per Week
	Tutoring/Elementary	\$ 325.00	per semester
	Tutoring/Middle School	\$ 325.00	per semester
	Summer Tutoring	\$ 30.00	Per Week
	Tutoring/High School	\$ 325.00	per semester
	Beginner Running	\$ 45.00	Resident - New Class
		\$ 55.00	Non-Resident - New Class
	Fun with Drums	\$ 60.00	Resident - New Class
		\$ 65.00	Non-Resident - New Class
	Stained Glass Class	\$ 130.00	Resident - New Class
		\$ 135.00	Non-Resident - New Class
Senior Center	AM Stretch Exercise Class	\$ 3.00	Per Class
	Ballroom Dance Day Class	\$ 3.00	Per class
	Ballroom Dance Night Class	\$ 10.00	Per Class
	Belly Dancing	\$ 3.00	Per Class
	Bridge Lessons	\$ 6.00	Per Class
	Calligraphy Workshops	\$ 35.00	Per Session
	Ceramics	\$ 10.00	Per month
	Computer Class	\$ 50.00	Per Session
	Computer Workshop	\$ 40.00	4-8 hours
	Computer Workshop	\$ 25.00	4 hours or less
	Dance - Afternoon	\$ 3.00	Members Per Dance
		\$ 5.00	Non-Members Per Dance
	Dance - Evening	\$ 5.00	Members Per Dance
		\$ 6.00	Non-Members Per Dance
	Duplicate Bridge	\$ 1.00	Per session
	Duplicate Bridge Additional Fee	\$ 1.50	Non-Members per Session
	Exercise Punch Card	\$ 30.00	Per Punch Card

Attachment: Exhibit A & B Ord19Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
Facility Rental			
Classroom (except #2)		\$ 40.00	Resident Per Hour / Two Hour Min.
		\$ 45.00	Non-Resident Per Hour / 2 Hr Min.
Classroom # 2		\$ 45.00	Resident Per Hour / Two Hour Min.
		\$ 50.00	Non-Resident Per Hour / 2 Hr Min.
Auditorium		\$ 90.00	Resident Per Hour / Two Hour Min.
		\$ 95.00	Non-Resident Per Hour / 2 Hr Min.
Auditorium Deposit		\$ 200.00	Per Auditorium Rental
Classroom & Room 2 Deposit		\$ 50.00	Per Classroom or Room 2 Rental
Kitchen (Type-Catering)		\$ 75.00	Additional Flat Fee for Rental
For Profit Rentals		\$ 5.00	Per Hour Added to Standard Rental Fee
Equipment - Podium		\$ 25.00	Additional Flat Fee for Rental
Equipment - Mic over PA		\$ 25.00	Additional Flat Fee for Rental (Aud. On
Equipment - TV w/ DVD		\$ 50.00	Additional Flat Fee for Rental
Rental Cleanup - Classroom		\$ 25.00	Additional Flat Fee Per Classroom Rental
Rental Cleanup - Room 2		\$ 50.00	Additional Flat Fee Per Rm 2 Rental
Rental Cleanup - Auditorium		\$ 95.00	Additional Flat Fee Per Auditorium Rental
Tablecloths - 60"x120" or 108" Round		\$ 17.50	Per Table Cloth
Tablecloths - 90"x132" or 132" Round		\$ 22.50	Per Table Cloth
Tablecloths - 120"		\$ 20.00	Per Table Cloth
Tablecloth Overlay - 72"x72" or 90"x90"		\$ 15.00	Per Overlay with Table Cloth Rental
Chair Cover with Sash		\$ 4.00	Per Chair
Jewelry Class		\$ 3.00	Per class
Language Classes		\$ 30.00	Per Session
Leather Class		\$ 3.00	Per class
Line Dance Class		\$ 3.00	Per class
Manicure		\$ 15.00	
Pedicure		\$ 21.00	
Special Care Fee		\$ 10.00	Additional (case-by-case)
Massage - Chair			
15-minutes		\$ 16.00	Per 15-minute appointment
30-minutes		\$ 32.00	Per 30-minute appointment
Memberships			
Basic Membership		\$ 15.00	Per Year
All-Inclusive Membership		\$ 19.00	Per Month
Newsletter Ad Space			
Business card size ad		\$ 15.00	Per issue
Quarter page ad		\$ 25.00	Per issue
Half page ad		\$ 45.00	Per issue
Full page ad		\$ 80.00	Per issue
Half page ad - outside back cover		\$ 100.00	Per issue
Oil Painting Class		\$ 10.00	Per Month
Photography Workshop		\$ 35.00	Per Session
Piano/Music Lessons		\$ 80.00	Per Month

Attachment: Exhibit A & B Ord19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Pottery Class	\$ 15.00	Per Month
	Sketching/Art Class	\$ 10.00	Per Month
	Sewing Class	\$ 10.00	Per Month
	Tai Chi	\$ 3.00	Per class
	Yoga	\$ 3.00	Per class
	Zumba Class	\$ 3.00	Per class
Recreation Center			
	Corporate Household	\$ 605.00	Yearly
	Corporate Senior Household	\$ 508.00	Yearly
	Corporate Senior Single	\$ 335.00	Yearly
	Corporate Single	\$ 400.00	Yearly
	Employee Household	\$ 384.00	Yearly
	Employee Senior Household	\$ 276.00	Yearly
	Employee Senior Single	\$ 192.00	Yearly
	Employee Single	\$ 252.00	Yearly
	Non-Resident College Membership	\$ 161.00	Yearly
	Non-Resident Day Pass Daily	\$ 15.00	Daily
	Non-Resident Day Pass Weekly	\$ 35.00	Weekly
	Non-Resident Household	\$ 734.00	Yearly
	Non-Resident Senior Household	\$ 659.00	Yearly
	Non-Resident Senior Single	\$ 432.00	Yearly
	Non-Resident Single	\$ 486.00	Yearly
	Resident College Membership	\$ 143.75	Yearly
	Resident Day Pass Daily	\$ 10.00	Daily
	Resident Day Pass Weekly	\$ 23.00	Weekly
	Resident Household	\$ 486.00	Yearly
	Resident Senior Household	\$ 356.00	Yearly
	Resident Senior Single	\$ 238.00	Yearly
	Resident Single	\$ 313.00	Yearly
	Resident Single - Monthly	\$ 29.00	Monthly
	Resident Household - Monthly	\$ 45.00	Monthly
	Resident Senior Single - Monthly	\$ 22.00	Monthly
	Resident Senior Household - Monthly	\$ 33.00	Monthly
	Non-Resident Single	\$ 156.00	3-Month
	Non-Resident Household	\$ 234.00	3-Month
	Non-Resident Senior Single	\$ 138.00	3-Month
	Non-Resident Senior Household	\$ 210.00	3-Month
	Non-Resident Single	\$ 45.00	Monthly
	Non-Resident Household	\$ 68.00	Monthly
	Non-Resident Senior Single	\$ 40.00	Monthly
	Non-Resident Senior Household	\$ 61.00	Monthly
	Resident Single	\$ 99.00	3-Month
	Resident Household	\$ 156.00	3-Month
	Resident Senior Single	\$ 75.00	3-Month

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Resident Senior Household	\$ 114.00	3-Month
	Non-Resident Single	\$ 156.00	3-Month
	Non-Resident Household	\$ 234.00	3-Month
	Non-Resident Senior Single	\$ 138.00	3-Month
	Non-Resident Senior Household	\$ 210.00	3-Month
	Corporate Single	\$ 129.00	3-Month
	Corporate Household	\$ 192.00	3-Month
	Corporate Senior Single	\$ 108.00	3-Month
	Corporate Senior Household	\$ 162.00	3-Month
	Aquatics		
	Splash Pad Resident - Daily	\$ 5.00	Daily
	Splash Pad Non-Resident - Daily	\$ 12.00	Daily
	Splash Pad Resident - Yearly	\$ 90.00	Yearly
	1 student 1 lesson per mem	\$ 45.00	
	1 student 1 lesson per non-mem	\$ 70.00	
	1 student 4 lessons per mem	\$ 95.00	
	1 student 4 lessons per non-mem	\$ 125.00	
	Lifeguard Instructor mem	\$ 195.00	
	Lifeguard Instructor non- mem	\$ 220.00	
	Lifeguard recert mem fee	\$ 65.00	
	Lifeguard recert non-mem fee	\$ 90.00	
	Lifeguard training mem fee	\$ 175.00	
	Lifeguard training non-mem fee	\$ 200.00	
	Masters swim mem daily	\$ 35.00	Monthly
	Masters swim non-mem daily	\$ 50.00	Monthly
	Swim class member fee	\$ 70.00	
	Swim class non-member fee	\$ 95.00	
	Swim club registration	\$ 10.00	
	WSI class mem	\$ 195.00	
	WSI class non-mem	\$ 220.00	
	Daycare		
	Daycare mem 12 sessions	\$ 20.00	
	Daycare mem 6 sessions	\$ 10.00	
	Daycare mem daily	\$ 2.00	
	Daycare non-mem 12 sessions	\$ 20.00	
	Daycare non-mem 6 sessions	\$ 10.00	
	Daycare non-mem daily	\$ 2.00	
	Unlimited childcare 1 mo.	\$ 30.00	
	Facility Rental		
	Basketball court rental	\$ 55.00	1/2 Court - 1 Hour Member
		\$ 70.00	1/2 Court - 2 Hour Member
		\$ 85.00	1/2 Court - 2 Hour Non-Member
		\$ 105.00	1/2 Court - 1 Hour Non-Member
		\$ 100.00	Full Court - 1 Hour Member

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
		\$ 150.00	Full Court - 2 Hour Member
		\$ 135.00	Full Court - 2 Hour Non-Member
		\$ 200.00	Full Court - 1 Hour Non-Member
	Large Meeting Room Rental	\$ 120.00	2 hour Member
		\$ 145.00	3 hour Member
		\$ 175.00	4 hour Member
		\$ 145.00	2 hour Non-Member
		\$ 175.00	3 hour Non-Member
		\$ 200.00	4 hour Non-Member
	Meeting Room 2	\$ 90.00	2 hour Member
		\$ 115.00	3 hour Member
		\$ 140.00	4 hour Member
		\$ 120.00	2 hour Non-Member
		\$ 145.00	3 hour Non-Member
		\$ 175.00	4 hour Non-Member
	Choose 1 Package	\$ 105.00	Member
		\$ 140.00	Non-Member
	Choose 2 Package	\$ 140.00	Member
		\$ 190.00	Non-Member
	Home School Swim	\$ 3.00	
	HS Lap Lane Rental fee	\$ 6.00	
	Lock-In Rental Balance	\$ 750.00	
	Lock-In Rental Deposit	\$ 150.00	
	Pool Lane Rental member	\$ 15.00	
	Pool Lane Rental nonmember	\$ 20.00	
	Racquetball court rental	\$ 25.00	Per hour
	Scuba	\$ 10.00	Per person
	Yearly locker rental	\$ 60.00	
	Inflatable - Giant Slide - Member	\$ 90.00	
	Inflatable - Castle - Member	\$ 65.00	
	Inflatable - Basketball Hoops - Member	\$ 55.00	
	Inflatable - Giant Slide - Non-Member	\$ 115.00	
	Inflatable - Castle - Non-Member	\$ 85.00	
	Inflatable - Basketball Hoops - Non-Member	\$ 70.00	
	Rental Security Deposit (Refundable)	\$ 150.00	
	Fitness		
	Fire Workout - 4 Weeks - Member	\$ 120.00	
	Fire Workout - 4 Weeks - Non-Member	\$ 140.00	
	Fire Workout - 1 Class - Member	\$ 20.00	
	Fire Workout - 1 Class - Non-Member	\$ 25.00	
	Golf Fitness - Member	\$ 50.00	
	Golf Fitness - Non-Member	\$ 75.00	
	1 Hr Personal Training Member	\$ 50.00	
	1 Hr Personal Training Non-Member	\$ 65.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	12 Hrs Personal Training Member	\$ 513.00	
	12 Hrs Personal Training Non-Member	\$ 684.00	
	2 Hr Update Personal Training	\$ 75.00	
	20 Hrs Personal Training Member	\$ 800.00	
	20 Hrs Personal Training Non-Member	\$ 1,000.00	
	20/20/20 Senior Member	\$ 130.00	
	20/20/20 Senior Non-Member	\$ 170.00	
	3 Hr Personal Training Member	\$ 100.00	
	3 Hr Personal Training Non-Member	\$ 145.00	
	30 Hrs Personal Training Member	\$ 1,050.00	
	30 Hrs Personal Training Non-Member	\$ 1,350.00	
	6 Hrs Personal Training Member	\$ 270.00	
	6 Hrs Personal Training Non-Member	\$ 360.00	
	Eager To Exercise Mem	\$ 30.00	
	Eager To Exercise Non-Mem	\$ 40.00	
	Fast Track	\$ 225.00	
	Fitness Assessment	\$ 25.00	
	Indoor Triathlon	\$ 20.00	
	Just For Teens Member	\$ 65.00	
	Just For Teens Non-Member	\$ 85.00	
	Small Group Training Member	\$ 130.00	
	Small Group Training Non-Member	\$ 170.00	
	Quest 4 Fitness member	\$ 65.00	
	Quest 4 Fitness nonmember	\$ 85.00	
	Sports Conditioning member	\$ 65.00	
	Sports Conditioning nonmember	\$ 85.00	
	Team Training 1 Mem & 1 Non- Mem 1 session	\$ 65.00	
	Team Training 1 Mem & 1 Non-Mem 8 sessions	\$ 440.00	
	Team Training 1 Mem & 1 Non-Mem 12 sessions	\$ 540.00	
	Team Training 2 Members 1 session	\$ 60.00	
	Team Training 2 Members 8 sessions	\$ 400.00	
	Team Training 2 Members 12 sessions	\$ 480.00	
	Team Training 2 Non-Mem 1 session	\$ 70.00	
	Team Training 2 Non-mem 8 sessions	\$ 480.00	
	Team Training 2 Non-mem 12 sessions	\$ 600.00	
	Next Level Training Member	\$ 35.00	
	Next Level Training Non-Member	\$ 40.00	
	Martial Arts Contract Monthly	\$ 400.00	
	Other Recreation Center		
	Basketball league registration	\$ 40.00	
	Camp 1 wk mem	\$ 135.00	
	Camp 1 wk mem 1st sibling	\$ 125.00	
	Camp 1 wk mem 2nd sibling	\$ 110.00	
	Camp 1 wk non-mem	\$ 160.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Camp 1 wk non-mem 1st sibling	\$ 150.00	
	Camp 1 wk non-mem 1nd sibling	\$ 135.00	
	Camp day rate member	\$ 35.00	
	Camp day rate non-member	\$ 40.00	
	Health Non-Profit Booth	\$ 30.00	
	Health Profit Booth	\$ 35.00	
	Junior Youth members	\$ 20.00	
	JYM special	\$ 50.00	
	Kickball Team	\$ 375.00	
	Kids Night Out mem	\$ 10.00	
	Kids Night Out Non-Mem	\$ 15.00	
	Lock-in Member	\$ 20.00	
	Lock-in member additional child	\$ 15.00	
	Lock-in non member	\$ 25.00	
	Lock-in non member additional child	\$ 20.00	
	Racquetball league mem	\$ 20.00	
	Racquetball league non-mem	\$ 25.00	
	Racquetball slam add level	\$ 10.00	
	Racquetball slam mem	\$ 20.00	
	Softball registration	\$ 45.00	
	Tanning 1 session	\$ 5.00	
	Tanning punch card 10 sessions	\$ 30.00	
	Tanning unlimited tanning 1 mo.	\$ 30.00	
	Triathlon individual	\$ 25.00	
	Triathlon insurance individual	\$ 10.00	
	Triathlon late fee individual	\$ 5.00	
	Trunk N Treat	\$ 25.00	
Swim Competition			
	BXST 101 Member	\$ 35.00	
	BXST 101 Member - 2nd	\$ 25.00	
	BXST 101 Non-Member	\$ 50.00	
	BXST 101 Non-Member - 2nd	\$ 40.00	
	Late fee	\$ 10.00	
	Black team mem	\$ 55.00	Monthly
	Black team non-mem	\$ 70.00	Monthly
	Black 2nd swimmer mem	\$ 45.00	Monthly
	Black 2nd swimmer non-mem	\$ 60.00	Monthly
	Red team mem	\$ 65.00	Monthly
	Red team non-mem	\$ 80.00	Monthly
	Red 2nd swimmer mem	\$ 55.00	Monthly
	Red 2nd swimmer non-mem	\$ 70.00	Monthly
	Senior member	\$ 75.00	Monthly
	Senior non-mem	\$ 90.00	Monthly
	Senior 2nd swimmer mem	\$ 65.00	Monthly

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	Senior 2nd swimmer non-mem	\$ 80.00	Monthly
	USS transfer fee in LSC	\$ 5.00	
	USS transfer fee out of LSC	\$ 10.00	
	White team mem	\$ 40.00	Monthly
	White team non-mem	\$ 60.00	Monthly
	White 2nd swimmer mem	\$ 35.00	Monthly
	White 2nd swimmer non-mem	\$ 50.00	Monthly
	Yearly registration fee	\$ 100.00	
	Yearly US reg fee	\$ 66.00	
Performing Arts	BOX OFFICE		
	Credit card processing - per subscription	\$ 5.00	On Total Order
	Credit card processing - per ticket	\$2.00 & \$4.00	Depending on Ticket Price
	Tickets - Buy 5 or More Shows Subscription	\$7.50 / \$11.25	5 Shows - 25% off
		\$15.00	5 Shows - 25% off
		\$18.75 - \$26.25	5 Shows - 25% off
	Tickets - Subscribers - Headliner Series	\$40.00 / \$50.00	2 Seating Sections
	Theatre - Public - Headliner Series	\$40.00 / \$50.00	
	Tickets - Public - Showcase Series	\$25.00 / \$35.00	
	Theatre - Public - Live Theatre Series	\$20.00	
	Tickets - Subscriber - Family Series	\$10.00 / \$15.00	Youth & Adult
	CLASSES & INSTRUCTION		
	Summer camp - per participant	\$ 125.00	Fee - includes deposit
	Instruction/class non-refundable deposit	\$ 50.00	
	CONCESSIONS		
	BPACC events - per item	\$ 2.00	
	Client Coffee Statin - per event	\$20.00	
	Client Coffee Refill - per event	\$5.00	
	Client - Hospitality Coordination Fee		Varies - Based on needs & volume
	Client merchandise - per event	15% - of gross	Applies to BPACC series artists
	EQUIPMENT RENTAL		
	Banquet table w/cloth & skirt - per event	\$10.00	
	Banquet table with cloth only - per event	\$5.00	
	Corded Mics - up to 10 - per mic	\$ 10.00	
	Facility piano & bench - per event	\$50.00	
	Facility piano tuning - per event	\$ 150.00	
	Follow spot light - per event	\$ 25.00	Operator Add'l - \$20.00 per hr
	Podium Only - per event	\$ 15.00	
	Podium w Mic - per event	\$ 25.00	
	Removal of seats - per row/event	\$ 50.00	
	Stage Audio --- Lighting Techs per hour	\$35.00 -- \$20.00	
	Stage risers - per event	\$100.00	
	Stage screen only - per event	\$25.00	
	Wireless Mics - per event - per mic	\$85.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)

City of Bartlett
Fees Schedule
Fiscal Year 2018-2019

Department	Type	Amount	Frequency/Notes/Description
	SPACE RENTAL		
	Auditorium (per hr, 4-hour minimum)	\$125.00	Includes House Manager
	Lobby (per hr, 4-hour minimum)	\$85.00	Includes House Manager
	Green Room (per hr, 4-hour minimum)	\$40.00	Includes House Manager
	Studio (per hr, 4-hour minimum)	\$60.00	Includes House Manager
	Conference Room (per hr, 4-hr minimum)	\$50.00	Includes House Manager
	Sponsorship		
	Per agreement - minimum	\$ 1,000.00	

Attachment: Exhibit A & B Ord 19 Updated (2335 : Ord 18-02 Budget Ordinance.)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

ORDINANCE (ID # 2331)

Meeting: 06/12/18 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2331

Ordinance 18-03, an ordinance to levy and assess a tax rate for ad valorem taxes upon real property and personal property in the City of Bartlett for the Tax Year 2018.

WHEREAS, Tennessee Code Annotated, Section 67-5-103, authorizes municipalities in Tennessee to impose taxes for municipal purposes, and to fix the rates thereof; and

WHEREAS, Article X, Section I of the Bartlett Municipal Charter grants authority by the Board of Mayor and Aldermen to levy taxes for all corporate purposes upon the taxable property, real, personal, and mixed; and

WHEREAS, all property within the city not exempt by general law shall be assessed for taxation based on the assessments made by the Shelby County Assessor's Office;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Alderman of the City of Bartlett, Tennessee, that the 2018 Tax Rate shall be levied as follows:

SECTION 1: TAX RATE -- There is hereby levied upon all real property in the City of Bartlett pursuant to TCA 67-5-101 et sec., a tax calculated upon a rate of \$1.83 for each \$100.00 of assessed valuation and there is hereby levied upon all taxable personal property a tax calculated upon a rate of \$1.83 for each \$100.00 of assessed valuation.

SECTION 2: SEVERABILITY -- to the extent that any prior Ordinance, assessment or tax rate specification conflicts with this Ordinance the same is repealed.

SECTION 3: EFFECTIVE DATE -- Be it further ordained that this Ordinance take effect July 1, 2018.

FIRST READING: May 8, 2018

SECOND READING: May 22, 2018

THIRD READING: June 12, 2018

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

A. Keith McDonald, Mayor

Attest: _____

Stefanie McGee, City Clerk

HISTORY:

05/08/18 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
Next: 05/22/18

05/22/18 Board of Mayor and Aldermen **APPROVED ON SECOND READING**
Next: 06/12/18

RESULT: **APPROVED ON THIRD AND FINAL RE [UNANIMOUS]**
MOVER: Jack Young, Vice Mayor
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: 06/12/18 07:00 PM

Department: Police

Category: Agreement

Prepared By: Penny Medlock

Department Head: Gary Rikard

Renewal of maintenance agreement for Watson Field Reporting.

Purchase an annual service agreement for Watson Field Reporting Suite for \$37,364.90 from Data Driven. Covers Maintenance and Upgrades from July 1, 2018 - June 30, 2019. This is a budgeted item in Account 123.48123.264.

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

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

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



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 06/12/18 07:00 PM

Department: Police

Category: Bid

Prepared By: Penny Medlock

Department Head: Gary Rikard

Bid for 126 Ballistic Rifle Vests.

On March 23, 2018, an ad was placed in *The Daily News*. On April 19, 2018, the City of Bartlett received 14 bids, which were opened at City Hall.

Bids were received from the following companies:

Body Armor Outlet - <i>Did not meet specs</i>	\$31,468.50
Protect the Force	\$32,753.70
Buffalo Armor	\$35,910.00
Mid-South Solutions	\$37,170.00
Four Winds Tech, Option 1	\$44,100.00
Galls, Option 2	\$45,990.00
Galls, Option 1	\$48,384.00
Four Winds Tech, Option 2	\$48,510.00
Canada Gun Shop	\$56,034.72
Accurate Law	\$57,279.60
Konoval	\$64,512.00
GT Distributors	\$65,799.72
Zenn	\$75,348.00
Apsetto, Inc.	\$98,280.00
LSI	\$105,525.00

We recommend the bid be awarded to Protect the Force for a total price of \$32,753.70. Funds are available in Account 124.48124.939.

Thank you for your consideration.

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



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 06/12/18 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Jessica Vaughan

Department Head: Bill Yearwood

Annual bid for ready-mix concrete.

On May 8, 2018 an ad was placed in *The Daily News*. On May 24, 2018 the City of Bartlett received one bid, which was opened at City Hall.

Bids were received from the following companies:

Memphis Ready mix	

We recommend the bid be awarded to Memphis Ready Mix.

This is an annual bid item.

Thank you for your consideration.

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

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

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

READY MIX CONCRETE
FY2018-05-062
Due: May 24, 2018

8.3.a

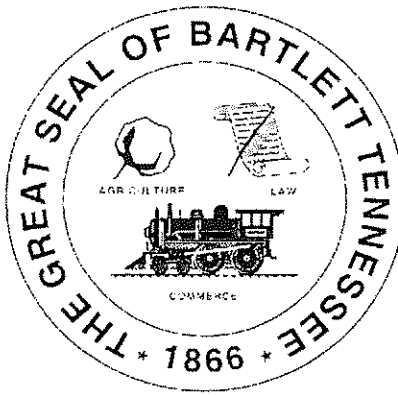
ITEM	STANDARD MIX	CLASS A MIX	PEAGRAVEL MIX	LIMESTONE MIX
<u>Memphis Ready Mix</u> <i>mc</i>				
<u>Vendor # 1</u>				
4000 PSI	\$ 109.00	\$ 111.00	\$ 114.00	\$ 114.00
Short load charge for less than __5 or 3__ cu.yds		165.00 or 125.00		
Specify any additional Delivery Cost Conditions		no other additional notes		
<u>Vendor # 2</u>				
4000 PSI				
Short load charge for less than _____ cu.yds				
Specify any additional Delivery Cost Conditions				
<u>Vendor # 3</u>				
4000 PSI				
Short load charge for less than _____ cu.yds				
Specify any additional Delivery Cost Conditions				
_____ <u>Vendor name</u>				
4000 PSI				
Short load charge for less than _____ cu.yds				
Specify any additional Delivery Cost Conditions				

Attachment: Ready Mix Concrete Pricing Sheet (2348 : Ready Mix Concrete)

CITY OF BARTLETT

*6400 STAGE ROAD
BARTLETT, TENNESSEE 38134*

A. Keith McDonald, Mayor
Mark Brown, Chief Administrator Officer
Dick Phebus, Finance Director
Bill Yearwood, Public Works Director



REQUEST FOR SEALED BIDS

SB # FY2018-05-062

DUE: Thursday, May 24, 2018, no later than 2:00 p.m. (CST)

READY MIX CONCRETE

PUBLIC WORKS

The City of Bartlett Public Works is seeking to purchase Ready Mix Concrete on an "as needed" as per the written specifications.

Attachment: Specs for Ready Mix Concrete 05-29-18 (2348 : Ready Mix Concrete)

READY MIX CONCRETE
 FY2018-05-062
 DUE: May 24, 2018

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 P.M. on Thursday, May 24, 2018**. All bid packets, with an original, clearly identified, and two copies, must be labeled **"FY2018-05-062 "READY MIX CONCRETE"** and addressed as follows:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or email dcairncross@cityofbartlett.org

Please quote prices on the attached Bid Pricing Sheet.

We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivery as specified.

These prices are submitted with a declaration that no Bartlett Aldermen or Employee has a financial or beneficial interest in this transaction.

Memphis Ready Mix
 NAME OF FIRM

jason.johnson@buzziunicemusa.com
 EMAIL

1029 John A. Denie Dr.
 ADDRESS Memphis, TN 38134

(901) 386-4499
 PHONE

Jason A. Johnson
 AUTHORIZED REPRESENTATIVE

May 24th 2018
 DATE

Attachment: Specs for Ready Mix Concrete 05-29-18 (2348 : Ready Mix Concrete)

READY MIX CONCRETE
FY2018-05-062
DUE: May 24, 2018

INTENT

The intent of this request is for the City of Bartlett Public Works to purchase Ready Mix Concrete products for the period July 1, 2018 through June 30, 2019, with the option to renew for two (2) additional one year periods, July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021, upon mutual agreement of both parties subject to the Terms and Conditions listed in this bid.

STATEMENT OF INTENT – EQUALITY AND FAIRNESS

The City of Bartlett will not discriminate against any individual of any reason and will provide services to all citizens in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation.

GENERAL SPECIFICATIONS

These specifications are intended as minimum requirements. However, it is recognized that each manufacturer has special features that make his equipment unique. Therefore, all bids will be considered, but every bidder must state, in detail, where his product fails to meet these specifications. Unless otherwise stated, these specifications are not intentionally written to favor any one Manufacturer, and are only for the purpose of indicating generally the type of work required of said bid items. It is the intention of the City to purchase quality products and not necessarily the products with the lowest initial cost.

A. General Requirements

1. All bidders must clearly identify any and all deviations from these specifications that their products may have; however, bids must meet or exceed specifications.
2. Bidder shall include the signed pricing sheet, Insurance Certificate, signed and notarized Public Acts 109 form (page 7) and a signed W-9 form for current year. **Note: An original, clearly marked, and two copies shall be included in the bid package.**
3. Any/all items delivered as a result of the award of this bid shall not have any obvious defects and cartons to be unbroken and sealed. Final acceptance will be determined by inspection of items by City of Bartlett Public Works department.
4. The City reserves the right to reject any and all bids.
5. Prompt payment discount shall be considered as a cost factor in this bid. Invoices shall be paid thirty (30) days after receipt of correct invoices.
6. A Purchase Order will be issued to the successful vendor.
7. All products delivered on an as needed basis to location as determined by the City of Bartlett Public Works, invoices to be mailed to 3583 Altruria Road, Bartlett, TN 38135.

READY MIX CONCRETE
FY2018-05-062
DUE: May 24, 2018

B. Firm Pricing and Renewals

All prices are to remain firm from award date of July 1, 2018 through June 30, 2019 with the **option to renew** for two (2) additional one year periods, July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021, upon mutual agreement of both parties and subject to the Terms and Conditions listed in this bid. Prior to any renewal period, the vendor receiving an award may review and request an adjustment of pricing sixty (60) days prior to the beginning of the renewal period.

However, the successful vendor shall be required to give the City of Bartlett the benefit of any general price reduction. Price escalation/de-escalations after the first completed year of the contract shall be limited to five percent (5%) or a maximum based upon the Consumer Price Index for Urban Consumers.

The successful vendor shall provide a written letter from the manufacturer advising of the specific product price increase and percent of increase. The City of Bartlett reserves the right to reject any increase and may cancel this agreement if the price increase is not agreed upon by both parties.

C. Equal or Equivalent Products

Bidders may bid "or equal" or equivalent product (s) to the product specified. However, it must be stated that the item (s) bid are equal or better than the specifications.

D. Insurance Requirements

Certificate of Insurance required from awarded bidder before beginning work. Provider shall maintain coverage with limits of no less than:

1. *Commercial General Liability Insurance* - \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$1,000,000 General Aggregate/\$1,000,000 Products-Completed Operations Aggregate; \$5,000 medical expenses – any one person. City of Bartlett, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. 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

READY MIX CONCRETE
 FY2018-05-062
 DUE: May 24, 2018

2. *Business Automobile Liability Insurance* - \$1,000,000 each accident for property damage and bodily injury. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. Coverage is to be provided on all:
 - a. Owned/Leased Autos
 - b. Non-owned Autos
 - c. Hired Autos
3. *Workers Compensation* - statutory limits as required by Tennessee statutes. This policy should include Employers' Liability Coverage for \$1,000,000 per accident. Policy will include waiver of subrogation endorsement in favor of the City of Bartlett.

All policies will provide for thirty (30) days written notice to the City of Bartlett of cancellation of coverage provided. A ten (10) day notice is applicable to non-payment of premium. If the insurer is not required by the policy terms and conditions to provide written notice of cancellation to the City, the Provider will send immediate notice to the City and provide evidence of replacement coverage with no lapse.

All insurance policies maintained by the Provider shall be primary and non-contributing as applying to the City of Bartlett, irrespective of such insurance or self-insurance as the City of Bartlett may maintain in its own name and on its own behalf. Any insurance company of the Provider shall be admitted and authorized to do business in the State of Tennessee and shall carry a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" and a Financial Size Category of "X".

E. Award

The City of Bartlett reserves the right to award this bid on the basis of individual items, groups of items or the entire list of items, whichever is in the best interest of the City and Public Works. The City reserves the right to cancel this bid for failure to provide items as per the bid specifications. Cancellation will be subject to not less than and thirty (30) day notification.

End of Specifications

READY MIX CONCRETE
FY2018-05-062
DUE: May 24, 2018

BID PRICING SHEET

(Include one original, clearly marked, and two copies, including Insurance Certificate, Public Acts 109 form and current, signed W-9 form)

Note: There are no guaranteed quantities or dollar amounts to be purchased against this bid. Concrete orders will be on an "as needed" basis and delivered to site location.

READY MIX CONCRETE

All concrete shall be 4,000 psi limestone 6% air entrained, ready mixed type conforming to ASTM Specification C94; composed of Portland cement, sand and wash coarse aggregate all conforming to applicable ASTM Specifications mixed with clean water, free of oil, acid alkali, inorganic matter; and supplied by an approved ready mix plant. The design mix shall be the ready mix plant's standard for the specified strength, as established and tested by approved laboratory, in accordance with applicable ASTM standard specifications.

Price per cubic yard

<u>ITEM</u>	<u>STANDARD MIX</u>	<u>CLASS A MIX</u>	<u>PEA GRAVEL MIX</u>	<u>LIMESTONE MIX</u>
4000 PSI	\$ <u>109⁰⁰</u>	\$ <u>111⁰⁰</u>	\$ <u>114⁰⁰</u>	\$ <u>114⁰⁰</u>

- Short load charge for less than < 5 or < 3 cu. yds. \$ \$165⁰⁰ or \$125⁰⁰
- Specify any additional Delivery Cost Conditions: _____

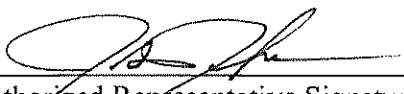
SPECIAL NOTE: NO ADDITIONAL CHARGES (i.e. fuel surcharges) CAN BE ADDED AFTER BID IS AWARDED

Memphis Ready Mix
NAME OF FIRM

jason.johnson@buzziunicemusa.com
Email

Jason A. Johnson
Authorized Representative
(Typed or Printed)

(901) 373-1789
Phone Number


Authorized Representative Signature
(Required)

May 24th 2018
Date

Attachment: Specs for Ready Mix Concrete 05-29-18 (2348 : Ready Mix Concrete)

READY MIX CONCRETE
FY2018-05-062
DUE: May 24, 2018

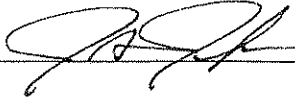
PUBLIC ACTS 109
(Iran Divestment Act)

"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](http://tnsos.org/acts/PublicActs.109.php).

Memphis Ready Mix
Company Name (Proposer/Contractor)

Print Name Jason A. Johnson

Signed 

Title Sales Manager

Subscribed and sworn before me this 24 day of May, 2018.

Signed  Print Name Jason A Johnson

Title Sales Manager

My commission expires: _____, 20____.

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

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Buzzi Unicem Ready Mix, LLC

2 Business name/disregarded entity name, if different from above

Memphis Ready Mix

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **C**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

Applied to accounts maintained outside the U.S.

5 Address (number, street, and apt. or suite no.) See instructions

1029 John A. Denie Rd

6 City, state, and ZIP code

Memphis, TN 38134

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

2 6 - 1 5 4 9 5 5 5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



CERTIFICATE OF LIABILITY INSURANCE

8.3.b

DATE (MM/DD/YYYY)
01/29/2018

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 have ADDITIONAL INSURED provisions or 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 Marsh USA Inc 1717 Arch Street Philadelphia PA 19103 Attn: philadelphia.certs@marsh.com / F 212-948-0360	CONTACT NAME: PHONE: (A/C, No, Ext): E-MAIL: ADDRESS:	FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : National Union Fire Insurance Co		19445
INSURER B : New Hampshire Insurance Co		23841
INSURER C : National Union Fire Insurance Co -PA		19445
INSURER D : Illinois National Insurance Company		23817
INSURER E :		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** CLE-005786349-25 **REVISION NUMBER:** 1

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 INSD 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 ☐ PROJECT ☐ LOC ☐ OTHER		4611507	01/31/2018	01/31/2019	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000 MED EXP (Any one person) \$ 5 PERSONAL & ADV INJURY \$ 2,000 GENERAL AGGREGATE \$ 4,000 PRODUCTS - COMP/OP AGG \$ 4,000
C	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON OWNED AUTOS ONLY		7093459	01/31/2018	01/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		014122568 (AOS)	01/31/2018	01/31/2019	☒ PER STATUTE ☐ OTHER
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y ☒ N	014122571 (WI)	01/31/2018	01/31/2019	E L EACH ACCIDENT \$ 1,000
D			014122570 (FL)	01/31/2018	01/31/2019	E L DISEASE - EA EMPLOYEE \$ 1,000
B	If yes describe under DESCRIPTION OF OPERATIONS below	N/A	014122569 (IL KY PA)	01/31/2018	01/31/2019	E L DISEASE - POLICY LIMIT \$ 1,000

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

CERTIFICATE HOLDER

CANCELLATION

Memphis Ready Mix
d/b/a Buzzi Unicem Ready Mix
Attn: Dan Pilgreen
1029 John A Denie Dr
Memphis, 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
of Marsh USA Inc.

Manashi Mukherjee

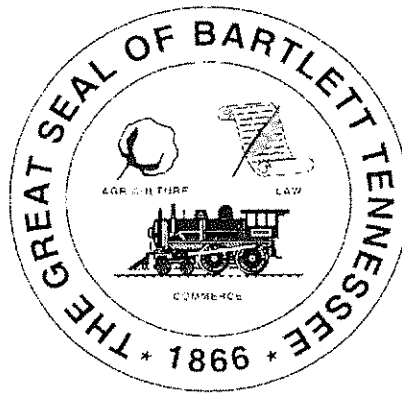
Manashi Mukherjee

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CITY OF BARTLETT

*6400 STAGE ROAD
BARTLETT, TENNESSEE 38134*

A. Keith McDonald, Mayor
Mark Brown, Chief Administrator Officer
Dick Phebus, Finance Director
Bill Yearwood, Public Works Director



REQUEST FOR SEALED BIDS

SB # FY2018-05-062

DUE: Thursday, May 24, 2018, no later than 2:00 p.m. (CST)

READY MIX CONCRETE

PUBLIC WORKS

The City of Bartlett Public Works is seeking to purchase Ready Mix Concrete on an "as needed" as per the written specifications.

Attachment: Specs for Ready Mix Concrete 05-29-18 (2348 : Ready Mix Concrete)

READY MIX CONCRETE
 FY2018-05-062
 DUE: May 24, 2018

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 P.M. on Thursday, May 24, 2018**. All bid packets, with an original, clearly identified, and two copies, must be labeled **"FY2018-05-062 "READY MIX CONCRETE"** and addressed as follows:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or email dcairncross@cityofbartlett.org

Please quote prices on the attached Bid Pricing Sheet.

We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivery as specified.

These prices are submitted with a declaration that no Bartlett Aldermen or Employee has a financial or beneficial interest in this transaction.

Memphis Ready Mix
 NAME OF FIRM

jason.johnson@buzzinunicemusa.com
 EMAIL

1029 John A. Denie Dr.
 ADDRESS Memphis, TN 38134

(901) 386-4499
 PHONE

Jason A. Johnson
 AUTHORIZED REPRESENTATIVE

May 24th 2018
 DATE

Attachment: Specs for Ready Mix Concrete 05-29-18 (2348 : Ready Mix Concrete)

READY MIX CONCRETE
FY2018-05-062
DUE: May 24, 2018

INTENT

The intent of this request is for the City of Bartlett Public Works to purchase Ready Mix Concrete products for the period July 1, 2018 through June 30, 2019, with the option to renew for two (2) additional one year periods, July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021, upon mutual agreement of both parties subject to the Terms and Conditions listed in this bid.

STATEMENT OF INTENT – EQUALITY AND FAIRNESS

The City of Bartlett will not discriminate against any individual of any reason and will provide services to all citizens in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation.

GENERAL SPECIFICATIONS

These specifications are intended as minimum requirements. However, it is recognized that each manufacturer has special features that make his equipment unique. Therefore, all bids will be considered, but every bidder must state, in detail, where his product fails to meet these specifications. Unless otherwise stated, these specifications are not intentionally written to favor any one Manufacturer, and are only for the purpose of indicating generally the type of work required of said bid items. It is the intention of the City to purchase quality products and not necessarily the products with the lowest initial cost.

A. General Requirements

1. All bidders must clearly identify any and all deviations from these specifications that their products may have; however, bids must meet or exceed specifications.
2. Bidder shall include the signed pricing sheet, Insurance Certificate, signed and notarized Public Acts 109 form (page 7) and a signed W-9 form for current year. **Note: An original, clearly marked, and two copies shall be included in the bid package.**
3. Any/all items delivered as a result of the award of this bid shall not have any obvious defects and cartons to be unbroken and sealed. Final acceptance will be determined by inspection of items by City of Bartlett Public Works department.
4. The City reserves the right to reject any and all bids.
5. Prompt payment discount shall be considered as a cost factor in this bid. Invoices shall be paid thirty (30) days after receipt of correct invoices.
6. A Purchase Order will be issued to the successful vendor.
7. All products delivered on an as needed basis to location as determined by the City of Bartlett Public Works, invoices to be mailed to 3583 Altruria Road, Bartlett, TN 38135.

READY MIX CONCRETE
FY2018-05-062
DUE: May 24, 2018

B. Firm Pricing and Renewals

All prices are to remain firm from award date of July 1, 2018 through June 30, 2019 with the **option to renew** for two (2) additional one year periods, July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021, upon mutual agreement of both parties and subject to the Terms and Conditions listed in this bid. Prior to any renewal period, the vendor receiving an award may review and request an adjustment of pricing sixty (60) days prior to the beginning of the renewal period.

However, the successful vendor shall be required to give the City of Bartlett the benefit of any general price reduction. Price escalation/de-escalations after the first completed year of the contract shall be limited to five percent (5%) or a maximum based upon the Consumer Price Index for Urban Consumers.

The successful vendor shall provide a written letter from the manufacturer advising of the specific product price increase and percent of increase. The City of Bartlett reserves the right to reject any increase and may cancel this agreement if the price increase is not agreed upon by both parties.

C. Equal or Equivalent Products

Bidders may bid "or equal" or equivalent product (s) to the product specified. However, it must be stated that the item (s) bid are equal or better than the specifications.

D. Insurance Requirements

Certificate of Insurance required from awarded bidder before beginning work. Provider shall maintain coverage with limits of no less than:

1. *Commercial General Liability Insurance* - \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$1,000,000 General Aggregate/\$1,000,000 Products-Completed Operations Aggregate; \$5,000 medical expenses – any one person. City of Bartlett, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. 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

READY MIX CONCRETE
 FY2018-05-062
 DUE: May 24, 2018

2. *Business Automobile Liability Insurance* - \$1,000,000 each accident for property damage and bodily injury. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. Coverage is to be provided on all:
 - a. Owned/Leased Autos
 - b. Non-owned Autos
 - c. Hired Autos
3. *Workers Compensation* - statutory limits as required by Tennessee statutes. This policy should include Employers' Liability Coverage for \$1,000,000 per accident. Policy will include waiver of subrogation endorsement in favor of the City of Bartlett.

All policies will provide for thirty (30) days written notice to the City of Bartlett of cancellation of coverage provided. A ten (10) day notice is applicable to non-payment of premium. If the insurer is not required by the policy terms and conditions to provide written notice of cancellation to the City, the Provider will send immediate notice to the City and provide evidence of replacement coverage with no lapse.

All insurance policies maintained by the Provider shall be primary and non-contributing as applying to the City of Bartlett, irrespective of such insurance or self-insurance as the City of Bartlett may maintain in its own name and on its own behalf. Any insurance company of the Provider shall be admitted and authorized to do business in the State of Tennessee and shall carry a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" and a Financial Size Category of "X".

E. Award

The City of Bartlett reserves the right to award this bid on the basis of individual items, groups of items or the entire list of items, whichever is in the best interest of the City and Public Works. The City reserves the right to cancel this bid for failure to provide items as per the bid specifications. Cancellation will be subject to not less than and thirty (30) day notification.

End of Specifications

READY MIX CONCRETE
FY2018-05-062
DUE: May 24, 2018

BID PRICING SHEET

(Include one original, clearly marked, and two copies, including Insurance Certificate, Public Acts 109 form and current, signed W-9 form)

Note: There are no guaranteed quantities or dollar amounts to be purchased against this bid. Concrete orders will be on an "as needed" basis and delivered to site location.

READY MIX CONCRETE

All concrete shall be 4,000 psi limestone 6% air entrained, ready mixed type conforming to ASTM Specification C94; composed of Portland cement, sand and wash coarse aggregate all conforming to applicable ASTM Specifications mixed with clean water, free of oil, acid alkali, inorganic matter; and supplied by an approved ready mix plant. The design mix shall be the ready mix plant's standard for the specified strength, as established and tested by approved laboratory, in accordance with applicable ASTM standard specifications.

Price per cubic yard

<u>ITEM</u>	<u>STANDARD MIX</u>	<u>CLASS A MIX</u>	<u>PEA GRAVEL MIX</u>	<u>LIMESTONE MIX</u>
4000 PSI	\$ <u>109⁰⁰</u>	\$ <u>111⁰⁰</u>	\$ <u>114⁰⁰</u>	\$ <u>114⁰⁰</u>

- Short load charge for less than < 5 or < 3 cu. yds. \$ \$165⁰⁰ or \$125⁰⁰
- Specify any additional Delivery Cost Conditions: _____

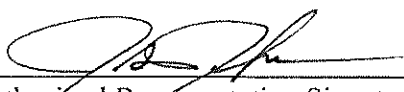
SPECIAL NOTE: NO ADDITIONAL CHARGES (i.e. fuel surcharges) CAN BE ADDED AFTER BID IS AWARDED

Memphis Ready Mix
NAME OF FIRM

jason.johnson@buzziunicemusa.com
Email

Jason A. Johnson
Authorized Representative
(Typed or Printed)

(901) 373-1789
Phone Number


Authorized Representative Signature
(Required)

May 24th 2018
Date

Attachment: Specs for Ready Mix Concrete 05-29-18 (2348 : Ready Mix Concrete)

READY MIX CONCRETE
FY2018-05-062
DUE: May 24, 2018

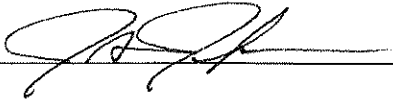
PUBLIC ACTS 109
(Iran Divestment Act)

"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](http://tnsos.org/acts/PublicActs.109.php).

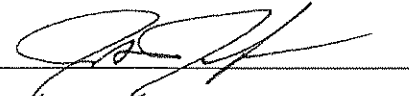
Memphis Ready Mix
Company Name (Proposer/Contractor)

Print Name Jason A. Johnson

Signed 

Title Sales Manager

Subscribed and sworn before me this 24 day of May, 2018.

Signed  Print Name Jason A Johnson

Title Sales Manager

My commission expires: _____, 20____.

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

Form **W-9**
Rev. November 2017
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Buzzi Unicem Ready Mix, LLC

2 Business name/disregarded entity name, if different from above

Memphis Ready Mix

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **C**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1029 John A. Denie Rd

6 City, state, and ZIP code

Memphis, TN 38134

7 List account number(s) here (optional)

Requester's name and address (optional)

See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

2 6 - 1 5 4 9 5 5 5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

[Signature]

Date ►

5-23-18

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



CERTIFICATE OF LIABILITY INSURANCE

8.3.b

DATE (MM/DD/YYYY)
01/29/2018

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PRODUCER Marsh USA Inc 1717 Arch Street Philadelphia PA 19103 Attn: philadelphia.certs@marsh.com / F 212-948-0360	CONTACT NAME: PHONE: (A/C, No, Ext): E-MAIL: ADDRESS:	FAX (A/C, No):
INSURED Memphis Ready Mix d/b/a Buzzi Unicem Ready Mix 100 Broadhead Road Bethlehem, PA 18017	INSURER(S) AFFORDING COVERAGE	
011496-ALL-GAW-18-19	INSURER A : National Union Fire Insurance Co	NAIC # : 19445
	INSURER B : New Hampshire Insurance Co	23841
	INSURER C : National Union Fire Insurance Co -PA	19445
	INSURER D : Illinois National Insurance Company	23817
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** CLE-005786349-25 **REVISION NUMBER:** 1

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	ADD'L SUBR INSD 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		4611507	01/31/2018	01/31/2019	EACH OCCURRENCE \$ 2,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000 MED EXP (Any one person) \$ 5 PERSONAL & ADV INJURY \$ 2,000 GENERAL AGGREGATE \$ 4,000 PRODUCTS - COMP/OP AGG \$ 4,000
C	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON OWNED AUTOS ONLY		7093459	01/31/2018	01/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS MADE ☐ DED ☐ RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		014122568 (AOS)	01/31/2018	01/31/2019	☒ PER STATUTE ☐ OTHER
B	AN PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH)	☒ Y ☐ N	014122571 (WI)	01/31/2018	01/31/2019	E L EACH ACCIDENT \$ 1,000
D		☒ N ☐ N/A	014122570 (FL)	01/31/2018	01/31/2019	E L DISEASE - EA EMPLOYEE \$ 1,000
B	If yes, describe under DESCRIPTION OF OPERATIONS below		014122569 (IL KY PA)	01/31/2018	01/31/2019	E L DISEASE - POLICY LIMIT \$ 1,000

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

CERTIFICATE HOLDER Memphis Ready Mix d/b/a Buzzi Unicem Ready Mix Attn: Dan Pilgreen 1029 John A Denie Dr. Memphis, TN 38134	CANCELLATION 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 of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>
--	---



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 06/12/18 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Jessica Vaughan

Department Head: Bill Yearwood

Annual bid for fill sand, limestone and rip rap.

On May 8, 2018 an ad was placed in *The Daily News*. On May 24, 2018 the City of Bartlett received five bids, which were opened at City Hall.

Bids were received from the following companies:

Fullen Dock	
LaFarge	
Memphis Stone & Gravel	
Nature's Earth Products	
Vulcan Materials	

We recommend the bid be awarded to Fullen Dock, Memphis Stone & Gravel and Nature's Earth Products.

This is an annual bid item. We are recommending the three vendors to partial bid on items.

Thank you for your consideration.

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

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

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

FILL SAND, LIMESTONE, AND RIP RAP

FY2018-05-063

Due: May 24, 2018

Bid Tabulation

8.4.a

Vendor Name		Bid Tabulation									
Fullen Dock and Whse		LaFarge		Memphis Stone & Gravel		Nature's Earth Products		Vulcan Materials			
ITEM	UNIT	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered
Fill Sand											
Fill Sand	Ton	\$ 5.50	\$ 10.00	N/A	N/A	\$ 4.90	\$ 9.00	\$ 15.00	\$ 17.50	N/B	N/B
White Masonry Sand	Ton	N/A	N/A	N/A	N/A	N/B	N/B	\$ 28.50	\$ 31.00	N/B	N/B
Washed Red Sand	Ton	N/A	N/A	N/A	N/A	\$ 7.25	\$ 11.15	\$ 15.00	\$ 17.50	N/B	N/B
Screened Sand	Ton	\$ 7.00	\$ 11.50	N/A	N/A	N/B	N/B	N/B	N/B	N/B	N/B
Limestone											
Limestone # 610 Mix 1 1/2 " to Powder	Ton	\$ 16.00	\$ 20.50	\$ 17.00	\$ 23.00	N/B	N/B	\$ 26.50	\$ 29.00	\$ 16.75	\$ 22.85
Limestone # 8 Mix 1/2" to Powder	Ton	\$ 18.25	\$ 22.75	\$ 21.00	\$ 27.00	N/B	N/B	\$ 28.50	\$ 31.00	\$ 23.00	\$ 29.10
Limestone # 57 Mix 1 1/2" to # 8	Ton	\$ 18.25	\$ 22.75	\$ 20.00	\$ 26.00	N/B	N/B	\$ 28.50	\$ 31.00	\$ 21.50	\$ 27.60
Rip Rap											
Large Rock 150 lb. to 500 lbs.	Ton	\$ 25.00	\$ 30.50	\$ 29.00	\$ 37.00	N/B	N/B	N/A	\$ 59.00	\$ 25.50	\$ 33.50
Medium Rock 20 lbs. to 125 lbs.	Ton	\$ 25.00	\$ 30.50	\$ 29.00	\$ 37.00	N/B	N/B	N/A	\$ 59.00	\$ 25.50	\$ 33.50
Small Rock 5 lbs. to 50 lbs.	Ton	\$ 25.00	\$ 30.50	\$ 29.00	\$ 37.00	N/B	N/B	N/A	\$ 59.00	\$ 26.50	\$ 34.50
Std. Corps of Eng. Rip-Rap stone	Ton	\$ 25.00	\$ 30.50	\$ 29.00	\$ 37.00	N/B	N/B	N/A	\$ 59.00	\$ 25.50	\$ 33.50

Attachment: Pricing Sheet for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

NOTICE TO BIDDERS

Scaled Bids are to be received no later than **2:00 P.M. on Thursday, May 24, 2018**. All bid packets, with an original, clearly identified, and two copies, must be labeled **"FY2018-05-063 " FILL SAND, LIMESTONE AND RIP RAP"** and addressed as follows:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or email dcairncross@cityofbartlett.org

Please quote prices on the attached Bid Pricing Sheet.

We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivery as specified.

These prices are submitted with a declaration that no Bartlett Aldermen or Employee has a financial or beneficial interest in this transaction.

Fullen Dock and Warehouse
 NAME OF FIRM

mggrammer@fullendock.com
 EMAIL

382 Kluge Rd Memphis, TN
 ADDRESS
38127

901-358-9544 x 109
 TELEPHONE

Matt Grammer
 AUTHORIZED REPRESENTATIVE

5-11-18
 DATE

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

BID PRICING SHEET

*(Include one original, clearly marked, and two copies, including Insurance Certificate,
 Public Acts 109 form and current, signed W-9 form)*

Note: There are no guaranteed quantities or dollar amounts to be purchased against this bid.
 Fill Sand, Limestone and Rip Rap will be on an "as needed" basis and delivered to site location.

FILL SAND

<u>ITEM</u>	<u>UNIT</u>	<u>BID AMOUNT PICKED UP</u>	<u>BID AMOUNT *DELIVERED</u>
Fill Sand	Ton	<u>\$5.50</u>	<u>\$10.00</u>
White Masonry Sand	Ton	<u>N/A</u>	<u>N/A</u>
Washed Red Sand	Ton	<u>N/A</u>	<u>N/A</u>
Screened Sand		<u>\$7.00</u>	<u>\$11.50</u>

LIMESTONE

<u>ITEM</u>	<u>UNIT</u>	<u>BID AMOUNT PICKED UP</u>	<u>BID AMOUNT *DELIVERED</u>
Limestone #610 Mix 1 1/2" to Powder	Ton	<u>\$16.00</u>	<u>\$20.50</u>
Limestone #8 Mix 1/2" to Powder	Ton	<u>\$18.25</u>	<u>\$22.75</u>
Limestone #57 Mix 1 1/2" to #8	Ton	<u>\$18.25</u>	<u>\$22.75</u>

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

Bid Pricing Sheet (page 2)

RIP-RAP

Gradation for Corps of Engineers Rip-Rap

75 lbs. to 125 lbs.	10%
25 lbs. to 74 lbs.	40% to 60%
6 lbs. to 24 lbs.	20% to 40%
Less than 6 lbs.	15% Min.

<u>ITEM</u>	<u>UNIT</u>	<u>BID AMOUNT PICKED UP</u>	<u>BID AMOUNT *DELIVERED</u>
Large Rock 150 lb. to 500 lbs.	Ton	<u>\$25.00</u>	<u>\$30.50</u>
Medium Rock 20 lbs. to 125 lbs.	Ton	<u>\$25.00</u>	<u>\$30.50</u>
Small Rock 5 lbs. to 50 lbs.	Ton	<u>\$25.00</u>	<u>\$30.50</u>
Standard Corps of Engineers Rip-Rap stone	Ton	<u>\$25.00</u>	<u>\$30.50</u>

*Delivery location will be 3585 Altruria Road, Bartlett, TN, or an alternate site as designated by Public Works.

Fullen Dock and Warehouse
 NAME OF FIRM

mgammer@fulledock.com
 Email

Matt Grammer
 Authorized Representative
 (Typed or Printed)

901-358-9544 x 109
 Phone Number

[Signature]
 Authorized Representative Signature
 (Required)

5-11-18
 Date

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

PUBLIC ACTS 109
(Iran Divestment Act)

"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.

Fullen Dock and Warehouse
 Company Name (Proposer/Contractor)

Print Name Matt Grammer

Signed [Signature]

Title Sales Manager

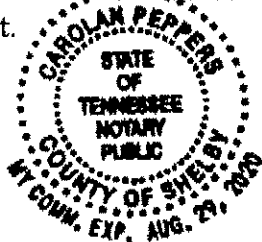
Subscribed and sworn before me this 16th day of May, 2018.

Signed [Signature] Print Name Carolanne Peppers

Title Acts Manager

My commission expires: 8-29, 2020.

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





CERTIFICATE OF MARINE / ENERGY INSURANCE

 DATE (MM/DD/YYYY)
05/17/2018

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 McGriff, Seibels & Williams of Missouri, Inc. 7711 Bonhomme Avenue Suite 900 St. Louis, MO 63105	CONTACT NAME:	
	PHONE (A/C, No. Ext.): 314-854-5200	FAX (A/C, No.):
INSURED Fullan Dock & Warehouse, Inc. 382 Klinka Road Memphis, TN 38127	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: Star Indemnity & Liability Company	
	INSURER B: Amtrust Insurance Company of Kansas, Inc.	
INSURER C: Wesco Insurance Company		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: WTRQ4M

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	ADOL SUBR INSD YWVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	HULL AND MACHINERY					PER SCHEDULE ON FILE
	☐ COLLISION LIABILITY					INSURED VALUE \$
	☐ TOWERS LIABILITY					COLLISION (Ea occurrence) \$
						TOWERS (Ea occurrence) \$
						\$
A	PROTECTION AND INDEMNITY		MASIHCH00010517	10/01/2017	10/01/2018	PER CLUB RULES
	☒ CREW LIABILITY ☒ JONES ACT					☒ EA OCCURRENCE PER VESSEL CSL \$ 1,000,000
	☒ COLLISION LIABILITY					COLLISION (Ea occ), CSL \$ 1,000,000
	☒ TOWERS LIABILITY					TOWERS (Ea occ), CSL \$ 1,000,000
	☒ REMOVAL OF WRECK					REMOVAL OF WRECK (Ea occurrence) \$ INCLUDED
	☒ IN REM					\$
	☒ Removal of Wreck & Tankerman's Ind					\$
	☒ Per SP-23 (revised 1/58)					\$
	POLLUTION LIABILITY					EA OCCURRENCE \$
	☐ OPA 90					\$
	☐ CERCLA					\$
	☐ NON-OPA / NON-CERCLA					\$
						\$
	SEAFARERS EMPLOYERS LIABILITY					ANY ONE PERSON \$
	☐ ALTERNATE EMPLOYER					ANY ONE ACCIDENT \$
	INCLUDES ☐ CREW ☐ EMPS					\$
	☐ JONES ACT	N/A				\$
	☐ DEATH ON THE HIGH SEAS					\$
	☐ IN REM ENDORSEMENT					\$
A	Landing Owner's Legal Liability (LOLL) Ship Repairer's Legal Liability (SRL) Terminal Operator's Legal Liability (TOLL)		MASILCH00010217	10/01/2017	10/01/2018	LOLL - CSL \$ 1,000,000
						SRL - CSL \$ 1,000,000
						TOLL - CSL \$ 1,000,000

CERTIFICATE HOLDER

CANCELLATION

City of Bartlett 8400 Stage Road Bartlett, TN 38134	SHOULD ANY OF THE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>C. Baster Southern III</i>

CERTIFICATE NUMBER: WTRQR4M

COVERAGES

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☒ MARINE GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR ☒ Oco Limit Inc in Package CSL GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			MASILCH00010217	10/01/2017	10/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP / OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ SCHEDULED AUTOS ☐ ALL OWNED AUTOS ☒ NON-OWNED AUTOS ☒ HIRED AUTOS			KPP1014986 05	10/01/2017	10/01/2018	COMBINED SINGLE LIMIT (Ea occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	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 ☐ ALTERNATE EMPLOYER ☒ USL&M ENDORSEMENT ☐ MARITIME EMPLOYERS LIABILITY ☐ OCSL ACT		N/A	WWC3323198	01/01/2018	01/01/2019	☒ PER STATUTE ☐ OTH-ER E.L. (Each accident) \$ 1,000,000 E.L. DISEASE (Ea employee) \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 WC Statutory Limit Other \$
	U.S. LONGSHORE & HARBOR WORKERS COMPENSATION ACT ☐ ALTERNATE EMPLOYER ☐ MARITIME EMPLOYERS LIABILITY ☐ OCSL ACT		N/A				☐ PER STATUTE ☐ OTH-ER E.L. (Each accident) \$ E.L. DISEASE (Ea employee) \$ E.L. DISEASE - ANN AGG \$
	AIRCRAFT LIABILITY ☐ OWNED AIRCRAFT ☐ NON-OWNED AIRCRAFT ☐ PASSENGER LIABILITY						EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA / EXCESS LIAB / BUMBERSHOOT ☐ UMBRELLA ☐ BUMBERSHOOT ☐ EXCESS ☐ CLAIMS MADE ☐ OCCUR ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	ENERGY CONTROL OF WELL / OPERATORS EXTRA EXPENSE ☐ CARE, CUSTODY AND CONTROL (CCC) OFFSHORE OIL AND GAS PROPERTY ☐ PLATFORMS ☐ PIPELINES ONSHORE OIL AND GAS PROPERTY ☐ OIL & GAS PROPERTY ☐ CONTRACTORS EQUIPMENT NAMED WINDSTORM ☐ CCC ☐ OFF-SHORE ☐ ON-SHORE						CSL, ANY ONE OCCURRENCE (100% interest) \$ ANY ONE OCCURRENCE (100% interest) \$ VALUES AS SCHEDULED \$ VALUES AS SCHEDULED \$ VALUES AS SCHEDULED \$ VALUES AS SCHEDULED \$ VALUES AS SCHEDULED \$ VALUES AS SCHEDULED \$ AGGREGATE \$
VESSEL(S):		AS PER ATTACHED SCHEDULE		AS DETAILED IN THE DESCRIPTION OF OPERATIONS			
DESCRIPTION OF OPERATIONS / LOCATIONS (ACORD 101, Additional Remarks Schedule, may be attached, if more space is required) This certificate of insurance neither affirmatively nor negatively amends, extends or alters the coverage afforded by the policies listed herein.							
THIS CERTIFICATE OF INSURANCE REPLACES PREVIOUSLY ISSUED CERTIFICATES.							
Effective July 1, 2018, the City of Bartlett, its elected officials, appointees, employees and members of boards, agencies, and commissions are included as additional assureds with respect to the Marine General Liability and Auto Liability but only as required by contract and as their interest may appear. A Waiver of subrogation in favor of the City of Bartlett is applicable to the workers' compensation but only as per the written contract and where allowable by law. The additional assured coverage shall be primary and non-contributory.							
Days Notice of Cancellation are per the terms and conditions of each policy.							

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 3 of 3

PRODUCER McGriff, Seibels & Williams of Missouri, Inc.		INSURED Fullen Dock & Warehouse, Inc.	
POLICY NUMBER			
CARRIER	NAIC CODE		
		ISSUE DATE: 05/17/2018	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____

Named Insureds:

1. Fullen Dock & Warehouse, Inc.
2. Port 740, Inc.
3. North Memphis Warehouse, Inc.
4. North Memphis Logistics, Inc.
5. PW Management Co., LLC

Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requestor. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
FULLEN DOCK AND WAREHOUSE

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual sole proprietor or single-member LLC
☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C= C corporation, S= S corporation, P= partnership) **>**
 Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) **>**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) **>**
 Exemption from FATCA reporting code (if any) **>**
 (Provide to accounts established outside the U.S.)

5 Address (number, street, and apt. or suite no.)
382 KLINKE RD

6 City, state, and ZIP code
MEMPHIS, TN 38127

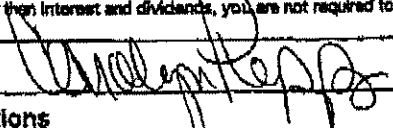
7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
 Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
 OR
 Employer identification number
 6 2 - 1 2 9 0 3 5 5

Part II Certification
Under penalties of perjury, I certify that:
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here  Date **5-16-18**

General Instructions
 Section references are to the Internal Revenue Code (unless otherwise noted).
 Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.
Purpose of Form
 An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:
 • Form 1099-INT (interest earned or paid)
 • Form 1099-DIV (dividends, including those from stocks or mutual funds)
 • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 • Form 1099-S (proceeds from real estate transactions)
 • Form 1099-K (merchant card and third party network transactions)
 • Form 1096 (mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 • Form 1099-C (canceled debt)
 • Form 1099-A (acquisition or abandonment of secured property)
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.
 By signing the filled-out form, you:
 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partner's share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X - Form W-9 (Rev. 12-2014)

Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
FULLEN DOCK AND WAREHOUSE

2 Business name disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual sole proprietor or single-member LLC
☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C= C corporation, S= S corporation, P= partnership) >
 Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) >

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 (Number is internally controlled system use only)

5 Address (number, street, and apt. or suite no.)
382 KLINCK RD

6 City, state, and ZIP code
MEMPHIS, TN 38127

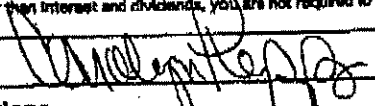
7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.
 Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
_____-_____-_____
 OR
 Employer identification number
62-1290355

Part II Certification
Under penalties of perjury, I certify that:
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
 Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here  Date > **5-16-18**

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Forms W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:
 • Form 1099-INT (interest earned or paid)
 • Form 1099-DIV (dividends, including those from stocks or mutual funds)
 • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 • Form 1099-S (proceeds from real estate transactions)
 • Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 • Form 1099-C (canceled debt)
 • Form 1099-A (repossession or abandonment of secured property)
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.
 By signing the fill-out form, you:
 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

Form W-9 (Rev. 12-31-14)

Cat. No. 10821X -

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 P.M. on Thursday, May 24, 2018**. All bid packets, with an original, clearly identified, and two copies, must be labeled **"FY2018-05-063 " FILL SAND, LIMESTONE AND RIP RAP"** and addressed as follows:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or email dcairncross@cityofbartlett.org

Please quote prices on the attached Bid Pricing Sheet.

We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivery as specified.

These prices are submitted with a declaration that no Bartlett Aldermen or Employee has a financial or beneficial interest in this transaction.

LAFARGE HOLCIM
 NAME OF FIRM

robert.cairncross@lafargeholcim.com
 EMAIL

810 Crescent Centre Drive
 ADDRESS FRANKLIN TN 37067

615 955 3918
 TELEPHONE

Scott Plourde
 AUTHORIZED REPRESENTATIVE

05/23/2018
 DATE

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

INTENT

The intent of this request is for the City of Bartlett Public Works to purchase Fill Sand, Limestone and Rip Rap for the period July 1, 2018 through June 30, 2019, with the option to renew for two (2) additional one year periods, July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021, upon mutual agreement of both parties subject to the Terms and Conditions listed in this bid.

STATEMENT OF INTENT – EQUALITY AND FAIRNESS

The City of Bartlett will not discriminate against any individual of any reason and will provide services to all citizens in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation.

GENERAL SPECIFICATIONS

These specifications are intended as minimum requirements. However, it is recognized that each manufacturer has special features that make his equipment unique. Therefore, all bids will be considered, but every bidder must state, in detail, where his product fails to meet these specifications. Unless otherwise stated, these specifications are not intentionally written to favor any one Manufacturer, and are only for the purpose of indicating generally the type of work required of said bid items. It is the intention of the City to purchase quality products and not necessarily the products with the lowest initial cost.

A. General Requirements

1. All bidders must clearly identify any and all deviations from these specifications that their products may have; however, bids must meet or exceed specifications.
2. Bidder shall include the signed pricing sheet, Insurance Certificate, signed and notarized Public Acts 109 form (page 8) and a signed W-9 form for current year. **Note: An original, clearly marked, and two copies shall be included in the bid package.**
3. Any/all items delivered as a result of the award of this bid shall not have any obvious defects and cartons to be unbroken and sealed. Final acceptance will be determined by inspection of items by City of Bartlett Public Works department.
4. The City reserves the right to reject any and all bids.
5. Prompt payment discount shall be considered as a cost factor in this bid. Invoices shall be paid thirty (30) days after receipt of correct invoices.
6. A Purchase Order will be issued to the successful vendor.
7. All products are to be delivered F.O.B. to the City of Bartlett Public Works, 3585 Altruria Road, Bartlett, TN or an alternate site as designated by the department.

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

B. Firm Pricing and Renewals

All prices are to remain firm from award date of July 1, 2018 through June 30, 2019 with the **option to renew** for two (2) additional one year periods, July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021, upon mutual agreement of both parties and subject to the Terms and Conditions listed in this bid. Prior to any renewal period, the vendor receiving an award may review and request an adjustment of pricing sixty (60) days prior to the beginning of the renewal period.

However, the successful vendor shall be required to give the City of Bartlett the benefit of any general price reduction. Price escalation/de-escalations after the first completed year of the contract shall be limited to five percent (5%) or a maximum based upon the Consumer Price Index for Urban Consumers.

The successful vendor shall provide a written letter from the manufacturer advising of the specific product price increase and percent of increase. The City of Bartlett reserves the right to reject any increase and may cancel this agreement if the price increase is not agreed upon by both parties.

C. Equal or Equivalent Products

Bidders may bid “or equal” or equivalent product (s) to the product specified. However, it must be stated that the item (s) bid are equal or better than the specifications.

D. Insurance Requirements

Certificate of Insurance required from awarded bidder before beginning work. Provider shall maintain coverage with limits of no less than:

1. *Commercial General Liability Insurance* - \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$1,000,000 General Aggregate/\$1,000,000 Products-Completed Operations Aggregate; \$5,000 medical expenses – any one person. City of Bartlett, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. 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

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

2. *Business Automobile Liability Insurance* - \$1,000,000 each accident for property damage and bodily injury. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. Coverage is to be provided on all:
 - a. Owned/Leased Autos
 - b. Non-owned Autos
 - c. Hired Autos
3. *Workers Compensation* - statutory limits as required by Tennessee statutes. This policy should include Employers' Liability Coverage for \$1,000,000 per accident. Policy will include waiver of subrogation endorsement in favor of the City of Bartlett.

All policies will provide for thirty (30) days written notice to the City of Bartlett of cancellation of coverage provided. A ten (10) day notice is applicable to non-payment of premium. If the insurer is not required by the policy terms and conditions to provide written notice of cancellation to the City, the Provider will send immediate notice to the City and provide evidence of replacement coverage with no lapse...

All insurance policies maintained by the Provider shall be primary and non-contributing as applying to the City of Bartlett, irrespective of such insurance or self-insurance as the City of Bartlett may maintain in its own name and on its own behalf. Any insurance company of the Provider shall be admitted and authorized to do business in the State of Tennessee and shall carry a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" and a Financial Size Category of "X".

E. Award

The City of Bartlett reserves the right to award this bid on the basis of individual items, groups of items or the entire list of items, whichever is in the best interest of the City and Public Works. The City reserves the right to cancel this bid for failure to provide items as per the bid specifications. Cancellation will be subject to not less than and thirty (30) day notification.

End of Specifications

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

BID PRICING SHEET

*(Include one original, clearly marked, and two copies, including Insurance Certificate,
 Public Acts 109 form and current, signed W-9 form)*

Note: There are no guaranteed quantities or dollar amounts to be purchased against this bid.
 Fill Sand, Limestone and Rip Rap will be on an "as needed" basis and delivered to site location.

FILL SAND

<u>ITEM</u>	<u>UNIT</u>	<u>BID AMOUNT PICKED UP</u>	<u>BID AMOUNT *DELIVERED</u>
Fill Sand	Ton	<u>N/A</u>	<u>N/A</u>
White Masonry Sand	Ton	<u>N/A</u>	<u>N/A</u>
Washed Red Sand	Ton	<u>N/A</u>	<u>N/A</u>

LIMESTONE

<u>ITEM</u>	<u>UNIT</u>	<u>BID AMOUNT PICKED UP</u>	<u>BID AMOUNT *DELIVERED</u>
Limestone #610 Mix 1 1/2" to Powder	Ton	<u>\$17.00</u>	<u>\$23.00</u>
Limestone #8 Mix 1/2" to Powder	Ton	<u>\$21.00</u>	<u>\$27.00</u>
Limestone #57 Mix 1 1/2" to #8	Ton	<u>\$20.00</u>	<u>\$26.00</u>

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

Bid Pricing Sheet (page 2)

RIP-RAP

Gradation for Corps of Engineers Rip-Rap

75 lbs. to 125 lbs.	10%
25 lbs. to 74 lbs.	40% to 60%
6 lbs. to 24 lbs.	20% to 40%
Less than 6 lbs.	15% Min.

<u>ITEM</u>	<u>UNIT</u>	<u>BID AMOUNT PICKED UP</u>	<u>BID AMOUNT *DELIVERED</u>
Large Rock 150 lb. to 500 lbs.	Ton	<u>\$29.00</u>	<u>\$37.00</u>
Medium Rock 20 lbs. to 125 lbs.	Ton	<u>\$29.00</u>	<u>\$37.00</u>
Small Rock 5 lbs. to 50 lbs.	Ton	<u>\$29.00</u>	<u>\$37.00</u>
Standard Corps of Engineers Rip-Rap stone	Ton	<u>\$29.00</u>	<u>\$37.00</u>

*Delivery location will be 3585 Altruria Road, Bartlett, TN, or an alternate site as designated by Public Works.

LA FARGE HOLDING
 NAME OF FIRM

robert.chenhardt@lafargeholding.com
 Email

Scott Plourde / Robert Chenhardt
 Authorized Representative
 (Typed or Printed)

615 955 3918
 Phone Number

Scott Plourde
 Authorized Representative Signature
 (Required)

05/23/2018
 Date

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

PUBLIC ACTS 109
(Iran Divestment Act)

"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](http://tnsos.org/acts/PublicActs.109.php).

LAFARGEHOLLIM

Company Name (Proposer/Contractor)

Print Name Scott Plourde

Signed Scott Plourde

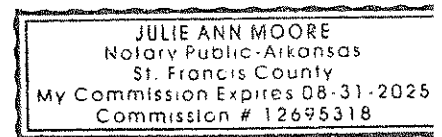
Title AREA SALES MANAGER

Subscribed and sworn before me this 23 day of May, 2018.

Signed Julie Ann Moore Print Name Julie Ann Moore

Title Notary

My commission expires: August 31, 2025.



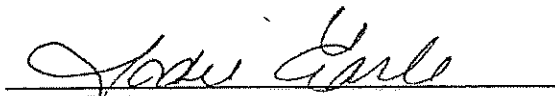
NOTE: Bids cannot be considered nor awards made to anyone without the above required statement.

LAFARGE WEST, INC.

CERTIFICATE OF CORPORATE SECRETARY

I, Jodie Earle, hereby certify that I am the Corporate Secretary of Lafarge West, Inc., a Delaware corporation (the "Corporation"), and that Scott Plourde is the Area Sales Manager – River Aggregates of the Corporation, and as such is authorized, empowered and directed for and on behalf of the Corporation to negotiate for and sign any and all bid proposals and/or contracts which this Corporation might enter for the furnishing of materials, supplies or services for the Corporation under such terms, conditions and stipulates, and for such consideration as he might deem to be in the best interest of the Corporation.

IN WITNESS WHEREOF, I have hereunto affixed my hand this 4th day of May, 2017.


Jodie Earle
Corporate Secretary

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

LAFARGE WEST, INC.

CERTIFICATE OF CORPORATE SECRETARY

I, Jodie Earle, hereby certify that I am the Corporate Secretary of Lafarge West, Inc., a Delaware corporation (the "Corporation"), and that Scott Plourde is the Area Sales Manager – River Aggregates of the Corporation, and as such is authorized, empowered and directed for and on behalf of the Corporation to negotiate for and sign any and all bid proposals and/or contracts which this Corporation might enter for the furnishing of materials, supplies or services for the Corporation under such terms, conditions and stipulates, and for such consideration as he might deem to be in the best interest of the Corporation.

IN WITNESS WHEREOF, I have hereunto affixed my hand this 4th day of May, 2017.



Jodie Earle
Corporate Secretary

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

Form W-9
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
LAFARGE NORTH AMERICA

2 Business name/disregarded entity name, if different from above
LAFARGE NORTH AMERICA

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
8700 WEST BRYN MAWR SUITE 300

6 City, state, and ZIP code
CHICAGO, ILLINOIS 60631

Requester's name and address (optional)
Doug Leslie

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

--	--	--	--	--	--	--	--	--	--

OR

Employer identification number

5	8	-	1	2	9	0	2	2	4
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends; or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person **Doug Leslie** Date **2/28/18**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest); 1098-E (student loan interest); 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



CERTIFICATE OF LIABILITY INSURANCE

 DATE(MM/DD/YYYY)
05/23/2018

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 have ADDITIONAL INSURED provisions or 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 Aon Risk Services Southwest, Inc. Houston TX Office 5555 San Felipe Suite 1500 Houston TX 77056 USA	CONTACT NAME: PHONE (AC. No. Ext): (566) 283-7122 FAX (AC. No.): (800) 363-0105	
	E-MAIL ADDRESS:	
INSURED Aggredate Industries Management, Inc. 6211 Ann Arbor Road Dundee MI 48131 USA	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACE American Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

Holder Identifier :

COVERAGES CERTIFICATE NUMBER: 570071338034 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. Limits shown are as requested.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR 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			HDOG46/69545	12/31/2017	10/01/2018	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000 MED EXP (any one person) \$50,000 PERSONAL & ADY INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMPIOP AGG \$4,000,000
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			ISA-H25155658	12/31/2017	10/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB DEED RETENTION						EACH OCCURRENCE AGGREGATE
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR, PARTNER, EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WLCRC64620289 WC (AOS) SCFC64620277 WC (WI)	10/01/2017	10/01/2018	PER STATUTE OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Insured is self-insured on physical damage for all owned, leased and rented autos. RE: SB# FY2018-05-063. City of Bartlett, its elected officials, appointees, employees and members of boards, agencies, and commissions are included as Additional Insured as required by written contract, but limited to the operations of the Insured under said contract, per the applicable endorsement with respect to the General Liability, and Automobile Liability policies. A Waiver of Subrogation is granted in favor of City of Bartlett, its elected officials, appointees, employees and members of boards, agencies, and commissions as required by written contract but limited to the operations of the Insured under said contract, with respect to the General Liability, and Workers Compensation policies. The General Liability policy evidenced herein is Primary and Non-Contributory to other insurance.

CERTIFICATE HOLDER City of Bartlett Attn: Public works 6400 Stage Road Bartlett TN 38134 USA	CANCELLATION 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
---	--

Certificate No : 570071338034

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)



ADDITIONAL REMARKS SCHEDULE

Page _ of _

AGENCY Aon Risk Services Southwest, Inc.		ADDITIONAL INSURED Aggregate Industries Management, Inc.	
POLICY NUMBER See Certificate Number: 570071338034			
CARRIER See Certificate Number: 570071338034	NAIC CODE	EFFECTIVE DATE	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Additional Description of Operations / Locations / Vehicles

available to an Additional Insured, but only in accordance with the policy's provisions.

AGENCY CUSTOMER ID: 570000035837

LOC #:



ADDITIONAL REMARKS SCHEDULE

Page _ of _

AGENCY Aon Risk Services Southwest, Inc.		NAMED INSURED Aggregate Industries Management, Inc.	
POLICY NUMBER See Certificate Number: 570071338034			
CARRIER See Certificate Number: 570071338034	NAIC CODE	EFFECTIVE DATE	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Additional Named Insureds

Aggregate Industries - Northeast Region, Inc.
 Tiger Minimix, Inc.
 Aggregate Industries - MWR, Inc.
 Kost, Inc.
 Super Concrete Corporation
 Bardon, Inc. D/B/A Aggregate Industries - Mar
 Aggregate Industries Land Company, Inc.
 Aggregate Industries - WCR, Inc.
 Aggregate Industries Management, Inc.
 Aggregate Industries - SWR, Inc. (D/B/A Frehner Construction Company)
 Meyer Material Company, LLC
 Lattimore Materials Corp.
 RedLand Quarries NY Inc.
 Lafarge Aggregates Illinois Inc.
 Fredonia Valley Railroad, Inc.
 Lordstown Construction Recovery LLC

ACORD 101 (2008/01)

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Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

 **COPY**

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 P.M. on Thursday, May 24, 2018**. All bid packets, with an original, clearly identified, and two copies, must be labeled **"FY2018-05-063 " FILL SAND, LIMESTONE AND RIP RAP"** and addressed as follows:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or email dcairncross@cityofbartlett.org

Please quote prices on the attached Bid Pricing Sheet.

We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivery as specified.

These prices are submitted with a declaration that no Bartlett Aldermen or Employee has a financial or beneficial interest in this transaction.

Memphis Stone & Gravel Co.
 NAME OF FIRM

gary.oakley@msg gravel.com
 EMAIL

P.O. Box 1683 Memphis, TN 38101
 ADDRESS

901-947-5700
 TELEPHONE

Gary Oakley 
 AUTHORIZED REPRESENTATIVE

May 24, 2018
 DATE

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

BID PRICING SHEET

(Include one original, clearly marked, and two copies, including Insurance Certificate, Public Acts 109 form and current, signed W-9 form)

Note: There are no guaranteed quantities or dollar amounts to be purchased against this bid. Fill Sand, Limestone and Rip Rap will be on an "as needed" basis and delivered to site location.

FILL SAND

<u>ITEM</u>	<u>UNIT</u>	<u>BID AMOUNT PICKED UP</u>	<u>BID AMOUNT *DELIVERED</u>
Fill Sand	Ton	<u>\$4.90</u>	<u>\$9.00</u>
White Masonry Sand	Ton	<u>N/B</u>	<u>N/B</u>
Washed Red Sand	Ton	<u>\$7.25</u>	<u>\$11.15</u>

LIMESTONE

<u>ITEM</u>	<u>UNIT</u>	<u>BID AMOUNT PICKED UP</u>	<u>BID AMOUNT *DELIVERED</u>
Limestone #610 Mix 1 1/2" to Powder	Ton	<u> </u>	<u> </u>
Limestone #8 Mix 1/2" to Powder	Ton	<u> </u>	<u> </u>
Limestone #57 Mix 1 1/2" to #8	Ton	<u> </u>	<u> </u>

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)



CERTIFICATE OF LIABILITY INSURANCE

 DATE(MM/DD/YYYY)
May 10, 2018

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 have ADDITIONAL INSURED provisions or 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
Aon Risk Services Southwest, Inc.
Dallas TX Office
CityPlace Center East
2711 North Haskell Avenue
Suite 800
Dallas TX 75204 USA

CONTACT NAME:
PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105
E-MAIL ADDRESS:

INSURED
Memphis Stone & Gravel Company
PO Box 1683
Memphis TN 38101 USA

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Hartford Underwriters Insurance Company	30104
INSURER B: Hartford Ins Co of the Midwest	37478
INSURER C: Trumbull Insurance Company	27120
INSURER D: Endurance Risk Solutions Assurance Co.	43630
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 570069438561

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. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR 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:			46UEAKQ9305	12/31/2017	12/31/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			46 UEA KQ9307	12/31/2017	12/31/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
D	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION			XSC30000024602	12/31/2017	12/31/2018	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	46WEAAS2222	12/31/2017	12/31/2018	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

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

City of Bartlett is included as Additional Insured in accordance with the policy provisions of the General Liability, & Auto Liability policies. A waiver of Subrogation is granted in favor of Certificate Holder in accordance with the policy provisions of the General Liability policy.

CERTIFICATE HOLDER

City of Bartlett
6400 Stage Road
Bartlett TN 38134 USA

CANCELLATION

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

Aon Risk Services Southwest Inc

Holder Identifier :

Certificate No : 570069438561

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2

Name (as shown on your income tax return)
Memphis Stone & Gravel Co.

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☒ Corporation ☐ Partnership ☐ Other ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)
P.O. Box 1683

City, state, and ZIP code
Memphis, TN 38101

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

--	--	--	--	--	--	--	--	--	--

or

Employer identification number

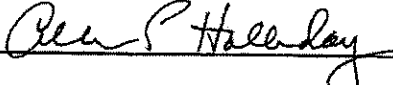
62-0711283-8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person  Date **May 01, 2018**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-04-051
 DUE: May 3, 2018

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 P.M. on Thursday, May 3, 2018**. All bid packets, with an original, clearly identified, and two copies, must be labeled **"FY2018-04-051 " FILL SAND, LIMESTONE AND RIP RAP"** and addressed as follows:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or email dcairncross@cityofbartlett.org

Please quote prices on the attached Bid Pricing Sheet.

We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivery as specified.

These prices are submitted with a declaration that no Bartlett Aldermen or Employee has a financial or beneficial interest in this transaction.

Marek LLC (DBA Nature's Earth Products) mat@marek@bellsouth.net
 NAME OF FIRM EMAIL

10961 Hwy 64
 ADDRESS
Arlington TN 38002

901-377-5340
 TELEPHONE


 AUTHORIZED REPRESENTATIVE
Matt Marek

4/24/18
 DATE

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-04-051
 DUE: May 3, 2018

INTENT

The intent of this request is for the City of Bartlett Public Works to purchase Fill Sand, Limestone and Rip Rap for the period July 1, 2018 through June 30, 2019, with the option to renew for two (2) additional one year periods, July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021, upon mutual agreement of both parties subject to the Terms and Conditions listed in this bid.

STATEMENT OF INTENT – EQUALITY AND FAIRNESS

The City of Bartlett will not discriminate against any individual of any reason and will provide services to all citizens in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation.

GENERAL SPECIFICATIONS

These specifications are intended as minimum requirements. However, it is recognized that each manufacturer has special features that make his equipment unique. Therefore, all bids will be considered, but every bidder must state, in detail, where his product fails to meet these specifications. Unless otherwise stated, these specifications are not intentionally written to favor any one Manufacturer, and are only for the purpose of indicating generally the type of work required of said bid items. It is the intention of the City to purchase quality products and not necessarily the products with the lowest initial cost.

A. General Requirements

1. All bidders must clearly identify any and all deviations from these specifications that their products may have; however, bids must meet or exceed specifications.
2. Bidder shall include the signed pricing sheet, Insurance Certificate, signed and notarized Public Acts 109 form (page 8) and a signed W-9 form for current year. **Note: An original, clearly marked, and two copies shall be included in the bid package.**
3. Any/all items delivered as a result of the award of this bid shall not have any obvious defects and cartons to be unbroken and sealed. Final acceptance will be determined by inspection of items by City of Bartlett Public Works department.
4. The City reserves the right to reject any and all bids.
5. Prompt payment discount shall be considered as a cost factor in this bid. Invoices shall be paid thirty (30) days after receipt of correct invoices.
6. A Purchase Order will be issued to the successful vendor.
7. All products are to be delivered F.O.B. to the City of Bartlett Public Works, 3585 Altruria Road, Bartlett, TN or an alternate site as designated by the department.

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-04-051
 DUE: May 3, 2018

B. Firm Pricing and Renewals

All prices are to remain firm from award date of July 1, 2018 through June 30, 2019 with the **option to renew** for two (2) additional one year periods, July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021, upon mutual agreement of both parties and subject to the Terms and Conditions listed in this bid. Prior to any renewal period, the vendor receiving an award may review and request an adjustment of pricing sixty (60) days prior to the beginning of the renewal period.

However, the successful vendor shall be required to give the City of Bartlett the benefit of any general price reduction. Price escalation/de-escalations after the first completed year of the contract shall be limited to five percent (5%) or a maximum based upon the Consumer Price Index for Urban Consumers.

The successful vendor shall provide a written letter from the manufacturer advising of the specific product price increase and percent of increase. The City of Bartlett reserves the right to reject any increase and may cancel this agreement if the price increase is not agreed upon by both parties.

C. Equal or Equivalent Products

Bidders may bid "or equal" or equivalent product (s) to the product specified. However, it must be stated that the item (s) bid are equal or better than the specifications.

D. Insurance Requirements

Certificate of Insurance required from awarded bidder before beginning work. Provider shall maintain coverage with limits of no less than:

1. *Commercial General Liability Insurance* - \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$1,000,000 General Aggregate/\$1,000,000 Products-Completed Operations Aggregate; \$5,000 medical expenses – any one person. City of Bartlett, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. 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

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-04-051
 DUE: May 3, 2018

2. *Business Automobile Liability Insurance* - \$1,000,000 each accident for property damage and bodily injury. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. Coverage is to be provided on all:
 - a. Owned/Leased Autos
 - b. Non-owned Autos
 - c. Hired Autos
3. *Workers Compensation* - statutory limits as required by Tennessee statutes. This policy should include Employers' Liability Coverage for \$1,000,000 per accident. Policy will include waiver of subrogation endorsement in favor of the City of Bartlett.

All policies will provide for thirty (30) days written notice to the City of Bartlett of cancellation of coverage provided. A ten (10) day notice is applicable to non-payment of premium. If the insurer is not required by the policy terms and conditions to provide written notice of cancellation to the City, the Provider will send immediate notice to the City and provide evidence of replacement coverage with no lapse...

All insurance policies maintained by the Provider shall be primary and non-contributing as applying to the City of Bartlett, irrespective of such insurance or self-insurance as the City of Bartlett may maintain in its own name and on its own behalf. Any insurance company of the Provider shall be admitted and authorized to do business in the State of Tennessee and shall carry a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" and a Financial Size Category of "X".

E. Award

The City of Bartlett reserves the right to award this bid on the basis of individual items, groups of items or the entire list of items, whichever is in the best interest of the City and Public Works. The City reserves the right to cancel this bid for failure to provide items as per the bid specifications. Cancellation will be subject to not less than and thirty (30) day notification.

End of Specifications

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-04-051
 DUE: May 3, 2018

BID PRICING SHEET

(Include one original, clearly marked, and two copies, including Insurance Certificate, Public Acts 109 form and current, signed W-9 form)

Note: There are no guaranteed quantities or dollar amounts to be purchased against this bid. Fill Sand, Limestone and Rip Rap will be on an "as needed" basis and delivered to site location.

FILL SAND

<u>ITEM</u>	<u>UNIT</u>	<u>BID AMOUNT PICKED UP</u>	<u>BID AMOUNT *DELIVERED</u>
Fill Sand	Ton	<u>15⁰⁰</u>	<u>17⁵⁰</u>
White Masonry Sand	Ton	<u>28⁵⁰</u>	<u>31⁰⁰</u>
Washed Red Sand	Ton	<u>15⁰⁰</u>	<u>17⁵⁰</u>

LIMESTONE

<u>ITEM</u>	<u>UNIT</u>	<u>BID AMOUNT PICKED UP</u>	<u>BID AMOUNT *DELIVERED</u>
Limestone #610 Mix 1 1/2" to Powder	Ton	<u>26⁵⁰</u>	<u>29⁰⁰</u>
Limestone #8 Mix 1/2" to Powder	Ton	<u>28⁵⁰</u>	<u>31⁰⁰</u>
Limestone #57 Mix 1 1/2" to #8	Ton	<u>28⁵⁰</u>	<u>31⁰⁰</u>

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-04-051
 DUE: May 3, 2018

Bid Pricing Sheet (page 2)

RIP-RAP

Gradation for Corps of Engineers Rip-Rap

75 lbs. to 125 lbs.	10%
25 lbs. to 74 lbs.	40% to 60%
6 lbs. to 24 lbs.	20% to 40%
Less than 6 lbs.	15% Min.

<u>ITEM</u>	<u>UNIT</u>	<u>BID AMOUNT PICKED UP</u>	<u>BID AMOUNT *DELIVERED</u>
Large Rock 150 lb. to 500 lbs.	Ton	<u>N/A</u>	<u>59⁰⁰</u>
Medium Rock 20 lbs. to 125 lbs.	Ton	<u>N/A</u>	<u>59⁰⁰</u>
Small Rock 5 lbs. to 50 lbs.	Ton	<u>N/A</u>	<u>59⁰⁰</u>
Standard Corps of Engineers Rip-Rap stone	Ton	<u>N/A</u>	<u>59⁰⁰</u>

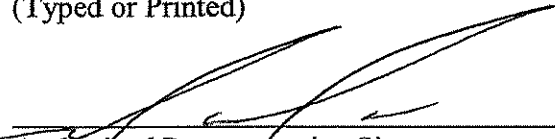
***Delivery location will be 3585 Altruria Road, Bartlett, TN, or an alternate site as designated by Public Works.**

Marek LLC (DBA Nature's Earth Products)
 NAME OF FIRM

MattMarek@bellsouth.net
 Email

Matt Marek
 Authorized Representative
 (Typed or Printed)

901-687-5298
 Phone Number


 Authorized Representative Signature
 (Required)

4/24/18
 Date

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Marek LLC

2 Business name/disregarded entity name, if different from above

NATURE'S EARTH

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

10961 HIGHWAY 64 EAST

6 City, state, and ZIP code

ARLINGTON, TN 38002

Requester's name and address (optional)

CITY OF BARTLETT

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

2 7 - 1 4 8 8 0 4 5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of U.S. person ► *McLissa D March*

Date ► *4/25/18*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-04-051
 DUE: May 3, 2018

PUBLIC ACTS 109
(Iran Divestment Act)

"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](http://tnsos.org/acts/PublicActs.109.php).

Marek LLC (DBA Nature's Earth Products)
 Company Name (Proposer/Contractor)

Print Name Matt Marek

Signed [Signature]

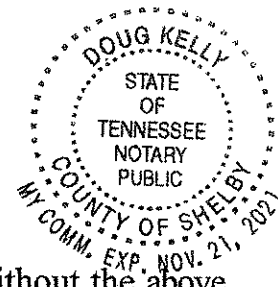
Title Owner

Subscribed and sworn before me this 3rd day of May, 2018.

Signed [Signature] Kelly Print Name Doug Kelly

Title Notary Public

My commission expires: 21 Nov, 2021.



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

Client#: 1493919

MAREKLLC

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/02/2018

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 have ADDITIONAL INSURED provisions or 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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services LLC /CL 5100 Poplar Avenue, #1200 Memphis, TN 38137 901 766-5990		CONTACT NAME: Shonda Smith PHONE (A/C, No, Ext): 901 255 3912 FAX (A/C, No): 901 766-5989 E-MAIL ADDRESS: Shonda.Smith@usi.com															
INSURED Marek, LLC dba Nature's Earth of Memphi P O Box 2753 Cordova, TN 38088		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : State Automobile Mutual Insurance Co.</td> <td>25135</td> </tr> <tr> <td>INSURER B : Bridgefield Casualty Insurance Company</td> <td>10335</td> </tr> <tr> <td>INSURER C : Travelers Property Cas. Co. of America</td> <td>25674</td> </tr> <tr> <td>INSURER D : State Auto Insurance Company</td> <td>25127</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : State Automobile Mutual Insurance Co.	25135	INSURER B : Bridgefield Casualty Insurance Company	10335	INSURER C : Travelers Property Cas. Co. of America	25674	INSURER D : State Auto Insurance Company	25127	INSURER E :		INSURER F :	
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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 INSR	SUBR 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 ☐ PROJECT ☐ LOC OTHER:			PBP2824906	02/25/2018	02/25/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/PO/AGG \$2,000,000 \$
D	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ Hired AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BAP2468962	02/25/2018	02/25/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			PBP2824906	02/25/2018	02/25/2019	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	19645628	02/25/2018	02/25/2019	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Equipment All locations			QT6609A157494	02/25/2018	02/25/2019	\$1,540,950 \$1,000 deductible

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

The City of Bartlett is listed as additional insured with regards to General Liability & Automobile Liability as required by written contract. A Waiver of Subrogation in favor of The City of Bartlett is provided. 30 days notice of cancellation will be given except for non-payment of premium will be 10 days.

CERTIFICATE HOLDER

CANCELLATION

City of Bartlett 6400 Stage Road Memphis, 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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FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 P.M. on Thursday, May 24, 2018**. All bid packets, with an original, clearly identified, and two copies, must be labeled **"FY2018-05-063 " FILL SAND, LIMESTONE AND RIP RAP"** and addressed as follows:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or email dcairncross@cityofbartlett.org

Please quote prices on the attached Bid Pricing Sheet.

We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivery as specified.

These prices are submitted with a declaration that no Bartlett Aldermen or Employee has a financial or beneficial interest in this transaction.

VULCAN MATERIALS CO
 NAME OF FIRM

NORWOOD@VMCMAIL.COM
 EMAIL

8275 TOURNAMENT DRIVE SUITE 330
MEMPHIS TN. 38125
 ADDRESS

901-753-1500
 TELEPHONE

BRUCE NORWOOD
 AUTHORIZED REPRESENTATIVE

5/21/2018
 DATE

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

INTENT

The intent of this request is for the City of Bartlett Public Works to purchase Fill Sand, Limestone and Rip Rap for the period July 1, 2018 through June 30, 2019, with the option to renew for two (2) additional one year periods, July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021, upon mutual agreement of both parties subject to the Terms and Conditions listed in this bid.

STATEMENT OF INTENT – EQUALITY AND FAIRNESS

The City of Bartlett will not discriminate against any individual of any reason and will provide services to all citizens in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation.

GENERAL SPECIFICATIONS

These specifications are intended as minimum requirements. However, it is recognized that each manufacturer has special features that make his equipment unique. Therefore, all bids will be considered, but every bidder must state, in detail, where his product fails to meet these specifications. Unless otherwise stated, these specifications are not intentionally written to favor any one Manufacturer, and are only for the purpose of indicating generally the type of work required of said bid items. It is the intention of the City to purchase quality products and not necessarily the products with the lowest initial cost.

A. General Requirements

1. All bidders must clearly identify any and all deviations from these specifications that their products may have; however, bids must meet or exceed specifications.
2. Bidder shall include the signed pricing sheet, Insurance Certificate, signed and notarized Public Acts 109 form (page 8) and a signed W-9 form for current year. **Note: An original, clearly marked, and two copies shall be included in the bid package.**
3. Any/all items delivered as a result of the award of this bid shall not have any obvious defects and cartons to be unbroken and sealed. Final acceptance will be determined by inspection of items by City of Bartlett Public Works department.
4. The City reserves the right to reject any and all bids.
5. Prompt payment discount shall be considered as a cost factor in this bid. Invoices shall be paid thirty (30) days after receipt of correct invoices.
6. A Purchase Order will be issued to the successful vendor.
7. All products are to be delivered F.O.B. to the City of Bartlett Public Works, 3585 Altruria Road, Bartlett, TN or an alternate site as designated by the department.

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

B. Firm Pricing and Renewals

All prices are to remain firm from award date of July 1, 2018 through June 30, 2019 with the **option to renew** for two (2) additional one year periods, July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021, upon mutual agreement of both parties and subject to the Terms and Conditions listed in this bid. Prior to any renewal period, the vendor receiving an award may review and request an adjustment of pricing sixty (60) days prior to the beginning of the renewal period.

However, the successful vendor shall be required to give the City of Bartlett the benefit of any general price reduction. Price escalation/de-escalations after the first completed year of the contract shall be limited to five percent (5%) or a maximum based upon the Consumer Price Index for Urban Consumers.

The successful vendor shall provide a written letter from the manufacturer advising of the specific product price increase and percent of increase. The City of Bartlett reserves the right to reject any increase and may cancel this agreement if the price increase is not agreed upon by both parties.

C. Equal or Equivalent Products

Bidders may bid "or equal" or equivalent product (s) to the product specified. However, it must be stated that the item (s) bid are equal or better than the specifications.

D. Insurance Requirements

Certificate of Insurance required from awarded bidder before beginning work. Provider shall maintain coverage with limits of no less than:

1. *Commercial General Liability Insurance* - \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$1,000,000 General Aggregate/\$1,000,000 Products-Completed Operations Aggregate; \$5,000 medical expenses – any one person. City of Bartlett, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. 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

FILL SAND, LIMESTONE AND RIP RAP
 FY2018-05-063
 DUE: May 24, 2018

2. *Business Automobile Liability Insurance* - \$1,000,000 each accident for property damage and bodily injury. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. Coverage is to be provided on all:
 - a. Owned/Leased Autos
 - b. Non-owned Autos
 - c. Hired Autos
3. *Workers Compensation* - statutory limits as required by Tennessee statutes. This policy should include Employers' Liability Coverage for \$1,000,000 per accident. Policy will include waiver of subrogation endorsement in favor of the City of Bartlett.

All policies will provide for thirty (30) days written notice to the City of Bartlett of cancellation of coverage provided. A ten (10) day notice is applicable to non-payment of premium. If the insurer is not required by the policy terms and conditions to provide written notice of cancellation to the City, the Provider will send immediate notice to the City and provide evidence of replacement coverage with no lapse...

All insurance policies maintained by the Provider shall be primary and non-contributing as applying to the City of Bartlett, irrespective of such insurance or self-insurance as the City of Bartlett may maintain in its own name and on its own behalf. Any insurance company of the Provider shall be admitted and authorized to do business in the State of Tennessee and shall carry a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" and a Financial Size Category of "X".

E. Award

The City of Bartlett reserves the right to award this bid on the basis of individual items, groups of items or the entire list of items, whichever is in the best interest of the City and Public Works. The City reserves the right to cancel this bid for failure to provide items as per the bid specifications. Cancellation will be subject to not less than and thirty (30) day notification.

End of Specifications

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Vulcan Materials Company

2 Business name/disregarded entity name, if different from above
Vulcan Construction Materials, LLC 63-1211833

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☒ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
Corp Tax P O Box 385014 1200 Urban Center Drive 35242

6 City, state, and ZIP code
Birmingham, AL 35238-5014

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
2	0		-	8	5	7	9	1 3 3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Date ▶ 1/4/16

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Memorandum of Insurance

MEMORANDUM OF INSURANCE					DATE 04-Jan-2018	
This Memorandum is issued as a matter of information only to authorized viewers for their internal use only and confers no rights upon any viewer of this Memorandum. This Memorandum does not amend, extend or alter the coverage described below. This Memorandum may only be copied, printed and distributed within an authorized viewer and may only be used and viewed by an authorized viewer for its internal use. Any other use, duplication or distribution of this Memorandum without the consent of Marsh is prohibited. "Authorized viewer" shall mean an entity or person which is authorized by the insured named herein to access this Memorandum via https://online.marsh.com/marshconnectpublic/marsh2/public/moi?client=null. The information contained herein is as of the date referred to above. Marsh shall be under no obligation to update such information.						
PRODUCER Marsh USA Inc. ("Marsh")			COMPANIES AFFORDING COVERAGE Co. A Old Republic Ins Co			
INSURED Vulcan Materials Company P O Box 385014 Birmingham Alabama 35238-5014 United States			Co. B Co. C Co. D Co. E Co. F			
COVERAGES						
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 MEMORANDUM 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						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS LIMITS IN USD UNLESS OTHERWISE INDICATED	
A	GENERAL LIABILITY Commercial General Liability Occurrence	MWZY 312014	01-Jan-2018	01-Jan-2019	GENERAL AGGREGATE	3,000,000
					PRODUCTS - COMP/OP AGG	3,000,000
					PERSONAL AND ADV INJURY	3,000,000
					EACH OCCURRENCE	3,000,000
					FIRE DAMAGE (ANY ONE FIRE)	INCLUDED
					MED EXP (ANY ONE PERSON)	EXCLUDED
A	AUTOMOBILE LIABILITY Any Auto	MWTB 312011	01-Jan-2018	01-Jan-2019	COMBINED SINGLE LIMIT	3,000,000
					BODILY INJURY (PER PERSON)	
					BODILY INJURY (PER ACCIDENT)	
					PROPERTY DAMAGE	
	EXCESS LIABILITY				EACH OCCURRENCE	
					AGGREGATE	
	GARAGE LIABILITY				AUTO ONLY (PER ACCIDENT)	
					OTHER THAN AUTO ONLY:	
					EACH ACCIDENT	
					AGGREGATE	
A	WORKERS COMPENSATION / EMPLOYERS LIABILITY	MWC 312015-00	01-Jan-2018	01-Jan-2019	WORKERS COMP LIMITS	Statutory
					EL EACH ACCIDENT	1,000,000
					EL DISEASE - POLICY LIMIT	1,000,000
					EL DISEASE - EACH EMPLOYEE	1,000,000
A	Excess WC	MWXS 312016	01-Jan-2018	01-Jan-2019	WC-Statutory	EL \$1M/\$1M/\$1M
A	Excess WC	MWFEX 312010	01-Jan-2018	01-Jan-2019	WC-Statutory	EL \$1M/\$1M/\$1M

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)

The Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications here to are not authorized.

MEMORANDUM OF INSURANCE	DATE 04-Jan-2018
This Memorandum is issued as a matter of information only to authorized viewers for their internal use only and confers no rights upon any viewer of this Memorandum. This Memorandum does not amend, extend or alter the coverage described below. This Memorandum may only be copied, printed and distributed within an authorized viewer and may only be used and viewed by an authorized viewer for its internal use. Any other use, duplication or distribution of this Memorandum without the consent of Marsh is prohibited. "Authorized viewer" shall mean an entity or person which is authorized by the insured named herein to access this Memorandum via https://online.marsh.com/marshconnectpublic/marsh2/public/moi?client=null. The information contained herein is as of the date referred to above. Marsh shall be under no obligation to update such information.	
PRODUCER Marsh USA Inc. ("Marsh")	INSURED Vulcan Materials Company P O Box 385014 Birmingham Alabama 35238-5014 United States
ADDITIONAL INFORMATION Excess WC policies have \$1,000,000 Self-Insured Retention for all covered states except TN and \$500,000 SIR for TN Only. General Liability is subject to \$50,000 Self-Insured Retention and includes Contractual Liability Named Insured includes: Vulcan Construction Materials, LLC Florida Rock Industries, Inc., its subsidiaries and affiliates RECO Transportation, LLC Azusa Rock, LLC Triangle Rock Products, LLC Calmat Co. DBA Vulcan Materials Company, Western Division Statewide Transport, LLC Southeast Division Logistics, LLC Southern Gulf Coast Division Logistics, LLC d/b/a SGC Logistics Mountain West Logistics, LLC Central Division Logistics, LLC Mideast Division Logistics, LLC GENERAL LIABILITY - ADDITIONAL INSURED Any party with which the named insured is contractually required to include as additional insured is automatically granted such. However, coverage under the policy only applies to the extent of the coverage required by such contractual requirement and for the limits of liability specified in such contractual requirement, but in no event for insurance not afforded by the policy nor for limits of liability in excess of the applicable limits of liability of the policy. Any insurance afforded to any such additional insured only applies to the extent permitted by law. AUTOMOBILE LIABILITY - ADDITIONAL INSURED Any party with which the named insured is contractually required to include as additional insured is automatically granted such. However, coverage under the policy only applies to the extent of the coverage required by such contractual requirement and for the limits of liability specified in such contractual requirement, but in no event for insurance not afforded by the policy nor for limits of liability in excess of the applicable limits of liability of the policy.	

Memorandum of Insurance

Page 3 of 3

GENERAL LIABILITY AND AUTOMOBILE LIABILITY - PRIMARY & NON-CONTRIBUTORY

This insurance is primary and non-contributory where required by written contract.

The Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications hereto are not authorized.

Attachment: Specs for Fill Sand, Limestone and Rip Rap (2349 : Fill Sand, Limestone and Rip Rap)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 06/12/18 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Jessica Vaughan

Department Head: Bill Yearwood

Annual bid for vehicle replacement parts.

On May 8, 2018 an ad was placed in *The Daily News*. On May 24, 2018 the City of Bartlett received five bids, which were opened at City Hall.

Bids were received from the following companies:

Advance Auto	
Napa	
O'Reilly Auto	
Tag Truck	
Union	

We recommend the bid be awarded to Napa.

This is an annual bid item.

Thank you for your consideration.

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

MOVER: Jack Young, Vice Mayor

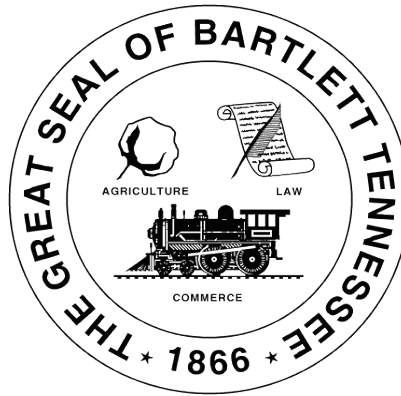
SECONDER: Emily Elliott, Alderman

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

CITY OF BARTLETT

*6400 STAGE ROAD
BARTLETT, TENNESSEE 38134*

A. Keith McDonald, Mayor
Mark Brown, Chief Administrator Officer
Dick Phebus, Finance Director
Bill Yearwood, Public Works Director



REQUEST FOR SEALED BIDS

SB # FY2018-05-061

DUE: Thursday, May 24, 2018, no later than 2:00 p.m. (CST)

VEHICLE REPLACEMENT PARTS

PUBLIC WORKS

The City of Bartlett Public Works is seeking to purchase Vehicle Replacement Parts for Fleet Services on an “as needed” basis as per the written specifications.

Attachment: VEHICLE REPLACEMENT PARTS Specs (2354 : Vehicle Replacement Parts)

VEHICLE REPLACEMENT PARTS
 FY2018-05-061
 DUE: May 24, 2018

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 P.M. on Thursday, May 24, 2018**. All bid packets, with an original, clearly identified, and two copies, must be labeled **"FY2018-05-061"** **"VEHICLE REPLACEMENT PARTS"** and addressed as follows:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or email dcairncross@cityofbartlett.org

Please quote prices on the attached Bid Pricing Sheet.

We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivery as specified.

These prices are submitted with a declaration that no Bartlett Aldermen or Employee has a financial or beneficial interest in this transaction.

 NAME OF FIRM

 EMAIL

 ADDRESS

 TELEPHONE

 AUTHORIZED REPRESENTATIVE

 DATE

Attachment: VEHICLE REPLACEMENT PARTS Specs (2354 : Vehicle Replacement Parts)

VEHICLE REPLACEMENT PARTS
 FY2018-05-061
 DUE: May 24, 2018

INTENT

The intent of this request is for the City of Bartlett Public Works - Grounds Maintenance Department to contract with a lawn treatment provider for various locations on an as needed basis for a three (3) year period, effective July 1, 2018 through June 30, 2021, with the option to renew for two (2) additional one year periods, July 1, 2021 through June 30, 2022 and July 1, 2022 through June 30, 2023, upon mutual agreement of both parties subject to the Terms and Conditions listed in this bid.

STATEMENT OF INTENT – EQUALITY AND FAIRNESS

The City of Bartlett will not discriminate against any individual of any reason and will provide services to all citizens in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation.

GENERAL SPECIFICATIONS

A. General Requirements

These specifications are intended as minimum requirements. However, it is recognized that each manufacturer has special features that make his equipment unique. Therefore, all bids will be considered, but every bidder must state, in detail, where his product fails to meet these specifications. Unless otherwise stated, these specifications are not intentionally written to favor any one Manufacturer, and are only for the purpose of indicating generally the type of work required of said bid items. It is the intention of the City to purchase quality products and not necessarily the products with the lowest initial cost.

1. All bidders must clearly identify any and all deviations from these specifications that their products may have; however, bids must meet or exceed specifications.
2. Bidder shall include the Compliance check list, along with the signed pricing sheet, the signed and notarized Public Acts 109 form (page 12) and a signed W-9 form for current year. **Note: An original, clearly marked, and two copies shall be included in the bid package.**
3. Any/all items delivered as a result of the award of this bid shall not have any obvious defects and cartons to be unbroken and sealed. Final acceptance will be determined by inspection of items by City of Bartlett Public Works department.
4. All containers furnished shall be new and unused. These containers shall conform with the best practices known to the trade in design, quality of material, and workmanship. All containers and component parts shall be interchangeable throughout the entire quantity of containers as specified in this bid.

VEHICLE REPLACEMENT PARTS

FY2018-05-061

DUE: May 24, 2018

5. The City reserves the right to reject any and all bids.
6. Prompt payment discount shall be considered as a cost factor in this bid. Invoices shall be paid thirty (30) days after receipt of correct invoices.
7. A Purchase Order will be issued to the successful vendor.
8. All products are to be delivered F.O.B. to the City of Bartlett Solid Waste, 5250 Shelter Run Lane, Bartlett, TN 38135.

B. Firm Pricing and Renewals

Note: Please see attached Bid Pricing Sheet for individual items and pricing. Include one original, clearly identified and two copies.

All prices are to remain firm for a three (3) year period, effective date of July 1, 2018 through June 30, 2021 with the option to renew for two (2) additional one year periods, July 1, 2021 through June 30, 2022 and July 1, 2022 through June 30, 2023, upon mutual agreement of both parties and subject to the Terms and Conditions listed in this bid. Prior to any renewal period, the contractor receiving an award may review and request an adjustment of pricing sixty (60) days prior to the beginning of the renewal period.

However, the successful vendor shall be required to give the City of Bartlett the benefit of any general price reduction. Price escalation/de-escalations after the first completed three years of the contract shall be limited to five percent (5%) or a maximum based upon the Consumer Price Index for Urban Consumers.

The successful vendor shall provide a written letter from the manufacturer advising of the specific product price increase and percent of increase. The City of Bartlett reserves the right to reject any increase and may cancel this agreement if the price increase is not agreed upon by both parties.

C. Products and Inventory

Prospective suppliers shall adhere to the following specifications.

1. Dedicated Inventory – The successful Supplier shall maintain an in-house inventory dedicated solely to the City of Bartlett – Fleet Services. Inventory shall be audited periodically to ensure acceptable availability levels to ensure technician productivity.
2. Successful Supplier shall survey each piece of rolling equipment to determine the inventory needs in order to supply a parts book or web based listing on all external engine parts, brakes, etc.

VEHICLE REPLACEMENT PARTS

FY2018-05-061

DUE: May 24, 2018

3. Original Equipment and Proprietary Parts – The successful Supplier shall inventory original equipment and proprietary replacement parts necessary to service the City of Bartlett's fleet. If the City should require a higher or different standard (i.e. drilled rotors) the successful supplier shall be required to locate and inventory those products.
4. Electronic Access for Ordering – The successful Supplier shall provide 24/7 electronic access for ordering the needed product. This access should include on screen availability of product, order point source (a sourcing option if the primary order point is out of stock), and bid pricing by item.
5. Supplier shall furnish one (1) set of catalogs outlining the stock numbers to be used as they pertain to the systems. It shall be the responsibility of the vendor to insure Fleet Services receives all catalog and computer updates pertaining to the parts bid.
6. The Supplier shall be responsible for labeling all Fleet Services parts inventory bins.
7. Parts shall be delivered **no more** than two hours of order placement. Any order placed after 2 pm shall be delivered the following business day by 8 am.
8. Deliveries should be made during the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday. Saturday delivery shall be available until 3:00 p.m. if requested. No deliveries should be requested before or after these times except under an emergency schedule.
9. Emergency deliveries are defined as a request of the City of Bartlett – Fleet Services to the vendor to bring parts to the City of Bartlett – Fleet Services premises, beyond the scope of delivery as called for in the paragraph above. Vendor shall state if an additional charge (up-charge) will be levied and if so, state it as a percentage mark-up figure.
10. The successful Supplier shall provide after hour contact number for emergency situations.
11. Pick-ups by City of Bartlett personnel shall be allowed when necessary and will contain no up-charge. A pick-up by Fleet Services is defined as an employee of the City going to the Supplier's location and obtaining parts during normal working hours for use in Fleet Services.
12. When the Supplier is out of an item or cannot obtain an item that is covered under this contract, it is their responsibility to locate the item and make delivery of same at the price as bid for this item; no additional freight is to be charged to the City.

VEHICLE REPLACEMENT PARTS

FY2018-05-061

DUE: May 24, 2018

13. If an ordered item is completely unavailable, the Supplier shall advise Fleet Services personnel as soon as possible to allow for order of same from another vendor.
14. Training – The successful Supplier will facilitate the training of technicians for all product categories contained in their bid award.
15. No portion of this bid shall preclude the City of Bartlett - Fleet Services from seeking and purchasing from other sources, including factory parts, if deemed necessary in an emergency situation.
16. Evidence of incomplete or inaccurate pricing information as audited by the City of Bartlett may be cause for immediate cancellation of this contract.
17. Continuous out of stock items or back orders may be cause for immediate cancellation by the City of Bartlett. Continuous out of stock or back orders shall be defined as three (3) consecutive requests for parts that could not be supplied by the vendor under the normal terms of the contract.
18. Continuously late orders may be cause for immediate cancellation by the City of Bartlett if deemed habitual by the City of Bartlett.
19. Warranty – The successful Supplier shall facilitate the collection of warranty claims to include reimbursement to the City of Bartlett for parts and labor.

D. Pricing

Pricing will be an “each” price as there are no guaranteed quantities for this bid. Bidder shall print and include, **one original, clearly marked, and two copies**, the provided Excel pricing sheets, along with the *Public Acts 109 form and current, signed W-9 form*. Bidder **Must also** include **a flash drive** with the original Excel document, both pricing and signature sheets, no copies or PDF’s please.

E. Award

The City of Bartlett reserves the right to award this bid on the basis of individual items, groups of items or the entire list of items, whichever is in the best interest of the City and Public Works - Fleet Services. The City reserves the right to cancel this bid for failure to provide items as per the bid specifications. Cancellation will be subject to not less than and thirty (30) day notification.

End of Specifications

VEHICLE REPLACEMENT PARTS
 FY2018-05-061
 DUE: May 24, 2018

PUBLIC ACTS 109
(Iran Divestment Act)

“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/](http://tnsos.org/acts/PublicActs.109.php) PublicActs.109.php.

 Company Name (Proposer/Contractor)

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.

BID PRICING SHEET

FY2018-05-061

VEHICLE REPLACEMENT PARTS

Steve Massey
NAPA

Union

Tag Truck

Reilly Auto

Advance Auto

Vendor Name

#	DESCRIPTION	UNIT	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST
	FILTERS							
1	1348 Oil Filter	Each		\$3.07	\$	3.65	3.48	\$ 3.42
2	1748 Oil Filter	Each		\$24.92	\$	29.90	17.38	\$ 32.15
3	1799 Oil Filter	Each		\$16.99	\$	20.38	14.19	\$ 21.92
4	7620 Oil Filter	Each		\$4.95	\$	5.94	3.99	\$ 6.39
5	7899 Oil Filter	Each		\$3.12	\$	3.70	3.1	\$ 3.47
6	3184 Fuel Filter	Each		\$22.88	\$	27.46	18.69	\$ 29.53
7	3788 Fuel Filter	Each		\$22.46	\$	26.95	19.48	\$ 28.98
8	7502 Oil Filter	Each		\$3.41	\$	4.05	3.03	\$ 3.80
9	2226 Air Filter	Each		\$21.69	\$	26.03	19.16	\$ 27.99
10	2691 Air Filter	Each		\$68.36	\$	82.03	68.54	\$ 88.21
11	2809 Air Filter	Each		\$39.46	\$	47.35	36.2	\$ 50.92
12	6771 Air Filter	Each		\$33.66	\$	40.39	30.15	\$ 43.43
13	6134 Air Filter	Each		\$4.61	\$	5.47	4.15	\$ 5.14
14	6770 Air Filter	Each		\$56.52	\$	67.82	50.82	\$ 72.94
15	6870 Air Filter	Each		\$38.51	\$	46.21	34.93	\$ 49.69
16	6930 Air Filter	Each		\$16.59	\$	19.90	14.14	\$ 21.40
17	6935 Air Filter	Each		\$6.61	\$	7.85	6.39	\$ 7.37
18	9746 Air Filter	Each		\$14.50	\$	17.23	12.55	\$ 16.17
19	9883 Air Filter	Each		\$9.52	\$	11.30	6.84	\$ 10.61
20	7060 Oil Filter	Each		\$3.19	\$	3.79	2.92	\$ 3.56
21	7620 Oil Filter	Each		\$4.95	\$	5.94	3.99	\$ 6.39
22	7191 Power Steering Filter	Each		\$11.51	\$	13.81	9.96	\$ 14.85
23	9082 Cab Filter	Each		\$9.82	\$	11.78	8.8	\$ 12.66
24	14-17927-000 Power Steering Filter	Each		\$4.95	\$	-	3.85	\$ 17.06
25	1729 Hydraulic Filter	Each		\$49.59	\$	59.50	54.45	\$ 63.99
26	4048 Cab Filter	Each		\$11.54	\$	13.71	9.65	\$ 12.87

BID PRICING SHEET
FY2018-05-061
VEHICLE REPLACEMENT PARTS

8.5.b

Vendor Name		Advance Auto	NAPA	O'Reilly Auto	Tag Truck	Union
#	DESCRIPTION	UNIT	UNIT COST	UNIT COST	UNIT COST	UNIT COST
	Batteries					
27	4970 Battery	Each	107.19	\$ 86.84	\$ 133.54	\$ 76.00
28	8465 Battery	Each	106.52	\$ 93.21	\$ 107.85	\$ 60.00
29	7269 Battery	Each	143.37	\$ 86.84	\$ 158.06	\$ 136.67
30	31P30 Battery	Each	85.75	\$ 78.49	\$ 94.46	\$ 74.96
31	31S30 Battery	Each	85.08	\$ 80.40	\$ 94.46	\$ 74.96
	Belts					
32	25-081265 Belt	Each	33.31	\$ 36.99	\$ 39.76	\$ 38.55
33	25060820 Fan Belt	Each	21.41	\$ 26.51	\$ 24.35	\$ 23.60
34	25-080994HD Belt	Each	22.09	\$ 26.63	\$ 30.86	\$ 29.45
35	25081243HD Belt	Each	30.05	\$ 31.07	\$ 27.34	\$ 45.19
	Tensioners & Idlers					
36	NBH36313 Tensioner	Each	12.79	\$ 18.95	\$ 16.94	\$ 15.32
37	NBH38627 Tensioner	Each	99.99	\$ 88.79	\$ 70.80	\$ 70.38
38	NBH38285 Tensioner	Each	86.39	\$ 87.99	\$ 84.95	\$ 87.64
39	NBH38082 Idler	Each	30.02	\$ 33.17	\$ 31.88	\$ 23.76
40	NBH38018 Idler	Each	13.70	\$ 15.00	\$ 9.76	\$ 12.19
41	NBH36315 Idler	Each	55.99	\$ 69.51	\$ 55.22	\$ 62.31
	Electrical					
42	ECHAR272 Relay	Each	13.44	\$ 13.32	\$ -	\$ 5.51
43	736228 Welding Cable – 2 Gauge	Each	5.54	\$ 4.16	\$ -	\$ 2.16
44	728060 Cable Lug	Each	1.35	\$ 2.38	\$ 1.33	\$ 0.60
45	CHA9055 Spark Plugs	Each	6.92	\$ 6.69	\$ 7.99	\$ 3.95
46	3417 Spark Plugs	Each	11.78	\$ 6.38	\$ 8.49	\$ 8.01
47	SP-520A Spark Plug	Each	4.39	\$ 4.58	\$ 4.24	\$ 2.68

BID PRICING SHEET
FY2018-05-061
VEHICLE REPLACEMENT PARTS

Vendor Name		Advance Auto	NAPA	O'Reilly Auto	Tag Truck	Union
#	DESCRIPTION	UNIT	UNIT COST	UNIT COST	UNIT COST	UNIT COST
48	52-1828 COP	Each	27.87	\$ 30.10	\$ 25.56	\$ 20.39
49	DG508 Ignition Coil	Each	53.29	\$ 36.50	\$ 56.94	\$ 37.00
50	KS7668 Ignition Switch	Each	77.07	\$ 65.66	-	\$ 46.12
51	HL7644 Headlight Switch	Each	35.25	\$ 59.80	-	\$ 42.00
52	PA4516 Window Switch	Each	32.38	\$ 26.07	-	\$ 46.20
53	RAY496776 Right Front Lift Motor	Each	N/B	\$ 48.69	-	\$ 31.71
54	RAY496555 Left Front Lift Motor	Each	N/B	\$ 85.00	-	\$ 53.09
55	NOE66592031 Left Front Regulator	Each	152.24	\$ 100.31	-	\$ 53.02
56	NOE66592021 Right Front Regulator	Each	152.24	\$ 86.23	-	\$ 45.58
57	SL1075 Brake Switch	Each	24.64	\$ 13.55	-	\$ 10.64
58	FG1053 Fuel Pump Assembly	Each	137.69	\$ 127.99	-	\$ 128.00
	Alternator					
59	2138269 Alternator	Each	249.31	\$ 274.70	-	\$ 338.46
60	GLV8911RM Alternator	Each	160.07	\$ 151.50	\$ 250.41	\$ 139.48
61	GL-985-RM Alternator	Each	146.27	\$ 197.57	\$ 500.94	\$ 151.05
62	GL917 Alternator	Each	205.15	\$ 193.36	\$ 379.92	\$ 282.20
63	GLV8922RM Alternator	Each	110.39	\$ 166.48	-	\$ 112.93
64	2138679 Alternator	Each	327.51	\$ 306.33	-	\$ 255.40
65	24SI Alternator	Each	210.67	\$ 296.39	-	\$ 127.33
	Starters					
66	RAY2446988 Starter	Each	218.95	\$ 224.48	-	\$ 268.97
67	RAY2444899 Starter	Each	133.39	\$ 126.09	\$ 46.10	\$ 158.30
68	4N6982 Starter	Each	79.11	\$ 122.40	-	\$ 59.92

BID PRICING SHEET
FY2018-05-061

VEHICLE REPLACEMENT PARTS

Vendor Name		Advance Auto	NAPA	O'Reilly Auto	Tag Truck	Union
#	DESCRIPTION	UNIT	UNIT COST	UNIT COST	UNIT COST	UNIT COST
	A/C Compressors					
69	98314 Compressor	Each	417.59	\$ 399.15	\$ 435.52	\$ 204.76
70	TM276046 Compressor	Each	418.46	\$ 269.99	\$ -	\$ 172.23
71	TM276464 Compressor	Each	287.09	\$ 199.55	\$ -	\$ 240.90
72	MO7-3897 Condenser	Each	163.55	\$ 174.23	\$ -	\$ 68.27
73	TM373911 Condenser	Each	175.09	\$ 130.87	\$ -	\$ 57.77
74	TM74298 Condenser	Each	125.79	\$ 138.08	\$ -	\$ 129.89
75	TM39391 Expansion Valve	Each	156.59	\$ 46.90	\$ 56.08	\$ 13.83
76	TM217481 Expansion Valve	Each	28.89	\$ 11.66	\$ -	\$ 15.52
77	TM217428 Expansion Valve	Each	18.69	\$ 15.89	\$ -	\$ 17.61
	Bulbs					
78	H4656 Bulb	Each	6.85	\$ 7.48	\$ 6.59	\$ 5.50
79	9005 Bulb	Each	7.69	\$ 7.48	\$ 4.58	\$ 2.50
80	3157 Bulb	Each	0.57	\$ 0.87	\$ 5.74	\$ 0.47
81	H1155 Bulb	Each	10.49	\$ 10.20	\$ 13.79	\$ 5.89
82	194 Flasher	Each	4.58	\$ 0.67	\$ 2.25	\$ 0.19
	Air System					
83	KN22150 Foot Valve	Each	146.93	\$ 116.47	\$ 96.30	137.3
84	JN32003 Quick Release Valve	Each	27.89	\$ 21.72	\$ -	
85	R950011 Air Dryer Filter	Each	30.52	\$ 80.05	\$ 28.00	23.78 \$ 49.99
86	R955205 Air Dryer	Each	217.42	\$ 441.02	\$ 225.11	299.74
87	Guniter/3600AX Brake Drum	Each	100.43	\$ 152.47	\$ 138.81	109.66
88	CS52321 Slack Adjuster	Each	177.62	\$ 75.00	\$ -	
89	XK2124707QHDMB Air Brake Shoes	Each	27.89	\$ 56.14	\$ -	42.21

BID PRICING SHEET
FY2018-05-061

VEHICLE REPLACEMENT PARTS

Vendor Name		Advance Auto	NAPA	O'Reilly Auto	Tag Truck	Union
#	DESCRIPTION	UNIT	UNIT COST	UNIT COST	UNIT COST	UNIT COST
	Steering					
90	68059524-AL Power Steering Pump	Each	N/B	\$ 55.28	-	\$ 632.47
91	272899R Right Front Strut	Each	181.89	\$ 163.79	\$ 127.66	\$ 135.86
92	272899L Left Front Strut	Each	181.89	\$ 163.79	\$ 127.66	\$ 135.86
93	SR2008 Rear Strut	Each	311.60	\$ 342.15	-	\$ 31.05
94	ES800963 Inner Tie Rod	Each	40.69	\$ 31.51	-	\$ 27.18
95	ES800986 Outer Tie Rod	Each	26.63	\$ 28.71	\$ 30.11	\$ 17.08
96	CA5086 Right Tension Strut	Each	N/B	\$ 102.51	-	\$ 88.75
97	CA5085 Left Tension Strut	Each	N/B	\$ 102.51	-	\$ 88.71
	Brakes					
98	78025PER Brake Rotor	Each	18.84	\$ 66.47	\$ 22.87	\$ 68.70
99	780395PER Rotor	Each	43.99	\$ 66.71	\$ 43.19	\$ 88.29
100	YH507781P Brake Rotor	Each	79.94	\$ 59.57	-	\$ 27.29
101	780256 PER Rotor	Each	48.39	\$ 49.18	\$ 46.39	\$ 68.70
102	780395 Rotor	Each	35.09	\$ 65.03	\$ 41.59	\$ 36.47
103	FT880758 Rotor	Each	49.39	\$ 83.90	\$ 55.99	\$ 36.64
104	FT880686 Rotor	Each	37.04	\$ 69.92	\$ 45.59	\$ 21.94
	Brakes (cont.)					
105	ACT1058 Pad	Each	60.44	\$ 49.99	\$ 41.64	\$ 35.76
106	ACT1057A Pad	Each	51.99	\$ 49.99	-	\$ 31.93
107	FLD1767P Pad	Each	45.49	\$ 49.99	-	\$ 31.11
108	FLD1766P Pad	Each	38.99	\$ 49.99	-	\$ 18.93
109	AD8715 Pad	Each	36.39	\$ 51.99	-	\$ 18.87
110	AD8488 Pad	Each	36.39	\$ 51.99	\$ 38.24	\$ 17.98

BID PRICING SHEET

FY2018-05-061

VEHICLE REPLACEMENT PARTS

Vendor Name		Advance Auto		NAPA		O'Reilly Auto		Tag Truck		Union	
#	DESCRIPTION	UNIT	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST
	Drive Train										
111	358 U-joint	Each	29.59	\$28.34	\$	31.56				\$	27.52
112	14030N Axel Shaft	Each	N/B	\$76.44	\$	-				\$	42.24
113	68154336AA Coupling	Each	N/B	\$189.10	\$	-				\$	134.00
114	68048121AA Coupling	Each	6.14	\$120.79	\$	-				\$	84.29
	Hydraulics										
115	G25170-0606 Gates Crimp on Fitting	Each	6.14	\$6.07	\$	6.70				\$	3.88
116	70606 3/8" Gates Hydraulic Hose	Each	0.32	\$4.33	\$	4.32				\$	2.79
	Cooling System										
117	7018 Radiator cap	Each	3.78	\$4.75	\$	5.09				\$	1.81
118	B13157 Radiator	Each	200.55	\$160.13	\$	-				\$	90.13
119	F31-6166-1102010 Radiator	Each	N/B	\$849.00	\$	-					
120	NRCU2887 Radiator	Each	241.39	\$167.12	\$	196.97				\$	207.66
121	TFW42133 Water Pump	Each	85.20	\$98.57	\$	-				\$	73.24
122	TFW41118 Water Pump	Each	43.06	\$46.49	\$	40.12				\$	37.51
123	DWP2468 Water Pump	Each	78.19	\$159.95	\$	77.75				\$	147.76
124	TFW45012 Water Pump	Each	208.39	\$223.19	\$	-				\$	84.85
125	TFW43328BH Water Pump	Each	204.59	\$127.40	\$	185.61				\$	121.20
126	TFW43318 Water Pump	Each	92.61	\$48.35	\$	-				\$	52.40
127	NBH9662 Radiator Hose	Each	11.58	\$13.42	\$	12.82				\$	10.76
128	TMTM271632 Fan Clutch	Each	232.89	\$290.58	\$	260.71				\$	143.78

BID PRICING SHEET

FY2018-05-061

VEHICLE REPLACEMENT PARTS

Vendor Name		Advance Auto		NAPA		O'Reilly Auto		Tag Truck		Union	
#	DESCRIPTION	UNIT	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST	UNIT COST
	Miscellaneous Items										
129	735-4589 Door Handle	Each	8.69	\$8.79	\$	-				\$	3.29
130	H175 Fuel line	Each	1.46	\$1.05	\$	0.77				\$	0.76
131	08880 - 3M Brake Cleaner	Each	3.57	\$2.29	\$	4.47				\$	2.74
132	-20° Windshield Washer Fluid	Each	4.13	\$1.89	\$	2.79				\$	1.69
133	Oil Dry - 40 pound bag	Each	8.36	\$4.99	\$	6.49				\$	5.99
134	35910 Rain Cap	Each	15.99	\$18.19	\$	20.26				\$	17.40
135	41569-21 21" Strap	Each	1.35	\$0.92	\$	-				\$	1.33
136	725-1663 Lynch pin	Each	3.95	\$2.18	\$	-				\$	0.38
			Partial Bid	Partial Bid		Partial Bid		Partial Bid		Partial Bid	
Totals			9,342.60	\$10,909.66	\$	5,354.43		\$1,073.52		\$	7,860.82



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 06/12/18 07:00 PM
Department: Parks and Recreation
Category: Contract
Prepared By: Debbie Christopher
Department Head: Shan Criswell

Proposal for citywide tree trimming and removal.

On April 12, 2018 an ad was placed in *The Daily News*. On April 30, 2018, the City of Bartlett received three proposals, which were opened at City Hall.

Proposals were received from the following companies:

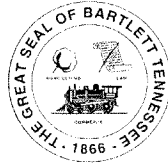
Vendor	Scores
Mister Tree	100
Michael's Tree & Loader Service	56
Red's Tree Service	17

We recommend the contract be awarded to Mister Tree.

Thank you for your consideration.

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

City of Bartlett, TN



INVITATION TO BID

ITEM # 2 – due April 30, 2018

The City of Bartlett is soliciting written proposals, on a competitive basis from qualified companies or professionals to provide tree trimming, removal of trees and stumps. This Service will be on an “as needed” or as an emergency basis for various departments including Code Enforcement, Parks and Recreation and Public Works at locations throughout the City as per the written specifications.

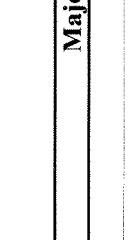
RFP Information and documents are posted on the City’s website at www.cityofbartlett.org

Proposals are to be received no later than **4:00 p.m. on Monday, April 30, 2018, 2018**. All packets, with an original copy, clearly identified, and four (4) complete copies must be labeled **“RFP FY2018-04-057 TREE TRIMMING AND REMOVAL SERVICES”** and addressed as follows:

**Mayor A. Keith McDonald
City of Bartlett
6400 Stage Rd.
Bartlett, TN 38134**

The City reserves the right to reject any and all bids and to waive any informality in the bidding process.

The City of Bartlett is an equal opportunity employer, and will not discriminate against any individual for any reason.

					
City of Bartlett Purchasing					
RFP: FY2018-04-057 Tree Trimming and Removal Services					
Due: April 30, 2018					
Department: Multiple Locations					
Member Name - Shan Criswell					
	Michael's Tree & Loader Svc.	Mister Tree	Red's Tree Service		
CATEGORIES	Major Weights			(0 = did not meet requirement)	
MINIMUM REQUIREMENTS	20.0	14.0	20.0	5.0	
5 years experience in tree services or qualified arborist	4.0	4	4	-	
Document experience in providing the Services	4.0	4	4	0	
Have all appropriate license and certifications	4.0	0	4	4	
Be an equal employment opportunity employer	2.0	0	2	0	
Provide proof of current insurance requirements	3.0	3	3	0	
Signed Public Acts Form	2.0	2	2	0	
Signed W-9 Form	1.0	1	1	1	
REQUIRED SERVICES	48.00	20.00	48.00	0.00	
Provide labor, materials, supplies, tools, machinery to perform services	15.00	15	15	0	
Scheduling and Coordination - able to respond within 48 hours	10.00	0	10	0	
Ability to perform all work in accordance to rules and regulations	10.00	0	10	0	
Must have an ISA Certified Arborist License	5.00	5	5	0	
Must be able to respond to emergency services within 48 hours	4.00	0	4	0	
Ability to dispose of all debris according to rules and regulations	4.00	0	4	0	
REFERENCES	2.00	2.00	2.00	2.00	
List of three (3) creditable reference for same/like services	2.00	2	2	2	
COST	30.00	20.00	30.00	10.00	
Initial cost for the 1st year of services	30.00	20	30	10	
Major (weighted)	100	Michael's Tree & Loader Svc. 56	Mister Tree 100	Red's Tree Service 17	
TOTAL		56.00	100.00	17.00	

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 06/12/18 07:00 PM

Department: Engineering

Category: Proposal

Prepared By: John Horne

Department Head: John Horne

Proposal for Fletcher Creek Walking Trail, Phase 3.

The City received a Transportation Alternative Program grant from the Federal government for the design and construction of this Phase 3 of the Fletcher Creek Walking Trail.

Burr and Cole Inc. was selected to perform this design. We have received a TDOT Notice to Proceed for Preliminary Engineering Design and NEPA.

Please authorize this \$85,200.00 proposal and approve the contract with Burr & Cole for this design.

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

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

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

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 06/12/18 07:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for April 2018.

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

MOVER: Jack Young, Vice Mayor

SECONDER: Emily Elliott, Alderman

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



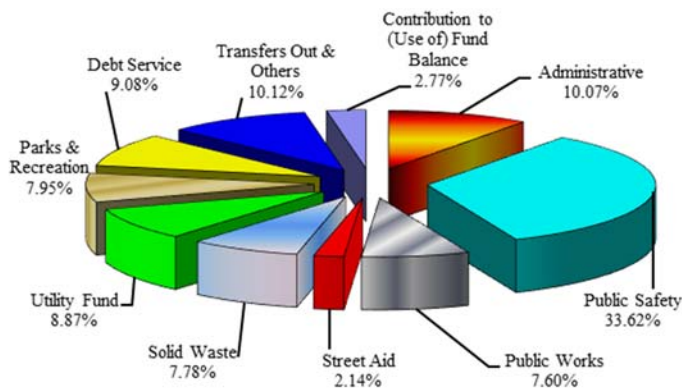
City of Bartlett

FINANCIAL REPORT

April 30, 2018

Total Expenditures, FY 2018 Budget: \$79,809,042

WHERE THE \$ GOES (Does not include School)

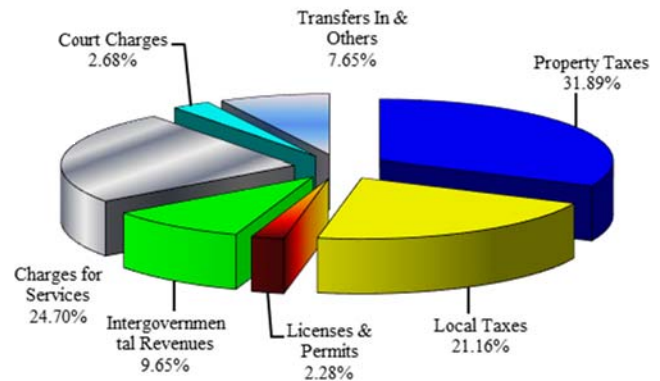


BUDGET HIGHLIGHTS

- Local Sales Taxes are below budget.
Other revenues are within budget.
- Property taxes are delinquent March 1st,
delinquent notices have been mailed.
- Fiscal Year 2019 budget were presented
to the Board of Mayor and Aldermen on
May 8.

Total Revenues, FY 2018 Budget: \$79,809,042

WHERE THE \$ COMES FROM (Does not include School)



FY 2018 YEAR-TO-DATE For The Period Ending April 30, 2018

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 7,468,105	\$ 5,462,749
Public Safety	26,168,688	21,744,593
Public Works	5,905,999	4,754,414
Parks and Recreation	5,696,967	4,549,440
Performing Arts	601,966	564,239
Transfers & Other Gen. Fund Items	6,874,318	6,457,522
Subtotal	\$ 52,716,043	\$ 43,532,957
General Fund Revenues		
Property Taxes	\$ 25,269,603	\$ 25,273,121
Local Taxes	13,388,618	8,844,976
Building and Development Fees	1,806,700	1,367,367
Intergovernmental	6,024,500	3,869,536
Charges for Services	4,006,884	3,264,289
Court Charges	1,770,000	1,631,809
Other Revenue	449,738	385,933
Subtotal	\$ 52,716,043	\$ 44,637,031
Special Rev. Funds - Expenditures	\$ 9,440,509	\$ 13,624,587
Special Rev. Funds - Revenues	\$ 9,440,509	\$ 12,999,484
Utility Expenses	\$ 9,056,090	\$ 7,311,144
Utility Revenues	\$ 9,056,090	\$ 6,880,001
Debt Service Expenditures	\$ 8,596,400	\$ 8,011,977
Debt Service Revenues	\$ 8,596,400	\$ 9,806,641
Total Expenditures	\$ 79,809,042	\$ 72,480,665
Total Revenues	\$ 79,809,042	\$ 74,323,157

Note: FY 2018 Adopted Budget includes use of fund balance in the Special Revenue Funds and the Utility Fund.

Attachment: Apr18FinRpt (2356 : Treasurer's Report for April 2018.)



City of Bartlett -- Financial Summary For The Period Ending April 30, 2018

8.8.a



	FY 2017 Actual	FY 2018 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2017	Year-to-Date Actual FY 2018	Increase/ Decrease in \$	Percent of FY 2017 Actual	Percent of FY 2018 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 6,731,107	\$ 7,468,105	\$ 736,998	\$ 5,390,413	\$ 5,462,749	\$ 72,336	80.08%	73.15%	-6.93%
Public Safety	24,480,010	26,168,688	1,688,678	20,534,608	21,744,593	1,209,985	83.88%	83.09%	-0.79%
Public Works	5,712,816	5,905,999	193,183	4,649,692	4,754,414	104,722	81.39%	80.50%	-0.89%
Parks and Recreation	5,249,695	5,612,327	362,632	4,304,367	4,549,440	245,073	81.99%	81.06%	-0.93%
Performing Arts	587,864	686,606	98,742	483,709	564,239	80,530	82.28%	82.18%	-0.10%
Transfers & Other Gen. Fund Items	4,979,609	6,874,318	1,894,709	3,929,759	6,457,522	2,527,763	78.92%	93.94%	15.02%
Total General Fund Expenditures	\$ 47,741,101	\$ 52,716,043	\$ 4,974,942	\$ 39,292,547	\$ 43,532,957	\$ 4,240,409	82.30%	82.58%	0.28%
General Fund Revenues									
Property Taxes	\$ 20,243,942	\$ 25,269,603	\$ 5,025,661	\$ 19,936,845	\$ 25,273,121	\$ 5,336,276	98.48%	100.01%	1.53%
Local Taxes	13,026,438	13,388,618	362,180	8,749,639	8,844,976	95,337	67.17%	66.06%	-1.10%
Building and Development Fees	1,820,952	1,806,700	(14,252)	1,387,867	1,367,367	(20,500)	76.22%	75.68%	-0.53%
Intergovernmental	6,012,640	6,024,500	11,860	3,732,136	3,869,536	137,401	62.07%	64.23%	2.16%
Charges for Services	4,067,276	4,006,884	(60,392)	3,079,695	3,264,289	184,593	75.72%	81.47%	5.75%
Court Charges	1,772,482	1,770,000	(2,482)	1,421,456	1,631,809	210,353	80.20%	92.19%	12.00%
Other Revenue	441,337	449,738	8,401	342,269	385,933	43,664	77.55%	85.81%	8.26%
Total General Fund Revenues	\$ 47,385,068	\$ 52,716,043	\$ 5,330,975	\$ 38,649,908	\$ 44,637,031	\$ 5,987,123	81.57%	84.67%	3.11%
Special Revenue Funds									
Street Aid Fund	\$ 2,161,362	\$ 1,695,000	\$ (466,362)	\$ 1,793,497	\$ 1,157,877	\$ (635,619)	82.98%	68.31%	-14.67%
Solid Waste Fund	5,855,458	6,329,310	473,852	4,924,389	5,182,186	257,797	84.10%	81.88%	-2.22%
General Improvement Fund	791,552	770,500	(21,052)	755,168	647,617	(107,551)	95.40%	84.05%	-11.35%
Drug Enforcement Fund	172,808	399,000	226,193	151,656	196,215	44,559	87.76%	49.18%	-38.58%
DEA Enforcement Fund	2,909	74,400	(20,465)	1,571	14,650	80,047	54.02%	19.69%	-34.33%
Drainage Control Fund	94,865	117,299	117,299	80,341	81,618	(25,341)	84.69%	69.58%	-15.11%
Park Improvement Fund	0	55,000	52,091	0	55,000	14,650	0.00%	100.00%	100.00%
Grant Funds	2,277,325	0	(2,277,325)	5,205,688	6,289,423	1,083,735	228.59%	0.00%	-228.59%
Special Revenue Funds - Expenditures	\$ 11,356,279	\$ 9,440,509	\$ (1,915,770)	\$ 12,912,310	\$ 13,624,587	\$ 712,277	113.70%	144.32%	30.62%
Special Revenue Funds - Revenues	\$ 10,891,668	\$ 9,440,509	\$ (1,451,159)	\$ 12,018,264	\$ 12,999,484	\$ 981,220	110.34%	137.70%	27.36%
Utility Fund									
Total Utility Operations	\$ 8,272,744	\$ 7,699,588	\$ (573,156)	\$ 7,186,406	\$ 6,059,155	\$ (1,127,251)	86.87%	78.69%	-8.17%
Total Utility Debt Expenses	1,567,142	1,356,502	(210,640)	1,514,800	1,251,989	(262,812)	96.66%	92.30%	-4.36%
Total Utility Expenses	\$ 9,839,886	\$ 9,056,090	\$ (783,796)	\$ 8,701,206	\$ 7,311,144	\$ (1,390,063)	88.43%	80.73%	-7.70%
Total Utility Revenues	\$ 8,690,758	\$ 9,056,090	\$ 365,332	\$ 6,996,780	\$ 6,880,001	\$ (116,779)	80.51%	75.97%	-4.54%
Debt Service Fund									
Total Debt Service Expenditures	\$ 5,465,928	\$ 8,596,400	\$ 3,130,472	\$ 4,385,398	\$ 8,011,977	\$ 3,626,580	80.23%	93.20%	12.97%
Total Debt Service Revenues	\$ 5,170,067	\$ 8,596,400	\$ 3,426,333	\$ 3,113,801	\$ 9,806,641	\$ 6,692,840	60.23%	114.08%	53.85%
Total Expenditures	\$ 74,403,195	\$ 79,809,042	\$ 5,405,847	\$ 65,291,462	\$ 72,480,665	\$ 7,189,203	87.75%	90.82%	3.06%
Total Revenues	\$ 72,137,561	\$ 79,809,042	\$ 7,671,481	\$ 60,778,752	\$ 74,323,157	\$ 13,544,405	84.25%	93.13%	8.87%

Attachment: Apr18FinRpt (2356 : Treasurer's Report for April 2018.)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

ADOPTED**AGENDA ITEM**

Meeting: 06/12/18 07:00 PM
Department: Board of Mayor and Aldermen
Category: Appointment
Prepared By: Jeanie Underwood
Department Head: A. Keith McDonald

Appoint Wayne Ray to the Code Appeals Board.

Wayne Ray is transferring from the City Beautiful Commission back to the Code Appeals Board. His term will expire December 31, 2019.

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



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

AGENDA ITEM

Meeting: 06/12/18 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

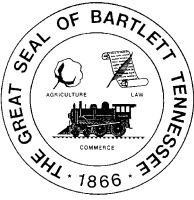
Department Head: Dick Phebus

Property, general liability, auto, worker's compensation, and other insurance renewals.

The City has received its property, general liability, auto, and other insurance renewal quotations from the Tennessee Municipal League Insurance Pool. Bartlett School Board has elected to renew its general liability insurance separately through TML. Building and property, auto, and worker's compensation insurance are quoted with combined city and school premiums as shown in June 12, 2018 memorandum to the Board of Mayor and Aldermen.

Thank you for your consideration of this insurance coverage for Fiscal Year 2019.

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



City of Bartlett

A. Keith McDonald, Mayor

FINANCE DEPARTMENT MEMORANDUM

DATE: June 12, 2018
TO: Mayor and Board of Aldermen
FROM: Dick Phebus
RE: Property, Liability, Auto, and Other General Insurance renewals

We have received our Property, General Liability, Auto, and other insurance renewals for the 2019 fiscal year. Here is a summary of the various coverages:

	Fiscal 2016	Fiscal 2017	Fiscal 2018	Fiscal 2019
Gen. Liability, Law Enforcement, E & O, Auto Liability, Auto Physical Damage	City \$408,033 Schools <u>50,253</u> Total \$458,286	City \$472,543	City \$452,787	City \$460,814
Building & Property, EDP, Mobile Equip., Employee Dishonesty, Automatic Coverages	City \$164,884 Schools <u>235,635</u> Total \$400,519	City \$154,666 Schools <u>244,535</u> Total 399,201	City \$167,638 Schools <u>\$272,496</u> Total \$440,134	City \$172,706 Schools <u>\$283,476</u> Total \$456,182
Worker's Comp.	City \$716,047 Schools <u>138,541</u> Total \$854,588	City \$681,885 Schools <u>138,541</u> Total \$820,426	City \$650,196 Schools <u>\$ 81,093</u> Total \$731,289	City \$680,375 Schools <u>\$ 96,891</u> Total \$777,266

Notes:

- Bartlett City Schools elected to renew their general liability policy separately in FY2019. They will reimburse the City of Bartlett for their share of the building and property premiums and worker's compensation premiums as shown in premium breakdown in Fiscal 2019 column in table above.
- Total Earthquake coverage is \$10 million. (*premium included in automatic coverages with TML*)
- Workers' Comp premium increase of 5.6%. Our experience modifier decreased from .879 to .869.
- Increase to General Liability of 2.2%; increase in Building & Property due to increase in exposures
- All rates and premiums are net of TML member dividends of \$136,728 as follows:
 - Gen. Liability \$50,501
 - Buildings & Property \$17,035
 - Work Comp \$69,192

After carefully reviewing all rates, it is our recommendation that we continue coverage with TML Risk Management Pool (The Pool) and renew our insurance coverages for fiscal year 2019.

Thank you for your consideration of this item.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

ADOPTED

RESOLUTION (ID # 2346)

Meeting: 06/12/18 07:00 PM

Department: Finance

Category: Budget

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2346

Resolution 15-18, a resolution to amend the Fiscal Year 2018 General Fund Budget to appropriate \$48,600 for education incentive pay for fire department personnel.

WHEREAS, the State of Tennessee Commission on Fire Fighting has approved the 2017 education incentive pay for eligible Bartlett Fire Department personnel in the amount of \$48,600 and the funds have been received by the City; and

WHEREAS, in order to distribute the funds to the eligible fire personnel it is necessary to amend the Fiscal Year 2018 General Fund operating budget for the fire department to appropriate this supplemental pay to firefighters and EMS personnel;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen, that the Fiscal Year 2018 General Fund operating budget be amended to appropriate \$48,600 in revenues and expenditures for the 2017 education incentive as follows:

Account #	Expenditures	Revenues
110.42200.33590		\$36,000.00
110.42300.33590		\$12,600.00
110.42200.157	\$36,000.00	
110.42300.157	\$12,600.00	

Adopted this day of June 12, 2018

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____

Stefanie McGee, City Clerk

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Emily Elliott, 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 # 2347)

Meeting: 06/12/18 07:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2347

Resolution 16-18, a resolution to delete uncollectible accounts from utility customers accounts receivable.

WHEREAS, the City of Bartlett has established a procedure regarding write offs of uncollectible utility accounts receivable; and

WHEREAS, the City Treasurer will review all past due accounts in excess of six months old. The City Treasurer, after determining the accounts which appear uncollectible, may write off all such accounts with a balance of \$25.00 or less; and

WHEREAS, the past due utility bills that are more than \$25.00 and are deemed uncollectible by the City Treasurer will be brought to the City of Bartlett Mayor and Board of Aldermen board meeting in June each year for approval of writing off all past due uncollectible accounts; and

WHEREAS, the list of past due water bills that are more than \$25.00 as of May 2018 that are deemed uncollectible by the City Treasurer totals approximately \$51,869.63; and

WHEREAS, a list of all customers with unpaid balances which have been written off shall be kept on file for public record. Any customer whose account was previously written off and desires to initiate service again with the City of Bartlett for water/utility service must pay the unpaid bill before service will be started again;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN that these water/utility accounts receivable, totaling \$51,869.63, will be deleted from the accounts receivable uncollectible aged list of accounts.

Adopted this day of June 12, 2018

W. C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Stefanie McGee, City Clerk

COMMENTS - Current Meeting:

Mr. Phebus stated that this year's uncollectible water write-offs total \$51,869.63, which is up from last year, but down from 2016.

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

**UTILITY WRITEOFFS BY CODE
MAY 2018**

WATER		
101	COMMERCIAL WATER INSIDE	\$647.93
102	RESIDENTIAL WATER INSIDE	\$7,304.94
111	NORTH BASIN RES INSIDE	\$2,663.36
112	NB RES INSIDE ANXD 2013	\$293.14
132	NORTH BASIN RURAL RES OUTSIDE	\$204.58
7CONN	CONNECTION CHARGE TO BE BILLED	\$450.00
7DSCON	DISCONNECT	\$2,001.93
910	FAMILY FUND	\$13.06
PENLT	PENALTY	\$4,204.25
		\$17,783.19
SEWER		
301	SEWER FLAT RATE	\$34.87
307	INSIDE RESIDENTIAL SEWER	\$6,874.91
308	INSIDE COMMERCIAL SEWER	\$788.12
321	NORTH BASIN RES INSIDE	\$2,592.51
322	NORTH BASIN RES IN ANXD 2013	\$234.58
342	NORTH BASIN RURAL RES OUTSIDE	\$156.57
		\$10,681.56
CITY SERVICE FEE		
502	CITY SERVICE FEE	\$2,204.34
SALES TAX		
2STAX	SALES TAX	\$1,087.74
GARBAGE		
504	RESIDENTIAL GARBAGE	\$19,900.50
505	COMMERCIAL GARBAGE	\$2.00
706	EXTRA PURCHASE CART	\$50.00
		\$19,952.50
NSF		
	RETURNED CHECKS	\$160.00
	2017 WRITE OFFS	\$51,869.33

Attachment: WRITE OFFS FOR 2017 BY CHARGE CODE.pdf (2347 : Res 16-18 Uncollectible Water Write-offs 2017)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 2359)

Meeting: 06/12/18 07:00 PM

Department: Planning and Economic Development

Category: Amendment

Prepared By: Stefanie McGee

Initiator: Kim Taylor

Sponsors:

DOC ID: 2359

Ordinance 18-04, an ordinance to amend the City of Bartlett Zoning Ordinance, by amending Article 1, Section 2, definitions, to modify the definition of dwelling unit and add definitions for short-term rental unit and transient guest; by amending Article V, Chart 1, uses permitted in zoning districts, to identify zoning districts in which short-term rentals are permitted uses; and by amending Article 6, Supplementary District Regulations, by adding a new Section 30, establishing regulations for short-term rentals.

WHEREAS, the Board of Mayor and Aldermen finds that the intent and purpose of all residential zoning districts in the City of Bartlett is to establish areas that are primarily residential in character; and

WHEREAS, with the rise of the sharing economy, the City of Bartlett and cities across the country have seen growth in the popularity of short-term rentals, which are rentals of residential units or dwellings for less than thirty consecutive days; and

WHEREAS, the Board of Mayor and Aldermen finds that the short-term rental of sleeping rooms in an owner-occupied dwelling unit while the owner is present on the property, and rental of an owner-occupied dwelling unit for less than thirty days while the owner is temporarily absent, are primarily residential uses; and

WHEREAS, the Board of Mayor and Aldermen finds that the short-term rental of a dwelling unit by an owner who does not occupy the dwelling unit as his/her primary residence is not primarily a residential use; and

WHEREAS, the Board of Mayor and Aldermen is mindful of the importance of maintaining the residential character of City neighborhoods. Absent appropriate controls, neighborhoods stand to be harmed by undue commercialization and disruption to the primary and overarching purpose of a neighborhood being first and foremost a residential community, where people actually live, not a place of transient occupancy; and

WHEREAS, the Board of Mayor and Aldermen finds that restrictions on noise and maximum occupancy, and requirements providing for life safety inspections and easy reporting of concerns and complaints are necessary to help protect City residents' peaceful enjoyment of their residences and neighborhoods; and

WHEREAS, the Board of Mayor and Aldermen finds that, in the absence of a regulatory

framework, the City of Bartlett cannot monitor short-term rental listings; cannot ensure public safety; and cannot assess and collect applicable taxes unless regulations are established; and

WHEREAS, the Board of Mayor and Aldermen desires to amend the City of Bartlett Zoning Ordinance to regulate the operation of short-term rentals within the City of Bartlett by amending Article I, Section 2, Definitions, to modify the definition of Dwelling Unit and add definitions for Short-Term Rental Unit and Transient Guest; to amend Article V, Chart I, Uses Permitted in Zoning Districts, to identify zoning districts in which short-term rentals are permitted; and to amend Article VI, Supplementary District Regulations, by adding a new Section 30, establishing regulations for short-term rentals; and

WHEREAS, it is the purpose of this amendment to protect the public health, safety and general welfare of individuals and the community at large; and to protect the quality of life and investment of its citizens from the transient occupancy of unregulated and/or unsupervised short-term rental businesses in residentially zoned areas of the City; and

WHEREAS, the Board of Mayor and Aldermen finds that the regulations set forth herein will provide short-term rental operators, consumers, and citizens with guidance and certainty as to the safe and reasonable operation of short-term rentals; and

WHEREAS, the Board of Mayor and Aldermen finds that the regulations set forth herein, enabling the permitting of short-term rentals, also impose minimum safety requirements and provide for the collection of applicable taxes, including the occupancy privilege tax authorized in the Charter of the City of Bartlett; and

WHEREAS, the City of Bartlett Planning Commission reviewed the proposed amendment during its regular meeting held on June 4, 2018, and made a recommendation to the Board of Mayor and Aldermen that the proposed amendment be approved; and

WHEREAS, a public hearing before the Board of Mayor and Aldermen was held on July 10, 2018, pursuant to notice thereof published in a newspaper of general circulation on June 21, 2018.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, that:

Article I, Section 2, of the Bartlett Zoning Ordinance, Definitions, shall be amended to modify and/or add the following:

Delete the current definition of “Dwelling Unit” and replace it with the following definition:

A cabin, house, or structure used or designed to be used as an abode or home of a person, family, or household, and includes a single-family dwelling, a portion of a single-family dwelling, or an individual residential dwelling in a multi-dwelling building, such as a duplex, an apartment

building, condominium, cooperative, or timeshare.

Short-Term Rental ("STR") Unit:

A dwelling unit, a portion of a dwelling unit, or any other structure or space that is occupied or intended or designed or advertised for occupancy by Transient Guests for dwelling, lodging, or sleeping, and which is offered to Transient Guests for Consideration for a period of up to 30 consecutive calendar days. Short-Term Rental Unit shall not include dwelling units owned by the federal government, the state, or any of their agencies or political subdivisions; facilities licensed by the state as health care facilities, including temporary family healthcare structures; hotels; inns; motels; Bed and Breakfast establishments approved by the City of Bartlett pursuant to the Bartlett Zoning Ordinance; campgrounds; or dwelling units rented to the same occupant(s) for more than thirty continuous days.

Transient Guest(s):

One or more persons who occupies a dwelling unit or portion thereof, other than his or her usual place of residence, in exchange for consideration.

Article V, Chart I, of the Bartlett Zoning Ordinance, Uses Permitted in Zoning Districts, shall be amended as follows:

1. Add the following language under "Legend" and below "S-Uses recommended for approval with Special Use Permit approval by the Planning Commission and Board of Mayor and Aldermen:" "T*-Use recommended for approval with Short-Term Rental Permit, Type 1, issued by the Bartlett Code Enforcement Office;" and "T**-Use recommended for approval with Short-Term Rental Permit, Type 2, issued by the Bartlett Code Enforcement Office upon proof that the dwelling unit was used as a Short-Term Rental Unit and that all taxes, including room, occupancy and sales tax, due on renting the dwelling unit pursuant to Title 67, Chapter 6, Part 5 of the Tennessee Code Annotated were paid for filing periods that cover at least six (6) months within the twelve-month period immediately preceding July 10, 2018."
2. Under the category "Dwellings," add the term "Short-Term Rental ("STR")-Type 1" below "Bed and Breakfast" and include "T*" in the following Zoning Districts: R-E, RS-18, RS-15, RS-12, RS-10, R-TH, R-D, R-M.
3. Under the category "Dwellings," add the term "Short-Term Rental ("STR")-Type 2" below "Short-Term Rental-Type 1" and include "T**" in the following Zoning Districts: A-O, R-E, RS-18, RS-15, RS-12, RS-10, R-TH, R-D, R-M, O-R-1, O-R-2.

Article VI of the Bartlett Zoning Ordinance, Supplementary Regulations, shall be amended to add the following section regulating short-term rentals:

Section 30. Short-Term Rentals.

Subsection A. Generally.

- I.1. Purpose. The City has determined that regulation of Short-Term Rental Units is necessary in order to protect the health, safety, and welfare of the public, as well as to promote the public interest by regulating the areas and methods of operation. To meet these ends, the City has determined that all persons or entities that desire to operate Short-Term Rental Units within the City must be issued a permit pursuant to the requirements of this section.
- I.2. Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section. The word "shall" is always mandatory and not merely advisory.
- a. Consideration. The charge, whether or not received, for occupancy in a Short-Term Rental Unit valued in money, whether to be received in money, goods, labor, or otherwise, including all receipts, cash, credits, property and services of any kind or nature. Nothing in this definition shall be construed to imply that consideration is charged when the Short-Term Rental Unit provided to the Transient Guest(s) is complimentary from the Operator or, if different, the Owner and no consideration of any type is charged to or received from any person.
 - b. Short-Term Rental Unit. A dwelling unit, a portion of a dwelling unit, or any other structure or space that is occupied or intended or designed or advertised for occupancy by Transient Guests for dwelling, lodging, or sleeping, and which is offered to Transient Guests for Consideration for a period of up to 30 consecutive calendar days. Short-Term Rental Unit shall not include dwelling units owned by the federal government, the state, or any of their agencies or political subdivisions; facilities licensed by the state as health care facilities, including temporary family healthcare structures; hotels; inns; motels; Bed and Breakfast establishments approved by the City of Bartlett pursuant to the Bartlett Zoning Ordinance; campgrounds; or dwelling units rented to the same occupant(s) for more than thirty continuous days.
 - c. Hosting Platform. A person or entity that facilitates the booking of a Short-Term Rental Unit. "Facilitate" includes, but is not limited to, the act of allowing an Operator or, if different, the Owner to offer to list or advertise, typically for a charge or fee, the Short-Term Rental Unit on an Internet website, in a print publication, or through another forum provided or maintained by the Hosting Platform.
 - d. Residential District. Any zoning district designated in the City of Bartlett where the principal permitted uses in the district include residential uses, including houses, duplexes, garage apartments accessory to a principal dwelling, and multi-dwelling structures. As of the date of the adoption of this Ordinance, Residential

Districts shall include the following districts identified in the City of Bartlett Zoning Ordinance: R-E, RS-18, RS-15, RS-12, RS-10, R-TH, R-D, and R-M.

- e. Non-Residential District. Any zoning district designated in the City of Bartlett that allows residential uses, but is not a Residential District. As of the date of the adoption of this Ordinance, Non-Residential Districts shall include the following districts identified in the City of Bartlett Zoning Ordinance: A-O, O-R-1, O-R-2.
- f. Occupancy. The use or possession, or the right to the use or possession, of any room(s), lodgings, or accommodations in any Short-Term Rental Unit.
- g. Operator. The person or entity, if applicable, offering a Short-Term Rental Unit, whether as the owner or otherwise.
- h. Transient Guest. Any person(s) who exercises Occupancy or is entitled to Occupancy of any room(s), lodgings, or accommodations in a Short-Term Rental Unit for a period of less than thirty (30) consecutive calendar days.

Subsection B. Permit Types, Application.

- I.1 Operating Permit Required. It is unlawful to operate or advertise any Short-Term Rental Unit within the City of Bartlett without a Short-Term Rental Unit Operating Permit issued under this section.
- I.2 Application. Every Operator or, if different, every Owner desiring to operate a Short-Term Rental Unit shall submit an application for an Operating Permit to the Bartlett Code Enforcement Office. Each application shall contain, at the least, all of the following information, along with a statement that the information being provided is true and accurate. In addition to the information required by the application, the Bartlett Code Enforcement Office may request other information reasonably required. The permit application shall not be considered complete until the Bartlett Code Enforcement Office has all information as required by the application or otherwise.
 - a. Acknowledgement of Rules. Written acknowledgement by the Operator and, if different, the Owner that he/she/it has read all regulations pertaining to the operation of a Short-Term Rental Unit, including this section, the City's business license requirements, the City's occupancy privilege tax requirements, any additional administrative regulations promulgated or imposed by the City to implement this section, and acknowledging responsibility for compliance with the provisions of this section.
 - b. Affidavit of Life Safety Compliance. During each Short-Term Rental Unit Occupancy, each Short-Term Rental Unit shall have the following life safety equipment on the premises and installed to manufacturer specifications: (i) a smoke alarm meeting Underwriters Laboratory (UL) 217 standards inside each sleeping room, outside of and within fifteen feet of sleeping rooms, and on each story of the dwelling unit, including basements; (ii) a carbon monoxide detector

within 15 feet of all bedrooms; and (iii) a fire extinguisher. Every smoke and carbon monoxide alarm must function properly, with the alarm sounding after pushing the test button, and the fire extinguisher must be operational. It shall be unlawful to operate a Short-Term Rental Unit without a smoke alarm, carbon monoxide detector, and fire extinguisher as required by this section. An application for the issuance or renewal of a Short-Term Rental Unit Operating Permit must be accompanied by an affidavit, signed by the Operator and, if different, the Owner, verifying the number, locations, and operation of the required life safety equipment for the Short-Term Rental Unit. The life safety equipment will be subject to verification or inspection by the Code Official.

- c. Local Contact Person. A person designated by the Operator or, if different, the Owner who shall be available twenty-four (24) hours per day, seven (7) days per week for the purpose of: (i) being able to physically respond, as necessary, within forty-five (45) minutes of notification of a complaint regarding the condition, operation, or conduct of occupants of the Short-Term Rental Unit, and (ii) taking remedial action necessary to resolve any such complaints. A Local Contact Person may be the Operator or, if different, the Owner or the Operator(s)' or Owner(s)' agent.
- d. Operator/Owner Information. The full legal name, street and mailing addresses, the e-mail address, and the telephone number of the Operator(s) and, if different, the Owner(s) of the property sought to be used as a Short-Term Rental Unit and, in cases where a business entity or trust is the owner of the property that is sought to be used as a Short-Term Rental Unit, the individual who has the responsibility to oversee the ownership of the property sought to be used as a Short-Term Rental Unit on behalf of the business entity or trust, including the mailing address, the e-mail address, and the telephone number of the individual having such responsibility. If the Owner of a Short-Term Rental Unit is a business entity, information and documentation is required demonstrating the Owner's valid status with the Tennessee Secretary of State.
- e. Site Plan. A site plan and floor plan accurately and clearly depicting the size and location of the existing dwelling unit designed to be used as a Short-Term Rental Unit and the approximate square footage in the dwelling unit, the number and location of designated off-street parking spaces and the maximum number of vehicles allowed for overnight occupants. The floor plan shall describe the use of each room in the dwelling unit, the number, location and approximate square footage of all bedrooms, and any accessory buildings, including but not limited to garages and accessory dwelling structures or units.
- f. Confirmation regarding private agreements. Written acknowledgement by the Operator and, if different, the Owner that he/she/it is solely responsible for confirming and that he/she/it has confirmed that operating the Short-Term Rental Unit would not violate any Home Owners Association agreement or bylaws, Condominium Agreement, Covenant, Codes and Restrictions, mortgage agreement, insurance contract, or any other contract or agreement governing and limiting the use of the proposed Short-Term Rental Unit.

- g. Confirmation regarding notice if the STR unit shares a common wall or driveway. Where the proposed Short-Term Rental Unit shares a common wall or driveway with another property, the Operator and, if different, the Owner shall provide proof of written notification to the owner of such property prior to filing the application. Proof of written notification shall be: (a) a signature of an owner; (b) a signed receipt of U.S. registered or certified mail addressed to an owner; or (c) notice from the U.S. Postal Service that registered or certified mail to an owner was refused or not timely accepted.
- h. Proof of Insurance. The Operator or, if different, the Owner shall provide proof of insurance evidencing homeowner's, fire, hazard, and liability insurance on the property sought to be used as a Short-Term Rental Unit. Liability coverage shall have limits of not less than one million dollars per occurrence.
- i. Proof of payment of all taxes due. The Operator or, if different, the Owner shall provide proof of payment of all taxes due with respect to the property to be used as a Short-Term Rental Unit, including property taxes, and, for a Type 2 Permit application or the renewal of a Type 1 or Type 2 Permit, proof that all applicable, room, occupancy or sales taxes required by State law, the Bartlett Charter, or the Bartlett City Code with respect to the Short-Term Rental Unit have been paid.
- j. Indemnification. Written acknowledgement and agreement by the Operator and, if different, the Owner that, in the event a Short-Term Rental Unit Operating Permit is approved and issued, the Operator and, if different, the Owner agree to assume all risk and indemnify, defend and hold the City harmless concerning the City's approval of the Short-Term Rental Unit Operating Permit, the operation and maintenance of the Short-Term Rental Unit, and any other matter relating to the Short-Term Rental Unit.

I.3. Short-Term Rental Unit Operating Permit Types.

- a. Type I Operating Permit, Owner-Occupied.
 - i. Generally. A Type I Short-Term Rental Unit Operating Permit is available in the following Residential Districts: R-E, RS-18, RS-15, RS-12, RS-10, R-TH, R-D, and R-M upon meeting the criteria in this section. A Type I Short-Term Rental Unit Operating Permit can be issued only to an Owner of the Short-Term Rental Unit. The property where the Short-Term Rental Unit is located must be the Owner's principal residence, except in the instance of duplexes as further described in this section. A person can only hold one (1) Type I Short-Term Rental Unit Operating Permit in the City of Bartlett. The Type I Short-Term Rental Operating Permit is available only to a natural person or persons, and a Type I Short-Term Rental Unit Operating Permit holder may not be a limited liability entity, including, without limitation, a corporation or limited liability company, nor

may a Type I Short-Term Rental Unit Operating Permit holder be an unincorporated entity, including, without limitation, a partnership, joint venture or trust. The Owner is not required to remain or be present at the Short-Term Rental Unit during the Occupancy.

- ii. Accessory Dwelling Units and Duplexes. If there is an accessory dwelling unit on the property, the Type I Short-Term Rental Unit Operating Permit can be for either the primary dwelling unit or the accessory dwelling unit, but not for both. If a property houses a legal duplex and an Owner owns both sides of the duplex, one (1) Type I Short-Term Rental Unit Operating Permit is available to the Owner for either side of the duplex, so long as the Owner's principal residence is one side of the duplex.
- iii. Proof of Ownership and Residency. Ownership shall be established by the deed for the property as recorded in the office of the Shelby County Register of Deeds. Residency shall be established by at least two of the following documents, which must list the address of the Short-Term Rental Unit on the document:
 - 1. The Owner's motor vehicle registration;
 - 2. A valid driver's license or TN identification card of the Owner;
 - 3. The address of the Owner's children's school registration;
 - 4. The Owner's voter registration card; or
 - 5. The Owner's W-2 mailing.

At least one Owner listed on the deed for the Short-Term Rental Unit must establish residency at the Short-Term Rental Unit according to the criteria set forth in this section.

- a. Type 2 Operating Permit, STR Units In Operation Prior to July 10, 2018.
 - i. Generally. A Type 2 Short-Term Rental Unit Operating Permit is available in the following Residential and Non-Residential Districts: R-E, RS-18, RS-15, RS-12, RS-10, R-TH, R-D, R-M, A-O, O-R-I and O-R-I to Operators or, if different, to Owners who operated a Short-Term Rental Unit and remitted all taxes, including room, occupancy and sales tax due on renting the Short-Term Rental Unit pursuant to Title 67, Chapter 6, Part 5 of the Tennessee Code Annotated for filing periods that cover at least six (6) months within the twelve-month period immediately preceding July 10, 2018 ("Qualifying Date"). A person or entity can obtain a Type 2 Short-Term Rental Unit Operating Permit for each Short-Term Rental Unit operating prior to the Qualifying Date for which all taxes due were remitted, upon meeting the other criteria in this section. Proof of operation and payment of taxes shall be required upon application. A Type

2 Short-Term Rental Unit Operating Permit is specific to the Short-Term Rental Unit for which it issued; it cannot be transferred to another location.

- ii. Window of Availability. Any application for a Type 2 Short-Term Rental Unit Operating Permit must be submitted by September 10, 2018, after which time no Type 2 Short-Term Rental Unit Operating Permits shall be issued under any circumstances whatsoever. Upon receipt of a timely application, an inspection of the Short-Term Rental Unit in use prior to July 10, 2018 will be made by the Code Official to ensure compliance with all life safety requirements.
- iii. Owner Eligibility. A Type 2 Short-Term Rental Unit Operating Permit can be issued to the Owner(s) of the property being used as a Short-Term Rental Unit, who does not need to occupy the Short-Term Rental Unit as a principal residence. A Type 2 Short-Term Rental Unit Operating Permit is available to a person or an entity.

Subsection C. Fees.

An application for a Short-Term Rental Unit Operating Permit under this section shall be accompanied by a fee in the amount of seventy-five dollars (\$75.00). The Bartlett Code Enforcement Office shall collect the permit fee. There shall be no proration of fees. Fees are non-refundable once a Short-Term Rental Unit Operating Permit has been issued by the Bartlett Code Enforcement Office.

Subsection D. Issuance.

Once the Short-Term Rental Unit Operating Permit application is considered complete by the Bartlett Code Enforcement Office, a determination will be made to issue or deny the Short-Term Rental Unit Operating Permit within fourteen (14) business days. If the Bartlett Code Enforcement Office is satisfied that the application and the Short-Term Rental Unit conform to the requirements of this section and other pertinent laws and ordinances, a Short-Term Rental Unit Operating Permit shall be issued to the applicant. If the application or Short-Term Rental Unit does not conform to the requirements of this section or other pertinent laws or ordinances, the Bartlett Code Enforcement Office shall not issue the Short-Term Rental Operating Permit, but shall inform the applicant of the denial. Such denial, when requested by the applicant, shall be in writing and state the reason(s) for denial. Once issued, the Short-Term Rental Operating Permit shall be valid for one (1) calendar year from the date of issuance, unless the Short-Term Rental Unit Operating Permit is suspended or revoked pursuant to this section or terminated by ordinance or otherwise.

Subsection E. Renewal.

- I. Type 1 Short-Term Rental Unit Operating Permits. Unless suspended or

revoked for a violation of any provision of this section or other rule or regulation of the City, a Type 1 Short-Term Rental Unit Operating Permit can be renewed annually, provided that a renewal fee of fifty dollars (\$50.00) is paid no later than fourteen (14) business days before the Short-Term Rental Unit Operating Permit's expiration. An application for renewal of a Type 1 Short-Term Rental Unit Operating Permit, which shall include an updated acknowledgement of rules signed by the Operator and, if different the Owner; an updated affidavit of life safety compliance signed by the Operator and, if different, the Owner, which equipment is subject to verification or inspection by the Code Official; any updated information regarding the local contact person; any updated Operator/Owner information; an updated confirmation regarding private agreements signed by the Operator and if different, the Owner; an updated proof of insurance; an updated indemnification agreement signed by the Operator and, if different, the Owner; and proof of payment of all taxes due, shall be made through the Bartlett Code Enforcement Office. After the Short-Term Rental Unit Operating Permit's expiration, the holder of the Short-Term Rental Unit Operating Permit forfeits the right to renew and the Owner must reapply for a new Short-Term Rental Unit Operating Permit. A renewed Short-Term Rental Unit Operating Permit shall be good for one calendar year from the date of issuance.

2. Type 2 Short-Term Rental Unit Operating Permits. Unless suspended or revoked earlier for a violation of any provision of this section or other rule or regulation of the City, a Type 2 Short-Term Rental Unit Operating Permit can be renewed annually, provided that a renewal fee of fifty dollars (\$50.00) is paid no later than fourteen (14) business days before the Short-Term Rental Unit Operating Permit's expiration. An application for renewal of a Type 2 Short-Term Rental Unit Operating Permit, which shall include an updated acknowledgement of rules signed by the Operator and, if different, the Owner; an updated affidavit of life safety compliance signed by the Operator and, if different, the Owner, which equipment is subject to verification or inspection by the Code Official; any updated local contact person; any updated Operator/Owner information; an updated confirmation regarding private agreements signed by the Operator and, if different, the Owner; an updated proof of insurance; an updated indemnification agreement signed by the Operator and, if different, the Owner; and proof of payment of all taxes due, shall be made through the Bartlett Code Enforcement Office. If a Type 2 Short-Term Rental Unit Operating Permit expires or is revoked under this section and such revocation is not reversed during the appeal process set forth herein, it cannot be renewed or reapplied for, and the ability of the Operator or, if different, the Owner to obtain or hold a Type 2 Short-Term Rental Unit Operating Permit for the Short-Term Rental Unit is extinguished permanently.

Subsection F. Prohibitions Against Transfer.

1. Generally. No person or entity holding a Short-Term Rental Unit Operating Permit shall sell, lend, lease, or in any manner transfer the permit for value.
2. Type 1 and Type 2 Short-Term Rental Unit Operating Permits. The permission to operate a Short-Term Rental Unit under a Type 1 or Type 2 Short-Term Rental Unit Operating Permit shall be personal and limited to the Operator(s) or, if different, the Owner(s) to whom the City issued the permit. A Type 1 and/or Type 2 Short-Term Rental Unit Operating Permit shall terminate immediately upon the transfer of the property covered by the permit, whether such transfer is by deed, by law, or otherwise.
 - a. Transfers Invalid. Any unauthorized transfer or attempt to transfer a Short-Term Rental Unit Operating Permit shall automatically void such permit. Persons violating this provision, including both the transferor and transferee, may be subject to a citation and fine. Each unauthorized transfer or attempt to transfer of a Short-Term Rental Unit Operating Permit shall constitute a separate violation, and the penalty for such violation is fifty dollars (\$50.00) per day.

Subsection G. No Vested Rights.

Except in instances where constitutional principles or binding state or federal laws otherwise provide, the provisions of this section and any ordinances or other measures concerning Short-Term Rental Units are not a grant of vested rights to continue as a Short-Term Rental Unit indefinitely. Any Short-Term Rental Unit use and permits for Short-Term Rental Units are subject to the provisions of other ordinances, resolutions, or other City measures concerning Short-Term Rental Units that may be enacted or adopted at a later date, even though such ordinances, resolutions, or other city measures may change the terms, conditions, allowance, or duration for Short-Term Rental Unit use, including but not limited to those that may terminate some or all Short-Term Rental Unit uses, with or without some period of amortization. While this recitation concerning vested rights is implicit in any uses permitted by the City, this explicit recitation is set forth to avoid any uncertainty or confusion.

Subsection H. Compliance with Laws; Complaints; Remedies; and Permit Revocation.

1. Compliance with City and State Laws. It shall be unlawful to operate a Short-Term Rental Unit that does not comply with all applicable city and state laws.
2. Operation without Permit. Any Short-Term Rental Unit operating or advertising for operation without a valid Short-Term Rental Unit Operating Permit shall be deemed a public safety hazard. The City may issue and the Operator or, if different, the Owner or the Local Contact Person may receive a civil citation for operating or advertising for operation without a Short-Term Rental Unit Operating Permit, and the penalty for such violation is fifty dollars (\$50.00) per day.

3. Public Nuisance. It is unlawful and a violation of this section and is hereby declared a public nuisance for any person to commit, cause, or maintain a violation of any provision or to fail to comply with any of the requirements of this section. The operation or maintenance of a Short-Term Rental Unit in violation of this section or any other City ordinance may be abated or summarily abated by the City in any manner authorized by the Bartlett Code of Ordinances or otherwise provided by law for the abatement of public nuisances. The City may issue and the Operator or, if different, the Owner, the occupants, or the Local Contact Person may receive a civil citation for any violation of this section or any other City ordinance by the Operator or, if different, the Owner, the Local Contact Person, or the occupants of the Short-Term Rental Unit, and the penalty for such violation is fifty dollars (\$50.00) per day.
4. Complaints. If a complaint is filed with the City of Bartlett alleging that the Operator or, if different, the Owner has violated the provisions of this section, the Code Official shall provide written notification of the complaint by regular mail to the Operator or, if different, the Owner at the Operator or Owner's address listed on the application, and the Code Official shall investigate the complaint. Within twenty (20) days of the date that the notification was sent to the Operator or Owner, the Operator or, if different, the Owner may respond to the complaint, present evidence, and respond to evidence produced by the investigation. If the Code Official, after reviewing all relevant material and inspecting the Short-Term Rental Unit, should the Code Official determine that such inspection is helpful to the investigation, finds the complaint to be supported by a preponderance of the evidence, the Code Official may suspend or revoke the Short-Term Rental Unit Operating Permit or take or cause to be taken other enforcement action as provided in the Bartlett Code of Ordinances. Any false complaint made against a Short-Term Rental Operator or Owner is punishable as perjury under Title 39, Chapter 16, Section 702 of the Tennessee Code Annotated.
5. Revocation of Permit. The Code Official may revoke a Short-Term Rental Unit Operating Permit if the Code Official discovers that (i) an applicant obtained the Short-Term Rental Unit Operating Permit by knowingly providing false information on the application; (ii) the continuation of the Short-Term Rental Unit presents a threat to public health or safety; (iii) the Operator or, if different, the Owner or Short-Term Rental Unit violates regulations of this section or any other City ordinance; (iv) the Operator or, if different, the Owner operated a Short-Term Rental Unit without a Short-Term Rental Unit Operating Permit or (v) the Short-Term Rental Unit has been in violation of a generally applicable local law three (3) or more separate times, and no appeal rights remain for any of the three (3) violations. Should the Short-Term Rental Unit Operating Permit be revoked, in addition to any other penalty, there shall be a one-year waiting period from the date of revocation for the property to become eligible again for a Short-Term Rental Unit Operating Permit. Upon reapplication, the Operator or, if different, the Owner must pay the full permit fee.
6. Appeal of Suspension or Revocation. If a Short-Term Rental Unit Operating Permit is suspended or revoked, the Code Official shall state the specific reason(s) for the suspension or revocation. Any Operator or, if different, any Owner whose Short-Term Rental Unit Operating Permit has been suspended or revoked may appeal such

suspension or revocation by submitting a written request to the Bartlett Code Enforcement Office for a hearing before the Code Appeals Board within twenty (20) days of receiving the notice of suspension or revocation. A hearing date will be set within twenty (20) days of the filing of an appeal. All hearings before the Code Appeals Board shall be open to the public. The appellant, the appellant's representative, the Code Official or his/her designee, and any person whose interests are affected shall be given an opportunity to be heard. A quorum shall consist of not less than two-thirds (2/3) of the Board membership. The Code Appeals Board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision, or determination as ought to be made. The decision of the Code Appeals Board shall be the final administrative decision and shall be subject only to judicial review in the Circuit or Chancery Court pursuant to state law. In addition to any other penalty imposed, if the decision of the Code Appeals Board to revoke a Short-Term Rental Unit Operating Permit is upheld, the Operator or, if different, the Owner must wait one (1) year before reapplying for a new Short-Term Rental Unit Operating Permit. Upon reapplication, the Operator or, if different, the Owner must pay the full permit fee.

7. City Shall Not Enforce Private Agreements. The City of Bartlett shall not have any obligation or be responsible for making a determination regarding whether the issuance of a Short-Term Rental Unit Operating Permit or the use of a dwelling as a Short-Term Rental Unit is permitted under any private agreements or any covenants, codes, conditions, and restrictions, or any of the regulations or rules of a homeowners' association or maintenance organization, Condominium Agreement, mortgage agreement, insurance contract, or any other contract or agreement governing and limiting the use of the Short-Term Rental Unit, and the City shall have no enforcement obligations in connection with such private agreements or covenants, conditions and restrictions or such regulations or rules.

Subsection I. Operational Requirements.

1. Taxes. The City of Bartlett levies a privilege tax upon the privilege of occupancy in a Short-Term Rental Unit of each Transient Guest. Such tax is in the amount of five percent (5%) of the consideration charged by the Short-Term Rental Unit Property Operator or, if different, the Owner. Such tax is a privilege tax upon the Transient Guest occupying such Short-Term Rental Unit and is to be collected and enforced by the City as provided pursuant to the Bartlett Charter. Each Short-Term Rental Unit Operator or, if different, the Owner is responsible for collecting such tax from the Transient Guest(s) renting the Short-Term Rental Unit and paying all applicable taxes, including, but not limited to, the Occupancy Privilege Tax to the City of Bartlett, sales tax to the State of Tennessee, and gross receipts tax to the State of Tennessee. An Operator or, if different, the Owner shall be required to obtain a City of Bartlett and a Shelby County business license for the purposes of the gross receipts tax.
2. Advertising. It shall be unlawful to advertise any Short-Term Rental Unit without the Operating Permit number clearly displayed on the advertisement. For the purposes of this section, the terms "advertise," "advertising" or "advertisement" mean the act of

drawing the public's attention to a Short-Term Rental Unit in any forum, whether electronic or non-electronic, in order to promote the availability of the Short-Term Rental Unit.

3. Maximum Occupancy. The maximum occupancy of any Short-Term Rental Unit by Transient Guests shall not exceed ten (10) persons.
4. Term of Rental. Renting for an hourly rate, or for rental durations of less than twenty-four (24) consecutive hours, shall not be permitted.
5. Age Requirement. The principal renter (Transient Guest) of a Short-Term Rental Unit shall be at least twenty-one (21) years of age.
6. Signage. Signs or other displays on the property indicating that the dwelling unit is being utilized, in whole or in part, as a Short-Term Rental Unit, are prohibited.
7. Food Service. No food shall be prepared for or served to the Transient Guest(s) by the Operator or, if different, the Owner.
8. Contact Information Shall Be Posted. The name and telephone number of the Operator or, if different, the Owner or Local Contact Person shall be conspicuously posted within the Short-Term Rental Unit. The person listed on this posting shall answer calls twenty-four (24) hours per day, seven (7) days a week for the duration of each short-term rental period to address problems associated with the Short-Term Rental Unit.
9. Parking. No recreational vehicles, buses, or trailers shall be visible on the street or property in conjunction with the use of the Short-Term Rental Unit.
10. Compliance with Bartlett City Code. The Operator or, if different, the Owner must ensure that the use of the Short-Term Rental Unit is in compliance with the applicable noise, nuisance, parking, trash, and public decency provisions of the Bartlett City Code. A prohibition against making loud noise in such a manner as to disturb the quiet, comfort or repose of neighboring property owners must be included in the short-term rental rules. All outdoor activities producing noise discernible from a neighboring property shall cease between the hours of 10:00 p.m. to 7:00 a.m. These requirements must be included in the short-term rental rules.
11. Simultaneous Rentals Prohibited. A Short-Term Rental Unit may only be rented as a whole unit to one party of short-term Transient Guests at any one time. Separate rooms may not be rented to separate parties of Transient Guests.
12. Rules for Transient Guests. The Operator or, if different, the Owner must provide the Transient Guest(s) renting the Short-Term Rental Unit with a written list of rules applicable to the short-term rental, and the Rental Agreement must contain a written acknowledgment by the Transient Guest(s) of their agreement to comply with such rules.

Subsection J. Severability.

The Board of Mayor and Aldermen for the City of Bartlett hereby declares that, should any section, paragraph, sentence, phrase, term or word of this Ordinance be declared for any reason to be invalid, it is the intent of the Board that it would have adopted all other portions of this Ordinance independent of the elimination of any such portion as may be declared invalid. If any section, subdivision, paragraph, sentence, clause or phrase of this Ordinance for any reason should be rendered void or unenforceable by any court of law, statute or other authority, the rest and remainder of this Ordinance shall remain in full force and effect.

Effective Date. BE IT FURTHER ORDAINED that this ordinance shall take effect upon its passage on the third and final reading, the public welfare requiring it.

FIRST READING: June 12, 2018

SECOND READING: June 26, 2018

THIRD READING: July 10, 2018

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

A. Keith McDonald
Mayor

ATTEST: _____

Stefanie McGee
City Clerk

COMMENTS - Current Meeting:

Planning Director Kim Taylor explained that this ordinance will regulate short-term rental properties. Its intent is to establish a permitting process to allow for short-term rentals, while maintaining residential character in the City's neighborhoods.

This ordinance will allow the City to assess and collect occupancy taxes on these properties.

Ms. Taylor stated there will be two types of permits for short-term rental properties. Permit 1 will allow new short-term rentals in all residential zoning districts. Permit 2 will allow the continued use of such properties that were established prior to July 10, 2018, including in Agriculture and Office Zoning Districts. Permits, which will be renewed annually, will have an initial fee of \$75, and a renewal fee of \$50. Upon renewal of the permit, Code Enforcement, which will manage the permits, will be able to inspect the premises to insure all applicable laws, ordinances, and regulations are being followed, and codes complied with.

Applicants must prove that the past six months of property taxes have been paid for the property, plus provide proof of property insurance.

This ordinance also provides for a complaint-filing process and a permit revocation process.

Alderman Simmons asked how this ordinance applies to current renters with a one-year lease. Mayor McDonald explained that it does not apply; this ordinance is strictly for short-term rentals of 30 days or less.

Alderman Parsons asked about inspections. City Attorney Ed McKenney explained that Code Enforcement can inspect the premises for working safety equipment, such as carbon monoxide and smoke detectors, plus fire extinguishers. Alderman Parsons asked if inspections can take place any time. Mr. McKenney stated that inspections can occur during permit renewal and if there is sufficient cause to warrant one.

RESULT:	APPROVED ON FIRST READING [UNANIMOUS]	Next:
	6/26/2018 7:00 PM	
MOVER:	Jack Young, Vice Mayor	
SECONDER:	Paula Sedgwick, Alderman	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick	