



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, JUNE 8, 2021 - BARTLETT CITY HALL - 6:00 PM

INVOCATION

Opening Prayer by Mayor A. Keith McDonald

FUTURE MEETINGS

Parks and Recreation Advisory Board, June 10 at 6 p.m.

Bartlett Arts Council, June 15 at 6 p.m.

Historic Preservation Commission, June 21 at 7 p.m.

Special Called Board of Mayor and Aldermen Meeting, June 28 at 6 p.m.

RECOGNITIONS

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the May 25, 2021 Board of Mayor and Aldermen Regular Meeting

BUDGET PRESENTATION

CONSENT AGENDA

I Annual bid for generator load testing. (Dick Phebus, Director of Finance)

Recommend accepting the lowest bid from Clark Power at a total cost of \$13,450.00.
Funds are available in various departments, object code 262.

2 Annual bid for loose waste collection. (Mike Adams, Director of Public Works)

Recommend accepting the bid from Michaels Tree and Landscape.

3 Purchase of six digital in-car and wearable cameras. (Jeff Cox, Police Chief)

Request approval to purchase six digital in-car and corresponding wearable cameras with mounts and software licenses from WatchGuard, a single-source provider, at \$6,030.00 each for a total of \$36,180.00. Funds are available in account 110.42100.935.

4 Purchase six computers for pursuit vehicles. (Jeff Cox, Police Chief)

Request authorization to purchase six Panasonic in-car computers, adapters and docking stations at a cost of \$4,226.60 each, for a total of \$25,359.60 from CDW-G. This purchase will be made from the National Intergovernmental Purchasing Alliance contract. Funds are available in Accounts 110.42100.935.

5 Treasurer's Report for April 2021. (Dick Phebus, Director of Finance)**NEW BUSINESS**

- I Resolution 15-21, a resolution to amend the FY21 General Fund for One-time Capital Expenditures and Increased Revenue and to make transfers to Debt Service Fund and Capital Projects Fund. (Dick Phebus, Director of Finance)**

OPEN DISCUSSION**ADJOURNMENT**



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MAY 25, 2021 - BARTLETT CITY HALL - 6:00 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 Kevin Quinn: Present.

INVOCATION

Opening Prayer by Brad Ratliff, New Hope Christian Church

FUTURE MEETINGS

Bartlett Station Commission, June 2 at 7:30 a.m.

City Beautiful Commission, June 3 at 6:30 p.m.

Family Assistance Commission, June 7 at 6 p.m.

Planning Commission, June 7 at 7 p.m.

RECOGNITIONS

Mayor McDonald recognized Fire Chief Terry Wiggins, Assistant Chief Tommy Gately, Commander Justin Neeley, Lieutenant Jeremy Upchurch; Chief of Police Jeff Cox, Assistant Chief Steve Sones; and all employees who volunteered at the COVID-19 Vaccination Center at Faith Baptist Church.

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

MINUTES ACCEPTANCE

Minutes of the May 11, 2021 Board of Mayor and Aldermen Regular Meeting

Minutes Acceptance: Minutes of May 25, 2021 6:00 PM (MINUTES ACCEPTANCE)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	David Parsons, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Quinn

UNFINISHED BUSINESS

- I **Second Reading of Ordinance 21-01, an ordinance to adopt the 2021-2022 General Fund, Street Aid Fund, Solid Waste Fund, General Improvement Fund, Drug Enforcement Fund, DEA Enforcement Fund, Drainage Fund, Parks Improvement Fund, E-Citation Fund, Bartlett City School Fund, Utility Fund, Debt Service Fund and Capital Improvements Fund Budgets. (Dick Phebus, Director of Finance)**

Director of Finance Dick Phebus, explained the there was an error in the calculation of principal and interest due for 2022. The corrections are on page six of the budget, page nine in the packet, and page three in the ordinance. This resulted in an increase of \$155,391.00 in expenditures.

Mr. Phebus presented the following tax rate equivalent presentation with explanation:

Tax Rate Information
 Bartlett 2021 Assessment
 One Cent on Tax Rate Generates approximately
 \$ 157,000.00
 Tax Rate Equivalent

Recurring Revenue Requirements 4% Pay Raise	\$ 1,150,000	\$	0.073
Requires			
Debt Service Contribution	\$ 1,000,000	\$	0.064
Transfers to Drainage, Gen Improv, Bartlett Station	\$ 445,000	\$	0.028
Employer Portion Health Insurance Increase	\$ 343,200	\$	0.022
Public Safety Attrition Percentage Used	\$ 368,100	\$	0.023
Replace Net Lost Revenue	\$ 460,000	\$	0.029
(Revenue Loss was greater than this amount)			
Total Equivalent Tax Rate Increase (Recurring Funds)	\$		<u>0.240</u>

Mr. Phebus confirmed the certified tax rate of \$1.51 for 2021. This has been approved by the Shelby County Assessor's Office, signed by Mayor McDonald and sent to the State Board of Equalization for verification. Verification should be received by the end of the week. The additional 24 cents would fund the above items bringing the tax rate per \$100.00 to \$1.75.

Mayor McDonald advised that any discussion regarding the proposed tax rate be discussed during the Public Hearing on June 8, prior to the vote on the budget. The budget must be approved first, then the tax rate to fund the budget.

Minutes Acceptance: Minutes of May 25, 2021 6:00 PM (MINUTES ACCEPTANCE)

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 6/28/2021 6:00 PM
MOVER:	Jack Young, Vice Mayor	
SECONDER:	Emily Elliott, Alderman	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Quinn	

2 Second Reading of Ordinance 21-02, 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 2021. (Dick Phebus, Director of Finance)

Mr. Phebus stated the proposed tax rate be set at \$1.75 per \$100.00 of assessed property value.

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 6/28/2021 6:00 PM
MOVER:	Jack Young, Vice Mayor	
SECONDER:	W.C. Pleasant, Alderman	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Quinn	

CONSENT AGENDA

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

- 1 Bid for one Type I ALS Ambulance. (Terry Wiggins, Fire Chief)**
Recommend accepting the sole bid from Emergency Equipment Professionals, Inc. at a cost of \$198,498.00. Funds are available in Account 110.42300.935.
- 2 Bid for medical supplies for the Bartlett Animal Shelter. (Mike Adams, Director of Public Works)**
Recommend accepting the sole bid from MWI. Funds are available in Account 110.43800.321.
- 3 Bid for universal refuse containers. (Matt Crenshaw, Assistant Director of Public Works)**
Recommend accepting the lowest bid from OTTO at a unit cost of \$56.43. Funds are available in Account 122.48122.940.
- 4 Authorization to auction surplus property. (Dick Phebus, Director of Finance)**
Eight items have been identified as having a potential auction-value of \$500 or more and will be auctioned on GovDeals.com

NEW BUSINESS

No new business

Minutes Acceptance: Minutes of May 25, 2021 6:00 PM (MINUTES ACCEPTANCE)

OPEN DISCUSSION

Alderman Parsons encouraged citizens to watch the Board of Mayor and Aldermen meeting on YouTube. Search for City of Bartlett, Tennessee.

David Crawford, 0 Pole Rd, Bartlett, Tennessee addressed the Board of Mayor and Aldermen regarding the undeveloped land he purchased at said location. There is no public road leading to the property.

ADJOURNMENT

Meeting adjourned at 6:57 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of May 25, 2021 6:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 06/08/21 06:00 PM

Department: Finance

Category: Bid

Prepared By: Dick Phebus

Department Head: Dick Phebus

Annual bid for generator load testing.

On May 12, 2021 an ad was placed in *The Daily News*. On May 26, 2021, the City of Bartlett received three bids, which were opened at City Hall.

Bids were received from the following companies:

Clark Power	\$13,450.00
RP Power LLC	\$16,969.00
Power Secure	\$18,405.00

We recommend the annual bid be awarded to Clark Power for a total price of \$13,450.00.

Thank you for your consideration.

BID RESPONSE SHEET
Generator Load Testing
FY2021-05-036
DUE: MAY 26, 2021, 2:00 PM

Eq. #	Year	Make	Cap. (KW)	Serial #	Location	VENDOR NAME		
						Clarke	RP Power	Power Secure
						Cost	Cost	Cost
99	2007	Katolight	230	132414-0906	6400 Stage Road, City Hall	\$ 770.00	\$ 741.00	\$ 1,030.00
3102	2015	John Deere	100	SGM32F89G	5996 Mphs. Arlington Fire Sta. 2	\$ 590.00	\$ 747.00	\$ 799.00
3119	1986	John Deere	55	694412	2939 Altruria , Fire Sta. 1	\$ 560.00	\$ 625.00	\$ 680.00
3121	2017	Cummins	100	74232945	7855 Mphs. Arlington Fire Sta. 3	\$ 560.00	\$ 840.00	\$ 799.00
3139	1998	Generac	60	98A04525S	6875 Old Brownsville Fire Sta. 4	\$ 600.00	\$ 628.00	\$ 680.00
3167	2006	John Deere	100	2109860	3725 Brunswick Rd Fire Sta. 5	\$ 590.00	\$ 696.00	\$ 799.00
5115	1997	Kohler	80	382921	3730 Appling Rd Justice Ctr.	\$ 560.00	\$ 684.00	\$ 755.00
5121	1996	Kohler	20	SPEC PA-189022-61	Radio Tower	\$ 560.00	\$ 618.00	\$ 630.00
8452	1997	Olympian	35	2034844	3583 Altruria Rd Fleet Serv.	\$ 560.00	\$ 515.00	\$ 635.00
9100W	1998	Onan	175	J970654331	5258 Shelter Run Treatment Plant	\$ 670.00	\$ 996.00	\$ 970.00
9104M	2017	Caterpillar	100	Not yet assigned	3587 Altruria Water Mtnc	\$ 560.00	\$ 718.00	\$ 799.00
9110T	1992	Onan	400	D910379556	3183 Germantown Rd. Water Plant 4	\$ 895.00	\$ 1,363.00	\$ 1,365.00
9133M	1992	Onan	230	L810601472	5258 Shelter Run Water Mtnc	\$ 770.00	\$ 996.00	\$ 1,030.00
9145T	1996	Olympian	200	5YF03106	5725 Woodlawn Water Plant 2	\$ 670.00	\$ 1,036.00	\$ 1,015.00
9156T	2001	Caterpillar	500	CER00234	4751 Ardie Road Water Plant 3	\$ 985.00	\$ 1,324.00	\$ 1,555.00
9160M	2004	Caterpillar	100	OLY00000VX4P00190	3587 Altruria Water Mtnc	\$ 600.00	\$ 773.00	\$ 799.00
9161W	2005	Detroit	450	2039016	5258 Shelter Run Treatment Plant	\$ 895.00	\$ 1,340.00	\$ 1,390.00
9169T	2007	Cummins	400	C070030585	3585 Altruria Water Plant 1	\$ 895.00	\$ 1,334.00	\$ 1,365.00
n/a	2016	Generac	25	3000354643	5205 Brief Rd.	\$ 560.00	\$ 700.00	\$ 630.00
n/a	n/a	Caterpillar	155HP	2WG00688	3583 Altruria Rd. City Shop	\$ 600.00	\$ 295.00	\$ 680.00
						<u>\$ 13,450.00</u>	<u>\$ 16,969.00</u>	<u>\$ 18,405.00</u>

Attachment: FY2021-05-036 GENERATOR LOAD TESTING bid response sheet (2971 : Generator Load

GENERATOR LOAD TESTING
 Sealed Bid #: FY2021-05-036
 Due Date: May 26, 2021

ORIGINAL

NOTICE TO BIDDERS

Sealed Bids are to be received no later than Wednesday, May 26, 2021 at 2:00 p.m. All bid packets with an original, clearly identified, and two copies, must be labeled "FY2021-05-036 GENERATOR LOAD TESTING" and addressed to:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134-1148**

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. If further information is desired, please contact Dick Phebus, Finance Director at 901-385-1060 or by email at dphebus@cityofbartlett.org. There is a no cost to obtain bid documents and plans.

Please quote prices on attached bid pricing sheet

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

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

Clarke Power Services, Inc

 NAME OF FIRM

3070 Sandbrook Rd, Memphis, TN 38116

 ADDRESS

414-218-2715

 PHONE

tgreenwood@clarkepsi.com

 E-MAIL ADDRESS



 SIGNATURE OF AUTHORIZED REPRESENTATIVE

Thomas Greenwood

 PRINT NAME

Attachment: FY2021-05-036 GENERATOR LOAD TESTING bid (2971 : Generator Load Testing)

GENERATOR LOAD TESTING
 Sealed Bid #: FY2021-05-036
 Due Date: May 26, 2021

GC-4

AFFIDAVIT OF EQUIVALENT DRUG TESTING PROGRAM

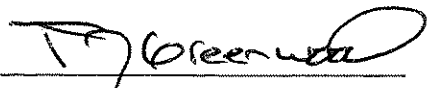
State of Wisconsin)
 County of Dak Creek) s.s.

Thomas Greenwood, being first duly sworn, deposes and says that:

(1) He/She is Director of Government Business of the company submitting this bid and
 has _____
 (title)
 authority to sign this affidavit.

(2) He/She is fully informed of the City of Bartlett's drug policy as outlined in this bid.

(3) His/Her company has a testing program in place equal to or greater than the City's
 program

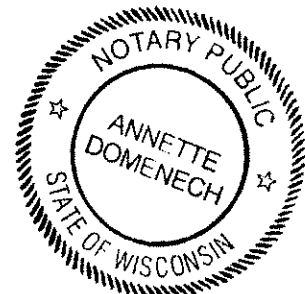
 Signed
 _____ Title
 Director of Government Business

Subscribed and sworn before me this 19th day of May, 20
2021.

Signed 

Title Notary

My commission expires: June 15, 20 21.



Attachment: FY2021-05-036 GENERATOR LOAD TESTING bid (2971 : Generator Load Testing)

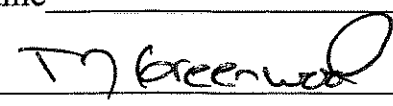
GENERATOR LOAD TESTING
 Sealed Bid #: FY2021-05-036
 Due Date: May 26, 2021

DAA-1

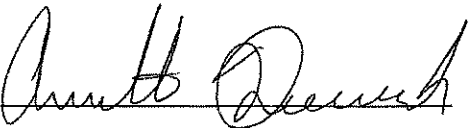
PUBLIC ACTS 109
(Iran Divestment Act)

"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."

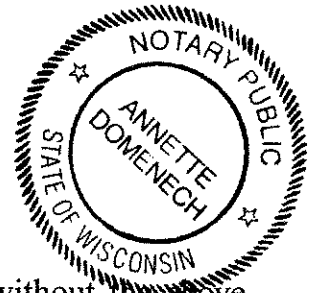
Full text of Public Chapters can be found on the Tennessee Secretary of State's website: [http://tnsos.org/acts/ PublicActs.109.php](http://tnsos.org/acts/PublicActs.109.php).

Print Name Thomas Greenwood
 Signed 
 Title Director of Government Business

Subscribed and sworn before me this 19th day of May, 2021.

Signed  Print Name Annette Domenech
 Title Notary

My commission expires: June 15th, 2021.



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

Attachment: FY2021-05-036 GENERATOR LOAD TESTING bid (2971 : Generator Load Testing)

GENERATOR LOAD TESTING

Sealed Bid #: FY2021-05-036

Due Date: May 26, 2021

PA-1

NONCOLLUSION AFFIDAVIT OF PRIME BIDDERState of Wisconsin)
S.S.County of Oak Creek)Annette Domenech, being first duly sworn, deposes and says that:(1) He/She is Thomas Greenwood of Clarke Power Services, Inc., the Bidder that has submitted the attached BID;

(2) He/She is fully informed respecting the preparation and contents of the attached BID and of all pertinent circumstances respecting such BID;

(3) Such Bid is genuine and is not a collusive or sham BID;

(4) Neither the said Bidder nor any of its officers, partners owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agree, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder firm or person to fix the price or prices in the attached Bid, or of any other Bidder, or to fix any overhead, profit or cost element or the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the CITY OF BARTLETT or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) TH Greenwood

(Title)

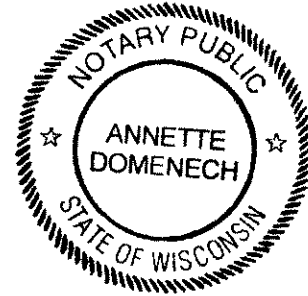
Director of Government BusinessSubscribed and sworn before me this 19th day of June, 2021Annette Domenech (Title) Notary

Attachment: FY2021-05-036 GENERATOR LOAD TESTING bid (2971 : Generator Load Testing)

GENERATOR LOAD TESTING
 Sealed Bid #: FY2021-05-036
 Due Date: May 26, 2021

My commission expires May 19th 2021.

NCA-1



CONTRACT MONITORING

The **Tennessee Department of Transportation** requires the City of Bartlett to maintain records of those ethnic and gender groups who are awarded bids on projects.

You are asked for **voluntary disclosure** of the following information as it pertains to the ownership of the bidding company:

Company Name: Clarke Power Services, Inc Date: 5/19/2021

Gender: Male X Female _____

Race: Caucasian X

African American _____

Hispanic _____

Other (please specify) _____

_____ I have reviewed this request and have decided **NOT** to provide the requested information.

Attachment: FY2021-05-036 GENERATOR LOAD TESTING bid (2971 : Generator Load Testing)

GENERATOR LOAD TESTING
 Sealed Bid #: FY2021-05-036
 Due Date: May 26, 2021

CM-1

CONTRACT MONITORING – PART 2

All contractors, consultants, and suppliers that receive funds from state or federal projects (through Bartlett) must comply with Title VI guidelines. All contractors/consultants/suppliers will have to follow many of the same guidelines that apply to the City of Bartlett. The City's Title VI coordinator will perform compliance reviews of each entity as the selection for the award to receive funds and then reviews will be performed a minimum of every 3 years during the life of the contract while they are receiving funds.

The following self-survey will be the tool used by the City of Bartlett to ensure the selected contractor/consultant/supplier compliance; if found to be non-compliant, the City's Title VI Coordinator will attempt to bring into compliance. If continued to be non-compliant, the contract will be cancelled and the City's our association will be discontinued.

Title VI Self Survey for Contractors/Consultants/Suppliers

Name of Contractor: Clarke Power Services, Inc Date Completed: 5/19/2021

Address: 3070 Grassland Rd.

City: Memphis State: TN Zip: 38116

Phone: 901-262-2390 Fax: n/a

This should be completed annually while the contract is active and submitted to the sub-recipient's Title VI Coordinator for review.

1. Are Title VI posters visible to staff? If yes, where? Lunch and Meeting Rooms at Memphis location.
2. Are all Physical Areas (i.e. restrooms, dining rooms, waiting rooms, etc.) provided without regard to race, color, or national origin? Yes.
3. How is Title VI information disseminated to new/current employees? Via Employee Handbook

Attachment: FY2021-05-036 GENERATOR LOAD TESTING bid (2971 : Generator Load Testing)

GENERATOR LOAD TESTING
 Sealed Bid #: FY2021-05-036
 Due Date: May 26, 2021

Title VI -1

4. Describe how certified Disadvantaged Business Enterprises (DBEs), other small, minority and women-owned businesses are solicited to participate on contracts.

Most of our contracts are exempt from DBE requirements. If not, we often work

off lists provided by the organization issuing the bid.

5. What process has been established to track and monitor ethnicity and gender of any contractors awarded contracts/sub-contracts?

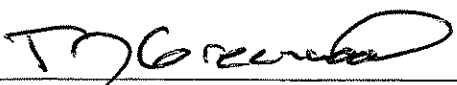
Since we don't have DBE requirements, our customers do, we generally don't track contracts once they are put in place.

6. Provide documentation to show that contracts contain non-discrimination assurance language. n/a
7. Provide complaint procedures and attach complaint log form. See attached.
8. Provide Limited English Proficiency Communications Plan (i.e. how do you communicate with persons that speak a language other than English.) n/a

The Title VI Assurance (below) is to be submitted on Company (selected bidder's) Letterhead:

Contractor/Consultant Name assures that no person on the grounds of race, color, national origin, or sex, as provided by the Title VI of the Civil Rights Act of 1964 and from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Tennessee Department of Transportation (TDOT).

DECLARATION OF RESPONDENT: I declare that I have completed this form to the best of my knowledge and believe it to be true and correct.


 Signature of Authorized Official

5/19/2021

Date

Attachment: FY2021-05-036 GENERATOR LOAD TESTING bid (2971 : Generator Load Testing)

GENERATOR LOAD TESTING
 Sealed Bid #: FY2021-05-036
 Due Date: May 26, 2021

BSF-1

BID PRICING SHEET

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

Eq. #	Year	Make	Cap. (KW)	Serial #	Location	Cost
99	2007	Katolight	230	132414-0906	6400 Stage Road City Hall	770.00
3102	2015	Kohler	100	SGM32F89G	5996 Mphs. Arlington Fire Station 2	590.00
3119	1986	Detroit Deisel	55	694412	2939 Altruria Fire Station 1	560.00
3121	2017	Cummins	100	74232945	7855 Mphs. Arlington Fire Station 3	560.00
3139	1998	Generac	60	98A04525S	6875 Old Brownsville Fire Station 4	600.00
3167	2006	John Deere	100	2109860	3725 Brunswick Rd Fire Station 5	590.00
5115	1997	Kohler	80	382921	3730 Appling Rd Justice Center	560.00
5121	1996	Kohler	20	SPEC PA-189022-61	Radio Tower	560.00
8452	1997	Olympian	35	2034844	3583 Altruria Rd Fleet Services	560.00
9100W	1998	Onan	175	J970654331	5258 Shelter Run Treatment Plant	670.00
9104M	2017	Caterpillar	100	J9G00295	3587 Altruria Water Maintenance	560.00
9110T	1992	Onan	400	D910379556	3183 Germantown Rd. Water Plant 4	895.00
9133M	1992	Onan	230	L810601472	5258 Shelter Run Water Maintenance	770.00
9145T	1996	Olympian	200	5YF03106	5725 Woodlawn Water Plant 2	670.00
9156T	2001	Caterpillar	500	CER00234	4751 Ardie Road Water Plant 3	985.00
9160M	2004	Caterpillar	100	OLY00000VX4P00190	3587 Altruria Water Maintenance	600.00
9161W	2005	Detroit Deisel	450	2039016	5258 Shelter Run Treatment Plant	895.00
9169T	2007	Cummins	400	C070030585	3585 Altruria Water Plant 1	895.00
n/a	2016	Generac	25	3000354643	5205 Brief Rd.	560.00
n/a	n/a	Caterpillar	155HP	2WG00688	3583 Altruria Rd.-City Shop	600.00
Total Bid						13,450.00

Attachment: FY2021-05-036 GENERATOR LOAD TESTING bid (2971 : Generator Load Testing)

GENERATOR LOAD TESTING

Sealed Bid #: FY2021-05-036

Due Date: May 26, 2021

Signatures on page 2

BPS-1

Bid Pricing Sheet, page 2

Total Bid in Words:

Thirteen Thousand Four Hundred Fifty Dollars and zero cents

Clarke Power Services, Inc

Contractor

414-218-2715

Phone

Authorized Representative Signature
(Required)

5/20/2021

Date

Thomas Greenwood

Print Name

tgreenwood@clarkepsi.com

E-mail Address

Local Contact is Harvey Marcum hmarcum@clarkepsi.com or 901-262-2390

Attachment: FY2021-05-036 GENERATOR LOAD TESTING bid (2971 : Generator Load Testing)

Code of Business Conduct

CLARKE
 Worldwide

"Business ethics is a critical component to our Company's success because it builds trust and confidence for our employees, customers, suppliers, shareholders, and the communities in which we work."

-Mark Andraee, CEO

• Examples of Unethical Conduct:

- Discrimination
- Harassment
- Fraud
- Alcohol or Drug Abuse
- Employee Personal Relationships
- Conflicts of Interest
- Records and Reports Integrity
- Competitor Collusion
- Acceptance of Gifts, Favors
- Health and Safety Non-Compliance

• What Should You Do?

- Address the person you believe has behaved unethically.
- If you are unable to do this, notify your supervisor/manager.
- If unable to do this, contact Clarke HR.
- It is always perfectly acceptable to contact the **Code of Conduct HOTLINE:**
 - **513-475-3498**
- Clarke values your help in identifying potential problems, and as such, has a Non-Retaliation Policy.



Clarke Power Services, Inc., assures that no person on the grounds of race, color, national origin, or sex, as provided by the Title VI of the Civil Rights Act of 1964 and from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Tennessee Department of Transportation (TDOT).

DECLARATION OF RESPONDENT: I Declare that I have completed this form to the best of my knowledge and believe it to be true and correct.

A handwritten signature in black ink, appearing to read "Tybreen Webb", written over a horizontal line.

Signature of Authorized Official

A handwritten date "5/19/2021" written over a horizontal line.

Date

Title VI -2

PUBLIC NOTICE**TITLE VI OF THE 1964 CIVIL RIGHTS ACT**

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The State Department of Military provides benefits and services such as emergency management assistance, National Guard protection services and facility construction and maintenance, and disaster assistance following a major Presidential declaration. The federal assistance administered by the Military Department are pass through funds to local governments, other state agencies, and certain private non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Local Title VI Coordinator: Ted Archdeacon
Director of Personnel
City of Bartlett
901-385-6430

**MILITARY DEPARTMENT
TITLE VI COMPLAINT HOTLINE:**

GENERATOR LOAD TESTING
 Sealed Bid #: FY2021-05-036
 Due Date: May 26, 2021

1-800-367-9635

Title VI -3

SPECIFIC CONDITIONS AND REQUIREMENTS

The City of Bartlett is seeking bids for Load Testing and maintenance of its generators. (See BT-1 for generator information.)

Load Testing: Each generator shall be load tested using either the **building load** (if that load is at least 50% of the generator's handling capacity) or a **load bank** (a device used to apply an artificial load to the generator) for a period of 2 hours. In either case, the generator's transfer switch shall be engaged to verify that the process of switching the building's power source to the generator works properly. Owner's representative shall be notified by contractor prior to performance of tests to avoid normal operational problems associated with power interruptions and/or fluctuations.

Maintenance: The following shall be performed once each year as a part of this contract:

Oil and Oil Filter Change
 Fuel Filter Change

Inspection Report: A report shall be included along with each of the load tests. Said report shall be sent to Steve Massey, 3583 Altruria Road, Bartlett, TN 38135. The report shall include:

- Generator location, date of inspection, make and model of generator, meter reading, voltage output (with and without load), engine frequency (RPM)
- Observations and recommendations as to the general condition of the generator
- Listing of any parts that need to be replaced ie. belts, hoses, wires, filters, antifreeze, etc.
- Recommendations regarding the need for additional maintenance, repair, and/or replacement.

Note: *All items referred to on this sheet, "Special Conditions", shall be included in the "Total Bid".*

Attachment: FY2021-05-036 GENERATOR LOAD TESTING bid (2971 : Generator Load Testing)

Form W-9
(Rev. October 2018)
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.

CLARKE POWER SERVICES, INC.

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

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.

3133 E KEMPER RD

6 City, state, and ZIP code

CINCINNATI, OH 45241

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

3 1 - 0 6 8 2 3 6 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. 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 ► 2/11/2021

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.

Client#: 667855

CLARKPOW

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/02/2020

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 312 Elm Street, 24th Floor Cincinnati, OH 45202 513 852-6300	CONTACT NAME: Mallory Stone	
	PHONE (A/C, No, Ext): 513 852-6300	FAX (A/C, No): 513 852-6428
	E-MAIL ADDRESS: mallory.stone@usi.com	
INSURED Clarke Power Generation, Inc. 3133 East Kemper Road Cincinnati, OH 45241	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Continental Casualty Company	NAIC # 20443
	INSURER B : Aspen American Insurance Company	43460
	INSURER C : Great American Insurance Company	16691
	INSURER D : American Casualty Company of Reading PA	20427
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ PD Ded:25,000 ☒ Employers Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		C2095931897	11/01/2020	11/01/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 OH Stop Gap \$1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Phys D \$5,000/Ded.
A	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY		BUA401704639	11/01/2020	11/01/2021	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Phys D \$5,000/Ded.
B	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☒ CLAIMS-MADE		CX009QQ20	11/01/2020	11/01/2021	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
C	DED ☒ RETENTION \$0		TUE289773802	11/01/2020	11/01/2021	Occ/Agg \$20,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC5082521072	11/01/2020	11/01/2021	☒ 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
A	Garagekeepers		BUA401704639	11/01/2020	11/01/2021	\$250,000 per location
A	Equipment		C6024360174	11/01/2020	11/01/2021	\$100,000 Rented/Leased

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

This certificate is issued for insured operations usual to the Named Insureds business.

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

Indel J. Pardo

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Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 06/08/21 06:00 PM

Department: Public Works

Category: Bid

Prepared By: Jessica Vaughan

Department Head: Mike Adams

Annual bid for loose waste collection.

On April 28, 2021 an ad was placed in *The Daily News*. On May 20, 2021, the City of Bartlett received one bid, which was opened at City Hall.

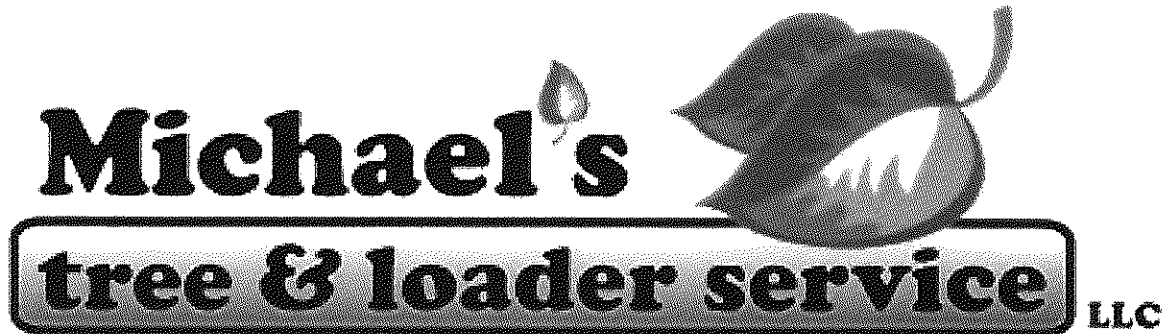
Bids were received from the following companies:

Michaels Tree and Landscape	
-----------------------------	--

We recommend the bid be awarded to Michael's Tree and Landscape.

This is an annual bid item.

Thank you for your consideration.



Proposal for the City of Bartlett

Sealed Bid #: FY2021-05-031

Loose Curb Waste Collection Service

“ORIGINAL”

LOOSE WASTE COLLECTION
 Sealed Bid #: FY2021-05-031
 Due Date: May 20, 2021

Sealed Bids are to be received no later than **2:00 p.m. on May 20, 2021**. All bid packets with an original, clearly identified, and two copies, must be labeled "**FY2021-05-031 LOOSE CURB WASTE COLLECTION SERVICE**" and addressed to:

**MAYOR A. KEITH MCDONALD
 CITY OF BARTLETT
 6400 STAGE ROAD
 BARTLETT, TENNESSEE 38134-1148**

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. If further information is desired, please contact Dick Phebus, Finance Director at 901-385-1060 or by email at dphebus@cityofbartlett.org. There is a no cost to obtain bid documents and plans.

Please quote prices on attached bid pricing sheet

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

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

Michael's Tree and Loader Service, LLC
 NAME OF FIRM

shunt@mtlmemphis.com
 E-MAIL ADDRESS

3800 Knight Arnold Rd., Memphis, TN. 38118
 ADDRESS


 SIGNATURE OF AUTHORIZED REPRESENTATIVE

(901) 331-8205
 PHONE

Sean Hunt
 PRINT NAME

NB-1

Attachment: Specs for Loose Waste Collection 05-20-21 (2966 : Loose Waste Collection)

LOOSE WASTE COLLECTION
 Sealed Bid #: FY2021-05-031
 Due Date: May 20, 2021

AFFIDAVIT OF EQUIVALENT DRUG TESTING PROGRAM

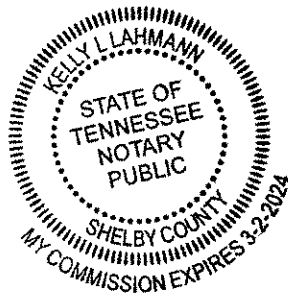
State of Tennessee)
) s.s.
 County of Shelby)

Sean Hunt, being first duly sworn, deposes and says that:

(1) He/She is CFO / VP of the company submitting this bid and has
 (title)
 authority to sign this affidavit.

(2) He/She is fully informed of the City of Bartlett's drug policy as outlined in this bid.

(3) His/Her company has a testing program in place equal to or greater than the City's program



Signed

[Signature]

Title

CFO / VP

Subscribed and sworn before me this 12th day of May, 20 21.

Signed Kelly L. Lahmann

Title Office Manager / Notary

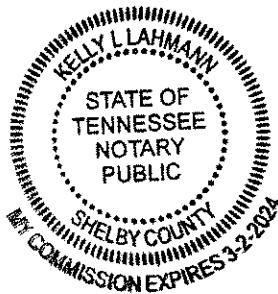
My commission expires: March 2, 20 24.

LOOSE WASTE COLLECTION
 Sealed Bid #: FY2021-05-031
 Due Date: May 20, 2021

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).



Print Name Sean Hunt

Signed [Signature]

Title CFO / VP

Subscribed and sworn before me this 12th day of May, 20 21.

Signed Kelly L. Lahmann

Print Name Kelly Lahmann

Title Office Manager / Notary

My commission expires: March 2, 20 24.

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

LOOSE WASTE COLLECTION
 Sealed Bid #: FY2021-05-031
 Due Date: May 20, 2021

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Tennessee)
) S.S.
 County of Shelby)

Sean Hunt, being first duly sworn, deposes and says that:

(1) He/She is CFO / VP of Michael's Tree and Loader Service, LLC, the Bidder that has submitted the attached BID;

(2) He/She is fully informed respecting the preparation and contents of the attached BID and of all pertinent circumstances respecting such BID;

(3) Such Bid is genuine and is not a collusive or sham BID;

(4) Neither the said Bidder nor any of its officers, partners owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agree, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder firm or person to fix the price of prices in the attached Bid, or of any other Bidder, or to fix any overhead, profit or cost element or the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **CITY OF BARTLETT** or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.



(Signed) _____

(Title) CFO / VP

Subscribed and sworn before me this 12th day of May, 2021

Kelly L. Lahmann (Title) Office Manager / Notary

My commission expires March 2 2024.

Attachment: Specs for Loose Waste Collection 05-20-21 (2966 : Loose Waste Collection)

LOOSE WASTE COLLECTION
Sealed Bid #: FY2021-05-031
Due Date: May 20, 2021

NCA-1

CONTRACT MONITORING

The **Tennessee Department of Transportation** requires the City of Bartlett to maintain records of those ethnic and gender groups who are awarded bids on projects.

You are asked for **voluntary disclosure** of the following information as it pertains to the ownership of the bidding company:

Company Name: Michael's Tree and Loader Service, LLC Date: 5/12/21

Gender: Male ☒ Female ☐

Race: Caucasian ☒

African American ☐

Hispanic ☐

Other (please specify) ☐

☐ I have reviewed this request and have decided **NOT** to provide the requested information.

Attachment: Specs for Loose Waste Collection 05-20-21 (2966 : Loose Waste Collection)

LOOSE WASTE COLLECTION
 Sealed Bid #: FY2021-05-031
 Due Date: May 20, 2021

CM-1

CONTRACT MONITORING – PART 2

All contractors, consultants, and suppliers that receive funds from state or federal projects (through Bartlett) must comply with Title VI guidelines. All contractors/consultants/suppliers will have to follow many of the same guidelines that apply to the City of Bartlett. The City's Title VI coordinator will perform compliance reviews of each entity as the selection for the award to receive funds and then reviews will be performed a minimum of every 3 years during the life of the contract while they are receiving funds.

The following self-survey will be the tool used by the City of Bartlett to ensure the selected contractor/consultant/supplier compliance; if found to be non-compliant, the City's Title VI Coordinator will attempt to bring into compliance. If continued to be non-compliant, the contract will be cancelled and the City's our association will be discontinued.

Title VI Self Survey for Contractors/Consultants/Suppliers

Name of Contractor: Michael's Tree and Loader Service, LLC Date Completed: 5/12/21

Address: 3800 Knight Arnold Rd

City: Memphis State: TN. Zip: 38118

Phone: 901-331-8205 Fax: N/A

This should be completed annually while the contract is active and submitted to the sub-recipient's Title VI Coordinator for review.

1. Are Title VI posters visible to staff? If yes, where? Lunch & Conference Room

2. Are all Physical Areas (i.e. restrooms, dining rooms, waiting rooms, etc.) provided without regard to race, color, or national origin? Yes

3. How is Title VI information disseminated to new/current employees? _____

Employee Handbook

Attachment: Specs for Loose Waste Collection 05-20-21 (2966 : Loose Waste Collection)

LOOSE WASTE COLLECTION
 Sealed Bid #: FY2021-05-031
 Due Date: May 20, 2021

Title VI -1

4. Describe how certified Disadvantaged Business Enterprises (DBEs), other small, minority and women-owned businesses are solicited to participate on contracts.

We use the businesses that are registered with the municipalities that we do business
with and contact them based on supplier codes.

5. What process has been established to track and monitor ethnicity and gender of any contractors awarded contracts/sub-contracts?

Only used when required

6. Provide documentation to show that contracts contain non-discrimination assurance language.

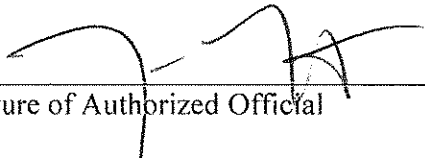
7. Provide complaint procedures and attach complaint log form.

8. Provide Limited English Proficiency Communications Plan (i.e. how do you communicate with persons that speak a language other than English.)

The Title VI Assurance (below) is to **be submitted on Company (selected bidder's) Letterhead:**

Contractor/Consultant Name assures that no person on the grounds of race, color, national origin, or sex, as provided by the Title VI of the Civil Rights Act of 1964 and from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Tennessee Department of Transportation (TDOT).

DECLARATION OF RESPONDENT: I declare that I have completed this form to the best of my knowledge and believe it to be true and correct.


 Signature of Authorized Official

5/12/21
 Date

LOOSE WASTE COLLECTION
Sealed Bid #: FY2021-05-031
Due Date: May 20, 2021

Title VI -2

PUBLIC NOTICE

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The State Department of Military provides benefits and services such as emergency management assistance, National Guard protection services and facility construction and maintenance, and disaster assistance following a major Presidential declaration. The federal assistance administered by the Military Department are pass through funds to local governments, other state agencies, and certain private non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Local Title VI Coordinator: Ted Archdeacon
Director of Personnel
City of Bartlett
901-385-6430

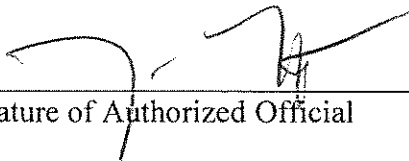
**MILITARY DEPARTMENT
TITLE VI COMPLAINT HOTLINE:
1-800-367-9635**

Attachment: Specs for Loose Waste Collection 05-20-21 (2966 : Loose Waste Collection)



Michael's Tree and Loader Service, LLC assures that no person on the grounds of race, color, national origin, or sex, as provided by the Title VI of the Civil Rights Act of 1964 and from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

DECLARATION OF RESPONDENT: I declare that I have completed this form to the best of my knowledge and believe it to be true and correct.



Signature of Authorized Official

5/12/21

Date



EMPLOYEE COMPLAINT PROCEDURES

Any employee of Michael's Tree and Loader Service, LLC ("MTL") may submit complaints regarding violations of MTL's Code of Ethics, or other matters in the manner set forth in Section 16 of such Code of Ethics, to the management of MTL without fear of dismissal or retaliation of any kind. MTL is committed to achieving compliance with all laws and regulations.

Treatment of Complaints

MTL Management shall abide by the following procedures regarding the treatment of complaints:

- Upon receipt of a complaint, MTL will,
 1. determine whether the complaint is a lawful violation
 2. when possible, acknowledge receipt of the complaint to the sender.
- Complaints will be reviewed. Confidentiality will be maintained to the fullest extent possible, consistent with the need to conduct an adequate review.
- Prompt and appropriate corrective action will be taken when and as warranted in the judgment of the MTL Management.
- MTL will not discharge, demote, suspend, threaten, harass or in any manner discriminate against any employee in the terms and conditions of employment based upon any lawful actions of such employee with respect to good faith reporting of complaints regarding Accounting Matters or otherwise as specified in Section 806 of the Sarbanes-Oxley Act of 2002.

Reporting and Retention of Complaints and Investigations

Michael's Tree and Loader Service, LLC will maintain a log of all complaints, tracking their receipt, investigation and resolution. Copies of complaints and such log will be maintained in accordance with MTL's document retention policy.



Employees of Michael's Tree and Loader Service, LLC have a background screening and a drug test as part of their application and pre-employment process. This confidential information is kept in their file, along with a signed copy of each employee's understanding of the MTL employee handbook.

MTL is an Equal Opportunity Employer and does not discriminate against any employee or person because of race, religion, color, or national origin.

LOOSE WASTE COLLECTION
 Sealed Bid #: FY2021-05-031
 Due Date: May 20, 2021

BSF-1

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.

ITEM

COST

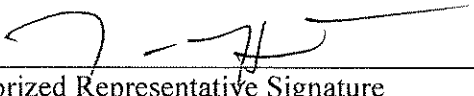
Minimum collection time per visit 3 Hrs.

Equipment Information:

Truck #1	Collection Capacity <u>40-55</u> C.Y.	Collection Cost <u>\$215.00</u> Hour
Truck #2	Collection Capacity <u>56-85</u> C.Y.	Collection Cost <u>\$227.50</u> Hour
Truck #3	Collection Capacity <u>86-115</u> C.Y.	Collection Cost <u>\$260.00</u> Hour
Truck #4	Collection Capacity <u>116 +</u> C.Y.	Collection Cost <u>\$285.00</u> Hour

Michael's Tree and Loader Service, LLC
 Contractor

(901) 331-8205
 Phone


 Authorized Representative Signature
 (Required)

5/12/21
 Date

Sean Hunt
 Print Name

shunt@mtlmemphis.com
 E-mail Address

Attachment: Specs for Loose Waste Collection 05-20-21 (2966 : Loose Waste Collection)



Alternate Bid

Michael's Tree and Loader Service, LLC has included some pricing that the City can elect to use in the event of a Federally declared disaster. These items are per unit, as required by FEMA and this bid would be considered competitive. It helps to have contracts in place such as this, so that in the event of a disaster, the response and recovery process can begin and the City isn't trying to put out an RFP with potential infrastructure issues hindering its ability.

Please feel free to contact Sean Hunt (901) 331-8205 if you have any questions.



Pricing

Disaster Event Manager	\$ 105.00
Engineers (Geo. Hydro. Gen., Structural, Environmental)	\$ 140.00
Project Manager W/ Vehicle	\$ 95.00
Foreman Field Supervisor W/ Vehicle	\$ 75.00
EHS Inspector W/ Vehicle	\$ 80.00
Equipment Operator	\$ 45.00
Survey Crew Tech	\$ 50.00
Climber W/ Gear	\$ 190.00
Traffic Control Personnel	\$ 40.00
Laborer	\$ 40.00
Chainsaw W/ Operator & Safety Gear	\$ 65.00
Bobcat or Skid Steer	\$ 125.00
Water Truck(2000-3750 Gallons)	\$ 135.00
Dump Truck(5-14 Cubic Yard)	\$ 115.00
Dump Truck(15-24 cubic Yard)	\$ 125.00
Roll-Off Truck,	\$ 125.00
Service Truck	\$ 150.00
Stump Grinder 60 hp +	\$ 185.00
Feller Bunchers	\$ 150.00
Roll-Off Boxes(20 Cubic Yard, Open Top)	\$ 30.00
Roll-Off Boxes(30 Cubic Yards, Open Top)	\$ 40.00
Transfer Trailer W/ Tractor(90 Yards)	\$ 160.00
Bucket Truck,	\$ 125.00
Prentice Knuckle boom Loader 58+ CY	See Bid for Categories
Loader, Volvo 70f or equivalent	\$ 145.00
Loader, Volvo 90F or equivalent	\$ 160.00
Loader, Volvo 120F or equivalent	\$ 185.00
Air curtain incinerator, 152 hp	\$ 150.00
D-6 Dozer	\$ 185.00
D-8 Dozer	\$ 230.00
Track hoe	\$ 185.00
Motor Grader	\$ 130.00
Rubber Tire Backhoe	\$ 90.00
30 Ton + Crane	\$ 275.00
Grinder less then 800hp	\$ 650.00
Grinder 800hp +	\$ 925.00
Tractor W/ Box blade	\$ 45.00
Chipper	\$ 125.50
Barge with Loader	\$ 375.00

	Units	Pricing
Load right-of-way vegetative and mixed debris and haul to final disposal		
0-15 miles (not including tipping fee)	CY	\$ 7.85
Greater then 15 miles (not including tipping fee)	CY	\$ 9.85
Load right-of-way vegetative debris and haul to TDS		
0-15 miles	CY	\$ 6.85
Greater then 15 miles	CY	\$ 8.85
Manage Temporary Disposal Site	CY	\$ 0.50
Reduce vegetative debris by grinding at temporary storage site	CY	\$ 3.45
Reduce vegetative debris by open burning at temporary storage site	CY	\$ 2.30
Reduce vegetative debris by pit burning at temporary storage site	CY	\$ 2.80
Haul reduced vegetative debris to final location (not including tipping fees)		
0-10 miles	CY	\$ 3.85
greater then 10 miles	Yard Mile*	\$ 0.25
Removing FEMA eligible hazardous limbs ROW	per tree	\$ 72.50
Removing FEMA eligible hazardous limbs ROE - PPDR	per tree	\$ 135.00
Felling/cutting of all hazardous trees within right-of-way and public property		
6" to 12" at 4 feet	each	\$ 60.00
12.1" to 24" at 4 feet	each	\$ 125.00
24.1 to 36" at 4 feet	each	\$ 300.00
36.1 to 48" at 4 feet	each	\$ 850.00
Greater then 48"	each	\$ 1,400.00
Felling/cutting of all hazardous trees on private property ROE - PPDR		
6" to 12" at 4 feet	each	\$ 95.00
12.1" to 24" at 4 feet	each	\$ 225.00
24.1 to 36" at 4 feet	each	\$ 475.00
36.1 to 48" at 4 feet	each	\$ 1,300.00
Greater then 48"	each	\$ 2,100.00
Grinding/Removing the tree stump, filling and finishing stump area		
6" to 12" at 4 feet Not FEMA Eligible	each	\$ 37.50
12.1" to 24" at 4 feet Not FEMA Eligible	each	\$ 85.00
24.1 to 36" at 4 feet	each	\$ 165.00
36.1 to 48" at 4 feet	each	\$ 280.00
Greater then 48"	each	\$ 500.00
Removal of placed curb side stumps	CY	\$ 15.00
use FEMA stump conversion chart		
Removal of vegetative debris from FEMA approved ROE(PPDR) sites 0-10	CY	\$ 12.85
10-30 miles	CY	\$ 12.85
Remove units containing Freon and dispose at landfill	each	\$ 115.00
not including tipping fees		

Load right-of-way C&D and Mixed Debris and haul to temporary disposal site	CY	\$ 8.50
Removal of C&D from FEMA approved ROE(PPDR) sites	CY	\$ 12.85
Sort and compact C&D and Mixed debris at temporary disposal site	CY	\$ 1.45
Haul sorted and compacted C&D to final location not including tipping fees		
0-10 miles	CY	\$ 4.10
greater then 10 miles	Yard Mile*	\$ 0.25
Removal and disposal of household hazardous waste from dwellings	sq ft	\$ 1.75
Demolition of unsafe single family structures	sq ft	\$ 3.35
Removal of abandend vehicles up to 15,000 lbs	Per Axel	\$ 95.00
Removal of abandend vehicles over 15,000 lbs	Per Vehicle	\$ 425.00
Storage of abandoned vehicle up to 15,000 lbs	Per veicle/ day	\$ 40.00
Storage of abandoned vehicle over 15,000 lbs	Per veicle/ day	\$ 75.00
removal of debris in waterways, streams and creeks	CY	\$ 48.75

* Yard Miles begin after 10 miles and are on top of the 10 mile charge.

LOOSE WASTE COLLECTION
Sealed Bid #: FY2021-05-031
Due Date: May 20, 2021

BPS-1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/12/2021

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 Lipscomb & Pitts Insurance, LLC 2670 Union Ave. Ext. Suite 100 Memphis TN 38112		CONTACT NAME: PHONE (A/C, No, Ext): 901-321-1000 FAX (A/C, No): 901-321-1099 E-MAIL: sherik@lpinsurance.com ADDRESS:															
INSURED Michael's Tree & Loader Service, LLC 3800 Knight Arnold Rd Memphis TN 38118		INSURER(S) AFFORDING COVERAGE <table border="1"> <thead> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Grange Insurance Company</td> <td>14060</td> </tr> <tr> <td>INSURER B : Northfield Insurance Company</td> <td>27987</td> </tr> <tr> <td>INSURER C : Navigators Specialty Insurance Company</td> <td>38056</td> </tr> <tr> <td>INSURER D : American Zurich Insurance Company</td> <td>40142</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER	NAIC #	INSURER A : Grange Insurance Company	14060	INSURER B : Northfield Insurance Company	27987	INSURER C : Navigators Specialty Insurance Company	38056	INSURER D : American Zurich Insurance Company	40142	INSURER E :		INSURER F :	
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INSURER E :																	
INSURER F :																	

COVERAGES

CERTIFICATE NUMBER: 1548871258

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y	WH00495405	8/16/2020	8/16/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY	Y	CA2764905	8/16/2020	8/16/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$		GA19EXC880655IC	8/16/2020	8/16/2021	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
D	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	6ZZUB1K82727421	2/1/2021	2/1/2022	☒ 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
A	Lease/Rented Equipment		CPP2764904	8/16/2020	8/16/2021	Limit \$230,000

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

RE: Sealed Bid #: FY2021 -05-03 I, Loose Waste Collection.

The City of Bartlett, its elected officials, appointees, employees and members of boards, agencies and commissions are named as Additional Insured as respects the General Liability per form Blanket Additional Insured (Contractors) S2802CG (6/16) and Auto Liability per form Business Auto Optimum Plus AKK376 (10/16) as required by written contract directly with the named insured executed prior to loss subject to policy terms and conditions.

CERTIFICATE HOLDER

City of Bartlett
 Attn: Mayor A. Keith McDonald
 6400 Stage Rd.
 Bartlett, 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

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Form **W-9**
(Rev. October 2018)
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.**

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Michael's Tree and Loader Service, LLC		
	2 Business name/disregarded entity name, if different from above		
	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.		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.)
	☒ Individual/sole proprietor or single-member LLC ☐ 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) ▶ _____		
	5 Address (number, street, and apt. or suite no.) See instructions. 3800 Knight Arnold Rd.		Requester's name and address (optional)
	6 City, state, and ZIP code Memphis, TN. 38118		
	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									
3	0		0	2	0	4	3	5	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. 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 ▶ <i>Kelly L. Lahmann</i>	Date ▶ <i>5/12/21</i>
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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.



TENNESSEE BUREAU OF
WORKERS' COMPENSATION

1-4-15

DRUG FREE
WORKPLACE PROGRAM

Tennessee Bureau of Workers' Compensation
220 French Landing Drive, I-B
Nashville, TN 37243-1002

Phone: 615-532-1321 FAX: 615-253-5265 Email: DFW.Program@tn.gov

<https://www.tn.gov/workforce/injuries-at-work/employers/employers/drug-free-workplace-program.html>

DRUG FREE WORKPLACE PROGRAM APPLICATION

1. This application must be complete, legible and signed or it will be RETURNED.
2. This application must be resubmitted anytime the employer changes insurance carriers.
3. This form must be submitted to the Bureau. Please include the completed original copy of this form plus one photocopy, a copy of PROOF OF COVERAGE and two pre-addressed, stamped envelopes:
 - a. One addressed to your Workers' Compensation Insurance Carrier and
 - b. One addressed to the employer named below.
4. THIS APPLICATION MUST BE RENEWED ANNUALLY.

Check One: New application ☐ Renewal application ☒ Changed Insurance Carrier ☐

Company Name Michael's Tree and Loader Service, LLC. FEIN: 30-0204358

Mailing Address 3800 Knight Arnold Rd. City Memphis State & Zip TN. 38118

Business Address _____ City _____ State & Zip _____

Primary Contact (Name and Title) Sean Hunt / CFO

Phone # 901-331-8205 Fax # _____ Email kellyl@mtlmemphis.com

Nature of Business tree / debris removal Total # of FT & PT employees 25

Workers' Compensation Insurance Carrier Zurich

Lab Certification (circle one): SAMHSA CAP-FUDTAP Other _____

Name of Testing Laboratory Mobile Health Screening, Inc. City Cordova State TN ZIP 38018

Name of Medical Review Officer (MRO) Christine Karrer, MD Phone # 901-757-1531

Have all employees hired prior to the date of this application been provided at least one hour of substance abuse training? Yes ☒ No ☐

Have all employees hired prior to the date of this application been informed of your company's drug free program policies? Yes ☒ No ☐

Effective date of your program 5/15/2008

Renewal applicants only:

Number of tests performed in past 12 months for each of the following:

Job Applicants: Total <u>10</u> Positive _____	Routine Fitness for Duty: Total _____ Positive _____
Post work accident: Total _____ Positive _____	EAP Follow-up: Total _____ Positive _____
Random (optional): Total _____ Positive _____	Reasonable Suspicion Total _____ Positive _____

Have all employees that have undergone substance abuse training acknowledged, in writing, their attendance at that training and the existence of your company's drug free program policies? Yes No

I hereby certify that all provisions and requirements of the Tennessee Drug-Free Workplace Program as established by T.C.A. have been met and implemented. (To be signed by all applicants)

Sean Hunt Sean Hunt 3/11/21
Owner/Officer's Signature and title Printed name Date

W. Lance W. [Signature] Bureau of Workers' Compensation Representative Signature Title Accepted Date 3/15/2021

LB-1111 (REV 8/16)

RDA 10183

Attachment: Specs for Loose Waste Collection 05-20-21 (2966 : Loose Waste Collection)



MEMORANDUM

TO: Michael's Tree & Loader Service LLC
Attention: Sean Hunt

FROM: Lance Wheaton, Tennessee Drug-Free Workplace Program

SUBJECT: Drug-Free Workplace Application

DATE: March 15, 2021

This is to notify you that your application for participation in the Tennessee Drug-Free Workplace Program has been received and accepted. Pursuant to T.C.A. 50-6-418 and T.C.A. 50-9-101, et sequentia, you are entitled to a five percent (5%) premium credit on your workers' compensation insurance policy. You will begin to accrue the premium discount on a pro rata basis as of the date of our acceptance of your application; this is the date on the application next to the signature of the Commissioner or his designee.

Your workers' compensation insurance provider is being notified of your participation and must apply to your policy the premium credit granted under this program directly upon receipt of notification or make payment for such credit effective after the annual final premium audit has been completed DFWP Rules and Regulations, Chapter 0800-2-12-.02(5)].

By accepting this application, the State of Tennessee is not certifying the accuracy or completeness of either your application or your Drug-Free Workplace Program. We are acknowledging receipt of your certification, attested by your signature, that all provisions and requirements of the Tennessee Drug-Free Workplace Program as established by T.C.A. 50-9-101, et sequentia, have been met and implemented. We further acknowledge that you may have "made a good faith effort" and may have "complied substantially" with Program requirements and are, therefore, "rebuttably presumed to be entitled" to the benefits of the Program.

A copy of your application is enclosed for your review and records. If you have any questions or need any other information, please contact us at 1-800-332-2667 or 1-615-741-2395. Thank you for your participation in the effort to promote drug-free workplaces in Tennessee.

LOOSE WASTE COLLECTION
 Sealed Bid #: FY2021-05-031
 Due Date: May 20, 2021

BSF-1

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.

ITEM

COST

Minimum collection time per visit 3 Hrs.

Equipment Information:

Truck #1	Collection Capacity <u>40-55</u> C.Y.	Collection Cost <u>\$215.00</u> Hour
Truck #2	Collection Capacity <u>56-85</u> C.Y.	Collection Cost <u>\$227.50</u> Hour
Truck #3	Collection Capacity <u>86-115</u> C.Y.	Collection Cost <u>\$260.00</u> Hour
Truck #4	Collection Capacity <u>116 +</u> C.Y.	Collection Cost <u>\$285.00</u> Hour

Michael's Tree and Loader Service, LLC
 Contractor

(901) 331-8205
 Phone


 Authorized Representative Signature
 (Required)

5/12/21
 Date

Sean Hunt
 Print Name

shunt@mtlmemphis.com
 E-mail Address

Attachment: Pricing Sheet for Loose Waste Collection 5-20-21 (2966 : Loose Waste Collection)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 06/08/21 06:00 PM

Department: Police

Category: Purchase

Prepared By: Juliea Goodman

Department Head: Jeff Cox

Purchase of six digital in-car and wearable cameras.

		WatchGuard Video 415 E. Exchange Allen, TX 75002 (P) 800-605-6734 (F) 212-383-9661			
Issued To:	Bartlett Police Department - Attention: Billy Hiner			Date:	05-24-21
Project Name:	Bartlett TN (6 Bundles)			Quote ID:	WEV-0627-02

Additional Options

Qty	Item #	Description
(6)	BW-VWF-11--	VISTA HD, WiFi Extended Wearable Camera, with Magnetic Center Mount - VISTA HD, WiFi Extended Wearable Camera, Enhanced ESD Protection - Magnetic Center Mount
Subtotal Price (Excluding sales tax)		\$5,970.00
Qty	Item #	Description
(6)	IV-ACK-WF-CP-DM	MikroTik Configured Wireless Kit, 802.11n, Drill Mount - MikroTik Configured Wireless Kit, 4RE In-Car 802.11n - Radio, Antenna, PoE, 2-10' Ethernet Cables - Drill Mount
Subtotal Price (Excluding sales tax)		\$1,200.00
Qty	Item #	Description
(6)	WGP02400-100	Evidence Library 4 Web 4RE In-Car Device License Key
Subtotal Price (Excluding sales tax)		\$900.00
Qty	Item #	Description
(6)	WGP02400-400	Evidence Library 4 Web VISTA Combo-Discount Device License Key
Subtotal Price (Excluding sales tax)		\$450.00
Qty	Item #	Description
(6)	Freight	Shipping
Subtotal Price (Excluding sales tax)		\$330.00

Attachment: Bartlett TN (6 Bundles) (2968 : Watchguard Camera Purchase)

Qty	Item #	Description
(6)	IV-BND-VW-PX-10	4RE (VISTA WiFi Integration Ready), Standard DVR with HD Panoramic Front Camera, Cabin Camera, VISTA WiFi Radio Base and Smart PoE Switch. VISTA WiFi sold separately. <u>Hardware</u> • 4RE/VISTA WiFi Bundle • Standard DVR Camera System • HD Panoramic Front Camera • Touch Screen Display • Integrated 200GB automotive grade hard drive • 32GB USB removable thumb drive • Rear facing cabin camera • Internal GPS • 1 Yr Hardware Warranty • Cabling and your choice of mounting bracket. • VISTA WiFi Radio Base • Smart PoE Switch <u>Software</u> • 4RE Firmware • Record-After-the-Fact® (RATF) technology • Multiple Resolution Encoding • H.264 High Profile Video Compression
Subtotal Price (Excluding sales tax)		\$27,330.00

Quote Notes:

1. Title and risk of loss for Equipment passes to Customer upon shipment by MSI, notwithstanding any other terms and conditions.
2. Payment Terms: Equipment Net 30 days upon shipment; Installation Net 30 days upon completion; Services and Subscription Agreements Net 30 days from receipt of Order

Quoted by:

Eric Varner - Customer Engagement Representative - 800-605-6734 - eric.varner@motorolasolutions.com

Total Price	\$36,180.00 (Excluding sales tax) (Including All Adds)
--------------------	--

Attachment: Bartlett TN (6 Bundles) (2968 : Watchguard Camera Purchase)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 06/08/21 06:00 PM

Department: Police

Category: Purchase

Prepared By: Juliea Goodman

Department Head: Jeff Cox

Purchase six computers for pursuit vehicles.

QUOTE CONFIRMATION



DEAR BILLY HINER,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.



ACCOUNT MANAGER NOTES:

Seller reserves the right to make adjustments to pricing, Products and Service offerings for reasons including, but not limited to, changing market conditions, Product discontinuation, Product unavailability, manufacturer price changes, supplier price changes and errors in advertisements. All orders are subject to Product availability and the availability of Personnel to perform the Services. Therefore, Seller cannot guarantee that it will be able to fulfill Customer's orders.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MDLG181	5/26/2021	MDLG181	6042643	\$25,359.60

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Panasonic Protection Plus - accidental damage coverage - 3 years - years: 1 Mfg. Part#: CF-SVCLTNF3YR UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Tennessee Panasonic NVP Computer Equipment (MNWNC-124 #52992)	6	4681140	\$256.89	\$1,541.34
Panasonic Toughbook 20 - 10.1" - Core i5 7Y57 - vPro - 8 GB RAM - 256 GB SS Mfg. Part#: CF-20G0205VM UNSPSC: 43211509 Contract: Tennessee Panasonic NVP Computer Equipment (MNWNC-124 #52992)	6	5076524	\$2,900.68	\$17,404.08
LIND - car power adapter - 120 Watt Mfg. Part#: CF-LNDDC120HW UNSPSC: 39121006 Contract: Tennessee Panasonic NVP Computer Equipment (MNWNC-124 #52992)	6	2974934	\$127.93	\$767.58
Brother - car power adapter Mfg. Part#: LB3690 UNSPSC: 39121006 Contract: Sourcewell 081419#CDW Technology Catalog/NSA (081419-CDW)	6	1940027	\$23.68	\$142.08
Brother RuggedJet RJ-3150 - receipt printer - B/W - direct thermal Mfg. Part#: RJ-3150 UNSPSC: 43212108 Contract: Sourcewell 081419#CDW Technology Catalog/NSA (081419-CDW)	6	3541259	\$537.29	\$3,223.74
Gamber-Johnson Docking Cradle for Panasonic CF-20 Toughbook	6	5670229	\$380.13	\$2,280.78

Attachment: CDW-G QTE MDLG181 (2969 : Police Pursuit Vehicle In-Car Computer Purchase)

QUOTE DETAILS (CONT.)

Mfg. Part#: 7160-1265-10

Contract: Sourcwell 081419#CDW Technology Catalog/NSA
(081419-CDW)

PURCHASER BILLING INFO		SUBTOTAL	\$25,359.60
Billing Address: CITY OF BARTLETT ACCTS PAYABLE 6400 STAGE RD BARTLETT, TN 38134-3710 Phone: (901) 385-6400 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$25,359.60
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
DELIVER TO			
Shipping Address: BARTLETT POLICE DEPARTMENT BILLY HINER 3730 APPLING RD BARTLETT, TN 38133-2745 Phone: (901) 385-6400 Shipping Method: UPS Ground (2- 3 Day)			

Need Assistance? CDW•G SALES CONTACT INFORMATION



Trenton Kirchmeier

(877) 325-8220

trenkir@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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Attachment: CDW-G QTE MDLG181 (2969 : Police Pursuit Vehicle In-Car Computer Purchase)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 06/08/21 06:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for April 2021.



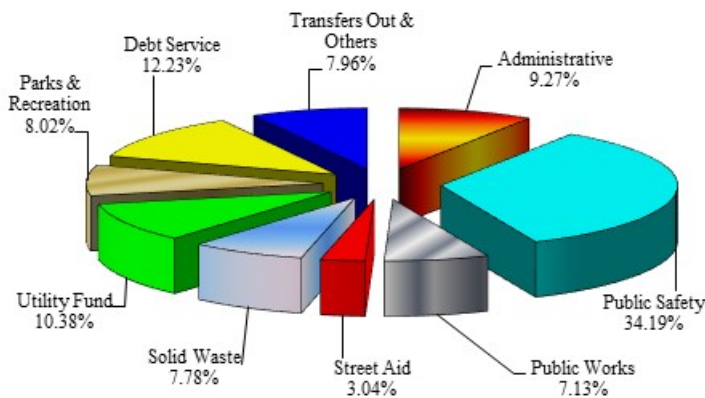
City of Bartlett

FINANCIAL REPORT

April 30, 2021

Total Expenditures, FY 2021 Budget: \$85,955,789

WHERE THE \$ GOES (Does not include School)

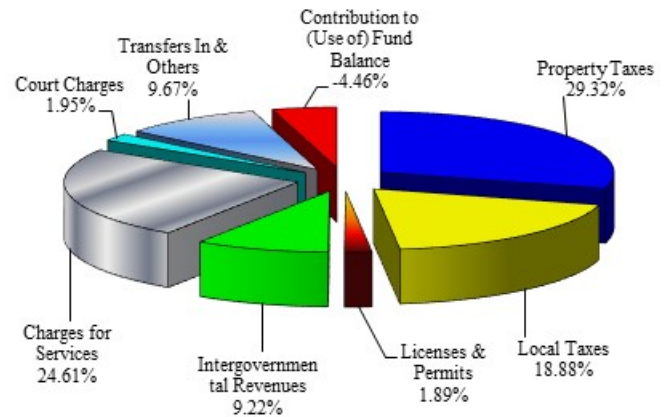


BUDGET HIGHLIGHTS

- Local and State Sales Taxes are exceeding budget while Local Charges for Services are below budget. Other revenues are within budget.
- Property taxes are due February 28 and delinquent March 1.
- Fiscal Year 2022 budget were presented to the Board of Mayor and Aldermen on May 11.

Total Revenues, FY 2021 Budget: \$85,955,789

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



FY 2021 YEAR-TO-DATE For The Period Ending April 30, 2021

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 7,319,463	\$ 5,619,022
Public Safety	28,675,627	23,763,218
Public Works	6,004,981	4,443,374
Parks and Recreation	6,289,003	4,519,910
Performing Arts	601,966	381,031
Transfers & Other Gen. Fund Items	6,084,019	5,905,268
Subtotal	\$ 54,975,059	\$ 44,631,823
General Fund Revenues		
Property Taxes	\$ 25,205,000	\$ 25,772,211
Local Taxes	12,948,653	10,396,414
Building and Development Fees	1,626,500	1,192,452
Intergovernmental	5,763,000	4,511,061
Charges for Services	3,413,000	2,291,107
Court Charges	1,410,000	1,213,030
Other Revenue	4,608,906	4,628,200
Subtotal	\$ 54,975,059	\$ 50,004,475
Special Rev. Funds - Expenditures	\$ 11,549,138	\$ 10,481,725
Special Rev. Funds - Revenues	\$ 11,549,138	\$ 11,099,688
Utility Expenses	\$ 9,712,500	\$ 7,263,089
Utility Revenues	\$ 9,712,500	\$ 7,759,604
Debt Service Expenditures	\$ 9,288,449	\$ 8,768,942
Debt Service Revenues	\$ 9,288,449	\$ 7,604,987
Total Expenditures	\$ 85,525,146	\$ 71,145,579
Total Revenues	\$ 85,525,146	\$ 76,468,754

Note: FY 2021 Adopted Budget includes use of fund balance in the General Fund, the Special Revenue Funds, the Utility and the Debt Service Fund.

Attachment: Apr21FinRprt (2970 : Treasurer's Report for April 2021.)



City of Bartlett -- Financial Summary

For The Period Ending For The Period Ending April 30, 2021

	FY 2020 Actual	FY 2021 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2020	Year-to-Date Actual FY 2021	Increase/ Decrease in \$	Percent of FY 2020 Actual	Percent of FY 2021 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 7,751,319	\$ 7,319,463	\$ (431,856)	\$ 6,194,874	\$ 5,619,022	\$ (575,851)	79.92%	76.77%	-3.15%
Public Safety	27,760,465	28,675,627	915,162	23,831,731	23,763,218	(68,513)	85.85%	82.87%	-2.98%
Public Works	6,458,857	6,004,981	(453,876)	5,458,585	4,443,374	(1,015,211)	84.51%	73.99%	-10.52%
Parks and Recreation	5,240,721	6,120,690	879,969	4,691,840	4,519,910	(171,930)	89.53%	73.85%	-15.68%
Performing Arts	595,582	770,279	174,697	549,041	381,031	(168,010)	92.19%	49.47%	-42.72%
Transfers & Other Gen. Fund Items	5,513,783	6,084,019	570,236	5,501,019	5,905,268	404,249	99.77%	97.06%	-2.71%
Total General Fund Expenditures	\$ 53,320,726	\$ 54,975,059	\$ 1,654,333	\$ 46,227,089	\$ 44,631,823	\$ (1,595,266)	86.70%	81.19%	-5.51%
General Fund Revenues									
Property Taxes	\$ 26,104,843	\$ 25,205,000	\$ (899,843)	\$ 25,746,836	\$ 25,772,211	\$ 25,375	98.63%	102.25%	3.62%
Local Taxes	13,754,798	12,948,653	(806,145)	9,379,020	10,396,414	1,017,394	68.19%	80.29%	12.10%
Building and Development Fees	1,543,949	1,626,500	82,551	1,100,674	1,192,452	91,778	71.29%	73.31%	2.02%
Intergovernmental	6,462,189	5,763,000	(699,189)	4,271,291	4,511,061	239,770	66.10%	78.28%	12.18%
Charges for Services	3,529,930	3,413,000	(116,930)	3,062,188	2,291,107	(771,082)	86.75%	67.13%	-19.62%
Court Charges	1,209,473	1,410,000	200,527	1,005,151	1,213,030	207,879	83.11%	86.03%	2.92%
Other Revenue	480,352	4,608,906	4,128,554	289,806	4,628,200	4,338,394	60.33%	100.42%	40.09%
Total General Fund Revenues	\$ 53,085,534	\$ 54,975,059	\$ 1,889,525	\$ 44,854,967	\$ 50,004,475	\$ 5,149,508	84.50%	90.96%	6.46%
Special Revenue Funds									
Street Aid Fund	\$ 2,482,694	\$ 2,610,000	\$ 127,306	\$ 2,058,901	\$ 1,665,792	\$ (393,109)	82.93%	63.82%	-19.11%
Solid Waste Fund	6,857,392	7,282,780	425,388	5,745,656	5,170,450	(575,207)	83.79%	71.00%	-12.79%
General Improvement Fund	803,953	820,500	16,547	585,769	469,371	(116,398)	72.86%	57.21%	-15.66%
Drug Enforcement Fund	123,191	306,200	183,009	102,200	88,523	(13,677)	82.96%	28.91%	-54.05%
DEA Enforcement Fund	141,454	378,700	237,246	141,004	91,768	(49,236)	99.68%	24.23%	-75.45%
Drainage Control Fund	106,946	120,558	13,612	91,022	93,790	2,768	85.11%	77.80%	-7.31%
Park Improvement Fund	22,700	0	(22,700)	22,700	135,534	112,834	0.00%	0.00%	0.00%
E-Citation Fund	9,608	30,400	20,792	9,608	15,656	6,048	0.00%	51.50%	51.50%
Grant Funds	1,387,330	0	(1,387,330)	350,442	2,750,841	2,400,398	25.26%	0.00%	-25.26%
Special Revenue Funds - Expenditures	\$ 11,935,268	\$ 11,549,138	\$ (386,130)	\$ 9,107,303	\$ 10,481,725	\$ 1,374,422	76.31%	90.76%	14.45%
Special Revenue Funds - Revenues	\$ 11,998,984	\$ 11,549,138	\$ (449,846)	\$ 8,977,317	\$ 11,099,688	\$ 2,122,372	74.82%	96.11%	21.29%
Utility Fund									
Total Utility Operations	\$ 7,020,778	\$ 8,921,824	\$ 1,901,046	\$ 6,025,612	\$ 6,153,369	\$ 127,758	85.83%	68.97%	-16.86%
Total Utility Debt Expenses	1,160,668	1,221,319	60,652	1,116,905	1,109,720	(7,185)	96.23%	90.86%	-5.37%
Total Utility Expenses	\$ 8,181,445	\$ 10,143,143	\$ 1,961,698	\$ 7,142,517	\$ 7,263,089	\$ 120,572	87.30%	71.61%	-15.70%
Total Utility Revenues	\$ 9,693,500	\$ 10,143,143	\$ 449,643	\$ 7,666,806	\$ 7,759,604	\$ 92,798	79.09%	76.50%	-2.59%
Debt Service Fund									
Total Debt Service Expenditures	\$ 8,609,215	\$ 9,288,449	\$ 679,234	\$ 8,513,829	\$ 8,768,942	\$ 255,113	98.89%	94.41%	-4.49%
Total Debt Service Revenues	\$ 8,138,085	\$ 9,288,449	\$ 1,150,364	\$ 6,951,433	\$ 7,604,987	\$ 653,555	85.42%	81.88%	-3.54%
Total Expenditures	\$ 82,046,655	\$ 85,955,789	\$ 3,909,134	\$ 70,990,738	\$ 71,145,579	\$ 154,841	86.52%	82.77%	-3.75%
Total Revenues	\$ 82,916,103	\$ 85,955,789	\$ 3,039,686	\$ 68,450,522	\$ 76,468,754	\$ 8,018,232	82.55%	88.96%	6.41%

Attachment: Apr21FinRprt (2970 : Treasurer's Report for April 2021.)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

RESOLUTION (ID # 2967)

Meeting: 06/08/21 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 2967 B

Resolution 15-21, a resolution to amend the FY21 General Fund for One-time Capital Expenditures and Increased Revenue and to make transfers to Debt Service Fund and Capital Projects Fund.

WHEREAS, the Bartlett Board of Mayor and Aldermen did adopt the General Fund budget and Debt Service Fund budget for fiscal year 2021 on August 25, 2020 which included appropriations for all departmental expenditures; and

WHEREAS, the City of Bartlett now requires additional appropriations for one-time expenditures in the General Fund;

NOW THEREFORE BE IT RESOLVED By the Board of Mayor and Aldermen that the FY 2021 General Fund budget is amended to appropriate \$3,065,825 for one-time capital expenditures, increase budgeted revenue, and make transfers to Debt Service Fund and Capital Projects Fund from additional revenues and available General Fund balance.

BE IT FURTHER RESOLVED that individual general ledger accounts with increases and decreases shown is provided in Attachment A, which is made part of this resolution by reference.

Adopted this day of June 8, 2021

W.C. Pleasant, Register to the

A. Keith McDonald, Mayor

Board of Mayor and Aldermen

Attest: _____
Penny Medlock, City Clerk



CITY OF BARTLETT
Budget Amendments - Attachment A
FY 2021
June 8, 2021

	<u>Amount</u>
Fund Balance	
110.30000.36990 Increase Use of Fund Balance	2,965,000
110.44400.31610 Increase Revenue	104,825
 Police - 1 Fingerprint Machine (\$21k), 6 Vehicles (\$300k), Renovate Bathrooms (\$60k) and Training Room (\$20k)	
110.42100.921 Increase Expenditures	101,000
110.42100.935 Increase Expenditures	300,000
 Fire - Rear Apron Repair station 1, Section of Roof Replaced station 3, Exterior Repairs at station 2, and Update Personnel Protective Equipment (Boots, gloves, suspenders-etc)	
110.42200.939 Increase Expenditures	70,000
 Ambulance - 1 Ambulance (\$220), 1 Expedition (\$45k), 2 Lifepaks (\$70k)	
110.42300.935 Increase Expenditures	265,000
110.42300.939 Increase Expenditures	70,000
 Codes Enforcement - 2 Vehicles	
110.42400.935 Increase Expenditures	60,000
 Engineering - 1 Vehicle	
110.43150.935 Increase Expenditures	35,000
 Park Maintenance - F350 Super Cab (\$32k), Repave 1830 ft. of old trail off the new Greenline at Byrd Park (\$32k)	
110.43300.932 Increase Expenditures	32,000
110.43300.935 Increase Expenditures	32,000
 School Grounds Maintenance - School zone flashing light systems	
110.44400.939 Increase Expenditures	104,825
 Debt Services	
110.46000.996 Increase Transfer to Debt Services	1,000,000
 CIP - Street Paving	
110.46000.999 Transfer to Capital Improvement Fund	1,000,000

Attachment: Budget Amendments 1-time use of fund balance (2967 : Res. 15-21 FY21 Budget Amendment Capital Items)