

City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, MAY 23, 2023 - BARTLETT CITY HALL - 6:00 PM

INVOCATION

Opening Prayer by Father Ernie DeBlasio, St. Ann Catholic Church

FUTURE MEETINGS

City Beautiful Commission, June 1 at 6:30 p.m.

Family Assistance Commission, June 5 at 6 p.m.

Planning Commission, June 5 at 7 p.m.

Beer Board, June 6 at 6 p.m.

Parks and Recreation Advisory Board, June 8 at 6 p.m.

RECOGNITIONS

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the May 9, 2023 Board of Mayor and Aldermen Regular Meeting

PUBLIC HEARING

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

1. Ordinance 23-01, an ordinance to adopt the 2023-2024 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.
2. Ordinance 23-02, 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 2023.

UNFINISHED BUSINESS

- 1 Third Reading of Ordinance 23-01, an ordinance to adopt the 2023-2024 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. (Amended for Fund Balance Policy Revision) (Dick Phebus, Director of Finance)**
- 2 Third Reading of Ordinance 23-02, 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 2023. (Dick Phebus, Director of Finance)**

CONSENT AGENDA

- 1 Bid for fire alarm panel, strobes and horns for Singleton Community Center. (Shan Criswell, Director of Parks and Recreation)**

Recommend accepting the lower bid from Siemens Industry, Inc., at a total cost of \$48,700.00. Funds are available in Account 311.48311.780.51722.

- 2 Bid for roof repairs for Public Works' general maintenance building. (Matt Crenshaw, Director of Public Works)**

Recommend accepting the lowest bid from Elite Roofing at a total cost of \$38,950.00. Funds are available in Account 311.48311.785.30724.

- 3 Purchase four Dodge Durango police vehicles. (Jeff Cox, Police Chief)**

Recommend purchasing four 2023 Dodge Durango police vehicles using the State of Tennessee Vehicle Contract #209 from Columbia CDJR at \$39,592.00 per vehicle for a total cost of \$158,368.00.

Funds are available in Account 135.42100.935.

- 4 Purchase of camera equipment for police pursuit vehicles. (Jeff Cox, Police Chief)**

Requesting permission to utilize single source provider, Motorola Solutions, for the purchase of four in-car forward facing cameras, four in-car backseat cameras, and four body-worn cameras along with the associated hardware and software licensing fees for the 2023 Dodge Durango police pursuit vehicles. The total cost for this camera equipment purchase request is \$31,581.60. Funds are available in Account 135.42100.935.

5 Purchase computer equipment and associated hardware components for police vehicles. (Jeff Cox, Police Chief)

Request authorization to purchase four Panasonic Toughbook G2 Computers and associated hardware components to be installed in the new 2023 Dodge Durango police pursuit vehicles.

This purchase will be made at the State of Tennessee contracted price from CDW-G, the State contracted vendor. The total cost for this purchase is \$30,254.60.

Funds are available in Account 135.42100.935.

6 Consulting contract with Cannon & Cannon for EPA Lead and Copper inventory. (John Horne, Director of Engineering)

Recommend accepting the design contract proposal from Cannon & Cannon in the amount of \$55,275.00. Funds are available in Account 312.48312.81117.

7 Treasurer's Report for April 2023. (Dick Phebus, Director of Finance)

8 City of Bartlett Fund Balance Policy revision. (Dick Phebus, Director of Finance)

Recommend approval of the City of Bartlett's Fund Balance Policy revision effective May 23, 2023.

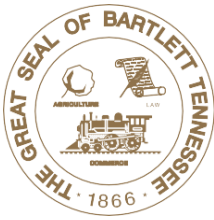
NEW BUSINESS

I Moss Valley Sewer Extension design & Fletcher Creek Sewer System modeling. (John Horne, Director of Engineering)

Recommend accepting the design contract proposal from Barge Design Solutions, Inc. in the amount of \$685,000.00. Funds are available in Account 312.48312.772.805.

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett

David Parsons, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, MAY 9, 2023 - BARTLETT CITY HALL - 6:00 PM

ATTENDANCE

Mayor David Parsons: Present, Alderman Brad King: Present, Alderman Robert Griffin: Present, Alderman David Reaves: Present, Alderman Bobby Simmons: Present, Vice Mayor Jack Young: Present, Alderman Kevin Quinn: Present.

INVOCATION

Opening Prayer by Fred Shackelford, Ellendale Baptist Church

FUTURE MEETINGS

Parks and Recreation Advisory Board, May 11 at 6:00 p.m.

Historic Preservation Commission, May 15 at 7:00 p.m.

Bartlett Arts Council, May 16 at 6:00 p.m.

BPACC Advisory Board, May 16 at 6:00 p.m.

Special Called Beer Board Meeting, May 18 at 5:30 p.m.

Board of Zoning Appeals, May 18 at 6:30 p.m.

RECOGNITIONS

Elmore Park Middle School Boys Basketball Team Proclamation

The following student players were recognized for a winning season (34-0) led by Coach Chiozza: Jon Kneeland, Cooper Driver, Donovan Webster, Braydon Jonakin, Donovan Okoth, Khyran Craft, Matt Manval, Braylon Williams, Jensen Powers, Nicholas Anderson, Pierce Washington, and Cason Gilmore.

Teacher Appreciation Week Proclamation

Accepted by Dr. David Stephens, Superintendent of Bartlett City Schools, on behalf of all the teachers and principals.

Bartlett High School Valedictorian Proclamation

Mauriz Mendizabel was recognized as Bartlett High School Class of 2023 Valedictorian.

Bartlett High School Salutatorian Proclamation

Everett Harrison was recognized as Bartlett High School Class of 2023 Salutatorian.

Minutes Acceptance: Minutes of May 9, 2023 6:00 PM (MINUTES ACCEPTANCE)

Kids to Parks Day Proclamation

Proclamation accepted by Paul Wright, Assistant Director of Parks and Recreation. He provided information about the Kids to Parks Day celebration that will occur at W.J. Freeman Park on Saturday, May 20 with many family-friendly activities.

Bartlett City Beautiful Plant Sale

Bartlett City Beautiful Commission was recognized for the most successful plant sale to date.. \$7,219.29 was raised for City beautification efforts.

National Corrections Officer Appreciation Week

Mayor asked the public to show appreciation to Bartlett's Corrections Officers for all of their hard work to help make the City of Bartlett a safe place to live.

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

MINUTES ACCEPTANCE

Minutes of the April 25, 2023 Board of Mayor and Aldermen Regular Meeting

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Bobby Simmons, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Bobby Simmons, Jack Young, Kevin Quinn

UNFINISHED BUSINESS

- I **Second Reading of Ordinance 23-01, an ordinance to adopt the 2023-2024 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)**

As amended to reflect a change in non-member/resident fees. This information has been updated in the Budget Proposal. The proposed Budget Summary is available in the Document Center of the city's website. The public hearing is set for Tuesday, May 23, 2023.

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 5/23/2023 6:00 PM
MOVER:	David Reaves, Alderman	
SECONDER:	Jack Young, Vice Mayor	
AYES:	Brad King, Robert Griffin, David Reaves, Bobby Simmons, Jack Young, Kevin Quinn	

Minutes Acceptance: Minutes of May 9, 2023 6:00 PM (MINUTES ACCEPTANCE)

- 2 **Second Reading of Ordinance 23-02, 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 2023. (Dick Phebus, Director of Finance)**

The public hearing is set for Tuesday, May 23, 2023.

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 5/23/2023 6:00 PM
MOVER:	David Reaves, Alderman	
SECONDER:	Robert Griffin, Alderman	
AYES:	Brad King, Robert Griffin, David Reaves, Bobby Simmons, Jack Young, Kevin Quinn	

CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Reaves, Alderman
SECONDER:	Brad King, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Bobby Simmons, Jack Young, Kevin Quinn

- 1 **Bid for Lawn Treatment Services for Fiscal Year 2024. (Matt Crenshaw, Director of Public Works)**
Recommend accepting the sole bid from Herbi-Systems, Inc. at a total cost of \$105,785.23. Funds are available in Account 110.43600.265.
- 2 **Purchase of Ballistic Plates. (Jeff Cox, Police Chief)**
Request to purchase ballistic plates and carriers from Galls, LLC. to replace existing expiring equipment in the amount of \$108,605.00. Funds are available in Account 129.48129.939.

Bartlett Police Chief Jeff Cox explained the current inventory of Ballistic Plates expires in July 2023.

Alderman Reaves asked if Student Resource Officers assigned to Bartlett City Schools wear the Ballistic Plates in their vests. Chief Cox provided assurances the officers have them. Alderman Reaves asked if the Student Resource Officer assigned to Bartlett High School by the Shelby County Sheriff's office wears the Ballistic plate. Alderman Reaves requested that Chief Cox determine if this is the case.

- 3 **Authorization to auction surplus property. (Dick Phebus, Director of Finance)**
Twelve items have been identified as having a potential auction-value of \$500 or more and will be auctioned on GovDeals.com.
- 4 **Approve Receipt of FEMA Reimbursement. (Dick Phebus, Director of Finance)**
- 5 **Treasurer's Report for March 2023. (Dick Phebus, Director of Finance)**

Budgeted Expenditures	\$92,054,808
Year-to-date Expenditures	\$71,000,025
Budgeted Revenues	\$92,054,808
Year-to-date Revenues	\$76,395,263

Minutes Acceptance: Minutes of May 9, 2023 6:00 PM (MINUTES ACCEPTANCE)

NEW BUSINESS

- I Resolution 11-23, a resolution to amend the City of Bartlett FY2023 American Rescue Plan Act Fund to provide for Public Safety Equipment as authorized in the American Rescue Plan Act of 2021 (ARPA). (Dick Phebus, Director of Finance)**

Finance Director Dick Phebus recommends the remaining American Rescue Plan Act of 2021 (ARPA) funds totaling approximately \$371,000.00 be used to purchase four police vehicle and cameras. There is \$1,900,000 set aside from the same fund to purchase a new fire truck with all the additional necessary equipment.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jack Young, Vice Mayor
SECONDER:	Robert Griffin, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Bobby Simmons, Jack Young, Kevin Quinn

- 2 Resolution 12-23, a resolution to amend the Fiscal Year 2023 Bartlett City Schools General Purpose School Fund and Education Capital Projects Fund. (Dick Phebus, Director of Finance)**

The amendment is to purchase furniture for Ellendale Elementary totaling \$6500.00.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Reaves, Alderman
SECONDER:	Bobby Simmons, Alderman
AYES:	Brad King, Robert Griffin, David Reaves, Bobby Simmons, Jack Young, Kevin Quinn

OPEN DISCUSSION

No discussion or comments from Board members, Directors, or the public.

ADJOURNMENT

Meeting adjourned at 6:40 PM

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Minutes Acceptance: Minutes of May 9, 2023 6:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 3299)

Meeting: 05/23/23 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 3299

Ordinance 23-01, an ordinance to adopt the 2023-2024 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.

SECTION 1: BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett that the following appropriations for the 2023-2024 Fiscal Year for the City of Bartlett are as follows:

	Fiscal Year 23/24
GENERAL FUND EXPENDITURES:	
ADMINISTRATIVE:	
Legislative Board	\$ 864,405
Mayor's Office	\$ 919,265
Community Affairs	\$ 357,874
Information Technology	\$ 624,131
Building and Grounds	\$ 461,152
Library	\$ 1,492,842
Finance and Administration	\$ 1,377,938
City Court	\$ 1,125,803
Personnel	\$ 641,775
Planning and Economic Development	\$ 512,172
Total Administrative	\$ 8,377,357
PUBLIC SAFETY:	
Police Department	\$ 21,238,887
Fire Department	\$ 9,308,909
Ambulance Department	\$ 4,527,277
Code Enforcement	\$ 1,186,201
Total Public Safety	\$ 36,261,274
PUBLIC WORKS:	
Administration	\$ 620,285
City Shop	\$ 1,693,955
General Maintenance	\$ 1,804,473
General Services	\$ 379,682
Grounds Maintenance	\$ 1,665,913
Animal Control	\$ 856,349
Engineering Administration	\$ 469,095
Engineering & Inspection	\$ 476,185
Total Public Works	\$ 7,965,937

PARKS AND RECREATION:

Administration	\$	567,651
Community Center	\$	1,141,595
Athletics	\$	923,244
Maintenance	\$	2,250,641
School Ground Maintenance	\$	348,099
Bartlett Station Municipal Center	\$	472,057
Senior Citizen Center	\$	487,304
Recreation Center	\$	1,976,309
Total Parks and Recreation	\$	8,166,900

PERFORMING ARTS:

Performing Arts Center	\$	862,540
Total Performing Arts	\$	862,540

OTHER GENERAL FUND ITEMS /TRANSFERS OUT

Transfer Out Bartlett City School	\$	1,737,826
Transfer Out Shelby County Board of Education	\$	608,193
Transfer Out DARE Program	\$	33,000
Transfer Out Drainage Fund	\$	100,000
Transfer Out Debt Service	\$	3,555,000
Transfer Out General Improvement Fund	\$	275,000
Transfer Out Bartlett Station	\$	80,000
Total Transfers Out	\$	6,389,019

TOTAL GENERAL FUND EXPENDITURES **\$ 68,023,027**

GENERAL FUND REVENUES/TRANSFERS:

Property Taxes	\$	30,153,000
Local Taxes	\$	17,881,181
Licenses & Privileges	\$	2,191,200
Intergovernmental	\$	8,316,500
General Charges for Services	\$	4,507,715
Department Revenues	\$	2,572,394
Court Charges	\$	1,337,000
Other Revenue	\$	480,000
Transfer In from General Improvement Fund	\$	168,000
Use of Fund Balance	\$	416,037

TOTAL GENERAL FUND REVENUES/TRANSFERS **\$ 68,023,027**

SPECIAL REVENUE FUNDS EXPENDITURES

Street Aid Fund	\$	3,260,000
Solid Waste Fund	\$	7,642,070
General Improvement Fund	\$	1,154,800
Drug Enforcement Fund	\$	300,000
DEA Enforcement Fund	\$	102,500
Drainage Control Fund	\$	143,106
Park Improvement Fund	\$	0

E-Citation Fund	\$	16,000
Bartlett City School Fund	\$	100,777,992

TOTAL SPECIAL REVENUE FUNDS EXPENDITURES \$113,396,468

SPECIAL REVENUE FUNDS REVENUES/SOURCES

Special Revenue Funds Revenue	\$	109,591,192
Use of Fund Balance	\$	3,805,276

TOTAL SPECIAL REVENUE FUNDS REV./SOURCES \$113,396,468

UTILITY FUND EXPENDITURES

Administration	\$	2,575,658
Water & Wastewater Services	\$	2,166,195
Plant Operations	\$	3,195,997
Sewer Treatment	\$	1,255,045
Total Utility Operation Expenditures	\$	9,192,895

Utility Debt - Principal	\$ 1,130,000
Utility Debt -- Interest & Charges	\$ 142,346
Total Utility Debt Expenditures	\$ 1,272,346

Transfer to Capital Improvement Fund	\$ 4,932,446
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TOTAL UTILITY FUND EXPENDITURES **\$ 15,397,687**

UTILITY FUND REVENUES/SOURCES

Utility Fund Revenues	\$ 12,634,000
Department Revenues	\$ 11,500
Use of Fund Balance	\$ 2,752,187

TOTAL UTILITY FUND REVENUES/SOURCES **\$ 15,397,687**

GENERAL DEBT SERVICE FUND EXPENDITURES

Principal \$	6,433,000
Interest and Other Charges	\$ 5,699,122

TOTAL GENERAL DEBT SERVICE EXPENDITURES **\$ 12,132,122**

GENERAL DEBT SERVICE REVENUES/SOURCES

Debt Service Revenues	\$ 9,589,027
Use of Fund Balance	\$ 2,543,095

TOTAL GENERAL DEBT SERVICE REV/SOURCES **\$ 12,132,122**

SECTION 2: SOLID WASTE FEE -- BE IT FURTHER ORDAINED that the Solid Waste Fee shall be \$30 per month for residential pickup; \$30 for 1 cart, \$35 for 2 carts, and \$40 for 3 carts for commercial pickup. Other charges for Solid Waste services are listed in the Solid Waste Fee Schedule found in Exhibit B and made part of this ordinance by reference. All monthly and separate fee charges shall become effective July 1, 2023.

SECTION 3: ELECTRONIC CITATION FEE -- BE IT FURTHER ORDAINED that the electronic traffic citation fee of \$5 authorized by T.C.A. 55-10-207(e) for each ticket that results in conviction is imposed in City Court effective July 1, 2023. The \$5 fee shall be distributed as follows: \$1 for the City Court Clerk, restricted use for computer hardware and related expenses as authorized in the above T.C.A. citation, and \$4 designated for Special Revenue E-Citation Fund and used for electronic citation system and related expenses for the City of Bartlett Police Department law enforcement activities. The E-citation fee will expire on June 30, 2024.

SECTION 4: MOTOR VEHICLE CITY FEE -- BE IT FURTHER ORDAINED that Title 15, Chapter 1, Section 15-138 City fee, is amended by deleting in the first sentence of this section the words "twenty-five dollars (\$25.00) per year" and substituting the words "thirty-five dollars (\$35.00) per year".

SECTION 5: STREET LIGHTING FEE -- BE IT FURTHER ORDAINED that Title 5, MUNICIPAL

FINANCE AND TAXATION is hereby amended by adding a new Chapter 7, Street Lighting Fee with the following sections and language:

7-701. Established. A street lighting fee for all households and places of business within the city is established.

7-702. Amount of fee.

(1) A street lighting fee of five dollars (\$5.00) per month will be assessed against each household and place of business within the city limits.

(2) The street light fee of five dollars (\$5.00) per month is waived for citizens of the City of Bartlett who have been granted relief by the State of Tennessee Property Tax Relief Agency.

7-703. Method of collection. The street lighting fee will be included on the utility billing system of the City and the total amount collected will be transferred to the State Street Aid Fund of the City each month.

7-704. Use of street lighting fee established. The street lighting fee established by this chapter shall be used to defray costs of street lighting and other expenditures paid out of the Street Aid Fund of the City.

SECTION 6: The CITY WATER RATE -- BE IT FURTHER ORDAINED that the City Water Rates be assessed according to the following schedule:

	<u>Rates</u>
Residential -- City Customers -- The first 2,000 gallons	\$ 7.80
Residential -- City Customers - Over 2,000 gallons, per 1,000 gallons	\$ 1.80
Residential -- Rural Customers -- The first 2,000 gallons	\$ 10.70
Residential -- Rural Customers -- Over 2,000 gallons, per 1,000 gallons	\$ 2.70
Commercial -- City Customers -- The first 2,000 gallons	\$ 12.88
Commercial -- City Customers - Over 2,000 gallons, per 1,000 gallons	\$ 2.10
Commercial -- Rural Customers -- The first 2,000 gallons	\$ 17.59
Commercial -- Rural Customers -- Over 2,000 gallons, per 1,000 gallons	\$ 3.15

SECTION 7: The CITY SEWER RATE -- BE IT FURTHER ORDAINED that the City Sewer Rates be assessed according to the following schedule:

	<u>Rates</u>
Residential -- City Customers -- The first 2,000 gallons	\$ 13.55
Residential -- City Customers -- each additional 1,000 gallons	\$ 2.79
Residential -- Rural Customers -- The first 2,000 gallons	\$ 17.83
Residential -- Rural Customers -- each additional 1,000 gallons	\$ 3.01
Commercial -- City Customers -- The first 2,000 gallons	\$ 26.38
Commercial -- City Customers -- each additional 1,000 gallons	\$ 3.01
Commercial -- Rural Customers -- The first 2,000 gallons	\$ 37.08
Commercial -- Rural Customers -- each additional 1,000 gallons	\$ 3.22

SECTION 8: CITY FEES SCHEDULE -- BE IT FURTHER ORDAINED that "Exhibit B" represents the fiscal year 2023-2024 comprehensive fees schedule for the City of Bartlett, Tennessee and establishes the rates for fiscal year 2023-2024. Any rate or fee not included in the attached 2023-2024 schedule established by previous resolution, ordinance or administrative action will remain in effect.

SECTION 9: CAPITAL IMPROVEMENT PLAN -- BE IT FURTHER ORDAINED that "Exhibit A" represents the capital improvements plan for the City of Bartlett, Tennessee. The items listed as 2023-2024 are to be included in the budget, while new projects in future years represent "Planned" expenditures, and will require formal appropriation in future years. Unexpended project revenues and expenditures/expenses for existing projects may be administratively transferred to other CIP projects by the Finance Director with the approval of the Mayor and/or the Chief Administrative Officer.

SECTION 10: CAPITAL IMPROVEMENT PLAN BORROWING -- BE IT FURTHER ORDAINED that the borrowing required as scheduled with the Capital Improvements Plan will take additional, specific authorization from the Board of Mayor and Aldermen in accordance with Tennessee Law.

SECTION 11: BARTLETT CITY SCHOOL SPECIAL REVENUE AND CAPITAL BUDGET -- BE IT FURTHER ORDAINED that The Bartlett City Board of Education has approved and presented Special Revenue Funds for FY2023-24 administered by the Bartlett City Board of Education. These budget documents, "School General Fund Exhibit A" and "School Special Revenue Fund Exhibit B", are presented in the FY2023-24 Approved Special Revenue Budget and the FY2023-24 Approved Capital Budget documents as attached and made part of the enacting City of Bartlett budget ordinance by reference.

SECTION 12: INTERNAL SERVICE FUNDS -- BE IT FURTHER ORDAINED that the Internal Service Funds for Health and Welfare and Worker's Compensation be continued, with the City's portion of the funding to be included in each fund's budget.

SECTION 13: OPERATING BUDGETS EXPIRE AT JUNE 30 -- BE IT FURTHER ORDAINED that Operating budgets not spent or formally encumbered expire at June 30, 2024. Capital Projects are authorized on a "project" basis -- and the appropriation expires on completion of the project.

SECTION 14: NO APPROPRIATION EXCEEDED -- BE IT FURTHER ORDAINED that no appropriation listed above may be exceeded without appropriate ordinance action to amend the budget.

SECTION 15: AFTER THE FISCAL YEAR-END -- BE IT FURTHER ORDAINED that the Mayor is authorized to transfer appropriations within funds as needed to balance the budget after all year-end entries have been recorded in the fiscal year 2024 budget. All transfers will be reported to the Board of Mayor and Aldermen at the time of the reporting of the year-end financial results in the Annual Comprehensive Financial Report for the year ended June 30, 2024.

SECTION 16: DETAILED LINE-ITEM -- BE IT FURTHER ORDAINED that a detailed line-item financial plan shall be prepared in support of the budget.

SECTION 17: GENERAL FUND OPERATING RESERVES AT JUNE 30 -- BE IT FURTHER ORDAINED that the policy of the Board of Mayor and Aldermen establishes at 25%, the General Fund Balance as a percent of the next year's operations, and \$1,000,000 established as an emergency fund. Below this level, unspent budgets will accrue toward this.

SECTION 18: SEVERABILITY -- BE IT FURTHER ORDAINED that all Ordinances heretofore passed in conflict herewith are hereby repealed insofar as they are in conflict with this Ordinance.

SECTION 19: EFFECTIVE DATE -- BE IT FURTHER ORDAINED that this Ordinance becomes effective July 1, 2023.

FIRST READING: April 25, 2023

SECOND READING: May 09, 2023

THIRD READING: May 23, 2023

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Attest:

Penny Medlock, City Clerk



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2024 - FY 2028

PROJECT	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL
<u>FUNDING SOURCES</u>						
General Obligation Bonds	\$ 4,000,000	\$ 4,804,000	\$ 5,053,000	\$ 2,832,000	\$ 3,874,500	\$ 20,563,500
Capital Note	0	1,411,000	895,000	969,000	1,063,200	4,338,200
Transfer from Debt Service Fund	2,500,000	0	0	0	0	2,500,000
Transfer In from Park Imp. Fund	0	25,000	0	50,000	0	75,000
Grant Funds	0	750,000	0	750,000	400,000	1,900,000
TDOT 80% match	0	3,040,000	5,532,000	148,000	5,018,000	13,738,000
Utility Bonds	0	10,000,000	10,500,000	11,500,000	1,500,000	33,500,000
Utility Retained Earnings	4,932,446	1,632,446	1,100,000	1,100,000	1,100,000	9,864,892
American Rescue Plan Grant	1,521,273	1,521,273	0	0	0	3,042,546
Total Funding Sources	\$ 12,953,719	\$ 23,183,719	\$ 23,080,000	\$ 17,349,000	\$ 12,955,700	\$ 89,522,138
<u>PROJECT COST</u>						
<u>Administrative</u>						
Vehicles & Equipment	\$ 0	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 50,000
Street Lights Replacement Project	4,000,000	0	0	0	0	4,000,000
Transfer from Debt Service Fund	2,500,000	0	0	0	0	2,500,000
Total Administrative	\$ 6,500,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 6,550,000
<u>Police</u>						
Police Vehicles & Equipment	\$ 0	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,200,000
Justice Center Maintenance	0	120,000	120,000	120,000	120,000	480,000
Total Police	\$ 0	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 1,680,000
<u>Fire</u>						
Fire Vehicles	\$ 0	\$ 52,000	\$ 0	\$ 52,000	\$ 0	\$ 104,000
Fire Ambulances	0	311,000	0	0	376,200	687,200
Fire Truck	0	1,200,000	0	0	0	1,200,000
Total Fire	\$ 0	\$ 1,563,000	\$ 0	\$ 52,000	\$ 376,200	\$ 1,991,200
<u>Codes Enforcement</u>						
Codes Enforcement Vehicles	\$ 0	\$ 40,000	\$ 0	\$ 0	\$ 0	\$ 40,000
Total Code Inspection	\$ 0	\$ 40,000	\$ 0	\$ 0	\$ 0	\$ 40,000

Attachment: ExhibitABudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)



CIP PROJECT LINE ITEMS SUMMARY

BARTLETT CAPITAL IMPROVEMENT PROGRAM FY 2024 - FY 2028

PROJECT	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL
Public Works						
Public Works Vehicles & Equip	\$ 0	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 800,000
Total Public Works	\$ 0	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 800,000
Engineering						
Engineering Vehicle	\$ 0	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 220,000
City Wide Overlay	0	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
STP Overlay of Elmore, St. Elmo, & Brunswick Roa	0	760,000	0	0	0	760,000
TDOT-STP Overlay of Elmore, St. Elmo, & Brun	0	3,040,000	0	0	0	3,040,000
Fletcher Creek Greenway Ph4	0	0	396,000	0	0	396,000
Fletcher Creek Ph4 TDOT	0	0	1,584,000	0	0	1,584,000
ADA Transition	0	0	363,000	37,000	363,000	763,000
TDOT-ADA Transition	0	0	1,452,000	148,000	1,452,000	3,052,000
STP Overlay of Elmore Park Road, Old Brownsville	0	0	624,000	0	891,500	1,515,500
TDOT-STP Overlay of Elmore Park Road, Old Br	0	0	2,496,000	0	3,566,000	6,062,000
Total Engineering	\$ 0	\$ 4,855,000	\$ 7,970,000	\$ 1,240,000	\$ 7,327,500	\$ 21,392,500
Parks						
Parks Vehicles & Equipment	\$ 0	\$ 157,000	\$ 140,000	\$ 142,000	\$ 0	\$ 439,000
Recreation Ctr Equipment/Repairs	0	203,000	160,000	196,000	114,000	673,000
Singleton CC Equipment/Repairs	0	180,000	400,000	155,000	400,000	1,135,000
Senior Center Equipment/Repairs	0	43,000	40,000	24,000	18,000	125,000
Parks Maintenances	0	494,000	850,000	770,000	1,100,000	3,214,000
Transfer In from Park Imp. Fund	0	25,000	0	50,000	0	75,000
Parks Restroom Renovations-ADA	0	0	400,000	0	0	400,000
Grant Fund Parks Restroom Renovation-ADA	0	0	0	0	400,000	400,000
W.J. Freeman Park	0	750,000	0	750,000	0	1,500,000
Grant Fund W.J. Freeman Park	0	750,000	0	750,000	0	1,500,000
BSMC Equipment/Repairs	0	300,000	900,000	0	0	1,200,000
Total Parks	\$ 0	\$ 2,902,000	\$ 2,890,000	\$ 2,837,000	\$ 2,032,000	\$ 10,661,000

Attachment: ExhibitABudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

BARTLETT CAPITAL IMPROVEMENT PROGRAM						
FY 2024 - FY 2028						
CIP PROJECT LINE ITEMS SUMMARY						
PROJECT	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL
Sewers						
Sewers in Annexation Area	\$ 0	\$ 0	\$ 500,000	\$ 1,500,000	\$ 1,500,000	\$ 3,500,000
Fletcher Creek Sewer Basin	4,000,000	10,000,000	10,000,000	10,000,000	0	34,000,000
American Rescue Plan Project	532,446	532,446	0	0	0	1,064,892
American Rescue Plan Grant - ARP Project	1,521,273	1,521,273	0	0	0	3,042,546
Water and Sewer Plant Upgrades	200,000	550,000	550,000	550,000	550,000	2,400,000
Water and Sewer Pipe Upgrades	200,000	550,000	550,000	550,000	550,000	2,400,000
Total Sewers	\$ 6,453,719	\$ 13,153,719	\$ 11,600,000	\$ 12,600,000	\$ 2,600,000	\$ 46,407,438
TOTAL CIP	\$ 12,953,719	\$ 23,183,719	\$ 23,080,000	\$ 17,349,000	\$ 12,955,700	\$ 89,522,138

Attachment: ExhibitABudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
Finance	Alcoholic Beverage Application Fee	\$ 500.00	
	Alcoholic Beverage Duplicate License Fee	\$ 10.00	Each
	Alcoholic Beverage Renewal Fee	\$ 500.00	Annual
	Auto Tag Renewal Fee	\$ 25.00	Annual
	Beer Permit Application Fee	\$ 250.00	Each
	Beer Privilege Tax	\$ 100.00	Annual
	City Service Fee	\$ 2.50	Monthly
	Copy fees	\$ 0.15	Only applies to 20 pages and more
	Legal Notice	\$ 100.00	Each
	Liquor Privilege Tax License	\$ 600.00	\$600 - \$1,000 Annual Based on Seating
	Lost Payroll Check Fee	\$ 25.00	Each
	Outdoor Sales Permit Fee	\$ 55.00	Each
	Penalty Personalty Property Taxes	5%	
	Penalty Real Property Taxes	5%	
	Returned Check Fee	\$ 20.00	Each or Amt of check, whichever is less
	Taxicab Permit Fee, per cab	\$ 80.00	Annual
	Wholesale Beer Tax	17%	Reported Monthly
	Wholesale Liquor Tax	5%	Reported Monthly
	Wine Only Privilege Tax License	\$ 120.00	\$120 - \$200 Annual Based on Seating
	Cable Franchise Fee	5%	Annual(Applied to Gross Revenues)
	Cable Application/Bid Fee	\$ 5,000.00	Per Application
	Cable Bid Copy Fee	\$ 25.00	Per Cable Bid
City Court	Alcohol/Drug Treatment Fee	\$ 100.00	Set by State
	Breath Alcohol Test Charge	\$ 17.50	Set by State
	Cash Bond Forfeiture Fee	\$ 13.75	Set by State
	City Court Costs	\$ 102.50	Set by City
	City Litigation Tax	\$ 13.75	Can be no more that State Lit. Tax
	County Drug Treatment Fee	\$ 70.00	Set by State
	County Veteran Fee	\$ 50.00	Set by State
	Criminal Privilege Tax on Litigation	\$ 29.50	Set by State
	DA Crime Fee	\$ 75.00	Set by State
	DUI-Interlock Fee	\$ 40.00	Set by State
	DUI-Blood Test Charge	\$ 250.00	Set by State
	Drug Test Fee	\$ 10.00	Set by City
	E-Ticket Fee	\$ 5.00	Set by State
	Expungement Fee-City	\$ 100.00	Set by City
	Expungement Fee-State	\$ 350.00	Set by State
	Indigent Tax	\$ 12.50	Set by State
	Probation Fee	\$ 250.00	Set by City
	Reinstatement Fees From State	\$ 10.00	Per person when DL Reinstated
	Sexual Assault Fee	\$ 200.00	Set by State
	State Court Costs (Criminal Charge)	\$ 62.00	Set by State
	State Court Costs (Traffic Charge)	\$ 42.00	Set by State
	State Drug Treatment Fee	\$ 10.00	Set by State

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
Planning	State Impair Driv. Fund Fees	\$ 5.00	Set by State
	State Litigation Tax	\$ 13.75	Set by State
	State Tax On Crimes Against Person/Crim. Injury Fund	\$ 26.50	Or \$50.00 (Set by State)
	Traffic Privilege Tax on Litigation	\$ 17.75	Set by State
	Traumatic Brain Injury Fund	\$15 or \$30	Set by State
	No Drivers License Fee	\$ 15.00	Set by State
	Late Fee on Traffic Citation-(1st FTA Ord.3-406)	\$ 50.00	Set by City
	11 X 17 COLOR MAPS Copy Fee	\$ 3.00	Each
	Article V – Schedule Of District Regulations Copy Fee	\$ 2.50	Each
	Handbook Copy Fee	\$ 6.00	Each
	Landscape/Tree Ordinance Copy Fee	\$ 3.50	Each
	Re-Record Plat Fees	\$ 50.00	Each
	Sign Ordinance Copy Fee	\$ 18.00	Each
	Sign Summary, Appendix 5 & Chart 1 Copy Fee	\$ 1.25	Each
	Subdivision Ordinance Copy Fee	\$ 7.00	Each
	Zoning Ordinance W/ New Ordinances Copy Fee	\$ 29.25	Each
	Board of Zoning Appeals		
	Variances	\$ 300.00	Each
	Design Review Fees		
	Sign Review	\$ 100.00	Each
	Sign Appeal Fee	\$ 100.00	Each
	Site Plan Review	\$ 400.00	Each
	Site Plan Appeal Fee	\$ 400.00	Each
	Minor Site Plan Review	\$ 50.00	Each
	Site Plan - Planning Commission		
	Site Plan Review (without contract)	\$ 400.00	Each
	Site Plan Review (with contract)	\$ 500.00	Each
	Subdivision		
	Construction Plan	\$ 500.00	Each
	Plus	\$ 20.00	Per lot
	Dedication of Street	\$ 300.00	Each
	Final Plan	\$ 500.00	Each
	Plus	\$ 20.00	Per lot
	Master Plan	\$ 500.00	Each
	Plus	\$ 20.00	Per lot
	Rerecording	\$ 50.00	Each
	Revocations	\$ 300.00	Each
	Street Name Change	\$ 300.00	Each
	Road, Street, Alley Closure	\$ 300.00	Each

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Zoning		
	Simple Zoning Letter	\$ 25.00	Zoning location verification
	Extensive Zoning Letter	\$ 75.00	Zoning verification, land uses, and property/zoning violations
	Planned Development: Outline Plan	\$ 1,000.00	Five acres or less, \$30 per acre after first five and maximum fee of \$2,000
	Planned Development: Outline Plan Amendment	\$ 300.00	Each
	Rerecording	\$ 50.00	Up to 100 labels and \$1.00 per label over first 100
	Renotification Fee	\$ 100.00	
		\$ 1.00	Five acres or less, \$15 per acre after first five and maximum fee of \$1,000
	Reprocessing of Applications	\$ 150.00	
	Rezoning	\$ 1,000.00	Five acres or less, \$100 per acre after first five and maximum fee of \$3,000
Police	Special Use Permits	\$ 500.00	Five acres or less, \$50 per acre after first five and maximum fee of \$3,000
	Background Checks	\$ 15.00	Each
	Beer Server Permits	\$ 10.00	Each
	DUI Tapes/Video	\$ 15.00	Each
	Fingerprints	\$ 15.00	Per card
	Sexual Offender Registry	\$ 150.00	Each
	Sexual Oriented Business Employee Permit Fee	\$ 15.00	Annual
	Sexual Oriented Business Permit Fee	\$ 500.00	Annual
	Tow fees (Each)		
	Passenger Vehicles	\$ 125.00	Each
Fire	Class "B" Vehicles	\$ 200.00	Trucks & Trailers 1.5 Tons
	Class "C" Vehicles	\$ 350.00	Large Trucks, Tractors & Trailers 3 Tons
	Ambulance Transport Fee for BLS	\$ 650.00	For BLS
	Ambulance Transport Fee for ALS I	\$ 750.00	For ALS I
	Ambulance Transport Fee for ALS II	\$ 850.00	For ALS II
	Plus a mileage fee	\$ 8.00	Per mile
	Copy fees	\$ 0.15	Only applies to 20 pages and more
	CPR Classes	\$ 20.00	Per person per class
Code Enf.	Building Fees		
	Addition not exceeding 400 square feet	\$ 50.00	Minimum fee (1&2 family dwelling)
	Addition of more than 400 square feet	\$ 90.00	Minimum fee (1&2 family dwelling)
	Alteration and repair-per \$1,000	\$ 4.00	One & Two Family Dwelling
	Minimum fee of	\$ 60.00	
	Certificate of Occupancy	\$ 60.00	
	Commercial curb-cuts, driveway entrances & exits	\$ 0.06	Minimum \$30
	Commercial sidewalks	\$ 30.00	On public right of way
	Sidewalks-Inlet-Driveway Repair	\$ 60.00	
	House for Sale Inspection	\$ 30.00	

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Conveyor Systems, Racking Systems	\$ 60.00	First \$250,000
	Per \$1,000 for more than \$250,000	\$ 1.00	
	Decks & spas	\$ 40.00	
	Demolition-for each 25,000 cubic feet	\$ 7.00	
	Demolition-Maximum Fee	\$ 500.00	
	Demolition-Minimum Fee	\$ 60.00	
	Detached building <= 400 sq ft	\$ 30.00	Minimum fee one story
	Detached building > 400 sq ft	\$ 50.00	Minimum fee one story
	Detached building > 400 sq ft	\$ 0.05	Per square feet
	Fees for Amending Permits	\$ 20.00	
	Fees for Issuing Permits	\$ 5.00	
	Software Fee	\$ 7.00	
	Fees for miscellaneous construction	\$ 8.00	Per \$1,000
	Fences one-two family dwelling	\$ 20.00	
	Minimum fee	\$ 60.00	
	First Re-inspection Fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	Gates, wall fence, or others	\$ 20.00	Minimum
	Per \$1,000	\$ 4.00	
	Hazardous occupancies	\$ 200.00	
	Imploded Structures-flat fee	\$ 1,000.00	
	New construction & additions	\$ 50.00	Minimum Fee (not 1&2 family dwelling)
	Less than \$25,000-per \$1,000	\$ 4.00	
	\$25,000 to \$1,000,000-per \$1,000	\$ 3.00	Plus one-time \$100
	\$1,000,001 to \$25 million-per \$1,000	\$ 2.00	Plus one-time \$3,025
	\$25,000,001 & above-per \$1,000	\$ 1.50	Plus one-time \$51,025
	New construction of or addition to existing	\$ 0.05	Per square foot (1&2 family dwelling)
	Minimum fee of	\$ 125.00	
	Removal or moving of structures	\$ 200.00	
	Special events	\$ 60.00	
	Temporary construction trailer (6 months)	\$ 60.00	
	Work commencing before permit issued	Double Fee	
Electrical Permit Fees			
	0-150 amperes	\$ 70.00	
	151-400 amperes	\$ 125.00	
	Over 400 amperes	\$ 250.00	
	277 to 480 volt phase	\$ 2.00	Per Amp
	Amending Permit Fee	\$ 20.00	
	Circuits with capacity of more than 1 KW		
	For the first 5 KW	\$ 5.00	
	For each additional KW	\$ 3.00	
	Empty Conduits	\$ 10.00	For each 50' of conduit or bank of conduits

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Existing Residential Occupancies		
	1 to 5 circuits	\$ 30.00	
	Over 5 circuits	\$ 45.00	
	Fee for issuing permits	\$ 5.00	
	Software Fee	\$ 7.00	
	Filing of Board of Appeals	\$ 100.00	
	First Re-inspection fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	General Inspection (not a complaint)	\$ 50.00	
	Installed Motors		
	1st H.P.	\$ 6.00	
	Each additional H.P.	\$ 1.00	
	Fuel Pumps	\$ 20.00	
	Motors moved at same address	\$ 15.00	
	Low Voltage (Non-Residential)	\$ 15.00	Per System/Per Floor
	Minimum permit fee	\$ 20.00	
	Miscellaneous Items		
	Meter Put Back	\$ 15.00	
	Recalls	\$ 15.00	
	Underground or overhead low voltage cable	\$ 20.00	Per 100 ft
	Miscellaneous Fees		
	Battery Charger up to 100 amperes	\$ 15.00	
	Battery Charger-more than 100 amperes	\$ 15.00	
	Electric welder	\$ 25.00	
	Fire Ruling	\$ 50.00	
	Lighting and Convenience Outlet Circuits	\$ 4.00	
	Modular Res. Buildings	\$ 50.00	
	Motion picture machine	\$ 30.00	
	Panels	\$ 15.00	
	Power Rectifier-more than 100 amperes	\$ 3.00	Each unit
	Power Rectifier-up to 100 amperes	\$ 15.00	
	Relocated Houses	\$ 50.00	
	X-ray unit-120 volt	\$ 15.00	
	X-ray unit-208/240 volt	\$ 50.00	
	Mobile Homes (manufactured)	\$ 50.00	
	Reconnecting Signs		
	1st circuit	\$ 15.00	
	Each additional circuit	\$ 2.00	
	Mercury Vapor Light P.O.L.	\$ 15.00	
	Re-inspection of interior wiring	\$ 50.00	Out of service for 90 days or more
	Residential Low Voltage		
	After Electrical-roughin	\$ 50.00	
	Before Electrical-roughin	\$ 30.00	
	Residential Temporary Meter Center	\$ 25.00	

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Service, Feeder, & Panel Replacement	\$ 50.00	Residential
	Signs and Decorative Circuits		
	1st circuit	\$ 6.00	
	Each additional circuit	\$ 4.00	
	Conduit installed for the sign circuit	\$ 15.00	
	Swimming Pools		
	Above Ground Pools	\$ 30.00	
	Inground Pools	\$ 100.00	
	Transformers & Capacitors		
	Installations-100 watts up to 5 KVA	\$ 15.00	
	Installations-each additional > 5 KVA	\$ 0.50	
	Replacement	\$ 20.00	
	Up to 240 volt phase	\$ 1.00	Per Amp
	Work commencing before permit issued	Double Fee	
	Voltage excess of 480 volts per KVA		
	First 10,000 KVA	\$ 1.50	Per KVA
	Additional KVA over 10,000 up to 50,000	\$ 0.50	Each
	Each additional KVA above 50,000	\$ 0.25	Each
	Gas Permit Fees		
	Fee for Amending Permits	\$ 20.00	
	Fees for issuing permits	\$ 5.00	
	Software Fee	\$ 7.00	
	Filing Application for Board of Appeals	\$ 100.00	
	First re-inspection fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	For \$1 to \$1,000 valuation of installation	\$ 20.00	
	For each gas outlet	\$ 3.00	Single Family Residence
	Gas meter put back	\$ 15.00	
	Minimum Permit Fee	\$ 15.00	
	Per each additional \$1,000	\$ 8.00	
	Work commencing before permit issued	Double Fee	
	Liquidation/Special Sale Application Fee	\$ 25.00	Each
	Mechanical Permit Fees		
	Fee for Amending Permits	\$ 20.00	
	Fees for Issuing permits	\$ 5.00	
	Software Fee	\$ 7.00	
	Filing for Board of Appeals	\$ 100.00	
	First re-inspection Fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	For 1st \$1,000	\$ 15.00	
	For 1st \$1,000	\$ 16.00	
	For each additional \$1,000 >\$1 mil	\$ 3.00	
	For each additional \$1,000 <\$1 mil	\$ 8.00	

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Minimum Permit Fee	\$ 20.00	
	Work commencing before permit issued	Double Fee	
	Plan Review Fee		
	\$0-\$25,000 total valuation	\$ 80.00	
	\$25,001-\$50,000 total valuation	\$ 160.00	
	\$50,001-\$100,000 total valuation	\$ 325.00	
	\$100,001-\$200,000 total valuation	\$ 650.00	
	\$200,001-\$500,000 total valuation	\$ 875.00	
	\$500,001-\$1 million total valuation	\$ 1,200.00	
	\$1,000,001-\$2 million total valuation	\$ 1,600.00	
	\$2,000,001-\$5 million total valuation	\$ 2,000.00	
	\$5,000,001 and up total valuation	\$ 3,000.00	
	Signs (New)	\$ 25.00	
	Plumbing Permit Fees		
	Amending Permit Fee	\$ 20.00	
	Fees for issuing permits	\$ 5.00	
	Software Fee	\$ 7.00	
	Filing to Board of Appeals	\$ 100.00	
	First re-inspection fee	\$ 30.00	
	2+ Re-inspection Fee	\$ 50.00	
	Installation of Plumbing Fixtures	\$ 8.00	
	Minimum Permit fee	\$ 20.00	Each Fixture
	Sewer Repair	\$ 100.00	
	Per \$1,000	\$ 8.00	Commercial Minimum
	Sewer Replacement or Connections	\$ 30.00	
	Sewer Turnaround	\$ 1,500.00	
	Water Heater	\$ 15.00	
	Water Service-< 1 inch > 2 inch	\$ 30.00	
	Water Service-< 2 inch	\$ 200.00	
	Water Service-> 1 inch	\$ 20.00	
	Work commencing before permit issued	Double Fee	
Public Works	Adoption Fee		
	Adult Dogs over 30 pounds	\$ 65.00	Each
	Small Dogs 30 pounds and under	\$ 100.00	Each
	Puppies under 5 months	\$ 100.00	Each
	Adult Cats	\$ 65.00	Each
	Kittens under 5 months	\$ 80.00	Each
	At Risk/ Long Term Animals	\$ 30.00	Each
	Animal License Fee	\$ 6.00	Each (altered)
		\$ 16.00	Each (non-altered)
		\$ 3.00	Replacement Cost
	Boarding Fees	\$ 15.00	Per Day

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Capture Fees		
	1st offense	\$ 40.00	Each
	2nd offense	\$ 70.00	Each
	3rd offense	\$ 100.00	Each
	Grass Cutting of Vacant Houses	Actual Cost	Materials, Equipments & Labor Cost
	Brush Pickup/Load	Actual Cost	Materials, Equipments & Labor Cost
	Shelter Misc. Revenue	\$ 25.00	Owner surrender
		\$ 50.00	Cremation fee
		\$ 20.00	Micro-chipping
Solid Waste	Appliance Pickup	\$ 30.00	Each
	Commercial Pickup-Set Up Fee	\$ 20.00	Each
	Commercial Pickup - Charge for Cart	\$ 75.00	Each
	Commercial Pickup - Monthly Charges:		
	For 1 Cart	\$ 30.00	Monthly
	For 2 Carts	\$ 35.00	Monthly
	For 3 Carts	\$ 40.00	Monthly
	Residential Cart Replacement Cost	\$ 75.00	Each
	Residential Cart Additional Purchase	\$ 75.00	Each
	Residential Pickup	\$ 30.00	Monthly
	Yard Waste Cart Purchase	\$ 75.00	Each - While Grant carts are available
Water/Wastewater			
	Barrel Locks to Contractors	\$ 24.00	Each
	Refundable User Fee for Fire Hydrant Meter	\$ 1,000.00	Each
	Rental for Fire Hydrant Meter	\$ 25.00	Monthly
	Water usage of Fire Hydrant Meter		Current City rates for water usage
	City Water Rates		
	Residential -- City Customers	\$ 7.80	The first 2,000 gallons
	Residential -- City Customers	\$ 1.80	each additional 1,000 gallons
	Residential -- Rural Customers	\$ 10.70	The first 2,000 gallons
	Residential -- Rural Customers	\$ 2.70	each additional 1,000 gallons
	Commercial -- City Customers	\$ 12.88	The first 2,000 gallons
	Commercial -- City Customers	\$ 2.10	each additional 1,000 gallons
	Commercial -- Rural Customers	\$ 17.59	The first 2,000 gallons
	Commercial -- Rural Customers	\$ 3.15	each additional 1,000 gallons
	City Sewer Rates		
	Residential -- City Customers	\$ 13.55	The first 2,000 gallons
	Residential -- City Customers	\$ 2.79	each additional 1,000 gallons
	Residential -- Rural Customers	\$ 17.83	The first 2,000 gallons
	Residential -- Rural Customers	\$ 3.01	each additional 1,000 gallons
	Commercial -- City Customers	\$ 26.38	The first 2,000 gallons
	Commercial -- City Customers	\$ 3.01	each additional 1,000 gallons
	Commercial -- Rural Customers	\$ 37.08	The first 2,000 gallons
	Commercial -- Rural Customers	\$ 3.22	each additional 1,000 gallons

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

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

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
Parks	Facility Rental		
	A. Keith McDonald Pavilion (\$500 Security Deposit)	\$ 310.00	Residents(1/2 day/\$600 all day)
		\$ 460.00	Non-Residents(1/2 day/\$900 all day)
	Dixon-Brewer Park Gazebo	\$ 50.00	Residents (1/2 day/\$80 all day)
		\$ 70.00	Non-Residents(1/2 day/\$120 all day)
	Ellendale Park Pavilion	\$ 60.00	Residents (1/2 day/\$90 all day)
		\$ 80.00	Non-Residents (1/2 day/\$140 all day)
	W. J. Freeman Park - Gazebo	\$ 40.00	Residents (1/2 day/\$60 all day)
		\$ 55.00	Non-Residents(1/2 day/\$90 all day)
	W. J. Freeman Park - Pavilion	\$ 60.00	Residents(1/2 day/\$100 all day)
		\$ 85.00	Non-Residents(1/2 day/\$150 all day)
Athletics	Adult Sports	\$ 560.00	Softball
		\$ 435.00	Fall Softball
		\$ 560.00	Basketball
		\$ 245.00	Volleyball
	Facility Rental		
	Deermont	\$ 510.00	Per day
	Ellendale	\$ 260.00	Per day (both fields)
	Appling	\$ 510.00	Per day (all four fields)
	W.J. Freeman Multipurpose Fields		
	11v11 field dimensions (3 fields available)	\$ 160.00	Per field/per game
	7v7 or 9v9 field dimensions (6 fields available)	\$ 85.00	Per field/per game
	Bartlett Pickleball Courts	\$ 260.00	Per day (all six courts)
	Field Permits	\$ 50.00	Per 1.5hr, non league teams
	Tennis/Cricket & non BPRD group	\$ 20.00	Per player
	Tournament Fees	\$ 210.00	Per team
	Youth Sports-per person	\$ 95.00	Baseball, Softball & Basketball
		\$ 65.00	Volleyball
	Plus Non-Resident fee	\$ 15.00	Per person
	Late Registration	\$ 25.00	Per person
	Youth Sports-per team		
	6 & u basketball	\$ 385.00	
	8 & u basketball	\$ 460.00	
	10 & u basketball	\$ 485.00	
	17 & u basketball	\$ 560.00	
	6 & u to 8 & u baseball	\$ 360.00	
	10 & u to 14 & u baseball	\$ 485.00	
	Per person fees for non BPRD Programs	\$ 20.00	per person
Singleton C.C.	Adult Classes		
	Bench Aerobics	\$ 5.00	Per class or 8 classes for \$35.00
	Belly Dancing	\$ 95.00	Resident per session
		\$ 105.00	Nonresident per session
	Zumba	\$ 5.00	Per class or 8 classes for \$35.00
	Yoga	\$ 5.00	Per class or 8 classes for \$35.00

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Chair Yoga	\$ 5.00	Per class or 8 classes for \$35.00
	Clogging	\$ 35.00	Resident per month, Add Fam \$10
		\$ 40.00	Nonresident per month, Add Fam \$10
	Pickleball Private Lessons	\$ 60.00	Per Session
	Pickleball Semi-Private Lessons	\$ 30.00	Per session
	Pickleball 101	\$ 25.00	Member Per Session
		\$ 45.00	Non-Member Per Session
	Pickleball 201	\$ 25.00	Member Per Session
		\$ 45.00	Non-Member Per Session
	Pottery		
	Hand Building	\$ 125.00	Resident \$120 for 6 week session
		\$ 135.00	Non-Resident \$125 for 6 week session
	Wheel Class	\$ 125.00	Resident \$120 for 6 week session
		\$ 135.00	Non-Resident \$125 for 6 week session
	Clay	\$ 25.00	
	Pottery Tools	\$ 20.00	
	Per Week Class Fee	\$ 25.00	
	Art Programs		
	Children's Art Classes	\$ 350.00	Per session (Ages 10-18)
		\$ 250.00	Per session (Ages 5-9)
	Saturday Artists	\$ 250.00	Per Session (Ages 5-9)
		\$ 350.00	Per Session (Ages 10-18)
	After School Art Classes	\$ 250.00	Per Sessions (Ages 7-18)
	Summer Art Camp	\$ 125.00	Per Session (Ages 5-9)
		\$ 150.00	Per Session (Ages 10-16)
	Dance		
	Recreational Dance Program	\$ 56.00	Resident per month
		\$ 66.00	Non-resident per month
	3 Visit Trial Pass	\$ 45.00	Resident per
		\$ 55.00	Non-resident per
	Summer Dance Camp	\$ 105.00	Resident per session
		\$ 115.00	Non-resident per session
	Recital Ticket	\$ 20.00	Per ticket
	Camp Singleton		
	Fall Break Camp	\$ 136.00	Resident per week
	Fall Break Camp	\$ 146.00	Non-Resident per week
	Spring Break Camp	\$ 136.00	Resident per week
	Spring Break Camp	\$ 146.00	Non-Resident per week
	Summer Day Camp		
	Full Summer tuition, Resident	\$ 1,090.00	Resident, full summer
	Full Summer tuition, Non-Resident	\$ 1,170.00	Non-Resident, full summer
	Camp 1 wk, Resident	\$ 136.00	Resident, per week
	Camp 1 wk, Resident, 1st sibling	\$ 131.00	Resident, 1st sibling, per week
	Camp 1 wk, Resident, 2nd sibling	\$ 126.00	Resident, 2nd sibling, per week

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Camp 1 wk, Non-Resident	\$ 146.00	Non-Resident, per week
	Camp 1 wk, Non-Resident, 1st sibling	\$ 141.00	Non-Resident, 1st sibling, per week
	Camp 1 wk, Non-Resident, 2nd sibling	\$ 136.00	Non-Resident, 2nd sibling, per week
	Teen Camp, Resident	\$ 146.00	Resident, per week
	Teen Camp, Non-Resident	\$ 156.00	Non-Resident, per week
Facility Rental			
	Regular Hours		
	Classroom	\$ 30.00	Resident per hour
		\$ 40.00	Non-resident per hour
	Stage Room	\$ 40.00	Resident per hour
		\$ 50.00	Non-resident per hour
	Auditorium	\$ 60.00	Resident per hour
		\$ 70.00	Non-resident per hour
	Kitchen, with Auditorium	\$ 60.00	Resident Flat Fee
		\$ 70.00	Non-Resident Flat Fee
	Gymnasium, one side only	\$ 65.00	Resident per hour
		\$ 75.00	Non-resident per hour
	Gymnasium, whole gym	\$ 130.00	Resident per hour
		\$ 150.00	Non-resident per hour
	Gym Clock	\$ 50.00	Resident Flat Fee
		\$ 75.00	Non-Resident Flat Fee
	Concession Stand	\$ 100.00	Resident Flat Fee
		\$ 125.00	Non-Resident Flat Fee
	Basketball Tournament		
	2 Day, Resident	\$ 1,750.00	
	2 Day, Non-Resident	\$ 1,900.00	
After Hours (2 Hour Minimum)			
	Classroom	\$ 65.00	Resident per hour
		\$ 75.00	Non-resident per hour
	Stage Room	\$ 80.00	Resident per hour
		\$ 90.00	Non-resident per hour
	Auditorium	\$ 125.00	Resident per hour
		\$ 145.00	Non-resident per hour
	Kitchen, with Auditorium	\$ 80.00	Resident Flat Fee
		\$ 90.00	Non-resident Flat Fee
	Gymnasium, one side only	\$ 145.00	Resident per hour
		\$ 165.00	Non-resident per hour
	Gymnasium, whole gym	\$ 290.00	Resident per hour
		\$ 350.00	Non-resident per hour
	Concession Stand	\$ 120.00	Resident Flat Fee
		\$ 145.00	Non-Resident Flat Fee
	Deposit Auditorium, Classrooms, Gym & Stage Rm	\$ 200.00	
	Deposit Teen Parties	\$ 500.00	Cash
	Rectangle Tables	\$ 6.00	Employees Only

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Metal Chairs	\$ 0.75	Employees Only
	IDs	\$ 50.00	Resident per year
		\$ 70.00	Non-resident per year
		\$ 5.00	Day Pass Resident
		\$ 15.00	Day Pass Non-Resident
	Martial Arts		
	Kendo	\$ 35.00	Resident, Per month
		\$ 45.00	Non-Resident, per month
	Iaido	\$ 30.00	Resident, per month
		\$ 40.00	Non-Resident, per month
	Preschool		
	Registration fee	\$ 30.00	
	Book Club-4 & 5 yrs old (Fridays)	\$ 51.00	Resident per session
		\$ 61.00	Non-resident per session
	Preschool Playtime-2 yrs old (Fridays)	\$ 61.00	Resident per month
		\$ 71.00	Non-resident per month
	Preschool-3 & 4 yrs old		
	Two days per week, resident	\$ 91.00	Resident per month
	Two days per week, non-resident	\$ 101.00	Non-resident per month
	Four days per week, resident	\$ 181.00	Resident per month
	Four days per week, non-resident	\$ 191.00	Non-resident per month
	Pre-K Camp- 3 & 4 yrs old	\$ 81.00	Resident per session - 3 wks
		\$ 91.00	Non-resident per session - 3 wks
	Stay N' Play	\$ 8.00	Per day
	Late Fee	\$ 15.00	Applied after the 5th of the month
	Special Events		
	Halloween	\$ 1.00	Per adult
	Valentine's 5K/10K Run	\$ 30.00	Each, plus \$5 After early bird pricing
	Valentine's 5K/10K Run	\$ 45.00	Couples, plus \$5 After early bird pricing
	Valentine's Virtual Runner	\$ 40.00	Each
	Turkey Shoot	\$ 1.00	Each target
	Youth Classes		
	Acrobatics & Tumbling	\$ 15.00	Resident Per class
		\$ 20.00	Nonresident per class
	Baton	\$ 130.00	Resident per Session
		\$ 140.00	Non-Resident per Session
		\$ 60.00	Resident, additional sibling per session
		\$ 70.00	Non-Resident, additional sibling per session
	ACT Prep	\$ 200.00	Resident per session
		\$ 205.00	Nonresident per session
	Driver Education	\$ 630.00	Resident per session
		\$ 640.00	Nonresident per session
		\$ 750.00	Resident deluxe per session
		\$ 760.00	Nonresident deluxe per session

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Piano Lessons - Private	\$ 305.00	Resident per session - 12 weeks
		\$ 330.00	Non-Resident per session - 12 weeks
		\$ 280.00	Resident, additional sibling per session
		\$ 305.00	Non-Res, additional sibling per session
	Piano Lessons - Group	\$ 205.00	Resident per session - 12 weeks
		\$ 230.00	Non-Resident per session - 12 weeks
		\$ 180.00	Resident, additional sibling per session
		\$ 205.00	Non-Resident, additional sibling per session
	Homeschool Piano Lessons	\$ 80.00	Per session - 12 weeks
		\$ 55.00	Additional sibling per session
	Piano Virtual	\$ 205.00	Resident per session - 12 weeks
		\$ 230.00	Non-resident per session - 12 weeks
	Fantast Flutes & Royal Reeds	\$ 205.00	Resident per session - 12 weeks
		\$ 230.00	Non-resident per session - 12 weeks
	Windstars 1 & 2	\$ 255.00	Resident per session - 12 weeks
		\$ 280.00	Non-Resident per session - 12 weeks
	Percussion & Bring Your Own Bells	\$ 80.00	Resident per session - 12 weeks
		\$ 90.00	Non-Resident per session - 12 weeks
	Tennis (Ages 7-17)	\$ 105.00	Resident - 1 Lesson Per Week
		\$ 115.00	Non Resident - 1 Lesson Per Week
	Theatre	\$ 185.00	Resident per session - 12 weeks
		\$ 195.00	Non-Resident per session - 12 weeks
	Drum Lessons	\$ 30.00	Resident - per lesson
		\$ 40.00	Non-Resident - per lesson
BSMC	Municipal Center Rental Fee		
	Weekday, M-F (8:00am-5:00pm)		
	Auditorium (hourly; 4 hour min.)	\$ 110.00	Resident Rate
		\$ 135.00	Non Resident Rate
	Banquet Hall (hourly; 4 hour min.)	\$ 145.00	Resident Rate
		\$ 160.00	Non Resident Rate
	Boardroom (hourly; 3 hour min.)	\$ 50.00	Resident Rate
		\$ 55.00	Non Resident Rate
	Chapel (hourly; 4 hour min.)	\$ 90.00	Resident Rate
		\$ 100.00	Non Resident Rate
	Reception Hall (hourly; 4 hour min.)	\$ 80.00	Resident Rate
		\$ 90.00	Non Resident Rate
	Community Room A (hourly; 3 hour min.)	\$ 55.00	Resident Rate
		\$ 60.00	Non Resident Rate
	Community Room B (hourly; 3 hour min.)	\$ 50.00	Resident Rate
		\$ 55.00	Non Resident Rate
	Weekend and Evening Rates		
	Auditorium (hourly; 4 hour min.)	\$ 135.00	Resident Rate
		\$ 160.00	Non Resident Rate

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Banquet Hall (hourly; 4 hour min.)	\$ 185.00	Resident Rate
		\$ 210.00	Non Resident Rate
	Boardroom (hourly; 3 hour min.)	\$ 60.00	Resident Rate
		\$ 65.00	Non Resident Rate
	Chapel (hourly; 4 hour min.)	\$ 105.00	Resident Rate
		\$ 115.00	Non Resident Rate
	Reception Hall (hourly; 4 hour min.)	\$ 95.00	Resident Rate
		\$ 105.00	Non Resident Rate
	Community Room A (hourly; 3 hour min.)	\$ 60.00	Resident Rate
		\$ 65.00	Non Resident Rate
	Community Room B (hourly; 3 hour min.)	\$ 55.00	Resident Rate
		\$ 60.00	Non Resident Rate
Equipment Rental			
	Sound Tech and Sound Equipment (\$50/hr, 4 hr min)	\$ 55.00	Resident Rate
		\$ 60.00	Non Resident Rate
	Podium	\$ 15.00	Resident Rate
		\$ 20.00	Non Resident Rate
	Banquet Hall Wall Screen	\$ 25.00	Resident Rate
		\$ 30.00	Non Resident Rate
	Auditorium Wall Screen	\$ 25.00	Resident Rate
		\$ 30.00	Non Resident Rate
Princess Tea Fee Schedule			
	Adult	\$ 10.00	Each; max 2 adults per child
	Children	\$ 35.00	Each
Wedding and Reception Packages			
	Reception only		
	Banquet Hall (8 hours day of)	\$ 1,415.00	Resident Rate
		\$ 1,555.00	Non Resident Rate
	Reception Hall (8 hours day of)	\$ 695.00	Resident Rate
		\$ 760.00	Non Resident Rate
	Wedding only		
	Auditorium (Sound Tech included, 6 hours)	\$ 1,010.00	Resident Rate
		\$ 1,105.00	Non Resident Rate
	Chapel (Sound Tech included, 6 hours)	\$ 800.00	Resident Rate
		\$ 880.00	Non Resident Rate
Wedding & Reception (Sound Tech Included)			
	Auditorium & Banquet Hall (2 hrs. night before	\$ 2,430.00	Resident Rate
	+ 10 hours day of)	\$ 2,675.00	Non Resident Rate
	Auditorium & Reception Hall (2 hrs. night before	\$ 2,430.00	Resident Rate
	+ 10 hours day of)	\$ 2,675.00	Non Resident Rate
	Chapel & Banquet Hall (2 hrs. night before	\$ 2,430.00	Resident Rate
	+ 10 hours day of)	\$ 2,675.00	Non Resident Rate
	Chapel & Reception Hall (2 hrs. night before	\$ 1,530.00	Resident Rate
	+ 10 hours day of)	\$ 1,680.00	Non Resident Rate

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
Senior Center	AM Stretch Exercise Class	\$ 4.00	Per Class
		\$ 6.00	Non-Member Per Class
	Ballroom Dance Day Class	\$ 4.00	Per class
		\$ 6.00	Non-Member Per Class
	Ballroom Dance Night Class	\$ 10.00	Per Class
		\$ 12.00	Non-Member Per Class
	Belly Dancing	\$ 4.00	Per Class
		\$ 6.00	Non-Member Per Class
	Bridge Lessons	\$ 6.00	Per Class
		\$ 8.00	Non-Member Per Class
	Calligraphy Workshops	\$ 35.00	Per Session
		\$ 40.00	Non-Member Per Session
	Ceramics	\$ 10.00	Per month
		\$ 15.00	Non-Member Per Month
	Computer Class	\$ 50.00	Per Session
		\$ 55.00	Non-Member Per Session
	Computer Workshop	\$ 40.00	4-8 hours
		\$ 45.00	Non-Member (4-8 hours)
	Computer Workshop	\$ 25.00	4 hours or less
		\$ 30.00	Non-Member (4 hours or less)
	Dance - Afternoon	\$ 4.00	Members Per Dance
		\$ 6.00	Non-Members Per Dance
	Dance - Evening	\$ 6.00	Members Per Dance
		\$ 7.00	Non-Members Per Dance
	Duplicate Bridge	\$ 1.00	Per session
	Duplicate Bridge Additional Fee	\$ 1.50	Non-Members per Session
	Exercise Punch Card	\$ 40.00	Per Punch Card
		\$ 55.00	Non-Member per Punch Card
	Facility Rental		
	Classroom (except #2)	\$ 40.00	Resident Per Hour / Two Hour Min.
		\$ 50.00	Non-Resident Per Hour / 2 Hr Min.
	Classroom # 2	\$ 45.00	Resident Per Hour / Two Hour Min.
		\$ 55.00	Non-Resident Per Hour / 2 Hr Min.
	Auditorium	\$ 90.00	Resident Per Hour / Two Hour Min.
		\$ 100.00	Non-Resident Per Hour / 2 Hr Min.
	Auditorium Deposit	\$ 200.00	Per Auditorium Rental
	Classroom & Room 2 Deposit	\$ 50.00	Per Classroom or Room 2 Rental
	Kitchen (Type-Catering)	\$ 75.00	Additional Flat Fee for Rental
	For Profit Rentals	\$ 5.00	Per Hour Added to Standard Rental Fee
	Equipment - Podium	\$ 25.00	Additional Flat Fee for Rental
	Equipmt - Mic over PA	\$ 25.00	Additional Flat Fee for Rental (Aud. Onl
	Equipmt - TV w/ DVD	\$ 50.00	Additional Flat Fee for Rental
	Rental Cleanup - Classroom	\$ 25.00	Additional Flat Fee Per Classroom Rent
	Rental Cleanup - Room 2	\$ 50.00	Additional Flat Fee Per Rm 2 Rental

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Rental Cleanup - Auditorium	\$ 95.00	Additional Flat Fee Per Auditorium Rent
	Tablecloths - 60"x120" or 108" Round	\$ 17.50	Per Table Cloth
	Tablecloths - 90"x132" or 132" Round	\$ 22.50	Per Table Cloth
	Tablecloths - 120"	\$ 20.00	Per Table Cloth
	Tablecloth Overlay - 72"x72" or 90"x90"	\$ 15.00	Per Overlay with Table Cloth Rental
	Chair Cover with Sash	\$ 4.00	Per Chair
	Group Fitness Class	\$ 4.00	Per Class
		\$ 6.00	Non-Member Per Class
	Jewelry Class	\$ 4.00	Per class
		\$ 6.00	Non-Member Per Class
	Language Classes	\$ 30.00	Per Session
		\$ 35.00	Non-Member Per Session
	Leather Class	\$ 4.00	Per class
		\$ 6.00	Non-Member Per Class
	Line Dance Class	\$ 4.00	Per class
		\$ 6.00	Non-Member Per Class
	Language Classes	\$ 30.00	Per Session
		\$ 35.00	Non-Member Per Session
	Manicure	\$ 15.00	
	Pedicure	\$ 21.00	
	Special Care Fee	\$ 10.00	Additional (case-by-case)
	Massage - Chair		
	15-minutes	\$ 22.00	Per 15-minute appointment
	30-minutes	\$ 40.00	Per 30-minute appointment
	Memberships		
	Basic Membership	\$ 15.00	Per Year
		\$ 30.00	Non-Resident Per Year
	All-Inclusive Membership	\$ 21.00	Per Month
		\$ 26.00	Non-Resident Per Month
	Newsletter Ad Space		
	Business card size ad	\$ 20.00	Per newsletter issue
	Quarter page ad	\$ 30.00	Per newsletter issue
	Half page ad	\$ 50.00	Per newsletter issue
	Full page ad	\$ 85.00	Per newsletter issue
	Half page ad - outside back cover	\$ 105.00	Per newsletter issue
	Oil Painting Class	\$ 10.00	Per Month
		\$ 15.00	Non-Member Per Month
	Photography Workshop	\$ 35.00	Per Session
		\$ 40.00	Non-Member Per Session
	Piano/Music Lessons	\$ 80.00	Per Month
		\$ 85.00	Non-Member Per Month
	Pottery Class	\$ 15.00	Per Month
		\$ 20.00	Non-Member Per Month

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Sketching/Art Class	\$ 10.00	Per Month
		\$ 15.00	Non-Member Per Month
	Sewing Class	\$ 10.00	Per Month
		\$ 15.00	Non-Member Per Month
	Tai Chi	\$ 4.00	Per class
		\$ 6.00	Non-Member Per Class
	Yoga	\$ 4.00	Per class
		\$ 6.00	Non-Member Per Class
	Zumba Class	\$ 4.00	Per class
		\$ 6.00	Non-Member Per Class
Recreation Center			
	Corporate Household	\$ 690.00	Yearly
	Corporate Senior Household	\$ 580.00	Yearly
	Corporate Senior Single	\$ 382.00	Yearly
	Corporate Single	\$ 456.00	Yearly
	Corporate Household	\$ 64.00	Monthly
	Corporate Senior Household	\$ 54.00	Monthly
	Corporate Senior Single	\$ 35.00	Monthly
	Corporate Single	\$ 42.00	Monthly
	Employee Household	\$ 384.00	Yearly
	Employee Senior Household	\$ 276.00	Yearly
	Employee Senior Single	\$ 192.00	Yearly
	Employee Single	\$ 252.00	Yearly
	Non-Resident Day Pass Daily	\$ 20.00	Daily
	Non-Resident Day Pass Weekly	\$ 40.00	Weekly
	Non-Resident Household	\$ 837.00	Yearly
	Non-Resident Senior Household	\$ 752.00	Yearly
	Non-Resident Senior Single	\$ 493.00	Yearly
	Non-Resident Single	\$ 555.00	Yearly
	Resident Day Pass Daily	\$ 10.00	Daily
	Resident Day Pass Weekly	\$ 26.00	Weekly
	Resident Household	\$ 555.00	Yearly
	Resident Senior Household	\$ 406.00	Yearly
	Resident Senior Single	\$ 272.00	Yearly
	Resident Single	\$ 357.00	Yearly
	Resident Single - Monthly	\$ 33.00	Monthly
	Resident Household - Monthly	\$ 52.00	Monthly
	Resident Senior Single - Monthly	\$ 25.00	Monthly
	Resident Senior Household - Monthly	\$ 38.00	Monthly
	Non-Resident Single	\$ 178.00	3-Month
	Non-Resident Household	\$ 267.00	3-Month
	Non-Resident Senior Single	\$ 158.00	3-Month
	Non-Resident Senior Household	\$ 240.00	3-Month
	Non-Resident Single	\$ 52.00	Monthly

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Non-Resident Household	\$ 78.00	Monthly
	Non-Resident Senior Single	\$ 46.00	Monthly
	Non-Resident Senior Household	\$ 70.00	Monthly
	Resident Single	\$ 113.00	3-Month
	Resident Household	\$ 178.00	3-Month
	Resident Senior Single	\$ 86.00	3-Month
	Resident Senior Household	\$ 130.00	3-Month
	Non-Resident Single	\$ 178.00	3-Month
	Non-Resident Household	\$ 267.00	3-Month
	Non-Resident Senior Single	\$ 158.00	3-Month
	Non-Resident Senior Household	\$ 240.00	3-Month
	Corporate Single	\$ 148.00	3-Month
	Corporate Household	\$ 219.00	3-Month
	Corporate Senior Single	\$ 124.00	3-Month
	Corporate Senior Household	\$ 185.00	3-Month
	Premium Memberships (Add-On)		
	Corporate Household	\$ 207.00	Yearly
	Corporate Senior Household	\$ 174.00	Yearly
	Corporate Senior Single	\$ 115.00	Yearly
	Corporate Single	\$ 137.00	Yearly
	Corporate Household	\$ 20.00	Monthly
	Corporate Senior Household	\$ 17.00	Monthly
	Corporate Senior Single	\$ 11.00	Monthly
	Corporate Single	\$ 13.00	Monthly
	Employee Household	\$ 116.00	Yearly
	Employee Senior Household	\$ 83.00	Yearly
	Employee Senior Single	\$ 58.00	Yearly
	Employee Single	\$ 76.00	Yearly
	Non-Resident Household	\$ 252.00	Yearly
	Non-Resident Senior Household	\$ 226.00	Yearly
	Non-Resident Senior Single	\$ 148.00	Yearly
	Non-Resident Single	\$ 167.00	Yearly
	Resident Household	\$ 167.00	Yearly
	Resident Senior Household	\$ 122.00	Yearly
	Resident Senior Single	\$ 82.00	Yearly
	Resident Single	\$ 108.00	Yearly
	Resident Single - Monthly	\$ 10.00	Monthly
	Resident Household - Monthly	\$ 16.00	Monthly
	Resident Senior Single - Monthly	\$ 8.00	Monthly
	Resident Senior Household - Monthly	\$ 12.00	Monthly

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Non-Resident Single	\$ 16.00	Monthly
	Non-Resident Household	\$ 24.00	Monthly
	Non-Resident Senior Single	\$ 14.00	Monthly
	Non-Resident Senior Household	\$ 21.00	Monthly
	Includes, but not limited to: Priority Registration; 12 Sessions of Childcare; 10% discount on apparel; 20% discount on rentals; 2 free tanning visits/month quarterly visits with a Personal Trainer; 12 additional guest passes/year; Third adult at the same address; 10% off of Personal Training packages; Free BRC towel.		
	Aquatics		
	Splash Pad Resident - Daily	\$ 5.00	Daily
	Splash Pad Non-Resident - Daily	\$ 15.00	Daily
	Splash Pad Resident - Yearly	\$ 90.00	Yearly
	1 student 4 lessons per mem	\$ 130.00	
	1 student 4 lessons per non-mem	\$ 160.00	
	Lifeguard Instructor mem	\$ 225.00	
	Lifeguard Instructor non- mem	\$ 250.00	
	Lifeguard recert mem fee	\$ 75.00	
	Lifeguard recert non-mem fee	\$ 100.00	
	Lifeguard training mem fee	\$ 230.00	
	Lifeguard training non-mem fee	\$ 275.00	
	Masters swim mem daily	\$ 50.00	Monthly
	Masters swim non-mem daily	\$ 60.00	Monthly
	Swim class member fee	\$ 110.00	
	Swim class non-member fee	\$ 140.00	
	Swim club registration	\$ 10.00	
	WSI class mem	\$ 225.00	
	WSI class non-mem	\$ 250.00	
	Daycare		
	Daycare mem 12 sessions	\$ 20.00	
	Daycare mem 6 sessions	\$ 10.00	
	Daycare mem daily	\$ 2.00	
	Daycare non-mem 12 sessions	\$ 20.00	
	Daycare non-mem 6 sessions	\$ 10.00	
	Daycare non-mem daily	\$ 2.00	
	Facility Rental		
	Basketball court rental	\$ 55.00	1/2 Court - 1 Hour Member
		\$ 75.00	1/2 Court - 2 Hour Member
		\$ 90.00	1/2 Court - 1 Hour Non-Member
		\$ 110.00	1/2 Court - 2 Hour Non-Member
		\$ 110.00	Full Court - 1 Hour Member
		\$ 165.00	Full Court - 2 Hour Member
		\$ 155.00	Full Court - 1 Hour Non-Member
		\$ 210.00	Full Court - 2 Hour Non-Member

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Large Meeting Room Rental	\$ 125.00	2 hour Member
		\$ 155.00	3 hour Member
		\$ 185.00	4 hour Member
		\$ 155.00	2 hour Non-Member
		\$ 185.00	3 hour Non-Member
		\$ 215.00	4 hour Non-Member
	Meeting Room 2	\$ 95.00	2 hour Member
		\$ 125.00	3 hour Member
		\$ 155.00	4 hour Member
		\$ 125.00	2 hour Non-Member
		\$ 155.00	3 hour Non-Member
		\$ 185.00	4 hour Non-Member
	Choose 1 Package	\$ 115.00	Member
		\$ 150.00	Non-Member
	Choose 2 Package	\$ 150.00	Member
		\$ 200.00	Non-Member
	Home School Swim	\$ 3.00	
	Lock-In Rental Balance	\$ 800.00	
	Lock-In Rental Deposit	\$ 150.00	
	Pool Lane Rental member	\$ 15.00	
	Pool Lane Rental nonmember	\$ 20.00	
	Pool Play Area Rental member	\$ 50.00	1 Hour
	Pool Play Area Rental member	\$ 75.00	2 Hour
	Pool Play Area Rental nonmember	\$ 70.00	1 Hour
	Pool Play Area Rental nonmember	\$ 95.00	2 Hour
	Scuba	\$ 10.00	Per person
	Yearly locker rental	\$ 60.00	
	Inflatable - Giant Slide - Member	\$ 95.00	
	Inflatable - Castle - Member	\$ 70.00	
	Inflatable - Basketball Hoops - Member	\$ 60.00	
	Inflatable - Giant Slide - Non-Member	\$ 125.00	
	Inflatable - Castle - Non-Member	\$ 95.00	
	Inflatable - Basketball Hoops - Non-Member	\$ 65.00	
	Rental Security Deposit (Refundable)	\$ 150.00	
Fitness			
	Fire Workout - 4 Weeks - Member	\$ 120.00	
	Fire Workout - 4 Weeks - Non-Member	\$ 140.00	
	Fire Workout - 1 Class - Member	\$ 20.00	
	Fire Workout - 1 Class - Non-Member	\$ 30.00	
	1 Hr Personal Training Member	\$ 60.00	
	1 Hr Personal Training Non-Member	\$ 75.00	
	12 Hrs Personal Training Member	\$ 540.00	
	12 Hrs Personal Training Non-Member	\$ 700.00	
	20 Hrs Personal Training Member	\$ 850.00	

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	20 Hrs Personal Training Non-Member	\$ 1,050.00	
	3 Hr Personal Training Member	\$ 150.00	
	3 Hr Personal Training Non-Member	\$ 195.00	
	30 Hrs Personal Training Member	\$ 1,100.00	
	30 Hrs Personal Training Non-Member	\$ 1,400.00	
	6 Hrs Personal Training Member	\$ 300.00	
	6 Hrs Personal Training Non-Member	\$ 390.00	
	Fast Track	\$ 225.00	
	Fitness Assessment	\$ 25.00	
	Indoor Triathlon	\$ 20.00	
	Small Group Training Member	\$ 170.00	
	Small Group Training Non-Member	\$ 210.00	
	Team Training Member (6 Sessions)	\$ 250.00	
	Team Training Non-Member (6 Sessions)	\$ 300.00	
	Team Training Member (12 Sessions)	\$ 450.00	
	Team Training Non-Member (12 Sessions)	\$ 500.00	
	Quest 4 Fitness member	\$ 65.00	
	Quest 4 Fitness nonmember	\$ 85.00	
	Sports Conditioning member	\$ 65.00	
	Sports Conditioning nonmember	\$ 85.00	
	Team Training 1 Mem & 1 Non- Mem 1session	\$ 65.00	
	Team Training 1 Mem & 1 Non-Mem 8 sessions	\$ 440.00	
	Team Training 1 Mem & 1 Non-Mem 12 sessions	\$ 540.00	
	Team Training 2 Members 1 session	\$ 60.00	
	Team Training 2 Members 8 sessions	\$ 400.00	
	Team Training 2 Members 12 sessions	\$ 480.00	
	Team Training 2 Non-Mem 1 session	\$ 70.00	
	Team Training 2 Non-mem 8 sessions	\$ 480.00	
	Team Training 2 Non-mem 12 sessions	\$ 600.00	
	Next Level Training Member	\$ 35.00	
	Next Level Training Non-Member	\$ 45.00	
	Other Recreation Center		
	Camp 1 wk mem	\$ 150.00	
	Camp 1 wk mem 1st sibling	\$ 140.00	
	Camp 1 wk mem 2nd sibling	\$ 125.00	
	Camp 1 wk non-mem	\$ 175.00	
	Camp 1 wk non-mem 1st sibling	\$ 165.00	
	Camp 1 wk non-mem 1nd sibling	\$ 145.00	
	Camp day rate member	\$ 40.00	
	Camp day rate non-member	\$ 50.00	
	Health Non-Profit Booth	\$ 30.00	
	Health Profit Booth	\$ 35.00	
	Junior Youth members	\$ 25.00	
	JYM special	\$ 50.00	

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Kids Night Out mem	\$ 15.00	
	Kids Night Out Non-Mem	\$ 25.00	
	Lock-in Member	\$ 20.00	
	Lock-in member additional child	\$ 15.00	
	Lock-in non member	\$ 30.00	
	Lock-in non member additional child	\$ 25.00	
	Racquetball league mem	\$ 20.00	
	Racquetball league non-mem	\$ 30.00	
	Racquetball slam add level	\$ 10.00	
	Racquetball slam mem	\$ 20.00	
	Softball registration	\$ 45.00	
	Triathlon individual	\$ 25.00	
	Triathlon insurance individual	\$ 10.00	
	Triathlon late fee individual	\$ 5.00	
	Daddy Daughter Couple mem	\$ 35.00	
	Daddy Daughter additional child mem	\$ 10.00	
	Daddy Daughter Couple non-mem	\$ 45.00	
	Daddy Daughter additional child non-mem	\$ 20.00	
	Small Fry Tri (mem)	\$ 15.00	
	Small Fry Tri (non-mem)	\$ 25.00	
Swim Competition			
	BXST 101 Member	\$ 40.00	
	BXST 101 Member - 2nd	\$ 30.00	
	BXST 101 Non-Member	\$ 55.00	
	BXST 101 Non-Member - 2nd	\$ 45.00	
	Late fee	\$ 10.00	
	Black team mem	\$ 65.00	Monthly
	Black team non-mem	\$ 80.00	Monthly
	Black 2nd swimmer mem	\$ 55.00	Monthly
	Black 2nd swimmer non-mem	\$ 70.00	Monthly
	Red team mem	\$ 75.00	Monthly
	Red team non-mem	\$ 90.00	Monthly
	Red 2nd swimmer mem	\$ 65.00	Monthly
	Red 2nd swimmer non-mem	\$ 80.00	Monthly
	Senior member	\$ 85.00	Monthly
	Senior non-mem	\$ 100.00	Monthly
	Senior 2nd swimmer mem	\$ 75.00	Monthly
	Senior 2nd swimmer non-mem	\$ 90.00	Monthly
	USS transfer fee in LSC	\$ 10.00	
	USS transfer fee out of LSC	\$ 15.00	
	White team mem	\$ 55.00	Monthly
	White team non-mem	\$ 65.00	Monthly
	White 2nd swimmer mem	\$ 45.00	Monthly
	White 2nd swimmer non-mem	\$ 60.00	Monthly
	Yearly registration fee	\$ 110.00	

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett
Fees Schedule
Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Yearly US reg fee	\$ 80.00	
	High School Swim Team mem	\$ 350.00	
	High School Swim Team non-mem	\$ 400.00	
	USAS High School Swim Team	\$ 300.00	
	Middle School Swim Team mem	\$ 250.00	
	Middle School Swim Team non-mem	\$ 300.00	
	USAS Middle School Swim Team	\$ 200.00	
Performing Arts	BOX OFFICE		
	Credit card processing - per subscription	\$ 3.00	On Total Order
	Credit card processing - per ticket	\$1.75/3.75/4.25	Depending on Ticket Price
	Tickets - Buy 5 or More Shows Subscription	\$7.50 / \$11.25	5 Shows - 25% off
		\$ 15.00	5 Shows - 25% off
		\$18.75 - \$26.25	5 Shows - 25% off
	Tickets - Subscribers - Headliner Series	\$40 / \$50	
	Theatre - Public - Headliner Series	\$ 50.00	
	Tickets - Public - Showcase Series	\$ 35.00	
	Theatre - Public - Live Theatre Series	\$ 20.00	
	Tickets - Subscriber - Family Series	\$10 / \$15	Youth & Adult
	CLASSES & INSTRUCTION		
	Summer camp - per participant	\$ 140.00	1/2 Day Camp
	Summer camp - per participant	\$ 200.00	Full Day Camp
	CONCESSIONS		
	BPACC events - per item	\$ 2.00	
	Client Coffee Statin - per event	\$ 20.00	
	Client Coffee Refill - per event	\$ 5.00	
	Client - Hospitality Coordination Fee		Varies - Based on needs & volume
	Client merchandise - per event	15% - of gross	Applies to BPACC series artists (BPACC receives 15% of Gross)
	EQUIPMENT RENTAL		
	Banquet table w/cloth & skirt - per event	\$ 10.00	
	Banquet table with cloth only - per event	\$ 5.00	
	Corded Mics - up to 10 - per mic	\$ 10.00	
	Facility piano & bench - per event	\$ 150.00	
	Facility piano tuning - per event	\$ 125.00	
	Follow spot light - per event	\$ 25.00	Operator Add'l - \$20.00 per hr
	Podium Only - per event	\$ 15.00	
	Podium w Mic - per event	\$ 50.00	
	Removal of seats - per row/event	\$ 50.00	
	Stage Audio --- Lighting Techs per hour	\$35 -- \$20	
	Stage risers - per event	\$ 100.00	
	Stage screen only - per event	\$ 25.00	
	Wireless Mics - per event - per mic	\$ 85.00	
	SPACE RENTAL		
	Auditorium (per hr, 4-hour minimum)	\$ 125.00	Includes House Manager
	Lobby (per hr, 4-hour minimum)	\$ 85.00	Includes House Manager

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)

City of Bartlett

Fees Schedule

Fiscal Year 2023-2024

Department	Type	Amount	Frequency/Notes/Description
	Green Room (per hr, 4-hour minimum)	\$ 40.00	Includes House Manager
	Studio (per hr, 4-hour minimum)	\$ 60.00	Includes House Manager
	Conference Room (per hr, 4-hr minimum)	\$ 50.00	Includes House Manager
Sponsorship		\$ 1,000.00	& Up
Special Partnerships		\$ 500.00	\$500 to \$999

Attachment: ExhibitBBudgetOrd23-01 (3299 : Ord. 23-01 FY2024 Budget Ordinance)



CITY OF BARTLETT
BARTLETT CITY SCHOOL FUND
FY 2024 Proposed Budget



Description	FY 2022 Actual	FY 2023 Revised	FY 2023 Projection	FY 2024 Request
Bartlett School Fund Revenues				
County Taxes	\$ 40,674,215	\$ 40,196,497	\$ 40,196,497	\$ 41,851,484
City of Bartlett Contributions		2,346,019	2,346,019	2,346,019
Charges for Services	103,665	110,200	110,200	60,200
Recurring Local Revenue	834,102	680,000	680,000	559,500
Nonrecurring Local Revenue		0	0	0
State Education Funds	46,716,232	46,787,349	46,787,349	52,086,789
Other State Revenue	137,119	104,000	104,000	104,000
Federal Funds thru the State	723,795	0	0	0
Capital Leases Issued		0	0	0
Other Sources	2,346,019	270,000	270,000	270,000
Total Bartlett School Fund Revenues	\$ 91,535,147	\$ 90,494,065	\$ 90,494,065	\$ 97,277,992
<u>Staffing Level</u>				
<i>Full-Time Equivalent (FTE)</i>	<i>865.00</i>	<i>856.00</i>	<i>856.00</i>	<i>888.00</i>
Bartlett School Fund Expenditures				
Regular Instruction Program	\$ 43,100,009	\$ 45,201,731	\$ 45,201,731	\$ 49,136,014
Alternative Education Program	445,857	525,656	525,656	555,245
Special Education	6,578,423	7,253,130	7,253,130	7,806,093
Career and Technical Education Program	1,462,937	1,613,771	1,613,771	1,756,448
Planning	129,332	140,219	140,219	142,635
Student Services	726,214	762,981	762,981	766,015
Health Services	462,063	1,039,488	1,039,488	1,165,468
Other Student Support	2,072,229	2,176,610	2,176,610	2,697,992
Regular Instruction Support	2,415,241	2,499,497	2,499,497	2,573,012
Special Education Support	1,203,851	1,444,090	1,444,090	1,560,300
Vocational Education Support	138,164	129,419	129,419	133,189
Board of Education	3,438,371	5,521,088	5,521,088	5,034,132
Director of Schools	548,324	598,384	598,384	1,048,299
Office of Principal	6,733,985	7,641,246	7,641,246	8,234,758
Fiscal Services	1,149,278	1,579,313	1,579,313	1,908,576
Human Resources	645,089	720,202	720,202	739,185
Operation of Plant	5,308,479	6,254,230	6,254,230	6,323,370
Maintenance of Plant	1,699,283	2,602,763	2,602,763	1,932,207
Transportation	3,058,217	4,047,774	4,047,774	4,579,221
Technology	2,102,838	2,592,473	2,592,473	2,685,833
Food Service	36,662	0	0	0
Capital Outlays	133	0	0	0
Transfers Out	6,485,188	0	0	0
Total Bartlett School Fund Expenditures	\$ 89,940,167	\$ 94,344,065	\$ 94,344,065	\$ 100,777,992
Net From Operations	1,594,980	(3,850,000)	(3,850,000)	(3,500,000)
School Beginning Fund Balance	\$ 39,651,694	\$ 41,246,674	\$ 41,246,674	\$ 37,396,674
School Ending Fund Balance	\$ 41,246,674	\$ 37,396,674	\$ 37,396,674	\$ 33,896,674

Attachment: FY2023-24 School General Fund Exhibit A (3299 : Ord. 23-01 FY2024 Budget Ordinance)

Bartlett City Schools



2022-2023

Proposed Special Revenue Fund Budget

Draft April 27, 2023

Attachment: FY2023-24 Special Revenue Fund Exhibit B (3299 : Ord. 23-01 FY2024 Budget Ordinance)

BARTLETT CITY SCHOOLS

Title Funds

Title Funds

Revenue

<u>ACCT</u>	<u>Description</u>	<u>2022-2023</u> <u>BUDGET</u>	<u>2023-2024</u> <u>BUDGET</u>
142-47141	Title I-A	1,341,461	998,100
142-47141	Consolidated Administration	141,107	107,442
142-47141	Title I-Neglected	730,885	502,043
142-47141	Title I- Delinquent	61,759	28,967
142-47189	Title II-A	567,682	367,225
142-47141	Title III - ELA	4,278	4,111
142-47590	Title IV	141,591	176,097
Total Title Funds		2,988,763	2,183,985

BARTLETT CITY SCHOOLS

Title I-A

Title I-A			
ACCT	Description	2023-2024 PERS	2023-2024 BUDGET
116	Teachers	6	140,125
169	Part Time Salaries	18	91,071
189	Other Salaries	5	156,851
195	Substitute Teachers		3,250
201	Social Security		33,066
204	State Retirement		23,123
206	Life insurance		1,037
207	Medical insurance		59,065
212	Medicare		6,307
355	Mileage		800
429	Instructional Supplies & Materials		56,519
471	Software		49,240
499	Other Supplies		926
524	Inservice/ Staff Development		23,224
599	Other Charges- 15% carryover		266,283
722	Instructional Equipment		48,666
790	Other Equipment		0
	Indirect Costs		38,547
	Total Title I-A		998,100

Informational Note:
Title I, Part A of the Every Student Succeeds Act (ESSA) provides financial assistance to schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

BARTLETT CITY SCHOOLS

Title I- Consolidated Administration

Title Consolidated Administration

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
105	Supervisor	2	34,607
138	Computer Instruction Personnel	1	16,264
162	Clerical Personnel	1	10,798
189	Other Salaries	0.5	13,260
201	Social Security		5,269
204	State Retirement		10,908
206	Life insurance		374
207	Medical insurance		893
212	Medicare		1,232
355	Mileage		2,804
499	Other Supplies & Materials		1,992
524	Inservice/ Staff Development		1,247
790	Other Equipment		4,000
	Indirect Costs		<u>3,794</u>
	Total Title Consolidated Administration		107,442

Informational Note:

Consolidated Administration reflects employees who spend 100% of their time administering ther federally funded Title I-A, Title I-A Neglected, Title II-A, and Title III grants. Funded 52% by Title I-A, 34% by Title I-A Neglected, 2.6% by Title I-D, 11.3 by Title II-A, and .08% by Titles III and IV.

BARTLETT CITY SCHOOLS

Title I-A Neglected

Title I-A Neglected

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
189	Other Salaries & Wages	1	27,259
201	Social Security		2,010
204	State Retirement		3,428
206	Life Insurance		108
207	Medical Insurance		5,067
212	Medicare		470
355	Travel		1,825
399	Other Contracted Services		100,315
429	Instructional Supplies & Materials		88,518
471	Software		57,109
524	In-Service/Staff Development		7,271
722	Regular Instruction Equipment		194,858
	Indirect Costs		<u>13,805</u>
	Total Title I-A Neglected		502,043

Informational Note:
Title I-A, Neglected - funds are used to provide education and services for students placed in facilities by the courts due to abandonment, abuse, or parental neglect.

BARTLETT CITY SCHOOLS

Title I Part D

Title I Part D

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
189	Other Salaries & Wages	1	3,053
201	Social Security		225
204	State Retirement		383
206	Life Insurance		12
207	Medical Insurance		563
212	Medicare		53
399	Other Contracted Services		9,600
429	Instructional Supplies & Materials		9,385
722	Regular Instructional Equipment		4,698
	Indirect Costs		<u>995</u>
	Total Title I Part D		28,967

Informational Note:
Title I, Part D funds are used to provide additional services, staff, programs or materials that are not provided with State or local resources absent federal funds.

BARTLETT CITY SCHOOLS

Title II-A

Title II-A

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
105	Supervisor/Director	1	6,771
189	Other Salaries (and Stipends)	4	103,670
195	Substitute Teachers		37,230
201	Social Security		9,553
204	State Retirement		14,470
206	Life insurance		504
207	Medical insurance		12,193
212	Medicare		2,225
399	Other Contracted Services		50,800
499	Other Supplies & Materials		7,392
524	Inservice/ Staff Development		126,299
	Indirect Costs		<u>2,889</u>
	Total Title II-A		367,225

Informational Note:
Title II, Part A funds are used to recruit, train, prepare and retain high quality teachers and to provide professional development. Includes cost of salaries, benefits, materials, supplies and services used in the Title II-A program. Title II funds are used to recruit, train, prepare, and retain high quality teachers and to provide professional development. Includes cost of salaries, benefits, materials, supplies, and services used in the Title II-A program.

BARTLETT CITY SCHOOLS

Title III -English Language Learners

Title III

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
429	Instructional Supplies & Materials		663
471	Software		786
499	Other Supplies & Materials		655
524	Inservice/ Staff Development		1,930
	Indirect Costs		77
	Total Title III - ELL		4,111

Informational Note:
Title III funds support instructional services for English Language Learners.

BARTLETT CITY SCHOOLS

Title IV

Title IV

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
130	Social Workers	1	93,882
189	Other Salaries & Wages		24,497
195	Substitute Teachers		0
201	Social Security		7,324
204	State Retirement		13,782
206	Life insurance		426
207	Medical insurance		19,604
212	Medicare		994
355	Mileage		579
524	In-Service/Staff Development		7,040
599	Other Charges		0
722	Equipment		6,842
	Indirect Costs		<u>1,127</u>
	Total Title IV		176,097

Informational Note:
Title IV, is used to fund Well-rounded Educational Opportunities to support STEM classes, supplies and materials; and student competitions; Safe and Healthy Students by use of a social worker to support schools to promote the attendance and graduation initiatives; and Effective Use of Technology to provide professional development to teachers on the use of technology in the classroom.

BARTLETT CITY SCHOOLS

CARES/ CRRSA ACT/ ARP ACT

CARES/CRRSA Act/ ARP Act - Revenue

<u>ACCT</u>	<u>Description</u>	2022-2023	2023-2024
		<u>BUDGET</u>	<u>BUDGET</u>
47307	ESSER 2.0	1,441,667	0
47401	ESSER 3.0	11,776,287	6,946,218
47401	Tennessee All Corps	131,234	135,785
47402	ARP IDEA Part B	301,658	133,770
47403	ARP- IDEA Preschool	24,396	20,811
47590	Epidemiology and Laboratory	1,499,184	357,437
47307	Fiscal Pre-Monitoring Supports	46,200	46,200
Total CARES/CRRSA/ARP - Revenue		15,220,626	7,640,221

Informational Note: The Coronavirus Aid, Relief, and Economic Security (CARES) Act, The Coronavirus Repsonse and Relief Supplemental Appropriation Act (CRRSAA), and the American Rescue Plan (ARP) provide an economic stimulus to local education agencies (LEAs). These funds are to purchase and upgrade unique items in regards to COVID-19 needs and support for the schools through technology, supplies to sanitize, and other activities that are necessary to maintain the operation and continuity of services.

BARTLETT CITY SCHOOLS
ESSER 3.0

ESSER 3.0			
<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
105	Supervisor	1	49,757
116	Teachers	24	1,867,395
123	Guidance Personnel	1	24,279
131	Medical Personnel		17,000
139	Assistant Principal		30,000
162	Clerical Personnel		6,100
163	Educational Assistant	3	120,150
165	Cafeteria Personnel		15,000
189	Other Salaries	30	1,015,871
195	Substitute Teachers	60	23,170
201	Social Security		210,056
204	State Retirement		273,299
206	Life insurance		6,599
207	Medical insurance		183,705
212	Medicare		<u>48,800</u>
	SUBTOTAL SALARIES & FRINGES		3,891,183

BARTLETT CITY SCHOOLS
ESSER 3.0

ESSER 3.0			
ACCT	Description	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
312	Contracts w Private Agencies		38,200
328	Janitorial Services		25,000
399	Other Contracted Services		53,000
412	Diesel Fuel		7,000
422	Food Supplies		40,000
429	Instructional Supplies & Materials		361,054
430	Textbooks-Electronic		16,900
449	Textbooks		9,385
471	Software		388,096
499	Other Supplies & Materials		404,199
524	Staff Development		151,975
706	Building Construction		598,763
722	Equipment		9,200
	Indirect Costs		952,262
	SUBTOTAL SERVICES		3,055,035
	Total ESSER 3.0		6,946,218

Informational Note: The American Rescue Plan Act (ARPA) funds available through this grant are one-time grant funds made available through the U.S. Department of Education. All funds are used for the unique needs during the COVID-19 pandemic. These funds are intended to support the academic and non-academic needs of students and schools prepare for re-entry and continuous

BARTLETT CITY SCHOOLS

Tennessee All Corps

Tennessee All Corps

		2023-2024	2023-2024
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
189	Other Salaries (Stipends)	72	91,999
196	In-Service Training		5,000
201	Social Security		6,509
204	State Retirement		11,470
212	Medicare		1,485
429	Instructional Supplies & Materials		12,857
432	Library Books/Media		2,000
499	Other Supplies & Materials		4,466
Total Tennessee All Corps			135,785

Informational Note: Tennessee All Corps Grant is offering structured tutoring program to increase proficiency in math and early reading. This program provides tutors, and materials to increase student achievement.

BARTLETT CITY SCHOOLS

ARP IDEA Part B

ARP IDEA Part B

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
131	Medical Personnel	2	62,357
189	Other Salaries	1	3,361
201	Social Security		4,011
204	State Retirement		6,834
206	Life insurance		224
207	Medical insurance		15,344
212	Medicare		938
312	Contracts with Private Agencies		22,155
322	Evaluation and Testing		0
429	Instructional Supplies & Materials		8,359
499	Other Supplies & Materials		0
524	Staff Development		0
725	Special Education Equipment		5,034
	Indirect Costs		5,153
	Total ARP IDEA Part B		133,770

Informational Note: The ARP IDEA Pt B Grant under the CARES Act provides supplemental funding for the two IDEA formula grant programs. These funds are to purchase and upgrade unique items in regards to COVID-19 needs to support the provision of special education and related services to children with disabilities.

BARTLETT CITY SCHOOLS
ARP IDEA Preschool

ARP IDEA Preschool

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
322	Evaluation and Testing		3,078
429	Instructional Supplies & Materials		1,199
499	Other Supplies & Materials		2,760
725	Special Education Equipment		13,481
	Indirect Costs		293
	Total ARP IDEA Preschool		20,811

Informational Note: The ARP IDEA Preschool Grant under the CARES Act provides supplemental funding for the two IDEA formula grant programs. These funds are to purchase and upgrade unique items in regards to COVID-19 needs to support the provision of special education and related services to children with disabilities.

BARTLETT CITY SCHOOLS
Epidemiology and Laboratory

Epidemiology and Laboratory

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
130	Social Workers	2	52,939
131	Medical Personnel	14	165,643
162	Clerical Personnel	1	10,371
201	Social Security		21,267
204	State Retirement		28,901
206	Life insurance		1,142
207	Medical insurance		45,433
212	Medicare		4,177
355	Travel		2,705
413	Drug and Medical Supplies		14,723
790	Other Equipment		10,136
	Total Epidemiology and Laboratory		357,437

Informational Note: The Epidemiology and Laboratory Testing Grant is intended to support the reopening and in-person instruction of K-12 schools through supporting comprehensive screening testing for K-12 schools for student and staff.

BARTLETT CITY SCHOOLS

Fiscal Pre-Monitoring Supports

Fiscal Pre-Monitoring Supports

<u>ACCT</u>	<u>Description</u>	<u>2023-2024</u> <u>PERS</u>	<u>2023-2024</u> <u>BUDGET</u>
399	Other Contracted Services		46,200
	Total Fiscal Pre-Monitoring Supports		46,200

Informational Note: The Fiscal Pre-Monitoring Supports Grant is intended to support financial planning, programming, and expenditure of funds in alignment with ESSER 2.0, and ESSER 3.0 funds. The grant funds will be awarded in February 2022 and expire on June 30, 2024.

BARTLETT CITY SCHOOLS

IDEA Pt. B

IDEA - Revenue

<u>ACCT</u>	<u>Description</u>	2023-2024 <u>BUDGET</u>	2023-2024 <u>BUDGET</u>
142-47143	IDEA Pt B	1,351,736	1,568,628
142-47143	IDEA Preschool	58,227	74,582
142-47143	IDEA Supplemental	<u>0</u>	<u>0</u>
	Total IDEA Revenue	1,409,963	1,643,210

Informational Note:
IDEA Pt B funds provide for support of children eligible for special education between the ages of 3 and 21. Includes cost of salaries, benefits, materials, supplies, and services used in the IDEA program.

BARTLETT CITY SCHOOLS
IDEA Pt. B

IDEA Pt. B

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
131	Medical Personnel	6	163,394
163	Educational Assistants	21	242,260
171	Speech Pathologist	3	79,533
189	Other Salaries	7	336,060
195	Substitute Teachers		5,008
201	Social Security		55,934
204	State Retirement		78,287
206	Life insurance		2,605
207	Medical insurance		96,387
212	Medicare		12,872
312	Contracts with Parents		30,000
322	Evaluation & Testing		33,003
355	Mileage		3,369
429	Instructional Supplies & Materials		264,959
499	Other Supplies & Materials		6,000
524	Inservice/ Staff Development		44,733
599	Other Charges		1,221
725	Instructional Equipment		37,079
790	Other Equipment		15,159
	Indirect Costs		60,765
	Total IDEA Pt. B		1,568,628

Informational Note:
IDEA Pt B funds provide for support of children eligible for special education between the ages of 3 and

BARTLETT CITY SCHOOLS

IDEA Preschool

IDEA Preschool

		2023-2024	2023-2024
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
322	Evaluation & Testing		5,283
429	Instructional Supplies & Materials		37,749
499	Other Supplies & Materials		7,016
524	In-Service/Staff Development		7,000
599	Other Charges		1,000
725	Special Education Equipment		7,038
790	Other Equipment		7,076
	Indirect Costs		2,420
	Total IDEA Preschool		74,582

Informational Note:
IDEA Preschool is for support of preschool children under the IDEA program. Includes cost of salaries, benefits, materials, supplies and services used in the IDEA Preschool program.

BARTLETT CITY SCHOOLS

CTE Perkins

CTE-Revenue		2022-2023	2023-2024
<u>ACCT</u>	<u>Description</u>	<u>BUDGET</u>	<u>BUDGET</u>
142-47131	CTE Perkins Basic	34,429	63,889
142-47131	CTE Perkins Reserve	0	3,802
Total Title Funds		34,429	67,691

BARTLETT CITY SCHOOLS

CTE-Perkins Basic

CTE-Perkins Basic

<u>ACCT</u>	<u>Description</u>	<u>2023-2024</u> <u>PERS</u>	<u>2023-2024</u> <u>BUDGET</u>
355	Mileage		8,990
399	Other Contracted Services		4,474
429	Instructional Supplies & Materials		2,189
524	In-Service/Staff Development		1,477
599	Other Charges		0
730	Vocational Equipment		46,211
	Indirect Costs		<u>570</u>
	Total CTE-Perkins Basic		63,911

Informational Note:
CTE-Perkins Grant is a principal sources of federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs. It is also used for student examination fees to obtain industry certification in their respective field of study.

BARTLETT CITY SCHOOLS

Perkins Reserve

Perkins Reserve

<u>ACCT</u>	<u>Description</u>	<u>2023-2024</u> <u>PERS</u>	<u>2023-2024</u> <u>BUDGET</u>
429	Instructional Supplies & Materials		3,802
	Total Perkins Reserve		3,802

Informational Note:
The Perkins Reserve Grant is a competitive grant which provides funds to support career and technical education across the state. It provides STEM pathways in coding, cyber security, drones, engineering design and robotics.

BARTLETT CITY SCHOOLS

Discretionary Grants

Revenue

		2023-2024
<u>ACCT</u>	<u>Description</u>	<u>BUDGET</u>
44990	First 8 Pre-K	132,000
46590	Voluntary Pre-K	78,915
46981	Safe Schools	130,793
46980	TN Arts Commission Arts 360	41,223
48990	Jobs for the Future	18,852
TOTAL		401,782

BARTLETT CITY SCHOOLS

First 8 Pre-K

First 8 Pre-K

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
116	Teachers	1	59,482
163	Educational Assistant	1	20,451
195	Substitute Teachers		360
201	Social Security		4,978
204	State Retirement		7,841
206	Life insurance		275
207	Medical insurance		20,797
212	Medicare		1,164
422	Food Supplies		100
429	Instructional Supplies & Materials		8,268
524	In-Service/Staff Development		2,000
599	Other Charges		1,000
	Indirect Costs		5,284
	Total First 8 Pre-K		132,000

Informational Note:

The First 8 Pre-K grant is to help the children of Shelby County develop social, emotional, physical, and behavior skills that will put them on a path for success.

BARTLETT CITY SCHOOLS

Voluntary Pre-K

Voluntary Pre-K

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
116	Teachers	2	53,215
195	Substitute Teachers		600
201	Social Security		3,952
204	State Retirement		4,624
206	Life insurance		189
207	Medical insurance		10,736
212	Medicare		924
422	Food Supplies		100
429	Instructional Supplies & Materials		114
524	In-Service/Staff Development		172
599	Other Charges		1,130
	Indirect Costs		3,159
	Total Voluntary Pre-K		78,915

Informational Note:
The Voluntary Pre-K grant is used to create an early childhood education program for "at-risk" children and their families served by SCS to coordinate and provide the services to develop school readiness skills in an environment that fosters learning and promotes success in kindergarten and throughout the child's life.

BARTLETT CITY SCHOOLS

Safe Schools

Safe Schools

		2023-2024	2023-2024
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
399	Other Contracted Services		7,100
499	Other Supplies & Materials		21,939
790	Other Equipment		101,754
Total Safe Schools			130,793

Informational Note:

Safe Schools Funds are provided to decrease the likelihood of violent or disruptive behavior and to protect students and staff from harm when such behavior may occur. BCS is using these funds to provide for a Schools Resource Office and security cameras.

BARTLETT CITY SCHOOLS

TN Arts Commission Arts 360

TAC Arts 360

<u>ACCT</u>	<u>Description</u>	2023-2024	2023-2024
		<u>PERS</u>	<u>BUDGET</u>
399	Other Contracted Services		5,500
429	Instructional Supplies & Materials		7,073
524	In-Service/Staff Development		27,000
	Indirect Costs		1,649
	Total TAC Arts 360		41,223

Informational Note:

The Tennessee Arts Commission Arts 360 grant is used to integrate the arts into basic school curriculum and to provide arts activities and educational opportunities to under-served and

BARTLETT CITY SCHOOLS

Jobs for the Future

Jobs for the Future

ACCT	Description	2023-2024	2023-2024
		PERS	BUDGET
189	Other Salaries & Wages	4	4,043
201	Social Security		897
204	State Retirement		457
212	Medicare		209
399	Other Contracted Services		10,250
449	Textbooks		2,796
524	In-Service/Staff Development		200
	Total Jobs for the Future		18,852

Informational Note:
The JFF grant will develop and implement an innovative approach to science, technology, engineering, and math (STEM), with a focus on computer science (CS) education for grades 11 and 12 by providing local educational agencies (LEAs) technical assistance and funds to design and deliver work-based courses (WBCs) in high schools across TN.

BARTLETT CITY SCHOOLS

School Nutrition

School Nutrition

Revenue

<u>ACCT</u>	<u>Description</u>	2022-23 <u>BUDGET</u>	2023-24 <u>BUDGET</u>
143-43521	Lunch Payments - Children	732,000	887,206
143-43522	Lunch Payments - Adults	41,000	49,693
143-43523	Income from Breakfast	72,000	87,266
143-43525	Ala Carte Sales	560,000	678,737
143-47111	USDA School Lunch Program	1,800,009	2,181,664
143-47113	USDA Breakfast	430,525	521,809
143-46520	State Matching	25,000	30,301
143-44165	Commodity Rebates	3,000	3,636
Total School Nutrition Revenue		3,663,534	4,440,312

BARTLETT CITY SCHOOLS

School Nutrition

School Nutrition			
Expenditures		2022-24	2023-24
ACCT	Description	BUDGET	BUDGET
143-73100-10500	Supervisor/Director	0	105,073
143-73100-16300	Clerical Personnel	0	44,213
143-73100-16501	Cafeteria Managers	469,163	380,698
143-73100-16502	School Nutrition Technicians	763,308	838,218
143-73100-18900	Other Salaries & Wages	126,837	17,491
143-73100-16506	Substitute Helpers	20,000	20,000
143-73100-20100	Social Security	85,517	77,897
143-73100-20400	State Retirement	55,249	36,912
143-73100-20600	Life insurance	4,672	4,762
143-73100-20700	Medical insurance	125,000	365,551
143-73100-21200	Medicare	20,000	18,218
143-73100-33600	Maintenance & Repair Equipment	20,000	25,000
143-73100-35400	Transportation- Food	15,000	15,000
143-73100-39900	Other Contracted Services	963,000	937,500
143-73100-42200	Food Supplies	808,988	1,323,804
143-73100-43500	Office Supplies	600	800
143-73100-49900	Other Supplies and Materials	125,000	162,975
143-73100-52400	In-Service/Staff Development	0	5,000
143-73100-59900	Other Charges	1,200	1,200
143-73100-71000	Food Service Equipment	60,000	60,000
Total School Nutrition Expenditures		3,663,534	4,440,312

Informational Note:
Includes cost of materials, supplies, and services used in the School Nutrition Program.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 3300)

Meeting: 05/23/23 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Initiator: Dick Phebus

Sponsors:

DOC ID: 3300

Ordinance 23-02, 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 2023.

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

WHEREAS, Article X, Section 1 of the Bartlett Municipal Charter grants authority by the Board of Mayor and Aldermen to levy taxes for all corporate purposes upon the taxable property, real, personal, and mixed; and

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

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Alderman of the City of Bartlett, Tennessee, that the 2023 Real and Personal Property Tax Rate shall be levied as follows:

SECTION 1: TAX RATE - Effective July 1, 2023, there is hereby levied upon all real property in the City of Bartlett pursuant to T.C.A. 67-5-101 et sec., a tax calculated upon a rate of \$1.73 (One Dollar and Seventy-Three Cents) for each \$100.00 of assessed valuation and there is hereby levied upon all taxable personal property a tax calculated upon a rate of \$1.73 (One Dollar and Seventy-Three Cents) for each \$100.00 of assessed valuation.

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

SECTION 3: EFFECTIVE DATE -- Be it further ordained that this Ordinance shall take effect upon its passage on third and final reading, the public welfare requiring it.

FIRST READING: April 25, 2023

SECOND READING: May 09, 2023

THIRD READING: May 23, 2023

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Attest:

Penny Medlock, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 05/23/23 06:00 PM

Department: Parks and Recreation

Category: Bid

Prepared By: Debbie Christopher

Department Head: Shan Criswell

Bid for fire alarm panel, strobes and horns for Singleton Community Center.

On March 15, 2023, an ad was placed in *The Daily News*. On April 20, 2023, the City of Bartlett received two bids, which were opened at City Hall.

Bids were received from the following companies:

Siemens Industry, Inc.	\$48,700.00
State Systems, LLC	\$62,635.00

We recommend the bid be awarded to Siemens Industry, Inc. for a total price of \$48,700.00.

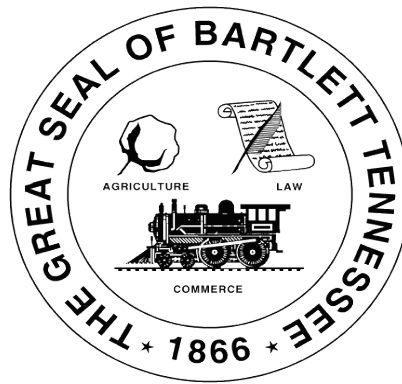
Funds are available in Account 311.48311.780.51722.

Thank you for your consideration.

CITY OF BARTLETT

**FINANCE DEPARTMENT
6400 STAGE ROAD
BARTLETT, TENNESSEE 38134**

David Parsons, Mayor
Steve Sones, Chief Administrative Officer
Dick Phebus, Finance Director
Shan Criswell, Parks and Recreation Director



REQUEST FOR SEALED BIDS

SB # FY2023-03-012

DUE: April 20, 2023, no later than 2:00 PM (Central Time)

FIRE ALARM PANEL, STROBES AND HORNS Singleton Community Center

The City of Bartlett Parks and Recreation Department is seeking bids for Singleton Fire Alarm Panel, Pulls, Strobes and Horns, at 7266 Third Road, Bartlett, Tennessee, as per the written specifications. And according to the NFPA 72 Standards

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

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FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 PM** on **April 20, 2023**. All bid packets with an **original, clearly identified, and two copies**, must be labeled “**FY2023-03-012 FIRE ALARM PANEL, STROBES AND HORNS**” and addressed to:

**MAYOR DAVID PARSONS
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 **Shan Criswell, Parks and Recreation Director** at (901) 385-5590 or by email at scriswell@cityofbartlett.org.

Questions regarding the Bid documents must be emailed to **Cassi Montoya** at cmontoya@cityofbartlett.org and must be received no later than **NOON, (Central Time)** on **April 17, 2023**.

Please quote prices on attached 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.

NAME OF FIRM

EMAIL ADDRESS

ADDRESS

SIGNATURE OF AUTHORIZED
REPRESENTATIVE

TELEPHONE

PRINT NAME

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

FIRE ALARM PANEL, STROBES AND HORNS
 Sealed Bid #: FY2023-03-012
 Due Date: April 20, 2023

INSTRUCTIONS TO BIDDER

PROJECT SCOPE

This project consists of replacing the old fire panel, installing fire alarm pulls, horns and strobe lights according to the **NFPA 72 Standards** in each designated area. The fire alarm system will be a split-system, one for the main building and one for the gymnasium. Contractor shall provide all materials and labor required to complete the project as per the written specifications

1. USE OF BID FORMS

These Contract documents include a complete set of Bidding and Contract forms, which are for the convenience of bidders.

2. INSPECTION OF SITE

A MANDATORY pre-bid conference will be held on April 4, 2023 at 2:00 PM (Central Time) to address your questions and provide additional information for this proposal. All interested respondents will be required to attend this meeting. The pre-bid conference will be held at Singleton Community Center, 7266 Third Road, Bartlett, TN 38135. If you plan to attend, please provide a company name, representative and contact number via email to Cassi Montoya, Facility Manager, at cmontoya@cityofbartlett.org to confirm your attendance. A confirmation email will be returned with specific information concerning the conference. Failure to attend this meeting will result in the rejection of your proposal.

If applicable, the Bidder should thoroughly examine and familiarize himself with the drawings, The City of Bartlett Technical Specifications, and all other contract documents. The Contractor, by the execution of the Contract, shall in no way be relieved of any obligation under it due to his failure to receive or examine any form or legal instrument or to visit the site and acquaint himself with the conditions there existing and the City of Bartlett (City) will be justified in rejecting any claim based on facts regarding which he should have been on notice as a result thereof. **Note:** No other site visits will be allowed, all contractors interested in the project must attend the pre-bid conference.

3. ALTERNATIVE BIDS

There are NO alternates to this bid.

4. BIDS

- a. All Bids must be submitted on forms supplied by City of Bartlett and shall be subject to all requirements of the Contract Documents, including the Drawings, and these INSTRUCTIONS TO BIDDERS. All Bids must be regular in every respect and no inter-lineations, excisions or special conditions shall be made or included in the Bid Form by the Bidder.
- b. Bid Documents (**one original and two copies**) including the Bid, the Bid Guaranty, and the Statement of Bidder's Qualifications (if requested) shall be enclosed in envelopes which shall be sealed and clearly labeled as required by the GENERAL CONTRACTOR'S LICENSING ACT OF 1976.

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

- c. The City may consider as irregular any bid on which there is an alteration of or departure from the Bid Form hereto attached and at its option may reject the same.
- d. If the Contract is awarded, the City will award it to a responsible Bidder on the Basis of the lowest and/or best Bid and the selected Alternative Bid Items, if any. The Contract will require the completion of the work according to the Contract Documents.
- e. Each Bidder shall include in his Bid the following information:

Principals: Names
Home Addresses, including City, State and Zip Code

Firm: Name
Address, including City, State and Zip Code

- f. Bids to be submitted in sealed envelopes and **must** have the following **marked on the outside**:

License: Name of Project – **FY2023-03-012 FIRE ALARM PANEL, STROBES AND HORNS**
Date of Bid Opening – **April 20, 2023 at 2:00 PM (Central Time)**
Name of Contractor/Company
Tennessee License Number and Classification, if applicable
Licenses Expiration Date
Sub-contractors license number and classification, if applicable
Acknowledgement of Each Applicable Addendum

5. BID GUARANTY

- a. The Bid must be accompanied by a Bid Guaranty which shall not be less than **FIVE** percent (5%) of the amount of the Bid. At the option of the Bidder, the guaranty may be a certified check, bank draft, negotiable U.S. Government Bonds (at par value), or a Bid Bond in the form attached. The Bid Bond shall be secured by a guaranty or a surety company listed in the latest issue of U.S. Treasury Circular 570. The amount of such Bid Bond shall be within the maximum amount specified for such Company in said Circular 570. No Bid will be considered unless it is accompanied by the required guaranty. Certified check or bank draft must be made payable to the order of the **City of Bartlett**. Cash deposits will not be accepted. The Bid Guaranty shall insure the execution of the successful Bidder, all as required by the Contract Documents. As soon as the Bid prices have been compared, the City will return the check or bond of all except the three lowest responsible bidders. When the contract is executed and delivered, the checks or bonds of the two remaining unsuccessful Bidders will be returned.
- b. Revised Bids submitted before the opening of Bids, whether forwarded by mail or telegram, if representing an increase in excess of two percent (2%) of the original Bid, must have the Bid Guaranty adjusted accordingly; otherwise, the Bid will not be considered.
- c. If bid contains multiple items, the bid bond must be for the highest dollar amount of the bid.

FIRE ALARM PANEL, STROBES AND HORNS
 Sealed Bid #: FY2023-03-012
 Due Date: April 20, 2023

6. COLLUSIVE AGREEMENTS

Each Bidder submitting a Bid to the City for any portion of the work contemplated by the documents on which bidding is based shall execute and attach thereto, an affidavit substantially in the form herein provided, to the effect that he has not entered into a collusive agreement with any other person, firm, or corporation in regard to any Bid submitted.

7. STATEMENT OF BIDDER'S QUALIFICATIONS

Each Bidder shall, upon request of the City, submit on the form furnished for that purpose, a statement of the Bidder's Qualifications, his experience, record in constructing the type improvements embraced in the project contemplated by the Contract.

The City shall have the right to take such steps as deemed necessary to determine the ability of the Bidder to perform his obligations under the Contract and the Bidder shall furnish the City all such information and data for this purpose as it may request. The right is reserved to reject any Bid where an investigation of the available evidence or information does not satisfy the City that the Bidder is qualified to carry out properly the terms of the Contract.

8. CORRECTIONS

Erasures or other changes in the Bids must be explained or noted over the signature of the Bidder.

9. TIME FOR RECEIVING BIDS

- a. Bids received prior to **2:00 PM, April 20, 2023**, will be securely kept sealed. The Purchasing Agent, or designated person whose duty it is to open them will decide when the specified time has arrived, and no Bid received thereafter will be considered; except that when a Bid arrives by mail after the time fixed for opening, but before the reading of all other bids is completed, and it is shown to the satisfaction of the City that the non-arrival on time was due solely to delay in the mails for which the Bidder was not responsible, such Bid will be received and considered.
- b. Bidders are cautioned that, while telegraphic modification of Bids may be received as provided above, such modifications, if not explicit and if in any sense subject to misinterpretation, shall make the Bid so modified or amended subject to rejection.

10. OPENING OF BIDS

At the time and place fixed for the opening of Bids, the City will cause to be opened and publicly read aloud every Bid received within the time set for receiving Bids, irrespective of any irregularities therein. Bidders and other persons properly interested may be present, in person or by representative.

FIRE ALARM PANEL, STROBES AND HORNS
Sealed Bid #: FY2023-03-012
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11. WITHDRAWAL OF BIDS

Bids may be withdrawn on written or telegraphic request dispatched by the Bidder in time for delivery in the normal course of business to the time fixed for opening; provided, that written confirmation of any telegraphic withdrawal over the signature of the Bidder is placed in the mail and postmarked prior to the time set for Bid opening. The Bid Guaranty of any Bidder withdrawing his bid in accordance with the foregoing conditions will be returned promptly.

12. AWARD OF CONTRACT: REJECTION OF BIDS

- a. The Contract will be awarded to the responsible Bidder Submitting the lowest and/or best bid complying with the conditions of the Invitation for Bids. The Bidder to whom the award is made will be notified at the earliest possible date. The City, however, reserves the right to reject any and all Bids and to waive any informality in Bids received whenever such rejection or waiver is in its interest.
- b. The City reserves the right to consider as unqualified to do the work of general construction any Bidder who does not habitually perform with his own forces the major portion of the work involved in construction of the Improvements contemplated by the Contract Documents.

13. STATEMENT OF INTENT – EQUITY AND FAIRNESS

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

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GENERAL CONDITIONS:

A. INSURANCE

A.1. General Requirements - The contractor shall be responsible from the time of signing the contract or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work to persons or property. In addition to the liability imposed upon the contractor on account of bodily injury (including death) or property damage suffered through the Contractor's negligence, which liability is not impaired or otherwise affected hereby, the Contractor assumes the obligation to protect, defend, indemnify and hold the **City of Bartlett**, its elected officials, appointees, employees and members of boards, agencies and commissions free and harmless from and against any and all losses, penalties, damages, settlements, cost, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of any kind and character in connection with or arising directly or indirectly out of this Contract and/or the performance hereof by act or omission of the Contractor or Subcontractor, or anyone either (a) directly or indirectly employed or (b) under the supervision of any of them in the execution of the Work included in this Contract.

A.2. In addition to the indemnification provided in paragraph A.1, the Contractor, upon award of the Contract, shall provide, at his own cost and expense, the following insurance to the City of Bartlett with insurance companies acceptable to the City and licensed in the State of Tennessee, which insurance shall be evidenced by certificates and/or policies as determined by the City. All policies will provide for thirty (30) days written notice to the City of Bartlett of cancellation of coverage provided. **Note: A ten (10) day notice applicable to non-payment of premium.** If insurer is not required by the policy terms and conditions to provide written notice of cancellation to the City of Bartlett, the Contractor is responsible and must provide immediate notice to the City, in writing, of cancellation of the policies and evidence of replacement coverage with no lapse in coverage. The notice thereof shall be "by registered mail, return receipt requested," for all the following stated insurance policies. If any of the Property and Casualty Insurance requirements are not complied with at their renewal dates, payments to the Contractor may be withheld until those requirements have been met, or at the option of the City, the City may pay the renewal premiums and withhold such payments from any monies due the Contractor.

A.3 Workers' Compensation and Employers Liability - The Contractor shall maintain in force Worker's Compensation coverage in accordance with the Statutory Requirements and Limits of the State of Tennessee and shall require all Subcontractors to do likewise. ALL STATE ENDORSEMENT IS REQUIRED OR a Certificate of the State Worker's Compensation Board showing proof of ability to pay compensation directly. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Bartlett for all work performed by the Contractor, its employees, agents and subcontractors.

A.4 Business Automobile Liability Insurance - Single limit of no less than \$1,000,000 each accident for bodily injury and property damage. Coverage is to be provided on all Owned/Leased autos, non-owned autos and hired autos. The City of Bartlett, its elected officials, appointees,

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

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employees and members of boards, agencies and commissions shall be named as additional insureds.

A.5 Commercial General Liability Insurance - a) Insurance is to be taken out in the name of the Contractor as named insured. With minimum limits of \$1,000,000 limit per occurrence bodily injury (including death) and Property Damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. The City of Bartlett, its elected officials, appointees, employees and members of boards, agencies and commissions shall be named as additional insureds. b) Insurance coverage shall include a) Premises/Operations, b) Products/Completed Operations, c) Contractual, d) Independent Contractors, e) Broad Form Property Damage, f) Personal Injury and Advertising Liability, g) Comprehensive Form; h) XCU (Explosion, Collapse, and Underground). Coverage as applicable to the City of Bartlett, its elected officials, appointees, employees and members of boards, agencies and commissions shall be primary and non-contributory regardless of any insurance or self-insurance that the City of Bartlett, its elected officials, appointees, employees and members of boards, agencies and commissions may maintain.

B. SAFETY, PROTECTION, AND EMERGENCIES

B.1 The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. He shall take all necessary precautions for the safety of and provide the necessary protection to prevent damage, injury, or loss to:

- a) The public and to vehicular and pedestrian traffic
- b) All employees on the Work and other persons who may be affected thereby
- c) All the Work and all materials or equipment to be incorporated therein, whether in storage on or off the site
- d) Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

B.2 The Contractor shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury, or loss. He shall erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety, protection, and guidance of traffic in accordance with the Tennessee Manual on Uniform Traffic Control Devices. All work, conditions, operations, procedure, and actions of every nature shall be performed in strict conformance with requirements of the "Occupational Safety and Health Act of 1970" as revised and amended. The Contractor shall notify owners of adjacent utilities and railroad facilities when execution of the Work may affect them. All damage, injury, or loss to any property referred to in Subparagraph B.1.c or B.1.d caused directly or indirectly, in whole or in part, by the Contractor, and Subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, shall be remedied by the Contractor at his expense.

B.3 The Contractor shall designate a responsible member of his organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's Superintendent

FIRE ALARM PANEL, STROBES AND HORNS

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unless otherwise designated in writing by the Contractor to the City and shall be responsible for notification to the City of all instances of damage, injury or loss related to the project.

B.4 In emergencies affecting the safety of persons or the Work or property at the site or adjacent thereto, the Contractor, without special instruction or authorization from the Engineer or the City, is obligated to act, at his discretion, to prevent threatened damage, injury, or loss. He shall give the Engineer prompt written notice of any significant changes in the Work or deviations from the Contract Documents caused thereby, if the Contractor believes that additional Work done by him in an emergency which arose from causes beyond his control entitles him to an increase in the Contract Price or to an extension of the Contract Time.

C. CONSTRUCTION MATERIALS

C.1 All construction materials and specifications are to be in accordance with the City of Bartlett Construction Specifications and Code Requirements. These Specifications have been recently modified. The Technical Specifications can be downloaded for free from the City of Bartlett website at <https://www.cityofbartlett.org/documentcenter/view/3875>.

D. TIME OF COMPLETION

D.1 Construction is to begin within ten (10) days after Notice to Proceed is issued and all construction is to be completed within **Ninety (90) days** after notice to proceed.

E. PERFORMANCE BOND

E.1 Subsequent to the award and **within ten (10) days** after the prescribed forms are presented for signature, the successful Bidder shall execute and deliver to the City an Agreement on the form included in the Contract documents in such number of copies as the City may require. **Note: No waiver or cashier's check will be accepted in lieu of Performance Bond.**

E.2 Having satisfied all conditions of award as set forth elsewhere in these documents, the successful Bidder shall, within the period specified in paragraph "E.1" above, furnish a surety bond in a penal sum not less than the amount of the Contract as awarded, as security for the faithful performance of the Contract, and for the payment of all persons, firms or corporations to whom the Contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature including utility and transportation services, employed or used by him in performing the work. Such bond shall be in the same form as that included in the Contract Documents and shall bear the same date as, or a date subsequent to that of the Agreement. The current power of attorney for the person who signs for any surety company shall be attached to such bond. This bond shall be signed by a guaranty or surety company listed in the latest issue of the U. S. Treasury Circular 570 and the penal sum shall be within the maximum specified for such company in said Circular 570.

E.3 The failure of the successful Bidder to execute such Agreement and to supply the required bond or bonds within ten (10) days after the prescribed forms and presented for signature, or within such extended period as the City may grant, based upon reasons determined sufficient by

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the City shall constitute a default, and the City may either award the Contract to the next lowest responsible Bidder or re-advertise for bids, and may charge against the Bidder the difference between the amount of the bid and the amount for which a Contract for work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the Bid Bond. If a more favorable bid is received by re-advertising the defaulting Bidder shall have no claim against the City for a refund.

F. INSPECTION AND TESTING OF MATERIALS

F.1 All materials and equipment used in the construction of the project shall be subject to adequate inspection and testing in accordance with accepted standards. The laboratory or inspection agency shall be selected by the City. The City will pay for all laboratory inspection service direct, and not as a part of the contract.

F.2 Materials of construction, particularly those upon which the strength and durability of the structure may depend, shall be subject to inspection and testing to establish conformance with specifications and suitability for uses intended.

G. TIME FOR COMPLETION AND LIQUIDATED DAMAGES

G.1 It is hereby understood and mutually agreed, by and between the Contractor and the City, that the date of beginning and the time for completion as specified in the contract of the work to be done hereunder are ESSENTIAL CONDITIONS of this contract; and it is further mutually understood and agreed that the work embraced in this contract shall be commenced on a date to be specified in the "Notice to Proceed".

G.2 The Contractor agrees that said work shall be executed regularly, diligently, and uninterruptedly at such rate of progress as will ensure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor and the City, that the time for the completion of the work described herein is a reasonable time for the completion of the same, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality. If the said Contractor shall neglect, fail or refuse to complete the work within the time herein specified, or any proper extension thereof granted by the City, then the Contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the City the amount of **\$250.00** per day, not as a penalty but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day that the Contractor shall be in default after the time stipulated in the contract for completing the work.

G.3 The said amount is fixed and agreed upon by and between the Contractor and the City because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages the City would in such event sustain, and said amount is agreed to be the amount of damages which the City would sustain and said amount shall be retained from time to time by the City or current periodical estimates.

G.4 It is further agreed that time is of the essence of each and every portion of this contract and of the specifications wherein a definite and certain length of time is fixed for the performance of any act whatsoever; and where under the contract an additional time is allowed for the completion of

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any work, the new time limit fixed by such extension shall be of the essence of this contract. **Provided**, that the Contractor shall not be charged with liquidated damages or any excess cost when the City determines that the Contractor is without fault and the Contractor's reasons for the time extension are acceptable to the City; **Provided, further**, that the Contractor shall not be charged with liquidated damages or any excess cost when the delay of completion of the work is due;

G.5 Furthermore:

- a) To any preference, priority or allocation order duly issued by the Government;
- b) To unforeseeable cause beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God, or of the public enemy, acts of the City, acts of another Contractor in the performance of a contract with the City, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and severe weather; and
- c) To any delays of Subcontractors or suppliers occasioned by any of the causes specified in subsections (a) and (b) of this article;

Provided, further, that the Contractor shall, within ten (10) days from the beginning of such delay, unless the City shall grant a further period of time prior to the date of final settlement of the contract, notify the City, in writing, of the causes of the delay, who shall ascertain the facts and extent of the delay and notify the Contractor within a reasonable time of its decision in the matter.

H. SUBSURFACE CONDITIONS FOUND DIFFERENT

H.1 Should the Contractor encounter sub-surface and/or latent conditions at the site materially differing from those shown on the Plans or indicated in the Specifications, he shall immediately give notice to the Engineer of such conditions before they are disturbed. The Engineer will thereupon promptly investigate the conditions, and if he finds that they materially differ from those shown on the Plans or indicated in the Specifications, he will at once make such changes in the Plans and/or Specifications, as he may find necessary, and increase or decrease the costs resulting from such changes.

I. PAYMENTS TO CONTRACTOR

I.1 If applicable, all material and work covered by partial payments made shall thereupon become the sole property of the City, but this provision shall not be construed as relieving the Contractor from the sole responsibility for the care and protection of materials and work upon which payments have been made or the restoration of any damaged work, or as a waiver of the right of the City to require the fulfillment of all of the terms of the contract.

J. SUBCONTRACTING

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J.1 The Contractor may utilize the services of specialty subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors.

J.2 The Contractor shall not award any work to any subcontractor without prior written approval of the City, which approval will not be given until the Contractor submits to the City a written statement concerning the proposed award to the subcontractor, which statement shall contain such information as the City may require.

J.3 The Contractor shall be as fully responsible to the City for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.

J.4 The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by the terms of the General Conditions and other contract documents insofar as applicable to the work of subcontractors and to give the Contractor the same power as regards terminating any subcontract that the City may exercise over the Contractor under any provision of the contract documents.

J.5 The contract shall not contain anything that shall create any contractual relation between any subcontractor and the City.

K. FINAL ACCEPTANCE AND WARRANTY PERIOD

K.1 The acceptance by the Contractor of final payment shall be and shall operate as a release to the City of all claims and all liability to the Contractor for all things done or furnished in connection with the Work and shall constitute the beginning of the warranty period.

No payment, however, final, or otherwise shall operate to release the Contractor or his sureties from any obligations under this contract or the Performance and Payment Bond. The Contractor shall remedy any defects in work and repair any damage to other work resulting therefrom which shall appear within a period of one (1) year from the date of final written approval and acceptance. The City shall give notice of observed defects with reasonable promptness. The surety will provide bond at one half of project amount until the end of the one year warranty period. The City will then reduce the bond to zero if all defects have been remedied by the Contractor.

L. UTILITIES

L.1 Utilities shown were located in the field and by referring to existing maps. Additional utilities could be present. The Contractor is responsible of contacting the appropriate utility companies to determine the exact location of all utilities and/or construction.

M. DRUG PROGRAM

M.1 State TCA Title 50, Chapter 9, Part 1, requires all bids to be accompanied by the following statements and requires a signed affidavit attesting to the following statements:

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- a) The City of Bartlett has a drug and alcohol testing program for testing employees for workplace drug and alcohol use.
- b) Full documentation of the program can be found on the City's website, Personnel Department, Chapter 10 of the Personnel Manual. This program is described by the following statement:

M.2 Drug Testing - It is the City's policy to require a drug test in the following situations:

- a) New Employee (Post offer testing)
- b) Employee being advanced in job or salary, or both
- c) Random under U.S. DOT regulations (may also include alcohol test).
- d) Random for Fire, EMS, or Law Enforcement employees (at the Fire or Police Chief's discretion with approval by the Mayor).
- e) When an employee is at fault in a vehicle or equipment accident. The department head has the option to require testing when not at fault or when at fault is not evident.
- f) When the department head determines there is reasonable suspicion or reasonable cause to warrant testing.

M.3 Drugs to be tested for - When drug and alcohol screening is required under the provisions of this policy, a urinalysis test will be given to detect the presence of the drug groups listed below. This list is not intended as an exhaustive inventory of every drug for which an employee can be tested. The selection of drugs subject to testing will be based upon known abuse in the community and the ability of any drug to affect job performance.

- a) Alcohol (Ethyl)
- b) Amphetamines (e.g., Speed)
- c) Barbiturates (e.g., Amobarbital, Butobarbital, Phenobarbital, Secobarbital)
- d) Cocaine
- e) Methaqualone (e.g., Quaalude)
- f) Opiates (e.g., Codeine, Heroin, Morphine, Hydromorphone, Hydrocodone)
- g) Phencyclidine (PCP)
- h) THC (Marijuana)
- i) Other illegal substances as requested by the City.

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NOTE: All bidders responding to this bid must have affidavit signed by the officer of the company stating the company has a drug testing program for its employees at least as stringent as the government's program. See attached affidavit.

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AFFIDAVIT OF EQUIVALENT DRUG TESTING PROGRAM

State of _____) S.S.
County of _____)

_____, being first duly sworn, deposes and says that:

- (1) He/She is _____ of the company submitting this bid and has 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

Print Name_____

Signed _____

Title _____

Subscribed and sworn before me this _____ day of _____, 2023.

Signed _____ Print Name _____

Title _____

My commission expires: _____, 20____.

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PUBLIC ACTS 109 **(Iran Divestment Act)**

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

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

Print Name_____

Signed _____

Title _____

Subscribed and sworn before me this _____ day of _____, 2023.

Signed _____ Print Name_____

Title _____

My commission expires: _____, 20____.

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

FIRE ALARM PANEL, STROBES AND HORNS

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PUBLIC ACTS 775
(Boycott of Israel 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 engaged in, and will not for the duration of the contract engage in, a boycott of Israel as provided pursuant to Tennessee Code Annotated, Title 12, Chapter 4, Part 1.”

Full text of Public Chapters can be found on the Tennessee Secretary of State's website: [http://tnsos.org/acts/](http://tnsos.org/acts/PublicActs.775.php) PublicActs.775.php.

Print Name _____

Signed _____

Title _____

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

Signed _____

Print Name _____

Title _____

My commission expires: _____, 20____.

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

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

FIRE ALARM PANEL, STROBES AND HORNS

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Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

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SUSPENSION AND DEBARMENT CERTIFICATION

NOTE: *This form is required for all Federal and State funded bids and is optional for all other bids.*

Definitions:

- Debarment** In general, an exclusion from federal government contracting and subcontracting for a reasonable, specified period of time because an individual or vendor failed to perform or their performance was inadequate.
- Suspension** A disqualification from federal government contracting and subcontracting for a temporary period of time occurs when a company or individual is suspected of engaging in criminal, fraudulent, or seriously improper conduct. Suspension is to be used on an interim basis pending debarment proceedings.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulation may be obtained by contacting the USDA agency with which the transaction originated.

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant (Contractor) is providing the certification set out below in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant (Contractor) **knowingly** rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant (Contractor) shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant (Contractor) learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

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4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant (Contractor) agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant (Contractor) further agrees by submitting this form that it will include this clause title "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction; unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
 - (a) The prospective lower tier participant (Contractor) certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.
 - (b) Where the prospective lower tier participant (Contractor) is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signatures on next page

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

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Suspension And Debarment Certification

(signature page)

Company/Firm: _____

Print Name _____

Signed _____

Title _____

Subscribed and sworn before me this ____ day of _____, 2023.

Signed _____ Print Name _____

Title _____

My commission expires: _____, 20____.

NOTE: This form is required for all Federal and State funded bids and is optional for all other bids.

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

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DCF-3

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

FIRE ALARM PANEL, STROBES AND HORNS
Sealed Bid #: FY2023-03-012
Due Date: April 20, 2023

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____) S.S.
County of _____)

_____, being first duly sworn, deposes and says that:

- (1) He/She is _____ of _____, 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 partied 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 retain 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) _____

Subscribed and sworn before me this _____ day of _____, 2023.

(Title)

My commission expires _____ 20____.

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

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: _____

Date: _____

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: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

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: _____ Date Completed: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

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? _____

2. Are all Physical Areas (i.e., restrooms, dining rooms, waiting rooms, etc.) provided without regard to race, color, or national origin? _____
3. How is Title VI information disseminated to new/current employees? _____

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

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

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

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

Date

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**

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

SPECIAL CONDITIONS

1. All work done must be in accordance with the City of Bartlett Technical Specifications, unless otherwise specified. These Specifications have been recently modified. The Technical Specifications can be downloaded for free from the City of Bartlett website at <https://www.cityofbartlett.org/documentcenter/view/3875>.
2. License - The contractor must have or obtain the appropriate Tennessee license (s) for the type of work being performed, along with Shelby County and City of Bartlett business license.
3. Contractor shall be responsible for obtaining all necessary Building Permits required for this project from the City of Bartlett Codes Enforcement, located at 6382 Stage Road. The permits will be issued at NO costs but **must be obtained prior** to beginning any construction activity.
4. ***A MANDATORY pre-bid conference will be held on April 4, 2023 at 2:00 PM (Central Time) to address your questions and provide additional information for this proposal. All interested respondents will be required to attend this meeting. The pre-bid conference will be held at Singleton Community Center, 7266 Third Road, Bartlett, TN 38135. If you plan to attend, please provide a company name, representative and contact number via email to Cassi Montoya, Facility Manager, at cmontoya@cityofbartlett.org to confirm your attendance. A confirmation email will be returned with specific information concerning the conference. Failure to attend this meeting will result in the rejection of your proposal.***
5. Experience – Fire System contractor must have at least **two (2) years** previous experience in providing and installing fire systems similar to the bid requirements.
6. Use of Premises - The Contractor shall coordinate the work with Singleton Community Center Facility Manager, Cassi Montoya, at 901-385-5593. Work shall not interfere with the normal conditions and safe operation of the building. Note: Various activities and children may be present during the installation
7. The contractor shall be responsible for keeping a clean work area and remove all excess construction debris and packing from site daily.
8. Supervision - Provide at least one person who shall be present at all times during execution of the work and who shall be thoroughly familiar with the type of materials being installed, the referenced standards, and the requirements of the work, and who shall direct the execution of all the work.
9. Warranty of Work - Contractor shall state in the bid documents the standard warranty for the work, along with the manufacturer's warranty for equipment. It will be the responsibility of the Contractor to execute any warranty work that may be necessary during this period.

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

A. SCOPE OF WORK

1. All work will be performed as a “turn-key” project and quoted as one lump sum and to include main fire panel, pull stations, horns, light strobes and all necessary components to complete the project according to the **NFPA 72 Standards**. Note: The bid response shall include a list of all components, including the optional voice activation system.
2. Work is to be scheduled to occur within (2) two weeks of equipment delivery from manufacture to contractor.
3. The Contractor is responsible for the removal of the fire panel and other non-working existing units.
4. Staging area for storage and parking as designated by Singleton Facility Manager. Contractor to be responsible for receiving, unloading, and storage of equipment as necessary for completion of the project, if applicable.
5. Contractor will coordinate work schedule with Singleton Facility Manager prior to equipment shutdowns to limit disruptions to performance or meeting schedules.
6. Contractor shall be responsible for keeping a clean work area and shall remove excess debris from site daily. **Note:** Singleton facility dumpster shall not be used for debris disposal.

A. PRODUCTS AND INSTALLATION

1. Existing fire panel is a non-working unit and shall be disposed of properly. Replacement is to be of current LCD model, along with all components necessary to provide fire protection to both the main building and the gymnasium. System shall include pull stations, horns, strobes, and duct detectors. Voice activated alarm to be priced separately from base bid as an optional addition. **Note:** The building does not have fire sprinklers and are not required for this installation.
2. The City of Bartlett will be responsible for any carpentry or ceiling work, if required, to accommodate the new system.
3. Contractor to provide Operating and Maintenance Data information to include the following:
 - a. Product data with manufacturer’s name; model number; names, addresses, and telephone numbers of suppliers, installers, and servicers; related information for repair, renovation, or additions.

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

B. QUALITY ASSURANCE AND WARRANTY

1. Examine all areas and conditions for compliance with applicable local, state, and federal codes along with the City's technical specifications. **Note:** Bartlett Code Inspector and Fire Marshall to sign off on all areas prior to final payment.
2. Test and adjust controls and safeties; make sure all controls are functioning properly.
3. Monitor occupied and unoccupied areas of operations.
4. Complete final cleaning requirements.
5. Provide manufacturer's warranty form in which manufacturer agrees to replace components of any units that fail in materials or workmanship within one (1) year warranty period.

C. SYSTEM CHECK/FINAL APPROVAL

1. Provide a functional system certification test and all close-out documents.
2. Provide technical support and demonstrate the units operation, adjustment and maintenance of products, equipment and systems to Singleton Facility Manager and maintenance staff.
3. Final approval by Shan Criswell, Parks and Recreation director, along with Bartlett Fire Marshall.

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

BID SUBMITTAL FORM

The following forms shall be completed and submitted with the bid.

(Include an original, clearly identified, and two complete copies)

1. Notice to Bidders—NB-1
2. Drug and Alcohol Affidavit—DAA-1
3. Public Acts 109 Form – PA-1
4. Public Accts 775 Form – PA-2
5. Suspension and Debarment Certification Form – DCF-1 to DCF-3
6. Non-Collusion Affidavit of Principal Bidder—NCA-1
7. Contract Monitoring –CM-1
8. Title VI Plan – Title Vi-1 to Title VI-2
9. Bid Bond—BB-1 AND BB-2, OR OTHER APPROVED FORMS
10. Bid Pricing Sheet—BPS-1 through BPS-4
11. Current year, signed W-9 form (**MUST** be IRS form Rev. 10-2020)
12. Past Project References of Similar Work

Note: Failure to include these forms with the bid submittal may be grounds for rejecting the bid as incomplete.

REMINDER: The Outside Of The Bid Envelope Must List The Required Information As Specified On Page GC-2, Section “f” in This Bid Document.

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

FIRE ALARM PANEL, STROBES AND HORNS
 Sealed Bid #: FY2023-03-012
 Due Date: April 20, 2023

BID PRICING SHEET

(Must include an original, clearly identified, and two complete copies of all required documents.)

Project No. FIRE ALARM PANEL, STROBES AND HORNS

Proposal of _____ (hereinafter called "Bidder") a
 corporation, organized and existing under the laws of the State of _____
 _____, partnership, or an individual doing business as _____
 _____.

To: City of Bartlett TN (hereinafter called "Owner")

Gentlemen:

The Bidder, in compliance with your Invitation For Bids for the products and installation of **City of Bartlett TN – Fire Alarm Panel, Strobes and Horns**, having examined the specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the installation of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, including all costs related to shipping and storing of materials to construct the project in accordance with the contract documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in written "Notice to Proceed" of the Owner and to fully complete the project within **90** consecutive calendar days thereafter as stipulated in the specifications. Bidder further agrees to pay as liquidated damages the sum of **\$250.00** for each consecutive calendar day thereafter as hereinafter provided in Paragraph 3.c. of the Supplemental General Conditions.

Bidder acknowledges receipt of the following addendum(s):

¹ Insert corporation, partnership or individual as applicable.

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

Bidder agrees to perform all the work described in the specifications for the following price:

TOTAL BASE BID = \$ _____

TOTAL BASE BID IN WORDS:

Show dollar amount in both words and figures. In case of discrepancy, the amount in words shall govern.

Note: "Total Base Bid" shall include all materials, labor, subcontracting costs, permits (except those issued by Bartlett Code Enforcement), bonds, and/or insurance, allowances, removal, overhead, profit, et cetera to cover the finished work of the project. **Include an itemized parts and materials list with the bid proposal, including the optional voice activation system.**

OPTIONAL VOICE ACTIVATION SYSTEM

\$ _____

The bidder agrees that this bid shall be good and may not be withdrawn for a period of 60 days after the scheduled closing time for receiving bids.

Respectfully submitted:

NAME OF FIRM

Email

Authorized Representative
(Typed or Printed)

Phone Number

Authorized Representative Signature
(Required)

Date

FIRE ALARM PANEL, STROBES AND HORNS
 Sealed Bid #: FY2023-03-012
 Due Date: April 20, 2023

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, _____

_____ As Principal, and

_____ as Surety, are hereby held and firmly bound

unto _____ as OWNER in the penal sum of _____

5% of BID _____ for the payment of which, well and truly to be

made, we hereby jointly and severally bind successors, assigns and ourselves.

Signed, this _____ day of _____, 2023.

The Condition of the above obligation is such that whereas the Principal has submitted to a certain BID attached hereto and hereby made a part hereof to enter into a contract in writing, for the

NOW, THEREFORE,

(a) If said BID shall be rejected, or

(b) If said BID shall be accepted and the Principal shall be execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

FIRE ALARM PANEL, STROBES AND HORNS
 Sealed Bid #: FY2023-03-012
 Due Date: April 20, 2023

BB-1

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Print Name_____

_____(L.S.)
 Principal

Surety

By: _____ Print Name:_____

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

BB-2

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

NOTICE OF AWARD

To: _____

PROJECT Description: **FIRE ALARM PANEL, STROBES AND HORNS**

The CITY has considered the BID submitted by _____ for the above-described WORK in response to its Advertisement for Bids dated _____, 2023 and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of _____.

You are required by the Information for Bidders to furnish the required CONTRACTOR'S Performance BOND, Payment BOND, if required and Certificates of Insurance **within ten (10) calendar** days from the date of the Notice to you.

If you fail to furnish said BONDS within ten (10) days from the date of this Notice, said CITY will be entitled to consider all your rights arising out of the CITY'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The CITY will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the CITY.

Dated this ____ day of _____, 2023.

CITY OF BARTLETT

Name: _____

Print Name: David Parsons

Title: Mayor, City of Bartlett

ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE OF AWARD** is hereby acknowledged

by _____ this

the _____ day of _____, 2023.

Name: _____

Print Name: _____

Title: _____

FIRE ALARM PANEL, STROBES AND HORNS
 Sealed Bid #: FY2023-03-012
 Due Date: April 20, 2023

PERFORMANCE PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: That We _____
 (Name of Contractor)

called "Principal" and _____ of _____,
 (Surety),

State of _____ herein-after called the "Surety", are held and firmly bound

unto _____ of _____,
 (Owner) (City)

_____ herein-after called "Owner" in the penal sum of _____
 (State)

_____ Dollars (\$_____) in
 lawful money of the United States, for the payment of which sum well and truly to be made, we bind
 ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these
 presents.

THE CONDITION OF THIS OBLIGATION is such that Whereas, the Principal entered into
 a certain contract with the City, dated the _____ day of _____, 2023 a copy of which is
 hereto attached and made a part hereof for the construction of:

FIRE ALARM PANEL, STROBES AND HORNS

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all
 undertakings, covenants, terms, conditions, and agreements of said contract during the original term
 thereof, and any extensions thereof which may be granted by the City, with or without notice to the
 Surety, and if he shall satisfy all claims and demands incurred under such contract, and shall fully
 indemnify and same harmless the City from all costs and damages which may suffer by reason of
 failure to do so, and shall reimburse and repay the City all outlay and expense which the City may
 incur in making good and default, and shall promptly make payment to all persons, firms,
 subcontractors, and corporations furnishing materials for or performing labor in the execution of the
 work provided for in such contract, and may authorize extension or modifications thereof, including all
 amounts due for materials, used in connection with the construction of such work, and all insurance
 premiums on said work, and for all labor, performed in such work whether by subcontractor or
 otherwise, then this obligation shall be void; otherwise remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees
 that no change, extension of time, alteration or addition to the terms of the contract or to the work to be
 performed thereunder or the specifications accompanying the same shall in any wise affect its
 obligation on this bond, and it does hereby waive notice of any such change, extension of time,
 alteration or addition to the terms of the contract or to the work or to the specifications.

FIRE ALARM PANEL, STROBES AND HORNS
 Sealed Bid #: FY2023-03-012
 Due Date: April 20, 2023

PROVIDED, FURTHER, that no final settlement between the City and Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each one of which shall be deemed an original, this the ____ day of _____, 2023.

ATTEST:

 (Principal) Secretary

(SEAL)

 Witness as to Principal

 Address - Zip Code

ATTEST:

 (Surety) Secretary

(SEAL)

 Witness as to Surety

 Address - Zip Code

 Print Name

 Principal

By: _____(s)

 Address - Zip Code

 Surety

By: _____
 Attorney-in-Fact

 Address - Zip Code

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

NOTE: Date of Bond must not be prior to date of Contract. If Contractor is partnership, all partners should execute Bond.

IMPORTANT: Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the project is located.

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

FIRE ALARM PANEL, STROBES AND HORNS
 Sealed Bid #: FY2023-03-012
 Due Date: April 20, 2023

NOTICE TO PROCEED

TO: _____

PROJECT: **FIRE ALARM PANEL, STROBES AND HORNS**

You are hereby notified, in accordance with the Agreement dated _____, 2023, to commence WORK on or before _____, 2023 and you are to complete the WORK within **Ninety (90)** consecutive calendar days thereafter. The date of completion of all WORK is therefore _____, 2023.

CITY OF BARTLETT

By: _____

Print Name: David Parsons.

Title: Mayor, City of Bartlett.

ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE TO PROCEED** is hereby acknowledged by

this the _____ day of _____ 20____.

By: _____

Print Name: _____

Title: _____

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

CONTRACT AGREEMENT

THIS AGREEMENT, made this ____ day of _____, 2023 by and between City of Bartlett, hereinafter called "CITY" and _____, doing business as (an individual,) or (a Partnership,) or (a Corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the construction of **FIRE ALARM PANEL, STROBES AND HORNS.**
2. The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor, and other services necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED.
4. PROCEED and will complete the same within **Ninety (90)** calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.
5. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of \$_____, or as shown in the Bid schedule.
5. The term "CONTRACT DOCUMENT" means and includes the following:
 - (A) Advertisement for Bids
 - (B) Instructions to Bidders
 - (C) General Conditions
 - (D) Special Conditions
 - (E) Bid Specifications
 - (F) Bid Bond
 - (G) Notice of Award
 - (H) Payment Bond
 - (I) Performance Bond
 - (J) Notice To Proceed
 - (K) Contract Agreement
 - (L) SPECIFICATIONS issued by **The City of Bartlett Parks and Recreation Department** and dated **March 15, 2023.**
 - (M) ADDENDA: NO._____, Dated _____, 2023

FIRE ALARM PANEL, STROBES AND HORNS

Sealed Bid #: FY2023-03-012

Due Date: April 20, 2023

6. The CITY will pay to the CONTRACTOR in the manner and at such time as set forth in the General Conditions such amount as required by the CONTRACT DOCUMENTS.

13. This Agreement shall be binding upon all parties hereto and their respectable heirs, executors, administrators, successors, and assigns.

14. The City will provide the Awarded Contractor with up to (3) three sets of plans and specifications. Note: Any additional sets will be provided at the cost of reproduction.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, the Agreement in (5), each of which shall be deemed an original on the date first above written.

CITY OF BARTLETT

BY: _____

PRINT NAME: David Parsons

TITLE: Mayor, City of Bartlett

CONTRACTOR:

BY: _____

PRINT NAME: _____

TITLE: _____

(SEAL-Contractor's Notary)

ATTEST:

Print Name: _____

TITLE: _____

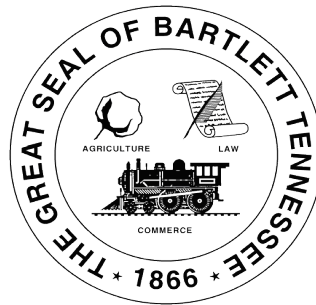
My Commission expires _____, 20____

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS bid (3320 : Singleton Fire Alarm System)

CITY OF BARTLETT

**FINANCE DEPARTMENT
6400 STAGE ROAD
BARTLETT, TENNESSEE 38134**

David Parsons, Mayor
Steve Sones, Chief Administrative Officer
Dick Phebus, Finance Director
Shan Criswell, Parks and Recreation Director



REQUEST FOR SEALED BIDS

SB # FY2023-03-012

DUE: Thursday, April 20, 2023, no later than 2:00 p.m. (CST)

**FIRE ALARM PANEL, STROBES AND HORNS
Singleton Community Center**

ADDENDUM # 1

Issued: April 12, 2023

The following items shall be made a part of the Contract Documents:

FIRE ALARM SYSTEM - SINGLETON
 Sealed Bid # FY2023-03-012
 DUE: April 20, 2023
 Addendum 1

Pre-Bid Attendance List

Pre-Bid Meeting	Employee	Email Address
Attendance: Company		
State Systems	Benjamin Stevens & Alisa Ellis	aellis@statesystemsinc.com
Siemens	Casper Briggs	Casper.briggs@siemens.com
Johnson Controls	Barron "BJ" Rouse Jr	Barron.rouse@jci.com
Convergint	Steven Cooper	Steven.cooper@convergint.com
Nichols Fire & Security	Reeves Callaway	rcallaway@nicholsfs.com
Director, Bartlett Parks	Shan Criswell	scriswell@cityofbartlett.org
Asst. Director, Bartlett Parks	Paul Wright	pwright@cityofbartlett.org
Manager, Singleton	Cassi Montoya	cmontoya@cityofbartlett.org
Asst. Manager, Singleton	Alex Bien	abien@cityofbartlett.org

QUESTIONS AND ANSWERS

Question 1: Are Drawing Provided?

Answer: Contractor is responsible for the design of the system. (See attached drawings)

- Main Building Floor Plan – 2/21/79 (Includes Main Floor, Preschool & Upstairs)
- Main Building Floor Plan – 12/1/88 (Includes Main Floor, Upstairs & Downstairs)
- Gym Layout
- HVAC Map

Question 2: What is the available work schedule?

Answer: Monday – Thursday, 6am-9pm | Friday, 6am-8pm | Saturday, 8am-5pm.

Question 3: Where will the fire alarm panels be installed?

Answer: The panel for the main building will be installed in the main office. The panel for the gymnasium will be installed in the gymnasium office. Contractor is responsible for full installation, including any necessary electrical updates.

Question 4: Do the Main Building and Gymnasium Systems need to communicate?

Answer: Yes. The breezeway structure may be used to run any necessary wiring.

ADD-1

FIRE ALARM SYSTEM - SINGLETON
Sealed Bid # FY2023-03-012
DUE: April 20, 2023
Addendum 1

Question 5: Can you elaborate on what needs to be quoted for the EVAC Voice Upgrade portion.

Answer: Include quote for Preschool only. Include additional quote for Preschool, Main Building & Gymnasium. Controls only needed in the main office. No additional microphone needed at this time. **(See Attached Revised Bid Pricing Sheet)**

Question 6: Is a Sprinkler System required?

Answer: No.

Question 7: Is Automatic Smoke detection required throughout the building?

Answer: Yes

Question 8: Do you prefer communication via Cellular Lines or Phone Lines?

Answer: Cellular Lines.

Question 9: Is there a drop ceiling throughout the building?

Answer: The majority of the building has a drop ceiling.

Question 10: Can existing wiring be used?

Answer: Any existing wiring from the old fire alarm system cannot be used.

Question 11: What information can you provide about the HVAC units?

Answer: AHU 13 & 14 currently have duct detectors installed. The other units are under 5 tons/ <2000 cfm and do not require duct detectors. A list of units was provided at the pre-bid meeting. (See attached list.)

Question 12: Is there any other information that may be needed:

Answer: The Main Building is projected to have ADA upgrades. Two areas were identified (Dance 3, new bathroom & Stage Room, wall separating room) as needing wires pulled for strobes and horns for future addition. If needed, The contractor is responsible for cosmetic touch ups after installation (Paint, tiles, etc.)

All other bid specifications and bid date are to remain the same.

FIRE ALARM SYSTEM - SINGLETON
 Sealed Bid # FY2023-03-012
 DUE: April 20, 2023
 Addendum 1

HVAC Unit list as provided at meeting:

Unit #	Location	Tons
AHU 1	Kitchen	5
AHU 2	Auditorium North	5
AHU 3	Auditorium East	5
AHU 4	Auditorium South	5
AHU 5	Dance 1	3
AHU 6	Dance 2	3
AHU 7	Up 2	3
AHU 8	Athletics Office	3
AHU 9	Stage Room - Stage	3
AHU 10	Stage Room	3
AHU 11	Main Office	3
AHU 12	Dance 3	3
AHU 13	W. Gym Side A	15
AHU 14	W. Gym Side B	15
HP 1	Down 1	1.5
HP 2	Down 1	1.5
HP 3	Down 2	1.5
HP 4	Down 2	1.5
HP 5	Down - Piano	1.5
HP 6	Down - Athletics	1.5
RTU 1	Pottery	3
RTU 2	Preschool 1	3
RTU 3	Kiln/Classroom	3
RTU 4	Preschool Hall	3
RTU 5	Preschool 2	3
RTU 6	Preschool Office	3
RTU 7	Preschool 3	3

FIRE ALARM SYSTEM - SINGLETON
Sealed Bid # FY2023-03-012
DUE: April 20, 2023
Addendum 1

PLEASE REMEMBER THE FOLLOWING:

Questions Deadline:

Questions regarding the Bid documents must be emailed to Cassi Montoya at cmontoya@cityofbartlett.org and must be received no later than NOON, (Central Time) on April 17, 2023.

Bid Deadline:

Sealed Bids are to be received no later than 2:00 PM on April 20, 2023. All bid packets with an original, clearly identified, and two copies, must be labeled "FY2023-03-012 FIRE ALARM PANEL, STROBES AND HORNS" and addressed to:

MAYOR DAVID PARSONS
CITY OF BARTLETT
6400 STAGE ROAD
BARTLETT, TENNESSEE 38134-1148

FIRE ALARM SYSTEM - SINGLETON
 Sealed Bid # FY2023-03-012
 DUE: April 20, 2023
 Addendum 1

BID PRICING SHEET (Revised)

(Must include an original, clearly identified, and two complete copies of all required documents.)

Project No. FIRE ALARM PANEL, STROBES AND HORNS

Proposal of _____ (hereinafter called "Bidder")
 a corporation, organized and existing under the laws of the State of _____
 _____, partnership, or an individual doing business as _____
 _____.

To: City of Bartlett TN (hereinafter called "Owner")

Gentlemen:

The Bidder, in compliance with your Invitation For Bids for the products and installation of **City of Bartlett TN – Fire Alarm Panel, Strobes and Horns**, having examined the specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the installation of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, including all costs related to shipping and storing of materials to construct the project in accordance with the contract documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in written "Notice to Proceed" of the Owner and to fully complete the project within **90** consecutive calendar days thereafter as stipulated in the specifications. Bidder further agrees to pay as liquidated damages the sum of **\$250.00** for each consecutive calendar day thereafter as hereinafter provided in Paragraph 3.c. of the Supplemental General Conditions.

Bidder acknowledges receipt of the following addendum(s):

¹ Insert corporation, partnership or individual as applicable.

FIRE ALARM SYSTEM - SINGLETON
 Sealed Bid # FY2023-03-012
 DUE: April 20, 2023
 Addendum 1

Bidder agrees to perform all the work described in the specifications for the following price:

TOTAL BASE BID = \$ _____

TOTAL BASE BID IN WORDS:

Show dollar amount in both words and figures. In case of discrepancy, the amount in words shall govern.

Note: "Total Base Bid" shall include all materials, labor, subcontracting costs, permits (except those issued by Bartlett Code Enforcement), bonds, and/or insurance, allowances, removal, overhead, profit, et cetera to cover the finished work of the project. **Include an itemized parts and materials list with the bid proposal, including the alarm monitoring cost and optional voice activation system.**

ALARM SYSTEM MONITORING COST FOR 1 YEAR. \$ _____

OPTIONAL VOICE ACTIVATION SYSTEM (Preschool only) \$ _____

OPTIONAL VOICE ACTIVATION SYSTEM (All areas) \$ _____

The bidder agrees that this bid shall be good and may not be withdrawn for a period of 60 days after the scheduled closing time for receiving bids.

Respectfully submitted:

 NAME OF FIRM

 Email

 Authorized Representative
 (Typed or Printed)

 Phone Number

 Authorized Representative Signature
 (Required)

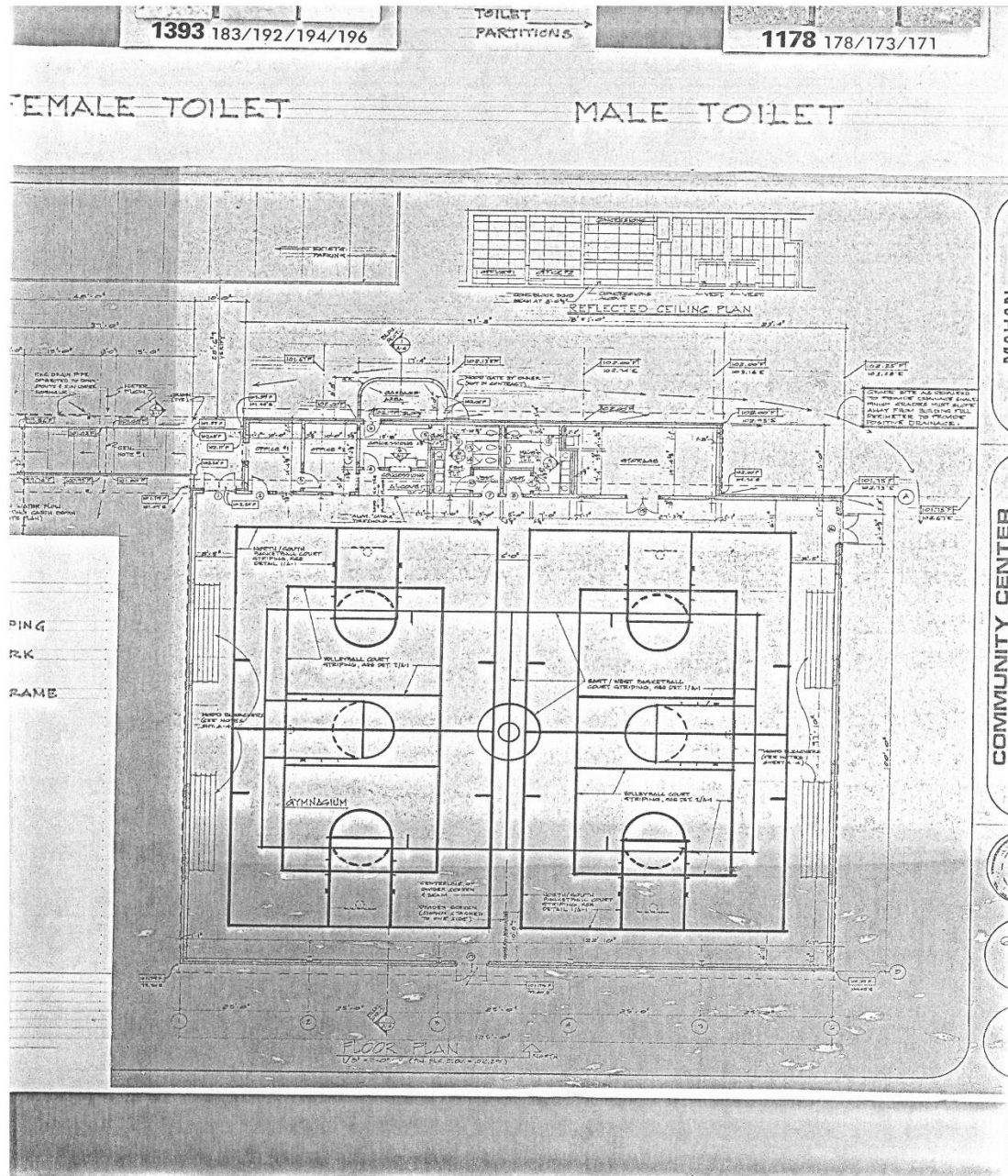
 Date

BPS-2 (REV.)

Attachment: FY2023-03-012 SINGLETON FIRE ALARM PANEL STROBES AND HORNS Addendum 1 (3320 : Singleton Fire Alarm System)

FIRE ALARM SYSTEM - SINGLETON
 Sealed Bid # FY2023-03-012
 DUE: April 20, 2023
 Addendum 1

GYM LAYOUT



Set #41

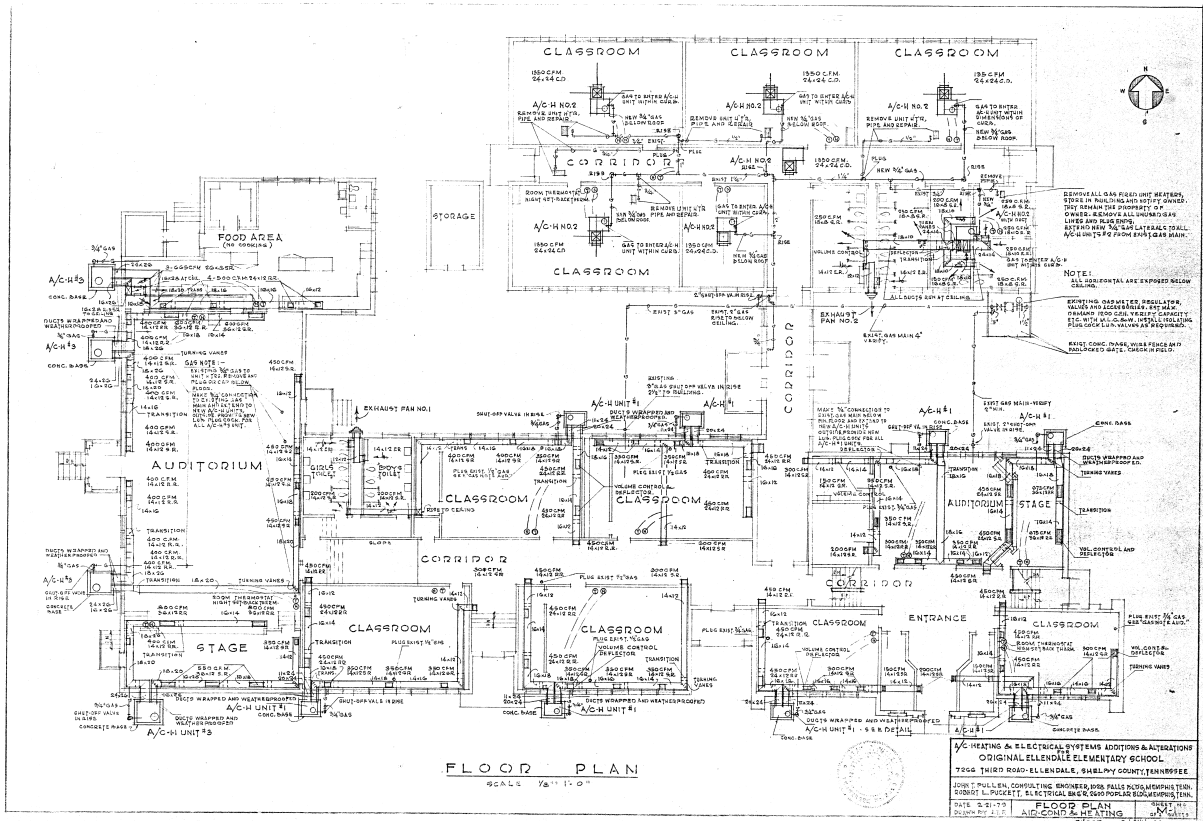
ARCHITECTURAL DRAWINGS TO
SINGLETON COMMUNITY CENTER
CITY OF CHATTANOOGA
PROJECT NO. 2000-000000

DATE DEC. 1, 1980
2129
A-1
4

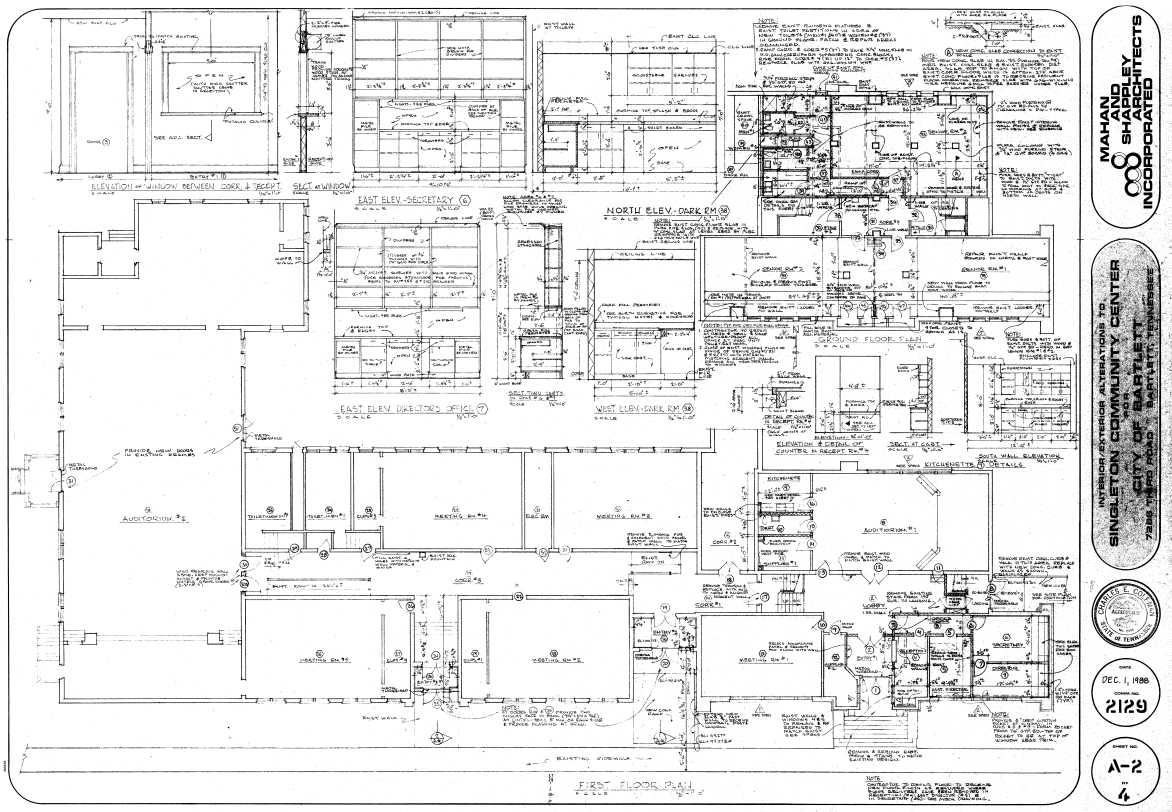
SET#9

FIRE ALARM SYSTEM - SINGLETON
Sealed Bid # FY2023-03-012
DUE: April 20, 2023
Addendum 1

MAIN BUILDING 2-21-79



MAIN BUILDING 12-1-88



BID RESPONSE SHEET
FY2023-03-012 FIRE ALARM PANEL, STROBES AND HORNS
DUE 04/20/2023 AT 2:00 P.M. CITY HALL

COMPANY/BIDDER	TOTAL BID	NOTES	BID BOND if yes check	PUBLIC ACTS if yes check	Addendum 1 if yes check	W-9 if yes check
State Systems, LLC	\$62,635.00	Optional Voice Activation PreK: \$2,852	X	X	X	X
		Optional Voice Activation All: \$6,642				
		1-year monitoring: \$1,000				
*Siemens Industry, Inc.	\$48,700.00	Optional Voice Activation PreK: \$8,000	X	X	X	X
		Optional Voice Activation All: \$11,500				
		1-year monitoring: \$800				
* Apparent low bidder pending review						



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 05/23/23 06:00 PM

Department: Public Works

Category: Bid

Prepared By: Jessica Vaughan

Department Head: Matt Crenshaw

Bid for roof repairs for Public Works' general maintenance building.

On April 27, 2023, an ad was placed in *The Daily News*. On May 11, 2023, the City of Bartlett received four bids which were opened at City Hall.

Bids were received from the following companies:

Foam Crest Roofing	\$51,500.00
Ark Roofing	\$81,849.00
Elite Roofing	\$38,950.00
Summit Roofing	\$58,119.33

We recommend the bid be awarded to Elite Roofing for a total price of \$38,950.00.

Funds are available in Account 311.48311.785.30724.

Thank you for your consideration.



General Maintenance Metal Roof Retrofit Repair
 Public Works-General Maintenance
 Bid #: FY2023-04-021
 6400 Stage Rd
 Bartlett, TN

Safety:

- Elite will furnish and install all proper safety equipment.
- Elite will furnish and install warning lines to identify areas associated with ground related roofing activities.
- Elite will distribute weight loads of the roofing evenly throughout the entire roof area.

Specifications for TPO Roof Retrofit and TPO Roof Replacement

Roofing Specifics for Retrofit- Metal Roofing Area:

\$38,950

- Cut panels away from existing gutters.
- Install new wooden nailer around perimeter where existing gutters are.
- Install custom flute filler and 1.5" coverboard. (8.6 R Value)
- Install 60mil. white TPO, mechanically attached, induction plate welded.
- Elite will glue every parapet wall and vertical wall for added strength.
- Terminated rake edges with new drip edge and tape.
- Gutter termination will be made with gutter flange and pressure tape.
- Install new pipe boots around all pipes.
- Install 24 gauge prefinished counter flashing at all equipment curbs.
- **Elite will supply 20 year NDL warranty.**
 - Elite hold warranty for the first two years.
- **Elite will install TPO walk mats @ \$18 per LF if needed.**

Fasteners:

- All insulation board and TPO will be installed using a 3 3/8" induction plate and 3"-5" purlin PFC drill point screws and 3"-5" type S screw.

Miscellaneous:

- Elite will provide all lifts, dumpsters, equipment, and restroom facilities.

Terms:

All Work will be completed for the sum of **\$38,950**. One-half of the total price will be due upon roofing materials being delivered. The remaining balance will be due on the date of completion. Elite Roofing Solutions reserves the right to alter the estimate as needed.

It is understood that Elite Roofing Solutions will not be responsible for delays caused by conditions beyond our control. This includes, but is not limited to, acts of God, vandalism, product availability or negligence by the consumer; that this proposal may be withdrawn by Elite Roofing Solutions if not accepted within 30 days from this date; that any change orders, alterations or deviations from the above will require additional charges; that this proposal, when signed by both parties, constitutes an entire and binding contract. All addendums and/or change orders will be additional negotiated costs.

1. Elite will need access to Customer's driveway and/or parking lot to place dump truck/trailer, materials, and equipment. Access to the yard on all sides of Customer's home so that materials can be moved will also be required. Please leave all fences and gates unlocked during working hours. Please let us know if you need to come or go from inside the home so that can be coordinated to meet your needs. Please make sure that your pets are out of harm's way until Elite's workers have cleaned up around the job site. You may choose to board your pet if you think it may be sensitive to noise or visitors.

2. While Elite will exercise reasonable care, Customer acknowledges there is a risk of damage to gutters, landscaping, driveways, parking lots, and lawns, as such damage is unavoidable. Customer acknowledges it is aware of the risk of falling debris, nails, and other issues related to heavy construction. Elite will not be responsible for damage or injury to vehicles, residents, or guests left unattended or in the open. All vehicles should be pulled to the street or inside a covered garage. Likewise, Elite will not be held responsible for damage to concrete or asphalt due to preexisting issues like surface cracks or age.

3. If there are tree branches hanging too close to the roof some trimming may be necessary. Our

crews may need to trim only those branches that obstruct our working area. Customer may prefer to have the tree trimmed by a professional prior to the work beginning, which is what we would prefer as well.

4. It is recommended that Customer inspect all light fixtures, pictures, mirrors, and articles of value that are attached to the ceilings and walls on the interior of the home to ensure they are securely fastened. If there is doubt, it is better to remove them until the work is completed.

5. During the course of the roofing process, it is possible that dust or debris may settle into the attic space, especially for roofs that are not decked with plywood or OSB. If there is anything of value in the attic, it is recommended that Customer either remove or cover those items.

6. If there are any areas inside the home where the roof decking doubles as the ceiling, please let us know prior to the start of the work so that we can attempt to prevent driving nails through the ceilings in those areas. These areas are often found in cathedral style ceilings, screened porches, entryways/stoops, and in attic spaces that have been converted into rooms.

Airflow and ventilation also need to be inspected in these areas. If the home was built with



inadequate design or improper construction, there could be the potential for mold or mildew issues to arise when the roof and/or HVAC units are modified.

7. If Customer has a roof mounted satellite dish, Elite may need to remove it to properly install the new roof. If removed, it will be necessary for Customer to make arrangements with the service provider reinstall and realign the dish or antenna upon completion of the work. Elite recommends having any satellite dish mounted on the ground to avoid any potential leak issue and/or voiding of any roof warranty, if any.

8. Electrical, gas, cable, phone, water, and A/C lines, among others, per Residential Code, are to be run at least 4" away from the bottom of the roof decking. Elite is not responsible for damage which may occur from nails penetrating improperly located lines. It is recommended Customer check for these potential conditions prior to the work beginning. If Customer is aware of any such conditions in the home, please contact Elite to let us know.

9. Leaking mortar joints or bricks that are in poor condition on chimneys and walls may need to be repaired by a brick mason. Areas where power, cable, and phone lines attach to the exterior of the house may also create problems. Elite will notify Customer if any of these conditions are observed and appear to need additional work.

10. If there is considerable sagging in your existing roof, the new roof alone may not correct this sagging. There may be an issue with the framing, foundation, or settling in the home that is outside of Elite's control. It may be

necessary to contact a carpenter or general contractor to address these issues.

11. Old gutter screens or gutter covers that are in poor condition will be difficult to reuse. Elite cannot be responsible for any damage to older, mesh gutter screens. Some gutter cover systems have warranties from the company that installed them. If our roof touches these gutter covers, it may void an existing warranty. If a warranty on the gutter covers does exist, it is recommended that you contact the original installer and have the product removed before any roof work begins to ensure that the warranty remains intact.

12. Likewise, Elite will not be responsible for oil droplets in driveways or hairline fractures in concrete as these are all reasonable risks associated with heavy construction.

13. Existing skylights may be sealed around or flashed, but will not be covered by any workmanship warranty against future leaks. Elite will only warranty a skylight if it is a new skylight, and one in which we install.

14. If you have a gas operated water heater or furnace, it is recommended that Customer check the water heater and/or furnace vent upon completion of the work to ensure that it has not become dislodged. This can release carbon monoxide within the area and become harmful. Older vents, which are tarred to the roof, are difficult to work on without disrupting the interior vent connection.

15. Elite requires electricity on each job site. Should an electrical issue arise from a pre-existing deficiency, Elite will not be held liable for the needed repairs.

Respectfully submitted by Elite Roofing Solutions

Acceptance of estimate

Signature/Title	 Director of Public Works
Print	Matt Croushaw
Date	5-15-23



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
05/10/2023

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 Tigrett & Pennington, Inc. 118 E. Eaton St. P.O. Box 288 Trenton, TN 38382	CONTACT NAME: Amy Perry	
	PHONE (A/C, No, Ext): (731) 285-4455	FAX (A/C, No): (731) 256-0763
	E-MAIL ADDRESS: aperry@tpins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Berkley Regional Specialty Insurance Company	NAIC #: 31295
INSURED Elite Home Solutions, LLC dba Elite Roofing Solutions 8360 Memphis Arlington Rd. Bartlett, TN 38133	INSURER B: Erie Insurance Exchange	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		CGL0104825	08/17/2022	08/17/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y		Q06-1531316	06/15/2022	06/15/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	Q93-0400626	09/04/2022	09/04/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

The City of Bartlett, its elected officials, appointees, employees, and members of board, agencies and commissions shall be named as Additional Insured. Waiver of Subrogation is in favor of the City of Bartlett. 30 day written notice of cancellation or 10 day notice for non-payment of premium shall be sent to The City of Bartlett.

CERTIFICATE HOLDER	CANCELLATION
Mayor David Parsons City of Bartlett 6400 Stage Road Bartlett, TN 38134	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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ERIE INSURANCE
WORKERS COMPENSATION AND EMPLOYERS LIABILITY
WC 00 03 13 (Ed. 1/86) UF-8641

Policy # Q93-0400626

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

Schedule

“Organizations for which the Named Insured has agreed to by written contract executed prior to the loss to furnish waiver”

©1984 National Council on Compensation Insurance, Inc.

Attachment: Roof Repair Specs- Gm Building 5-16-23 (3321 : Public Works Roof Repairs)

Policy # CGL 0104825

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – AUTOMATIC
STATUS WHEN REQUIRED IN A WRITTEN CONTRACT OR AGREEMENT – COMPLETED
OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Date: 05/10/2023

- A. Section II - Who Is An Insured is amended** to include as an additional insured any person or organization for whom you have performed operations when you and such person or organization agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- B.** Status as an additional insured for the person or organization to which this endorsement applies commences during the policy period and after such written contract or agreement has been executed.
- C.** With respect to the insurance afforded to the additional insured, the following exclusion applies:
- This insurance does not apply to "bodily injury" or "property damage" included in the "products-completed operations hazard" and arising out of "your work" that was completed by or on behalf of any insured prior to the date shown in the Schedule of this endorsement.
- D.** With respect to the insurance afforded to these additional insureds, the following is **added** to **Section III – Limits of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

All other terms and conditions remain unchanged.

Attachment: Roof Repair Specs- Gm Building 5-16-23 (3321 : Public Works Roof Repairs)

Policy # CGL 0104825

COMMERCIAL GENERAL LIABILITY
CG 20 33 12 19**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – AUTOMATIC STATUS WHEN
REQUIRED IN A WRITTEN CONSTRUCTION
AGREEMENT WITH YOU**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Section II – Who Is An Insured is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

However, the insurance afforded to such additional insured:

1. Only applies to the extent permitted by law; and
2. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- b. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

2. "Bodily injury" or "property damage" occurring after:

- a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement you have entered into with the additional insured; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

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.

Elite Home Solutions DBA Elite Roofing Solutions

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.

8360 Memphis Arlington rd.

6 City, state, and ZIP code

Bartlett TN 38133

Requester's name and address (optional)

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

27 - 29 51100

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 ►

BK

Date ► 5/10/2023

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.

FY 2023-04-021

7.2.a

TITLE VI SELF SURVEY FOR CONTRACTORS/CONSULTANTS/SUPPLIERS

Name of Contractor: Elite Home Solutions DBA Elite Roofing Solutions Date Completed: 5/10/2023

Address: 8360 Memphis Arlington rd.

City: Bartlett State: TN Zip: 38133

Phone: 901-435-6250 Fax: 901-435-6251

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?
Yes. In main office on front wall.
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?
It is in employee hand book.
4. Describe how Disadvantaged Business Enterprises (DBEs) certified, and other small, minority, and women-owned businesses are solicited to participate on contracts.
N/A
5. What process has been established to track and monitor the ethnicity and gender of any contractors awarded contracts/sub-contracts?
N/A
6. Provide documentation to show that contracts contain non-discrimination assurance language.
7. Provide complaint procedures and attach a 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.)

General Maintenance Metal Roof Retrofit Repair
Public Works - General Maintenance
Sealed Bid #: FY2023-04-021
Due Date: May 11, 2023, 2:00 PM

FY2023-04-021

7.2.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.



Name of Authorized Official

Date

5/10/2023

Attachment: Roof Repair Specs- Gm Building 5-16-23 (3321 : Public Works Roof Repairs)

General Maintenance Metal Roof Retrofit Repair
Public Works - General Maintenance
Sealed Bid #: FY2023-04-021
Due Date: May 11, 2023, 2:00 PM

NOTICE TO BIDDERS

Sealed Bids are to be received no later than **2:00 p.m. on May 11, 2023**. All bid packets with *an original, clearly identified, and two copies*, must be labeled **"FY2023-04-021 ROOF REPAIR RETROFIT"** and addressed to:

MAYOR DAVID PARSONS
CITY OF BARTLETT
6400 STAGE ROAD
BARTLETT, TENNESSEE 38134-1148

The City reserves the right to reject any 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.

Please quote prices on the attached bid pricing sheet

We propose to furnish the item(s) listed on the 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.

Elite Home Solutions DBA Elite Roofing Solutions jon@ersmidsonTN.com
NAME OF FIRM E-MAIL ADDRESS

8360 Memphis Arlington Rd
Bartlett, TN 38133
ADDRESS

[Signature]
SIGNATURE OF AUTHORIZED REPRESENTATIVE

901-435-6250
TELEPHONE

Jonathan Dennis
PRINT NAME

Attachment: Roof Repair Specs- Gm Building 5-16-23 (3321 : Public Works Roof Repairs)

General Maintenance Metal Roof Retrofit Repair
Public Works - General Maintenance
Sealed Bid #: FY2023-04-021
Due Date: May 11, 2023, 2:00 PM

BID PRICING SHEET
(Original and two copies)

Signatures on Page 2

Initials AD

Bid Pricing sheet, page 2

Total Bid in Words:

Thirty eight thousand nine hundred fifty Dollars
\$ 38,950

Elite Home Solutions DBA

Elite Roofing Solutions
Contractor

901-435-6250
Phone

Jonathan Dennis
Authorized Representative

5/10/2023
Date

Jonathan Dennis
Print Name

jon@ersmidson.com
E-mail Address

Attachment: Roof Repair Specs- Gm Building 5-16-23 (3321 : Public Works Roof Repairs)

General Maintenance Metal Roof Retrofit Repair
Public Works - General Maintenance
Sealed Bid #: FY2023-04-021
Due Date: May 11, 2023, 2:00 PM

FY 2023-04-021

7.2.a

NOTICE OF AWARD

PROJECT Description: ROOF RETROFIT PUBLIC WORKS – GENERAL MAINTENANCE

The CITY has considered the BID submitted by _____ for the above-described WORK in response to its Advertisement for Bids dated _____, 2023 and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of _____.

You are required by the Information for Bidders to furnish the required Certificates of Insurance **within ten (10) calendar** days from the date of the Notice to you.

If you fail to furnish said Insurance Document within ten (10) days from the date of this Notice, said CITY will be entitled to consider all your rights arising out of the CITY'S acceptance of your BID as abandoned. The CITY will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the CITY.

Dated this ____ day of _____, 2023.

CITY OF BARTLETT

Name: _____

Print Name: David Parsons

Title: Mayor, City of Bartlett

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

by _____ this

the _____ day of _____, 20____.

Name: _____

Print Name: _____

Title: _____

General Maintenance Metal Roof Retrofit Repair
Public Works - General Maintenance
Sealed Bid #: FY2023-04-021
Due Date: May 11, 2023, 2:00 PM

CONTRACT AGREEMENT

THIS AGREEMENT, made this 10th day of May, 2023 by and between City of Bartlett, hereinafter called "CITY" and Elite Roofing Solutions, doing business as (an individual,) or (a Partnership,) or (a Corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Roof Retrofit described herein.
2. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of \$ 38,950, or as shown in the Bid schedule. .
4. The term "CONTRACT DOCUMENT" means and includes the following:
 - (A) Advertisement for Bids
 - (B) Instructions to Bidders
 - (C) General Conditions
 - (D) Special Conditions
 - (E) Bid Specifications
 - (F) Bid Pricing Sheets
 - (G) Notice of Award
 - (H) Contract Agreement

This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

CA-1

Contractor's Initials
AD

Attachment: Roof Repair Specs- Gm Building 5-16-23 (3321 : Public Works Roof Repairs)

FY 2023-04-021

7.2.a

General Maintenance Metal Roof Retrofit Repair
Public Works - General Maintenance
Sealed Bid #: FY2023-04-021
Due Date: May 11, 2023, 2:00 PM

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, the Agreement in (5), each of which shall be deemed an original on the date first above written.

CITY OF BARTLETT

BY: _____

PRINT NAME: David Parsons

TITLE: Mayor, City of Bartlett

(SEAL – City of Bartlett Notary, if required)

ATTEST:

Print Name: _____

TITLE: _____

My Commission expires _____, 20____

CONTRACTOR:

BY: _____

PRINT NAME: _____

TITLE: _____

(SEAL-Contractor's Notary, required)

ATTEST:

Print Name: _____

TITLE: _____

My Commission expires _____, 20____

Attachment: Roof Repair Specs- Gm Building 5-16-23 (3321 : Public Works Roof Repairs)

General Maintenance Metal Roof Retrofit Repair
Public Works - General Maintenance
Sealed Bid #: FY2023-04-021
Due Date: May 11, 2023, 2:00 PM

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: Elite Home Solutions DBA Elite Roofing Solutions

Date: 5/10/2023

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.

General Maintenance Metal Roof Retrofit Repair
Public Works - General Maintenance
Sealed Bid #: FY2023-04-021
Due Date: May 11, 2023, 2:00 PM

REFERENCES:

The City of Bartlett will require the Contractor to furnish three (3) references for past performances of this type of work performed within the last year.

Company Name: City of Bartlett / Senior Center
Company Address: 5727 Woodlawn St. Bartlett, TN
Contact Person: Candace Ward
Contact Email: Cward@cityofbartlett.org
Phone Number: 901-288-7445

Company Name: Bartlett Fire Station 1
Company Address: 2939 Altoria rd. Bartlett, TN 38134
Contact Person: Craig Jones / Johnny Johnson (retired)
Contact Email: cjones3623@yahoo.com
Phone Number: 901-734-8311

Company Name: Bartlett Fire Station 5
Company Address: 3725 Brunswick rd. Bartlett, TN 38133
Contact Person: Craig Jones / Johnny Johnson (retired)
Contact Email: cjones3623@yahoo.com
Phone Number: 901-734-8311

Attachment: Roof Repair Specs- Gm Building 5-16-23 (3321 : Public Works Roof Repairs)

General Maintenance Metal Roof Retrofit Repair
 Public Works - General Maintenance
 Sealed Bid #: FY2023-04-021
 Due Date: May 11, 2023, 2:00 PM

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 Ben Raburn

Signed [Signature]

Title Owner

Subscribed and sworn before me this 10th day of May, 2023.

Signed [Signature] Print Name Lesley Bishop Williams
 Title Financial Center President

My commission expires: 3-16, 2027.



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

General Maintenance Metal Roof Retrofit Repair
 Public Works - General Maintenance
 Sealed Bid #: FY2023-04-021
 Due Date: May 11, 2023, 2:00 PM

F. DRUG PROGRAM

State TCA Title 50, Chapter 9, Part 1, requires all bids to be accompanied by the following statements and requires a signed affidavit attesting to the following statements:

1. The City of Bartlett has a drug and alcohol-testing program for testing employees for workplace drug and alcohol use.
2. Full documentation of the program can be found on the City's website, Personnel Department, Chapter 10 of the Personnel Manual. This program is described by the following statements:

Drug Testing - It is the City's policy to require a drug test in the following situations:

- a) New Employee (Post offer testing)
- b) Employee being advanced in job or salary, or both
- c) Random under U.S. DOT regulations (may also include alcohol test).
- d) Random for Fire, EMS or Law Enforcement employees (at the Fire or Police Chief's discretion with approval by the Mayor).
- e) When an employee is at fault in a vehicle or equipment accident. The department head has the option to require testing when not at fault, or when at fault is not evident
- f) When the department head determines there is reasonable suspicion or reasonable cause to warrant testing.

Drugs to be tested for - When drug and alcohol screening is required under the provisions of this policy, a urinalysis test will be given to detect the presence of the drug groups listed below. This list is not intended as an exhaustive inventory of every drug for which an employee can be tested. The selection of drugs subject to testing will be based upon known abuse in the community and the ability of any drug to affect job performance.

- a) Alcohol (Ethyl)
- b) Amphetamines (e.g. Speed)
- c) Barbiturates (e.g. Amobarbital, Butabarbital, Phenobarbital, Secobarbital)
- d) Cocaine
- e) Methaqualone (e.g. Quaalude)
- f) Opiates (e.g. Codeine, Heroin, Morphine, Hydro morphine, Hydrocodone)
- g) Phencyclidine (PCP)
- h) THC (Marijuana)
- i) Other illegal substances as requested by the City. END

Note: All bidders responding to this bid must have affidavit signed by the officer of the company stating the company has a drug-testing program for its employees at least as stringent as the government's program. See attached affidavit, (Page 9).

End of General Specifications

General Maintenance Metal Roof Retrofit Repair
Public Works - General Maintenance
Sealed Bid #: FY2023-04-021
Due Date: May 11, 2023, 2:00 PM

General Maintenance Metal Roof Retrofit Repair
 Public Works - General Maintenance
 Sealed Bid #: FY2023-04-021
 Due Date: May 11, 2023, 2:00 PM

AFFIDAVIT OF EQUIVALENT DRUG TESTING PROGRAM

State of Tennessee

County of Shelby

Ben Raborn, being first duly sworn, deposes and says that:

(1) He/She is Ben Raborn ^{is} President / owner of the company submitting this bid and has the 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 BR

Title President / owner

Subscribed and sworn before me this 10th day of May, 20 23.

Signed Lesley Bishop Williams

Title Financial Center President

My commission expires: 3-16, 20 27.



**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 05/23/23 06:00 PM

Department: Police

Category: Purchase

Prepared By: Juliea Goodman

Department Head: Jeff Cox

Purchase four Dodge Durango police vehicles.



BARTLETT POLICE DEPARTMENT

Police Vehicles



Project Description:

- The Police Department is seeking to purchase four (4) 2023 Dodge Durango Police Sport Utility Vehicles in order to replace existing vehicles that have been taken out of service due to mechanical failures, accidents, and or age.

State of Tennessee Purchase Contract Options:

- The State of Tennessee, Department of General Service Central Procurement Office has established a wide variety of purchasing contracts, which establishes a source or sources of supply for all Tennessee State Agencies. These contracts require the vendors to provide all goods or services and deliverables as required by these contracts to all Tennessee State Agencies. As a result, Tennessee State Agencies may utilize these contracts by purchasing directly from the contractor in accordance with all applicable policies and procedures.

Vendor Selection:

- Representatives from our organization have been in contact with numerous vendors regarding this purchase. Due to global supply chain issues, the vast majority of dealers are unable to fulfill this purchase. In addition, vendors who may have this type of vehicle in stock are requiring a sale price equal to or higher than the manufacturer's suggested retail price. As a result, we respectfully request to purchase these vehicles utilizing the State of Tennessee Vehicle Contract. This contract, SWC #209, establishes a source of supply for all Tennessee State Agencies and provides guaranteed discounted pricing.

Equipment & Cost:

- We have spoken with the State of Tennessee Vehicle Contract Vendor, Columbia CDJR, and they have provided the state contracted price of \$39,592.00 per vehicle.
- The Police Department respectfully requests to purchase four (4) 2023 Dodge Durango Police Sport Utility Vehicles from Columbia CDJR for \$158,368.00. Funding for this purchase is available in Account # 135.42100.935.

Thank you for your consideration,

Jeff Cox, Chief of Police

3730 Appling Road Bartlett, TN 38133
901-385-5502

Attachment: FY23 Dodge Durango Police Vehicles Purchase (3316 : Police Vehicle Purchase)



Bartlett Police Department (4) Police Vehicles



- Dodge Chargers are being discontinued.
- Dodge Durango is the most cost-effective replacement at this time.
- Columbia CDJR is the preferred provider of equipment.
- Total cost - \$158,368

Chrysler Dodge Jeep RAM Fiat of Columbia
106 S. James Campbell Boulevard
Columbia, TN 38401



QUOTE

RAMQ4671-01
Feb 22, 2023

Tennessee State Wide Contract # 209

Quoted To:

Chris Golden
Bartlett Police Department
3730 Appling Road
Bartlett, TN 38133

Prepared By:

Russell Alan Moles
Regional Fleet Sales Manager

Phone: (901)385-5539
Fax:

Phone: 865-719-0014
Email: rmoles@cdjrcolumbia.com

Base Vehicle & Options \$38,762.00

2023 DODGE DURANGO PPV V6 AWD	\$38,762.00	1	\$38,762.00
-------------------------------	-------------	---	-------------

Factory Installed Options & Charges \$830.00

PITCH BLACK EXTERIOR PAINT	\$0.00	1	\$0.00
CLOTH BUCKET SEATS W/REAR VINYL	\$135.00	1	\$135.00
DEACTIVATE REAR DOORS/WINDOWS	\$85.00	1	\$85.00
BLACK LEFT LED SPOT LAMP	\$610.00	1	\$610.00

Dealership Options & Charges \$0.00

DRIVER DELIVERY TO END USER	\$0.00	1	\$0.00
PACK - FIXED COST & OVERHEAD	\$0.00	1	\$0.00

Totals

Subtotal	\$39,592.00
Tax	\$0.00
Shipping	\$0.00
Grand Total	\$39,592.00

Units Quoted from Ground Stock or In-Bound Inventory Are Subject to Prior Sale
Pricing Good For Current Date & Model Year Only Subsequent Model & Option Pricing May Vary
Vehicles Subject to Production by Stellantis (formerly Fiat-Chrysler Automobiles)
Production Lead Times Vary by Model & Options are controlled by FCA Group
Standard Color is White Unless Noted Otherwise

Created 2/22/2023

Reprinted 2/22/2023

Superceeded : N

1 of 18

Packet Pg. 160

Attachment: FY23 Dodge Durango Police Vehicles Purchase (3316 : Police Vehicle Purchase)

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD		Code	Description
		C1J	#7 Seat Foam Cushion
		JKP	12 Volt AUX Power Outlet - Front
		JJM	12 Volt AUX Power Outlet - Rear
		JJ5	130 MPH Maximum Speed Calibration
		JCF	140 MPH Primary Cert. Speedometer
		WBN	18X8.0 Black Steel Wheels
		DJC	195MM Front Axle
		DRH	195MM Rear Axle
		GXD	2-Door Passive Entry, Frt Door Locks
		BAJ	220 Amp Alternator
		NF4	24.6 Gallon Fuel Tank
		TXQ	255/60R18 BSW On/Off Road Tires
		CFN	2nd Row 60/40 Folding Seat
		DLK	3.45 Rear Axle Ratio
		ERC	3.6L V6 24V VVT Engine Upg I w/ESS
		CYD	5 Passenger Seating
		NAS	50 State Emissions
		RCG	6 Speakers
		BCZ	650 Amp AGM Battery
		XF2	7 and 4 Pin Wiring Harness
		DFT	8-Spd Auto 850RE Trans (Make)
		RFL	8.4" Touchscreen Display
		MLX	Accent Color Lower Fascia
		RD3	Accent Color Shark Fin Antenna
		MRD	Accent Color Wheel Lip Molding
		GAK	Acoustic Windshield
		CG3	Advanced Multistage Front Air Bags
		JMA	Air Filtering
		RFP	Apple CarPlay
		RHQ	Aptiv/Delphi Radio Manufacturer
		HAH	ATC w/3 Zone Temp Control
		LMG	Automatic Headlamps
		BC1	Aux Battery
		LH2	Aux Switches
		MWT	AWD Badge
		CTL	Base Door Trim Panel
		MMG	Belt Moldings
		MFA	Black Headlamp Bezels
		CHE	Black Headliner
		CKJ	Black Vinyl Floor Covering
		XAN	Blind Spot and Cross Path Detection
		MNK	Body Color Door Handles
		MBP	body color upper fascia

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD		Code	Description
		MBT	Body Color/Accent Color Rear Fascia
		WMH	Bright Hub Caps
		XJM	Capless Fuel Fill w/o Discriminator
		CKN	Cargo Compartment Carpet
		CKT	Cargo Tie Down Loops
		NDA	Catalytic Converter
		X8S	Center Console Parts Module
		CGU	Child Seat Anchor System-LATCH Ready
		XFH	Class IV Receiver Hitch
		*C5	Cloth Bucket Seats w/ Shift Insert
		DS7	Conventional Differential Frt Axle
		DS8	Conventional Differential Rear Axle
		CLG	Covered Cargo Storage
		GE9	Deep Tint Sunscreen Glass
		CF9	Delete 3rd Row Seat
		X82	Door Parts Module
		X8J	Door Trim Panel Module
		CGY	Dnvr Inflatable Knee-Bolster Air Bag
		JJB	Dual Note Electric Horns
		MZJ	Durango Bright Badge
		AZ1	Durango Pursuit Vehicle
		SBL	Electric Power Steering
		BNB	Electronic Stability Control
		XAX	Engine Hour Meter
		NHA	Engine Oil Cooler
		LSE	Enhanced Accident Response System
		XFX	Equipment Mounting Bracket
		NHJ	Exterior Mirrors w/Heating Element
		X72	Exterior Plastics Module
		TZF	Firestone Brand Tires
		X9H	For More Info, Call 800-643-2112
		BNR	Four Wheel Traction Control
		LBR	Front & Rear Interior LED Lamps
		GCB	Front Door Tinted Glass
		X83	Front End Parts Module
		X8W	Front Fascias Parts Module
		MDA	Front License Plate Bracket
		LAX	Front Passenger Seat Belt Alert
		X89	Front Suspension Damper Parts Module
		X84	Front Suspension Parts Module
		CDW	Frt Pass Forward Fold Flat Seat
		WKB	Full Size Matching Spare Wheel
		TBW	Full Size Spare Tire w/Matching Whl

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD		Description
Code		
X73		Glass Module II
LE7		Gloss Black Exterior Mirrors
MAK		Gloss Black Grille W/Granite Inner
LBC		Glove Box Lamp
RF5		Google Android Auto
JLP		GPS Antenna Input
Z6K		GVW Rating - 6500#
X8F		Hard Trim Module
X8Y		Headliner Parts Module
NMC		Heavy Duty Engine Cooling
BNG		Hill Start Assist
HGA		Hood Insulation
XE2		I/P Mounted Elec Shifter
LAC		Illuminated Entry
JB5		Instr. Panel Platinum Chrome Bezel
JAA		Instrument Panel
X81		Instrument Panel Parts Module
RTF		Integrated Center Stack Radio
XRB		Integrated Voice Command w/Bluetooth
CSV		Interior Assist Handles
X8T		Interior Trim Module
GAP		Laminated Front Door Glass
LMZ		LED Daytime Running Headlamps
LM6		LED Low/High Beam Headlamps
LA3		LED Taillamps w/Red Accents
X8G		Load Floor Parts Module
CXG		Lock On Sync Tire Press Sensor
RSF		Media Hub (2 USB, Aux)
CZX		Mini Console Police
APA		Monotone Paint
XA8		Non Adjustable Pedals
GXQ		Non-Key Alike Fobs
CUN		Overhead Console
XH3		ParkSense Rr Park Assist w/Stop
XAC		ParkView Rear Back-up Camera
CSR		Passenger Assist Handles
SCJ		Perforated Leather Wrapped Strg Whl
BR9		Police ABS 4-Wheel Hd Disc Brakes
AYF		Police Group
SDB		Police Tuned Suspension
JPU		Power 4-Way Driver Lumbar Adjust
JPR		Power 8-Way Drvr/Manual Pass Seat
JKY		Power Accessory Delay

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD	
Code	Description
GTS	Power Heated Mirrors, Fold-Away
JPB	Power Locks
JAJ	Premium Instrument Cluster w/Tach
HGP	Premium Insulation Group
XPF	Protective Coating and Remover
XJ7	Push-Push Fuel Filler Door
GX4	Pushbutton Start
JP3	Pwr Front Windows, 1-Touch, Up & Down
XFC	R1234YF A/C Refrigerant
BHC	Rain Brake Support
BHD	Ready Alert Braking
HBB	Rear Air Conditioning w/Heater
X8U	Rear Fascias Parts Module
SES	Rear Load Leveling Suspension
X91	Rear Suspension Damper Parts Module
X35	Rear Suspension Parts Module
GNK	Rear View Auto Dim Mirror
GFA	Rear Window Defroster
JHB	Rear Window Wiper/Washer
GXM	Remote Keyless Entry
X8Z	Seat Parts Module
AXR	Secure Park Package
XX7	Selectable Steering Modes
GXX	Sentry Key Theft Deterrent System
MRF	Sill Molding
DHY	Single Speed Transfer Case
X9B	SiriusXM Radio Service
RSD	SiriusXM Satellite Radio
AHV	Special Service Group
NHM	Speed Control
LNQ	Spot Lamp Wiring Prep.
RDZ	Steering Wheel Mounted Audio Crls
XHZ	Stop-Start Dual Battery System
GNV	Sun Visors w/Vanity Mirror
XSV	Super Nova Hydro Interior Accents
CJ5	Supp. Side Curtain All Rows Air Bags
CJ1	Supplemental Frt Seat Side Air Bags
CGS	Supplemental Side Air Bags
JFJ	Temperature & Compass Gauge
SUD	Tilt/Telescope Steering Column
GBB	Tinted Windshield Glass
XBN	Tip Start
X88	Tire & Wheel Parts Module

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD	
Code	Description
XGM	Tire Pressure Monitoring Display
BNT	Trailer Sway Damping
NHQ	Transmission Heater
CD4	Tungsten Interior Accent Stitch
UAM	Uconnect 4 with 8.4" Display
XXS	Upfitter Electronic Module (VSM)
RF7	USB Host Flip
JHA	Var Intermittent Windshield Wipers
LAZ	Vehicle Information Center



TENNESSEE DEPARTMENT OF REVENUE
Sales and Use Tax
Government Certificate of Exemption

RV-F1301301 (9/22)

TO: Vendor's Name IT of Columbia, Inc - DBA Columbia Chrysler Dodge Jeep RAM Fiat
Vendor's Address 106 South James Campbell Boulevard - Columbia TN 38401

The undersigned hereby certifies that the purchases of tangible personal property or services being made on this certificate of exemption are being made by the State of Tennessee, or a county or municipality within the State of Tennessee, or the Federal Government, or an agency thereof and are for the use of the government or agency.

The undersigned further certifies that the said government or agency is making the purchase direct from the above named vendor, will obtain title or has title to the property immediately when it is delivered, and will use public funds to pay directly to the above named vendor for the tangible personal property or services obtained upon this certificate of exemption.

Name of government or agency _____

Date: _____ Signed: _____

Title: _____



**STATE OF TENNESSEE, DEPARTMENT OF GENERAL SERVICES
CENTRAL PROCUREMENT OFFICE**

Statewide Multi-Year Contract Issued to:

TT of Columbia Inc
106 S James Campbell Blvd
Columbia, TN 38401

Vendor ID: 0000141027

Contract Number: 0000000000000000000076189

Title: SWC209 Vehicles

Start Date : October 01, 2022 End Date: December 31, 2023

Is this contract available to local government agencies in addition to State agencies?: Yes

Authorized Users. This Contract establishes a source or sources of supply for all Tennessee State Agencies. "Tennessee State Agency" refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies. The Contractor shall make this Contract available to the following entities, who are authorized to and who may purchase off of this Statewide Contract ("Authorized Users"):

- a. all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- b. Tennessee local governmental agencies;
- c. members of the University of Tennessee or Tennessee Board of Regents systems;
- d. any private nonprofit institution of higher education chartered in Tennessee; and,
- e. any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse to provide services to the public (Tenn. Code Ann. § 33-2-1001).

These Authorized Users may utilize this Contract by purchasing directly from the Contractor according to their own procurement policies and procedures. The State is not responsible or liable for the transactions between the Contractor and Authorized Users.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Contract Contact Information:

State of Tennessee
 Department of General Services, Central Procurement Office
 Contract Administrator: Michael Neely
 3rd Floor, William R Snodgrass, Tennessee Tower
 312 Rosa L. Parks Avenue
 Nashville, TN 37243-1102
 Phone:
 Fax: 615-741-0684

Line Information

Line 1

Item ID: 1000187716
Police Vehicles, CDJR, Generic SWC209 Asset 2023 Models
 Unit of Measure: EA

Line 2

Item ID: 1000187717
Sedans, CDJR, Generic SWC209 Asset 2023 Models
 Unit of Measure: EA

Line 3

Item ID: 1000187718
Minivan and Full-size Vans, CDJR(Passenger, Cargo, Cut-Away), Generic SWC209 Asset 2023 Models
 Unit of Measure: EA

Line 4

Item ID: 1000187719
Sport Utility Vehicles, CDJR(SUVs), Generic SWC209 Asset 2023 Models
 Unit of Measure: EA

Line 5

Item ID: 1000187720
Light Trucks, CDJR(Class 1,2,3,4,5) Pickup or Chassis Cab, Generic SWC209 Asset 2023 Models
 Unit of Measure: EA

Line 6

Item ID: 1000179941
Optional Equipment, Generic SWC209 Asset
 Unit of Measure: EA

APPROVED: _____


Digitally signed by Michael F. Perry
 DN: cn=Michael F. Perry, o=State of
 Tennessee, ou=Central Procurement
 Office, email=mike.perry@tn.gov, c=US
 Date: 2022.09.12 08:27:55 -05'00'
 CHIEF PROCUREMENT OFFICER

BY: _____

Mike Neely

 PURCHASING AGENT

Digitally signed by
 Mike Neely
 Date: 2022.09.09
 07:29:01 -05'00'

 DATE

Attachment: FY23 Dodge Durango Police Vehicles Purchase (3316 : Police Vehicle Purchase)

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. TT OF COLUMBIA	
2 Business name/disregarded entity name, if different from above dba COLUMBIA CHRYSLER DODGE JEEP RAM FIAT	
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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 106 S JAMES CAMPBELL BLVD	Requester's name and address (optional)
6 City, state, and ZIP code COLUMBIA TN 38401	
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									
27			-	5	2	1	7	2	5

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here

Signature of U.S. person ► **SHANIE CHOWBAY**

Date ► **7-18-22**

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.

Attachment: FY23 Dodge Durango Police Vehicles Purchase (3316 : Police Vehicle Purchase)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 05/23/23 06:00 PM

Department: Police

Category: Purchase

Prepared By: Juliea Goodman

Department Head: Jeff Cox

Purchase of camera equipment for police pursuit vehicles.

Thank you for your consideration.



BARTLETT POLICE DEPARTMENT

Camera Equipment for Police Vehicles



7.4.a

Project Description:

- The Police Department is seeking to purchase various camera equipment for installation in four (4) new police vehicles. This equipment includes an in-car forward-facing camera, in-car back seat camera, body-worn camera, and all other associated hardware and licenses, which are required for use by officers during the course of their duties.
- The Police Department is committed to the belief that in-car and on-officer audio/video recording is an important and valuable tool for law enforcement. This equipment essentially documents a police officer's investigative and enforcement activities from the perspective of the officer's person and or vehicle. The police department installs such equipment in all marked vehicles assigned to the Patrol Division.

Vendor Selection Process:

- The Police Department utilizes Motorola Solutions as the designated supplier of all in-car and body-worn camera equipment. There are no other vendors capable of supplying equipment that will operate with the hardware & servers currently owned by the department. As a result, the Police Department seeks to use Motorola Solutions as the single source provider of the described equipment.

Equipment & Cost:

- The requested equipment associated with this purchase includes in-car forward-facing cameras, in-car back-seat cameras, body-worn cameras, and all other associated hardware and licenses. A summary of each item and its cost is as follows:

Item	QTY	Unit Price	Total Price
4RE/Vista WIFI Bundle	4	\$6,090.40	\$24,361.60
Mikrotik Conf Wifi Kit	4	\$200.00	\$800.00
HIFI MIC Kit	4	\$360.00	\$1,440.00
Vista XLT	4	\$1,095.00	\$4,380.00
Evidence Library 4RE License	4	\$75.00	\$300.00
Evidence Library Vista License	4	\$75.00	\$300.00
		Total	\$31,581.60

- The total cost for this purchase is \$31,581.60. Funding for this purchase is available in Account # 135.42100.935.

Thank you for your consideration,


Jeff Cox, Chief of Police



Bartlett Police Department *Camera Equipment*



- Motorola Solutions is the preferred provider of equipment.
- Equipment is installed in all Marked Units assigned to Patrol Division.
- Includes (4) In-car Forward Facing, In-Car Backseat Facing, and Body-worn cameras.
- Total cost - \$31,581.60



QUOTE-2149106
7 4RE Vista Bndls EL4

Billing Address:
BARTLETT POLICE
DEPARTMENT
PO BOX 341148
CITY OF BARTLETT
BARTLETT, TN 38184
US

Quote Date:05/02/2023
Expiration Date:07/31/2023
Quote Created By:
ZUNAIRA MALIK
ZUNAIRA.MALIK@
motorolasolutions.com

End Customer:
BARTLETT POLICE DEPARTMENT
Eric Leppanen
eleppanen@bartlettspolice.org
(901) 828-6612

Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
4RE In car Video System						
1	WGB-0136A	4RE/VISTA WIFI BUNDLE, PANORAMIC	4		\$6,090.40	\$24,361.60
2	WGB-0146A	MIKROTIK CONF WIFI KIT, DRILL MNT	4		\$200.00	\$800.00
3	WGB-0190A	HIFI MIC MUTABLE KIT W BKTS, CAT5 CABLE	4		\$360.00	\$1,440.00
4	WGP02225-200-KIT2	BRKT4RE DISP/BWCBASE/ CAMVISOR +CHARGER	4		Included	Included
VISTA Body Worn Camera						
5	WGB-0113A	VISTA XLT 2-PC, BODY, CHEST, BELT CLIP	4		\$1,095.00	\$4,380.00
VideoManager EL: Video Evidence Management						
6	WGP02400-300	EVIDENCE LIBRARY 4 WEB 4RE COMBO-DISCOUNT DEVICE LICENSE KEY	4		\$75.00	\$300.00

Attachment: FY23 Camera Eqmpt Purchase for Police Dodge Durangos (3317 : Camera Equipment for Police Vehicles)



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800



QUOTE-2149106
7 4RE Vista Bndls EL4

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
7	WGP02400-400	EVIDENCE LIBRARY 4 WEB VISTA COMBO-DISCOUNT DEVICE LICENSE KEY	4		\$75.00	\$300.00
8	WGW00155-204	MAINTENANCE SUPPORT,SOFTWARE MAINTENANCE, VIDEOMANAGER EL, 4RE	4	1 YEAR	Included	Included
9	WGW00155-203	MAINTENANCE SUPPORT,SOFTWARE MAINTENANCE, VIDEOMANAGER EL, VISTA	4	1 YEAR	Included	Included
Grand Total					\$31,581.60(USD)	

0

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.

Attachment: FY23 Camera Eqmpt Purchase for Police Dodge Durangos (3317 : Camera Equipment for Police Vehicles)



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



QUOTE-2149106
7 4RE Vista Bndls EL4

VISTA XLT BODY-WORN CAMERA SOLUTION DESCRIPTION

OVERVIEW

The VISTA XLT Body-Worn Camera is an advanced two-piece camera solution with versatile mounting options that helps users capture high-definition audio and video while increasing situational awareness of officers in the field.

VISTA XLT can be synchronized to record with the 4RE In-Car Video System and other VISTA cameras to capture and upload evidence, simplifying the evidence review process by grouping footage of the same incident captured by different devices together.



VISTA XLT CAPABILITIES

SUPERIOR CAMERA SYSTEM

VISTA XLT uses an Ultra-Wide Dynamic Range technology, resulting in footage that represents what the human eye naturally sees. This footage can help build a reliable library of clear video evidence, assisting in evidence review and case-building.

VISTA XLT can be configured to continuously record through the use of patented Record-After-the-Fact® (RATF) technology, which enables the device to capture important video evidence, even if the recording was not triggered by the user or a sensor. This function allows video evidence to be retrieved hours or days after an incident occurs, providing vital assistance as an investigation unfolds.

VERSATILE MOUNTING OPTIONS

VISTA XLT provides a head-mounted or body-mounted high-definition camera, allowing the user to capture clear footage using a variety of different mounting options. Each camera records audio and video and are connected, allowing the record button on either camera to start and stop recordings. The glasses mount snaps into place around the forward part of the barrel on the head-mounted camera.



AUTOMATIC RECORDING AND EVIDENCE MANAGEMENT

VISTA XLT is configurable to sync up to eight cameras to collaborate on recordings. The VISTA Vehicle Kit allows up to eight cameras to perform a group recording without the use of an in-car system. These cameras can be configured to initiate group recording using triggers like lights, sirens, doors, gun racks, and other auxiliary inputs. Group recordings are uploaded and automatically linked in the digital evidence management system (DEMS) as part of one incident, making evidence management an easier process.

Attachment: FY23 Camera Eqmpt Purchase for Police Dodge Durangos (3317 : Camera Equipment for Police Vehicles)



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QUOTE-2149106
7 4RE Vista Bndls EL4

VISTA XLT works with SmartConnect, an optional smartphone application that will provide users with the ability to pair with VISTA cameras, adjust officer preferences, live-stream from the camera, categorize recordings with incident IDs and case numbers, and play back recordings.

INTUITIVE DESIGN, INCREASED SITUATIONAL AWARENESS

VISTA XLT activates recording by pressing the button on either of the cameras, and can be pressed again to end recording. This simple one-button operation allows the user to focus more on unfolding events in the field, increasing situational awareness in the field.

VISTA XLT's recording status, storage space, and battery life can be monitored from its backlit LCD screen, which makes camera status easy to monitor, especially in difficult lighting situations. Its battery life extends beyond a full shift, providing 12 hours of continuous high-definition recording to officers in-field, based on configuration.

INTEGRATION WITH 4RE

VISTA XLT seamlessly integrates with the 4RE In-Car Video System. Multiple VISTA cameras and in-car systems can form a recording group and, based on configuration, automatically start recording when one of the group devices begins recording. Group recordings are uploaded and automatically linked in DEMS as part of one incident. The integrated GPS receiver ensures perfect synchronization between the 4RE and VISTA XLT.

DOCKING STATIONS

The VISTA XLT has three docking options:



Transfer Station - The Transfer Station is built for large, multi-location agencies with large numbers of cameras in service at any given time. It can charge up to eight fully assembled cameras. While a camera is being charged, the Transfer Station can automatically offload its recording to Evidence Management Solution via an integrated connection to the local area network (LAN). The transfer station connects directly to the local area network for fast offload of recorded events to storage while charging the camera. Comprehensive device management capabilities are supported, such as camera configuration and checkout. Officer assignment options include rapid checkout, kiosk, and individual camera checkout. Automatic firmware and configuration updates are also supported.



USB Base - The USB Base charges the battery of a single camera or a standalone battery pack. The USB Base can be attached to a desktop or laptop, via a USB connection. A 12V wall adapter can be optionally used for charging. When connected to a laptop or desktop, the USB Base can be used to upload recordings to an evidence management system.



Wi-Fi Base - The Wi-Fi Base is mounted in the vehicle. It facilitates multiple processes, including the upload of evidence to an evidence management system, firmware updates, communication between the VISTA cameras and in-car group devices, and the charging of VISTA cameras.



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QUOTE-2149106
7 4RE Vista Bndls EL4

EVIDENCE LIBRARY 4 SOLUTION DESCRIPTION

Evidence Library 4 simplifies evidence management, automates data maintenance, and facilitates management of your department's devices.

It is compatible with 4RE in-car video systems and VISTA body-worn cameras, and allows you to efficiently manage video evidence. Live-streaming capabilities are also available through the Watch Commander and VISTA SmartConnect applications.



VIDEO EVIDENCE MANAGEMENT

SIMPLIFIED EVIDENCE REVIEW

Evidence Library 4's intuitive user interface allows you to upload evidence data with important information, such as date and time, device used to capture, event ID, officer name, and event type. This allows incidents recorded from several devices to be found easily and viewed simultaneously, expediting the review process by eliminating the task of reviewing irrelevant footage.

Its built-in media player includes a visual display of incident data, allowing you to see when lights, sirens, or brakes were activated during the event timeline. Users can also view the metadata graph, which includes speed triggers, to quickly find moments of interest.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, and drawings, can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored in Evidence Library.

EASY EVIDENCE SHARING

Users are able to export evidence on a DVD, or as MP4, MP2, AVI, and WMV files for simpler sharing in the evidence review or judiciary sharing process.

You can also find data using audit log filters, including criteria such as import, export, playback, download, share, modify, and archive dates.

AUTOMATIC DATA MAINTENANCE

Evidence Library 4 lets you automatically organize stored evidence data, allowing you to save time that would be spent managing data manually. It can schedule the automatic movement, archiving, or purging of events on any basis, based on how you want to configure the system.

Security groups and permissions are easily set-up in Evidence Library 4, allowing you to give individuals access to evidence on an as-needed basis.

INTEGRATION WITH 4RE AND VISTA CAMERAS

Officers on the road are able to automatically upload video from in-car systems and body cameras. This eliminates the need for trips to and from the station solely for uploading data into the system.

Attachment: FY23 Camera Eqmpt Purchase for Police Dodge Durangos (3317 : Camera Equipment for Police Vehicles)



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QUOTE-2149106
7 4RE Vista Bndls EL4

Video and audio captured by the 4RE in-car and VISTA body-worn camera systems are automatically linked in Evidence Library 4 based on time, location, and recording group. You can then synchronize playback of video and audio from multiple devices at the same time.

OPTIONAL LIVE VIDEO STREAMING

Evidence Library 4 can also allow high-definition, live video streaming with the addition of the WatchCommander Application, accessible on any workstation or smartphone with appropriate permissions. Through Watch Commander, you can access live video streaming from all connected 4RE systems. You may also listen to audio if microphones are active.

SmartConnect, an optional smartphone application, provides VISTA body-worn camera users with immediate in-field access to VISTA. SmartConnect includes the ability to pair with VISTA cameras, change officer settings, categorize recordings with incident IDs and case numbers, and play back recordings.

DEVICE MANAGEMENT

Evidence Library 4 allows agencies to assign users to devices, track them, and streamline shift changes. You can easily manage, configure, update firmware, and deploy in-car and body-worn cameras. Individual preference settings can be configured based on user profiles, allowing quick device transactions within a pooled device system. Evidence Library 4 also tracks devices and enables them to be quickly exchanged between officers during shift changes. This minimizes the amount of devices needed for your fleet.

DEVICE TRACKING

You can easily manage, configure, and deploy your in-car and body-worn cameras in Evidence Library 4. Devices can be assigned to personnel and tracked within Evidence Library 4, helping you keep track of which users have specific devices.

FASTER SHIFT CHANGES

Evidence Library 4's Rapid Checkout Kiosk feature allows agencies using a pooled camera system to use fewer cameras. Cameras can be checked out at the start of a shift using an easy-to-use interface. At the end of the shift, the camera can be returned to its dock, where the video is automatically uploaded and the camera is made ready to be checked out and used for the next shift.

Devices can also be configured to remember individual preference settings for each user, including volume level and screen brightness. These settings are applied whenever a device is assigned to a specific officer. A variety of settings within Evidence Library 4 also enable you to configure devices to operate in alignment with your agency's policies and procedures.



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QUOTE-2149106
7 4RE Vista Bndls EL4

4RE IN-CAR VIDEO SYSTEM SOLUTION DESCRIPTION

The 4RE In-Car Video System lets users easily capture more footage and quickly upload high-definition video evidence without having to sacrifice time and situational awareness.

High Definition, Hands Free Evidence Capturing

The 4RE In-Car Video System is equipped with high-definition cameras with hands-free uploading capabilities, making the capture and upload of clear video evidence as easy as possible. The cameras record at 720p resolution and use an Ultra Wide Dynamic Range technology that dramatically improves the quality of video, especially in difficult lighting situations. This helps capture video evidence that is clear and easy to monitor. 4RE cameras are also equipped with patented Record-After-the-Fact® (RATF) technology, which allows users to go back in time and capture important evidence, even if the recording function was not activated and the incident happened days before.



The 4RE offers a dual drive structure with both an internal and removable USB drive for storage, and supports wireless upload. Wireless uploading capabilities through both Wi-Fi and LTE networks eliminate the need for trips to and from stations to upload evidence. The 4RE's patented multiple resolution encoding allows officers to save footage of critical incidents in HD and routine occurrences in a lower resolution at the same time. This eliminates the compromise between video quality and file storage needs. Event tags can be configured to determine which resolution is uploaded to the digital evidence management system (DEMS), as well as drive which files are automatically saved to it.

It includes three high-definition camera options; the ZSL, Panoramic X2, and the Mini-Zoom; which offer single and multi-camera, split-screen viewing on the display. Additional wireless microphones are included to enhance audio quality and amount of captured evidence.

Intuitive Display and Interface

The 4RE's display offers an easy-to-navigate 4.3" LED control panel with a backlit touch screen, allowing for clear view and navigation of the panel. Nearly all functions the officer will interact with are keys laid out along the control panel. Users can also program various sensors to activate a new record event, including emergency lights, siren, auxiliary input, wireless microphone, vehicle speed, and crash detection. Additionally, the 4RE can initiate its Covert Mode, in which the LEDs turn off, and simulates a complete device shutdown while the 4RE records video and audio simultaneously. This provides officers with a way to capture evidence while staying concealed.

The 4RE Mobile Data Computer App is a simple interface that runs on Windows 10 and interfaces with the 4RE through an Ethernet connection. The app also works in conjunction with the control panel, allowing 4RE to have full functionality when the MDC is not available.

INTEGRATION WITH BODY-WORN CAMERAS

The VISTA and V300 Body-Worn Cameras integrate seamlessly with the 4RE video system, capturing video of incidents from multiple vantage points.

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Attachment: FY23 Camera Eqmpt Purchase for Police Dodge Durangos (3317 : Camera Equipment for Police Vehicles)





QUOTE-2149106
7 4RE Vista Bndls EL4

VISTA Wi-Fi, VISTA XLT, and V300s are able to pair with 4RE and other body-worn cameras in the integrated system. When one camera starts recording, VISTA Wi-Fi notifies its recording status to other cameras, triggering body-worn cameras to initiate a group recording. These recordings are uploaded and automatically linked in DEMS.

Additionally, when body-worn and in-car cameras record the same incident, Motorola Solutions' Evidence Library software automatically links those recordings based on officer name, date, and time overlap associated with the devices.

Attachment: FY23 Camera Eqmpt Purchase for Police Dodge Durangos (3317 : Camera Equipment for Police Vehicles)



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7 4RE Vista Bndls EL4

VIDEO EVIDENCE STATEMENT OF WORK

Overview

In accordance with the terms and conditions of the Agreement, this Statement of Work ("SOW") defines the principal activities and responsibilities of all parties for the delivery of the Motorola Solutions, Inc. ("Motorola") system as presented in this offer to the Customer (hereinafter referred to as "Customer"). For the purposes of this SOW, Motorola may include our affiliates, subcontractors, and third-party partners, as the case may be.

Deviations and changes to this SOW are subject to mutual agreement between Motorola and the Customer and will be addressed in accordance with the change provisions of the Agreement.

Unless specifically stated, Motorola work will be performed remotely. Customer will provide Motorola resources with direct network access sufficient to enable Motorola to fulfill its delivery obligations.

The number and type of software or subscription licenses, products, or services provided by or on behalf of Motorola are specifically listed in the Agreement and any reference within this SOW, as well as subcontractors' SOWs (if applicable), does not imply or convey a software or subscription license or service that is not explicitly listed in the Agreement.

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following execution of the Agreement.

Following the conclusion of the Welcome/IT Call, Motorola project personnel will communicate additional project information via email, phone call, or additional ad-hoc meetings.

Motorola utilizes Google Meet as its teleconference tool. If Customer desires a different teleconference tool, Customer may provide a mutually agreeable alternate tool at Customer expense.

PROJECT MANAGEMENT TERMS

The following project management terms are used in this SOW. Since these terms may be used differently in other settings, these definitions are provided for clarity.

Deployment Date(s) refers to any date or range of dates when implementation, configuration, and training will occur. The deployment date(s) is subject to change based on equipment or resource availability and Customer readiness.

COMPLETION CRITERIA

Motorola Integration Services are complete upon Motorola performing the last task listed in a series of responsibilities or as specifically stated in the deployment checklist. Certain Customer tasks, such as hardware installation activities identified in Section 1.9 of this SOW, must be completed prior to Motorola commencing with its delivery obligations. Customer will provide Motorola written notification that it does not accept the completion of Motorola responsibilities or rejects a Motorola service deliverable within five business days of task completion or receipt of a deliverable, whichever may be applicable.



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Service completion will be acknowledged in accordance with the terms of the Agreement and the Service Completion Date will be memorialized by Motorola and Customer in a writing signed by both parties.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

MOTOROLA PROJECT ROLES AND RESPONSIBILITIES

A Motorola team, made up of specialized personnel, will be assigned to the project under the direction of the Motorola Project Manager. Team members will be multi-disciplinary and may fill more than one role. Team members will be engaged in different phases of the project as necessary.

In order to maximize efficiencies, Motorola's project team will provide services remotely via teleconference, web-conference, or other remote method in fulfilling its commitments as outlined in this SOW.

The personnel role descriptions noted below provide an overview of typical project team members. One or more resources of the same type may be engaged as needed throughout the project. There may be other personnel engaged in the project at the discretion of and under the direction of the Project Manager.

Motorola's project management approach has been developed and refined based on lessons learned in the execution of hundreds of system implementations. Using experienced and dedicated people, industry-leading processes, and integrated software tools for effective project execution and control, we have developed and refined practices that support the design, production, and testing required to deliver a high-quality, feature-rich system.

Project Manager

A Motorola Project Manager will be assigned as the principal business representative and point of contact for Motorola. The Project Manager's responsibilities include the following:

- Host the Welcome/IT Call.
- Manage the Motorola responsibilities related to the delivery of the project.
- Coordinate schedules of the assigned Motorola personnel and applicable subcontractors/supplier resources.
- Manage the Change Order process per the Agreement.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Collaborative coordination of Customer resources to minimize and avoid project delays.
- Conduct remote status meetings on mutually agreed dates to discuss project status.
- Provide timely responses to issues related to project progress.

System Technologists

The Motorola System Technologists (ST) will work with the Customer project team on system provisioning. ST responsibilities include the following:

- Provide consultation services to the Customer regarding the provisioning and operation of the Motorola system.
- Provide provisioning and training to the Customer to set up and maintain the system.
- Complete the provisioning ownership handoff to the Customer.



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- Complete the project-defined tasks as defined in this SOW.
- Confirmation that the delivered technical elements meet contracted requirements.
- Engagement throughout the duration of the delivery.

Technical Trainer / Instructor

The Motorola Technical Trainer / Instructor provides training either on-site or remote (virtual) depending on the training topic and deployment type purchased. Responsibilities include:

- Review the role of the Learning eXperience Portal ("LXP") in the delivery and provide Customer Username and Access Information.

CUSTOMER PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

The success of the project is dependent on early assignment of key Customer resources. In many cases, the Customer will provide project roles that correspond with Motorola's project roles. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer's project team should be engaged from project initiation through beneficial use of the system. The continued involvement in the project and use of the system will convey the required knowledge to maintain the system post-completion of the project. In some cases, one person may fill multiple project roles. The project team must be committed to participate in activities for a successful implementation. In the event the Customer is unable to provide the roles identified in this section, Motorola may be able to supplement Customer resources at an additional price.

Project Manager

The Project Manager will act as the primary Customer point of contact for the duration of the project. The Project Manager is responsible for management of any third-party vendors that are the Customer's subcontractors. In the event the project involves multiple locations, Motorola will work exclusively with a single Customer-assigned Project Manager (the primary Project Manager). The Project Manager's responsibilities include the following:

- Communicate and coordinate with other project participants.
- Manage the Customer project team, including timely facilitation of efforts, tasks, and activities.
- Maintain project communications with the Motorola Project Manager.
- Identify the efforts required of Customer staff to meet the task requirements in this SOW and identified in the Welcome/IT Call.
- Consolidate all project-related questions and queries from Customer staff to present to the Motorola Project Manager.
- Approve a deployment date offered by Motorola.
- Monitor the project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel who will work with Motorola staff as needed for the duration of the project, including at least one Application Administrator for the system and one or more representative(s) from the IT department.



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- Identify the resource with authority to formally acknowledge and approve change orders, completion of work, and payments in a timely manner.
- Provide building access to Motorola personnel to all Customer facilities where system equipment is to be installed during the project. Temporary identification cards are to be issued to Motorola personnel, if required for access to facilities.
- Ensure remote network connectivity and access to Motorola resources.
- Provide reasonable care to prevent equipment exposure to contaminants that cause damage to the equipment or interruption of service.
- Ensure a safe work environment for Motorola personnel.
- Identify and manage project risks.
- Point of contact to work with the Motorola System Technologists to facilitate the training plan.

IT Support Team

The IT Support Team (or Customer designee) manages the technical efforts and ongoing tasks and activities of their system. Manage the Customer-owned provisioning maintenance and provide required information related to LAN, WAN, wireless networks, server, and client infrastructure. They must also be familiar with connectivity to internal, external, and third-party systems to which the Motorola system will interface.

The IT Support Team responsibilities include the following:

- Participate in overall delivery and training activities to understand the software, interfaces, and functionality of the system.
- Participate with the Customer subject matter experts during the provisioning process and training.
- Authorize global provisioning choices and decisions, and be the point(s) of contact for reporting and verifying problems and maintaining provisioning.
- Obtain inputs from other user agency stakeholders related to business processes and provisioning.
- Implement changes to Customer owned and maintained infrastructure in support of the Evidence Management System installation.

Subject Matter Experts

The Subject Matter Experts (SME or Super Users) are the core group of users involved with delivery analysis, training, and the provisioning process, including making global provisioning choices and decisions. These members should be experienced users in the working area(s) they represent (dispatch, patrol, etc.), and should be empowered to make decisions related to provisioning elements, workflows, and department policies related to the Evidence Management System.

General Customer Responsibilities

In addition to the Customer Responsibilities stated elsewhere in this SOW, the Customer is responsible for the following:

- All Customer-provided equipment, including hardware and third-party software, necessary for delivery of the System not specifically listed as a Motorola deliverable. This will include end user workstations, network equipment, camera equipment and the like.
- Configuration, maintenance, testing, and supporting the third-party systems the Customer operates which will be interfaced to as part of this project.
- Communication between Motorola and Customer's third-party vendors, as required, to enable Motorola to perform its duties.



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- Active participation of Customer SMEs in project delivery meetings and working sessions during the course of the project. Customer SMEs will possess requisite knowledge of Customer operations and legacy system(s) and possess skills and abilities to operate and manage the system.
- Electronic versions of any documentation associated with the business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meeting sessions using Google Meet or a mutually agreeable, Customer-provided, alternate remote conferencing solution.

PROJECT PLANNING

A clear understanding of the needs and expectations of both Motorola and the Customer are critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of project-specific information in order to set clear project expectations and guidelines, and set the foundation for a successful implementation.

WELCOME/IT CALL - TELECONFERENCE/WEB MEETING

A Project Planning Session teleconference will be scheduled after the Agreement has been executed. The agenda will include the following:

- Review the Agreement documents.
- Review project delivery requirements as described in this SOW.
- Provide shipping information for all purchased equipment.
- Discuss deployment date activities.
- Provide assigned technician information.
- Review IT questionnaire and customer infrastructure.
- Discuss which tasks will be conducted by Motorola resources.
- Discuss Customer involvement in provisioning and data gathering to confirm understanding of the scope and required time commitments.
- Review the initial project tasks and incorporate Customer feedback.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or contractors. Required fingerprints will be submitted on Motorola provided FBI FD-258 Fingerprint cards.
- Review the On-line Training system role in project delivery and provide Customer User Name and Access Information.
- Discuss Motorola remote access requirements (24-hour access to a secured two-way Internet connection to the Motorola system firewalls for the purposes of deployment, maintenance, and monitoring).
- Discuss Customer obligation to manage change among the stakeholder and user communities.
- Review deployment completion criteria and the process for transitioning to support.

Motorola Responsibilities

- Host Welcome/IT Call.
- Request the attendance of any additional Customer resources that are instrumental in the project's success, as needed.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Provide Customers with steps to follow to register for Online Training.
- Request user information required to establish the Customer in the LXP.



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Customer Responsibilities

Complete the Online Training registration form and provide it to Motorola within ten business days of the Project Planning Session.

- Review the received (as part of order) and completed IT questionnaire.
- Provide a customer point of contact for the project.
- Provide data for completing the policy validation form.
- Provide LXP user information as requested by Motorola.
- Verify Customer Administrator(s) have access to the LXP.

Motorola Deliverables

- Welcome Call presentation and key meeting notes
- Send an email confirming deployment date and ST assigned email
- Communicate with the Customer via email confirming shipment and tracking information.
- Instruct the Customer on How to Register for Training email.
- Provide and review the Training Plan.

SOLUTION PROVISIONING

Solution provisioning includes the configuration of user configurable parameters (unit names, personnel, and status codes). The system will be provisioned using Motorola standard provisioning parameters and will incorporate Customer-specific provisioning.

IN-CAR VIDEO PROVISIONING SCENARIO

If in-car video is a part of the system, the Motorola Application Specialist will complete the following provisioning tasks.

Motorola Responsibilities

- Conduct a remote review of the standard provisioning database with the Customer prior to the start of provisioning.
- Provide and review the Provisioning Export Worksheets with the Customer.
- Conduct a conference call with the Customer to review the completeness of the Provisioning Export Worksheets prior to the start of provisioning.

BODY WORN CAMERA PROVISIONING SCENARIO

If body worn cameras are a part of the system, the provisioning of the in-car system will generally follow the completion of the base in-car video provisioning.

Motorola Responsibilities

Configure transfer stations for connectivity to the evidence management server.

- Configure devices within the evidence management system.
- Check out devices and create a test recording.



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- Verify successful upload from devices after docking back into the transfer station or USB dock.

INFRASTRUCTURE VALIDATION

Hardware will be installed on the network to facilitate provisioning, testing, and will be used to provide instruction to Customer personnel after the complete software installation.

Motorola Responsibilities

- Verify that the server is properly racked and connected to the network.
- Verify that access points are properly installed and connected to the network.
- Verify that transfer stations are connected to the network and configured.

Customer Responsibilities

- Verify that the server network has access to the internet for software installation and updates.
- Verify that the network routing is correct for the transfer stations and access points to communicate with the server.
- Verify that the client computers can access the server on the required ports.

HARDWARE INSTALLATION

Physical installation of hardware (i.e. servers, cameras, Access Points, WiFi docs, etc.) is not included in the standard scope of the solution. If a custom quote for installations is included in this purchase, Motorola will manage the subcontractor and their deliverables as part of this SOW. Customers who perform or procure their own installations assume all installation responsibilities including cost, oversight and risk.

SYSTEM TRAINING

Motorola training consists of both computer-based (online) and instructor-led (on-site or remote). Training delivery methods vary depending on course content. Self-paced online training courses, additional live training, documentation, and resources can be accessed and registered for on the Motorola's LXP.

ONLINE TRAINING

Online training is made available to the Customer via Motorola's LXP. This subscription service provides the Customer with continual access to our library of online learning content and allows users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. This training modality allows the Customer to engage in training when convenient.

A list of available online training courses can be found in the Training Plan.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of the LXP for the Customer.
- Organize content to align with the Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.



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7 4RE Vista Bndls EL4

- During on-boarding, assist the Customer with LXP usage by providing training and job aids as needed.
- Create and maintain user role Learning Paths defined by the Customer.
- Install security patches when available.
- Provide technical support for user account and access issues, base system functionality, and Motorola Solutions-managed content.
- Monitor the Learning Subscription server. Provide support for server incidents.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Provide network and internet connectivity for the Customer's users to access the LXP.
- The customer's primary LXP administrator should complete the following self-paced training: LXP Introduction online course (LXP0001), LXP Primary Site Administrator Overview online course (LXP0002), and LXP Group Administrator Overview (LXP0003)
- Advise agency learners of the availability of training via the LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Order and maintain subscriptions to access Motorola's LXP.
- Contact Motorola Solutions to engage Technical Support when needed.

Motorola Deliverables

- LXP Enable

INSTRUCTOR-LED TRAINING (ONSITE AND REMOTE)

A list of Instructor-Led and Virtual Instructor-Led courses can be found in the Training Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in electronic .PDF format.
- Perform training in accordance with the Training Plan.
- Provide Customer with training Attendance Rosters and summarize any pertinent observations that may impact end user training.

Customer Responsibilities

- Supply classrooms with a workstation for the instructor (if Onsite) and at least one workstation for every student based on the requirements listed in the Training Plan.
- Designate training representatives who will work with the Motorola trainers in the delivery of training.
- Conduct end user training in accordance with the Project Schedule.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance Rosters.
- Technical Training Catalog.

FUNCTIONAL VALIDATION AND PROJECT CLOSURE



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The objective of Functional Validation is to demonstrate the features and functions of the system in the Customer's provisioned environment. The functional demonstration may not exercise all functions of the system, if identified as not being applicable to the Customer's operations or for which the system has not been provisioned. The functional demonstration is a critical activity that must occur following the completion of provisioning.

Motorola Responsibilities

- Conduct a power on functional demonstration of the installed system per the deployment checklist
- Manage to resolution any documented punch list items noted on the deployment checklist.
- Provide trip report outlining all activities completed during the installation as well as outstanding follow up items
- Provide an overview of the support process and how to request support.
- Walk through support resources, web ticket entry and escalation procedures.
- Provide a customer survey upon closure of the project.

Customer Responsibilities

- Witness the functional demonstration and acknowledge its completion via signature on the deployment checklist.
- Participate in prioritizing the punch list.
- Coordinate and manage Customer action as noted in the punch list.
- Provide signatory approval on the deployment checklist providing Motorola with final acceptance.
- Complete Customer Survey.

Attachment: FY23 Camera Eqmpt Purchase for Police Dodge Durangos (3317 : Camera Equipment for Police Vehicles)



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**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 05/23/23 06:00 PM

Department: Police

Category: Purchase

Prepared By: Juliea Goodman

Department Head: Jeff Cox

Purchase computer equipment and associated hardware components for police vehicles.

Thank you for your consideration.



BARTLETT POLICE DEPARTMENT

Computer Equipment for Police Vehicles



7.5.a

Project Description:

- The Police Department is seeking to purchase various computer equipment for installation in four (4) new police vehicles. This equipment includes a laptop computer, keyboard, printer, wireless router, antenna, and associated equipment, which is required for use by officers during the course of their duties.

State of Tennessee Purchase Contract Options:

- The State of Tennessee, Department of General Service Central Procurement Office has established a wide variety of purchasing contracts, which establishes a source or sources of supply for all Tennessee State Agencies. These contracts require the vendors to provide all goods or services and deliverables as required by these Contracts to all Tennessee State Agencies. As a result, Tennessee State Agencies may utilize these Contracts by purchasing directly from the Contractor in accordance with all applicable policies and procedures.

Vendor Selection Process:

- Based upon capabilities, cost comparison, and suitability for our municipality, it was determined that CDW-G is the best choice for our implementation. CDW-G is a long-term vendor utilized by the City of Bartlett Information Technologies Department. CDW-G has fulfilled many orders of this type for our municipality in the recent past. In addition, CDW-G is an active participant in the State of Tennessee RSWC # 3014 NASPO Computers. Therefore, the Bartlett Police Department seeks to use CDW-G as the provider of the described equipment.

Equipment & Cost:

- The requested equipment associated with this purchase includes laptop computers, keyboards, printers, wireless routers, antennas, and other associated equipment. A summary of each item and its individual cost is as follows:

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Panasonic Toughbook G2	4	\$4,864.14	\$19,456.56
Panasonic Hand Strap	4	\$59.60	\$238.40
Panasonic Key Board	4	\$495.31	\$1,981.24
Panasonic Protection Plan	4	\$262.56	\$1,050.24
LIND Power Adapter	4	\$121.32	\$485.28
Cradlepoint Wireless Router	4	\$1,072.89	\$4,291.56
Panorama Antenna	4	\$261.42	\$1,045.68
Brother Printer	4	\$402.73	\$1,610.92
Brother Power Adapter	4	\$23.68	\$94.72
Total Cost			\$30,254.60

- The total cost for this purchase is \$30,254.60. Funding for this purchase is available in Account # 135.42100.935.

Thank you for your consideration,


Jeff Cox, Chief of Police

3730 Appling Road Bartlett, TN 38133
901-385-5502

Attachment: FY23 Computer Eqmpt Purchase for Police Dodge Durango (3318 : Purchase Computer Equipment for Police Pursuit Vehicles)



Bartlett Police Department *Computer Equipment*



- CDW-G is the preferred provider of equipment.
- Equipment is installed in all Marked Units assigned to Patrol Division.
- Includes Laptop, Printer, Wireless Router, Antenna, and associated equipment for 4-cars.
- Total cost - \$30,254.60



Thank you for choosing CDW. We have received your quote.

[Hardware](#)
[Software](#)
[Services](#)
[IT Solutions](#)
[Brands](#)
[Research Hub](#)

Review and Complete Purchase

BILLY HINER,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1CBC5T9	4/27/2023	DURANGO OUTFITTING	6042643	\$30,254.60

IMPORTANT - PLEASE READ

Additional Information:

Cost Center: POLICE

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Panasonic FZ-VEKG21LM - notebook replacement keyboard - QWERTY - US Mfg. Part#: FZ-VEKG21LM Contract: Sourcewell 081419#CDW Technology Catalog/NSA (081419-CDW)	4	6642430	\$495.31	\$1,981.24
Panasonic - hand strap for tablet Mfg. Part#: FZ-VSTG21U Contract: Sourcewell 081419#CDW Technology Catalog/NSA (081419-CDW)	4	6674065	\$59.60	\$238.40
LIND PA1580-1642 - car power adapter - 120 Watt Mfg. Part#: CF-LNDDC120 UNSPSC: 39121006 Contract: Sourcewell 081419#CDW Technology Catalog/NSA (081419-CDW)	4	2090640	\$121.32	\$485.28
Panasonic Toughbook G2 - 10.1" - Core i7 10810U - vPro - 16 GB RAM - 512 GB Mfg. Part#: FZ-G2BZ02LKM Contract: Sourcewell 081419#CDW Technology Catalog/NSA (081419-CDW)	4	7272525	\$4,864.14	\$19,456.56
Panasonic Protection Plus - accidental damage coverage - 3 years Mfg. Part#: FZ-SVCTPNF3YR UNSPSC: 81111811 Electronic distribution - NO MEDIA Contract: Sourcewell 081419#CDW Technology Catalog/NSA (081419-CDW)	4	4620255	\$262.56	\$1,050.24

Attachment: FY23 Computer Eqmpt Purchase for Police Dodge Durango (3318 : Purchase Computer Equipment for Police Pursuit Vehicles)

QUOTE DETAILS (CONT.)

Cradlepoint IBR900 Series IBR900-1200M-B - wireless router - WWAN - 802.11a	4	5732769	\$1,072.89	\$4,291.56
Mfg. Part#: MA1-0900120B-NNA Contract: Sourcewell 081419#CDW Technology Catalog/NSA (081419-CDW)				
Panorama Low-Profile 5-in-1 Sharkfin Antenna - Black	4	5776205	\$261.42	\$1,045.68
Mfg. Part#: SH-IN2440 Contract: Sourcewell 081419#CDW Technology Catalog/NSA (081419-CDW)				
Brother RuggedJet RJ-3150 - receipt printer - 8 W - direct thermal	4	3541259	\$402.73	\$1,610.92
Mfg. Part#: RJ-3150 UNSPSC: 43212108 Contract: Sourcewell 081419#CDW Technology Catalog/NSA (081419-CDW)				
Brother - car power adapter	4	1940027	\$23.68	\$94.72
Mfg. Part#: LB3690 UNSPSC: 39121006 Contract: National IPA Technology Solutions (2018011-01)				

SUBTOTAL \$30,254.60

SHIPPING \$0.00

SALES TAX \$0.00

GRAND TOTAL \$30,254.60

PURCHASER BILLING INFO

Billing Address:
CITY OF BARTLETT
ACCTS PAYABLE
6400 STAGE RD
BARTLETT, TN 38134-3710
Phone: (901) 385-6400
Payment Terms: DO NOT SHIP

DELIVER TO

Shipping Address:
BILLY HINER
3730 APPLING RD
BARTLETT, TN 38133
Phone: (901) 385-6400
Shipping Method: UPS Ground (2- 3 Day)

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Samir Patel | (877) 862-3950 | samir.patel@cdwg.com

LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$30,254.60	\$818.39/Month	\$30,254.60	\$943.04/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.

- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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This order 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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Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 05/23/23 06:00 PM

Department: Engineering

Category: Contract

Prepared By: John Horne

Department Head: John Horne

Consulting contract with Cannon & Cannon for EPA Lead and Copper inventory.

The EPA is requiring Water Utilities to inventory their water service lines and document any lead water service lines. This means that our Bartlett Water Utility System must be lead and copper pipe compliant by Oct. 24, 2024. This will involve the City staff and its consultant, Cannon & Cannon, completing an inventory of water service lines to rule out any possible lead water service lines in the City.

Currently, the City of Bartlett has approximately 22,000 water service lines. Of these, approximately 9,000 were built before 1988 and must be inventoried according to the EPA Lead & Copper Rule. A general map is attached showing the parcels that must be inventoried. Once these are inventoried, Cannon & Cannon will finalize the inventory, produce a web based mapping system for public citizen awareness, and a make final submittal to the EPA. City staff is not aware of any lead water service lines in the city. However, EPA is requiring that an inventory be completed to verify this, and educate the public.

Cannon & Cannon submitted a proposal for these consulting services for \$55,275.00. The Engineering Department recommends awarding this contract to Cannon & Cannon in the amount of \$55,275.00.

Cannon & Cannon has performed work for the City of Bartlett on other projects. Attached is a copy of the proposal.

Funding is available in Account 312.48312.81117.



May 8, 2023

Mr. John Horne, P.E.
City Engineer
City of Bartlett
6382 Stage Road
Bartlett, TN 38134

RE: Lead and Copper Rule Revision Compliance Plan
Proposal for Professional Engineering Services

Dear Mr. Horne:

Cannon & Cannon, Inc., ("CCI" or "Consultant") is pleased to submit this letter agreement (the "Agreement") to the City of Bartlett ("City" or "Client") for providing professional engineering services related to assisting the City with developing a plan to comply with the Lead and Copper Rule Revision (LCRR). We have based our scope of services and related fees on our understanding of the project scope and subsequent conversations with the team. If we have not adequately addressed your needs please let me know and we'll modify the proposal accordingly.

Project Understanding

On December 26, 2021, the Environment Protection Agency (EPA) announced they would be taking steps to strengthen and revise the Lead and Copper Rule. The EPA's goal is to remove 100% of lead water lines and service lines in the United States. The EPA plans to update and implement the LCRR by October 26, 2024. The major components of the LCRR are:

- a. Develop an inventory of all service lines, including public-side and private-side materials and make it publicly available. This inventory is to be completed by October 26, 2024;
- b. Verify as many service lines of unknown materials as possible. Unknown materials are classified as lead service lines (LSL's) unless evidence proves otherwise;
- c. If a municipality has lead service lines and exceed the lead action limit of 15ppb from their sampling efforts, they shall prepare a lead service line replacement plan and replace at least 3% of their lead service lines per year. If the municipality exceeds the lead trigger level of 10ppb the replacement rate of the municipalities lead service lines will be set by the State;
- d. Each municipality shall revise their sampling protocols and communications for 5th liter sampling if there are LSLs in it's system;
- e. Revise the new sampling pool location to align with the new sampling tiers;
- f. Prepare a sampling plan and communications plan for lead testing in all the municipality's schools and childcare facilities;
- g. Review the municipality's corrosion control treatment by evaluating the 5th liter LSL samples and reoptimize if needed;
- h. Prepare standard public notifications and sample notifications and have them ready to meet the quick response times needed if there are exceedances in the lead action levels.

The City is in the process of learning about the LCRR and the action items needed to comply with the LCRR. The City has asked CCI to develop a compliance plan to fulfill the intent of the LCRR.

Scope of Work

CCI will provide professional engineering services to help the City develop a plan to address the requirements of the LCRR. The items CCI will cover in the compliance plan are more specifically described herein:

- A. Inventory Program** – One of the main components of the LCRR is for each municipality to create a database of all of their service lines on the utility side of the meter and the customer side of the meter (the public and private side of the meter). The compliance plan will cover the following:
 - a. CCI will develop the framework for the Inventory Program and it shall include the following:
 - i. Records review of each service line
 - ii. Physical inspection of service lines that have unknown materials
 - iii. A GIS layer to track and record the water service line information gathered and recorded for the Inventory Program. 40 hours of GIS analysis work has been budgeted for this task.
 - b. Requirements and processes for making the inventory information publicly accessible and to notify customers in the water system at a service connection with a lead, galvanized metal, or unknown material service line.
- B. Revised/Updated Sampling Program** – Based on the results of the Inventory Program CCI will assist the City in creating a sampling/testing program of their lead service lines (LSLs) in the City's water system. The compliance plan will cover the following:
 - a. Protocols for 5th liter sampling of LSLs
 - b. Revise the new sampling pool locations to align with the new sampling tiers
 - c. Prepare a sampling plan for the City's elementary schools and childcare facilities
 - d. Communication plan for overall LSL sampling program
- C. LSL Replacement Program** – Once an inventory of the City's service lines is developed, CCI will assist the City to create a plan to replace at least 3% of their LSLs and water lines per year. This is contingent on the City exceeding the Lead Action Limit of 15 ppb in 10% of their samples and has lead service lines in their system. A replacement rate will be set (assumed to be less than 3%) by the State if the City exceeds the Lead Trigger Level of 10ppb but not the Lead Action Limit.
- D. Review and Update the City's Corrosion Control Treatment Protocols** – The Compliance Plan developed by CCI will cover protocols the City will need to follow if they discover LSLs in their system and may need to alter their corrosion control process to reduce lead in their system.
- E. Overall Communications Plan** – As part of the LCRR the City will create a public notification program to comply with quick response times if the action level of lead is exceeded and to have a publicly accessible database of service lines in their system. CCI will assist the City in developing a framework for the overall communications plan.
- F. Funding Sources to replace LSLs to comply with the LCRR** – The EPA and Federal government have announced various funding programs to assist municipalities in the removal of LSLs. The compliance plan will cover the following:
 - a. Review/list possible funding sources for implementing the LCRR testing/notification program
 - b. Review/list possible funding sources for replacing LSLs (public side and private side)

- G. Progress Meetings** – CCI has budgeted two (2) in-person workshops/meetings and four (4) virtual meetings with the City’s staff to develop the LCRR Compliance Plan. Additional in-person and/or virtual meetings will be billed on an hourly basis using the attached standard rates upon approval by the City. Tentative list of workshops/meetings are:
1. Project Kick-Off Meeting (Virtual)
 2. Inventory Program/GIS Layer Development Workshop/Meeting (In-Person)
 3. Sampling Program Planning Meeting (Virtual)
 4. LCRR Communications Planning Meeting (Virtual)
 5. Draft LCRR Compliance Plan Review Meeting with City Staff (Virtual)
 6. Final LCRR Compliance Plan Workshop/Meeting with City Staff and/or BMA Meeting (In-Person)
- H. Deliverables** – CCI will work collaboratively with the City’s Utility Staff to develop the LCRR Compliance Plan. The final deliverable of the LCRR Compliance Plan, covering Items ‘A’ to ‘F’ in the Scope of Work, will be submitted electronically in ‘.pdf’ format. CCI will also provide a GIS layer (in ArcGIS format) that will be integrated into the City’s GIS System to inventory the City’s water service lines as part of the Inventory Program in the LCRR Compliance Plan. An Excel Spreadsheet to track the Water Service Line Inventory and the Sampling Program will also be developed as part of the LCRR Compliance Plan.

Additional Services (not included)

- Preparation of applications and supporting documents for grants, loans or advances in connection with the Project.
- Development, application, and procurement of permits.
- Preparation or review of environmental assessments and impact statements.
- Detailed engineering design services.
- Bidding services.
- RPR or construction phase services.
- Sampling or testing of service lines or water lines.
- Physical inspection of service lines or water lines.
- GIS assistance other than what is specified under the Scope of Work.
- In person or virtual workshops/meetings in addition to what is specified under the Scope of Work.
- Services in connection with Work Directive Changes and Change Orders to reflect changes requested by the Client if the resulting changes in compensation for Basic Services is not commensurate with the Additional Services rendered.

Schedule

CCI will proceed with providing services set forth herein immediately upon execution of this Authorization by the Client. The compliance plan will be drafted and submitted to the City within 90 days of authorization. It is expected the City will take 2 weeks to review the plan and provide comment. CCI will revise the plan accordingly within 3 weeks of receiving the comments from the City. A workshop will also be scheduled once the plan is reviewed by the City to review the highpoints of the plan with the City utilities staff.

Fee

The City shall compensate CCI for providing the services set forth herein in accordance with the terms of the Contract. The lump sum cost for the services described under LCRR Compliance Plan will be \$55,275.

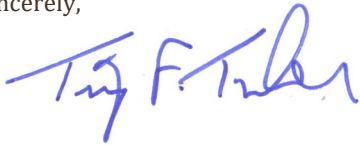
LCRR Compliance Plan

\$55,275

In the unforeseen event the scope of services changes requiring an amended budget; a revised proposal will be submitted to the City for review and approval prior to proceeding.

We appreciate you allowing Cannon & Cannon, Inc. to submit a proposal on this project. Please feel free to call me if you have any questions.

Sincerely,



Timothy Tucker, PE
Chief Operating Officer

AUTHORIZATION TO PROCEED:

By: _____ Date: _____

Attachments:

- CCI Terms and Conditions
- CCI Standard Rates



STANDARD TERMS AND CONDITIONS

PROJECT: Lead and Copper Rule Revision Compliance Plan
Bartlett, TN

CLIENT: Mr. John Horne, P.E.
City Engineer
City of Bartlett
6382 Stage Road
Bartlett, TN 38134

1. ACCESS TO THE SITE / JOBSITE SAFETY: Unless otherwise stated, CANNON & CANNON, INCORPORATED, hereinafter referred to as the CONSULTANT will have access to the site for activities necessary for the performance of the services. The CONSULTANT will take precautions to minimize damage resulting from these activities, but has not included in the project fee the cost of restoration of any damage.

The CLIENT understands that the CONSULTANT has not been retained and is not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction related activities, nor jobsite safety. The CONSULTANT will not be responsible for any losses or injuries that occur at the Project site.

2. INSURANCE:

The CONSULTANT shall secure and endeavor to maintain such insurance as will protect the CONSULTANT from claims of negligence, bodily injury, death, or property damage which may arise from the performance of services under this Agreement.

3. RISK ALLOCATION / LIMITATION OF LIABILITY:

In recognition of the relative risks, rewards and benefits of the project to both the CLIENT and the CONSULTANT, the risks have been allocated such that the CLIENT agrees that, to the fullest extent permitted by law, the CONSULTANT'S total liability to the CLIENT for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from cause or causes, shall not exceed the amount of the CONSULTANT'S fee or Twenty-Five Thousand (\$25,000) dollars, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

4. OWNERSHIP AND REUSE OF DOCUMENTS:

All drawings, specifications (i.e., the Contract Documents) and other work products of the CONSULTANT pursuant to this Agreement shall remain property of the CONSULTANT and are instruments of service in respect to the Project only. They are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by the CONSULTANT for the specific purpose intended will be at the CLIENT'S sole risk and without liability or legal exposure to the CONSULTANT; and the CLIENT shall indemnify and hold harmless the CONSULTANT from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle the CONSULTANT to further compensation.

5. OPINIONS OF CONSTRUCTION COST:

Any opinion of probable construction cost prepared by the CONSULTANT represents the CONSULTANT'S judgment as design professionals and is supplied for general guidance of the CLIENT. Since the

CONSULTANT has no control over the construction marketplace, the CONSULTANT does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to the CLIENT.

6. DESIGN WITHOUT CONSTRUCTION PHASE SERVICES:

Where it is understood and agreed to that said Agreement does not include project observation or the review of the Contractor's performance or any construction phase services, the CLIENT shall be responsible at their sole discretion for such services. Further, the CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation and/or supervision and waives any claims against the CONSULTANT that may be in any way connected thereto.

In addition, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold the CONSULTANT harmless from any loss, claim or cost, including reasonable attorney's fees and costs of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the CONSULTANT.

If the CLIENT requests in writing that the CONSULTANT provide any specific construction phase services and if the CONSULTANT agrees in writing to provide such services, then the CONSULTANT shall be compensated for these services as provided for in the Agreement.

7. OTHER CONDITIONS:

Not Applicable

8. TERMINATION:

The obligation to provide further services under this Agreement may be terminated without cause by either party upon seven (7) days written notice. On termination by either the CLIENT or the CONSULTANT, the CLIENT shall pay the CONSULTANT with respect to any services performed to the date of termination (including all reimbursable expenses incurred).

9. DISPUTES RESOLUTION:

It is agreed by both parties that all unsettled claims, counterclaims, disputes or other matters in question arising out of or related to this Agreement shall first be attempted to be resolved by mediation. This provision can be waived by the mutual consent of the parties or by either party if its rights would be irrevocably prejudiced by a delay in initiating arbitration or the right to file a lawsuit.

10. GOVERNING LAW:

Unless otherwise specified within this Agreement, this Agreement shall be governed by the Law of the State of Tennessee.

END OF TERMS AND CONDITIONS

SCHEDULE OF CHARGES – HOURLY RATE BASIS

PROJECT MANAGEMENT & DESIGN

Senior Project Manager.....	\$215.00 per hour
Project Manager.....	\$190.00 per hour
Senior Project Engineer.....	\$170.00 per hour
Project Engineer.....	\$160.00 per hour
Senior Engineering Designer.....	\$135.00 per hour
Engineering Designer.....	\$125.00 per hour
Project Technician II.....	\$110.00 per hour
Project Technician I	\$90.00 per hour

Rates for Principles and other Professionals/Experts provided upon request as specific project necessitates.

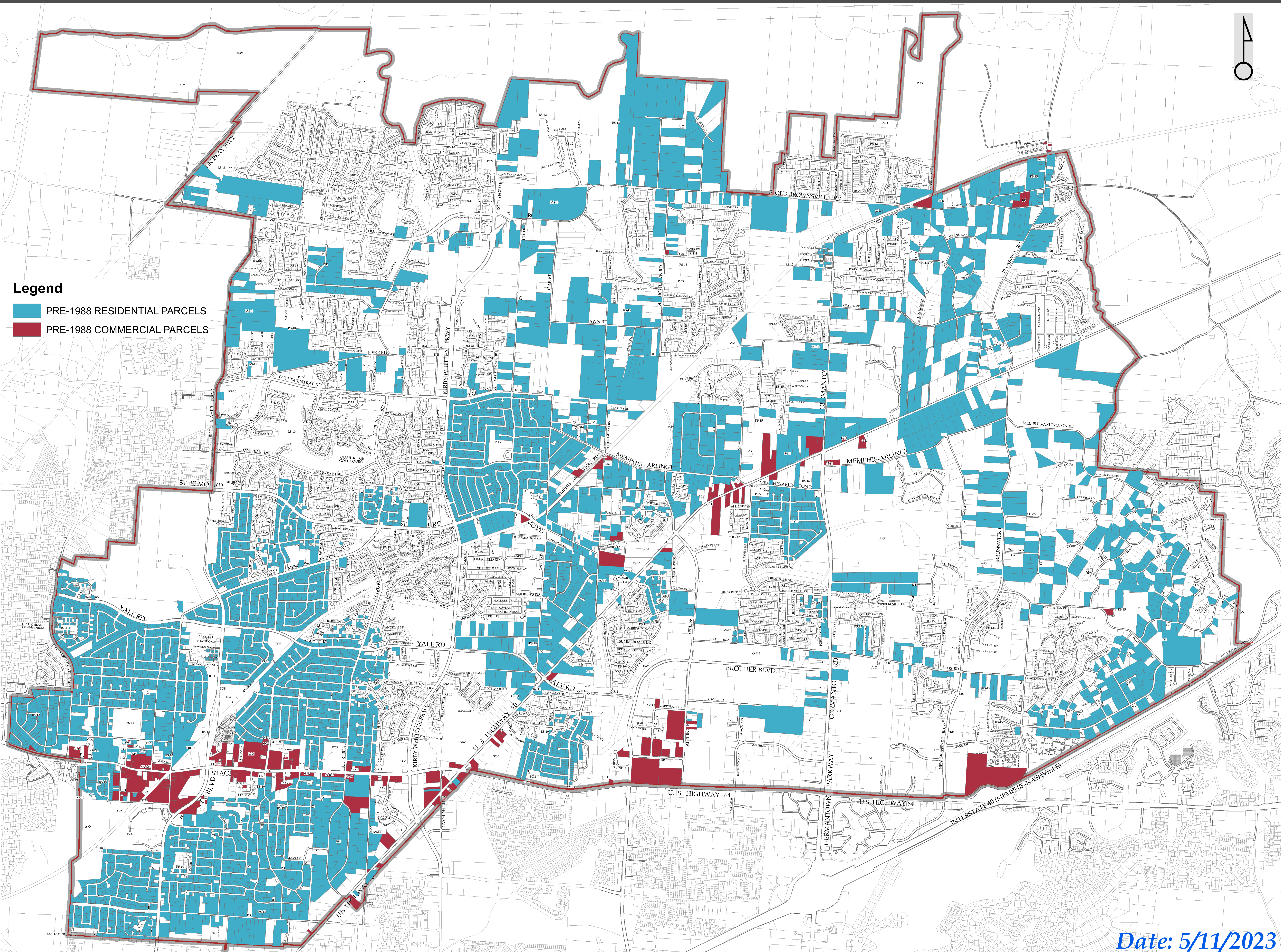
Unless otherwise noted in the Agreement; outside services contracted for a specific project, including but not limited to professional and technical consultants, laboratory testing, reprographics, photography, etc. will be invoiced at the amount of the subcontractor's statement plus 10 percent.

Other expenses which are properly chargeable to the work will be invoiced as follows:

- Travel by company or private vehicle at reimbursable rate per Federal guidelines at time expense is incurred.
- Travel, living and per diem expenses for all personnel when required to be away from office in connection with the project will be evaluated on a project by project basis and provided for in the project contract.

Statements will be issued on a monthly basis and are due upon receipt.

Effective: January 2023



Legend

- PRE-1988 RESIDENTIAL PARCELS
- PRE-1988 COMMERCIAL PARCELS

Date: 5/11/2023

CITY OF BARTLETT PRE 1988 STRUCTURES

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 05/23/23 06:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for April 2023.



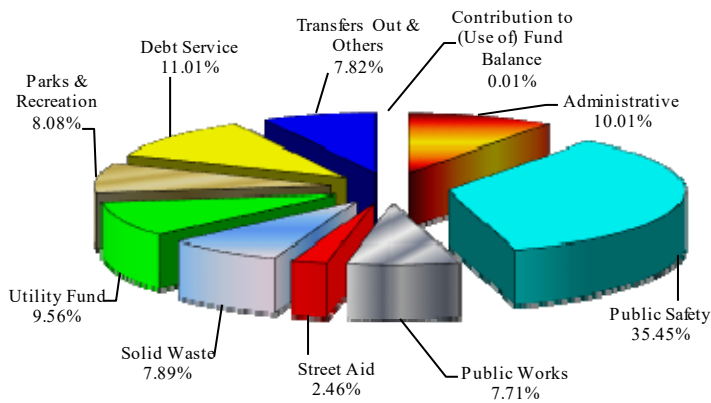
City of Bartlett

FINANCIAL REPORT

April 30, 2023

Total Expenditures, FY 2023 Budget: \$92,054,808

WHERE THE \$ GOES (Does not include School)

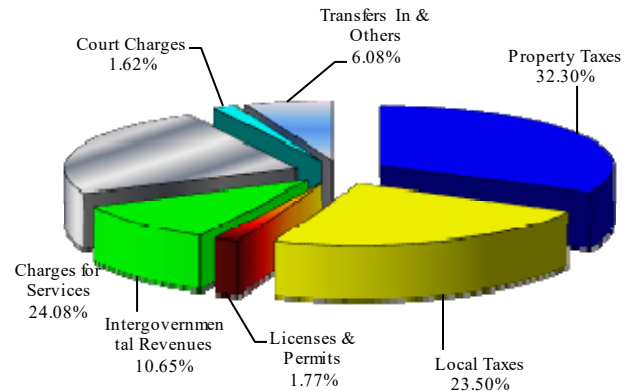


BUDGET HIGHLIGHTS

- Local, State Sales Taxes and Charges for Services are exceeding budget. Other revenues are within budget.
- 2nd delinquent property tax notices will be sent at the end of June.
- First Reading of the Fiscal Year 2024 budgets were on April 25th.

Total Revenues, FY 2023 Budget: \$92,054,808

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



FY 2023 YEAR-TO-DATE For The Period Ending April 30, 2023

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 8,505,009	\$ 6,074,861
Public Safety	32,193,764	27,240,262
Public Works	6,967,139	5,441,233
Parks and Recreation	6,661,221	5,940,345
Performing Arts	777,765	633,153
Transfers & Other Gen. Fund Items	6,389,019	6,276,019
Subtotal	\$ 61,493,917	\$ 51,605,874
General Fund Revenues		
Property Taxes	\$ 29,731,000	\$ 29,462,755
Local Taxes	17,178,430	11,798,626
Building and Development Fees	1,626,200	1,296,619
Intergovernmental	7,654,000	5,344,976
Charges for Services	3,745,960	3,711,988
Court Charges	1,258,000	1,091,236
Other Revenue	300,327	551,664
Subtotal	\$ 61,493,917	\$ 53,257,864
Special Rev. Funds-Expenditures	\$ 11,024,872	\$ 11,168,284
Special Rev. Funds-Revenues	\$ 11,024,872	\$ 13,932,935
Utility Expenses	\$ 10,365,019	\$ 6,834,673
Utility Revenues	\$ 10,365,019	\$ 8,544,910
Debt Service Expenditures	\$ 9,171,000	\$ 8,520,873
Debt Service Revenues	\$ 9,171,000	\$ 7,748,167
Total Expenditures	\$ 92,054,808	\$ 78,129,704
Total Revenues	\$ 92,054,808	\$ 83,483,877

Note: FY 2023 Adopted Budget includes use of fund balance in the Special Revenue Funds.

Attachment: Apr23FinRpt (3319 : Treasurer's Report for April 2023)



City of Bartlett -- Financial Summary
For The Period Ending For The Period Ending April 30, 2023

	FY 2022 Actual	FY 2023 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2022	Year-to-Date Actual FY 2023	Increase/ Decrease in \$	Percent of FY 2022 Actual	Percent of FY 2023 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 7,062,728	\$ 8,505,009	\$ 1,442,281	\$ 5,886,879	\$ 6,074,861	\$ 187,982	83.35%	71.43%	-11.92%
Public Safety	30,777,032	32,193,764	1,416,732	25,961,570	27,240,262	1,278,693	84.35%	84.61%	0.26%
Public Works	5,986,620	6,967,139	980,519	4,661,380	5,441,233	779,853	77.86%	78.10%	0.24%
Parks and Recreation	6,698,298	6,661,221	(37,077)	5,284,808	5,940,345	655,537	78.90%	89.18%	10.28%
Performing Arts	731,876	777,765	45,889	596,495	633,153	36,658	81.50%	81.41%	-0.10%
Transfers & Other Gen. Fund Items	9,161,033	6,389,019	(2,772,014)	8,762,019	6,276,019	(2,486,000)	95.64%	98.23%	2.59%
Total General Fund Expenditures	\$ 60,417,587	\$ 61,493,917	\$ 1,076,330	\$ 51,153,151	\$ 51,605,874	\$ 452,723	84.67%	83.92%	-0.75%
General Fund Revenues									
Property Taxes	\$ 29,671,002	\$ 29,731,000	\$ 59,998	\$ 29,396,041	\$ 29,462,755	\$ 66,714	99.07%	99.10%	0.02%
Local Taxes	16,586,268	17,178,430	592,162	11,241,976	11,798,626	556,650	67.78%	68.68%	0.90%
Building and Development Fees	1,632,022	1,626,200	(5,822)	1,253,751	1,296,619	42,868	76.82%	79.73%	2.91%
Intergovernmental	7,611,046	7,654,000	42,954	4,986,163	5,344,976	358,813	65.51%	69.83%	4.32%
Charges for Services	4,001,941	3,745,960	(255,981)	3,166,258	3,711,988	545,730	79.12%	99.09%	19.98%
Court Charges	1,351,432	1,258,000	(93,432)	1,114,855	1,091,236	(23,618)	82.49%	86.74%	4.25%
Other Revenue	1,128,797	300,327	(828,470)	1,080,960	551,664	(529,295)	95.76%	183.69%	87.93%
Total General Fund Revenues	\$ 61,982,507	\$ 61,493,917	\$ (488,590)	\$ 52,240,002	\$ 53,257,864	\$ 1,017,862	84.28%	86.61%	2.32%
Special Revenue Funds									
Street Aid Fund	\$ 2,389,204	\$ 2,260,000	\$ (129,204)	\$ 1,996,955	\$ 1,303,243	\$ (693,712)	83.58%	57.67%	-25.92%
Solid Waste Fund	6,803,184	7,323,166	519,983	5,782,146	5,186,969	(595,177)	84.99%	70.83%	-14.16%
General Improvement Fund	733,947	877,050	143,103	595,856	574,118	(21,738)	81.19%	65.46%	-15.72%
Drug Enforcement Fund	322,685	297,000	(25,685)	272,576	173,850	(98,726)	84.47%	58.54%	-25.94%
DEA Enforcement Fund	164,685	125,000	(39,685)	164,214	3,632	(160,583)	99.71%	2.91%	-96.81%
Drainage Control Fund	116,228	129,656	13,428	95,565	99,372	3,806	82.22%	76.64%	-5.58%
Park Improvement Fund	150,000	0	(150,000)	157,921	0	(157,921)	0.00%	0.00%	0.00%
E-Citation Fund	17,620	13,000	(4,620)	11,050	667	(10,383)	0.00%	5.13%	5.13%
Grant Funds	6,947,500	0	(6,947,500)	5,006,191	3,826,434	(1,179,757)	72.06%	0.00%	-72.06%
Special Revenue Funds - Expenditures	\$ 17,645,053	\$ 11,024,872	\$ (6,620,180)	\$ 14,082,475	\$ 11,168,284	\$ (2,914,191)	79.81%	101.30%	21.49%
Special Revenue Funds - Revenues	\$ 16,570,143	\$ 11,024,872	\$ (5,545,271)	\$ 13,148,119	\$ 13,932,935	\$ 784,816	79.35%	126.38%	47.03%
Utility Fund									
Total Utility Operations	\$ 7,539,977	\$ 9,381,516	\$ 1,841,539	\$ 6,309,855	\$ 5,966,263	\$ (343,592)	83.69%	63.60%	-20.09%
Total Utility Debt Expenses	1,170,856	983,503	(187,353)	1,118,484	868,410	(250,074)	95.53%	88.30%	-7.23%
Total Utility Expenses	\$ 8,710,833	\$ 10,365,019	\$ 1,654,186	\$ 7,428,339	\$ 6,834,673	\$ (593,666)	85.28%	65.94%	-19.34%
Total Utility Revenues	\$ 10,407,936	\$ 10,365,019	\$ (42,917)	\$ 8,250,214	\$ 8,544,910	\$ 294,696	79.27%	82.44%	3.17%
Debt Service Fund									
Total Debt Service Expenditures	\$ 9,426,930	\$ 9,171,000	\$ (255,930)	\$ 8,955,052	\$ 8,520,873	\$ (434,180)	94.99%	92.91%	-2.08%
Total Debt Service Revenues	\$ 10,032,224	\$ 9,171,000	\$ (861,224)	\$ 8,523,412	\$ 7,748,167	\$ (775,245)	84.96%	84.49%	-0.47%
Total Expenditures	\$ 96,200,402	\$ 92,054,808	\$ (4,145,594)	\$ 81,619,017	\$ 78,129,704	\$ (3,489,313)	84.84%	84.87%	0.03%
Total Revenues	\$ 98,992,811	\$ 92,054,808	\$ (6,938,003)	\$ 82,161,748	\$ 83,483,877	\$ 1,322,129	83.00%	90.69%	7.69%

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 05/23/23 06:00 PM

Department: Finance

Category: Presentation

Prepared By: Dick Phebus

Department Head: Dick Phebus

City of Bartlett Fund Balance Policy revision.

City of Bartlett, Tennessee
Fund Balance Policy

The City of Bartlett hereby establishes and will maintain reservation of Fund Balance as defined herein in accordance with the Governmental Accounting and Financial Standards Board (GASB) Statement No. 54 Fund Balance Reporting and Governmental Fund Type Definitions. Fund balance represents the difference between assets and fund liabilities in the governmental funds balance sheet and is commonly referred to as fund balance. This Policy shall apply to the City's general fund and all governmental funds. This policy does not apply to proprietary, fiduciary and internal service funds.

The fund balance policy addresses the following components: (1) clearly defined categories that make the nature and extent of the constraints placed on the various fund balances more transparent; and (2) provides a better understanding of fund balances by clarifying the definitions of governmental fund types (3) addresses reserve requirements and circumstances under which the City will use fund balance.

Classifications of Fund Balances

Governmental funds utilize a fund balance presentation for equity. Fund balance is categorized as non-spendable, restricted, committed, assigned or unassigned.

1. **Non-Spendable** – amounts that cannot be spent because they are either in a (a) non-spendable form, including items not expected to be converted to cash (i.e. inventories, prepaid amounts, long-term portion of loans and notes receivable), or (b) legally or contractually required to be maintained intact (i.e. the principal of a permanent fund).
2. **Restricted** – amounts constrained to be used for a specific purpose as per external parties, constitutional provision, or enabling legislation.
3. **Committed** – amounts constrained to be used for specific purposes as per action by the Board of Mayor and Aldermen. Amounts classified as committed are not subject to legal enforceability like restricted resources; however, they cannot be used for any other purpose unless the Board removes or changes the commitment by taking the same action it employed to impose the commitment.
4. **Assigned** – amounts intended to be used by the City for specific purpose, but are neither restricted nor committed. The intent shall be expressed by the Board of Mayor and Aldermen or a designee authorized by the Board of Mayor and Aldermen for a specific purpose in accordance with the policy established by the Board of Mayor and Aldermen. The nature of the actions necessary to remove or modify an assignment is not as rigid as required under a committed fund balance classification.
5. **Unassigned** – amounts available for any purpose (amounts that are not Non-Spendable, Restricted, Committed or Assigned) in the general fund or deficit balances in other funds.

Governmental Fund Type Definitions

The City of Bartlett's governmental fund types as defined by GASB No. 54 are as follows:

1. The General Fund is used to account for financial resources not accounted for and reported in other funds.
2. The Special Revenue Funds account for the proceeds from dedicated revenue sources that are required by law to be segregated from the General Fund and are used for specific allowable expenditures. Special Revenue funds include Solid Waste Control, State Street Aid, Drug Enforcement, General Improvement, Drainage Control, Parks Improvement, DEA Task Force, E- Citation, and Grant Fund.
3. The Debt Service Fund accounts for the proceeds from dedicated local revenues and operating transfers from other funds and used for the retirement of general obligation debt principal, interest, and bond issuance costs.
4. The Capital Projects Fund accounts for resources that are used primarily for capital outlay expenditures. The types of expenditures made from this fund include the acquisition and construction of capital facilities and capital assets.

Committed Funds

Committed fund balance can only be used for specific purposes pursuant to constraints imposed by the Board of Mayor and Aldermen. The Board may from time to time make decisions that meet this requirement by passage of an appropriate ordinance. Such ordinance shall be adopted prior to the end of the City's fiscal year, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent accounting period.

Assigned Funds

Authority is given to the Mayor or his designee to assign funds for specific purposes. Any amount set aside as assigned fund balance shall be reported to the Board of Mayor and Aldermen at its next regular session and recorded in the minutes.

Assignment of fund balance may also occur when an appropriation of existing fund balance is necessary to eliminate a projected budgetary deficit in the subsequent year's budget. The amount of assigned fund balance in this instance shall be no greater than the projected excess of expected expenditures over expected revenues. In no case shall an assignment of fund balance result in the element of unassigned fund balance for the general fund to be negative.

The Board of Mayor and Aldermen have the authority to remove or change the assignment of any funds with a simple majority vote.

Unassigned Fund Balance

The unassigned fund balance is the residual amount of fund balance in the general fund. It represents the resources available for future spending.

Maintenance of Reserve and Use of Fund Balance

The City shall maintain a minimum balance of 25% of next year's budgeted appropriations in the general fund as an appropriate level of committed fund balance in order to cover unexpected expenditures and revenue shortfalls. In addition to the aforementioned reserve, the City will maintain an emergency reserve of one million dollars. Any amounts less than 25% plus one million shall be replenished within three (3) fiscal years from unspent appropriations and/or revenues in excess of expenditures.

The City will strive to avoid the use of fund balance to finance recurring expenditures or revenue shortfalls. Fund balance may be used prudently and conservatively to fund one-time expenditures and stabilize the property tax rate.

Annual Review and Determination of Fund Balance Reserve Amounts

Compliance with the provision of this policy shall be reviewed as part of the closing of the financial books at year-end (June 30) and the amounts of restricted, committed, assigned and non-spendable fund balance will be determined. Any residual general fund balance amounts will be classified as unassigned.

Approved this day of May 23, 2023

Harold Brad King, Register to the
Board of Mayor and Aldermen

David Parsons, Mayor

Attest: _____

Penny Medlock, City Clerk



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 05/23/23 06:00 PM

Department: Engineering

Category: Contract

Prepared By: John Horne

Department Head: John Horne

Moss Valley Sewer Extension design & Fletcher Creek Sewer System modeling.

The attached contract with Barge Design Solutions include four parts:

Task 1 & 2: Design of the Moss Valley Sewer Extension (AKA Bottleneck) down Moss Valley Road (Preferred Route #1) which is within the Green Acres Mobile Home Park. (Map attached showing the bottle neck solution)

Task 2A: Alternative design of the Moss Valley Sewer Extension along Fletcher Creek (Route #2) within the Green Acres Mobile Home Park. *(We are hopeful that the Preferred Route mentioned in Task 1 & 2 works and this task 2A is not needed. This would result in a \$65,000.00 deduct.)*

Task 3:

a) Sewer Flow monitoring for 12 months *(We are hopeful that this task can be completed in 6 months and be reduced by approximately \$60,000.00)*

b) Sewer Modeling based on sewer flow data collected (in Item 2 above) in order to size a potential & future sewer storage tank for the remainder of the Fletcher Creek Basin within Bartlett. (See attached map of the Fletcher Creek Sewer System in Bartlett)

Barge Design Solutions submitted a proposal for these consulting services for \$685,000.00. The Engineering Department recommends awarding this contract to Barge Design Solutions in the amount of \$685,000.00.

Barge Design Solutions has performed work for the City of Bartlett on other projects. Attached is a copy of the proposal.

Funding is available in Account 312.48312.772.805.

BARGE DESIGN SOLUTIONS, INC.

PROFESSIONAL SERVICES AGREEMENT

This agreement is made as of the date last signed below by and between City of Bartlett (**Client**) and Barge Design Solutions, Inc. (**Barge**) for professional services for the assignment described as follows:

Project: Moss Valley Sewer Replacement Design & Fletcher Creek Monitoring and Modeling

Location: Bartlett, Tennessee

Description of Project: Barge will assist the Client with replacing 3,500 linear feet of 10-inch and 15-inch gravity sewer and install flow monitors to develop a hydraulic model for the Fletcher Creek Basin.

I. PROFESSIONAL SERVICES: **BARGE** agrees to perform the following Basic Services under this contract:

See Exhibit A

II. COMPENSATION: **Client** shall compensate Barge for the Basic Services as follows:

See Exhibit A

III. PAYMENTS: Invoices for services rendered will be issued monthly, and payment is due upon receipt of each invoice. Unless special arrangements are made, a finance charge of 1.5% per month will be added to unpaid balances more than thirty (30) days old. In the event legal action is necessary to enforce the payment terms of this agreement, **Barge** shall be entitled to a judgment for its attorneys' fees, court costs, and other collection expenses.

IV. TIME: unless agreed otherwise in writing, **Barge** will commence its services within a reasonable time after receipt of an executed copy of this agreement. **Barge** will perform its services in a timely manner commensurate with the exercise of due professional care. time for performance shall be extended as necessary for delays or suspensions due to circumstances beyond **Barge's** control. if such delay or suspension extends more than six months (cumulatively), **Barge's** compensation shall be equitably adjusted.

V. SUSPENSION OF SERVICES: If **Client** fails to pay any invoice when due or otherwise is in material breach of this Agreement, **Barge** may at its sole discretion suspend performance of services upon five (5) days' written notice to **Client**. **Barge** shall have no liability to **Client**, and **Client** agrees to make no claim for any delay or damage as a result of such suspension. Upon cure of the cause of the suspension, **Barge** shall resume services within a reasonable time, and there shall be an equitable adjustment of the project schedule and fees to reflect the effects of such suspension.

VI. STANDARD OF CARE: Notwithstanding any other provision of this Agreement or any other document describing the services, **Barge** shall perform its services in accordance with the standard of professional care ordinarily exercised under similar circumstances by reputable members of its profession in the same locality at the time the services are provided. No warranty, expressed or implied, is made or intended by **Barge**. The parties further agree that **Barge** is not a fiduciary of **Client**.

- VII. TERMINATION:** The obligation to provide further services under this Agreement may be terminated without cause by either party upon ten (10) days' written notice to the other party. On termination by either the **Client** or **Barge**, **Client** shall pay **Barge** all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred). Upon such termination by **Client**, it shall immediately return to **Barge** all drawings, reports, documents, and other instruments of professional services prepared by **Barge**, and **Client** shall make no further use thereof.
- VIII. OWNERSHIP AND REUSE OF DOCUMENTS:** All documents, including without limitation, drawings, specifications, and reports prepared by **Barge** pursuant to this Agreement are instruments of professional service. **Barge** shall own all legal and equitable rights therein, including copyrights. Such instruments are not intended or represented to be suitable for reuse by **Client** or others for additions or modifications of the Project or on any other project. Any reuse without written consent of **Barge** shall be at **Client's** sole risk and without liability to **Barge**; and to the fullest extent permitted by law, **Client** shall indemnify, defend, and hold harmless **Barge** from and against any and all claims, damages, losses, and expenses, including reasonable attorneys' fees and costs of defense arising out of or resulting therefrom. **Barge** shall be entitled to further compensation for services it is requested to perform in connection with any reuse of its instruments of professional service.
- IX. ACCESS TO THE SITE/JOBSITE SAFETY:** Unless otherwise stated, **Barge** will have access to the site for activities necessary for the performance of its services. **Client** agrees that **Barge** shall have no responsibility for the means, methods, sequences, procedures, techniques, and scheduling of construction, as these decisions are solely the responsibility of the contractors. **Barge** further shall have no authority or duty to supervise the construction workforce and shall not be responsible for jobsite safety or for any losses or injuries that occur at the Project site.
- X. INSURANCE:** **Barge** shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect **Barge** from claims of professional negligence arising from the performance of services under this Agreement.
- XI. RISK ALLOCATION:** In recognition of the relative risks, rewards, and benefits of the Project to both **Client** and **Barge**, to the fullest extent permitted by law, the parties agree to allocate the risks such that **Barge's** total liability to **Client** for any and all injuries, claims, losses, expenses, damages, and/or claim expenses arising out of **Barge's** services under this Agreement from any cause or causes shall not exceed the amount of **Barge's** fee. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.
- XII. DISPUTE RESOLUTION:** It is agreed that all claims, disputes, or other matters in question arising out of or related to this Agreement shall be submitted to nonbinding mediation before any legal proceeding is commenced. The parties shall equally bear the fees and expenses charged by the mediator.
- XIII. OPINIONS OF CONSTRUCTION COST:** Any opinion of probable construction cost prepared by **Barge** represents the judgment of one or more **Barge** design professionals and is supplied for general guidance of **Client**. Since **Barge** has no control over the construction marketplace and does not use the same pricing methods used by contractors, **Barge** does not guarantee the accuracy of such opinions.

XIV. GOVERNING LAW: Unless otherwise specified within this Agreement, this Agreement shall be governed by the laws of the State of Tennessee.

City of Bartlett	Barge Design Solutions, Inc.
By:	By:
Printed Name:	Printed Name: Jonathan Childs, P.E.
Title:	Title: Senior Vice President
Address:	Address: 615 3rd Avenue South, Suite 700 Nashville, TN 37210
Date Signed:	Date Signed:
Tax I.D. Number:	



Exhibit A, Scope of Work
Moss Valley Sewer Replacement & Fletcher Creek Modeling
City of Bartlett
May 16, 2023

Barge Design Solutions, Inc. (Barge) will provide the following scope of services for the City of Bartlett (Client) for the Moss Valley Sewer Replacement & Fletcher Creek Modeling, in accordance with the Professional Services Agreement (Agreement) dated _____. The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Project Schedule
- IV. Compensation

I. Project Description

The project is made up of two primary tasks, (1) the replacement of a 10-inch sewer along Moss Valley Drive and (2) the installation of five flow monitors to develop a model of the Fletcher Creek Basin except for Fletcher Creek Basin 2 which has been modeled under a separate contract. Both phases stem from surcharge issues downstream which have led the City of Memphis to stop allowing flow from any new connections in the Fletcher Creek Basin. The purpose of this project is to allow additional growth in the Fletcher Creek Basin by providing additional sewer capacity through pipe upsizing and by determining design criteria for future wet weather storage through modeling.

For Phase 1, Barge will design the replacement of 3,000 linear feet of 10-inch and 500 linear feet of 15-inch gravity sewer along Moss Valley Drive. The existing sewer runs parallel to the creek between existing homes and the creek, as shown in Figure 2. The preferred alignment, shown in green, was determined during the project initiation meeting on May 4, 2023. The preferred alignment will be centered on Moss Valley Drive to minimize permitting requirements due to proximity to the stream and utility conflicts which run along a similar corridor to the existing sewer alignment. This portion of sewer is located in the City of Memphis sewer system and Moss Valley Drive is a private road. Due to uncertainties in acquiring new easements in a neighboring city and along a private road, the Client requested Barge provide additional scope for replacing the sewer in the existing easement.

For Phase 2, flow monitoring data will be collected in the wastewater system at five separate locations, as shown in Figure 1, for a period of 6 to 12 months. In addition to the flow monitors, data from one rain gauge will be collected for the 6- to 12-month period. The flow monitoring will be used for two different purposes:

1. To determine the City of Bartlett's and City of Memphis's contributions to the sewer system (Flow Monitors 1, 4, and 5).
2. To collect information to define design parameters for a future wet weather storage tank (Flow Monitors 2 and 3).

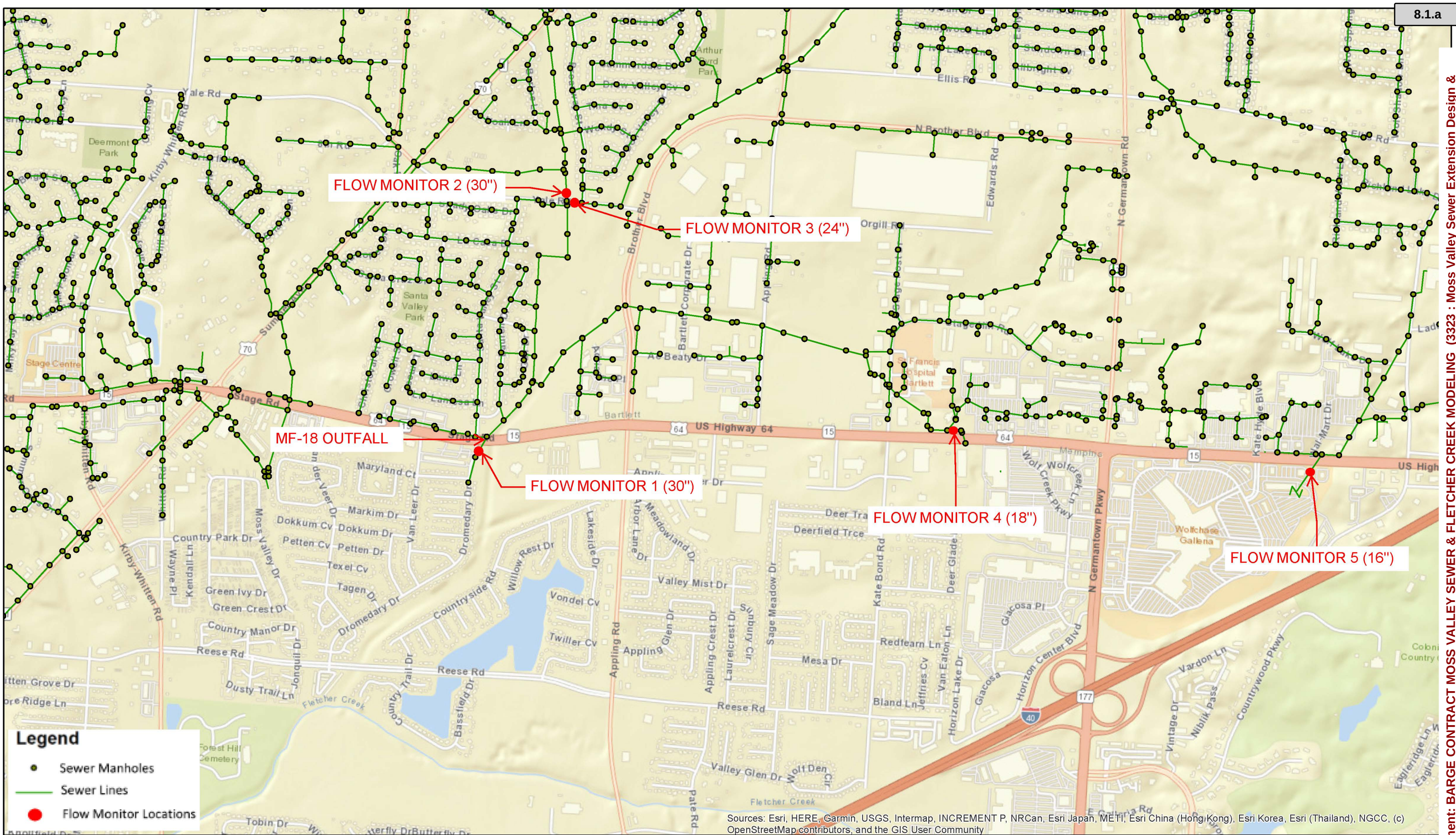


FIGURE 1: PROPOSED FLOW MONITORING LOCATIONS
BARTLETT, TENNESSEE

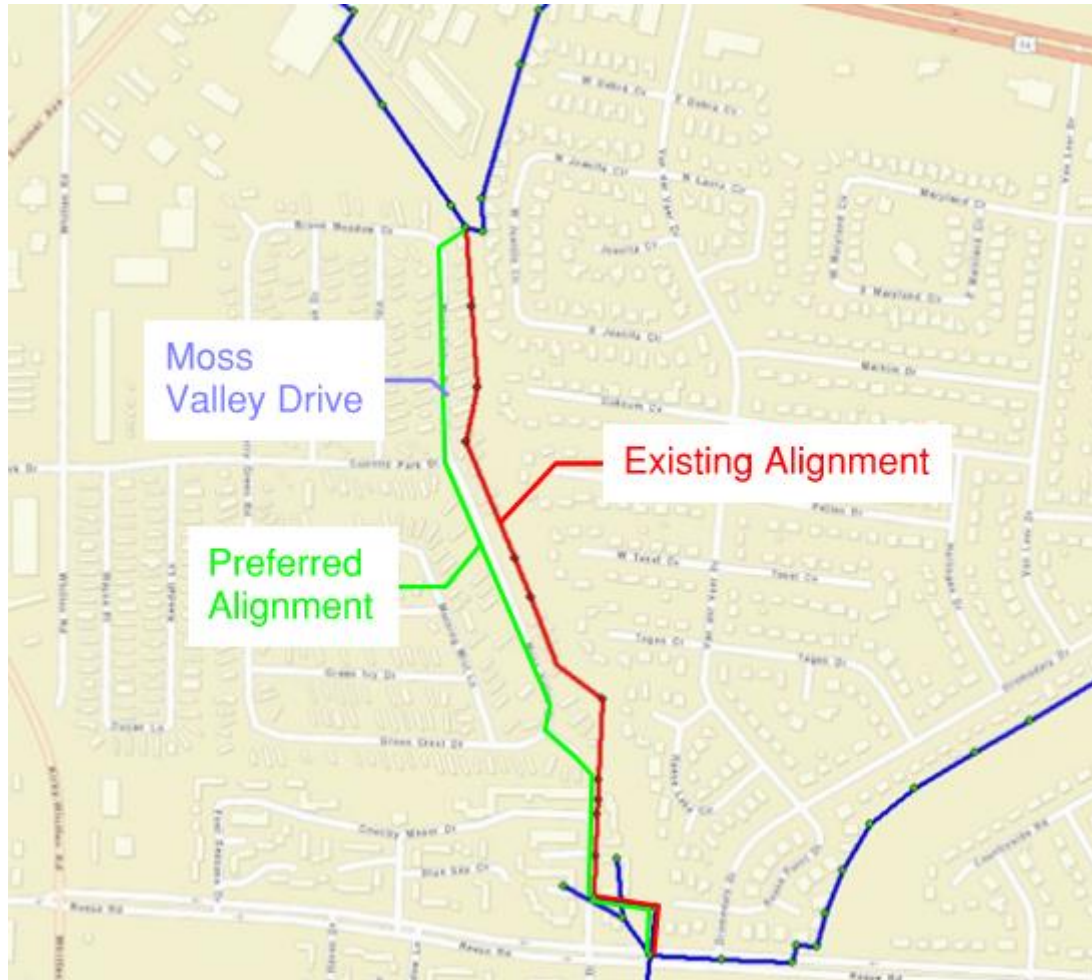


Figure 2: Moss Valley Sewer Existing and Proposed Alignments



II. Scope of Services

The scope of services is summarized into the following major tasks:

Task 1 – Project Management

Task 2 – Sewer Replacement (Preferred Alignment)

Subtask 1 – Detailed Design

30% Design Documents

90% Design Documents

Final Construction Documents

Subtask 2 – Property Acquisition Support

Subtask 3 – Permitting Assistance

Subtask 4 – Bid Phase Services

Subtask 5 – Construction Phase Services

Task 2a – Optional Additional Cost for Sewer Replacement (Existing Alignment)

Task 3 – Modeling and Monitoring

Subtask 1 – Flow Monitoring

Subtask 2 – Flow Data Analysis

The following sections provide a description of the purpose, activities, and deliverables anticipated for each of the tasks.

Task 1 – Project Management

Barge will plan, manage, and execute the work in accordance with the schedule and budget established herein. The project management task will generally include the following activities:

- Facilitate project initiation meeting with Client to identify key project stakeholders for distribution of project information, discuss pertinent data, project staffing, and organization, and present project work plan and initial schedule.
- Perform general project management duties including supervising and coordinating the project team and monitoring of project progress, costs, schedule, and work to complete.
- Prepare and submit monthly invoices and project status reports. Communicate potential scope changes, schedule impacts, and cost risks to allow for timely guidance from Client staff to manage change.



Exhibit A, Scope of Work
Moss Valley Sewer Replacement & Fletcher Creek Modeling
City of Bartlett
May 16, 2023

Deliverables:

The following deliverables will be provided as part of this task:

- Project Initiation Meeting Agenda and Summary
- Monthly Progress Reports and Invoices

Assumptions:

The following assumptions are applicable to the above scope of services:

- The project is assumed to be 24 months.

Task 2 – Sewer Replacement

Subtask 1 – Detailed Design

The detailed design task will include development of 30% and 90% design deliverables based on the design decisions made during the project initiation meeting completed on May 4 with the Client and the City of Memphis and prior communication with the Client. Following is a list of activities anticipated during this task.

30% Design

The following tasks will be completed during the 30% design phase:

- Visit the site to review existing conditions and document significant changes from the available record drawings that might impact design, construction, or demolition activities.
- Based on the preferred alignment, perform a site survey of the portions of the site affected by the project. The survey will include the location of existing structures, underground piping as marked on ground by the Client or other utilities, and topography. Barge will contact Memphis Light, Gas and Water for available plans of the utility systems. The topographic survey will be prepared relative to NAVD 88 elevations.
- Perform a geotechnical investigation, including subsurface exploratory work (drilling), laboratory and field testing, and engineering recommendations. Two borings along the proposed route are included to a depth of 20 feet.
- Prepare conceptual layout drawings of selected alignment.
- Provide opinion of probable construction cost (OPCC) based on 30% design documents.



Exhibit A, Scope of Work
Moss Valley Sewer Replacement & Fletcher Creek Modeling
City of Bartlett
May 16, 2023

- Facilitate informal workshop with the Client to review conceptual layout drawings as well as receive and discuss comments and resolution for incorporation into detailed design.
- Facilitate informal workshop with the Client and the City of Memphis to review conceptual layout drawings as well as receive and discuss comments and resolution for incorporation into detailed design.
- Prepare meeting summary and comment responses for both meetings.

90% Design

- Address and incorporate Client's 30% review comments from the workshop.
- Finalize design drawings to include standard City of Memphis details and notes.
- Prepare final technical specifications including City of Memphis standard specifications.
- Complete final checking and coordination review.
- Finalize construction drawings, specifications, and preliminary schedules for bidding.
- Finalize specification front-end documents, including General Conditions, Supplemental Conditions, bid form, and instructions to bidders.
- Update preliminary opinion of probable construction cost (OPCC) based on the 90% design documents.
- Submit 90% design package for Client's review and comment.
- Facilitate a design review meeting to receive Client's comments.
- Facilitate a design review meeting with Client and City of Memphis.
- Prepare meeting summary and comment responses for both meetings.

Final Bid Documents:

- Prepare the Contract Booklet.
- Address and incorporate 90% review comments.
- Deliver Professional Engineer stamped bid-ready contract documents to Client.
- Coordinate with Client on bidding process and schedule.



Exhibit A, Scope of Work
Moss Valley Sewer Replacement & Fletcher Creek Modeling
City of Bartlett
May 16, 2023

Deliverables:

The following deliverables will be provided as part of this task:

- Client Contract Booklet will replace Division 0 specifications.
- Alignment exhibits and OPCC of each alternative alignment.
- Alignment review meeting summaries, responses to Client's and City of Memphis's comments, and revisions to final design documents.
- 30% and 90% submittal packages including OPCC (two half-sized sets and PDF version).
- 30% and 90% design review meeting summaries, responses to Client's and City of Memphis's comments, and revisions to final design documents.
- Bid-ready contract documents package (one full-sized, two half-sized, and PDF version), including:
 - Design drawings (estimated 14 drawings)
 - Project technical specifications, bid form, and Barge standard front-end documents

Assumptions:

The following assumptions are applicable to the above scope of services:

- 3,500 linear feet of gravity sewer will be replaced with 18-inch gravity sewer.
- All of the gravity sewers will be replaced by open trench installation.
- The preferred alignment following Moss Valley Drive is the basis of design.
- The City of Memphis and Client will coordinate with property owners to allow access to site during design and construction.
- 811 will not provide utility markings due to being on private property.
- The City of Memphis and/or their approved/selected advocate, not Barge, will acquire easements along the proposed route and/or condemn property as required.
- The City of Memphis will provide any relevant design drawings and other relevant information related to the project.



Exhibit A, Scope of Work
Moss Valley Sewer Replacement & Fletcher Creek Modeling
City of Bartlett
May 16, 2023

- Barge standard design procedures, drafting standards, and typical drawing details will be used in the development of the construction documents. The drawings will be 22x34 sheet size.
- Anticipated drawings include two general sheets, six design sheets, three erosion protection and sediment (EPSC) control sheets, one EPSC detail sheet, and two detail sheets.
- Barge standard master specifications will be utilized to prepare the project technical specifications. The masters generally conform to 49 Division CSI Master Format.
- The Client understands that Barge has no control over the cost or availability of labor, equipment materials, over-market conditions, or the Contractor's method of pricing, and that Barge's OPCC is made on the basis of Barge's professional judgment and experience. Barge makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from Barge's OPCC.
- Subsurface Utility Engineering (SUE) is not included in the basic services.
- Design will be based upon federal, state, and local codes in effect on the date of the Notice to Proceed.
- Bid-ready contract documents are prepared for a single bid and single construction contract with fixed price.

Subtask 2 – Property Acquisition Support

The City of Memphis and/or their approved/selected advocate, not Barge, will be leading the communication and negotiations with property owners regarding property acquisition. Barge will provide general support during the property acquisition process. Barge staff will participate in communication with the existing property owners regarding the project purpose and area desired and respond to requests for information.

Barge will provide surveying services in connection with preparing permanent and temporary easement and fee title exhibits and surveyor's descriptions for the property acquisition process. Exhibits will be supplied as legal-size exhibits (8.5" x 14"), and in .PDF format using Barge standards. Surveyor's descriptions will be supplied in Word .docx and .PDF formats.

Assumptions:

The following assumptions are applicable to the above scope of services:

- Barge has assumed 100 hours for property acquisition support.



Exhibit A, Scope of Work
Moss Valley Sewer Replacement & Fletcher Creek Modeling
City of Bartlett
May 16, 2023

- The City of Memphis's legal department will supply the deed for the acquisition.
- This scope assumes there will be three easement properties.

Subtask 3 – Permitting

In this task, Barge will provide assistance to the Client in obtaining permits by providing supporting documentation and filling out permit application forms. The following permits are anticipated:

- Tennessee Department of Conservation (TDEC) Plans and Specifications Review
- TDEC Construction Grading Permit /Stormwater Pollution Prevention Plan (SWPPP)
- General Aquatic Resource Alteration Permit (ARAP)
- United States Army Corp of Engineers (USACE) Nationwide Permit

Deliverables:

The following deliverables will be provided as part of this task:

- Permit applications and documentation of permit approvals.

Assumptions:

The following assumptions are applicable to the above scope of services:

- All permit application fees will be paid by the Client.
- No stream quantification tool (SQT) or stream or wetland mitigation will be required.

Subtask 4 – Bid Phase Services

The bid phase services anticipated include providing bid documents for advertisement, responses to bidder inquiries, preparation of addenda, and review of bids as summarized below:

- Assist the Client with responses to bidder questions and the preparation of addenda. If needed, issue addenda to prospective bidders after approval by Client Purchasing.
- Assist the Client with review of contractor bid packages for responsiveness and qualification, contact references of apparent low bidder, and provide recommendation for award.
- Following award of construction contract, prepare an electronic (PDF) set of conformed documents for execution and use during construction.



Exhibit A, Scope of Work
Moss Valley Sewer Replacement & Fletcher Creek Modeling
City of Bartlett
May 16, 2023

Deliverables:

The following deliverables will be provided as part of this task:

- Responses to bidder questions, addenda, and bid review summary and recommendation as required.
- Conformed contract documents – one full-size hard-copy plan sets; two half-size hard-copy plan sets; five hard-copy specifications; and one electronic copy of plans and specs in PDF format.

Assumptions:

The following assumptions are applicable to the above scope of services:

- The bid phase is assumed to be 3 months.
- Pre-qualification of contractors is not required.
- One bid package and one bid opening are included.

Subtask 5 – Construction Phase Services

The following construction phase support services are anticipated, to assist the Client in implementing the construction contract.

- Attend pre-construction meeting with Client and the Contractor's representatives.
- Attend monthly progress meetings with Client and the Contractor's representatives to provide engineering support for field issues; prepare meeting agendas and summaries.
- Review Contractor's project status reports, monthly pay applications, and change order log.
- Perform periodic site visits to review site conditions and to review materials and workmanship used on the project for compliance with the contract documents.
- Review Contractor submittals for compliance with the specifications and drawings. Barge's review shall be for general conformity to the construction contract documents and shall not relieve the Contractor of any of his contractual responsibilities. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction, or to safety precautions and programs incident thereto. It has been assumed that review time will be limited to the initial submittal and one resubmittal for each separately submitted item.



Exhibit A, Scope of Work
Moss Valley Sewer Replacement & Fletcher Creek Modeling
City of Bartlett
May 16, 2023

- Respond to Contractor requests for information (RFIs), issue clarifications and interpretations of the contract documents as necessary, and maintain an RFI log.
- Review test plans and witness field performance and acceptance tests specified in the construction specifications.
- Perform one-day pre-final inspection and prepare construction punch list at Substantial Completion.
- Conduct a one-day final inspection to verify completion of punch list and other items.
- Incorporate Contractor's red-line markups into the electronic drawing files to capture field changes or adjustments made during the execution of the work.
- Review Contractor closeout documents for completion, certificates of completion, warranties, etc.

Deliverables:

The following deliverables will be provided as part of this task:

- Monthly construction progress meeting agenda, sign-in sheet, and meeting summary
- Contract correspondence, including as applicable: comments on submittals, clarifications, responses to RFIs, and site visit reports
- Punch list at Substantial Completion
- Record drawings – one full-sized set and an electronic version (in PDF format).

Assumptions:

The following assumptions are applicable to the above scope of services:

- The construction phase will start in 2024 and is anticipated to take 10 months, with 6 months of onsite construction requiring site visits.
- Periodic site visits are anticipated approximately one time per month during heavy onsite construction activities.
- Resident Project Representative (RPR) services are not included in this proposal but can be added if requested.



Exhibit A, Scope of Work
Moss Valley Sewer Replacement & Fletcher Creek Modeling
City of Bartlett
May 16, 2023

- Client- or Contractor-directed changes that require design support during construction are not anticipated; such services can be provided as additional services to this proposal.
- No startup and commissioning services are anticipated.
- All concrete, earthwork, and structural steel testing will be furnished by others.
- Any field construction stake-out surveying or as-built surveying is by others.
- By performing the construction phase services, Barge shall not have authority or responsibility to supervise, direct, or control the Contractor's work or the Contractor's means, methods, techniques, sequences, or procedures of construction. Barge shall not have authority or responsibility for safety precautions and programs incident to the Contractor's work or for any failure of the Contractor to comply with laws, regulations, rules, ordinances, codes, or orders applicable to the Contractor furnishing and performing the work.
- Barge shall not be responsible for the acts or omissions of the Contractor, or of any subcontractor or supplier, or any of the Contractor's or subcontractor's or supplier's agents or employees or any other persons (except Barge 's employees or agents) at the site or otherwise furnishing or performing any of the Contractor's work.

Task 2a – Optional Additional Cost for Sewer Replacement (Existing Alignment)

Due to the uncertainty with acquiring easements in a neighboring city and working with a single primary property owner to acquire easements, there is uncertainty with acquiring easements along the preferred alignment. Within two weeks of notice to proceed, the Client will determine if the route should follow along the existing alignment to minimize the land acquisition uncertainties. If the sewer is replaced in the existing alignment there are complexities which are not accounted for along the preferred route such as proximity to the Fletcher Creek tributary and existing mobile homes which may be on top of the existing sewer and require relocation during construction. Barge has assumed the following additional design items, permits and, coordination items will be required for design in this location:

- Additional survey along existing route
- Individual ARAP
- Individual USACE Permit including associated studies such as:
 - Cultural Resources Survey
 - Threatened and Endangered Habitat Assessment



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- Hydrologic determination
- By-pass plans
- Increased EPSC design requirements and plans
- Increased home-owner coordination (assumed to be 64 hours).

Barge has assumed 400 hours or \$65,000 for this task. Schedule is anticipated to lengthen due to increased permitting requirement, home-owner coordination, and design. An updated schedule will be provided if this option is selected.

Assumptions:

The following assumptions are applicable to the above scope of services.

- City of Memphis will coordinate with property owners to relocate home-owners during construction in City of Memphis easement.
- Additional permit costs will be paid by the Client.
- This fee is in addition to the fee presented in Task 2 if this route is selected.
- Barge has assumed that there will not be a difference in construction times and the construction scope between the two alignment options.
- No threatened or endangered species survey will be required.
- No stream or wetland mitigation will be required since the project will improve water quality.

Task 3 – Flow Monitoring and Analysis

Subtask 1 – Flow Monitoring

The flow monitoring task will include the deployment of the flow and rainfall data collection equipment, maintenance of the equipment during the project period, and removal of the equipment at the end of the project period.

The following elements will be completed under this task.

- Provide five flow monitors (preliminary locations shown in Figure 1) and one rain gauge for a 6- to 12-month period. The 6- to 12-month period will allow for capture of seasonal trends. Barge will recommend for Client approval at 6-months whether flow monitoring should continue based on the number and severity of rain events that have occurred during the monitoring period.
- Maintain equipment during the monitoring period.



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- Remove all equipment at the end of monitoring period.

Deliverables:

The following deliverables will be provided as part of this task:

- Flow and rainfall data in Excel Format

Assumptions:

The following assumptions are applicable to the above scope of services:

- Client will provide access to flow monitor and rainfall gauge locations for the duration of monitoring period.

Subtask 2 – Flow Data Analysis

The flow data analysis task will involve the review of the data collected under Subtask 1. The data will be analyzed to determine the inflow/infiltration (I/I) contribution to the wastewater collection system from the City of Bartlett and the City of Memphis and determine wet weather storage design criteria for wet weather storage for outfall MF-18, Figure 1. Barge will survey manholes near the MF-18 proposed location, top of casting, line sizes, and inverts. The manholes selected to be surveyed either do not have existing information available or are critical to determining the feasibility of the storage and outfall locations and need to be confirmed.

The following elements will be completed under this task.

- Develop a draft technical memorandum to:
 - Summarize the results of the flow monitoring regarding the City of Bartlett and the City of Memphis sewer flow contribution.
 - Provide preliminary information for the wet weather storage tank sizing and location.
- Conduct a preliminary meeting with the Client to discuss the results.
- Conduct a follow-up meeting with the Client and City of Memphis to discuss the results.
- Provide a final technical memorandum to the Client regarding flow contribution from each municipality and wet weather storage design criteria.



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Deliverables:

The following deliverables will be provided as part of this task:

- Draft and final analysis technical memorandum
- Summary from each meeting

Assumptions:

The following assumptions are applicable to the above scope of services:

- The wet weather storage tank design will be completed under a future contract.
- Wet weather storage tank design-specific analysis and modeling will be completed under a future contract.
- Barge has assumed 60 manholes will be surveyed.

III. Project Schedule

The preliminary project schedule is shown in Exhibit B. The durations of Tasks 1 and 2 are from the date of contract execution. Task 1 – Project Management is an on-going task for the entirety of the project. Task 2 – Sewer Replacement design is based on the City of Memphis coordinating site access, deliverable reviews, permit reviews, and easement acquisition being completed within the timeframes shown and is not controllable by Barge. Changes in the durations for those tasks may affect the overall project schedule. If Task 2a is selected, additional time will be required to complete additional scope items beyond the timeframes shown. Task 3 will begin during the dormant season which is assumed to begin during the fall months. Task 3 considers that it requires a full 12-month flow monitoring period to collect adequate rain fall events to develop a model.

IV. Compensation

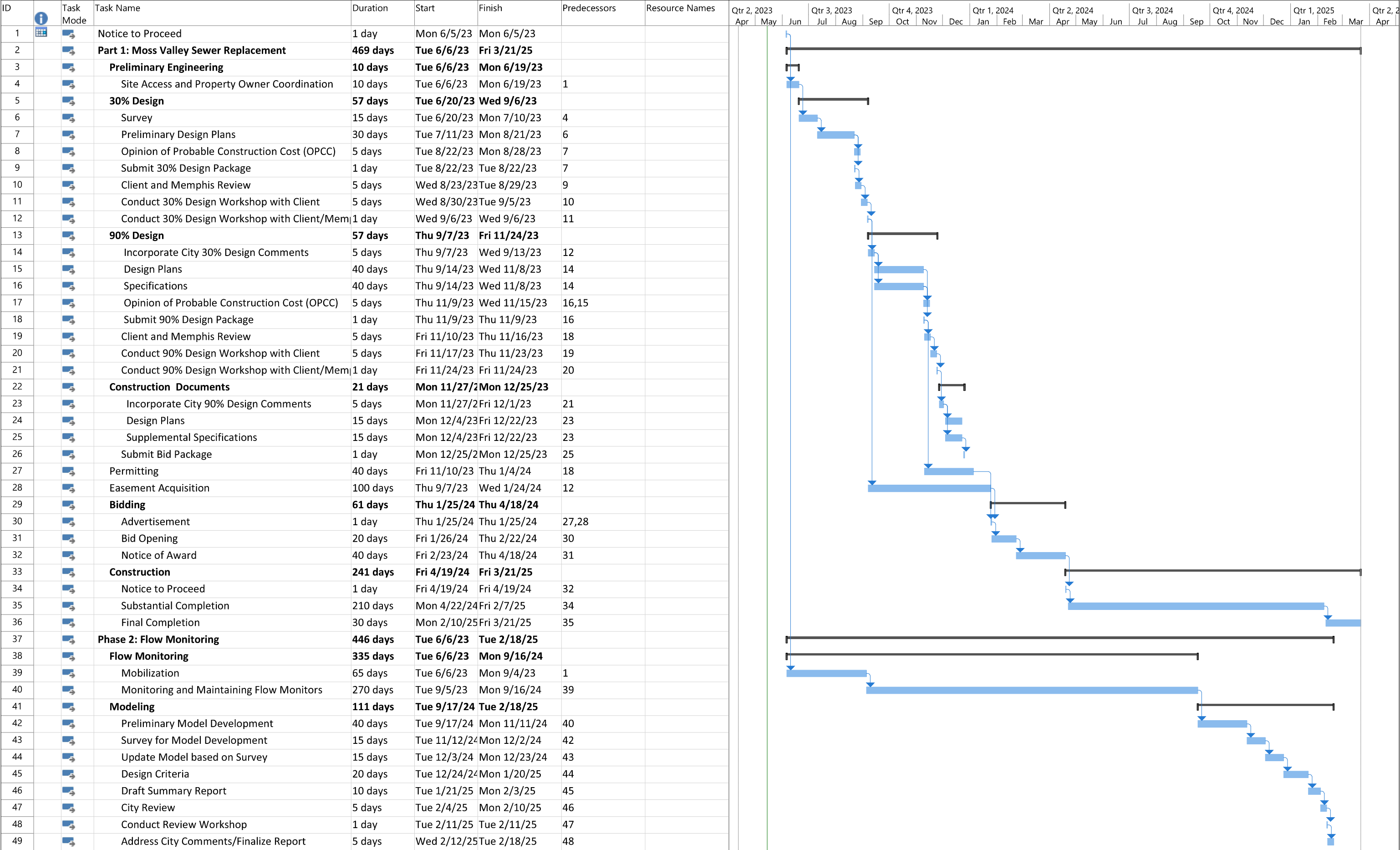
Client agrees to pay Barge for time worked on the project by various personnel plus applicable outside services and other expenses properly charged to the project in accordance with the Schedule of Standard Charges included in Exhibit C of the Agreement. The cost to complete the scope of work as defined in the tasks above is estimated to be \$685,000 for the preferred alignment and \$750,000 for replacing in the existing easement, a breakdown of this budget by task is included in the table below. The budget status will be summarized monthly in our progress report and invoice submittal.



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Fee Summary Table

Items	Fee Type	Fee Amount
A. Task 1 – Project Management	Cost Plus	\$90,000
B. Task 2 – Sewer Replacement (Preferred Alignment)	Cost Plus	\$300,000
C. Task 3 – Modeling and Monitoring	Cost Plus	\$230,000
SUBTOTAL		\$620,000
A. Task 2a – Optional Additional Cost for Sewer Replacement (Existing Alignment)	Cost Plus	\$65,000
TOTAL		\$685,000



Attachment: BARGE CONTRACT MOSS VALLEY SEWER & FLETCHER CREEK MODELING (3323 : Moss Valley Sewer Extension Design &

BARGE DESIGN SOLUTIONS, INC.

EXHIBIT C SCHEDULE OF STANDARD CHARGES

The following hourly rates apply for personnel of BARGE and its wholly owned subsidiaries for time properly chargeable to the work.

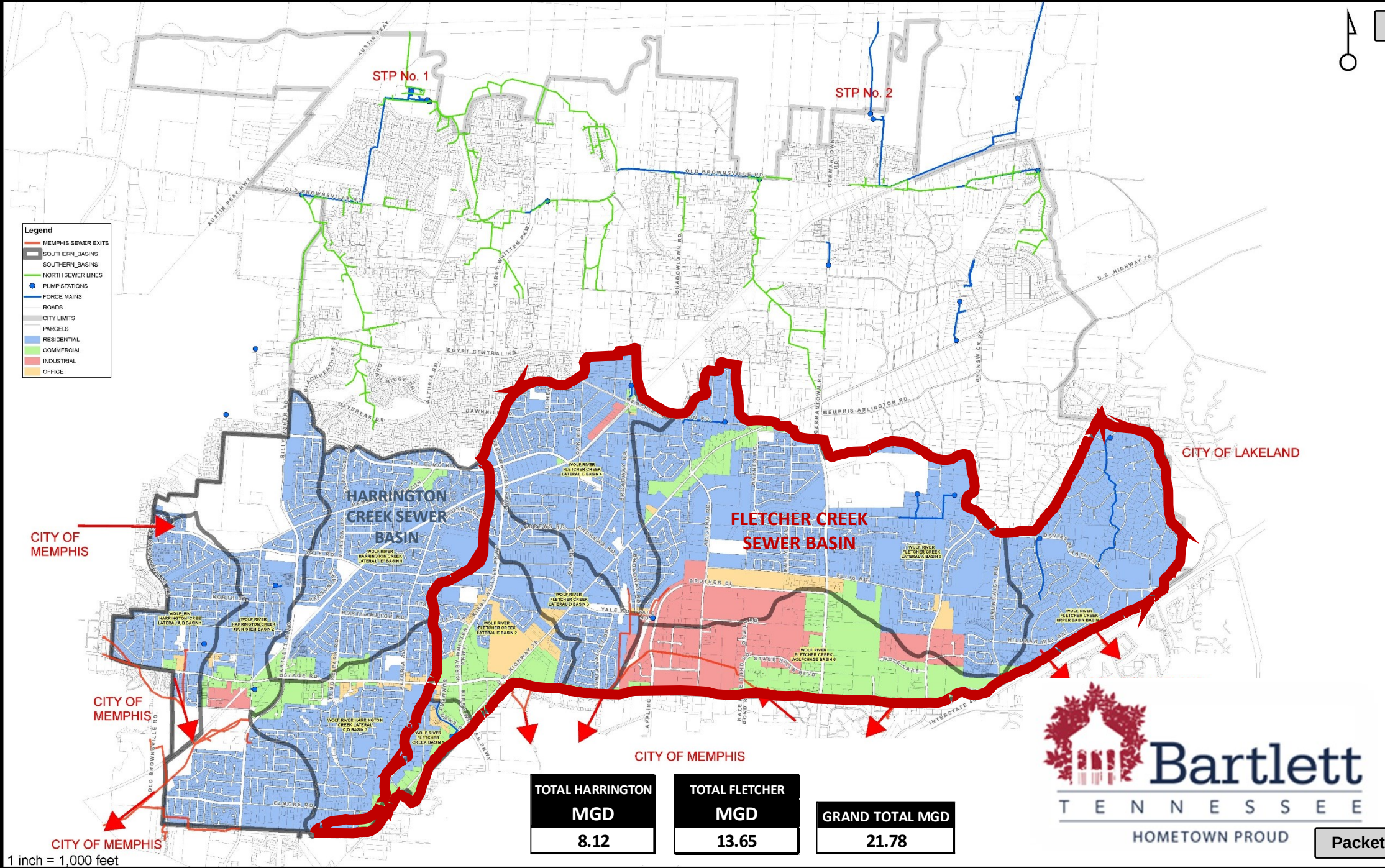
Hourly Rate Schedule

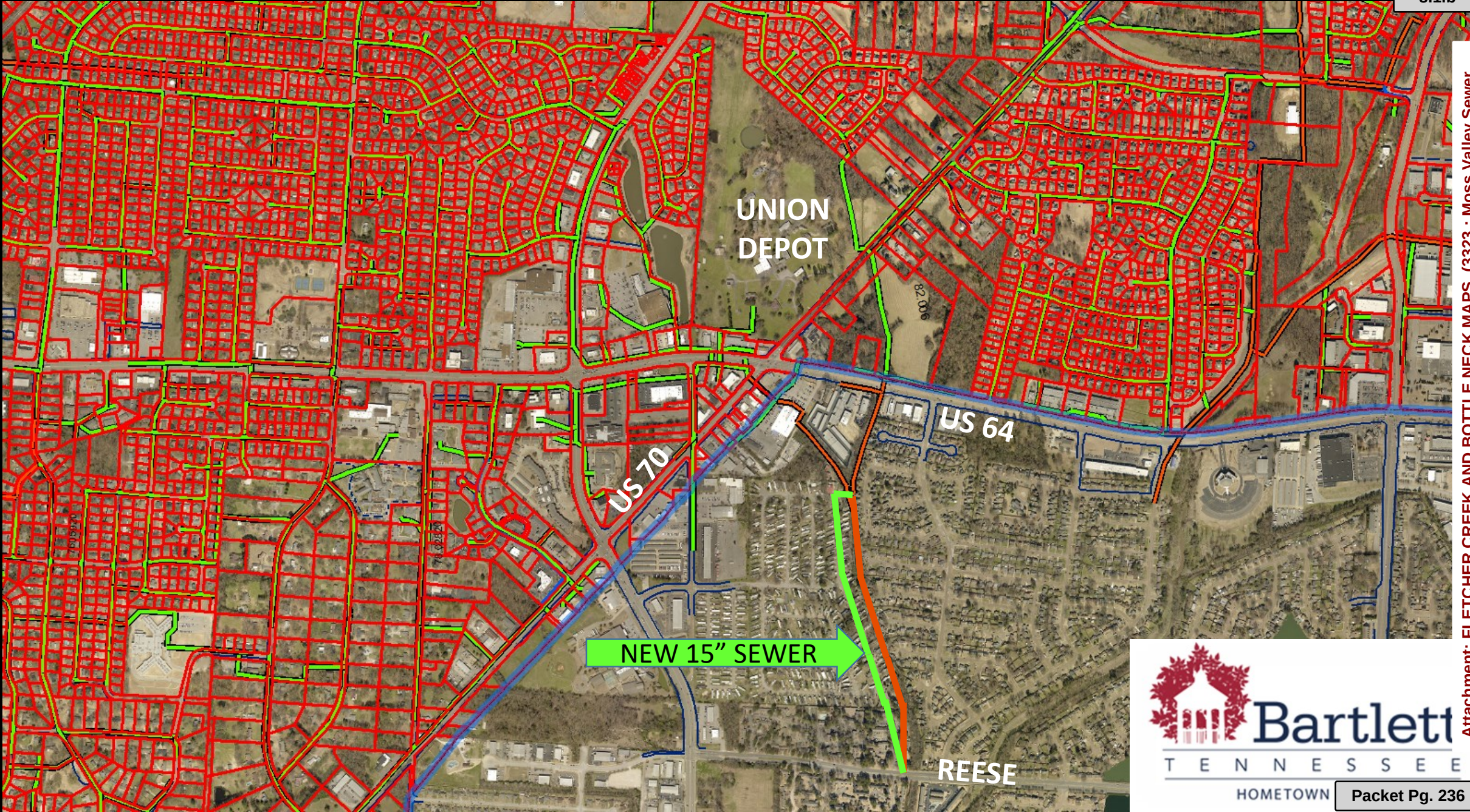
Classification	Hourly Rate
Senior Officer	\$250
Principal-In-Charge/Technical Advisor	\$225
Sr. Project Manager/Sr. Technical Leader/Quality Control	\$215
Sr. Technical Specialist	\$215
Sr. Professional Engineer IV	\$195
Project Manager II/Engineering Manager II	\$205
Sr. Professional Engineer III	\$195
Project Manager I/Engineering Manager I	\$195
Sr. Professional Engineer II	\$180
Sr. Professional Engineer I	\$170
Professional Engineer II	\$155
Professional Engineer I	\$150
Staff Engineer II	\$125
Staff Engineer I	\$115
Designer III/Sr. Specialist	\$155
Designer II	\$125
Designer I	\$115
CAD Technician II/GIS Specialist II	\$110
CAD Technician I/GIS Specialist I	\$100
Sr. Registered Land Surveyor	\$235
Registered Land Surveyor	\$165
Survey Party Chief	\$110
Survey Technician	\$90
Resident Project Representative III	\$120
Resident Project Representative II	\$105
Resident Project Representative I	\$90
Senior Administrative Manager	\$120
Senior Project Administrator	\$110
Project Administrator	\$95
Office Administrator	\$90
Administrative Assistant	\$85

Outside services contracted for a specific project, such as professional and technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the subcontractor's statement plus 15 percent.

Other expenses such as travel expenses, mileage (standard IRS rates), reproduction, photography or videography, or other direct expenses incurred by Barge and related to the work will be invoiced at the actual cost incurred.

The hourly rates listed above are valid until September 1, 2024, after which the rates may be adjusted annually based on the average salary adjustment to Barge employees.





Attachment: FLETCHER CREEK AND BOTTLE NECK MAPS (3323 : Moss Valley Sewer