



City of Bartlett
A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

TUESDAY, FEBRUARY 24, 2015 - BARTLETT CITY HALL - 7:00 PM

INVOCATION

Opening Prayer

FUTURE MEETINGS

Family Assistance Commission, March 2 at 6 p.m.

Planning Commission, March 2 at 7 p.m.

Bartlett Station Commission, March 4 at 7:30 a.m.

City Beautiful Commission, March 5 at 7 p.m.

Bartlett Historical Society, March 9 at 7 p.m.

RECOGNITIONS

Official Business of the Day

MINUTES ACCEPTANCE

Minutes of the February 10, 2015 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.

- I. Ordinance 15-01, an ordinance to amend Title 8, Chapter 3, Section 8-301 of the Codified Ordinances of the City of Bartlett, Tennessee to require the appointment of the Beer Board.

UNFINISHED BUSINESS

- I **Third Reading of Ordinance 15-01, an ordinance to amend Title 8, Chapter 3, Section 8-301 of the Codified Ordinances of the City of Bartlett, Tennessee to require the appointment of the Beer Board. (Ed McKenney, City Attorney)**

CONSENT AGENDA**1 Special event permit for St Ann / St Vincent De Paul Garage Sale. (Jim Brown, Director of Code Enforcement)**

The event will be held on Saturday, March 14 from 6 a.m. to 1 p.m. at St. Ann Catholic Church.

2 Professional fee proposal for Bartlett City Schools audit fee. (Dick Phebus, Director of Finance)

Recommend accepting audit fee proposal of \$19,000 from Watkins Uiberall, LLC for Bartlett City Schools Fiscal Year 2015 Audit. Costs will be paid by City of Bartlett and reimbursed by Bartlett City Schools Board of Education. Funds are available in Account 110.43100.175.

3 Purchase of one Mobile Tag Reader. (Gary Rikard, Chief of Police)

Request approval to purchase one mobile tag reader from 3M for a total cost of \$17,735.00. 3M is a sole source provider and on the State bid contract. Funds are available in Account 124.48124.939.

4 Bid for two Police Motorcycles. (Gary Rikard, Chief of Police)

Recommend accepting the lower bid from Performance Plus at a cost of \$24,650.22 each and a total cost of \$49,300.44. Funds are available in account 311.48311.785.20315.

5 Bid for Automated Side Loader Refuse Truck. (Bill Yearwood, Director of Public Works)

Recommend accepting the lowest bid from Sansom Equipment at a cost of \$232,574.00. Funds are available in Account 122.48122.935.

6 Bid for W. J. Freeman Park restroom renovation. (Wade Towles, Assistant Director of Engineering)

Recommend accepting the lowest bid from Viktorhall Construction, LLC in the amount of \$222,000.00, plus a contingency amount of \$11,000.00 for a total cost of \$233,000.00. Funds are available in Account 311.48311.780.51415.

7 Treasurer's Report for January 2015. (Dick Phebus, Director of Finance)**NEW BUSINESS**

There is no new business.

OPEN DISCUSSION

ADJOURNMENT



City of Bartlett

A. Keith McDonald, Mayor

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

TUESDAY, FEBRUARY 10, 2015 - BARTLETT CITY HALL - 7:00 PM

CALL TO ORDER

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

INVOCATION

Opening Prayer by Mayor McDonald

FUTURE MEETINGS

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

Historical Preservation Commission, February 16 at 7 p.m.

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

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

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

RECOGNITIONS

Presentation by Shelby County Trustee David Lenoir

Shelby County Trustee David Lenoir gave his semi-annual presentation about the state of the County's financial health.

Proclamation for Kayli Webb

Mayor McDonald proclaimed February 10, 2015 as Kayli Webb Day for being named Miss Shelby County Outstanding Teen.

Ms. Webb is a 16-year-old resident of Bartlett. She will be competing for Miss Tennessee Outstanding Teen.

Proclamation for Engineers Week

Mayor McDonald proclaimed the week of February 22 through February 28 as Engineers Week in the City of Bartlett.

Minutes Acceptance: Minutes of Feb 10, 2015 7:00 PM (MINUTES ACCEPTANCE)

*****Official Business of the Day*******MINUTES ACCEPTANCE****Minutes of the January 27, 2015 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

UNFINISHED BUSINESS

- I **Second Reading of Ordinance 15-01, an ordinance to amend Title 8, Chapter 3, Section 8-301 of the Codified Ordinances of the City of Bartlett, Tennessee to require the appointment of the Beer Board. (Ed McKenney, City Attorney)**

RESULT:	APPROVED ON SECOND READING [UNANIMOUS]	Next: 2/24/2015 7:00 PM
MOVER:	Jack Young, Vice Mayor	
SECONDER:	David Parsons, Alderman	
AYES:	Pleasant, Elliott, Parsons, Simmons, Young, Sedgwick	

CONSENT AGENDA

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

- I **Special event permit for Autism Festival. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, April 25 from 8 a.m. until 5 p.m. at Transformations Autism Treatment Center, 6761 Stage Rd.
- 2 **Special event permit for Stanky Creek Marathon & Half Marathon. (Jim Brown, Director of Code Enforcement)**
The event will be held on Saturday, March 8 from 8 a.m. til 3:30 pm at Nesbit Park.
- 3 **Shelby County Wellhead Protection annual maintenance fee. (Rick McClanahan, Director of Engineering)**
Recommend authorization to pay the Shelby County Health Department \$11,524.15.
This fee is based on the number of water meters in the city (21,185) multiplied by \$0.55.
Funds are available in Account 510.51200.644.

Minutes Acceptance: Minutes of Feb 10, 2015 7:00 PM (MINUTES ACCEPTANCE)

- 4 Redesign of Shadowlawn Sewer Project, Phase 2. (Rick McClanahan, Director of Engineering)**
Request authorization to redesign Shadowlawn Sewer Project, Phase 2 to accommodate needs of adjacent property owners. Barge Waggoner Sumner & Cannon have agreed to complete this redesign for a total cost of \$18,869.00. Funds are available in Account 312.48312.772.8114.
- 5 Upgrade to Bartlett Justice Center's fire safety and security system. (Gary Rikard, Chief of Police)**
Recommend contracting with Siemens Industry, Inc. to upgrade the life safety system main panel components, while reusing the existing field devices and wiring for a total cost of \$10,550.00. Currently half of the system is non-functioning, and due to the system's age cannot be replaced without an upgrade. Siemens is the sole provider for our system. Funds are available in Account 110.42100.266.
- 6 Planning Commission Report for February 2015. (Terry Emerick, Director of Planning and Economic Development)**
Item 1 - Site Plan for Bartlett Wine and Spirits was approved with conditions.
Item 2 - Site Plan for Caring Estates was approved with conditions.
Item 3 - Site Plan for Mid-South Muffler and Automotive was approved with conditions.
- 7 Treasurer's Report for December 2014. (Dick Phebus, Director of Finance)**
Budgeted Expenditures \$67,246,180
Year-to-date Expenditures \$34,405,631
Budgeted Revenues \$67,246,180
Year-to-date Revenues \$30,442,384

NEW BUSINESS

- 1 Appoint Melissa Woodall to Parks and Recreation Advisory Board. (A. Keith McDonald, Mayor)**

Ms. Woodall's term will expire December 31, 2017.

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

- 2 Appeal of the Design Review Commission's decision regarding signage for Farrell Calhoun located at 6810 Summer Avenue. (Terry Emerick, Director of Planning and Economic Development)**

Mr. Emerick explained that Farrell Calhoun had a lighted, box sign installed without a permit or Design Review Commission approval. The sign replaced a canopy sign that had been in place at least 15 years. The new sign is 112 square feet, and City ordinance 14-448 only allows 100 square feet.

The Design Review Commission cannot approve a sign that does not comply with the sign ordinance.

Stephanie Williams, Williams Sign Company at 1399 Thomas Street in Memphis, confirmed that her company did install the sign. She apologized for not obtaining a permit.

Mayor McDonald said that this company has done business in Bartlett for a long time, so Mrs. Williams had to have known she needed a permit and Design Review Commission approval prior to installing a sign. The Board recently overhauled the City's sign ordinance granting more leeway to businesses. The Mayor said if the Board allows Farrell Calhoun to keep the oversized sign, it will set a precedent.

Mrs. Williams pointed out that the copy and graphics are only 70 square feet.

Mayor McDonald asked Deputy Director of Planning Kim Taylor if sign measurements only include graphics and text. Ms. Taylor explained that when a business installs a box sign, the entire surface of the sign is measured.

Alderman Elliott noted that Mrs. Williams could've saved herself this trouble, if she had spoken with the Planning Department prior to installing the sign. She could've received administrative approval if the sign had been 100 square feet.

Kelly O'Neal, owner of Farrell Calhoun, said he is also upset with Mrs. Williams.

Ms. Taylor explained that the canopy that the lighted box sign replaced was larger than the new sign, but only the copy is measured on canopy signs.

Mrs. Williams tried to argue that the lighted box sign is smaller than the canopy sign it replaced, so the Board could approve it as special circumstance.

Mayor McDonald said the fact that she forgot to get permission is not an exceptional circumstance.

After reviewing images of the new and old sign on the building, Mayor McDonald proposed that since it appears that the new sign and copy of the old sign are the same size and the new sign looks better that it might be okay to allow.

City Attorney Ed McKenney said the Board will set a precedent regardless of what decision it makes. He said he could probably defend the Mayor's proposal.

Vice Mayor Young said the City went through a lot of work to redo the sign ordinance, and he has a problem with allowing a variance because the sign company forgot to get permission.

Alderman Simmons moved to overturn the Design Review Commission's decision and allow Farrell Calhoun to keep the 112 square foot lighted box sign.

RESULT:	APPROVED [4 TO 3]
MOVER:	Bobby Simmons, Alderman
SECONDER:	W.C. Pleasant, Alderman
AYES:	McDonald, Pleasant, Parsons, Simmons
NAYS:	Elliott, Young, Sedgwick

OPEN DISCUSSION

There was no open discussion.

ADJOURNMENT

Meeting adjourned at 7:40 PM



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

ORDINANCE (ID # 1429)

Meeting: 02/24/15 07:00 PM
Department: Legal
Category: Amendment
Prepared By: Stefanie McGee
Initiator: Ed McKenney
Sponsors:
DOC ID: 1429

Ordinance 15-01, an ordinance to amend Title 8, Chapter 3, Section 8-301 of the Codified Ordinances of the City of Bartlett, Tennessee to require the appointment of the Beer Board.

WHEREAS, the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, desire to amend Title 8, Chapter 3 (Beer Ordinance) to require the appointment of the Beer Board.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Bartlett, Tennessee, that Section 8-301 of said Title and Chapter is deleted in full and replaced with the following:

Section 1. 8-301, Beer Board Established.

There is hereby established a Beer Board to be composed of (5) five members who are citizens of the City of Bartlett. The members shall be appointed by the Mayor and approved by the Board of Mayor and Aldermen. Members shall serve two-year terms and may be re-appointed. To achieve staggered terms; the initial appointments shall be:

Two (2) members for one year

Three (3) members for two years

All members shall serve at the will and pleasure of the Mayor and may be removed with or without cause or notice. The Beer Board shall, from its members, elect a Chairman who shall preside at its meetings. Its members shall serve without compensation.

Section 2. Severability. Should any provision of this Ordinance be rendered unconstitutional or null and void by a Court of Law, legislative act or otherwise, all other provisions of this Ordinance shall remain in full force and effect.

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: January 27, 2015

SECOND READING: February 10, 2015

THIRD READING: February 24, 2015

W.C. Pleasant, Register to the Board

A. Keith McDonald

of Mayor and Aldermen

Mayor

ATTEST: _____

Stefanie McGee

City Clerk

HISTORY:

01/27/15 Board of Mayor and Aldermen **APPROVED ON FIRST READING**
Next: 02/10/15

Updated: 1/23/2015 12:44 PM by Stefanie McGee

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02/10/15 Board of Mayor and Aldermen **APPROVED ON SECOND READING**
Next: 02/24/15

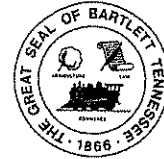
**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 02/24/15 07:00 PM
Department: Code Enforcement
Category: Special event permit
Prepared By: Valerie Brantley
Department Head: Jim Brown

Special event permit for St Ann / St Vincent De Paul Garage Sale.



**APPLICATION FOR SPECIAL EVENT
OFFICE OF
BARTLETT CODE ENFORCEMENT
6462 STAGE ROAD
BARTLETT TN 38134
901-385-6425**

6529 STAGE RD 38134
Address Zip Code

MAR 14, 2015 6am - 1 PM
Dates of the Event Hours of the Event

FUND RAISER / GARAGE SALE
Type of Event (Fund Raiser, Seasonal, Tent Sale, Sidewalk Sale, Public Attraction)

ST ANN CATHOLIC CHURCH
Property Owner

ST VINCENT DE PAUL SOCIETY 6529 STAGE RD
Special Event Permit Applicant Address of Applicant

901-283-2760 373-9030
Phone Number Fax Number

Check all items that apply:

For information call (901) 385-6425.

☒ State of TN Business License, Shelby County Business License, Bartlett Business License (For Type 2 Events)
☒ Letter of Permission
☒ Insurance
☒ Tents (Fire Retardant letter included)
☒ Special Event Checklist
☒ Map
☒ Sign or Banner

_____ \$60.00 _____ Special Event Fee
 _____ \$4.00 _____ Permit Issuing Fee

_____ Total

JOHN VETTER
Responsible Person

2/9/15
Date

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

APPROVAL

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

Special Event Checklist

Event: St Ann / St Vincent De Paul
 Location: 6529 STAGE RD
 Dates: MAR 14 2015

Type of special event: (Check one.)

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

Exempt events: (If any of these apply, the special event is exempt from the permit requirement.)

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

Performance standards:

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

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

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

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

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

Conditions

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

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

Special event permit application, content and submission requirements

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

The application shall set forth and contain the following information:

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

Special event permit - authorization by Permitting Official

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

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

Certificate of Coverage

Date: 8/13/2014

Certificate Holder

Bishop of the Diocese of Memphis and His Successors in
Office, Diocese of Memphis
Catholic Center
5825 Shelby Oaks Drive
Memphis, TN 38134

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage

THE CATHOLIC MUTUAL RELIEF
SOCIETY OF AMERICA
10843 OLD MILL RD
OMAHA, NE 68154

Covered Location

St. Ann Catholic Church
6529 Stage Road
Bartlett, TN 38134

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate 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 coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability				Each Occurrence	500,000
☒ Occurrence	8576	7/1/2014	7/1/2015	General Aggregate	
☐ Claims Made				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability	8576	7/1/2014	7/1/2015	Each Occurrence	500,000
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage is verified for claims arising out of St. Ann Church's Blook Party Fundraiser on September 12 and 13, 2014.

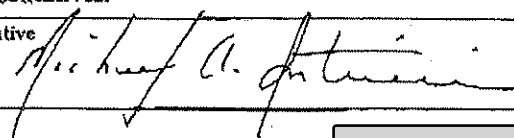
Holder of Certificate

Cancellation

City of Bartlett
c/o Code Compliance
PO Box 341148
Bartlett, TN 38134

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative



0277001153

~~St Vincent de Paul Society~~
~~St Ann Catholic Church * 6529 Stage Road * Bartlett, Tn 38134~~

February 11, 2015

Bartlett Code Enforcement
6462 Stage Rd
Bartlett, TN 38134
Phone 385-6425

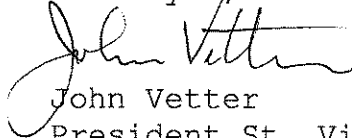
Re: Permit to display sign for Yard Sale

From St. Ann Catholic Church
St. Vincent de Paul Society
6529 Stage Rd
Bartlett, TN 38134

Dear Sir/Madam

We are requesting a permit to display a sign to advertise for a yard/garage sale that will be held Saturday March 14, 2015, from 7AM to approximately 2PM in the old gym at St Ann School. This sign will be displayed from February 23, 2015, through the sale date. The sign would be about 8 ft. x 4 ft. The proceeds of this sale will be used to help the sick, poor and the needy who call the church asking for assistance to pay their utility bills, rent, prescriptions, groceries or medical bills etc.

Thank you,



John Vetter
President St. Vincent de Paul Society

Attachment: St Ann-St Vincent De Paul Yard Sale-March 2015 (1443 : St Ann / St. Vincent De Paul Yard Sale)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 02/24/15 07:00 PM

Department: Finance

Category: Proposal

Prepared By: Dick Phebus

Department Head: Dick Phebus

Professional fee proposal for Bartlett City Schools audit fee.



Watkins Uiberall, PLLC
 Certified Public Accountants
 Independent Member of BKR International

1661 Aaron Brenner Drive • Suite 300
 Memphis, Tennessee 38120
 901.761.2720 • Fax: 901.683.1120

417 West Main Street • Suite 100
 Tupelo, Mississippi 38804
 662.269.4014 • Fax: 662.269.4016

www.wucpas.com

February 17, 2015

Mr. Dick Phebus
 Director of Finance
 City of Bartlett
 6400 Stage Road
 Bartlett, Tennessee 38134

Mr. Phebus,

Per our conversation last Friday at the School District's office, we would like to amend the contract to audit the City for FY2015 to include the audit of the special revenue fund representing the School District, as well as, the additional audit procedures related to the federal programs of the School District for an additional \$15,000 and \$4,000, respectively.

As we discussed, the District's operations will be presented as a major fund in the City's audited financial statements and the federal grant activity of the District will be included in the City's Schedule of Expenditures of Federal Awards.

In our conversation with the Superintendent and Chief Financial Officer of the District, it was noted that this amendment would be more cost effective than if the District had a separate independent audit with separately issued financial statements.

With the District's budget being almost twice that of the City's general fund, we believe the requested amended fees are reasonable under the circumstances.

Upon approval of our proposed amendment, please notify me so we may proceed with preparing the State Contract to Audit.

Please contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey L. Thomason".

Jeffrey L. Thomason, CPA

Attachment: Bartlett Audit Amendment FY 15.pdf (1447 : Schools Audit Fee)

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 02/24/15 07:00 PM

Department: Police

Category: Purchase

Prepared By: Penny Medlock

Department Head: Gary Rikard

Purchase of one Mobile Tag Reader.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 02/24/15 07:00 PM

Department: Police

Category: Bid

Prepared By: Penny Medlock

Department Head: Gary Rikard

Bid for two Police Motorcycles.

On January 28, 2015 an ad was placed in *The Daily News*, and five emails were sent to prospective bidders. Two bids were received and opened on February 12, 2015.

Bids were received from the following companies:

Bumpus Harley Davidson	\$25,463.66 each
Performance Plus	\$24,650.22 each

We recommend the bid be awarded to Performance Plus for a total price of \$49,300.44 (two motorcycles).

Funds are available in account 311.48311.785.20315.

Thank you for your consideration.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 02/24/15 07:00 PM

Department: Public Works

Category: Bid

Prepared By: Sherry Howard

Department Head: Bill Yearwood

Bid for Automated Side Loader Refuse Truck.

On January 22, 2015, an ad was placed in *The Daily News*. On February 5, 2015 the City of Bartlett received eight bids, which were opened at City Hall.

Bids were received from the following companies:

Samson Equipment Co.	\$232,574.00
McNeilus	\$232,673.00
Scruggs Equipment Company	\$233,693.00
TriState Truck Center	\$243,725.00
Scruggs Equipment Company	\$244,317.00
Scuggs Equipment Company	\$256,393.00
CMI Equipment Sales, Inc.	\$268,187.00
Crow's Truck Service, Inc.	\$269,255.12

We recommend the bid be awarded to Sansom Equipment for a total price of \$232,574.00.

Funds are available in account 122.48122.935.

Thank you for your consideration.



Board of Mayor and Aldermen

6400 Stage Road
Bartlett, TN 38134

SCHEDULED

AGENDA ITEM

Meeting: 02/24/15 07:00 PM

Department: Engineering

Category: Bid

Prepared By: Wade Towles

Department Head: Wade Towles

Bid for W. J. Freeman Park restroom renovation.

The FY 2015-01-2015 ADA and Exterior Renovations--W J Freeman Park Restrooms was advertised in *The Commercial Appeal* on January 22, 2015. The contractors that picked up bid documents are as follows:

Barnes and Brower, Inc.
Viktorhall Contractors, LLC
Don G. Austin--G C
Jaycon Development
Albro Construction
Wagner General Contractors
R&R General Contractors
Morris General Construction
A&B Construction Co., Inc.

On February 12, 2015 we received seven bids for the construction of the **FY 2015-01-2015 ADA and Exterior Renovations--W J Freeman Park Restrooms**. The apparent low bidder, Viktorhall Contractors, LLC submitted a Base Bid of **\$204,000.00 plus an add alternate bid no. 1 in the amount of \$6,000.00 plus an add alternate bid no. 2 in the amount of \$7,500.00 plus an add alternate bid no. 3 in the amount of \$4,500.00 for a Total Base Bid amount of \$222,000.00**. Based on the bid prices submitted, I recommend awarding this bid based on the Base Bid Price plus Alternates 1, 2, and 3. The bids received have been reviewed by the Consultant/Contract Review Committee, and it concluded that Viktorhall Contractors, LLC has submitted the lowest and best bid. The Committee recommends awarding the contract to Viktorhall Contractors, LLC in the amount of \$222,000.00, plus an additional amount of \$11,000 for items that may be needed during contraction, for a total cost of \$233,000.00. Viktorhall Contractors, LLC has performed work for the City of Bartlett on other projects. Funding is available in Account 311.48311.780.51415.

The actual bid tabulation results are attached.

Bidder	Total Base Bid including alt. 1, 2 and 3
Viktorhall Contractors, LLC	\$222,000.00
Jaycon Development	\$232,855.00
A&B Construction Co., Inc.	\$275,330.00
Wagner General Contractors	\$302,700.00
Don G. Austin--G C	\$308,705.00
Barnes and Brower, Inc.	\$322,551.00

R&R General Contractors	\$350,610.00
-------------------------	--------------

Also, please approve the proposal attached from Ross Witt to provide a review and approval of the various submittals associated with this project along with some site review and construction administration, the proposal is in the amount of \$2,000.00. Funding is available in **Account 311.48311.780.51415.**

A copy of the bid document (plans and bid book) is located in the Alderman's Conference Room for review. A copy of the bid tabulation is located in the Alderman's Conference Room for review. These documents have also been attached to this MinuteTraq file.

PROJECT MANUAL
 DOCUMENTS & SPECIFICATIONS
 BID DATE - FEBRUARY 12, 2015

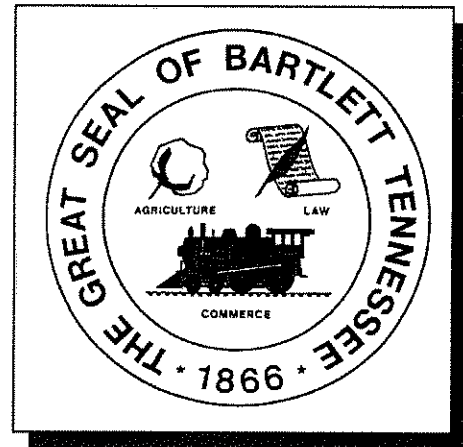
ADA and EXTERIOR RENOVATION W J FREEMAN PARK RESTROOMS

ARCHITECT – ROSS WITT, pllc



January 15, 2015

OWNER – CITY OF BARTLETT



NOTICE TO BIDDERS

Bids are to be received no later than 2:00 P.M. on **February 12, 2015**. Sealed bids are to be marked **ADA and EXTERIOR RENOVATIONS – W J FREEMAN PARK RESTROOMS** and are to be addressed to the attention of Mayor A. Keith McDonald at the following address:

**CITY OF BARTLETT
6400 STAGE ROAD
P.O. BOX 341148
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 company or individual for any reason.* Plans and specifications can be picked up at the City of Bartlett Engineering office located at 6382 Stage Road. Bartlett, TN 38134. A \$50.00 non-refundable deposit is required. Make checks payable to the City of Bartlett. If further information is desired, please contact **Mr. David Thompson, Director of Bartlett Parks and Recreation** at 901-385-5552.

Please complete Price on BID FORM

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

NAME OF FIRM

Print Name

ADDRESS

TELEPHONE

SIGNATURE OF AUTHORIZED
REPRESENTATIVE

NB-1

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TC-1

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INSTRUCTIONS TO BIDDER

PROJECT SCOPE

The Project Scope includes Renovations to two existing restroom buildings located at W J Freeman Park, Bartlett, TN. The W J Freeman Park is located on the west side of Bartlett Boulevard near Bartlett Road.

The City of Bartlett will review the bids received and award provided on the funding that is available for the project.

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

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 ways 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 Owner will be justified in rejecting any claim based on facts regarding which he should have been on notice as a result thereof.

3. ALTERNATIVE BIDS

There are no alternatives/options for this project.

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 interlineations, excisions or special conditions shall be made or included in the Bid Form by the Bidder.

b. Bid Documents including the Bid, the Bid Guaranty, and the Statement of Bidder's Qualifications (if requested) shall be enclosed in envelopes (outer and inner), both of which shall be sealed and clearly labeled as required by the GENERAL CONTRACTOR'S LICENSING ACT OF 1976.

c. The Owner 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, it will be awarded by the Owner 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 are to be submitted in sealed envelopes marked on the outside:

License Name of Project
 Date of Bid Opening
 Name of Contractor/Company
 Tennessee License Number if Bid Exceeds \$25,000.00
 Licenses Expiration Date
 (Identify if Bid is less than \$25,000.00 so Bid will be opened.)

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 **Owner**. 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 Owner 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.

IB-2

6. **COLLUSIVE AGREEMENTS**

Each Bidder submitting a Bid to the Owner 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 Owner submit on the form furnished for that purpose a copy of which is included in the Contract Documents), a statement of the Bidder's Qualifications, its experience record in constructing the type improvements embraced in the project contemplated by the Contract Documents, his organization and equipment available for the work contemplated, and, when specifically requested the Owner, a detailed financial statement. The Owner shall have the right to take such steps as is deems necessary to determine the ability of the Bidder to perform his obligations under the Contract and the Bidder shall furnish the Owner 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 Owner that the Bidder is qualified to carry out properly the terms of the Contract.

8. **UNIT PRICES**

The unit price for each of the several items in the proposal of each Bidder shall include its prorated share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price bid represents the total bid. Any bid not conforming to this requirement may be rejected as informal. The special attention of all bidders is called to this provision, for should conditions make it necessary to revise the quantities, no limit will be fixed for such increased, or decreased quantities, nor extra compensation allowed.

9. **CORRECTIONS**

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

10. **TIME FOR RECEIVING BIDS**

- a. Bids received prior to the advertised hour of opening will be securely kept sealed. The officer 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 Owner 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.

11. OPENING OF BIDS

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

12. 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.

13. 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 Owner, 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 Owner 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 portions of the work involved in construction of the Improvements contemplated by the Contract Documents.

14. EQUAL EMPLOYMENT OPPORTUNITY

Attention of Bidders is particularly called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, or national origin.

GENERAL CONDITIONS:

A. INSURANCE

A.1 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, its officers, employees and agents 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 very 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 (1) directly or indirectly employed or (2) under the supervision of any of them in the prosecution of the Work included in this Contract.

A.2 In addition to the indemnification provided in paragraph 1A.1, the Contractor, upon award of the Contract, shall provide at his own cost and expense the following insurance to the City of Bartlett in 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. Each certificate or policy shall require and state in writing that, "thirty days (30) prior to cancellation or material change in the policies, notice thereof shall be given to the City of Bartlett 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 Contract or may be withheld until those requirements have been met, or at the option of the City may pay the renewal premiums and withhold such payments from any monies due the Contractor.

A.3 Workmen's Compensation

The Contractor shall maintain in force Workmen'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.

A.4 Owner's Protective Liability Insurance

1. Insurance is to be taken out in the name of the City as named insured.
2. Owner's Protective Liability: Bodily Injury, including death, with MINIMUM LIMITS of \$500,000.00 each occurrence and \$1,000,000.00 Aggregate: Property Damage MINIMUM LIMITS of \$500,000.00 each occurrence and \$500,000.00 Aggregate.
3. Disposition: Certificate of Insurance must be sent to the City of Bartlett prior to the commencement of work.

GC-1

A.5 Comprehensive Automobile Liability Insurance

Insurance is to be taken out in the name of the Contractor as named insured and City as an additional insure, covering owned, hired and non-owned vehicles with MINIMUM LIMITS OF: Bodily Injury and Property Damage \$1,000,000.00 Each Accident – Combined Single Limit.

A.6 Contractor's General Liability Insurance

1. Insurance is to be taken out in the name of the Contractor as named insured. With MINIMUM LIMITS OF: Bodily Injury (including death) and Property Damage \$500,000.00 each occurrence and \$1,000,000.00 Aggregate – Combined Single Limits.

2. Coverage's to be included: Independent Contractors; Products and Completed Operations: Comprehensive Form; XCU (Explosion, Collapse, and underground) Coverage; Broad Form Property Damage; Personal Injury; and premises and Operations.

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, and
- 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 most current adopted edition of the 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 prosecution of the Work may affect them. All damage, injury, or loss to any property referred to in Subparagraph 1B.1.C or 1B.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 unless otherwise designated in writing by the Contractor to the City.

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. Copies of these specifications are available at Bartlett Engineering, 6382 Stage Road, Bartlett, Tennessee 38134, phone 901-395-6499..

D. TIME OF COMPLETION

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

E. CONSTRUCTION ENGINEERING

E.1 The contractor shall be responsible for construction staking, surveying, and cut sheets in accordance with the City of Bartlett Construction specifications. Actual construction staking shall be performed by a registered licensed professional engineer or surveyor registered in the state of Tennessee. The contractor shall contact the City of Bartlett after construction staking is in place prior to the installation of the permanent improvement. Costs associated with the construction staking shall be considered as incidental to other unit prices bid under this contract and shall not be paid for separately.

F. PERFORMANCE BOND

F.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 Owner an Agreement on the form included in the Contract documents in such number of copies as the Owner may require.

GC-3

F.2 Having satisfied all conditions of award as set forth elsewhere in these documents, the Successful Bidder shall, within the period specified in paragraph "1F.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 is said Circular 570.

F.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 Owner may grant, based upon reasons determined sufficient by the Owner shall constitute a default, and the Owner 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 Owner for a refund.

G. INSPECTION AND TESTING OF MATERIALS

G.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 Owner. The Owner will pay for all laboratory inspection service direct, and not as a part of the contract.

G.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.

H. TIME FOR COMPLETION AND LIQUIDATED DAMAGES

H.1 It is hereby understood and mutually agreed, by and between the Contractor and the Owner, 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".

H.2 The Contractor agrees that said work shall be prosecuted regularly, diligently, and uninterruptedly at such rate of progress as will insure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor and the Owner, 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 Owner, then the Contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the Owner the amount of Fifty Dollars (\$50.00) 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.

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

H.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 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 Owner determines that the Contractor is without fault and the Contractor's reasons for the time extension are acceptable to the Owner; **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;

H.5 (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 Owner, acts of another Contractor in the performance of a contract with the Owner, 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 Owner shall grant a further period of time prior to the date of final settlement of the contract, notify the Owner, 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.

GC-5

I. SUBSURFACE CONDITIONS FOUND DIFFERENT

I.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 Architect/Engineer of such conditions before they are disturbed. The Architect/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.

J. PAYMENTS TO CONTRACTOR

J.1 Not later than the 20th day of each calendar month the Owner shall make a progress payment to the Contractor on the basis of a duly certified and approved estimate of the work performed during the preceding calendar month under this contract, but to insure the proper performance of this contract, the Owner shall retain five percent (5%) of the amount of each estimate until final completion and acceptance of all work covered by this contract; **Provided**, that the Contractor shall submit his estimate not later than the first day of the month.

J.2 In preparing estimates, the material delivered on the site and preparatory work done may be taken into consideration.

J.3 All material and work covered by partial payments made shall thereupon become the sole property of the Owner, 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 Owner to require the fulfillment of all of the terms of the contract.

J.4 Owner's Right to Withhold Certain Amounts and Make Application Thereof: The Contractor agrees that he will indemnify and save the Owner harmless from all claims growing out of the lawful demands of subcontractors, laborers, workmen, mechanics, arterial men, and furnishers of machinery and parts thereof, equipment, power tools, and supplies, including commissary, incurred in the furtherance of the performance of this contract. The contractor shall, at the Owner's request, furnish satisfactory evidence that all obligations of the nature hereinabove designated have been paid, discharged, or waived. If the Contractor fails so to do, then the Owner may, after having served written notice on the said Contractor, either pay unpaid bills, of which the Owner has written notice, direct, or withhold from the Contractor's unpaid compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged whereupon payment to the Contractor shall be resumed, in accordance with the terms of this contract, but in no event shall the provisions of this sentence be construed to impose any obligations upon the Owner to either the Contractor or his Surety. In paying any unpaid bills of the Contractor, the Owner shall be deemed the agent of the Contractor, and any payment so made by the Owner shall be considered as a payment made under the contract by the Owner to the Contractor and the Owner shall not be liable to the Contractor for any such payments made in good faith.

K. PAYMENTS BY CONTRACTOR

K.1 The Contractor shall pay (a) for all transportation and utility services not later than the 20th day of the calendar month following that in which services are rendered, (b) for all materials, tools, and other expendable equipment to the extent of ninety-five percent (95%) of the cost thereof, not later than the 20th day of the calendar month following that in which such materials, tools, and equipment are delivered at the site of the project, and the balance of the cost thereof, not later than the 30th day following the completion of that part of the work in or on which such materials, tools, and equipment are incorporation or used, and (c) to each of his subcontractors, not later than the 5th day following each payment to the Contractor, the respective amounts allowed the Contractor on account of the work performed by his subcontractors to the extent of each subcontractor's interest therein.

L. SUBCONTRACTING

(a) 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.

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

(c) The Contractor shall be as fully responsible to the Owner 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.

(d) 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 Owner may exercise over the Contractor under any provision of the contract documents.

(e) Nothing contained in this contract shall create any contractual relation between any subcontractor and the Owner.

M. FINAL ACCEPTANCE AND WARRANTY PERIOD

M.1 The acceptance by the Contractor of final payment shall be and shall operate as a release to the Owner of all claims and all liability to the Contractor for all things done or furnished in connection with this 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.

GC-7

M.2 Prior to release of retainage, contractor shall submit to the City of Bartlett a lien release Form stating that all suppliers have been paid and a lien release from any subcontractors that worked in this project. Forms to be a standard contractors lien release (AIA form will be acceptable) and shall also be reviewed and approved by the City of Bartlett.

N. Utilities

N.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.

O. 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 at the Personnel office under Chapter 10 of the Personnel Manual. This program is described by the following statement:

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 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.

GC-8

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.
3. Any bidder 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 governments program. See attached affidavit.

P. FIELD PLANS AND SPECIFICATIONS

- (a) The City of Bartlett will provide the successful bidder with up to **three (3) sets** of plans and specifications. Additional plans and specifications can be provided to the successful bidder based on the actual cost of reproduction.

Q. TDOT TITLE VI REQUIREMENT

- (a) The Tennessee Department of Transportation requires the City of Bartlett to maintain records of those ethnic and gender groups who are awarded bids on a project. You are asked for **voluntary disclosure** of this information as it pertains to the ownership of the bidding company.

See following pages, Title VI Plan-1 to 3.

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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: _____

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.

CM-1

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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? _____

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.)

Title VI Plan-1

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 (signature)

Date

Name of Authorized Official (printed)

Title VI Plan-2

PUBLIC NOTICE
TITLE VI OF THE 1964 CIVIL RIGHTS ACT

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

The State Department of Military provides benefits and services such as emergency management assistance, National Guard protection services and facility construction and maintenance, and disaster assistance following a major Presidential declaration.

The federal assistance administered by the Military Department are pass through funds to local governments, other state agencies, and certain private non-profit organizations.

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

Local Title VI Coordinator: Bill Yearwood, Director of Public Works
City of Bartlett
(901)385-5570

MILITARY DEPARTMENT
TITLE VI COMPLAINT HOTLINE:
1-800-367-9635
Title VI Plan-3

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SPECIAL CONDITIONS

1. All work done must be in accordance with the City of Bartlett Technical Specifications, unless otherwise specified. The Technical Specifications can be purchased from the City of Bartlett's Engineering Department at 6382 Stage Road, 901-385-6499, for \$15 each.
2. Contact the City of Bartlett Engineering Office and the City Construction Inspector at 901-385-6499 prior to beginning any construction activity.
3. The contractor is strongly encouraged to visit the W J Freeman Park site and to review the two existing restrooms to be renovated. Contact Mr. David Thompson, Director of Bartlett Parks Department at 901-385-5552 for any questions or concerns about access to the site.
4. The contractor and all subs will be required to obtain any and all permits for this work from the Bartlett Codes Department, 6382 Stage Road. These permits will be issued at **NO** costs.
5. The final retainage will not be released until a Final U&O has been issued by Bartlett Codes, all lien releases have been submitted and approved and all final documents have been submitted and approved.
6. The contractor shall perform work on both restrooms at the same time in order to reduce the construction time frame and the time the restrooms are out of service.
7. The City of Bartlett will be responsible for providing adequate temporary restrooms facilities during the time of construction and while the existing restrooms are closed.

SC-1

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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 is _____ of the company submitting this bid and has authority to sign this affidavit.
- (2) He is fully informed of the City of Bartlett's drug policy as outlined in this bid.
- (3) His 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 _____, 20_____.

Signed _____ Print Name _____

Title _____

My commission expires: _____, 20____.

DAA-1

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BID FORM

TO: **CITY OF BARTLETT, TN**
for the **ADA AND EXTERIOR RENOVATIONS**
PROJECT: **W J FREEMAN PARK RESTROOMS**
 Bartlett, Tennessee

A. This Bidder hereby acknowledges, attests, certifies, warrants, and assures that:

1. This Bidder has received, read, and understands the Bidding Documents, has visited the site and become familiar with local conditions under which work is to be performed, has correlated observations with requirements of Bidding Documents, and makes this bid in accordance therewith.
2. This Bidder shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor or consultant who will utilize the services of an illegal immigrant in the performance of this Contract.
3. Failure to complete Bid Form, provide required attachments, or comply otherwise with the Instructions to Bidders, may be cause for rejection of bid.
4. The person who signs this bid on behalf of Bidder is legally empowered to bind Bidder to a Contract.
5. Bid Security, in the amount of five percent (5%) of the total amount bid, is attached hereto.
6. This Bidder has received the following addenda:

Addendum No		dated	
Addendum No		dated	
Addendum No		dated	

B. This Bidder agrees to:

1. Honor this bid for a period of forty five (45) days following the date of the scheduled opening of bids.
2. Enter into and execute a contract, if presented on the basis of this bid, and furnish certificate(s) of insurance and other documents related to the contract as required, including, if the Contract Sum exceeds one-hundred-thousand dollars (\$100,000), the Contract Bond.
3. Accomplish the Work in accordance with the Contract Documents.
 - A** Achieve Substantial Completion of the Work 90 calendar days from and including the date stipulated in the Notice to Proceed.
 - B** Accept the conditions for Liquidated Damages in the amount of \$300.00 per calendar day.

C. BASE BID:

This Bidder agrees to complete the Work of the Base Bid for this project for the lump sum of (show amount in both words and figures):

_____ and _____/100ths Dollars

\$ _____

Alternate Bid Items:

Add Alternate No. 1: the concrete around the buildings with the base bid shall be a broomed finish. Alternate No. 1 is the price to ADD the patterns as indicated on the Site Plans for new work.

_____ and ____/100ths Dollars

\$ _____

Add Alternate No. 2: add four low profile hand dryers plus the electrical wiring services required as indicated in the electrical plans

_____ and ____/100ths Dollars

\$ _____

Add Alternate No. 3: add signage and pavement markings for the handicap parking spaces required as indicated in the site plans

_____ and ____/100ths Dollars

\$ _____

Submitted by:

Authorized
signature: _____

Date: _____

Name and title:
(Type or print) _____

On behalf of:
(Name of Bidder) _____

Bidder's address:
(Please give Street
and Mailing address
if different) _____

Bidder's
Telephone Number: _____

Bidder's
Fax Number: _____

Bidder's contact's
email address: _____

NOTE: THE BASE BID SHOWN IS FOR THE WORK PERFORMED ON THE TWO EXISTING RESTROOMS AT W J FREEMAN PARK IN BARTLETT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS AS SHOWN ON THE PLANS AND ALL ADDENDUMS.

BT-2

BID SUBMITTAL FORM

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

1. Notice to Bidders – NB-1
2. Drug and Alcohol Affidavit – DAA-1
3. Bid Form – BT-1 and BT-2
4. Non-Collusion Affidavit of Principal Bidder – NCA-1
5. Bid Bond – BB-1 & BB-2 or other approved forms
6. Contract Monitoring – CM-1
7. Past Project References of Similar Work
8. Title VI Plan Forms---Title VI Plan 1 and Title VI Plan 2

Note: Failure to complete or include all of these forms with the bid may be grounds for rejecting the bid as being an incomplete bid.

BSF-1

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PERFORMANCE and 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 _____
(Owner)

_____ of _____ herein-after called
(City and State)

in the penal sum of _____ 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 Owner, dated the _____ day of _____, 20____, a copy of which is hereto attached and made a part hereof for the construction:

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 Owner, 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 Owner from all costs and damages which may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner 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 prosecution 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.

PPB-1

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.

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

IN WITNESS WHEREOF, this instrument is executed in _____ counterparts, each one of which shall be deemed an original, this _____ day of _____, 20_____.

ATTEST: _____
Print Name _____

Principal _____

(Principal) Secretary

By _____ (s)

(SEAL)

Address - Zip Code

Witness as to Principal

Address - Zip Code

Surety

ATTEST:

By _____
Attorney-in-Fact

(Surety) Secretary

(SEAL)

Address - Zip Code

Witness as to Surety

Address - Zip Code

PPB-2

NOTE: Date of Bond must not be prior to date of Contract. If Contractor is a 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.

PPB-3

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NOTICE OF AWARD

To:

PROJECT Description: **ADA AND EXTERIOR RENOVATIONS W J FREEMAN PARK RESTROOMS**

The OWNER has considered the BID submitted by you for the above described WORK in response to its Advertisement for Bids dated _____, 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 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 OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER 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 OWNER dated this _____ day of _____, 20_____.

CITY OF BARTLETT
OWNER

Name _____

Print Name _____

Title _____

ACCEPTANCE OF NOTICE

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

by _____ this

the _____ day of _____, 20_____.

Name _____

Print Name _____

Title _____

NA-1

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NOTICE TO PROCEED

To:

PROJECT Description: **ADA AND EXTERIOR RENOVATIONS W J FREEMAN PARK RESTROOMS**

You are hereby notified to commence WORK in accordance with the Agreement dated _____, on or before _____, and you are to complete WORK within 120 consecutive calendar days thereafter. The date of completion of all WORK is therefore: _____

CITY OF BARTLETT
OWNER

BY _____

PRINT NAME A. Keith McDonald

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 _____

NP-1

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BIDDER NONCOLLUSION AFFIDAVIT OF PRIME

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

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

- (1) He is _____ of _____, the Bidder that has submitted the attached BID;
- (2) He is fully informed respecting the preparation and contents of the attached BID and of all pertinent circumstances respecting such BID;
- (3) Such Bid is genuine and is not a collusive or sham BID;
- (4) Neither the said Bidder nor any of its officers, partners owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agree, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder firm or person to fix the price or prices in the attached Bid, or of any other Bidder, or to fix any overhead, profit or cost element or the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the _____ 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 _____, 20_____

(Title) _____

My commission expires _____ 20____.

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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 ourselves, successors and assigns.

Signed, this _____ day of _____, 20__.

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 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

BB-1

of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated. 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.

BB-2

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2015, by and between City of Bartlett, hereinafter called "OWNER" 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: **ADA AND EXTERIOR RENOVATIONS W J FREEMAN PARK RESTROOMS**

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 and will complete the same within 90 calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.
4. 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) Information for BIDDERS
 - (C) BID
 - (D) BID BOND
 - (E) Agreement
 - (F) General Conditions
 - (G) Special Conditions

A-1

(H) Payment Bond

(I) Performance Bond

(J) NOTICE OF AWARD

(K) NOTICE TO PROCEED

(L) CHANGE ORDER

(M) DRAWINGS prepared by ROSS WITT, pllc Bartlett, TN

(N) SPECIFICATIONS prepared by ROSS WITT, pllc Bartlett, TN

(O) ADDENDA:

NO. _____, Dated _____, 20

NO. _____, Dated _____, 20

6. The OWNER 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.

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

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, the Agreement in (3), each of which shall be deemed an original on the date first above written.

CITY OF BARTLETT
OWNER

BY _____

PRINT NAME A. Keith McDonald

TITLE Mayor, City of Bartlett

(SEAL)
ATTEST:

NAME _____
Print

TITLE _____

CONTRACTOR

BY _____

PRINT NAME _____

TITLE _____

STATE OF TENNESSEE
COUNTY OF SHELBY

Before me, the undersigned, a Notary Public, in and for said County and State, duly commissioned and qualified, personally appeared _____, with whom I am personally acquainted and who upon oath acknowledged that he/she executed the foregoing instrument for the purpose contained therein as his/her own free act and deed.

Witness my hand and notary seal the _____ day of _____, 20 ____.

Notary Public

My Commission expires: _____

BID TABULATION FOR FY 2015-1-2015 ADA and Exterior Renovations--W J Freeman Park

DESCRIPTION OF BID ITEMS	UNIT	VIKTORHALL CONSTRUCTION, LLC	JAYCON DEVELOPMENT	A & B CONSTRUCTION CO., INC.	WAGNER GENERAL CONTRACTORS	DON AUSTIN-- G C	BARNES AND BROWER, INC.	R & R GENERAL CONTRACTORS
		BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE
BASE BID	L.S.	\$204,000.00	\$225,000.00	\$259,211.00	\$288,500.00	\$292,900.00	\$309,389.00	\$335,545.00
ADD ALTERNATE NO. 1---ADD THE PATTERN TO THEW CONCRETE AROUND THE BUILDING AS SHOWN ON THE PLANS	L.S.	\$6,000.00	\$1,840.00	\$5,270.00	\$4,000.00	\$9,980.00	\$3,826.00	\$5,120.00
ADD ALTERNATE NO. 2---ADD FOUR LOW PROFILE ELECTRIC HAND DRYERS AND INCLUDES ALL ELECTRICAL WORK ASSOCIATED WITH THIS ITEM	L.S.	\$7,500.00	\$5,315.00	\$4,911.00	\$5,000.00	\$3,550.00	\$5,592.00	\$5,790.00
ADD ALTERNATE NO. 3---ADD SIGNAGE AND PAVEMENT MARKINGS FOR THE HANDICAP PARKING SPACES AS SHOWN ON THE PLANS	L.S.	\$4,500.00	\$700.00	\$5,938.00	\$5,200.00	\$2,275.00	\$3,744.00	\$4,155.00
TOTAL BASE BID--INCLUDING ALL ADD ALTERNATIVES 1,2, AND 3		\$222,000.00	\$232,855.00	\$275,330.00	\$302,700.00	\$308,705.00	\$322,551.00	\$350,610.00



February 12, 2015

Mr. Wade Towles, P.E.
Assistant City Engineer
 City of Bartlett Engineering
 6382 Stage Road
 Bartlett, TN 38134

RE: City of Bartlett - FY 2015-1-2015 ADA and Exterior Renovations – W J Freeman Park Restrooms

Dear **Mr. Towles**,

Seven general contractor bids for the above referenced project were received at Bartlett City Hall and then opened and publicly read on February 12, 2015 beginning at 2 pm. The apparent low bidder is Viktorhall Construction, llc of Memphis, TN with a BASE BID of \$204,000.00 and \$18,000.00 total for Additive Alternates No. 1, 2 and 3. Therefore, Viktorhall's total Bid Amount with the three Alternates equals \$222,000.00. The bid from Viktorhall is under the Bid Target and is the undisputed low no matter whether just for Base Bid or for Base plus Alternates. I have reviewed Viktorhall's bid and discussed same with their Owner and they are anxious to get started as soon as possible. As well, I have past experience with this company and this experience was outstanding. I find that their bid is in order and, therefore, I recommend that Viktorhall Construction, llc of Memphis, TN be awarded a construction contract in the amount of \$222,000.00 for **ADA and Exterior Renovations – W J Freeman Park Restrooms**.

Should you have any questions, please do not hesitate to contact me.

Thank you.

Sincerely,

Ross Witt, PLLC

A handwritten signature in blue ink, appearing to read "Ben Witt".

Benjamin Witt, AIA, NCARB, LEED-AP, NCIDQ
 Principal Architect

Attachment: LETTER OF RECOMENDATION--WITT (1444 : FY 2015-01-2015 ADA and Exterior Renovations--W J Freeman Park Restrooms)



February 12, 2015

Mr. Wade Towles, P.E.
Assistant City Engineer
City of Bartlett Engineering
6382 Stage Road
Bartlett, TN 38134

RE: **ADA and Exterior Renovations – W J Freeman Park**
RWAID No 14-136

Dear **Mr. Towles**,

Per your request, **Ross Witt, PLLC** proposes to provide all additional Construction Administration services for the referenced project for \$2,000.00.

Should you have any questions please do not hesitate to contact me.

Thanks again and we look forward to hearing from you soon.

Sincerely,

Ross Witt, PLLC

Benjamin Witt, AIA
Principal Architect

Approved by: _____
Signature and title date

Attachment: BEN WITT--CEI LETTER (1444 : FY 2015-01-2015 ADA and Exterior Renovations--W J Freeman Park Restrooms)

City of Bartlett

ADA and Exterior Renovation

W J Freeman Park Restrooms
Bartlett, TN



preliminary concept rendering

The Project Scope includes Renovations to two existing restroom buildings located at W J Freeman Park, Bartlett, TN. The W J Freeman Park is located on the west side of Bartlett Boulevard near Bartlett Road.

LIST of DRAWINGS

Cover

CODE	DESCRIPTION
ACI.1	Accessibility Plan
ACI.2	Accessibility Details
SURVEY	
survey 1	Tennis Restroom
survey 2	Baseball Restroom
SITE	
ASI.1	Architectural Site Plan- Tennis
ASI.1a	Architectural Enlarged Site Plan- Tennis
ASI.2	Architectural Site Plan- Baseball
ASI.2a	Architectural Enlarged Site Plan- Baseball
ASI.3	Architectural Site Plan- Details

ARCHITECTURAL

A1.1	Existing Plan, Demolition Plan, Dimensioned Floor Plan, Noted Plan
A2.1	Exterior Elevations
A2.2	Exterior Elevations
A3.1	Roof Plans and Building Sections
A3.2	Wall Sections
A4.1	Door Schedule and Details

ARCHITECTURAL SPECIFICATIONS

AGI.1	Contract Specifications
AGI.2	Contract Specifications
AGI.3	Contract Specifications
AGI.4	Contract Specifications

MECHANICAL

M1.1	Floor Plan - Mechanical
------	-------------------------

PLUMBING

PL.1	Fixture Schedules, Legend, Notes - Plumbing
PL.1	Baseball Floor Plan - Plumbing
PL.2	Tennis Floor Plan - Plumbing

ELECTRICAL

EI.1	Symbol Legend & Specifications - Electrical
EI.2	Single Line Diagram and Panel Schedules - Electrical
EI.3	Existing Toilet Plan, Demolition Plan, and New Floor Plan - Electrical

PROJECT DATA

APPLICABLE CODES

2009 International Building Code (with local amendments)
2009 International Fire Code
2009 International Mechanical Code
2009 International Plumbing Code
2009 International Gas Code
2008 National Electric Code
2003 North Carolina Handicap Code with 2004 amendments
2009 International Energy Conservation Code
2010 ADA Accessibility Standards

BUILDING DATA

OCCUPANCY TYPE	BUSINESS
CONSTRUCTION TYPE	V
BUILDING AREA	590 sf
BUILDING HEIGHT	17'-4"
NUMBER OF FLOORS (STORIES)	One
AUTOMATIC FIRE SPRINKLER	No

ROSS WITT
ARCHITECTURE
INTERIOR DESIGN
1000 STAGE ROAD, SUITE 100
BARTLETT, TN 37013-4444
OFFICE (615) 311-4444
WEB: WWW.ROSSWITT.COM

commission number	14-135
date	Jan 19, 2015
revision	
created by	bow, dsf
checked by	bow, dsf
project title	City of Bartlett ADA and Exterior Renovation

W J Freeman Park
Restrooms
Bartlett, TN

project notes



COPIES OF THIS SET
OF DRAWINGS
ARE TO BE
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PROJECT
FILES
AND
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WRITTEN
CONSENT
OF
ROSS WITT
ARCHITECT

sheet title	Cover
sheet number	C

contribution number	14-135
date	Jan 19, 2015
revised	
created by	bow, dsf
revised by	bow, dsf
project title	City of Bartlett ADA and Exterior Renovation
project notes	W J Freeman Park Restrooms Bartlett, TN

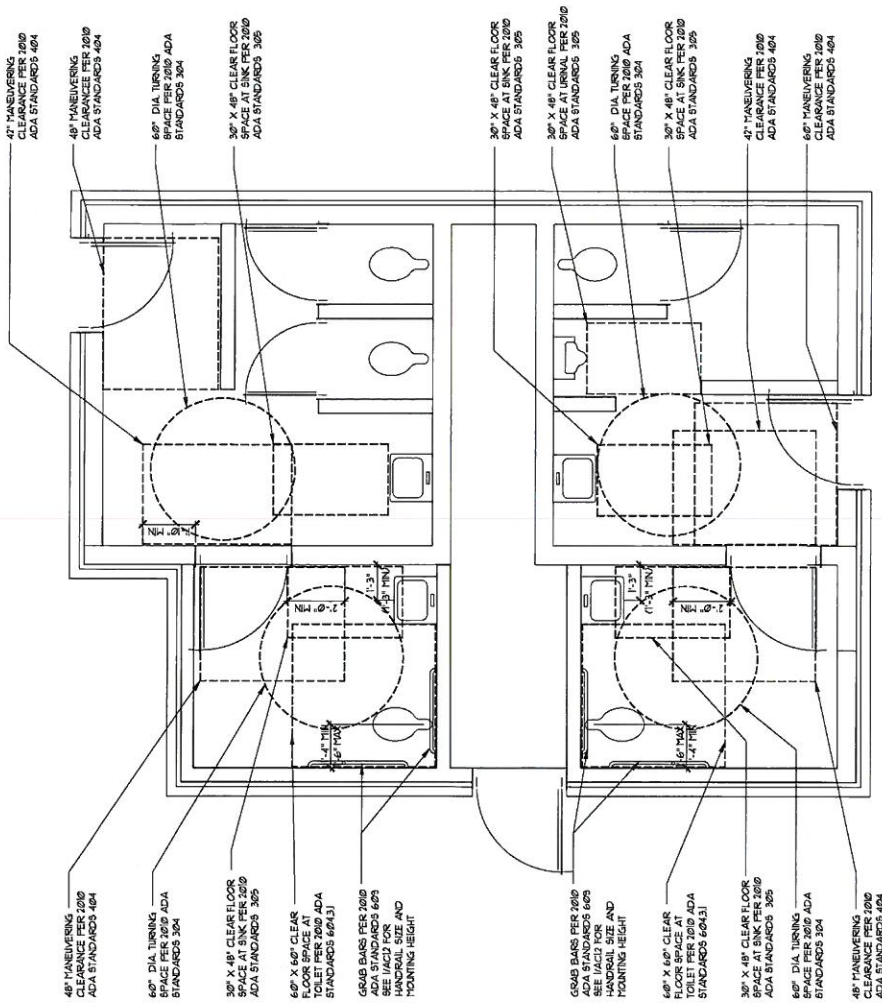


January 19, 2015
ROSS WITT P.L.L.C.
ARCHITECTURE
INTERIOR DESIGN
6000 STAGE ROAD, SUITE 3
BARTLETT, TENNESSEE 38104
615.421.1111
WWW.A033WITT.COM

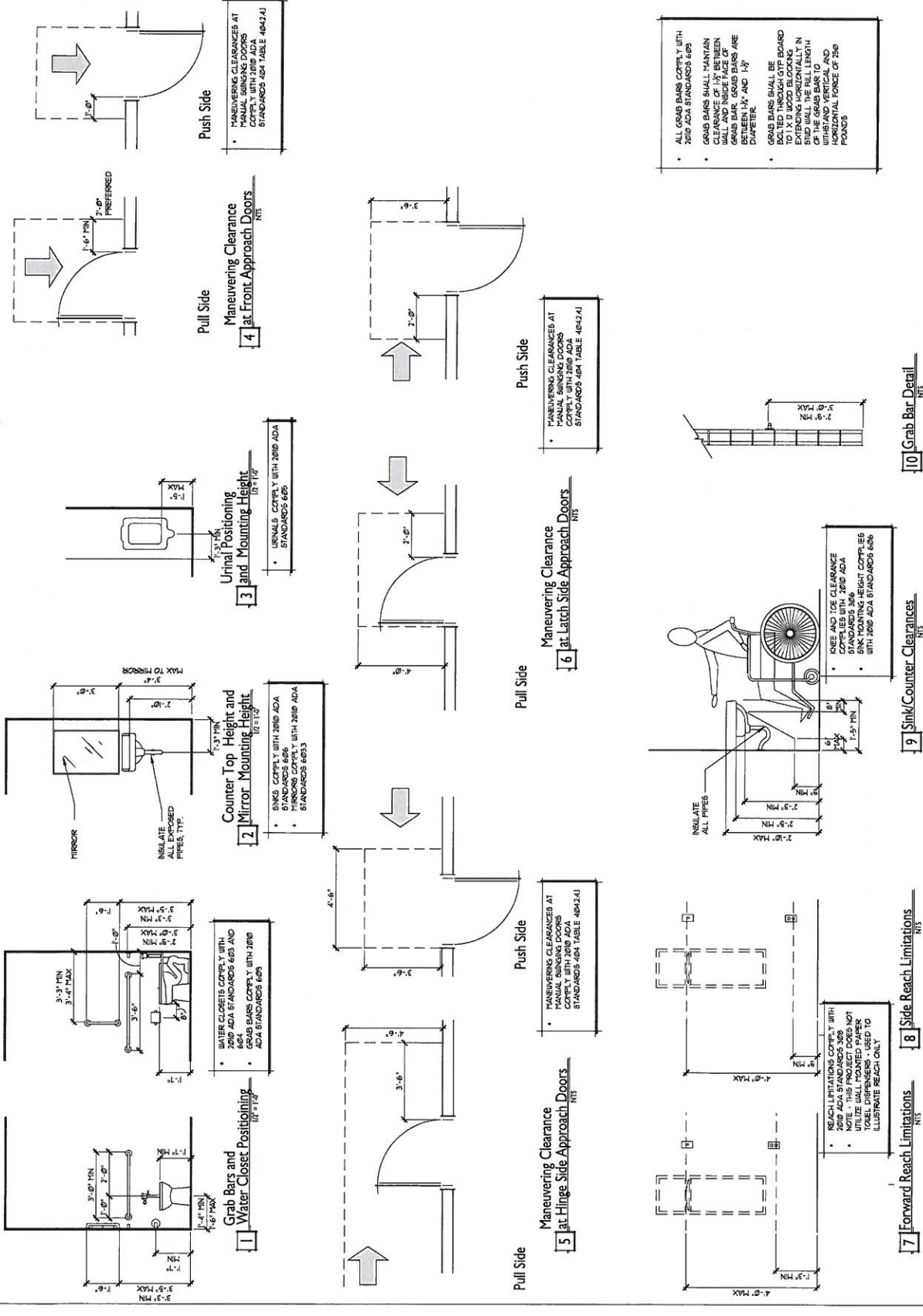
sheet title	Accessibility Plan
sheet number	ACI.1

Code References-Based on 2010 ADA

- GENERAL**
- SLOPE OF WALKS DOES NOT EXCEED 1:10 AND THE CLEAR WIDTH IS GREATER THAN 36" PER 2010 ADA STANDARDS 403 AND 405.3
- DOORS**
- ALL DOOR OPENINGS PROVIDE CLEAR WIDTH OF 31" OR GREATER PER 2010 ADA STANDARDS 404
 - ALL MANEUVERING CLEARANCES AT DOORS COMPLY WITH 2010 ADA STANDARDS TABLE 404.2.1
 - HANDLES, PULLS, LATCHES AND LOCKS COMPLY WITH 2010 ADA STANDARDS 308.4 AND 404.2.1
- FLOORING**
- ALL FLOORING COMPLETES WITH 2010 ADA STANDARDS 302
 - ALL LEVEL CHANGES COMPLY WITH 2010 ADA STANDARDS 303
- DRINKING FOUNTAINS**
- DRINKING FOUNTAINS COMPLY WITH 2010 ADA STANDARDS 602
 - REQUIRED TURNING RADIUS COMPLETES WITH 2010 ADA STANDARDS 304
 - REQUIRED CLEAR FLOOR SPACES COMPLY WITH 2010 ADA STANDARDS 305
 - REQUIRED KNEE AND TOE CLEARANCES COMPLY WITH 2010 ADA STANDARDS 306
- TOILET ROOMS**
- GRAB BARS COMPLY WITH 2010 ADA STANDARDS 609
 - TOILET FACILITIES COMPLY WITH 2010 ADA STANDARDS 603, 604 AND 609
 - SINKS COMPLY WITH 2010 ADA STANDARDS 606
 - REQUIRED TURNING RADIUS COMPLETES WITH 2010 ADA STANDARDS 304
 - REQUIRED CLEAR FLOOR SPACES COMPLY WITH 2010 ADA STANDARDS 305
 - REQUIRED KNEE AND TOE CLEARANCES COMPLY WITH 2010 ADA STANDARDS 306
- REACH LIMITATIONS**
- REACH RANGES COMPLY WITH 2010 ADA STANDARDS 308

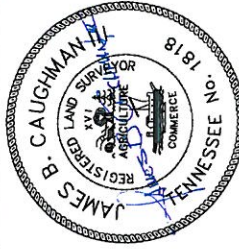
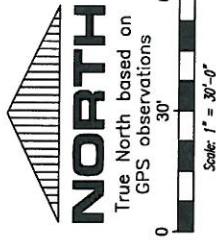


Accessibility Plan
1/4" = 1'-0"



Allen&Hoshall
Since 1915

1661 International Drive Memphis, TN 38120
901 820 0820 fax 901 683 1001



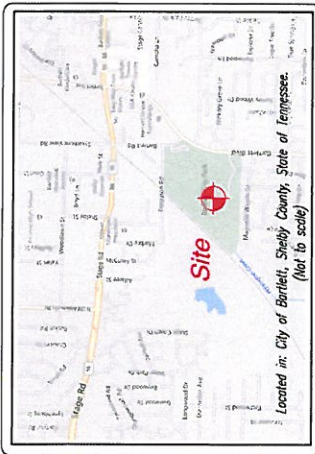
Survey Requested and Prepared for:
Ross Witt, pllc

Site Address:
5245 Bartlett Blvd.
Bartlett, Tennessee
38134
Property Owner: FOS

Survey performed by:
Allen&Hoshall, Inc.
James B. Caughman, III
Tennessee RLS#1918
1661 International Dr., #100
Memphis, TN 38120
(901) 820-0820
Date of Survey: Nov. 5, 2014
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www.alenhos.com
Sheet 1 of 1

TOPOGRAPHIC SURVEY

Portion of Freeman Park
City of Bartlett, Tennessee



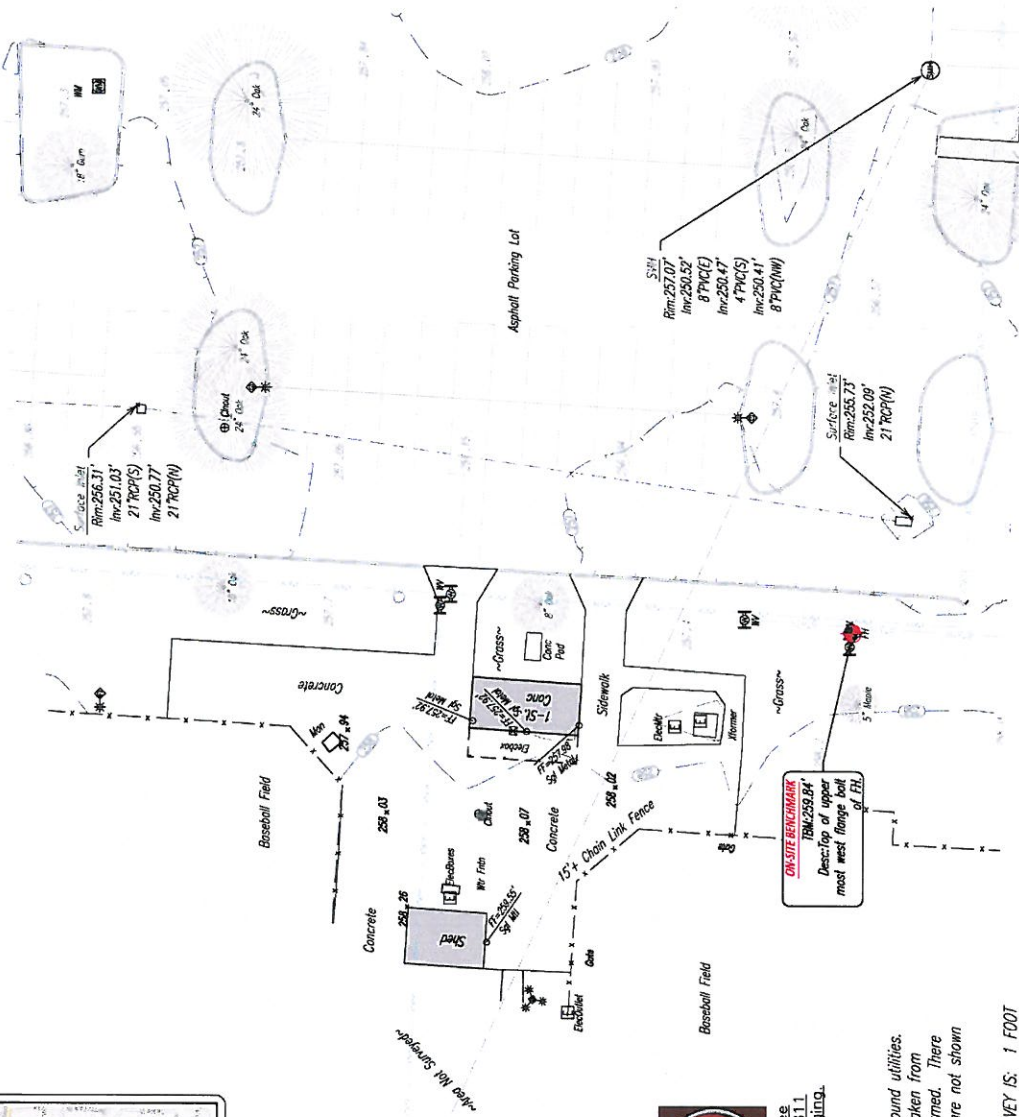
- Anchor
- Bollard
- Bush
- Clean out
- Drainage manhole
- Electric Box
- Fire Hydrant
- Gas Meter
- Gas Valve
- Light Pole
- Miscellaneous Item
- Post Indicator Valve
- Power Pole
- Sanitary Sewer Manhole
- Sign
- Telephone Pedestal
- Water Meter
- Water Valve
- Tree (scaled)
- Drainage Line
- Sewer Line
- Water Line
- Major Contour
- Minor Contour



Call Tennessee
One-Call at 811
before any digging.

NOTE: The surveyor has not physically located the underground utilities. Above grade and underground utilities shown hereon were taken from visible evidence witnessed on the day the survey was performed. There may be other utilities within the limits of this survey that are not shown hereon.

NOTE: THE CONTOUR INTERVAL FOR THIS TOPOGRAPHIC SURVEY IS: 1 FOOT

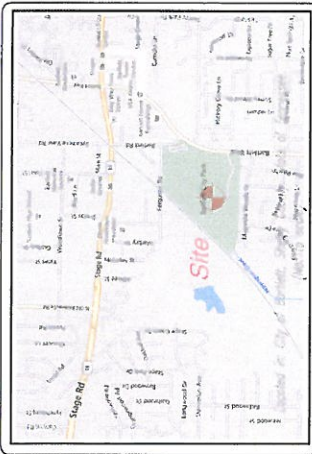


Allen&Hoshall

Since 1915
1661 International Drive, Memphis, TN 38120
901.820.0820 Fax 901.683.1001

TOPOGRAPHIC SURVEY

Portion of Freeman Park
City of Bartlett, Tennessee



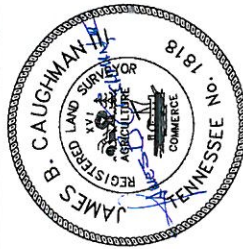
Anchor	Drainage manhole
Bollard	Electric Box
Bush	Fire Hydrant
Clean out	Gas Meter
Electric Box	Gas Valve
Fire Hydrant	Light Pole
Gas Meter	Miscellaneous Item
Gas Valve	Post Indicator Valve
Light Pole	Power Pole
Miscellaneous Item	Sanitary Sewer Manhole
Post Indicator Valve	
Power Pole	
Sanitary Sewer Manhole	

Sign	Telephone Pedestal
Water Meter	Water Valve
Tree (scaled)	
Drainage Line	
Sewer Line	
Water Line	
Major Contour	
Minor Contour	



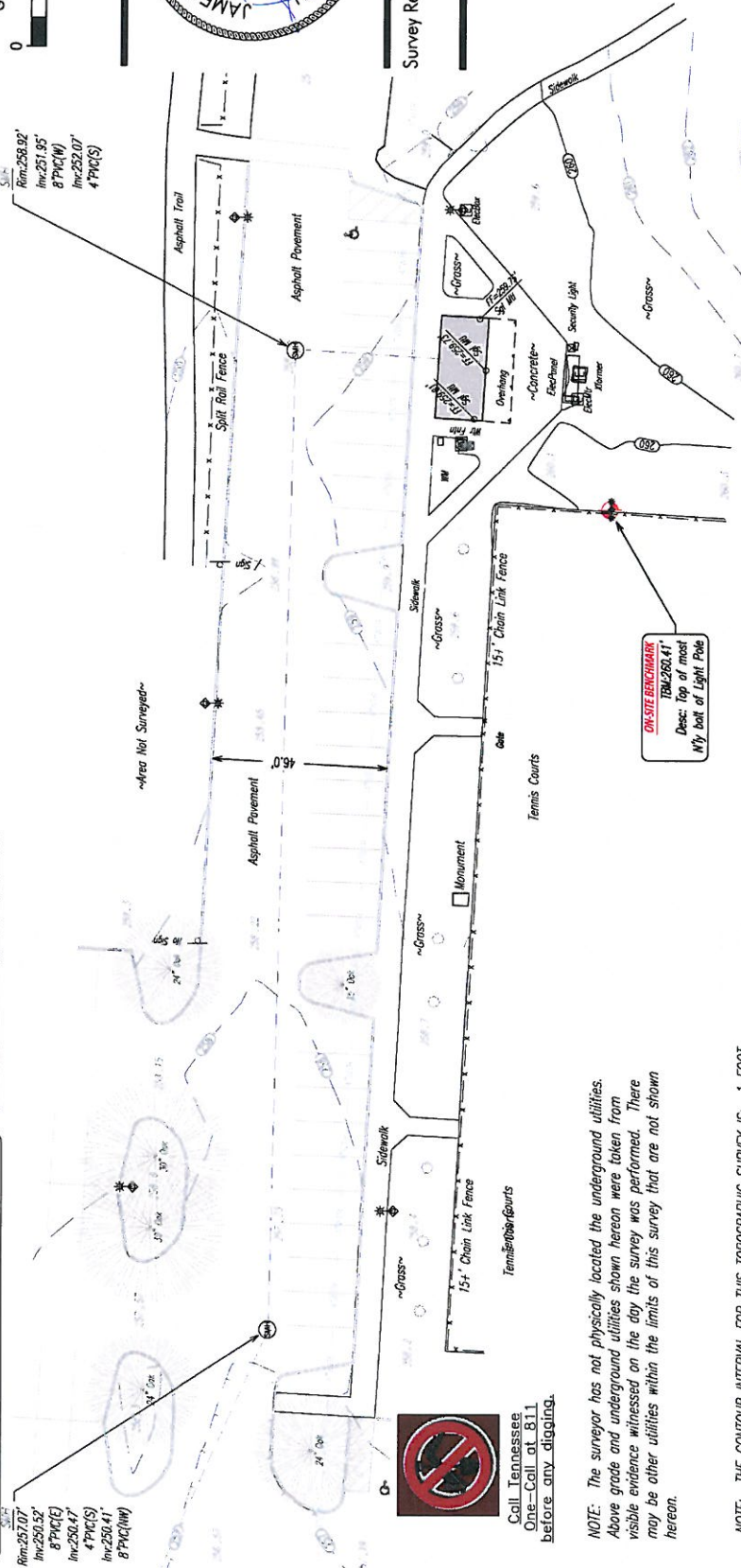
True North based on
GPS observations

Scale: 1" = 30'-0"



Rem:258.92'
In:251.95'
87°40'(W)
In:252.07'
47°40'(S)

Rem:257.07'
In:250.32'
87°40'(E)
In:250.47'
47°40'(S)
In:250.41'
87°40'(W)



NOTE: The surveyor has not physically located the underground utilities. Above grade and underground utilities shown hereon were taken from visible evidence witnessed on the day the survey was performed. There may be other utilities within the limits of this survey that are not shown hereon.

NOTE: THE CONTOUR INTERVAL FOR THIS TOPOGRAPHIC SURVEY IS: 1 FOOT

Survey Requested and Prepared for:
Ross Witt, pllc

Site Address:
5745 Bartlett Blvd.
Bartlett, Tennessee 38134
Property Zone: PDS

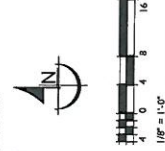
Survey performed by:
Allen&Hoshall, Inc.
James B. Caughman, III
Tennessee RLS#1818
1661 International Dr., #100
Memphis, TN 38120
(901) 820-0820
Date of Survey: Nov. 3, 2014
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www.allen-hoshall.com
Sheet 1 of 1

**ROSS
WITT
P.L.L.C.**
ARCHITECTURE
INTERIOR DESIGN
6000 STAGE ROAD, SUITE J
GREENSBORO, NC 27409
OFFICE (336) 331-9188
WEB: WWW.ROSSWITT.COM

commission number 14-135
date Jan 19, 2015
revised
created by baw, dsf
revised by baw, dsf
project title

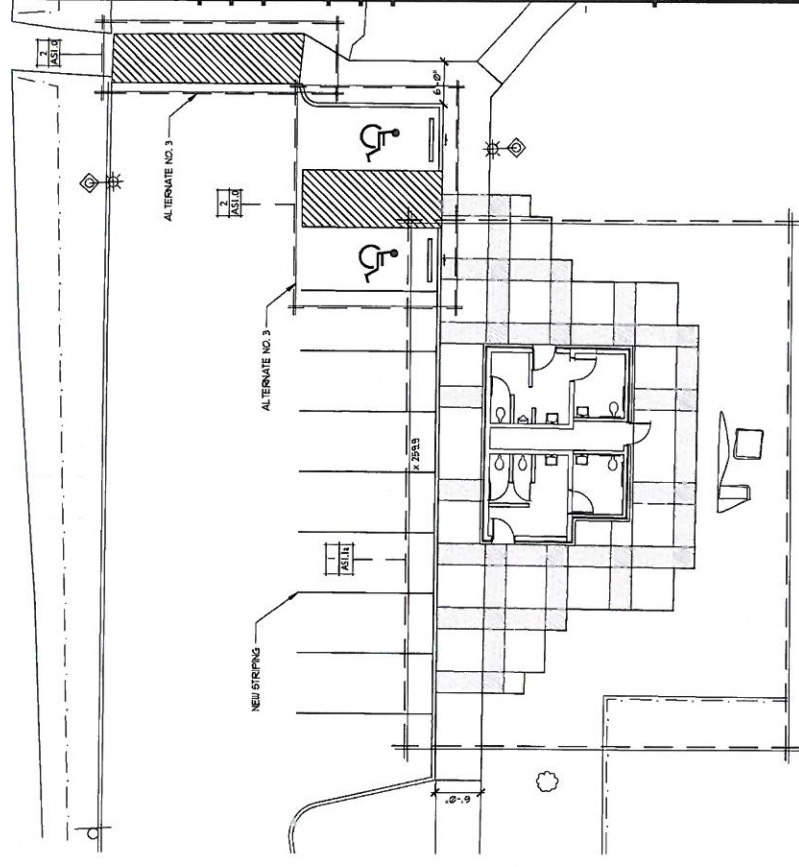
City of Bartlett
**ADA and
Exterior
Renovation**
W J Freeman Park
Restrooms
Bartlett, TN

project notes

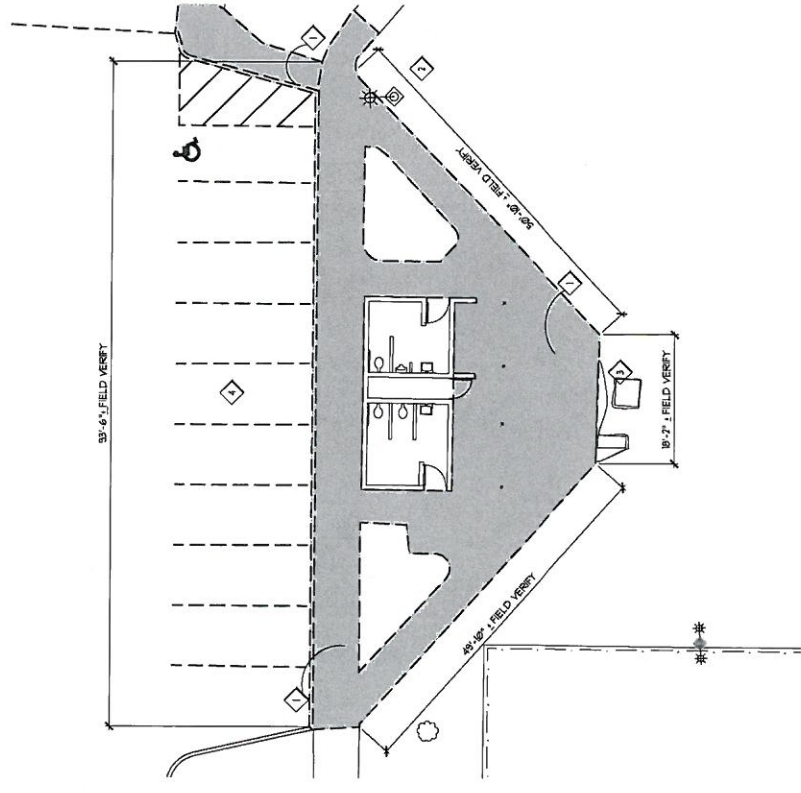


January 15, 2015
C.O.P.Y. TO:
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sheet title
Architectural Site Plan
Tennis
sheet number
ASI.1



12 New Site Plan
1/8" = 1/4"



DEMOLITION LEGEND	
1	REMOVE EXISTING PAVING AND PREPARE SUB-GRADE SITE FOR NEW CONCRETE
2	EXISTING ELECTRICAL LIGHTING TO RETAIN
3	EXISTING ELECTRICAL PANEL TO RETAIN
4	REMOVE EXISTING PARKING STRIPS

11 Demolition Site Plan
1/8" = 1/4"

**ROSS
WITT
P.L.L.C.**
ARCHITECTURE
INTERIOR DESIGN
1000 N. W. 10th Ave., Suite 100
Fort Lauderdale, FL 33304
OFFICE: (954) 571-1111
FAX: (954) 571-1112
WEB: WWW.ROSSWITT.COM

commission number 14-135
date Jan 19, 2015
revision
created by bow, dsf
revised by bow, dsf
project title

City of Bartlett
**ADA and
Exterior
Renovation**

W J Freeman Park
Restrooms
Bartlett, TN

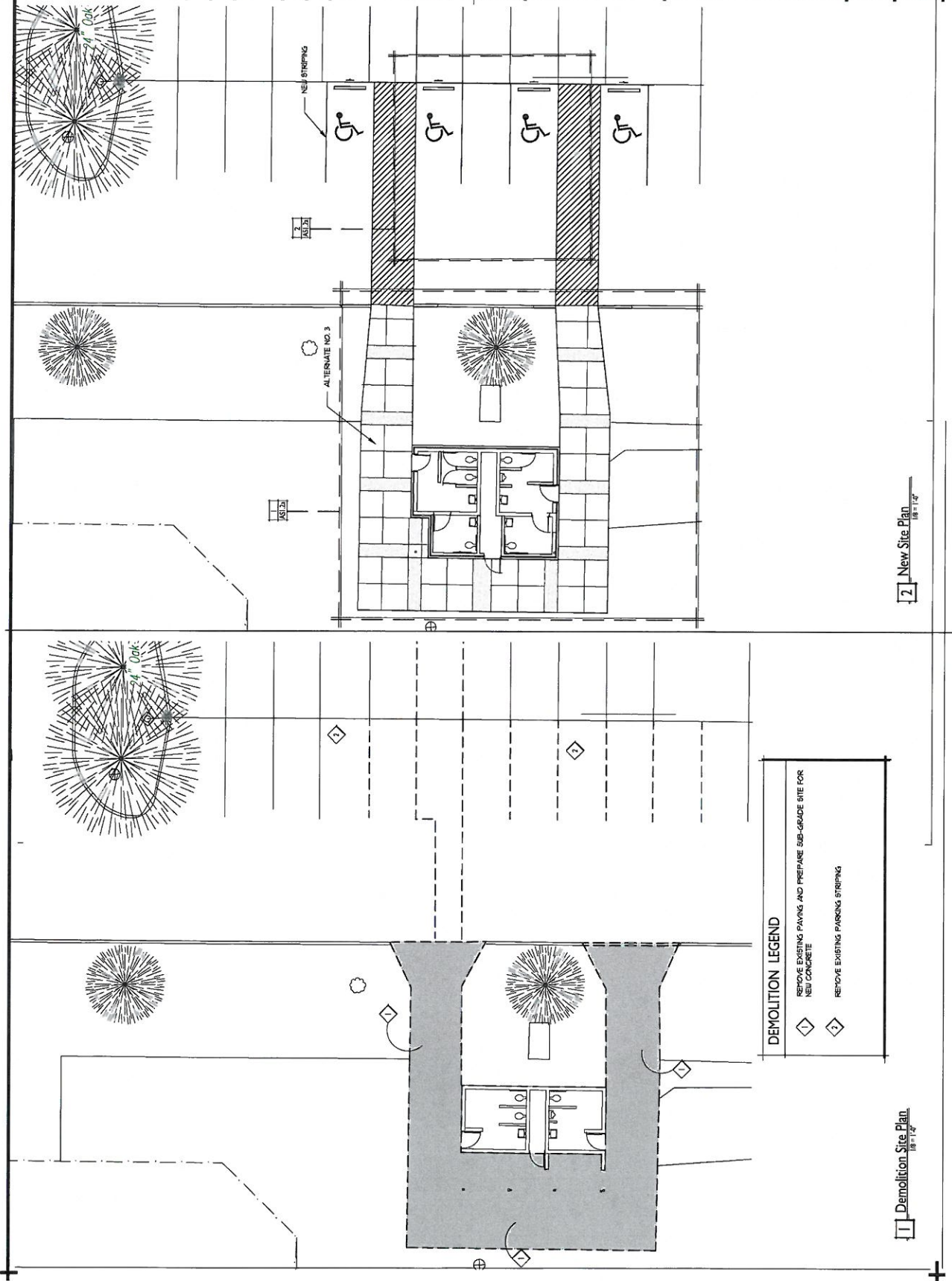
project notes



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sheet title
Architectural Site Plan -
Baseball

sheet number
ASI.2



2 New Site Plan
1/8" = 1'-0"

1 Demolition Site Plan
1/8" = 1'-0"

DEMOLITION LEGEND

- 1 REMOVE EXISTING PAVING AND PREPARE SUB-GRADE SITE FOR NEW CONCRETE
- 2 REMOVE EXISTING PARKING STRIPING

**ROSS
WITT**
ALLC
ARCHITECTURE
INTERIOR DESIGN
400 TRIMBLE ROAD, SUITE 100
NASHVILLE, TENNESSEE 37211
OFFICE (615) 331-9188
WEB: WWW.ROSSWITT.COM

commission number 14-135
date Jan 19, 2015
release
created by bow, dsr
revised by bow, dsr
project title

City of Bartlett
**ADA and
Exterior
Renovation**

W J Freeman Park
Restrooms
Bartlett, TN

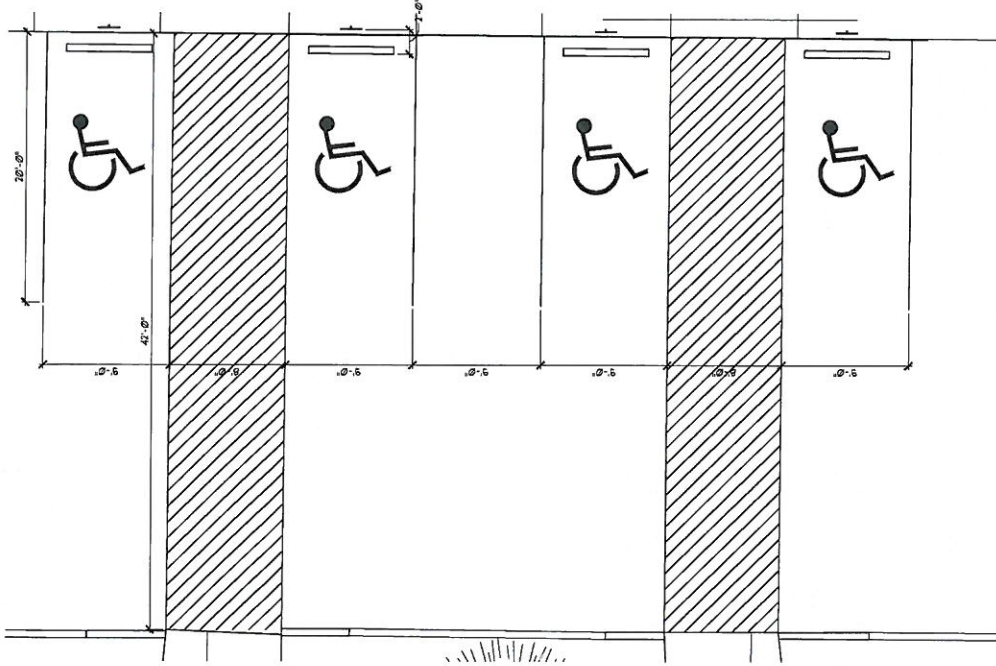
project notes



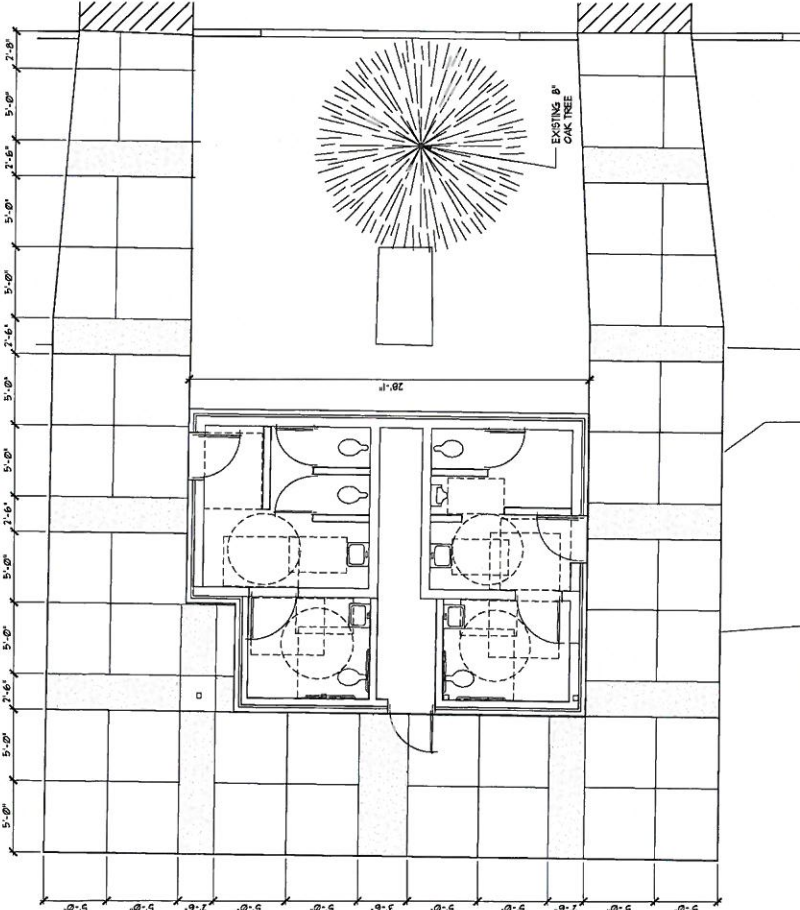
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sheet title
Enlarged Architectural
Site Plan
Baseball

PROJECT NUMBER
ASI.2a



2 Enlarged Site Plan
1/4" = 1'-0"



Exterior Concrete Types Legend

	CONCRETE 1- EXPOSED PEA GRAVEL AGGREGATE
	CONCRETE 2- EXPOSED LIMESTONE AGGREGATE
	CONCRETE 3- BROOK FINISHED CONCRETE
	CONSTRUCTION JOINT
	CONTROL JOINT

BASE BID IS BROOK FINISH ON ALL CONCRETE
PATTERN IS ADD ALTERNATE NO)

1 Enlarged Site Plan
1/4" = 1'-0"

**ROSS
WITT**
ARCHITECTURE
INTERIOR DESIGN

1000 STAGE ROAD, SUITE 3
NASHVILLE, TENNESSEE 37203
OFFICE (615) 231-9188
WEB: WWW.ROSSWITT.COM

commission number 14-135
date Jan 19, 2015
revised
created by bow, dsf
revised by bow, dsf
project title

City of Bartlett
**ADA and
Exterior
Renovation**

W J Freeman Park
Restrooms
Bartlett, TN

project notes



January 18, 2015
COPY WITH PLAT
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sheet title
Architectural Site Plan -
Details

sheet number
ASI.3

SYMBOL OF ACCESSIBILITY



ALTERNATE NO. 3

2 Van Accessible Parking Sign
1/16" = 1'-0"

Code References

INCREASING

- SLOPE OF ALL WALKING SURFACES SHALL BE LESS THAN 1:20 AND THE CROSS SLOPE SHALL BE LESS THAN 1:48 PER 2010 ADA STANDARDS SECTION 403
- SLOPE OF CURB RAMP SHALL BE LESS THAN 1:20 AND CURB RAMP FLARES SHALL BE LESS THAN 1:10 PER 2010 ADA STANDARDS SECTION 406
- LEVEL CHANGE BETWEEN GROUND SURFACE AND FLOOR OF BUILDING SHALL BE 1/4" MAX VERTICAL HEIGHT PER 2010 ADA STANDARDS SECTION 405

PARKING

- VAN ACCESSIBLE PARKING SHALL BE 96" IN WIDTH WITH A 56" AISLE PER 2010 ADA STANDARDS SECTION 501

6" AIR-ENTRAINED
CONCRETE PAVING WITH
6x6 REBAR



ALL EDGES OF CONCRETE SHALL HAVE
TURN-UP ON AS BOUND - WHETHER AT GRADE
OR AT ASPHALT PAVING

1 Concrete Paving Detail
1/16" = 1'-0"

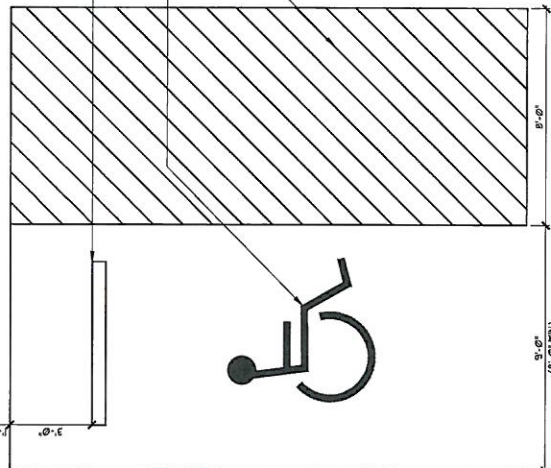
POLE MOUNTED SIGNAGE

WHEEL STOP

SYMBOL OF ACCESSIBILITY

ACCESS AISLE

ALTERNATE NO.3



3 Van Accessible Parking
1/16" = 1'-0"

ROSS WITT
ARCHITECTURE
INTERIOR DESIGN

1800 STAGE ROAD, SUITE 3
NASHVILLE, TN 37203
OFFICE (615) 331-1144
WEB: WWW.ROSSWITT.COM

commission number 14-135
date Jan 19, 2015
release
created by bow, dst
revised by bow, dst
project title

City of Bartlett

**ADA and
Exterior
Renovation**

W J Freeman Park
Restrooms

Bartlett, TN

sheet number

1/4" = 1'-0"



ROSS WITT, PLLC
INTERIOR DESIGN
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OR MECHANICAL, WITHOUT PRIOR WRITTEN CONSENT

sheet title

Existing Toilet Plan

Demolition Plan and New

Floor Plan

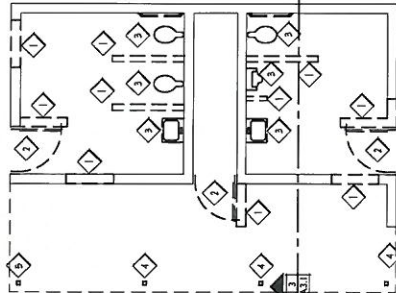
sheet number

A.I.

DEMOLITION LEGEND

- 1 REMOVE EXISTING CH WALL AND ALL INTEGRAL PARTS THEREOF AS INDICATED.
- 2 REMOVE EXISTING DOORS, FRAMES AND ALL INTEGRAL PARTS THEREOF.
- 3 REMOVE ALL EXISTING PLUMBING FIXTURES, TOILET AND SINKS AND ALL WALL MOUNTED ACCESSORIES, PATCH AND REPAIR CRTU.
- 4 REMOVE ALL EXISTING BASEBALL AND TENNIS COURT SURFACING WITH TERRAZZO SURFING.
- 5 EXISTING COLUMN TO REMAIN

NOTE:
SEE ALSO ELEVATIONS AND ROOF PLANS FOR ADDITIONAL DEMOLITION NOTES



NOTE:
THIS PLAN IS APPLICABLE TO BOTH BASEBALL AND TENNIS - EXACT EXISTING DIMENSIONS MAY VARY SLIGHTLY, BUT BOTH PLANS ARE IDENTICAL

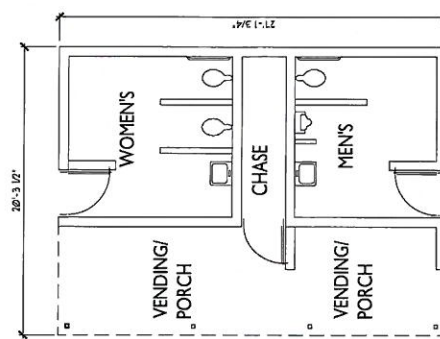
2 Demolition Plan
1/4" = 1'-0"

DEMOLITION NOTES

1. ALL MATERIAL IS TO BE DISPOSED OF PROPERLY OFFSITE MATERIALS STORED FOR REUSE SHOULD BE STORED AS DIRECTED BY OWNER.
2. DEMOLITION AND RENOVATION SHALL INCLUDE ALL WORK TO CONSTITUTE A COMPLETE JOB.
3. ALL WORK SHALL MEET ALL LOCAL AND STATE CODES.
4. ANY DAMAGE TO WALLS THAT ARE TO REMAIN SHALL BE PATCHED AND REPAIRED TO MATCH ADJACENT WALLS.
5. FLOORS WALLS AND CEILING SHALL BE REPAIRED/PREPARED TO RECEIVE NEW WORK.
6. UTILITIES ARE TO BE SHUT OFF AND CAPTIED PRIOR TO DEMOLITION.
7. ROSS WITT, PLLC NOR THE CITY OF BARTLETT, TN, HAS CONDUCTED ANY TESTING OF HAZARDOUS MATERIALS OR ASBESTOS AND HAS NO KNOWLEDGE OF THE PRESENCE OF ANY HAZARDOUS MATERIALS OR ASBESTOS. IF ANY HAZARDOUS MATERIALS OR ASBESTOS ARE REQUIRED TO IMMEDIATELY REPORT ROSS WITT, PLLC IN WRITING IN ORDER TO DETERMINE THE BEST COURSE OF ACTION.

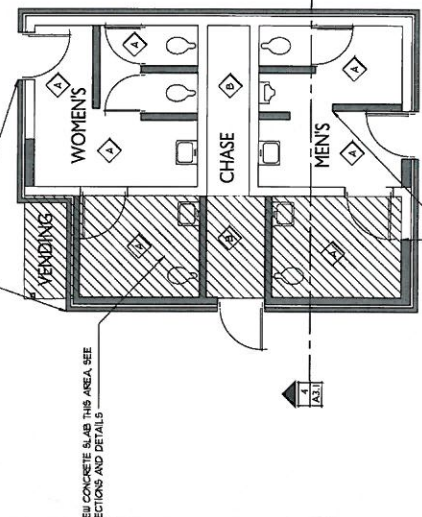
NOTE:
THIS PLAN IS APPLICABLE TO BOTH BASEBALL AND TENNIS - EXACT EXISTING DIMENSIONS MAY VARY SLIGHTLY, BUT BOTH PLANS ARE IDENTICAL

1 Existing Floor Plan
1/4" = 1'-0"



FINISH LEGEND

- 1 FLOOR - SEALED CONCRETE
- 2 WALLS - IMPACT PAINT
- 3 CLS - PAINTED WOOD
- 4 ROOF STRUCTURE
- 5 NO FINISHES



NEW BRICK VENEER FULL PERIMETER - SEE EXTERIOR ELEVATIONS, SECTIONS, AND DETAILS

NEW CONCRETE SLAB THIS AREA, SEE SECTIONS AND DETAILS

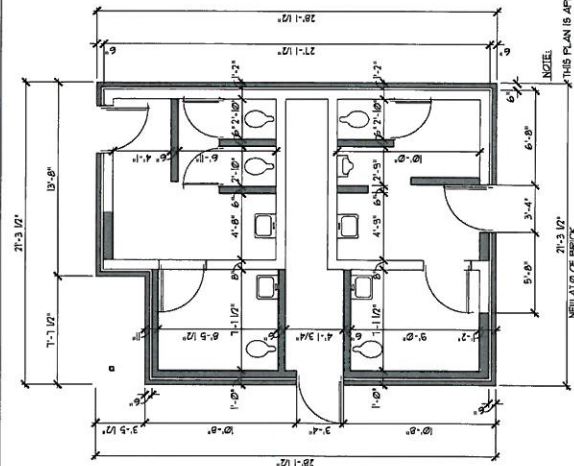
NEW CONCRETE BLOCK PARTITIONS - ALL NEW CONCRETE BLOCK SHALL BE 6" LIGHT-UP CRTU REINFORCED WITH GROUTED CELL AND ONE NUMBER 8 REINFORCING BARS PER FOOT AND EPOXY DOUGLAS AT BASES AND ANY EXISTING SLABS OR WALL INTERSECTIONS

NOTE:
THIS PLAN IS APPLICABLE TO BOTH BASEBALL AND TENNIS - EXACT EXISTING DIMENSIONS MAY VARY SLIGHTLY, BUT BOTH PLANS ARE IDENTICAL

4 Noted Floor Plan
1/4" = 1'-0"

NOTE:
THIS PLAN IS APPLICABLE TO BOTH BASEBALL AND TENNIS - EXACT EXISTING DIMENSIONS MAY VARY SLIGHTLY, BUT BOTH PLANS ARE IDENTICAL

3 Dims. Floor Plan
1/4" = 1'-0"

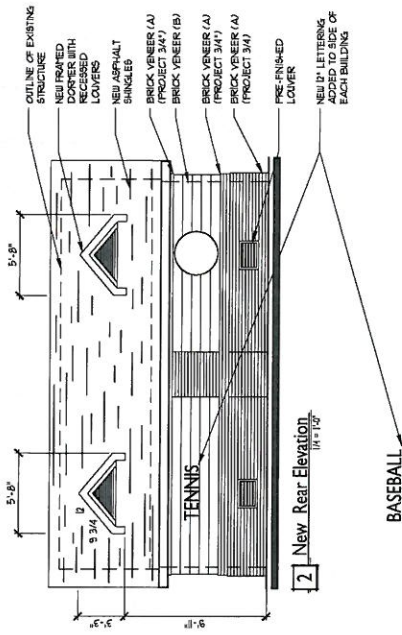


NOTE:
THIS PLAN IS APPLICABLE TO BOTH BASEBALL AND TENNIS - EXACT EXISTING DIMENSIONS MAY VARY SLIGHTLY, BUT BOTH PLANS ARE IDENTICAL

3 Dims. Floor Plan
1/4" = 1'-0"

NOTES

1. ALL WORK SHOWN IN THE ELEVATIONS ARE APPLICABLE TO BOTH STRUCTURES-BASEBALL AND TENNIS.
2. ALL NEW CORNER LANTARNS ARE 24" HIGH BY 16" TALL AND SHALL BE MOUNTED RECESSED 2 1/2" FROM THE FACE OF THE BRICK OR METAL SIDING TO THE FACE OF THE LOWER. ALL NEW CORNER LANTARNS SHALL BE MOUNTED TO THE INSIDE FACE. ALL LOWERS SHALL BE SECURELY MOUNTED WITH TAPPER PROOF FASTENERS.
3. ALL WINDOWS SHALL HAVE IMPACT RESISTANT GLAZING. WINDOWS SHALL INCLUDE VANDAL RESISTANT SCREEN ON INSIDE FACE OF WINDOW. ALL WINDOWS SHALL BE MOUNTED FROM FACE OF SIDING AND INCLUDE METAL TRIM AND BASE FLASHING FULL PERIMETER.
4. ALL LETTERING SHALL BE POINTED WITH CALCEALINE. ALL LETTERING SHALL BE BLACK AND SHALL BE SILICON RECESSED FULL PERIMETER SO THAT SILICON IS RECESSED AND NOT VISIBLE.

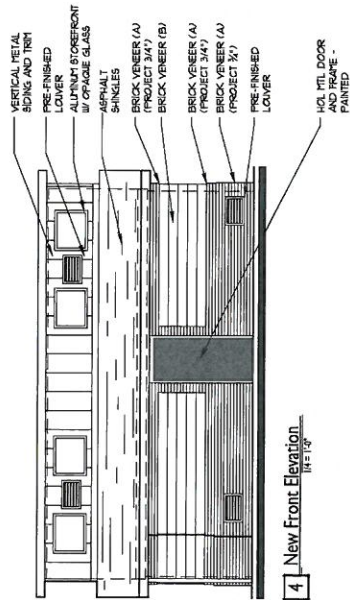


2 New Rear Elevation
1/4" = 1'-0"

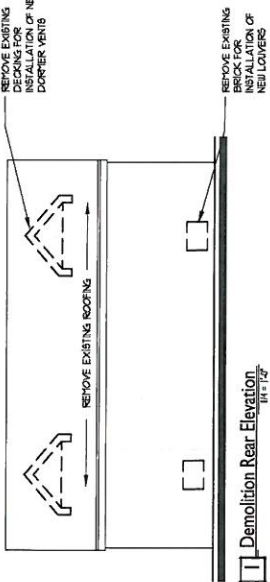
COLOR LEGEND

ASPHALT SHINGLES	-GAY TYPED LINE "SLATE"
BRICK VENEER (A) (PROJECT 3A/4)	-MODULAR "MEDIUM BROWN"
BRICK VENEER (B) (PROJECT 3A/4)	-BARTLETT BRICK COLOR
METAL SIDING	-MODULAR "LIGHT GREY"
METAL DOOR	-MEDIUM GREY
METAL TRIM	-DARK BRONZE
PRE-FINISHED LOWER	-DARK GREY
PRE-FINISHED LOWER	-DARK BRONZE

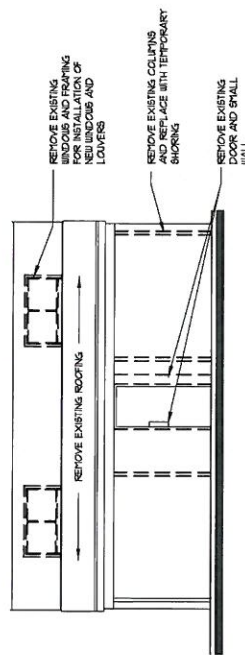
ALL SHALL BE STANDARD COLORS. NO CUSTOM COLORS. ALL COLORS SHALL BE APPROVED BY THE ARCHITECT.



4 New Front Elevation
1/4" = 1'-0"



1 Demolition Rear Elevation
1/4" = 1'-0"



3 Demolition Front Elevation
1/4" = 1'-0"

ROSS WITT, LLC
ARCHITECTURE
INTERIOR DESIGN

6000 STAGE ROAD, SUITE 1
NASHVILLE, TN 37214
OFFICE: (615) 212-7114
WEB: WWW.ROSSWITT.COM

commission number 14-135
date Jan 19, 2015
revision
created by bow, dsf
checked by bow, dsf
project title

City of Bartlett
**ADA and
Exterior
Renovation**
W J Freeman Park
Restrooms
Bartlett, TN

project notes

1" = 4'-0"



January 13, 2015
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ARCHITECTURE
INTERIOR DESIGN
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sheet title
Exterior Elevations

sheet number
A2.2

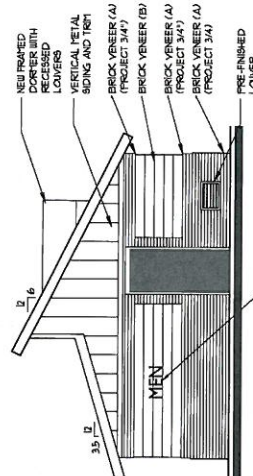
NOTES

- ALL WORK SHOWN IN THE ELEVATIONS ARE APPLICABLE TO BOTH STRUCTURES-BASEBALL RESTROOMS.
- ALL NEW RECTANGULAR LOWERS ARE 24" WIDE BY 14" TALL AND SHALL BE MOUNTED RECESSED 2 3/4" FROM THE FACE OF BRICK OR METAL LOWERS. THE FACE OF ALL METAL LOWERS SHALL INCLUDE A REMOVABLE SCREEN FOR INSECT'S BRICKS AND VANDALS MOUNTED TO THE INSIDE FACE. ALL LOWERS SHALL BE FASTENED TO MOUNTED WITH TAPPER PROOF FASTENERS.
- ALL WINDOWS SHALL HAVE IMPACT RESISTANT ORANGE GLAZING. WINDOWS SHALL INCLUDE AN INSECT SCREEN AND BE MOUNTED TO THE FRONT FACE OF SIDING AND INCLUDE METAL TRIM AND BASE FLASHING FULL PERIMETER. ALL WINDOWS SHALL BE MOUNTED WITH CONCEALED ANCHORS FLUSH TO BRICK AND SHALL BE SILICON SEALED FULL PERIMETER SO THAT SILICON IN RECESSED AND NOT VISIBLE.

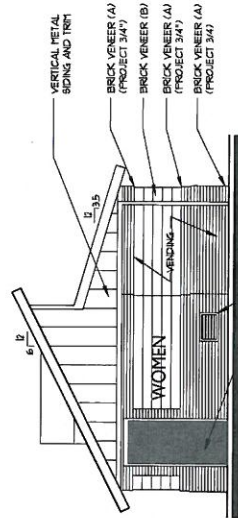
COLOR LEGEND

- ASPHALT SHINGLES -GAF TIMBERLINE "SLATE"
- BRICK VENEER (A) -MODULAR "RED-BROWN" (PROJECT 344)
- BRICK VENEER (B) -MODULAR "LIGHT GREY"
- METAL SIDING -MEDIUM GREY
- METAL DOOR -DARK BRONZE
- METAL TRIM -DARK GREY
- PRE-FINISHED LOWER -DARK BRONZE

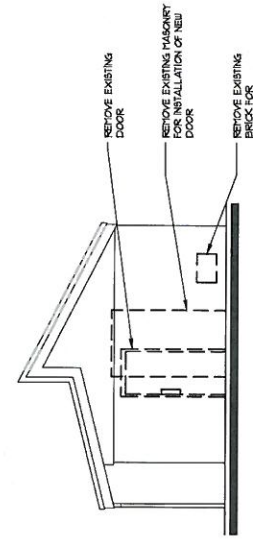
ALL SHALL BE STANDARD COLORS- NO CUSTOM COLORS



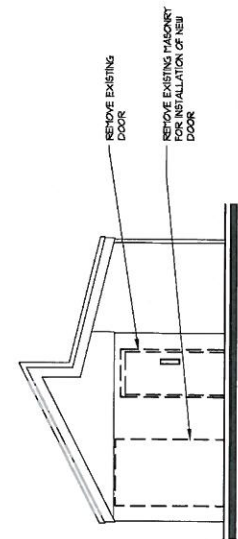
2 New Side Elevation
1/4" = 1'-0"



4 New Side Elevation
1/4" = 1'-0"



1 Demolition Side Elevation
1/4" = 1'-0"



3 Demolition Side Elevation
1/4" = 1'-0"

**ROSS
WITT**
P.L.L.C.
ARCHITECTURE
INTERIOR DESIGN

400 STAGE ROAD, SUITE 3
BARTLETT, TENNESSEE 37624
OFFICE: (615) 331-1188
WEB: WWW.ROSSWITT.COM

CONSTRUCTION NUMBER 14-135
DATE JUN 19, 2015
REVISION
CREATED BY bow, dsr
REVISED BY bow, dsr
PROJECT NAME

CITY OF BARTLETT
**ADA and
Exterior
Renovation**

W/ Freeman Park
Restrooms
Bartlett, TN

PROJECT NOTES



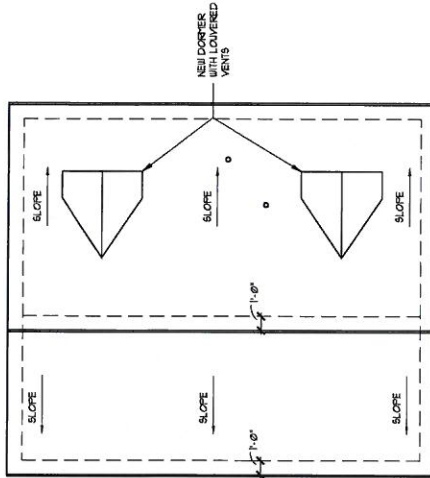
January 18, 2015
C.O.P.Y. W/IT P.L.L.C.
ROSS WITT P.L.L.C.
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OR MECHANICAL, WITHOUT PRIOR WRITTEN CONSENT

SHEET TITLE
Roof Plans and
Building Sections

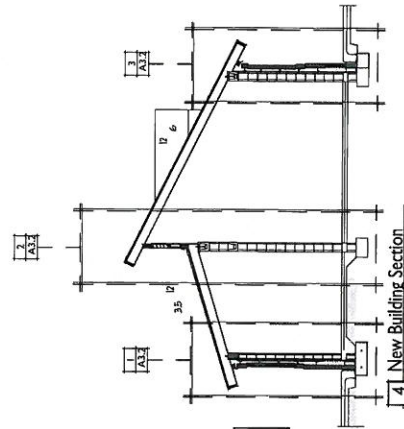
SHEET NUMBER
A3.1

NOTES

1. ROOF IS 30 YR. ARCHITECTURAL DIMENSIONAL ASPHALT SHINGLES OVER 3/8" LB. ROOFING FELT.
2. PROVIDE INSTALL ICE AND WATER SHIELD MEMBRANE AT ALL EAVES AND VALLEYS.
3. ROOF OVERHANGS ARE ENLARGED BY 1'-0"
4. PROVIDE NEW RAFTING FOR DORMERS AND OVERHANGS.
5. ALL DECKING IS NEW 3/4" PLYWOOD.

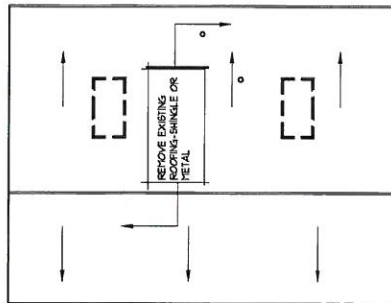


2 New Roof Plan
1/4" = 1'-0"

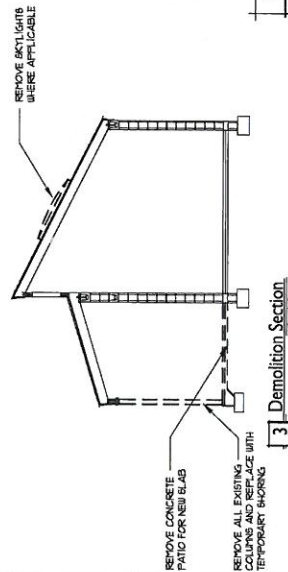


DEMOLITION LEGEND

EXISTING WALL TO REMAIN
DEMOLITION - TO BE
REMOVED



1 Demolition Roof Plan
1/4" = 1'-0"



**ROSS
WITT**
ARCHITECTURE
INTERIOR DESIGN

1000 STAGE ROAD, SUITE 3
NASHVILLE, TENNESSEE 37203
OFFICE: (615) 331-4188
WEB: WWW.ROSSWITT.COM

commission number 14-135
date Jan 19, 2015
revision
created by bow, dsr
revised by bow, dsr
project title

City of Bartlett
**ADA and
Exterior
Renovation**

W J Freeman Park
Restrooms
Bartlett, TN

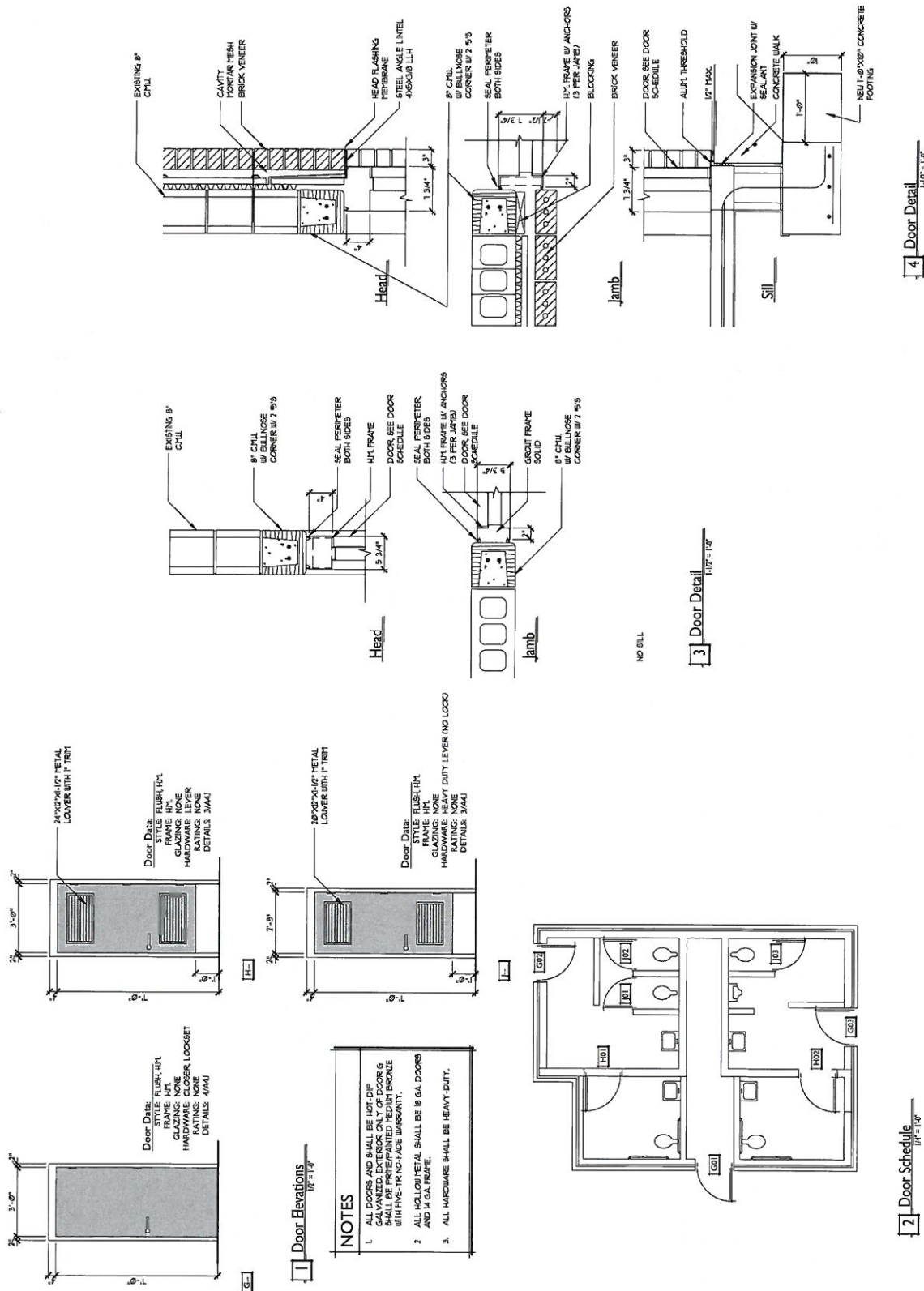
project notes



January 19, 2015
C O P Y
R O S S W I T T
A R C H I T E C T
I N T E R I O R D E S I G N
T H E S E D O C U M E N T S A R E P R O P R I E T A R Y
T O R O S S W I T T A R C H I T E C T
I F T H E S E D O C U M E N T S A R E C O P I E D
O R R E P R O D U C E D I N A N Y M A N N E R
W I T H O U T P R I O R W R I T T E N C O N S E N T
F R O M R O S S W I T T A R C H I T E C T

sheet title
Door Schedule and Details

sheet number
A4.1



work on this project, understand design intent and construction means and methods. They shall understand how to use the entire set of drawings and understand the relationship between the drawings and the work to be performed.

- B. Coordinate scheduling, materials, and work of the various sections of the construction elements, with provisions for accommodating items installed later.
- C. Coordinate the work of the various sections of the construction elements, with provisions for accommodating items installed later.
- D. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having responsibility for installing, connecting to, and placing in service, such equipment.
- E. Coordinate space requirements, supports, and installation of mechanical and electrical work elements that are indicated diagrammatically on Drawings. Follow routing shown for pipes, conduits, ducts, and other elements. Coordinate work of other sections for installation of ultra space splices, especially to minimize accessibility for other installations, for maintenance, and for repairs.
- F. Coordinate work of other sections to provide for the correct characteristics and, when indicated, correct areas exacted for the correct characteristics of failure and safety with finish elements.
- G. Coordinate completion and clean-up of work of separate sections.
- H. Coordinate work of other sections to provide for the correct characteristics of failure and safety with finish elements.
- I. Verify that work means acceptance of existing conditions is acceptable for subsequent work. Start of work means acceptance of existing conditions.
- J. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- K. Verify that existing conditions described in individual specification sections, to include field measurements before confirming product orders or beginning fabrication, to minimize waste, due to over-ordering or misfabrication.
- L. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- M. Prior to cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After cutting or patching, verify that work means acceptance of existing conditions is acceptable for subsequent work.

SECTION 09 50 00 PAINTING AND COATING 1.01 SECTION INCLUDES A. Scope: Finish all interior and exterior surfaces exposed to view, unless fully factory-finished or unless otherwise indicated. B. Items fully factory-finished are not considered factory finished. C. Items indicated to receive other finishes. D. Fire rating labels, equipment serial number and capacity labels, and operating parts of equipment. E. Coats, unless specifically so indicated. F. Concealed pipes, ducts, and conduits. G. Coats, unless specifically so indicated.		SECTION 10 14 00 SAFETY 1.01 SECTION INCLUDES A. Product Data: Manufacturer's printed product literature for each type of sign, indicating sign styles, font, background and background colors, locations, overall dimensions of each sign. B. Signage: Provide information sufficient to completely define each sign for fabrication, including room number, room name, door text to be opened, sign and letter sizes, fonts, and colors. C. Selection Samples: Submit two sets of color selection charts.		SECTION 14-135 1.01 SECTION INCLUDES A. Provide all paint and coating products used in any individual system from the same manufacturer, no exceptions. B. Provide all paint and coating products intended to be a field-applied ceiling. C. Provide all paint and coating material in quantity required to complete entire project's work from a single production run. D. Do not reduce, thin, or dilute coatings or add materials to coatings unless such materials are specifically described in manufacturer's product instructions. E. Provide coatings that comply with the most stringent requirements specified in the following: a. 40 CFR 59, Subpart D—National Volatile Organic Compound Emission Standards for Architectural Coatings; Testing and calculation in accordance with 40 CFR 59, Subpart D (EPA Method 24), exclusive of solvents added to a lat base and water added at project site; or other method acceptable to authority having jurisdiction. F. Provide coatings that comply with the most stringent requirements specified in the following: a. 40 CFR 59, Subpart D—National Volatile Organic Compound Emission Standards for Architectural Coatings; Testing and calculation in accordance with 40 CFR 59, Subpart D (EPA Method 24), exclusive of solvents added to a lat base and water added at project site; or other method acceptable to authority having jurisdiction.		SECTION 14-135 1.01 SECTION INCLUDES A. Provide all paint and coating products used in any individual system from the same manufacturer, no exceptions. B. Provide all paint and coating products intended to be a field-applied ceiling. C. Provide all paint and coating material in quantity required to complete entire project's work from a single production run. D. Do not reduce, thin, or dilute coatings or add materials to coatings unless such materials are specifically described in manufacturer's product instructions. E. Provide coatings that comply with the most stringent requirements specified in the following: a. 40 CFR 59, Subpart D—National Volatile Organic Compound Emission Standards for Architectural Coatings; Testing and calculation in accordance with 40 CFR 59, Subpart D (EPA Method 24), exclusive of solvents added to a lat base and water added at project site; or other method acceptable to authority having jurisdiction. F. Provide coatings that comply with the most stringent requirements specified in the following: a. 40 CFR 59, Subpart D—National Volatile Organic Compound Emission Standards for Architectural Coatings; Testing and calculation in accordance with 40 CFR 59, Subpart D (EPA Method 24), exclusive of solvents added to a lat base and water added at project site; or other method acceptable to authority having jurisdiction.	
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combination number 14-135
 issue: Jan 19, 2015
 revised:
 created by: BOW, DSF
 revised by: BOW, DSF
 project title: City of Bardett
ADA and Exterior Renovation
 W J Freeman Park
 Restrooms
 Bardett, TN

project notes



January 19, 2015
 C O P Y R I G H T
 R O S S W I T T P L L C
 I N T E R I O R D E S I G N
 T H E S E D O C U M E N T S A R E P R O P R I E T A R Y
 A N D C O N F I D E N T I A L . I F Y O U A R E N O T
 A N A U T H O R I Z E D U S E R , Y O U A R E N O T
 A L L O W E D T O C O P Y , R E P R O D U C E , O R
 D I S T R I B U T E T H E S E D O C U M E N T S
 W I T H O U T P R I O R W R I T T E N C O N S E N T

Contract Specifications
AGI.4

**ROSS
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OFFICE (615) 331-7188
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commission number 14-135
date Jan 19, 2015
revision
created by
revised by
project title

City of Bartlett
**ADA and
Exterior
Renovation**

W J Freeman Park
Restrooms
Bartlett, TN

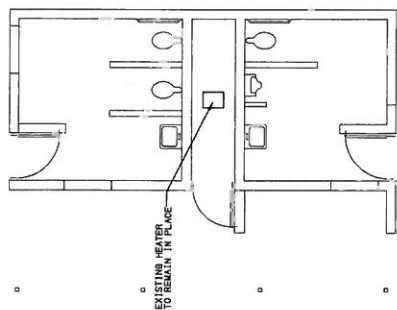
project notes



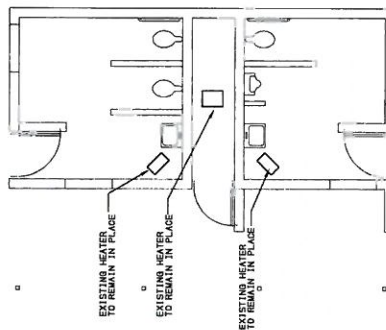
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sheet title
Floor Plans - Mechanical

sheet number
M.I.1



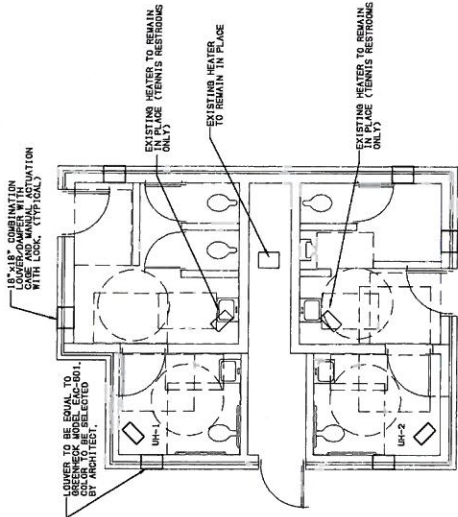
1 Baseball - Existing Floor Plan - Mechanical
1/4" = 1'-0"



2 Tennis - Existing Floor Plan - Mechanical
1/4" = 1'-0"

ELECTRIC UNIT HEATER SCHEDULE					
GENERAL DATA			ELECTRICAL DATA		
MARK	SUPPLY AIR-SPR	HEATING CAPACITY (BTU/HOUR)	KW	VOLTS/ PHASE	COMMENTS
UH-1	700	8'-0"	3	120/1	①
UH-2	700	8'-0"	3	120/1	①

① UNIT HEATER SHALL BE EQUAL TO INDOOR MODEL UCT WITH UNIT-MOUNTED TAMPERPROOF THERMOSTAT, MOUNTING KIT, & INTERNAL DISCONNECT.



3 Floor Plan - Mechanical
1/4" = 1'-0"

- FURNISH AND INSTALL ALL NECESSARY LABORS AND MATERIALS FOR ALL WORK SHOWN ON THESE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE. ALL WORK SHALL BE IN ACCORDANCE WITH ALL STATE AND LOCAL CODES.
- ATTAIN AND PAY FOR ALL REQUIRED PERMITS AND FEES.
- WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH ALL STATE AND LOCAL CODES.
- FINISHES ARE GENERALLY DIAGRAMMATIC AND DO NOT NECESSARILY SHOW THE EXACT LOCATION OF THE FINISH. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE. ALL WORK SHALL BE IN ACCORDANCE WITH ALL STATE AND LOCAL CODES.
- ALL WORK SHALL BE COORDINATED WITH ALL OTHER TRADES BEFORE ANY INSTALLATION IS MADE.
- ALL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH STATE CODES, HAVING JURISDICTION. A COPY OF THE MANUFACTURER'S INSTALLATION INSTRUCTIONS SHALL BE LOCATED ON THE JOB SITE AT ALL TIMES.
- INSTALLATION OF ALL EQUIPMENT SHALL PERMIT ACCESSIBILITY TO ALL EQUIPMENT. ACCESS TO ALL EQUIPMENT SHALL BE MAINTAINED AT ALL TIMES.
- COMPLETION AND TESTS SHALL INCLUDE CLEANING AND LUBRICATION OF ALL SYSTEMS AND EQUIPMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE. ALL WORK SHALL BE IN ACCORDANCE WITH ALL STATE AND LOCAL CODES.
- LOCATIONS SHOWN FOR EQUIPMENT ARE APPROXIMATE LOCATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE. ALL WORK SHALL BE IN ACCORDANCE WITH ALL STATE AND LOCAL CODES.
- ALL EXTERIOR WALL AND ROOF PENETRATIONS SHALL BE SEALED WATERPROOF.

4 Specifications - Mechanical
No Scale

HNA
Engineering, plc



LINE TYPE	DESCRIPTION	ABBREVIATIONS	SYMBOLS
---	SANITARY WASTE (SW)	AFV ABOVE FINISHED FLOOR	PIPE TURNED DOWN
---	SANITARY VENT (SV)	ACH CLEANOUT	PIPE TURNED UP
---	COLD WATER (CW)	CONC CONCRETE	BOLTED VALVE
---	HOT WATER (HW)	DWG DRAINING	CAF
---		ELEV ELEVATION	BALANCING VALVE
---		ELED ELECTRICAL	CHECK VALVE
---		FF FLOOR FINISHED FLOOR	FOO FLOOR CLEANOUT
---		MECH MECHANICAL	HOSE FAUCET
---		REQ REQUIRED	VENT THRU ROOF (VTR)
---		SECT SECTION	CONNECT TO EXIST. PIPING
---		STUD STRUCTURAL	KEY NOTE NUMBER
---		TYP TYPICAL	ROOM NUMBER
---		WTR WATER	100
---		WTR WATER	120
---		WTR WATER	121
---		WTR WATER	122

PLUMBING NOTES:

- ONLY KNOWN SERVICES IN THE PROJECT AREA ARE SHOWN IN DRAWING SET. CONTRACTOR TO FIELD VERIFY EXACT CONDITIONS PRIOR TO BEGINNING WORK.
- CONTRACTOR SHALL COORDINATE THE DISRUPTION OF ANY SERVICE WITH THE LOCAL OWNER'S REPRESENTATIVE A MINIMUM OF 72 HOURS PRIOR TO DISRUPTION.
- CONTRACTOR SHALL COORDINATE EQUIPMENT CONNECTIONS WITH EQUIPMENT DRAINING AND SUPPLIER. CONTRACTOR SHALL INSTALL EQUIPMENT AND MAKE FINAL CONNECTIONS FURNISHING CUTOFF VALVES, P-TRAPS, PRESSURE REDUCING VALVES, AND PIPING AS REQUIRED.
- CONTRACTOR SHALL FURNISH AND INSTALL SHOCK ABSORBERS ON PIPING SERVING FLUSH VALVE FIXTURES AND/OR QUICK CLOSING VALVES (BOLTED OPERATED, ETC.) IN ACCORDANCE WITH "PLUMBING AND DRAINAGE INSTITUTE" (PDI-W-201) GUIDELINES.
- CONTRACTOR SHALL COORDINATE WITH ALL DISCIPLINES INVOLVED TO AVOID ANY PIPE ROUTING PROBLEMS. IN THE EVENT CONFLICTS ARE ENCOUNTERED WHICH CANNOT BE RESOLVED BY THE TRADES INVOLVED, THE ARCHITECT SHALL BE CONSULTED AND HIS DECISION SHALL GOVERN.
- ALL VENTS SHALL BE A MINIMUM OF 18"-3" AWAY FROM ALL FRESH AIR INTAKES FOR AIR HANDLING UNITS.
- WHERE ROOF PENETRATIONS OF VENTS AND WASTE STACKS LESS THAN THREE INCHES (3") ARE PROHIBITED BY CODE, PROVIDE INCREASERS IN PIPE BELOW ROOF SLAB.
- FURNISH AND INSTALL DEEP SEAL P-TRAPS ON FLOOR DRAINING NOT FED BY AN AUTOMATIC TRAP PRIMER SYSTEM, WHERE REQUIRED BY CODE.
- ALL FIXTURES, EQUIPMENT AND PIPING SHOWN ON THESE DRAWINGS SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL CODE REQUIREMENTS.
- PENETRATIONS THROUGH NEW WALLS AND FLOORS SHALL BE SLEAVED AND/OR PATCHED AS DIRECTED BY THE SPECIFICATIONS. SEE ARCHITECTURAL DRAWINGS FOR FINAL FINISHES.
- ALL NEW PIPE PENETRATIONS OF FIRE RATED WALLS, AS SHOWN BY THE LIFE SAFETY PLANS, SHALL HAVE A UL LISTED F RATING EQUAL TO THE WALL FIRE RATING. REFER TO THE WALL PENETRATION DETAILS FOR FURTHER INFORMATION.
- ALL WORK SHOWN IS PART OF BASE BID EXCEPT WHERE OTHERWISE DESIGNATED.
- SEISMICALLY BRACE ALL PIPE AS REQUIRED BY LOCAL CODE REQUIREMENTS.

SPECIFICATIONS - PLUMBING

- MATERIALS AND WORKMANSHIP
- THE PLUMBING PLANS ARE DIAGNOSTIC AND NOT TO BE SCALED.
- THE CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS, AND SHALL FIT THE WORK ACCORDINGLY TO THE BUILDING.
- PERMITS AND FEES
- THE CONTRACTOR SHALL MAKE APPLICATION, AND PAY ALL RELATED FEES AND COSTS FOR PERMITS, DRINKAGE WATER, AND TESTS AS REQUIRED BY THE LOCAL AUTHORITY. INCLUDE COSTS IN CONTRACT PRICE.
- FINISHES AND INSTALL ALL SOIL, WASTE, VENT, AND DRAIN PIPING AS INDICATED.
- CAST IRON OR DRY SOIL, 40 P.M.D. FLOOR PIPING EXPOSED IN FINISHED AREAS SHALL BE CHROME PLATED BRASS, H.
- FITTINGS SHALL BE DRAINAGE PATTERN AND OF THE SAME MATERIAL AS THE PIPING.
- INDIRECT WASTE AND CONDENSATE DRAIN PIPING SHALL BE DRY COPPER. ALL FITTINGS SHALL BE DRAINAGE PATTERN AND OF THE SAME MATERIAL AS THE PIPING.
- SOIL, WASTE, VENT AND DRAIN PIPING SHALL BE SUBJECTED TO A WATER TEST OF NOT LESS THAN TEN FEET OF HYDROSTATIC HEAD FOR A PERIOD OF NOT LESS THAN THIRTY MINUTES PRIOR TO THE CONNECTION TO THE EXISTING SYSTEM.
- WATER PIPING (DOMESTIC)
- CAST IRON OR DRY SOIL, 40 P.M.D. WATER PIPING SHALL BE TYPE "L" COPPER ABOVE GRADE.
- FITTINGS SHALL BE WOOD COPPER.
- TEST WATER PIPING AT 120 PSI FOR A PERIOD OF 24 HOURS PRIOR TO THE CONNECTION TO THE EXISTING SYSTEM.

PLUMBING FIXTURE SCHEDULE

TAB	FIXTURE TYPE	FLUSH / FAUCET / VALVE	TRIM AND REMARKS	TRAP SIZE	SW	SV	HW
WD-1	WATER CLOSET, REGULAR, STAINLESS	1.0 GPF, INTERNAL VACUUM BREAKER, SCREENED/VIEWCHECK STOP, SLOAN	SEAT TO BE AGRON INTERNAL TOILET SEAT.	INT.	4"	2"	1"
WD-2	WATER CLOSET, ADA, STAINLESS	1.0 GPF, INTERNAL VACUUM BREAKER, SCREENED/VIEWCHECK STOP, SLOAN	SEAT TO BE AGRON INTERNAL TOILET SEAT.	INT.	4"	2"	1"
U-1	URINAL, ADA, WALL HANG, STAINLESS	0.6 GPF, INTERNAL VACUUM BREAKER, SCREENED/VIEWCHECK STOP, SLOAN	PROVIDE APPROPRIATE CONCEALED FLOOR MOUNTED URINAL CARRIER, REFER TO ARCH SERIES FOR MOUNTING HEIGHTS.	INT.	2"	2"	3/4"
L-1	LAVATORY, ADA, WALL HANG, STAINLESS	0.6 GPF, INTERNAL VACUUM BREAKER, SCREENED/VIEWCHECK STOP, SLOAN	PROVIDE APPROPRIATE CONCEALED FLOOR MOUNTED URINAL CARRIER, REFER TO ARCH SERIES FOR MOUNTING HEIGHTS.	INT.	2"	2"	3/4"
WFB-1	WALL HYDRANT (NON-BREZED), KEY OPERATED WITH CHROME PLATED FACE, INTERNAL VACUUM BREAKER, JR SMITH 655967.	0.6 GPF, INTERNAL VACUUM BREAKER, SCREENED/VIEWCHECK STOP, SLOAN	PROVIDE APPROPRIATE CONCEALED FLOOR MOUNTED URINAL CARRIER, REFER TO ARCH SERIES FOR MOUNTING HEIGHTS.	INT.	2"	2"	3/4"

CLEANOUT SCHEDULE

TAB	DESCRIPTION
WFO	WALL ADDRESS COVER: ROUND STAINLESS STEEL ADDRESS COVER WITH 1/4-20 X 9-1/2" CENTER BORE TO BE USED WITH COUNTERSINK CLEANOUT PLUG WITH A 1/4"-20 TAPPED HOLE EQUAL TO MADE W-5468HS.
F00	CAST IRON CLEANOUT W/ THREADED, ADJUSTABLE HOUSING, FLANGED FEMALE W/ TAPERED BRASS PLUG, ROUND SECURED NICKEL BRONZE SORBITATED TOP, EQUAL TO MADE W-8002-TTY.
G00	GRADE CLEANOUT: CAST IRON CLEANOUT W/ THREADED, ADJUSTABLE HOUSING, FLANGED FEMALE W/ TAPERED BRASS PLUG, ROUND SECURED NICKEL BRONZE VENER TRACTOR TYPE COVER WITH SECURITY CHAINS, EQUAL TO MADE W-8004Z-179-TTY.
NOTES:	1. TAP AND TEST "T" SHALL NOT BE USED FOR WALL CLEAN-OUTS.

ROSS WITT PLLC
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consultation number 14-135
date Jan 19, 2015
revision
created by
reviewed by
project title

City of Bartlett
**ADA and
Exterior
Renovation**

W/ Freeman Park
Restrooms
Bartlett, TN

project notes

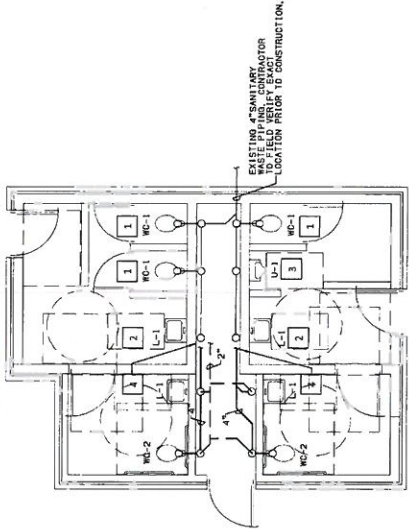


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sheet title
Baseball Floor Plan -
Plumbing

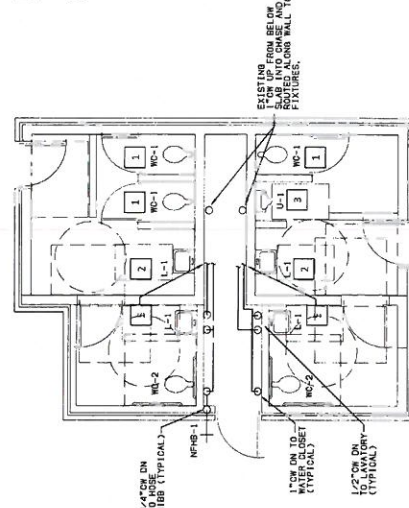
sheet number
P.1.1

HNA
Engineering, plc

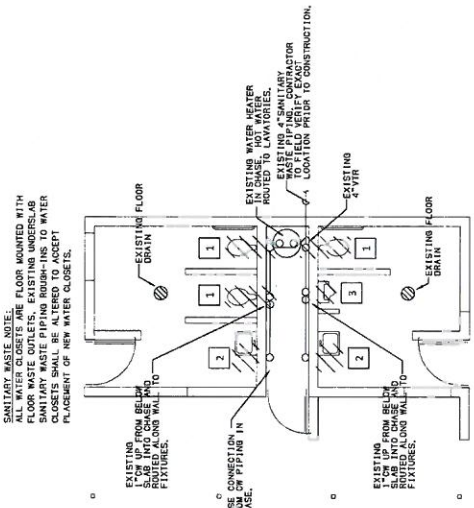


- PLUMBING KEYNOTES:**
- 1 NEW WATER CLOSET TO BE INSTALLED. EXISTING ROUGH-INS TO BE MODIFIED AS NECESSARY & UTILIZED FOR INSTALLATION.
 - 2 NEW LAVATORY TO BE INSTALLED. EXISTING ROUGH-INS TO BE MODIFIED AS NECESSARY & UTILIZED FOR INSTALLATION.
 - 3 NEW URINAL TO BE INSTALLED. EXISTING ROUGH-INS TO BE MODIFIED AS NECESSARY & UTILIZED FOR INSTALLATION.
 - 4 ROUTE NEW 4\"/>

[2] Baseball - Floor Plan - D.W.V. Plumbing
1/4\"/>



[3] Baseball - Floor Plan - Domestic Water
1/4\"/>

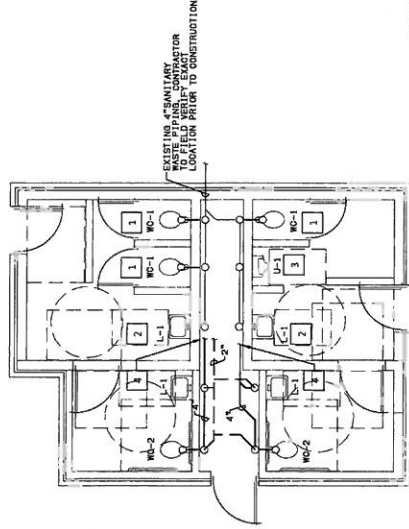


- DEMOLITION KEYNOTES:**
- 1 EXISTING WATER CLOSET AND FLUSH VALVE TO BE REMOVED. EXISTING ROUGH-INS TO BE MODIFIED, AS NECESSARY, FOR REINSTALLATION OF NEW WATER CLOSET.
 - 2 EXISTING LAVATORY, SINK, AND BELOW SINK ROUGH-INS TO BE MODIFIED, AS NECESSARY, FOR INSTALLATION OF NEW LAVATORY.
 - 3 EXISTING URINAL AND FLUSH VALVE TO BE REMOVED. EXISTING ROUGH-INS TO BE MODIFIED, AS NECESSARY, FOR REINSTALLATION OF NEW URINAL.
 - 4 EXISTING HOSE BIBB TO BE REMOVED ALONG WITH ALL ASSOCIATED PIPING BACK TO NEAREST ACTIVE MAIN AND CAPPED.

[1] Baseball - Demolition Floor Plan - Plumbing
1/4\"/>

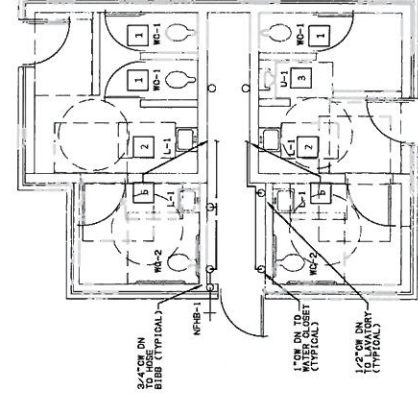


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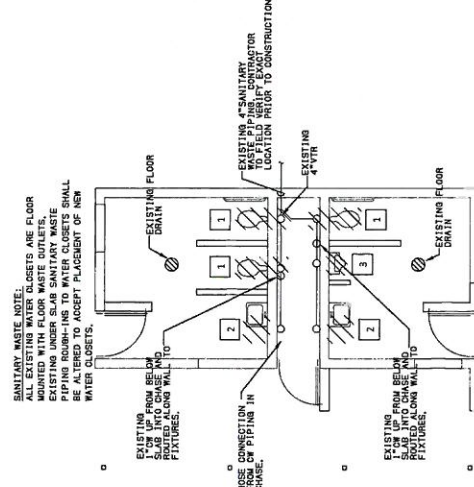


- PLUMBING REMARKS:**
1. NEW WATER CLOSET TO BE INSTALLED. EXISTING ROUGH-INS TO BE MODIFIED AS NECESSARY & UTILIZED FOR INSTALLATION.
 2. NEW LAVATORY TO BE INSTALLED. EXISTING ROUGH-INS TO BE MODIFIED AS NECESSARY & UTILIZED FOR INSTALLATION.
 3. NEW URINAL TO BE INSTALLED. EXISTING ROUGH-INS TO BE MODIFIED AS NECESSARY & UTILIZED FOR INSTALLATION.
 4. ROUTE NEW 4" SANITARY WASTE & VENT PIPING FROM NEW TOILETS TO EXISTING SANITARY PIPING IN MECHANICAL ROOM.
 5. 1" CW & 1/2" CW TO EXISTING 8" DW & HW PIPING IN CHASE AND CORNER.

2 Tennis - Floor Plan - D.W.V. Plumbing
1/4" = 1'-0"



3 Tennis - Floor Plan - Domestic Water
1/4" = 1'-0"



- DEMOLITION REMARKS:**
1. EXISTING WATER CLOSET AND FLUSH VALVE TO BE REMOVED. EXISTING ROUGH-INS TO BE MODIFIED, AS NECESSARY, FOR INSTALLATION OF NEW WATER CLOSET.
 2. EXISTING LAVATORY, FAUCET, AND BELOW SINK ROUGH-INS TO BE MODIFIED, AS NECESSARY, FOR INSTALLATION OF NEW LAVATORY.
 3. EXISTING URINAL AND FLUSH VALVE TO BE REMOVED. EXISTING ROUGH-INS TO BE MODIFIED, AS NECESSARY, FOR INSTALLATION OF NEW URINAL.
 4. EXISTING ROSE BIBB TO BE REMOVED ALONG WITH ALL ASSOCIATED PIPING BACK TO NEAREST ACTIVE MAIN AND CAPPED.

1 Tennis - Demolition Floor Plan - Plumbing
1/4" = 1'-0"

LUMINAIRE SCHEDULE

LUMINAIRE SCHEDULE								
CALCUL	SYMBOL	LAMP	DESCRIPTION	QUANTITY	MATERIAL/ACTUATOR	MODEL	NOTE 1	INLET WATTS
A		(2) 32W T8	VANDAL RESISTANT LOW PROFILE SURFACE MTD. FIXTURE	SURFACE	NIUITE	SNV-232TB-UVV-15N-WL		64
B		(2) 32W T8	SURFACE MTD. STRIP	SURFACE	NIUITE	SA-232TB-UVV-15N-WC	PROVIDE WITH WIRE GUARD	64
C		(1) 50W LED	LED WALL PACK	WALL	SPALDING	WPV-302-WK-003-3-1-RL-500-PC	PROVIDE PLYWIRE WITH COLD WEATHER BALLAST	53

1. ARCHITECT/ENGINEER RESERVES THE RIGHT TO REJECT ANY AND ALL FIXTURES NOT PRE-APPROVED BY ARCHITECT/ENGINEER 10 DAYS PRIOR TO BID. PROVIDE 4100° KELVIN TEMPERATURE LAMPS WITH MINIMUM 95 CRI, U01.

RECEPTACLE SCHEDULE

RECEPTACLE SCHEDULE			NOTE 1
CALLOUT	STANDARD	REMARK	
Duplex Outlet-GFC	6	N5-20R	GFC PROTECTED DUPLEX RECEPTACLE W/DT AT 18" AFF TO BOTTOM, UOI
Duplex Outlet-GFC/MP	6	N5-20R	GFC PROTECTED DUPLEX RECEPTACLE W/DT AT 18" AFF TO BOTTOM, UOI COWET W/DT AT 18" AFF TO BOTTOM, UOI

SYMBOL I ECEEND

SYMBOL LEGEND	
Existing Conditions	 DEVICE, FIXTURE, OR EQUIPMENT TO BE DEMOLISHED
Existing Conditions	 DASHED DEVICE OR LIGHT FIXTURE INDICATES EXISTING TO REMAIN, UOL

Schedules

NONE

SPECIFICATIONS

- [illegible]

2 Specifications

NONE

SWITCH SCHEMES

SWITCH SCHEDULE			
CALLOUT	SYMBOL	NOTE 1	NOTE 2
See drawing for switching Main Line Voltage	6	CEILING MOUNTED, RUAL TECHNOLOGY, LINE VOLTAGE OCCUPANCY SENSOR	MODEL WATTS/TEMPER DT-355, OR APPROXIMATED EQUAL
Switch	5	WALL MOUNTED SWITCH	CTR-600-1000V

- [illegible]

**ROSS
WITT** PLLC

**ARCHITECTURE
INTERIOR DESIGN**

6500 STAGE ROAD, SUITE 3
BARTLETT, TENNESSEE 38134
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WEB: WWW.ROSSWITT.COM

communication number	14-135
dated	Jan 19, 2015
revised	
created by	kes
revised by	
project title	jdr

City of Bartlett
**ADA and
Exterior
Renovation**

W J Freeman Park
Restrooms
Bartlett, TN



January 19, 2015

Symbol Legend &
Specifications - Electrical

Abstract number



Panel A-T		Panel A-B	
ROOM: MOUNTING FLASH FEED FROM UTILITY		ROOM: MOUNTING FLASH FEED FROM UTILITY	
VOLTAGE: 120V/120/240		VOLTAGE: 120V/120/240	
BUS AMPS: 100		BUS AMPS: 100	
NEUTRAL: 100%		NEUTRAL: 100%	
LOADS: STANDARD		LOADS: STANDARD	
OUT	IN	OUT	IN
NO.	DESCRIPTION	NO.	DESCRIPTION
1	200V/1	1	200V/1
2	200V/1	2	200V/1
3	200V/1	3	200V/1
4	200V/1	4	200V/1
5	200V/1	5	200V/1
6	200V/1	6	200V/1
7	200V/1	7	200V/1
8	200V/1	8	200V/1
9	200V/1	9	200V/1
10	200V/1	10	200V/1
11	200V/1	11	200V/1
12	200V/1	12	200V/1
13	200V/1	13	200V/1
14	200V/1	14	200V/1
15	200V/1	15	200V/1
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19	200V/1	19	200V/1
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21	200V/1	21	200V/1
22	200V/1	22	200V/1
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27	200V/1	27	200V/1
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37	200V/1	37	200V/1
38	200V/1	38	200V/1
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71	200V/1	71	200V/1
72	200V/1	72	200V/1
73	200V/1	73	200V/1
74	200V/1	74	200V/1
75	200V/1	75	200V/1
76			

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OFFICE (615) 331-9188
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commission number: 14-135
date: Jan 19, 2015
revision:
created by: kes
checked by: jdt
project title:

City of Bartlett
**ADA and
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Renovation**

W J Freeman Park
Restrooms
Bartlett, TN

project number

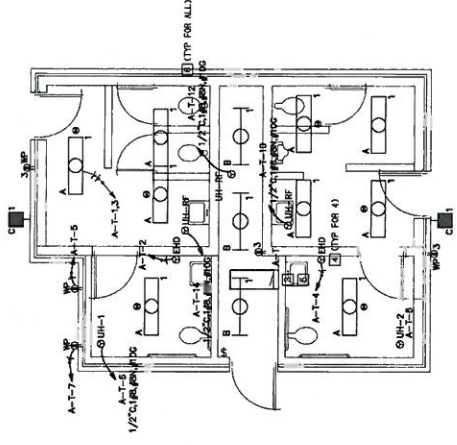


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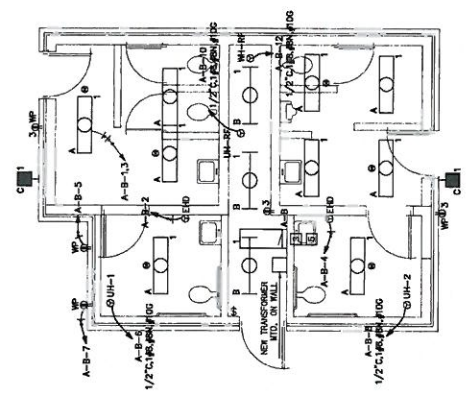
sheet title
Existing Toilet Plan
Demolition Plan and New
Floor Plan - Electrical

sheet number
E1.3

HNA
Engineering, plc

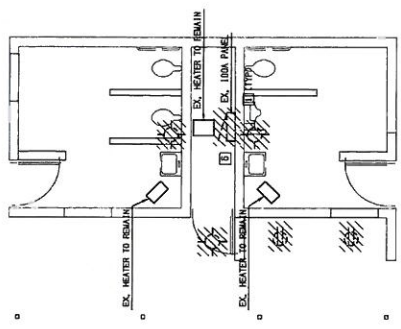


2 Tennis - Floor Plan - Electrical
1/4" = 1'-0"

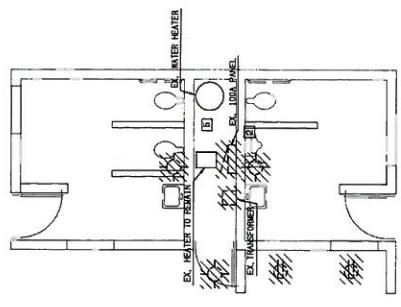


4 Baseball - Floor Plan - Electrical
1/4" = 1'-0"

- REFER TO: (SEE E1.3)
- 1. CONTRACTOR SHALL DEMOLISH ALL ELECTRICAL BACK TO EXISTING PANEL. CONTRACTOR SHALL DEMOLISH EXISTING PANEL. ALL EXISTING INCOMING SERVICE CONDUITORS SHALL REMAIN FOR REUSE WITH NEW PANEL. SEE WORK PLANS.
- 2. CONTRACTOR SHALL DEMOLISH ALL ELECTRICAL BACK TO EXISTING PANEL. CONTRACTOR SHALL DEMOLISH EXISTING PANEL AND TRANSFORMER. ALL EXISTING INCOMING SERVICE CONDUITORS SHALL REMAIN FOR REUSE WITH NEW PANEL. SEE WORK PLANS.
- 3. CONTRACTOR SHALL EXTEND EXISTING FEEDERS AS REQUIRED FOR NEW PANEL/TRANSFORMER.
- 4. CONNECTION TO ELECTRIC MAIN ORDER IS PART OF ALTERNATE NO. 2. (TYP FOR 4)
- 5. CONTRACTOR SHALL DISCONNECT EXISTING CIRCUITS SERVING DEVICES OUTSIDE OF THIS BUILDING. ALL CIRCUITS SHALL BE RECONNECTED TO NEW PANEL. PROVIDE FEEDER EXTENSIONS AS REQUIRED.
- 6. CONTRACTOR SHALL FIELD COORDINATE EXISTING TRANSFORMER AND FEEDER WITH ELECTRICAL ENGINEER AND MODIFY FEEDER AS REQUIRED. COORDINATE EXIST REQUIREMENTS PRIOR TO BUILDING.



1 Tennis - Existing - Demo Floor Plan - Electrical
1/4" = 1'-0"



3 Baseball - Existing - Demo Floor Plan - Electrical
1/4" = 1'-0"

**Board of Mayor and Aldermen**

6400 Stage Road
Bartlett, TN 38134

SCHEDULED**AGENDA ITEM**

Meeting: 02/24/15 07:00 PM

Department: Finance

Category: Report

Prepared By: Eric Phan

Department Head: Dick Phebus

Treasurer's Report for January 2015.

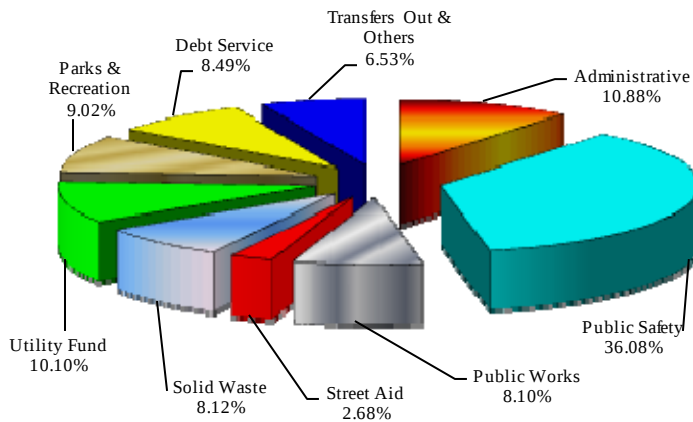


City of Bartlett

FINANCIAL REPORT

January 31, 2015

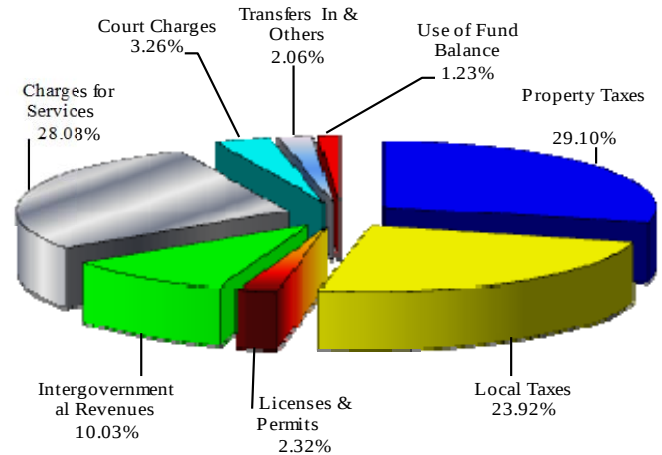
Total Expenditures, FY 2015 Budget: \$67,246,180



BUDGET HIGHLIGHTS

- June 30, 2014 year-to-date actual is audited.
- Property taxes are due February 28 and delinquent March 1.
- Delinquent 2013 property taxes were submitted to the Trustee for collection.
- Fiscal Year 2016 budgets are being prepared by the departments now.

Total Revenues, FY 2015 Budget: \$67,246,180



FY 2015 YEAR-TO-DATE For The Period Ending January 31, 2015

	Adopted Budget	Year-to-Date Actual
General Fund Expenditures		
Administrative	\$ 6,916,138	\$ 3,666,336
Public Safety	23,631,223	13,577,829
Public Works	5,316,808	2,972,263
Parks and Recreation	5,416,283	2,883,422
Performing Arts	601,966	313,031
Transfers & Other Gen. Fund Items	3,628,392	2,468,790
Subtotal	\$ 45,510,810	\$ 25,881,670
General Fund Revenues		
Property Taxes	\$ 19,525,000	\$ 12,997,551
Local Taxes	12,981,750	4,959,597
Building and Development Fees	1,554,100	875,704
Intergovernmental	5,217,750	2,100,930
Charges for Services	3,882,184	1,850,332
Court Charges	1,950,000	847,688
Other Revenue	400,026	216,679
Subtotal	\$ 45,510,810	\$ 23,848,480
Special Rev. Funds - Expenditures	\$ 9,108,110	\$ 4,845,569
Special Rev. Funds - Revenues	\$ 9,108,110	\$ 4,624,839
Utility Expenses	\$ 8,550,300	\$ 4,798,584
Utility Revenues	\$ 8,550,300	\$ 5,209,241
Debt Service Expenditures	\$ 4,076,960	\$ 3,583,053
Debt Service Revenues	\$ 4,076,960	\$ 2,047,014
Total Expenditures	\$ 67,246,180	\$ 39,108,875
Total Revenues	\$ 67,246,180	\$ 35,729,574

Note: FY 2015 Adopted Budget includes use of fund balance in Special Revenue Funds and the Debt Service Fund.

Attachment: Jan15FinRpt (1446 : Treasurer's Report for January 2015)



City of Bartlett -- Financial Summary For The Period Ending January 31, 2015



	FY 2014 Actual	FY 2015 Adopted Budget	Increase/ Decrease in \$	Year-to-Date Actual FY 2014	Year-to-Date Actual FY 2015	Increase/ Decrease in \$	Percent of FY 2014 Actual	Percent of FY 2015 Budget	Increase/ Decrease in %
General Fund Expenditures									
Administrative	\$ 6,565,404	\$ 6,916,138	\$ 350,734	\$ 3,745,779	\$ 3,666,336	\$ (79,444)	57.05%	53.01%	-4.04%
Public Safety	23,175,343	23,631,223	455,880	13,508,298	13,577,829	69,531	58.29%	57.46%	-0.83%
Public Works	5,055,777	5,316,808	261,031	2,899,072	2,972,263	73,191	57.34%	55.90%	-1.44%
Parks and Recreation	4,986,291	5,422,843	436,552	2,895,310	2,883,422	(11,888)	58.07%	53.17%	-4.89%
Performing Arts	622,299	595,406	(26,893)	336,270	313,031	(23,240)	54.04%	52.57%	-1.46%
Transfers & Other Gen. Fund Items	1,966,783	3,628,392	1,661,609	1,227,800	2,468,790	1,240,990	62.43%	68.04%	5.61%
Total General Fund Expenditures	\$ 42,371,897	\$ 45,510,810	\$ 3,138,913	\$ 24,612,529	\$ 25,881,670	\$ 1,269,141	58.09%	56.87%	-1.22%
General Fund Revenues									
Property Taxes	\$ 19,464,995	\$ 19,525,000	\$ 60,005	\$ 12,672,794	\$ 12,997,551	\$ 324,757	65.11%	66.57%	1.46%
Local Taxes	12,419,035	12,981,750	562,715	4,863,090	4,959,597	96,507	39.16%	38.20%	-0.95%
Building and Development Fees	1,575,298	1,554,100	(21,198)	786,079	875,704	89,625	49.90%	56.35%	6.45%
Intergovernmental	4,929,659	5,217,750	288,091	1,901,887	2,100,930	199,042	38.58%	40.27%	1.68%
Charges for Services	3,628,857	3,882,184	253,327	1,913,465	1,850,332	(63,134)	52.73%	47.66%	-5.07%
Court Charges	1,726,486	1,950,000	223,514	894,713	847,688	(47,025)	51.82%	43.47%	-8.35%
Other Revenue	364,176	400,026	35,850	198,733	216,679	17,947	54.57%	54.17%	-0.40%
Total General Fund Revenues	\$ 44,108,506	\$ 45,510,810	\$ 1,402,304	\$ 23,230,760	\$ 23,848,480	\$ 617,720	52.67%	52.40%	-0.27%
Special Revenue Funds									
Street Aid Fund	\$ 1,841,831	\$ 1,795,000	\$ (46,831)	\$ 944,917	\$ 757,093	\$ (187,823)	51.30%	42.18%	-9.13%
Solid Waste Fund	5,423,103	5,948,729	525,626	3,225,087	3,281,610	56,523	59.47%	55.16%	-4.30%
General Improvement Fund	609,039	640,000	30,961	301,717	364,622	62,905	49.54%	56.97%	7.43%
Drug Enforcement Fund	215,214	418,300	203,086	161,773	161,644	(129)	75.17%	38.64%	-36.53%
DEA Enforcement Fund	24,194	151,900	127,706	2,485	145,236	142,751	10.27%	95.61%	85.34%
Drainage Control Fund	100,468	119,181	18,713	59,886	67,641	7,755	59.61%	56.76%	-2.85%
Park Improvement Fund	4,434	35,000	30,566	0	2,490	2,490	0.00%	0.00%	0.00%
Grant Funds	803,720	0	(803,720)	577,758	65,232	(512,526)	71.89%	0.00%	-71.89%
Special Revenue Funds - Expenditures	\$ 9,022,003	\$ 9,108,110	\$ 86,107	\$ 5,273,624	\$ 4,845,569	\$ (428,056)	58.45%	53.20%	-5.25%
Special Revenue Funds - Revenues	\$ 9,880,024	\$ 9,108,110	\$ (771,914)	\$ 5,418,335	\$ 4,624,839	\$ (793,496)	54.84%	50.78%	-4.06%
Utility Fund									
Total Utility Operations	\$ 5,509,960	\$ 6,773,156	\$ 1,263,196	\$ 2,990,384	\$ 3,411,162	\$ 420,778	54.27%	50.36%	-3.91%
Total Utility Debt Expenses	1,585,829	1,616,206	30,377	1,362,745	1,387,422	24,677	85.93%	85.84%	-0.09%
Contribution to Fund Balance	0	160,938	160,938	0	0	0	0.00%	0.00%	0.00%
Total Utility Expenses	\$ 7,095,789	\$ 8,550,300	\$ 1,454,511	\$ 4,353,129	\$ 4,798,584	\$ 445,455	61.35%	56.12%	-5.23%
Total Utility Revenues	\$ 8,475,689	\$ 8,550,300	\$ 74,611	\$ 5,111,953	\$ 5,209,241	\$ 97,288	60.31%	60.92%	0.61%
Debt Service Fund									
Total Debt Service Expenditures	\$ 4,186,547	\$ 4,076,960	\$ (109,587)	\$ 3,788,303	\$ 3,583,053	\$ (205,250)	90.49%	87.89%	-2.60%
Total Debt Service Revenues	\$ 3,953,958	\$ 4,076,960	\$ 123,002	\$ 2,171,181	\$ 2,047,014	\$ (124,167)	54.91%	50.21%	-4.70%
Total Expenditures	\$ 62,676,236	\$ 67,246,180	\$ 4,569,944	\$ 38,027,586	\$ 39,108,875	\$ 1,081,289	60.67%	58.16%	-2.52%
Total Revenues	\$ 66,418,177	\$ 67,246,180	\$ 828,003	\$ 35,932,230	\$ 35,729,574	\$ (202,656)	54.10%	53.13%	-0.97%

Attachment: Jan15FinRprt (1446 : Treasurer's Report for January 2015)