



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, APRIL 24, 2018 - BARTLETT CITY HALL - 7:00 PM

INVOCATION

Opening Prayer by Ron Hammonds, Bartlett Baptist Church

FUTURE MEETINGS

Board of Education, April 26 at 7 p.m.

Beer Board, May 1 at 6 p.m.

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

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

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

Planning Commission, May 7 at 7 p.m.

RECOGNITIONS

Proclamation for Building Safety Month

Badge presentation for Tori Tijerina

Recognition of Water Treatment Plant's staff perfect inspection score

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the April 10, 2018 Board of Mayor and Aldermen Regular Meeting

CONSENT AGENDA

- 1 Bid for roof-top HVAC replacement at the Recreation Center. (Shan Criswell, Director of Parks and Recreation)**

Recommend accepting the lowest bid from National HVAC in the amount of \$59,507.00, plus a contingency amount of \$6,000. Construction management will be provided by Smith Seckman and Reid for a cost of \$3,800. Total cost of this project is \$69,307.00. Funds are available in Account 311.48311.785.54318.

- 2 Bid for Police Department uniforms. (Gary Rikard, Chief of Police)**

Recommend accepting the lower bid from Mid-South Solutions police uniforms beginning July 1, 2018. Funds are available in Account 110.42100.340.

- 3 Bid for Fire Department uniforms. (Terry Wiggins, Fire Chief)**

Recommend accepting the lower bid from Shapiro for firefighter and ambulance service uniforms. Funds are available in Accounts 110.42200.340 and 110.42300.340.

- 4 Planning Commission Report for April 2018. (Kim Taylor, Director of Planning and Economic Development)**

- 5 Treasurer's Report for March 2018. (Dick Phebus, Director of Finance)**

NEW BUSINESS

- 1 Appoint Mike Adams to the Shelby County Solid Waste Board. (A. Keith McDonald, Mayor)**

OPEN DISCUSSION**ADJOURNMENT**



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, APRIL 10, 2018 - BARTLETT CITY HALL - 7:00 PM

ATTENDANCE

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

INVOCATION

Opening Prayer by Jeffrey Rudy, Ellendale United Methodist

FUTURE MEETINGS

Parks and Recreation Advisory Board, April 12 at 7 p.m.

Historic Preservation Commission, April 16 at 7 p.m.

BPACC Advisory Board, April 17 at 6 p.m.

Bartlett Arts Council, April 17 at 6:30 p.m.

Design Review Commission, April 17 at 6:30 p.m.

Board of Education Work Session, April 19 at 6:30 p.m.

RECOGNITIONS

Designation as a Healthier Tennessee Community

Sharon Fryman, co-chair of this year's Leadership Bartlett class, announced that the Healthier Tennessee Board accepted the class's application to be designated a Healthier Community. The class will work to obtain a \$5,000 grant to implement seven different healthy initiatives in Bartlett.

Presentation by Shelby County Trustee David Lenoir

Mr. Lenoir gave the Board a semi-annual state of the County's finances presentation.

Minutes Acceptance: Minutes of Apr 10, 2018 7:00 PM (MINUTES ACCEPTANCE)

*****Official Business of the Day*******MINUTES ACCEPTANCE****Minutes of the March 27, 2018 Board of Mayor and Aldermen Regular Meeting**

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

CONSENT AGENDA

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

- 1 Special event permit for Bartlett United Methodist Church 5K Run. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 21 from 8 a.m. to 1 p.m. at Bartlett United Methodist Church.
- 2 Proposal for Recreation Center camera system upgrade. (Shan Criswell, Director of Parks and Recreation)**
Recommend accepting the proposal from Interactive Security at a cost of \$29,770.00. Funds are available in Account 311.48311.785.54318.
- 3 Cured in Place Sewer & Drain Repair. (Rick McClanahan, Director of Engineering)**
Recommend awarding bid to Insituform in the amount of \$142,375.00, plus a contingency of \$15,000.00 for a total of \$157,375.00. Funds are available in Accounts 311.48311.780.63616 and 312.48317.780.
- 4 Bids for demolition of two houses as part of FEMA Repetitive Loss Grant. (Rick McClanahan, Director of Engineering)**
Recommend awarding Barnes & Brower the bid at \$15,910.00 for the house on Thistle Valley, and Memphis Wrecking the bid at \$17,000.00 for the house on Alfaree. Funds are available in Account 131.43100.780.08917 for Thistle Valley and Account 131.43100.780.08901 for Alfaree.
- 5 Authorization to auction surplus property. (Dick Phebus, Director of Finance)**
Eight items have been identified as having a potential auction-value of \$500 or more and will be auctioned on GovDeals.com.

Minutes Acceptance: Minutes of Apr 10, 2018 7:00 PM (MINUTES ACCEPTANCE)

6 Treasurer's Report for February 2018. (Dick Phebus, Director of Finance)

Adopted Budget Expenditures	\$79,809,042
Year-to-date Expenditures	\$57,104,950
Adopted Budget Revenues	\$79,809,042
Year-to-date Revenues	\$60,307,310

NEW BUSINESS**I Resolution 07-18, a resolution to amend the Fiscal Year 2018 Bartlett City Schools Education Capital Project Fund. (Dick Phebus, Director of Finance)**

Mr. Phebus explained that this amendment includes funds for the City Schools' administrative offices renovation, Bartlett High School's renovation, and Altruria Elementary gym repairs.

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

2 Reading of the Fair Housing Law into the record for Tennessee Economic and Community Development grant compliance. (Rick McClanahan, Director of Engineering)

Mr. McClanahan read the law into the record.

Title VIII of the Civil Rights Act of 1968 prohibits discrimination in the sale, rental, and financing of dwellings based on:

- Color
- Religion
- Sex
- National Origin

The Fair Housing Amendments Act of 1988, which became effective March 12, 1989, expands the coverage of Title VIII to:

- I. Prohibit discrimination in housing on the basis of:
 - a. Disability
 - b. Familial Status
2. Strengthen the administrative enforcement of provisions of Title VIII.
3. Provide for the award of monetary damages where discriminatory housing practices are found.

The following actions are considered to be discriminatory under the fair Housing Law:

- I. Refusing to sell, rent, deal, or negotiate with any person.

2. Discriminating in terms or conditions for buying or renting.
3. Advertising that housing is available only to persons of a certain race, color, religion, sex, national origin, or of a specific family size.
4. Denying that housing is available for inspection, sale or rent when it really is available.
5. "Blockbusting": persuading owners to sell or rent housing by telling them that minority groups are moving into the neighborhood.
6. Denying or making different terms or conditions for home loans by commercial lenders, such as banks, savings and loans, and insurance companies.
7. Denying to anyone the use of or participation in any real estate services, such as broker organizations, multiple-listing services or other facilities related to the selling and renting of housing.
8. Refusing to allow reasonable accommodation to be made for a person with disabilities.

RESULT: NO VOTE REQUIRED
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OPEN DISCUSSION

Alderman Simmons stated that early voting for the County primary races starts April 11, and that he is running for Shelby County Juvenile Court Clerk.

Lindsey Massey, 3546 Marietta Cove, announced she is running for County Commission, District 3, on the republican ticket.

Mick Wright, 5730 Bartlett Woods, announced he is also running for County Commission, District 3, on the republican ticket.

ADJOURNMENT

Meeting adjourned at 7:24 PM

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

A. Keith McDonald
Mayor

Minutes Acceptance: Minutes of Apr 10, 2018 7:00 PM (MINUTES ACCEPTANCE)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 04/24/18 07:00 PM
Department: Parks and Recreation
Category: Bid
Prepared By: Debbie Christopher
Department Head: Shan Criswell

Bid for roof-top HVAC replacement at the Recreation Center.

On March 16, 2018, an ad was placed in *The Daily News*. On April 5, the City of Bartlett received four bids, which were opened at City Hall.

Bids were received from the following companies:

National HVAC	\$59,507.00
Damon-Marcus	\$62,590.00
Metro Mechanical	\$68,835.00
EMCOR Services	\$69,847.00

We recommend the bid be awarded to **National HVAC** in the amount of \$59,507.00, plus a contingency amount of \$6,000.00. Smith Seckman and Reid, Inc. will provide construction management for \$3,800. The total project cost is **\$69,307.00**.

Funds are available in Account 311.448311.785.54318.

Thank you for your consideration.

BID RESPONSE SHEET

FY2018-03-044 HVAC ROOF TOP REPLACEMENT UNITS
DUE 04/05/18 AT 2:00 P.M.

COMPANY/BIDDER	TOTAL	BID BOND if yes check	NOTES
DAMON-MARCUS	62,590.00	√	AAON
EMCORSERVICES	69,847.00	√	AAON
METRO MECHANICAL	68,835.00	√	AAON
NATIONAL HVAC*	59,507.00	√	AAON
* Low bidder pending review			

Attachment: Bid Tabulation -BRC HVAC 4-5-2018 (2316 : BRC Roof Top HVAC Replacement Unit)

Copy

5.1.b

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

National HVAC Service
1835 Nonconnah Boulevard, Suite 173
Memphis, TN 38132

SURETY:

(Name, legal status and principal place of business)

International Fidelity Insurance Company
One Newark Center
Newark, NJ 07102-5207

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

City of Bartlett
6400 Stage Road
Bartlett, TN 38134

BOND AMOUNT: \$ 5%

Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Roof Top HVAC Replacement Unit, Bartlett Recreation Center, SB # FY2018-03-041

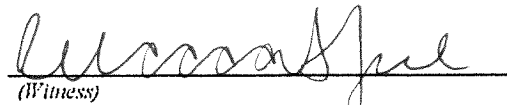
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 5th day of April 2018


(Witness)


(Witness)

National HVAC Service

(Principal)

By:

(Title)

International Fidelity Insurance Company

(Surety)

(Seal)

By:

C. Stephens Griggs Attorney-in-Fact

Surety Phone No. 973-624-7200

POWER OF ATTORNEY**INTERNATIONAL FIDELITY INSURANCE COMPANY
ALLEGHENY CASUALTY COMPANY**

ONE NEWARK CENTER, 20TH FLOOR NEWARK, NEW JERSEY 07102-5207

KNOW ALL MEN BY THESE PRESENTS: That **INTERNATIONAL FIDELITY INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of New Jersey, and **ALLEGHENY CASUALTY COMPANY** a corporation organized and existing under the laws of the State of New Jersey, having their principal office in the City of Newark, New Jersey, do hereby constitute and appoint

**LAURA M. BUHRMESTER, EVAN D. SIZEMORE, CHARISSA D. LECUYER, REBECCA S. LEAL,
LARISSA SMITH, TAHITIA M. FRY, C. STEPHENS GRIGGS, MEGAN L. BURNS-HASTY,
CHARLES R. TETER III, MARY T. FLANIGAN, PATRICK T. PRIBYL, CHRISTY M. BRAILE,
JEFFREY C. CAREY, DEBRA J. SCARBOROUGH**

Kansas City, MO.

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **INTERNATIONAL FIDELITY INSURANCE COMPANY** and **ALLEGHENY CASUALTY COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **INTERNATIONAL FIDELITY INSURANCE COMPANY** and **ALLEGHENY CASUALTY COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **INTERNATIONAL FIDELITY INSURANCE COMPANY** at a meeting duly held on the 20th day of July, 2010 and by the Board of Directors of **ALLEGHENY CASUALTY COMPANY** at a meeting duly held on the 10th day of July, 2015:

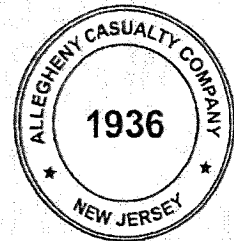
"RESOLVED, that (1) the Chief Executive Officer, President, Executive Vice President, Vice President or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **INTERNATIONAL FIDELITY INSURANCE COMPANY** and **ALLEGHENY CASUALTY COMPANY** have each executed and attested these presents on this 31st day of December, 2016.



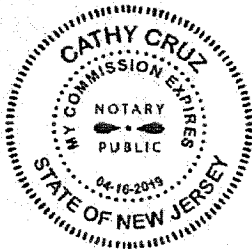
STATE OF NEW JERSEY
County of Essex

ROBERT W. MINSTER
Chief Executive Officer (International Fidelity Insurance Company) and President (Allegheny Casualty Company)



On this 31st day of December 2016, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **INTERNATIONAL FIDELITY INSURANCE COMPANY** and **ALLEGHENY CASUALTY COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.

IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.



A NOTARY PUBLIC OF NEW JERSEY
My Commission Expires April 16, 2019

CERTIFICATION

I, the undersigned officer of **INTERNATIONAL FIDELITY INSURANCE COMPANY** and **ALLEGHENY CASUALTY COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand this **APR 05 2018** day of

MARIA BRANCO, Assistant Secretary

HVAC REPLACEMENT UNIT
 BARTLETT RECREATION CENTER
 Sealed Bid #: FY2018-03-041
 Due Date: April 5, 2018

BID PRICING SHEET
 (Original and two copies)

Make and Model being specified: AAON - RN Series

Item No.	Description	Unit	Qty.	Total Amount
1	25 Ton HVAC Roof Mounted unit complete and operational	LS	1	\$ 59,507. ⁰⁰

Total Base Bid in Words: Fifty Nine Thousand Five Hundred Seven Dollars

National HVAC Service
 Contractor

901-345-5700
 Phone

Terry Goddard
 Authorized Representative

4-5-18
 Date

Terry Goddard
 Print Name

tgoddard@nationalhvacservic
 E-mail Address

5-Weeks
 Delivery Time after Approval of Submittals

Attachment: Bid Document National HVAC -BRC HVAC 4-5-2018 (2316 : BRC Roof Top HVAC Replacement Unit)

HVAC REPLACEMENT UNIT
BARTLETT RECREATION CENTER
Sealed Bid #: FY2018-03-041
Due Date: April 5, 2018

NOTICE TO BIDDERS

Sealed Bids (original and two copies) are to be received no later than **2:00 p.m. on April 5, 2018.** All bid packets with an original, clearly identified, and two copies, must be labeled "**FY2018-03-041 ROOF TOP HVAC REPLACEMENT UNIT, BARTLETT RECREATION CENTER**" and addressed to:

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

The City reserves the right to reject any and all bids and to waive any informality in the bidding process. The City of Bartlett is an equal opportunity employer and will not discriminate against any individual for any reason. If further information is desired, please contact Debbie Cairncross, Purchasing Agent at 901-385-6416 or by email at dcairncross@cityofbartlett.org. There is a no cost to obtain bid documents and plans.

Please quote prices on attached bid pricing sheet

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

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

National HVAC Service
NAME OF FIRM

tgoddard@nationalhvacservice.com
E-MAIL ADDRESS

1835 Nonconnah Blvd.
ADDRESS

Terry Goddard
SIGNATURE OF AUTHORIZED REPRESENTATIVE

901-345-5700
TELEPHONE

Terry Goddard
PRINT NAME

HVAC REPLACEMENT UNIT
 BARTLETT RECREATION CENTER
 Sealed Bid #: FY2018-03-041
 Due Date: April 5, 2018

AFFIDAVIT OF EQUIVALENT DRUG TESTING PROGRAM

State of Tennessee)

County of Shelby S.S.)

Terry Goddard, being first duly sworn, deposes and says that:

- (1) He/She is Service Manager 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

Terry Goddard

Signed

Terry Goddard

Title

Service Manager

Subscribed and sworn before me this 5th day of April, 20 18.

Signed

Shanda M. Turner

Print Name

Shanda M. Turner

Title

Business Operations Specialist

My commission expires

February 13, 20 21.

HVAC REPLACEMENT UNIT
 BARTLETT RECREATION CENTER
 Sealed Bid #: FY2018-03-041
 Due Date: April 5, 2018

PUBLIC ACTS 109

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

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

Print Name Terry Goddard
 Signed Terry Goddard
 Title Service Manager

Subscribed and sworn before me this 5th day of April, 2018.

Signed Shanda M. Turner Print Name Shanda M. Turner
 Title Business Systems Specialist
 My commission expires February 13, 2021.

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

HVAC REPLACEMENT UNIT
 BARTLETT RECREATION CENTER
 Sealed Bid #: FY2018-03-041
 Due Date: April 5, 2018

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 vender 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 in to. 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 is certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

HVAC REPLACEMENT UNIT
 BARTLETT RECREATION CENTER
 Sealed Bid #: FY2018-03-041
 Due Date: April 5, 2018

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 is 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

HVAC REPLACEMENT UNIT
 BARTLETT RECREATION CENTER
 Sealed Bid #: FY2018-03-041
 Due Date: April 5, 2018

Company/Firm National HVAC Service
 Print Name Terry Goddard
 Signed Terry Goddard
 Title Service Manager

Subscribed and sworn before me this 5th day of April, 20 18.
 Signed Shanda M. Turner Print Name Shanda M. Turner
 Title Business Systems Specialist
 My commission expires: February 13, 20 21.

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

Attachment: Bid Document National HVAC -BRC HVAC 4-5-2018 (2316 : BRC Roof Top HVAC Replacement Unit)

HVAC REPLACEMENT UNIT
 BARTLETT RECREATION CENTER
 Sealed Bid #: FY2018-03-041
 Due Date: April 5, 2018

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Tennessee)

County of Shelby) S.S.

Terry Goddard, being first duly sworn, deposes and says that:

(1) He/She is Service Manager of National HVAC Service, the Bidder that has submitted the attached BID;

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

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

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

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

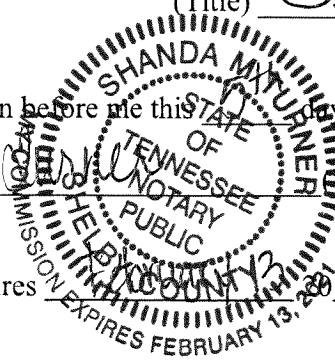
(Signed) Terry Goddard

(Title) Service Manager

Subscribed and sworn before me this 21 day of April, 20 18

Shanda M. [Signature] (Title) Business Systems Specialist

My commission expires February 13, 2021



NCA-1

HVAC REPLACEMENT UNIT
 BARTLETT RECREATION CENTER
 Sealed Bid #: FY2018-03-041
 Due Date: April 5, 2018

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: National HVAC Service Date: 4-5-18
 Gender: Male 10 Female 1
 Race: Caucasian 7
 African American 4
 Hispanic _____
 Other (please specify) _____

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

HVAC REPLACEMENT UNIT
 BARTLETT RECREATION CENTER
 Sealed Bid #: FY2018-03-041
 Due Date: April 5, 2018

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: National HVAC Service Date Completed: 4-5-18

Address: 1835 Nonconah Blvd.

City: Memphis State: TN Zip: 38132

Phone: 901-345-5700 Fax: 901-345-6103

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 - Breakroom
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? Reviewed upon hire.

HVAC REPLACEMENT UNIT
 BARTLETT RECREATION CENTER
 Sealed Bid #: FY2018-03-041
 Due Date: April 5, 2018

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

ask for Bids

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

Prior Use of contractor

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.

Teg Dadd
 Signature of Authorized Official

4-5-18
 Date

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

Request for Taxpayer Identification Number and Certification

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
National H.V.A.C. Service, Ltd.

2 Business name/disregarded entity name, if different from above
National HVAC Service

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

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

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.)
1835 Nonconnaah Boulevard, Suite 173

6 City, state, and ZIP code
Memphis, TN 38132

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

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

or

Employer identification number

2	5	-	1	6	6	8	3	8	8
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here **Signature of U.S. person** *John Doe* **Date** *2-2-18*

General Instructions

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

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

Purpose of Form

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

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

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

• Form 1099-C (canceled debt)

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

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

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

By signing the filled-out form, you:

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

Past Projects:

- 1.) City of Bartlett – Ardie Rd. Water Treatment Plant
- 2.) City of Bartlett – Germantown Rd. Water Treatment Plant
- 3.) City of Bartlett – Performing Arts Building



April 7, 2018

Debbie Cairncross
Purchasing Agent
City of Bartlett
6400 Stage Rd.
Bartlett, TN 38134
901-385-6416

Re: Recommendation Letter
FY2018-03-041 Roof Top HVAC Replacement Unit, Bartlett Recreation Center
SSR NO. 18670210

Dear Debbie:

We have received the bids for the above referenced project. We have spoken with the low bidder, Terry Goddard with National HVAC, and they are comfortable with their bid. We have no issues with National HVAC. SSR recommends that the base bid for \$59,507.00 submitted by National HVAC be accepted and the construction contract be awarded.

Sincerely,

A handwritten signature in black ink that reads "Casper Briggs". The signature is written in a cursive, flowing style.

Casper Briggs
Mechanical Engineer
Smith Seckman Reid, Inc.

Attachment: Bid Design Approval BRC HVAC 4-5-2018 (2316 : BRC Roof Top HVAC Replacement Unit)



March 22, 2018

Debbie Cairncross
Purchasing Agent
6400 Stage Rd
Bartlett, TN 38134
Re: Bartlett Recreation Center Locker Room HVAC Unit Replacement

Dear Debbie Cairncross,

We appreciate the opportunity to provide engineering design services for the above-referenced project.

SCOPE OF SERVICES:

Our scope of services is to provide engineering consulting for the locker room HVAC unit replacement at the Bartlett Recreation Center in Bartlett, TN. SSR will review the bid documents and provide recommendations and specifications for the City of Bartlett to assemble the bid package. SSR will attend the prebid meeting, bid opening, preconstruction meeting, and final inspection upon project completion. SSR will review submittals and verify structural support is acceptable for proposed unit to be installed. SSR will review change orders as required and request for information from the contractor related to the HVAC replacement and provide recommendations.

SERVICES NOT INCLUDED IN FEE

The following items are not included in the scope of services outlined herein;

- 1) Engineered drawing documents.
- 2) Any activity beyond providing recommendations and documents as outlined above.
- 3) Project representation and/or construction administration on a full time basis, or to a greater degree than described within.
- 4) Work by architectural and or other engineering disciplines other than listed above.
- 5) Changes to the project scope of services at the direction of the owner if the direction for such changes requires revisions to prior approved parameters.
- 6) Additional services, beyond the scope of services indicated above, can be rendered upon written request from the owner.

FEE:

Compensation for our design services as outlined above is a lump sum with a fee as follows:

Engineering Service Fee

\$3,800

Invoicing for services will be billed monthly for work completed. I hope this meets with your approval and we look forward to working with you on this project. Please sign where indicated below and return a copy of this letter to our office as authorization to proceed.

Page 2

If you have any questions, please feel free to contact me.

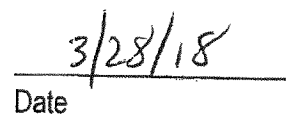
Sincerely,



Casper Briggs, PE
Mechanical Engineer

ACCEPTED:


Agent: City of Bartlett


Date





Attachment: Bid Design Approval BRC HVAC 4-5-2018 (2316 : BRC Roof Top HVAC Replacement Unit)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 04/24/18 07:00 PM

Department: Police

Category: Bid

Prepared By: Penny Medlock

Department Head: Gary Rikard

Bid for Police Department uniforms.

On March 4, 2018, Year an ad was placed in *The Daily News*. On March 22, 2018, the City of Bartlett received two bids, which were opened at City Hall.

Bids were received from the following companies:

Mid-South Solutions	\$3,238.30 total for individual items bid
CMS Uniforms	\$3,410.95 total for individual items bid

We recommend the bid be awarded to Mid-South Solutions.

Each division budgets for its employees' uniforms.

Funds are available in Account 110.42100.340.

Thank you for your consideration.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 04/24/18 07:00 PM

Department: Fire

Category: Bid

Prepared By: Dick Phebus

Department Head: Terry Wiggins

Bid for Fire Department uniforms.

On November 2, 2017 an ad was placed in *The Daily News*. On November 16, 2017 the City of Bartlett received two bids, which were opened at City Hall.

Bids were received from the following companies:

SHAPIRO	\$1863.70 total for individual items bid
CMS	\$1865.35 total for individual items bid

We recommend the bid be awarded to SHAPIRO. The bid is good for remainder of current fiscal year and for two one-year renewals beginning July 1, 2018.

Funds are available in Accounts 110.42200.340 and 110.42300.340

Thank you for your consideration.

**CITY OF BARTLETT
FIRE DEPARTMENT UNIFORMS
FY2018-10-034**

				CMS		SHAPIRO	
#	ITEM DESCRIPTION	Mfg. #	UNIT	UNIT PRICE	NOTES	UNIT PRICE	NOTES
	FIRE DEPARTMENT UNIFORMS PANTS	question		low bid	bid alternate	low bid	question
1	Men's Side-Pocket Pants, Class A Color: Dark Navy Stride: Short, Regular, Long Fabric: Polyester Waist Sizes: 28"-42"	38200	Each	\$30.00	38200	\$ 35.75	38200
2	Men's Side-Pocket Pants, Class A Color: Dark Navy Stride: Short, Regular, Long Fabric: Polyester Waist Sizes: Waist 44" and over	38200	Each	\$34.00	38200	\$ 35.75	38200
3	Women's Side-Pocket Pants, Class A Color: Dark Navy Stride: Short, Regular, Long Fabric: Polyester Women's Sizes: 6-24	38233	Each	\$30.00	38233	\$ 32.00	38233
4	Men's Pants, Command Staff Only Color: Dark Navy Stride: Short, Regular, Long Fabric: Polyester Waist Sizes: 28"-54"	8650NV	Each	\$33.00	8650NV	\$ 34.00	8650
5	Unisex Pants, PDU Class A Color: Dark Navy Stride: Short, Regular, Long Fabric: Polyester Waist Sizes: 28"-54"	74370	Each		bidding Elbeco FX57400		74370 alternate not accept.
6	Unisex Pants, PDU Class B Color: Dark Navy Stride: Short, Regular, Long Fabric: Polyester Waist Sizes: 28"-54"	74371	Each		bidding First Tactical 114008		74371 alternate not accept.
	SHIRTS						
7	Men's Long Sleeve Shirt Color: <u>White</u> , Neck Sizes: 14"-22" Material: Poly/Cotton	HS1528	Each	\$36.75	HS1528	\$ 39.00	HS1528
8	Men's Long Sleeve Shirt Color: <u>Navy</u> , Neck Sizes: 14"-22" Material: Poly/Cotton	HS1520	Each	\$36.75	HS1520	\$ 35.00	HS1520
9	Men's Short Sleeve Shirt Color: White Neck Sizes: 14"-22" Material: Poly/Cotton	HS1530	Each	\$31.30	HS1530	\$ 39.00	HS1528
10	Men's Short Sleeve Shirt Color: Navy Neck Sizes: 14"-22" Material: Poly/Cotton	HS1522	Each	\$31.30	HS1522	\$ 35.00	HS1520
11	Women's Long Sleeve Shirt Color: White Women's Sizes: 30"-50" Material: Poly/Cotton	L9103Z	Each	\$29.30	HS1169	\$ 34.00	HS1521
12	Women's Short Sleeve Shirt Color: White Women's Sizes: 30"-50"		Each	\$26.00	HS1270	\$ 30.00	HS1531

Attachment: FY2018-10-034 FIRE DEPARTMENT UNIFORMS.xls (2314 : Fire Department Uniforms)

**CITY OF BARTLETT
FIRE DEPARTMENT UNIFORMS
FY2018-10-034**

				CMS		SHAPIRO	
#	ITEM DESCRIPTION	Mfg. #	UNIT	UNIT PRICE	NOTES	UNIT PRICE	NOTES
13	Men's Long Sleeve Shirt Color: <u>White</u> , Neck Sizes: 14"-22" Material: Polyester	HS1149	Each	\$32.00	HS1149	\$ 32.00	H1149
14	Men's Short Sleeve Shirt Color: <u>White</u> Neck Sizes: 14"-22" Material: Polyester	HS1249	Each	\$30.00	HS1249	\$ 30.50	H1249
15	Men's Short Sleeve Polo Shirt Color: Navy Sizes: XS-3XL Material: Polyester	71049	Each		bidding First Tactical 112509		71049 alternate not accept.
16	Men's Long Sleeve Job Shirt Color: Navy, Sizes XS-3XL Material: Poly/Cotton Fleece Note: Emblem only, no patches	72321	Each		bidding First Tactical 118507		72321 alternate not accept.
17	BFD Long Sleeve Tee Shirt Color: Ash or Navy, Sizes: XS-3XL Material: Cotton	Tee	Each	\$9.50	TSS BFD	\$ 8.50	2400
18	BFD Short Sleeve Tee Shirt Color: Ash or Navy, Sizes: XS-3XL Material: Cotton	Tee	Each	\$6.00	TSS BFD	\$ 8.00	5180
19	BFD Long Sleeve Tee Shirt - Special Order Color: Ash or Navy, Sizes: Tall XS-3XL Material: Cotton	2000T	Each	\$9.50	G2400	\$ 10.50	PC61LST
20	BFD Short Sleeve Tee Shirt- Special Order Color: Ash or Navy, Sizes: Tall XS-3XL Material: Cotton	2000T	Each	\$6.00	2000T	\$ 8.50	PC61T
21	BFD Long Sleeve Sweatshirt Color: Ash or Navy, Sizes: XS-3XL Material: Cotton	18000	Each	\$11.25	18000	\$ 10.00	18000
22	Short Sleeve Tee Shirt Color: White or Black, Sizes: XS-3XL Material: Cotton, 3/pack	40016	Each		bidding Propper F5306-04		40016 alternate not accept.
23	Short Sleeve Tee Shirt Color: Ash or Navy, Sizes: XS-3XL Material: Cotton/Poly blend, each	Dry-blend	Each	\$7.65	8000	\$ 6.00	8000
JACKETS							
24	Lightweight Tac shell Jacket w/Waterproof Lining Color: Dark Navy Sizes: XS – 3X Outer Shell Material: Nylon	9820	Each	\$184.00	9820	\$ 168.00	9820
25	Softshell Fleece Jacket	4660	Each	\$90.95	4660	\$ 94.00	4660

Attachment: FY2018-10-034 FIRE DEPARTMENT UNIFORMS.xls (2314 : Fire Department Uniforms)

**CITY OF BARTLETT
FIRE DEPARTMENT UNIFORMS
FY2018-10-034**

#	ITEM DESCRIPTION	Mfg. #	UNIT	CMS	NOTES	SHAPIRO	NOTES
				UNIT PRICE		UNIT PRICE	
	Color: Navy Sizes: S – 3X						
	Material: Fleece Lengths: Short, Regular, Long						
	Note: Emblem only, no patches						
26	Sweater, fleece lined, full zip	227	Each	\$77.70	227	\$ 75.00	227
	Color: Navy Sizes: S – 3X						
	Material: Sweater Lengths: Short, Regular, Long						
27	Coat, Single Breasted, Class A	38803	Each	\$121.00	38803	\$ 133.00	38803
	Color: Navy, Sizes: 34-58						
	Material: Polyester, Regular or Long						
28	Raincoat, 30" jacket style, flame resistant	475AJ	Each	\$30.00	475JH	\$ 12.00	475AJ
	Color: Black, Sizes: S – 3X						
	Material: Polyurthane/Nylon						
	Note: No emblems, No patches						
	BOOTS						
29	Boots, Slip-on "Easy Escape"	UBBK	Pair	\$111.00	UBBK	\$ 104.00	UBBK
	Color: Black, Sizes: 6-12 M						
	Material: Full-grain black leather						
30	Boots, Zipper "Alpha-Force"	2173	Pair	\$78.50	2173	\$ 70.00	2173
	Color: Black, Sizes: 6-12 M						
	Material: Full-grain black leather						
31	Boots, Pull-on, "Company"	12032	Pair	\$80.00	bidding Weinbrenner 834-6034	\$ 76.00	12032
	Color: Black, Sizes: 6-12 Regular, Wide						
	Material: Full-grain black leather						
32	Boots, Side-zip, Taclite	12022	Pair	\$58.40	bidding First Tactical 165001	\$ 61.00	12022
	Color: Black, Sizes: 6-12 Regular, Wide						
	Material: Full-grain black leather						
33	Boots, Pull-on, "Wellington"	6330	Pair	\$87.00	6300	\$ 73.50	6300
	Color: Black, Sizes: 6-12 Medium-Extra Wide						
	Material: Full-grain black leather						
34	Boots, Lace-up, "Oxford"	2034	Pair	\$60.00	2034	\$ 51.00	2034
	Color: Black, Sizes: 6-12, Med., Wide, E-Wide						
	Material: Full-grain black leather						
35	Boots, Lace-up, "High-Gloss"	510-8	Pair	\$61.50	510-8	\$ 60.50	510-8
	Color: Black, Sizes: 6-12, Med., Wide, E-Wide						
	Material: Full-grain black leather						
	HATS AND CAPS						
36	Hat, Class A, Military Style	4-Star	Each	\$39.00	4-Star	\$ 55.00	4star
	Color: Navy, Sizes: 6-1/2 - 7-3/4						
	Material: Polyester/Gabardine						

Attachment: FY2018-10-034 FIRE DEPARTMENT UNIFORMS.xls (2314 : Fire Department Uniforms)

**CITY OF BARTLETT
FIRE DEPARTMENT UNIFORMS
FY2018-10-034**

				CMS		SHAPIRO	
#	ITEM DESCRIPTION	Mfg. #	UNIT	UNIT PRICE	NOTES	UNIT PRICE	NOTES
37	Ball Cap, Adjustable	182-1	Each	\$11.50	182-1	\$ 14.25	182-1
	Color: Navy, Sizes: Regular						
	Material: Polyester						
38	Ball Cap, Adjustable	NE2000	Each	\$11.00	NE200	\$ 12.50	NE200
	Color: Navy, Sizes: Regular						
	Material: 100% Cotton						
39	Ball Cap, Fitted	182	Each	\$11.50	182	\$ 14.25	182
	Color: Navy, Sizes: S - XL						
	Material: Polyester/Spandex						
40	Ball Cap, Fitted	NE1000	Each	\$10.00	NE1000	\$ 12.50	NE1000
	Color: Navy, Sizes: S/M - L/XL						
	Material: Cotton/Spandex						
41	Ball Cap, Mesh	11-1168	Each	\$7.75	#N/A	\$ 12.50	11-1168
	Color: Navy, Sizes: S/M - L/XL						
	Material: Polyester						
42	Skull Cap,	160	Each	\$15.70	160	\$ 17.75	160
	Color: Navy, Sizes: Regular, X-Large						
	Material: Polyester/Wool blend						
	Note: BFD in White						
43	Additional charge for name embossed on caps		Each	\$2.00		\$ 2.50	EMB
	BELTS						
43	Belt, Ranger		Each	\$19.40	1721	\$ 25.00	6512
	Color: Black, Waist Sizes: 28" - 42"						
	Material: Basketweave Leather						
	Silver or Gold Buckle						
44	Belt, Garrison	6606	Each	\$11.40	6606	\$ 11.50	6606
	Color: Black, Waist Sizes: 28" - 42"						
	Material: Basketweave Leather						
	Silver or Gold Buckle						
45	Belt, Trainer	59409	Each	\$25.50	bidding First Tactical	\$ 30.00	59409
	Color: Black, Waist Sizes: 28" - 42"				143009		
	Material: Nylon Mesh						
	Stainless Steel Buckle						
	MISCELLANEOUS ITEMS						
46	Tie, Clip-on or Velcro		Each	\$3.15	Sam Broome	\$ 4.00	90016
	Color: Navy Sizes: 18, 20, 22						
	Material: Polyester						
47	Underwear, Sports Brief	8006	Each	\$11.00	8006	\$ 12.50	8006
	Color: Black, Waist Sizes: XS - 2XL						
	Material: Cotton/Lycra						

Attachment: FY2018-10-034 FIRE DEPARTMENT UNIFORMS.xls (2314 : Fire Department Uniforms)

**CITY OF BARTLETT
FIRE DEPARTMENT UNIFORMS
FY2018-10-034**

				CMS		SHAPIRO	
#	ITEM DESCRIPTION	Mfg. #	UNIT	UNIT PRICE	NOTES	UNIT PRICE	NOTES
48	Socks, Crew Unisex (Uniform style)	WGX	Pair	\$8.60	WGX	\$ 8.95	WGX
	Color: Navy, Sizes: Select Shoe Size						
	Material: Thor-lon Acrylic						
49	Socks, Calf-length, Performance	SKS16	Pair	\$12.40	SKS16	\$ 12.50	SKS16
	Color: Black, Sizes: Select Shoe Size						
	Material: Coolmax/Spandex						
50	Gloves, Extrication, Ringers Barrier 1, Short Cuff	327	Pair	\$66.50	327	\$ 58.00	327
	Color: Safety Green, Sizes: XS - 3XL						
	Material: Thermal Plastic Rubber/Kevlar						
51	Gloves, Extrication,	HS4014	Pair	\$62.00	HS4014	\$ 58.00	HS4014
	Color: Safety Green, Sizes: XS - 3XL						
	Material: Thermal Plastic Rubber/Kevlar						
52	Safety Vest, Hi-Visibility, Plain	DC-60	Each	\$27.50	DC-60	\$ 12.00	DC-60
	Color: Safety Green, Sizes: XS - 5XL						
	Material: Hi-Viz Polyester/Silver Reflective Strips						
53	Duffle Bag, Sport	BG99	Each	\$14.00	BG99	\$ 19.00	BG99
	Color: Navy, Size: 12.75"H x 27.25"W x 13.5"D						
	Material: Polyester						
54	Name Plate	QS-6	Each	\$7.50	QS-6	\$ 15.00	QS-6
	Color: Polished Gold Plating, Size: 3"L x 3/4"H						
	Material: Gold Plating						
55	Collar Insignia, Three Letter - BFD	3/8S BFD	Each	\$6.35	3/8S BFD	\$ 6.00	3/8 BFD
	Color: Polished Gold Plating, Size: 1/2"						
	Material: Gold Plating						
56	Collar Bugles	P2616	Each	\$9.25	P2616	\$ 6.00	P2616
	Color: Polished Gold Plating, Size:						
	Material: Gold Plating						
57	Add on fee for name embroidery	Sewing	Each	\$2.00		\$ 2.50	SEWING
OVERALL TOTAL				\$ 1,865.35		\$ 1,863.70	

Attachment: FY2018-10-034 FIRE DEPARTMENT UNIFORMS.xls (2314 : Fire Department Uniforms)



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 04/24/18 07:00 PM

Department: Planning and Economic Development

Category: Report

Prepared By: Sam Harris

Department Head: Kim Taylor

Planning Commission Report for April 2018.

NEW BUSINESS

Master Plan

I. Windsor Park Subdivision, Section B, Phases 1 and 2, NE corner of New Brunswick and Ellis Road (Forrest Owens, ETI Corp)

INTRODUCTION: Mr. Forrest Owens with ETI Corp. is requesting Planning Commission approval of a Master Plan for Windsor Park Subdivision Section B, Phases 1 and 2. The subject property is located to the southeast of the existing Windsor Park Subdivision Section A and directly northeast of the intersection of Ellis Road at New Brunswick Road. The subject property is within the "RS-12" Single Family Residential Zoning District.

BACKGROUND: In February 2017, the Planning Commission approved the original Windsor Park Subdivision Section B, Phases 1 and 2 for 28 lots. The prior approval was northeast of the subject property along the Welford Drive and Banyan Cove road extensions. However, due to unforeseen amounts of fill needed to bring those lots up to the proper grade, the applicant has decided to proceed with the subject property which will not require the extensive amount of filling.

DISCUSSION: The specific request by the applicant is to subdivide 10.72-acres of land into a 23-lot single family residential subdivision. The lot sizes will range from 12,150-square feet to 33,274-square feet, and the lot widths will be 90-feet minimum at the front elevation building line. Access to the subdivision is proposed at the Banyan Lane road extension from Ellis Road to the north road stub of the subject property at Windsor Park Subdivision Section A. Detention for the subject property will be handled by the proposed detention basin on Common Open Space (COS) Lot B.

Request by Applicant received to defer this submittal until the next meeting.

Motion to approve deferral to next meeting passed.

Individuals present who received Public Notices were allowed to come forward with questions and concerns.

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 04/24/18 07:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for March 2018.



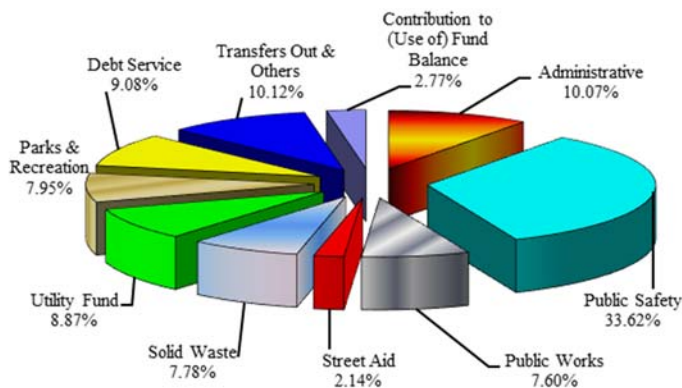
City of Bartlett

FINANCIAL REPORT

March 31, 2018

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

WHERE THE \$ GOES (Does not include School)

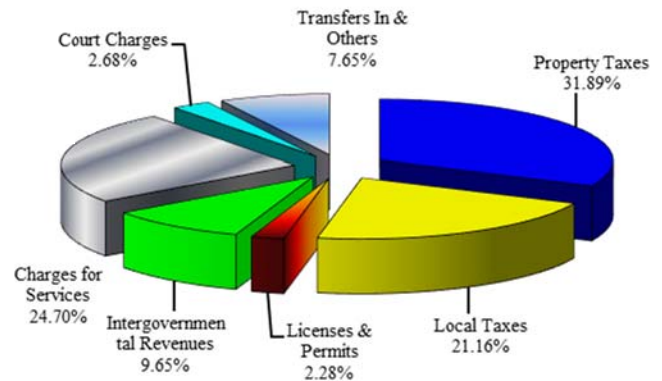


BUDGET HIGHLIGHTS

- Local Sales Taxes are below budget. Other revenues are within budget.
- Property taxes are due February 28 and delinquent March 1.
- Fiscal Year 2019 budget requests are being reviewed by the Mayor and CAO.

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

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



FY 2018 YEAR-TO-DATE For The Period Ending March 31, 2018

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 7,468,105	\$ 5,025,644
Public Safety	26,168,688	19,635,082
Public Works	5,905,999	4,317,387
Parks and Recreation	5,696,967	4,132,185
Performing Arts	601,966	516,150
Transfers & Other Gen. Fund Items	6,874,318	6,457,522
Subtotal	\$ 52,716,043	\$ 40,083,971
General Fund Revenues		
Property Taxes	\$ 25,269,603	\$ 25,016,361
Local Taxes	13,388,618	7,687,010
Building and Development Fees	1,806,700	1,226,357
Intergovernmental	6,024,500	3,316,478
Charges for Services	4,006,884	2,891,824
Court Charges	1,770,000	1,472,917
Other Revenue	449,738	355,583
Subtotal	\$ 52,716,043	\$ 41,966,529
Special Rev. Funds - Expenditures	\$ 9,440,509	\$ 7,384,785
Special Rev. Funds - Revenues	\$ 9,440,509	\$ 6,601,119
Utility Expenses	\$ 9,056,090	\$ 6,935,749
Utility Revenues	\$ 9,056,090	\$ 6,278,740
Debt Service Expenditures	\$ 8,596,400	\$ 8,011,019
Debt Service Revenues	\$ 8,596,400	\$ 9,577,843
Total Expenditures	\$ 79,809,042	\$ 62,415,523
Total Revenues	\$ 79,809,042	\$ 64,424,231

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

Attachment: Mar18FinRprt (2320 : Treasurer's Report for March 2018.)



City of Bartlett -- Financial Summary For The Period Ending March 31, 2018

5.5.a



	FY 2017 Actual	FY 2018 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2017	Year-to-Date Actual FY 2018	Increase/ Decrease in \$	Percent of FY 2017 Actual	Percent of FY 2018 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 6,731,107	\$ 7,468,105	\$ 736,998	\$ 4,691,760	\$ 5,025,644	\$ 333,884	69.70%	67.29%	-2.41%
Public Safety	24,480,010	26,168,688	1,688,678	18,549,745	19,635,082	1,085,337	75.78%	75.03%	-0.74%
Public Works	5,712,816	5,905,999	193,183	4,197,005	4,317,387	120,383	73.47%	73.10%	-0.36%
Parks and Recreation	5,249,695	5,612,327	362,632	3,873,263	4,132,185	258,922	73.78%	73.63%	-0.15%
Performing Arts	587,864	686,606	98,742	434,920	516,150	81,230	73.98%	75.17%	1.19%
Transfers & Other Gen. Fund Items	4,979,609	6,874,318	1,894,709	3,929,759	6,457,522	2,527,763	78.92%	93.94%	15.02%
Total General Fund Expenditures	\$ 47,741,101	\$ 52,716,043	\$ 4,974,942	\$ 35,676,452	\$ 40,083,971	\$ 4,407,519	74.73%	76.04%	1.31%
General Fund Revenues									
Property Taxes	\$ 20,243,942	\$ 25,269,603	\$ 5,025,661	\$ 19,827,747	\$ 25,016,361	\$ 5,188,614	97.94%	99.00%	1.05%
Local Taxes	13,026,438	13,388,618	362,180	7,825,685	7,687,010	(138,675)	60.08%	57.41%	-2.66%
Building and Development Fees	1,820,952	1,806,700	(14,252)	1,235,603	1,226,357	(9,246)	67.85%	67.88%	0.02%
Intergovernmental	6,012,640	6,024,500	11,860	3,215,813	3,316,478	100,665	53.48%	55.05%	1.57%
Charges for Services	4,067,276	4,006,884	(60,392)	2,761,808	2,891,824	130,017	67.90%	72.17%	4.27%
Court Charges	1,772,482	1,770,000	(2,482)	1,254,017	1,472,917	218,900	70.75%	83.22%	12.47%
Other Revenue	441,337	449,738	8,401	304,035	355,583	51,548	68.89%	79.06%	10.18%
Total General Fund Revenues	\$ 47,385,068	\$ 52,716,043	\$ 5,330,975	\$ 36,424,707	\$ 41,966,529	\$ 5,541,822	76.87%	79.61%	2.74%
Special Revenue Funds									
Street Aid Fund	\$ 2,161,362	\$ 1,695,000	\$ (466,362)	\$ 1,679,466	\$ 1,039,266	\$ (640,200)	77.70%	61.31%	-16.39%
Solid Waste Fund	5,855,458	6,329,310	473,852	4,391,607	4,785,618	394,011	75.00%	75.61%	0.61%
General Improvement Fund	791,552	770,500	(21,052)	723,412	601,512	(121,900)	91.39%	78.07%	-13.32%
Drug Enforcement Fund	172,808	399,000	226,193	143,798	191,001	47,203	83.21%	47.87%	-35.34%
DEA Enforcement Fund	2,909	74,400	(20,465)	1,517	14,540	72,911	52.14%	19.54%	-32.60%
Drainage Control Fund	94,865	117,299	117,299	73,551	74,428	(18,551)	77.53%	63.45%	-14.08%
Park Improvement Fund	0	55,000	52,091	0	55,000	14,540	0.00%	100.00%	100.00%
Grant Funds	2,277,325	0	(2,277,325)	4,467,658	623,420	(3,844,237)	196.18%	0.00%	-196.18%
Special Revenue Funds - Expenditures	\$ 11,356,279	\$ 9,440,509	\$ (1,915,770)	\$ 11,481,008	\$ 7,384,785	\$ (4,096,223)	101.10%	78.22%	-22.87%
Special Revenue Funds - Revenues	\$ 10,891,668	\$ 9,440,509	\$ (1,451,159)	\$ 10,614,920	\$ 6,601,119	\$ (4,013,801)	97.46%	69.92%	-27.54%
Utility Fund									
Total Utility Operations	\$ 8,272,744	\$ 7,699,588	\$ (573,156)	\$ 6,754,678	\$ 5,686,337	\$ (1,068,341)	81.65%	73.85%	-7.80%
Total Utility Debt Expenses	1,567,142	1,356,502	(210,640)	1,513,769	1,249,412	(264,357)	96.59%	92.11%	-4.49%
Total Utility Expenses	\$ 9,839,886	\$ 9,056,090	\$ (783,796)	\$ 8,268,447	\$ 6,935,749	\$ (1,332,698)	84.03%	76.59%	-7.44%
Total Utility Revenues	\$ 8,690,758	\$ 9,056,090	\$ 365,332	\$ 6,394,221	\$ 6,278,740	\$ (115,481)	73.57%	69.33%	-4.24%
Debt Service Fund									
Total Debt Service Expenditures	\$ 5,465,928	\$ 8,596,400	\$ 3,130,472	\$ 4,384,034	\$ 8,011,019	\$ 3,626,984	80.21%	93.19%	12.98%
Total Debt Service Revenues	\$ 5,170,067	\$ 8,596,400	\$ 3,426,333	\$ 2,886,822	\$ 9,577,843	\$ 6,691,021	55.84%	111.42%	55.58%
Total Expenditures	\$ 74,403,195	\$ 79,809,042	\$ 5,405,847	\$ 59,809,941	\$ 62,415,523	\$ 2,605,582	80.39%	78.21%	-2.18%
Total Revenues	\$ 72,137,561	\$ 79,809,042	\$ 7,671,481	\$ 56,320,670	\$ 64,424,231	\$ 8,103,561	78.07%	80.72%	2.65%

Attachment: Mar18FinRprt (2320 : Treasurer's Report for March 2018.)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 04/24/18 07:00 PM

Department: Board of Mayor and Aldermen

Category: Appointment

Prepared By: Jessica Vaughan

Department Head: A. Keith McDonald

Appoint Mike Adams to the Shelby County Solid Waste Board.

This is a request to appoint Mike Adams to serve on the Shelby County Solid Waste Board. He will be replacing Bill Yearwood as Mr. Yearwood is retiring.