

Last saved on 06/26/2018 4:01 PM

**TUESDAY, JUNE 26, 2018**  
**CITY COUNCIL REVISED AGENDA**  
**6:00 PM**

- I. Call to Order.
- II. Pledge of Allegiance/Invocation (Vice-Chairman Oglesby).
- III. Minute Approval.
- IV. Special Presentation.
- V. **Ordinances – Final Reading: (None)**
- VI. **Ordinances – First Reading:**

**ECONOMIC AND COMMUNITY DEVELOPMENT**

- a. [An ordinance amending Chattanooga City Code, Part II, Chapter 2, Article VI, Sections 2-581 through 2-586, relating to the Memorial Auditorium.](#)

**FINANCE**

- b. [An ordinance hereinafter also known as “the Fiscal Year 2018-2019 Operations Budget”, providing revenue for the Fiscal Year beginning July 1, 2018, and ending June 30, 2019; appropriating same to the payment of expenses of the municipal government; fixing the rate of taxation on all taxable property in the City, and the time taxes and privileges are due, how they shall be paid, when they shall become delinquent; providing for interest and penalty on delinquent taxes and privileges; amending Chattanooga City Code, Part II, Chapter 2, Section 2-267, relative to paid leave for active-duty training and to amend Chattanooga City Code, Part II, Chapter 31, Sections 31-36, 31-37, 31-41, and 31-43, Sections 31-322 and 31-354. \(Revised\)](#)
- c. [An ordinance appropriating, authorizing or allocating funds to the Capital Improvements Budget for the Fiscal Year 2018-2019.](#)

**PUBLIC WORKS AND TRANSPORTATION**

**Public Works**

- d. [MR-2018-059 Churchview Properties, LLC \(Abandonment\). An ordinance closing and abandoning a sewer easement located at 8615 Petty Road, as detailed on the attached map, subject to certain conditions. \(District 4\) \(Recommended for approval by Public Works\)](#)

VII. **Resolutions:**

**ECONOMIC AND COMMUNITY DEVELOPMENT**

- a. 2018-06 April Pardo (No. 18-STVR-00025). A resolution approving Short Term Vacation Rental Application No. 18-STVR-00025 for property located at 604 Van Dyke Street. (District 1)
- b. 2018-05 Laura Davis/Bryan Thompson (No. 18-STVR-00024). A resolution approving Short Term Vacation Rental Application No. 18-STVR-00024 for property located at 1210 Russell Street. (District 2)
- c. 2018-08 John Queen, Jr. (No. 18-STVR-00034). A resolution approving Short Term Vacation Rental Application No. 18-STVR-00034 for property located at 909 Barton Avenue. (District 2)
- d. 2018-09 Julie Brackett (No. 18-STVR-00035). A resolution approving Short Term Vacation Rental Application No. 18-STVR-00035 for property located at 905 Hixson Pike. (District 2)
- e. 2018-07 Robert Kenz (No. 18-STVR-00030). A resolution approving Short Term Vacation Rental Application No. 18-STVR-00030 for property located at 563 S. Crest Road. (District 9)

**FINANCE**

- f. A resolution authorizing the City Treasurer to renew blanket Purchase Order No. 532669 for merchant card services with FIS/Link2gov for an additional three (3) months during transition to the new vendor.

**HUMAN RESOURCES**

- g. A resolution authorizing the Direct of Human Resources to extend an existing agreement with FMLASource, Inc. of ComPsych Corporation to provide Family Medical Leave Act (FMLA) management services at the rate of \$1.32 per employee per month for a three (3) month term ending on September 30, 2018, for an approximate cost of \$8,700.00.

**INFORMATION TECHNOLOGY**

- h. A resolution authorizing the Chief Information Officer to execute a blanket contract renewal with KCI Technologies to be providers of software, licensing, technology support, and professional services associated with CityWorks Managed Hosted Solution City-wide for the period of three (3) years beginning June 20, 2018 through June 21, 2021, with annual amounts referenced below, for a total amount of \$203,988.51.

**PUBLIC WORKS AND TRANSPORTATION**

**Public Works**

- i. A resolution authorizing the approval of Change Order No. 1 (Final) for Tri-State Roofing Contractors, Inc. of Chattanooga, TN, relative to Contract No. F-17-001-201, Replacement Roofing System for Fire Hall No. 10, for a decreased amount of \$1,400.00, to release the contingency amount of \$6,400.00, for a revised contract amount of \$44,184.00. (District 8)
- j. A resolution authorizing the approval of Change Order No. 1 (Final) for Tri-State Roofing Contractors, Inc. of Chattanooga, TN, relative to Contract No. M-17-006-201, Replacement Roofing System for the Lindsay Street Building, for an increased amount of \$1,392.00, to release the contingency amount of \$3,608.00, for a revised contract amount of \$44,017.00. (District 8)
- k. A resolution authorizing the approval of Change Order No. 1 (Final) for Tri-State Roofing Contractors, Inc. of Chattanooga, TN, relative to Contract No. M-17-003-201, Replacement Roofing System for Fleet Maintenance Building located at 12<sup>th</sup> Street, for an increased amount of \$3,191.00, to release the contingency amount of \$6,809.00, for a revised contract amount of \$101,099.00. (District 8)
- l. A resolution authorizing the Administrator for the Department of Public Works to enter into Contract No. CMA1866 with the Tennessee Department of Transportation (TDOT) for the maintenance of state highways within the City limits of Chattanooga for reimbursement to the City, for an amount not to exceed \$426,177.30. (Added by permission of Chairman Smith and Councilman Mitchell)

VIII. Purchases.

IX. Other Business.

X. Committee Reports.

XI. Recognition of Persons Wishing to Address the Council on Non-Agenda Matters.

XII. Adjournment.

**TUESDAY, JULY 3, 2018**  
**CITY COUNCIL AGENDA**  
**6:00 PM**

1. Call to Order.
2. Pledge of Allegiance/Invocation (Councilman Byrd).
3. Minute Approval.
4. Special Presentation.
5. **Ordinances – Final Reading:**

**ECONOMIC AND COMMUNITY DEVELOPMENT**

- a. [An ordinance amending Chattanooga City Code, Part II, Chapter 2, Article VI, Sections 2-581 through 2-586, relating to the Memorial Auditorium.](#)

**FINANCE**

- b. [An ordinance hereinafter also known as “the Fiscal Year 2018-2019 Operations Budget”, providing revenue for the Fiscal Year beginning July 1, 2018, and ending June 30, 2019; appropriating same to the payment of expenses of the municipal government; fixing the rate of taxation on all taxable property in the City, and the time taxes and privileges are due, how they shall be paid, when they shall become delinquent; providing for interest and penalty on delinquent taxes and privileges; amending Chattanooga City Code, Part II, Chapter 2, Section 2-267, relative to paid leave for active-duty training and to amend Chattanooga City Code, Part II, Chapter 31, Sections 31-36, 31-37, 31-41, and 31-43, Sections 31-322 and 31-354.](#)
- c. [An ordinance appropriating, authorizing or allocating funds to the Capital Improvements Budget for the Fiscal Year 2018-2019.](#)

**PUBLIC WORKS AND TRANSPORTATION**

**Public Works**

- d. [MR-2018-059 Churchview Properties, LLC \(Abandonment\). An ordinance closing and abandoning a sewer easement located at 8615 Petty Road, as detailed on the attached map, subject to certain conditions. \(District 4\) \(Recommended for approval by Public Works\)](#)
6. **Ordinances – First Reading: (None)**

7. **Resolutions:**

**ECONOMIC AND COMMUNITY DEVELOPMENT**

- a. A resolution authorizing the use of Grass Buster Lawn Maintenance as primary vendor for abatement services and AB property preservation as secondary vendor for abatement services.
- b. A resolution approving the acceptance of \$298,536.53 from Hamilton County as proceeds from the 2018 Real Property Back Tax Sale, with \$291,204.30 being applied as the City's portion; \$3,142.12 being applied to City Attorney fees; and \$4,190.11 being applied to City Treasurer costs.

**FINANCE**

- c. A resolution expressing the intent of the City of Chattanooga to issue bonds in the aggregate amount not to exceed \$8.5 million of the City of Chattanooga, Tennessee for the purpose of paying all or a portion of the costs of the following: Greenway Farm Conference Center Replacement, 3rd/4th Street, Alley Program, Caine Lane Greenway Connector - North, Caine Lane Greenway Connector - South, Complete Streets on 26th Market to Wheland, Goodwin Road Segment 4, Patten Parkway, Shepherd Road Enhancement - Hwy. 153 to Airport, and Sidewalks.
- d. A resolution adopting a five-year Capital Improvement Plan for Fiscal Years 2019-2023, subject to future revision; a copy of which is attached hereto and made a part hereof by reference.
- e. A resolution to extend Purchase Order No. 547961 to renew the contract with Public Financial Management for financial advisory services to expire on August 20, 2021.

**INFORMATION TECHNOLOGY**

- f. A resolution authorizing the Department of Information Technology to accept, on behalf of Brian Silvenis, Director of IT Operations and Infrastructure, comped registration for the GOOGLE Cloud Next Conference to be held July 24, 2018 through July 26, 2018, in the amount of \$999.00.

**LEGAL**

- g. A resolution authorizing the award of a contract to MGT Consulting Group to conduct a legal analysis and disparity study, and authorizing the City Attorney to execute said contract, for an amount not to exceed \$175,000.00.

**PUBLIC WORKS AND TRANSPORTATION**

**Public Works**

- h. A resolution authorizing the approval of Change Order No. 4 for Jacob Engineering Group, Inc. relative to Contract No. W-10-004-101, East Brainerd Sewer Basin Collection System and Pump Station Evaluation Upgrades, a Consent Decree Project, for an increased amount of \$32,344.00, for the revised contract amount of \$2,674,918.17. (Districts 4 & 6) (Consent Decree)
  
- i. A resolution authorizing the approval of Change Order No. 1 for Littlejohn Engineering (an S&ME Company), relative to Contract No. W-12-022-101, Focused SSES and Rehabilitation of South Chickamauga Creek Sub-Basin 1, a Consent Decree Project, for an increased amount of \$81,438.75, for the revised contract amount of \$945,188.75. (Districts 5, 8 & 9) (Consent Decree)
  
- j. A resolution authorizing the approval of Change Order No. 1 for J. Cumby Construction, Inc. of Cookeville, TN, relative to Contract No. W-16-013-201, Citico Pump Reliability Improvements, a Consent Decree Supported Project, for an increased amount of \$703,797.00, to maintain the contingency amount of \$400,000.00, for a revised contract amount not to exceed \$8,078,797.00. (District 8) (Consent Decree)

**Transportation**

- k. A resolution authorizing the Administrator for the Department of Transportation to enter into an agreement with Brown Brothers, Inc. relative to Contract No. T-17-010-201 for construction services associated with Passenger Street Reconstruction, in the amount of \$278,748.32, with a contingency amount of \$27,874.83, for a total amount of \$306,623.15. (District 8)
- 8. Purchases.
  - 9. Other Business.
    - a. **Approval of renewal certification for grocery stores wishing to sell wine:**
      - 1. **Kanku's Express #1, 7640 East Brainerd Road (District 4)**
  - 10. Committee Reports.
  - 11. Recognition of Persons Wishing to Address the Council on Non-Agenda Matters.
  - 12. Adjournment.

Proposed City Council Purchases 6-26-18

DEPARTMENT REQUISITION NO.	ITEM DESCRIPTION	BIDS REQUESTED	BIDS RETURNED	LOWEST/BEST BIDDER	COST	FUND NAME	NOTES
R171006 & R171008 Public Works	Payment of two (2) Invoices for Boiler Maintenance- Waste Resource Division	-	-	Lee Company P.O. Box 306053 Nashville, TN 37230	\$36,912.00	Interceptor Sewer Operations	Payment of two (2) Invoices for Boiler Maintenance- Waste Resources Division. Actively invoiced was incurred through expired Blanket Contract 536785.
PO543737 Public Works	Blanket Contract Renewal for Weigh Scale Services- Waste Resources Division	5	2	Wingfield Scale Company, Inc. 2205 S. Holtzclaw Avenue Chattanooga, TN 37404	Estimated \$30,000 Annually	Interceptor Sewer Operations	Blanket Contract Renewal of PO543737 for Weigh Scale Services- Waste Resource Division. There were 5 direct bid solicitations and we received 2 responses in the publicly advertised bid proceedings. Wingfield Scale Company, Inc. was the lowest bid meeting specifications.
R170320 Public Works	New Blanket Contract for Cleanup Sewer Backup Services- Waste Resource Division	8	2	Disaster Master 4605 Shawhan Road Chattanooga, TN 37411	Estimated \$300,000 Annually	Interceptor Sewer Operations	New Blanket Contract for Cleanup Sewer Backup Services- Waste Resource Division. The new contract will be a period of twelve (12) months with two (2) renewal options. There were 8 direct bid solicitations and we received 2 responses in the publicly advertised bid proceedings. Disaster Master was the best bid meeting specifications.
PO543751 & PO543794 Public Works	Blanket Contract Renewal for Sewer Maintenance Equipment- Waste Resource Division	8	2	Jet-Vac Equipment Company LLC 5746 Broad Street Sumter, SC 29154 and Environmental Products & Accessories LLC P.O. Box 513 Hixson, TN 37343	Total Estimated \$30,000 Annually	Interceptor Sewer Operations	Blanket Contract Renewal of PO543751 & PO543794 for Sewer Maintenance Equipment- Waste Resource Division. There were 8 direct bid solicitations and we received 2 response in the publicly advertised bid proceedings. Jet-Vac Equipment Company LLC and Environmental Products & Accessories LLC was the lowest bid meeting specifications.
R170447 Police Department	Purchase of one (1) 100kW Rated Generator & Transfer Switch Repalcement	9	4	Stowers Machinery Corporation 4066 South Access Road Chattanooga, TN 37406	\$67,500.00	General Fund	Purchase of one (1) 100kW Rated Generator & Transfer Switch. There were 9 direct bid solicitations and we received 4 responses in the publicly advertised bid proceedings. Stowers Machinery Corporation was the best bid meeting specifications.
R170397 Human Resources	New Blanket Contract for Healthcare Eligibility Audit- Human Resources Department	38	2	Mercer 1801 West End Avenue Nashville, TN 37203	Estimated \$37,100 Annually	General Fund	New Blanket Contract for Healthcare Eligibility Audit- Human Resources Department. The new contract will be a period of twelve (12) months with two (2) renewal options. There were 38 direct bid solicitations and we received 2 responses in the publicly advertised bid proceedings. Mercer was the lowest bid meeting specifications.



# City of Chattanooga

Mayor Andy Berke

June 19, 2018

Mr. Justin Holland  
Administrator, Public Works Department  
Waste Resources Division  
1250 Market Street Suite 2100  
Chattanooga, TN 37402

**Subject: R171006 & R171008 – Approval of Payment for Boiler Maintenance –  
Waste Resources Division – Public Works Department**

Dear Mr. Holland:

Council approval is recommended to approve payment of two (2) invoices to Lee Company as required by Waste Resources Division – Public Works Department. The total amount of the invoices is \$36,912.

Payment of these invoices will cause the Fiscal Year 2018 payments to Lee Company to exceed \$25,000.00. Copies of the received invoices are attached. Activity invoiced was incurred through Blanket Contract 536785, which expired on February 4, 2018.

I recommend approval of the payment of these invoices to Lee Company as being in the best interest of the City of Chattanooga.

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/mlm

Attachments





Lee Company  
 P.O. Box 306053  
 Nashville, TN 37230-6053  
 (615) 567-1000  
 FEIN 62-6723086

Customer No: CICH500  
 Invoice No: 1747903  
 Invoice Date: 03/30/2018  
 Work Order #: 0001351249

**BILL TO:**  
 CITY OF CHATTANOOGA - PURCHASING  
  
 101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402

Sales Total \$ 25,136.99  
 Sales Tax \$ -  
 Invoice Amount: \$ 25,136.99

W/O#	QTY	UM	DESCRIPTION	UNIT PRICE	EXT PRICE
W/O#: 0001351249	P.O.#:	176972			

**SERVICES RECEIVED BY:**  
 ALLEN MARTIN

APR 24 2018

*f. a. Martin*

RECEIVED BY:  
 MARY MCCARTHY

MAY 25 2018

*mtm*

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Please detach here and return this portion with your payment

CUSTOMER NO: CICH500  
 INVOICE NO: 1747903  
 DUE DATE: 04/29/2018



Lee Company  
 P.O. Box 306053  
 Nashville, TN 37230-6053

**SERVICE LOCATION:**  
 CITY OF CHATTANOOGA - PURCHASING  
 101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402

MAKE CHECKS PAYABLE TO:  
 LEE COMPANY

\* Pay # 24,897.14

INVOICE AMOUNT  \$ 25,136.99

AMOUNT PAID \$

**BILL TO:**  
 CITY OF CHATTANOOGA - PURCHASING

101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402



\* Short Pay  
 missing receipts

- 27.55  
 - 61.29  
 - 36.20  
 - 51.13  
 - 46.68  
 - 239.85

536785-42



Lee Company  
P.O. Box 306053  
Nashville, TN 37230-6053  
(615) 567-1000  
FEIN 62-0723985

Customer No: CICH500  
Invoice No: 1747903  
Invoice Date: 03/30/2018  
Work Order #: 0001351249

**BILL TO:**  
CITY OF CHATTANOOGA - PURCHASING  
  
101 EAST 11TH ST., SUITE 101  
CHATTANOOGA, TN 37402

Sales Total \$ 25,136.99  
Sales Tax \$ -  
Invoice Amount: \$ 25,136.99

W/O#	QTY	UM	DESCRIPTION	UNIT PRICE	EXT PRICE
QUOTED REPAIR PER RONNIE EDMONDSON: W/O 178972					
EMERGENCY REPAIRS ON BOILER #2, DIGESTER BLDG. OPEN BOILER. ATTEMPT TO REPAIR DAMAGED AREA OF REFRACTORY ON BACK PLATE OF BOILER. NOTIFY CUSTOMER OF ANY MAJOR REPAIRS.					
EMERGENCY REPAIRS ON BOILER #1 DIGESTER BLDG. REPLACE MAIN GAS PRESSURE REGULATOR. NO SHUT OFF WILL REQUIRE MAIN GAS TO BE TURNED OFF TO REPLACE. SET PRESSURE AND START AND VERIFY.					
FURNISH 2 NEW PROPER GAS PRESSURE GAUGES FOR DIGESTER BLDG BOILER #1. ADAPTORS FOR GAS LINE INLET GAS PRESSURE. ALSO INCLUDES ONE COMPLETE GASKET SET FOR REAR DOOR OF BOILER TO REASSEMBLE.					
Tech: MARKT100, Date: 4/13/17 9:13 PM - PULLED END BELL FROM DIGESTER BOILER #2. ORDERED GASKET MATERIALS					
Tech: ATKIM100, Date: 4/13/17 7:05 PM - OPENED THE END BELLS ON BOILER 2 AND CHECKED THE REFRACTORY AND THE TUBES THE BOILER NEEDS TO BE CLEANED AND NEEDS NEW REFRACTORY PUT IN CRACKS					
Tech: MARKT100, Date: 4/20/17 10:52 PM - COMPLETED REFRACTORY REPAIR. INSTALLED SEALS AND GASKETS. TORQUED BOLTS ON END BELLS AND BURNER ASSEMBLY. STARTED UNIT AND RAN UNIT ON NATURAL GAS DUE TO LACK OF DIGESTER GAS PRESSURE. ADJUSTED FLAME CONTROL THE UNIT HAS GOOD STRONG FLAME. BOILER HEATED AND SATISFIED THERMOSTAT.					
Tech: ATKIM100, Date: 4/20/17 8:56 PM - FINISHED CLEANING THE BOILER AND INSTALLED THE NEW GASKETS PUT THE BOILER BACK TOGETHER AND FIRED BOILER					
Tech: RUSHD100, Date: 4/21/17 2:42 PM - DEMO OLD GAS RECLATOR CLEAN UP AROUND BOILER					
Tech: MARKT100, Date: 4/24/17 3:39 PM - REBUILT THE REGULATOR ASSEMBLY AND PREPARED IT FOR INSTALLATION					
Tech: RUSHD100, Date: 4/24/17 3:48 PM - FAB NEW GAS RECLATOR FOR BOILER					
Tech: MARKT100, Date: 4/25/17 1:56 PM - PICKED UP SUPPLIES FOR REFRACTORY REPLACEMENT FOR UNIT 1. WORKED OUT					

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CUSTOMER NO: CICH500  
INVOICE NO: 1747903  
DUE DATE: 04/29/2018



Lee Company  
P.O. Box 306053  
Nashville, TN 37230-6053

MAKE CHECKS PAYABLE TO:  
LEE COMPANY

**SERVICE LOCATION:**  
CITY OF CHATTANOOGA - PURCHASING  
101 EAST 11TH ST., SUITE 101  
CHATTANOOGA, TN 37402

**BILL TO:**  
CITY OF CHATTANOOGA - PURCHASING

101 EAST 11TH ST., SUITE 101  
CHATTANOOGA, TN 37402

INVOICE AMOUNT **\$ 25,136.99**

AMOUNT PAID **\$**





Lee Company  
 P.O. Box 306053  
 Nashville, TN 37230-6053  
 (615) 567-1000  
 FFIN 62-0723985

Customer No: CICHP500  
 Invoice No: 1747903  
 Invoice Date: 03/30/2018  
 Work Order #: 0001351249

**BILL TO:**  
 CITY OF CHATTANOOGA - PURCHASING  
  
 101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402

Sales Total \$ 25,136.99  
 Sales Tax \$ -  
 Invoice Amount: \$ 25,136.99

W/O#	QTY	UM	DESCRIPTION	UNIT PRICE	EXT PRICE
SCHEDULING FOR DIGESTER 1					
Tech: MARKT100, Date: 6/22/17 8:17 AM - PARTS INSTALLED PER QUOTE. BOILER #1 OPERATIONAL, BOILER #2 HAD MULTIPLE ISSUES THAT REQUIRED TIME AND LABOR					
Tech: MARKT100, Date: 5/2/17 3:35 PM - APPLIED FKNAL LAYER ON THE REFRACTORY. PULLED BURNER END DOOR AND BURNER OUT. BEGAN CLEANING BOILER TUBES					
Tech: MORGJ120, Date: 5/2/17 3:40 PM - TOOK BOILER NUMBER 2 APART TOOK BOTH DOORS OFF OF THE ENDS. STARTED CLEANING TUBS OUT.					
Tech: MARKT100, Date: 5/3/17 6:45 PM - COMPLETED BOILER TUBE CLEANING. ASSISTED STATE OF TENNESSEE ON BOILER INSPECTION.					
Tech: MORGJ120, Date: 5/3/17 4:16 PM - CLEANED BOILER TUBES. BRUSHED ALL TUBES OUT. AND CLEAN OUT ALL BUILD UP.. GOING TO START PUTTING BOILER BACK TOGETHER IN THE MORNING					
Tech: MARKT100, Date: 5/4/17 3:19 PM - INSTALLED NEW GASKETS. CLEANED DIGESTER GAS LINE. BEGAN PUTTING BOILER BACK TOGETHER.					
Tech: MORGJ120, Date: 5/4/17 3:20 PM - STARTED INSTALLING ALL SEALS AND GASGETS ON BOILER NUMBER 2. STARTED PUTTING ALL DOORS BACK ON.					
Tech: MARKT100, Date: 5/5/17 8:52 PM - COMPLETED REBUILD AND REASSEMBLY OF DIGESTER BOILER 1. WAS UNABLE TO PERFORM UNIT START UP DUE TO LOW WATER LEVELS. OPERATIONS WILL FILL THE BOILER AND START UP WILL BE PERFORMED THE NEXT DAY.					
Tech: MORGJ120, Date: 5/5/17 4:20 PM - BOILER NUMBER 2 INSTANND ALL DOORS AND PANELS AND HOOKED UP ALL CONTROLS AND GAS LINES. TRIED TO START SYSTEM AND FOUND IT OUT OF WATER THEY ARE GOING TO GET IT ALL FILLED AND FIND WHERE THE WATER IS OFF AND WE ARE GOING BACK ON MONDAY TO START SYSTEM UP.					
Tech: MARKT100, Date: 5/8/17 5:10 PM - PERFORMED START UP ON BOILER #1 BOILER CAME UP AND IS OPERATING ON DIGESTER GAS. REFRACTORY IS SEALING WELL AND NO OTHER ISSUES FOUND.					

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Please detach here and return this portion with your payment

CUSTOMER NO: CICH500  
 INVOICE NO: 1747903  
 DUE DATE: 04/29/2018



Lee Company  
 P.O. Box 306053  
 Nashville, TN 37230-6053

MAKE CHECKS PAYABLE TO:  
 LEE COMPANY

**SERVICE LOCATION:**  
 CITY OF CHATTANOOGA - PURCHASING  
 101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402

**BILL TO:**  
 CITY OF CHATTANOOGA - PURCHASING

101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402

INVOICE AMOUNT **\$ 25,136.99**

AMOUNT PAID **\$**





Lee Company  
 P.O. Box 306053  
 Nashville, TN 37230-6053  
 (615) 567-1000  
 FEIN 62-0723985

Customer No: CICH500  
 Invoice No: 1747903  
 Invoice Date: 03/30/2018  
 Work Order #: 0001351249

**BILL TO:**  
 CITY OF CHATTANOOGA - PURCHASING  
  
 101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402

Sales Total \$ 25,136.99  
 Sales Tax \$ -  
 Invoice Amount: \$ 25,136.99

W/O#	QTY	UM	DESCRIPTION	UNIT PRICE	EXT PRICE
Tech: MARKT100, Date: 5/9/17 3:51 PM - CHECKED DIGESTER ONE BOILER. ADJUSTED BURNER CONTROL. REPAIRED GAS VALVE LINKAGE. CHECKED OPERATION					
Tech: MARKT100, Date: 5/15/17 2:33 PM - WORKED ON DIGESTER ONE. GAS PRESSURE WOULD FALL OUT ONCE BURNERS TRIED TO BEGIN. GAUGE ON SUPPLY 40LBS INLET 18LBS. BOILER IS OPERATING. BELIEVE LINE HAS BLOCKAGE IN OR AROUND REGULATOR. LINE CAN BE INSPECTED WHEN SUPPLY LINE IS REDESIGNED.					
Tech: MARKT100, Date: 5/19/17 5:16 PM - INSTALLED NEW GAUGE ON INLET GAS PRESSURE. CHECKED GAS SUPPLY OUT OF NEW REGULATOR. NO GAS PRESSURE. NATURAL GAS WILL HAVE TO SHUT OFF TO PULL REGULATOR AND CHECK FOR RESTRICTIONS.					
Tech: MARKT100, Date: 5/23/17 4:09 PM - WORKED ON NATURAL GAS SIDE OF BOILER 1. ADJUSTED REGULATOR AND INCREASED GAS PRESSURE. CHECKED FILTER PRESS BUILDING AND #2 HAS A DEFECTIVE CONTROL LER. PART IS ON ORDER					
Tech: MARKT100, Date: 5/24/17 4:10 PM - INSTALLED NEW PRESSURE REGULATOR ON BOILER #2. ADJUSTED PRESSURE CHECKED OPERATION.					
NSC	1.00	EA	part # 6LY03-TYVEK SUITS- RONNIE EDMONDSON-	57.68	57.68 +
NSC	1.00	EA	P6449-P RONNIE EDMONDSON-GASKET- CEMENT-ROPE	864.01	864.01 +
NSC	1.00	EA	P6453- RONNIE EDMONDSON- 2" GAS REGULATOR	2,335.39	2,335.39 +
PCARD FS	1.00	EA	CHIMNEY SWEEP ROD	40.95	40.95 +

facilities solutions • home services

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CUSTOMER NO: CICH500  
 INVOICE NO: 1747903  
 DUE DATE: 04/29/2018



Lee Company  
 P.O. Box 306053  
 Nashville, TN 37230-6053

MAKE CHECKS PAYABLE TO:  
 LEE COMPANY

**SERVICE LOCATION:**  
 CITY OF CHATTANOOGA - PURCHASING  
 101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402

INVOICE AMOUNT \$ 25,136.99

AMOUNT PAID \$

**BILL TO:**  
 CITY OF CHATTANOOGA - PURCHASING

101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402





Lee Company  
P.O. Box 306053  
Nashville, TN 37230-6053  
(615) 567-1000  
FEIN 02-0723905

Customer No: CICH500  
Invoice No: 1747903  
Invoice Date: 03/30/2018  
Work Order #: 0001351249

**BILL TO:**  
CITY OF CHATTANOOGA - PURCHASING  
  
101 EAST 11TH ST., SUITE 101  
CHATTANOOGA, TN 37402

**Sales Total** \$ 25,136.99  
**Sales Tax** \$ -  
**Invoice Amount:** \$ 25,136.99

W/O#	QTY	UM	DESCRIPTION	UNIT PRICE	EXT PRICE
PCARD-FS	1.00	EA	PIPE FITTINGS	179.66	179.66 X
NSC	1.00	EA	P6466- RONNIE EDMONDSON- GASKET-ROPE - SPRAY ADHESIVE	816.38	816.38 X
PCARD-FS	1.00	EA	PIPE FITTINGS	43.58	43.68 X
NSC	1.00	EA	GAUGES- BUSHING- RONNIE EDMONDSON	255.54	255.54 X
PCARD-FS	1.00	EA	Socket and adapter	24.55	X 24.55
PCARD-FS	1.00	EA	Cleaning rod and brush	61.29	X 61.29
PCARD-FS	1.00	EA	Roller brushes	38.00	38.00 X
PCARD-FS	1.00	EA	RU28	36.20	X 36.20
PCARD-FS	1.00	EA	BD40	51.13	X 51.13

**facilities solutions • home services**

Please detach here and return this portion with your payment

CUSTOMER NO: CICH500  
INVOICE NO: 1747903  
DUE DATE: 04/29/2018



Lee Company  
P.O. Box 306053  
Nashville, TN 37230-6053

MAKE CHECKS PAYABLE TO:  
LEE COMPANY

**SERVICE LOCATION:**  
CITY OF CHATTANOOGA - PURCHASING  
101 EAST 11TH ST., SUITE 101  
CHATTANOOGA, TN 37402

**BILL TO:**  
CITY OF CHATTANOOGA - PURCHASING

101 EAST 11TH ST., SUITE 101  
CHATTANOOGA, TN 37402

INVOICE AMOUNT

\$ 25,136.99

AMOUNT PAID

\$





Lee Company  
P.O. Box 306053  
Nashville, TN 37230-6053  
(615) 567-1000  
FEIN 62-0723805

Customer No: CICHP500  
Invoice No: 1747903  
Invoice Date: 03/30/2018  
Work Order #: 0001351249

**BILL TO:**  
CITY OF CHATTANOOGA - PURCHASING  
  
101 EAST 11TH ST., SUITE 101  
CHATTANOOGA, TN 37402

**Sales Total** \$ 25,136.99  
**Sales Tax** \$ -  
**Invoice Amount:** \$ 25,136.99

W/O#	QTY	UM	DESCRIPTION	UNIT PRICE	EXT PRICE
PCARD-FS	1.00	EA	L24	30.75	30.75 ✓
PCARD-FS	1.00	EA	L53	X 66.68	66.00
CUH525	OL 213.00	HR	STANDARD HVAC TECHNICIAN RATE	95.00	20,235.00

**facilities solutions • home services**

Please detach here and return this portion with your payment

CUSTOMER NO: CICHP500  
INVOICE NO: 1747903  
DUE DATE: 04/29/2018



Lee Company  
P.O. Box 306053  
Nashville, TN 37230-6053

**SERVICE LOCATION:**  
CITY OF CHATTANOOGA - PURCHASING  
101 EAST 11TH ST., SUITE 101  
CHATTANOOGA, TN 37402

MAKE CHECKS PAYABLE TO:  
LEE COMPANY

**BILL TO:**  
CITY OF CHATTANOOGA - PURCHASING

101 EAST 11TH ST., SUITE 101  
CHATTANOOGA, TN 37402

INVOICE AMOUNT **\$ 25,136.99**  
AMOUNT PAID \$





Franklin  
331 Mallory Station Road  
Franklin, Tennessee 37067  
p 615.567.1000

Cumberland  
1140 First Avenue South  
Baxter, Tennessee 38544  
p 931.520.3434

North Alabama  
26870 Success Drive SW, Suite 11  
Madison, Alabama 35750  
p 256.353.1500

Bluegrass  
5237 Nashville Road, Bldg 6  
Bowling Green, Kentucky 42101  
p 270.467.7000

Refrigeration Lic # 51050  
HVAC Lic # 83952

Lee Company Advantage: [Click here](#) for visual findings

## Facility Solutions Service Report

<b>Customer:</b>	CITY OF CHATTANOOGA - PURCHASING	<b>Service Site:</b>	CITY OF CHATTANOOGA - PURCHASING	<b>Work Order#:</b>	0001351249
<b>Bill To:</b>	CITY OF CHATTANOOGA - PURCHASING	<b>Address:</b>	101 EAST 11TH ST., SUITE 101	<b>Date:</b>	4/25/2018
<b>Customer PO:</b>	178972		CHATTANOOGA TN 37402	<b>Status:</b>	INVOICED
				<b>Call Type:</b>	UCQR

### Description of work performed / notes

QUOTED REPAIR PER RONNIE EDMONDSON: W/O 178972

EMERGENCY REPAIRS ON BOILER #2, DIGESTER BLDG. OPEN BOILER, ATTEMPT TO REPAIR DAMAGED AREA OF REFRACTORY ON BACK PLATE OF BOILER. NOTIFY CUSTOMER OF ANY MAJOR REPAIRS.

EMERGENCY REPAIRS ON BOILER #1 DIGESTER BLDG. REPLACE MAIN GAS PRESSURE REGULATOR. NO SHUT OFF WILL REQUIRE MAIN GAS TO BE TURNED OFF TO REPLACE. SET PRESSURE AND START AND VERIFY.

FURNISH 2 NEW PROPER GAS PRESSURE GAUGES FOR DIGESTER BLDG BOILER #1, ADAPTORS FOR GAS LINE INLET GAS PRESSURE, ALSO INCLUDES ONE COMPLETE GASKET SET FOR REAR DOOR OF BOILER TO REASSEMBLE.

Tech: MARKT100, Date: 4/13/17 9:13 PM - PULLED END BELL FROM DIGESTER BOILER #2 ORDERED GASKET MATERIALS

Tech: ATKIM100, Date: 4/13/17 7:05 PM - OPENED THE END BELLS ON BOILER 2 AND CHECKED THE REFRACTORY AND THE TUBES THE BOILER NEEDS TO BE CLEANED AND NEEDS NEW REFRACTORY PUT IN CRACKS

Tech: MARKT100, Date: 4/20/17 10:52 PM - COMPLETED REFRACTORY REPAIR. INSTALLED SEALS AND GASKETS. TORQUED BOLTS ON END BELLS AND BURNER ASSEMBLY STARTED UNIT AND RAN UNIT ON NATURAL GAS DUE TO LACK OF DIGESTER GAS PRESSURE. ADJUSTED FLAME CONTROL THE UNIT HAS GOOD STRONG FLAME. BOILER HEATED AND SATISFIED THERMOSTAT.

Tech: ATKIM100, Date: 4/20/17 8:56 PM - FINISHED CLEANING THE BOILER AND INSTALLED THE NEW GASKETS PUT THE BOILER BACK TOGETHER AND FIRED BOILER

Tech: RUSHD100, Date: 4/21/17 2:42 PM - DEMO OLD GAS REGULATOR CLEAN UP AROUND BOILER

Tech: MARKT100, Date: 4/24/17 3:39 PM - REBUILT THE REGULATOR ASSEMBLY AND PREPARED IT FOR INSTALLATION

Tech: RUSHD100, Date: 4/24/17 3:48 PM - FAN NEW GAS REGULATOR FOR BOILER

Tech: MARKT100, Date: 4/25/17 1:56 PM - PICKED UP SUPPLIES FOR REFRACTORY REPLACEMENT FOR UNIT 1. WORKED OUT SCHEDULING FOR DIGESTER 1

Tech: MARKT100, Date: 6/22/17 8:17 AM - PARTS INSTALLED PER QUOTE. BOILER #1 OPERATIONAL. BOILER #2 HAD MULTIPLE ISSUES THAT REQUIRED TIME AND LABOR

Tech: MARKT100, Date: 5/2/17 3:35 PM - APPLIED FINAL LAYER ON THE REFRACTORY. PULLED BURNER END DOOR AND BURNER OUT. BEGAN CLEANING BOILER TUBES

Tech: MORGJ120, Date: 5/2/17 3:40 PM - TOOK BOILER NUMBER 2 APART TOOK BOTH DOORS OFF OF THE ENDS. STARTED CLEANING TUBES OUT.

Tech: MARKT100, Date: 5/3/17 6:45 PM - COMPLETED BOILER TUBE CLEANING. ASSISTED STATE OF TENNESSEE ON BOILER INSPECTION

Tech: MORGJ120, Date: 5/3/17 4:16 PM - CLEANED BOILER TUBES. BRUSHED ALL TUBES OUT. AND CLEAN OUT ALL BUILD UP. GOING TO START PUTTING BOILER BACK TOGETHER IN THE MORNING

Tech: MARKT100, Date: 5/4/17 3:19 PM - INSTALLED NEW GASKETS. CLEANED DIGESTER GAS LINE. BEGAN PUTTING BOILER BACK TOGETHER.

Tech: MORGJ120, Date: 5/4/17 3:20 PM - STARTED INSTALLING ALL SEALS AND GASKETS ON BOILER NUMBER 2. STARTED PUTTING ALL DOORS BACK ON.

Tech: MARKT100, Date: 5/8/17 8:52 PM - COMPLETED REBUILD AND REASSEMBLY OF DIGESTER BOILER 1. WAS UNABLE TO PERFORM UNIT START UP DUE TO LOW WATER LEVELS. OPERATIONS WILL FILL THE BOILER AND START UP WILL BE PERFORMED THE NEXT DAY

Tech: MORGJ120, Date: 5/5/17 4:20 PM - BOILER NUMBER 2 INSTALLED ALL DOORS AND PANELS AND HOOKED UP ALL CONTROLS AND GAS LINES. TRIED TO START SYSTEM AND FOUND IT OUT OF WATER THEY ARE GOING TO GET IT ALL FILLED AND FIND WHERE THE WATER IS OFF. AND WE ARE GOING BACK ON MONDAY TO START SYSTEM UP.

Tech: MARKT100, Date: 6/8/17 5:10 PM - PERFORMED START UP ON BOILER #1 BOILER CAME UP AND IS OPERATING ON DIGESTER GAS. REFRACTORY IS SEALING WELL AND NO OTHER ISSUES FOUND.

Tech: MARKT100, Date: 5/9/17 3:51 PM - CHECKED DIGESTER ONE BOILER. ADJUSTED BURNER CONTROL. REPAIRED GAS VALVE LINKAGE. CHECKED OPERATION

Tech: MARKT100, Date: 5/15/17 2:33 PM - WORKED ON DIGESTER ONE. GAS PRESSURE WOULD FALL OUT ONCE BURNERS TRIED TO BEGIN. GAUGE ON SUPPLY 40LBS INLET 10LBS. BOILER IS OPERATING. BELIEVE LINE HAS BLOCKAGE IN OR AROUND REGULATOR. LINE CAN BE INSPECTED WHEN SUPPLY LINE IS REDESIGNED.

Tech: MARKT100, Date: 5/19/17 5:18 PM - INSTALLED NEW GAUGE ON INLET GAS PRESSURE. CHECKED GAS SUPPLY OUT OF NEW REGULATOR. NO GAS PRESSURE. NATURAL GAS WILL HAVE TO SHUT OFF TO PULL REGULATOR AND CHECK FOR RESTRICTIONS.

Tech: MARKT100, Date: 5/23/17 4:09 PM - WORKED ON NATURAL GAS SIDE OF BOILER 1. ADJUSTED REGULATOR AND INCREASED GAS PRESSURE. CHECKED FILTER PRESS BUILDING AND #2 HAS A DEFECTIVE CONTROLLER. PART IS ON ORDER

Tech: MARKT100, Date: 5/24/17 4:10 PM - INSTALLED NEW PRESSURE REGULATOR ON BOILER #2. ADJUSTED PRESSURE CHECKED OPERATION.

### Labor

Date	Description	Technician	Hours
4/10/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	6.00
4/11/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	6.00
4/11/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	1.50
4/13/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	0.00
4/13/2017	STANDARD HVAC TECHNICIAN RATE	Matthew Atkinson	0.00
4/13/2017	PREMIUM HVAC TECHNICIAN RATE	Matthew Atkinson	0.50

4/13/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	8.00
4/19/2017	STANDARD HVAC TECHNICIAN RATE	Matthew Alkinson	8.00
4/19/2017	PREMIUM HVAC TECHNICIAN RATE	Matthew Alkinson	2.00
4/20/2017	STANDARD HVAC TECHNICIAN RATE	Matthew Alkinson	8.00
4/20/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	8.00
4/20/2017	PREMIUM HVAC TECHNICIAN RATE	Timothy Marks	1.00
4/20/2017	STANDARD HVAC TECHNICIAN RATE	Matthew Alkinson	2.00
4/20/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	0.50
4/21/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	7.50
4/21/2017	STANDARD HVAC TECHNICIAN RATE	Douglas Rush	8.00
4/24/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	8.00
4/24/2017	PLUMBER STANDARD RATE	Douglas Rush	8.00
4/25/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	2.00
5/1/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	8.00
5/1/2017	STANDARD HVAC TECHNICIAN RATE	Douglas Rush	8.00
5/2/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	1.00
5/2/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	8.00
5/2/2017	STANDARD HVAC TECHNICIAN RATE	Jeffrey Morgan	8.00
5/3/2017	STANDARD HVAC TECHNICIAN RATE	Jeffrey Morgan	8.00
5/3/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	8.00
5/4/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	8.00
5/4/2017	STANDARD HVAC TECHNICIAN RATE	Jeffrey Morgan	8.00
5/4/2017	STANDARD HVAC TECHNICIAN RATE	Jeffrey Morgan	1.00
5/5/2017	STANDARD HVAC TECHNICIAN RATE	Jeffrey Morgan	8.00
5/5/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	7.00
5/8/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	2.00
5/8/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	1.50
5/9/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	8.00
5/15/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	7.50
5/19/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	8.00
5/19/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	1.00
5/23/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	8.00
5/24/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	5.50
6/27/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	2.00
6/29/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	0.50

### Parts

Description	Quantity
CHIMNEY SWEEP ROD	1.00
PIPE FITTINGS	1.00
PIPE FITTINGS	1.00
Socket and adapter	1.00
Cleaning rod and brush	1.00
Bottle brushes	1.00
L9	1.00
BD28	1.00
BD40	1.00
L24	1.00
L53	1.00

218  
Labor

### Other Materials

Description	PO Number
part # 6LY83-TYVEK SUITS- RONNIE EDMONDSON-	1207626
P6449-P RONNIE EDMONDSON- GASKET- CEMENT-ROPE	1207627
P6449-P RONNIE EDMONDSON- GASKET- CEMENT-ROPE	1207627
P6453- RONNIE EDMONDSON- 2" GAS REGULATOR	1207669
part # 6LY83-TYVEK SUITS- RONNIE EDMONDSON-	1207626
P6466- RONNIE EDMONDSON- GASKET-ROPE - SPRAY ADHESIVE	1209184
Gauges- BUSHING- RONNIE EDMONDSON	1209186





Lee Company  
 P.O. Box 306053  
 Nashville, TN 37230-6053  
 (615) 567-1000  
 FEIN 62-0723986

Customer No: CICH500  
 Invoice No: 1747929  
 Invoice Date: 03/30/2018  
 Work Order #: 0001441698

**BILL TO:**  
 CITY OF CHATTANOOGA - PURCHASING  
  
 101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402

Sales Total \$ 12,028.27  
 Sales Tax \$ -  
 Invoice Amount: \$ 12,028.27

W/O#	QTY	UM	DESCRIPTION	UNIT PRICE	EXT PRICE
W/O#: 0001441698			P.O.#: 536785 <i>wo 189182</i>		

QUOTED REPAIR PER RONNIE EDMONDSON:  
 DIGESTER BLDG BOILER #1 - FURNISH NEW MAIN GAS BOILER REGULATOR, FREIGHT FOR SHIPPING, FURNISH LIFT AND LABOR FOR FOUR MEN TO MAKE REPAIRS. VERIFY OPERATION. \$14,278.75.

Tech: MARKT100, Date: 12/16/17 12:02 AM - PICKED UP REGULATOR AT COMBUSTION CONTROLS. LOWERED DUCT LIFT TO BASEMENT ALSO LOWERED REGULATOR WITH ELECTRONIC LIFT. SET UP DUCT LIFT AND STAGED REGULATOR. DUE TO TIME WE NEED TO RETURN MONDAY TO COMPLETE.

Tech: RUSHD100, Date: 12/15/17 2:28 PM - CHANGE OUT GAS REGULATOR ON BOILER ONE DIGESTIVE BUILDING  
 Tech: MARKT100, Date: 12/18/17 4:09 PM - DIGESTER BOILER 1 REPLACE REGULATOR. REMOVED EXISTING REGULATOR AND INSTALLED NEW REGULATOR. SEALED CONNECTIONS AND RETURNED THE UNIT TO SERVICE. UNIT CYCLED ON AND OPERATED FINE. FINAL GAS PRESSURE ADJUSTMENTS WERE COMPLETED AND SYSTEM IS FULLY OPERATIONAL.

Tech: RUSHD100, Date: 12/18/17 4:30 PM - CHANGE OUT GAS REGULATOR ON BOILER ONE DIGESTIVE BUILDING RETURN DUCT JACK TO SUNBELT

Tech: CROWJ130, Date: 12/18/17 9:16 PM - FINISHED JOB UP REPLACING GAS REGULATOR

NSC	1.00	EA	P6953-- RONNIE EDMONDSON- 4" GAS REGULATOR	6,940.64	6,940.64
PCARD-FS	1.00	EA	Piping supplies	13.41	13.41

**SERVICES RECEIVED BY:**  
 ALLEN MARTIN

APR 24 2018

*J.A. Martin*

*\* Needs backup*

**facilities solutions • home services**

Please detach here and return this portion with your payment

CUSTOMER NO: CICH500  
 INVOICE NO: 1747929  
 DUE DATE: 04/29/2018



Lee Company  
 P.O. Box 306053  
 Nashville, TN 37230-6053

**SERVICE LOCATION:**  
 CITY OF CHATTANOOGA - PURCHASING  
 101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402

MAKE CHECKS PAYABLE TO:  
 LEE COMPANY

*\* Short Pay*

INVOICE AMOUNT \$ 12,028.27

*-13.41*

AMOUNT PAID \$

**BILL TO:**  
 CITY OF CHATTANOOGA - PURCHASING

101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402



*\* \$ 12,014.86*

*536785-317*

*1230106*



Lee Company  
 P.O. Box 306053  
 Nashville, TN 37230-6053  
 (615) 567-1000  
 FEIN 62-0723885

Customer No: CICH500  
 Invoice No: 1747929  
 Invoice Date: 03/30/2018  
 Work Order #: 0001441698

**BILL TO:**  
 CITY OF CHATTANOOGA - PURCHASING  
  
 101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402

**Sales Total** \$ 12,028.27  
**Sales Tax** \$ -  
**Invoice Amount:** \$ 12,028.27

W/O#	QTY	UM	DESCRIPTION	UNIT PRICE	EXT PRICE
PCARD-FS	1.00	EA	Safety gear	92.03	92.03 ✓
PCARD-FS	1.00	EA	DUCT JACK	68.60	68.60 ✓
PCARD-FS	1.00	EA	DUCT JACK	68.59	68.59 ✓
CUH1525	51.00 ✓	HR	STANDARD HVAC TECHNICIAN RATE	95.00	4,845.00

**facilities solutions • home services**

Please detach here and return this portion with your payment

CUSTOMER NO: CICH500  
 INVOICE NO: 1747929  
 DUE DATE: 04/29/2018



Lee Company  
 P.O. Box 306053  
 Nashville, TN 37230-6053

**SERVICE LOCATION:**  
 CITY OF CHATTANOOGA - PURCHASING  
 101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402

MAKE CHECKS PAYABLE TO:  
 LEE COMPANY

**BILL TO:**  
 CITY OF CHATTANOOGA - PURCHASING

101 EAST 11TH ST., SUITE 101  
 CHATTANOOGA, TN 37402

INVOICE AMOUNT **\$ 12,028.27**

AMOUNT PAID **\$**





Franklin  
331 Mallory Station Road  
Franklin, Tennessee 37067  
p 615.567.1000

Cumberland  
1140 First Avenue South  
Baxter, Tennessee 38544  
p 931.520.3434

North Alabama  
26670 Success Drive SW, Suite H  
Madison, Alabama 35756  
p 256.353.1500

Bluegrass  
5237 Nashville Road, Bldg 6  
Bowling Green, Kentucky 42101  
p 270.467.7000

Refrigeration Lic # 51050  
HVAC Lic # 83952

Lee Company Advantage: [Click here](#) for visual findings

### Facility Solutions Service Report

<b>Customer:</b> CITY OF CHATTANOOGA - PURCHASING	<b>Service Site:</b> CITY OF CHATTANOOGA - PURCHASING	<b>Work Order#:</b> 0001441698
<b>Bill To:</b> CITY OF CHATTANOOGA - PURCHASING	<b>Address:</b> 101 EAST 11TH ST., SUITE 101 CHATTANOOGA TN 37402	<b>Date:</b> 4/24/2018 <b>Status:</b> INVOICED
<b>Customer PO:</b> 536785		<b>Call Type:</b> UCQR

#### Description of work performed / notes

QUOTED REPAIR PER RONNIE EDMONDSON:  
DIGESTER BLDG BOILER #1 - FURNISH NEW MAIN GAS BOILER REGULATOR, FREIGHT FOR SHIPPING, FURNISH LIFT AND LABOR FOR FOUR MEN TO MAKE REPAIRS. VERIFY OPERATION. \$14,278.75.

Tech: MARKT100, Date: 12/16/17 12:02 AM - PICKED UP REGULATOR AT COMBUSTION CONTROLS. LOWERED DUCT LIFT TO BASEMENT ALSO LOWERED REGULATOR WITH ELECTRONIC LIFT. SET UP DUCT LIFT AND STAGED REGULATOR. DUE TO TIME WE NEED TO RETURN MONDAY TO COMPLETE.  
Tech: RUSHD100, Date: 12/15/17 2:20 PM - CHANGE OUT GAS REGULATOR ON BOILER ONE DIGESTIVE BUILDING  
Tech: MARKT100, Date: 12/18/17 4:05 PM - DIGESTER BOILER 1 REPLACE REGULATOR. REMOVED EXISTING REGULATOR AND INSTALLED NEW REGULATOR. SEALED CONNECTIONS AND RETURNED THE UNIT TO SERVICE. UNIT CYCLED ON AND OPERATED FINE. FINAL GAS PRESSURE ADJUSTMENTS WERE COMPLETED AND SYSTEM IS FULLY OPERATIONAL  
Tech: RUSHD100, Date: 12/18/17 4:30 PM - CHANGE OUT GAS REGULATOR ON BOILER ONE DIGESTIVE BUILDING RETURN DUCT JACK TO SUNBELT  
Tech: CROWJ130, Date: 12/18/17 9:18 PM - FINISHED JOB LIP REPLACING GAS REGULATOR

#### Labor

Date	Description	Technician	Hours
12/15/2017	PLUMBER STANDARD RATE	Douglas Rush	8.00
12/15/2017	PREMIUM HVAC TECHNICIAN RATE	Douglas Rush	0.50
12/15/2017	STANDARD HVAC TECHNICIAN RATE	James Crowe	8.00
12/15/2017	PREMIUM HVAC TECHNICIAN RATE	James Crowe	0.50
12/15/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	8.00
12/18/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	8.00
12/18/2017	STANDARD HVAC TECHNICIAN RATE	Douglas Rush	8.00
12/18/2017	PREMIUM HVAC TECHNICIAN RATE	Douglas Rush	1.00
12/18/2017	STANDARD HVAC TECHNICIAN RATE	James Crowe	8.00
12/18/2017	PREMIUM HVAC TECHNICIAN RATE	James Crowe	1.00
12/18/2017	STANDARD HVAC TECHNICIAN RATE	Timothy Marks	0.00

#### Parts

Description	Quantity
Piping supplies	1.00
Safety gear	1.00
DUCT JACK	1.00
DUCT JACK	1.00

#### Other Materials

Description	PO Number
P6953-- RONNIE EDMONDSON- 4" GAS REGULATOR	1249144
P6953-- RONNIE EDMONDSON- 4" GAS REGULATOR	1248144

#### Parts ordered for this work order

PO Number	Description	Ordered	Received
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51 Labor -

1329042



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SOLUTIONS, INC.**

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P.O. Box 23393  
Chattanooga, TN 37422  
Phone: (423) 865-2066  
Fax: (423) 865-6404

**INVOICE**

Invoice No. 10004868  
Date 12/28/2017  
Order No. 18953  
Shipper ID S0006110  
Order Type Sales Order  
Customer ID 01-LEE-COMP

BILL TO:	SHIP TO:
Lee Company 4067 Rural Plains Circle EM Invoices Franklin, TN 37064	Attn: Ronnie Edmondson Lee Company 1140 1st Ave South for Maccaull Bend Baxter, TN 30644

PAGE 1

F.O.B. POINT		SHIP VIA	ORDERED BY	CUSTOMER P.O. NO.		
		Customer/Counter Pickup	Ronnie Edmondson	1249144		
ORDER DATE	SHIP DATE	TERMS	SALES PERSON	SITE		
12/12/2017	12/14/2017	Net 60 Days	LE	MAIN Main Warehouse		
PART NUMBER	QTY ORDERED	UNITS	QTY SHIPPED	QTY BO	PRICE	EXT PRICE

612246910	1.00	EA	1.00	0.00	4,969.6000	4,969.60
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Pietro Florenini 4" T630 Fld Gas Regulator

Customer Picked Up 0.00

Sales Total	4,969.60
Shipping & Handling	123.22
Misc. Charges	0.00
Tax Total	<u>469.89</u>
	5,562.51
Less Paid Amount	0.00
<b>TOTAL</b>	<b>5,562.51</b>

x 1.25

6,940.64

1441698

MOLASSEN BEND REGULATOR



LOWE'S HOME CENTERS, LLC

5426 HWY 153

HIXSON, IN 46343 (475) 676-5674

- SALE -

SALES#: 30749241 1776016 TRANS#: 20341223 12-15-17

346546 3-PACK 35-CI CLORX WIFE F	6.90
622082 VENINI 100-CI HWY DEY HETR	18.48
272094 3H PAINT SMOKE W/ALYD RE	19.97
631596 1YER DUPHNT L/XL (-12637	21.98
2 @ 10.98	

SUBTOTAL: 67.39

TAX: 6.29

INVOICE 39390 TOTAL: 73.62

HIC: 73.62

x1.25

HIC:XXXXXXXXXXXX3697 AMOUNT:73.62 AINCO:349230

SHIPPED DEFID:074939245623 12/15/17 09:14:24

CUSTOMER CODE: 0

92.03

*John Mark*  
STORE: 0749 TERMINAL: 39 12/15/17 09:14:24

# OF ITEMS PURCHASED: 5

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.  
SEE REVERSE SIDE FOR RETURN POLICY.  
STORE NUMBER: DUSTY HULLINS

LOWE'S PRICE MATCH GUARANTEE  
FOR MORE DETAILS, VISIT [LOWES.COM/PRICEHATCH](http://LOWES.COM/PRICEHATCH)

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¡REGÍSTRATE EN EL SORTEO MENSUAL

PARA SER UNO DE LOS CINCO GANADORES DE \$300!

REGISTER BY COMPLETING A GUEST SATISFACTION SURVEY

WITHIN ONE WEEK AT: [www.lowes.com/survey](http://www.lowes.com/survey)

YOUR ID# 39390 0749 349

NO PURCHASE NECESSARY TO ENTER OR WIN.

VOID WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER.

OFFICIAL RULES & WINNERS LIST AT [www.lowes.com](http://www.lowes.com)

STORE: 0749

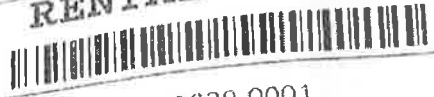
1000  
COOKEVILLE TN  
02-28-2017



PC#: 0771  
701 BILL SMITH ROAD  
COOKEVILLE, TN 38501  
931-520-3030

SUNBELT RENTALS, INC.

# RENTAL RETURN



Invoice #... 74940639 0001  
Invoice date 12/18/17  
Date out... 12/15/17 7:05 AM  
Date in... 12/18/17 3:52 PM  
Job Loc... 100 MOCCASIN BEND ROAD, CH  
Job No... 1 - MOCCASIN BEND  
P.O. #... P CARD  
Ordered By.. EDMONDSON, RONNIE  
NET DUE UPON RECEIPT

Job Site:  
MOCCASIN BEND  
100 MOCCASIN BEND ROAD  
CHATTANOOGA, TN 37405 4415  
C#: 615-567-1000 J#: 615-948-7038

Customer: 136453  
LEE COMPANY  
4057 RURAL PLAINS CIRCLE  
FRANKLIN, TN 37064

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amo
1.00	DUCT JACK/MATERIAL 18'-23' 876712 Make: GENIE Model: SLC-18 DUCTJACK 18'-23', GENIE, SLC-18 Billed from 12/15/17 thru 12/18/17	50.00	50.00	145.00	280.00	100
						Ser #: SLC16G-67790

Rental Sub-total: 10

### RENTAL HISTORY

DATE TYPE  
5/17 MASTERCD PC771  
8/17 MASTERCD PC771

REF # AUTH # TRANS TYPE  
\*\*9910 318017 CHARGED  
\*\*9910 358777 CHARGED

AMOUNT APPLIED  
54.88 54.88  
54.87 54.87

✓ 68.60

x 1.25

✓ 66.59

Sub-total:

Tax:

Total:

Amount paid:

1  
1

FINAL BILL: 12/15/17 07:05 AM THRU 12/18/17 03:52 PM.  
amounts are in USD

#141698

CITY OF CHATTANOOGA

1 DOUG RUSH

IF THE EQUIPMENT DOES NOT WORK  
PROPERLY NOTIFY THE OFFICE AT ONCE

Rate your rental experience [www.sunbeltrentals.com/survey](http://www.sunbeltrentals.com/survey)  
MULTIPLE SHIFTS OR  
OVERTIME RATES MAY APPLY



# City of Chattanooga

Mayor Andy Berke

June 20, 2018

Mr. Justin Holland  
Administrator, Public Works Department  
Waste Resource Division  
1250 Market Street, Suite 2100  
Chattanooga, TN 37402

**Subject: Contract Renewal of Blanket PO No. 543737 – Weigh Scale Services – Waste Resource Division – Public Works Department**

Dear Mr. Holland:

Council approval is recommended to renew Blanket PO No. 543737 for Weigh Scale Services, Waste Resource Division, Public Works Department. The City of Chattanooga is renewing the first (1<sup>st</sup>) renewal option for twelve (12) months through June, 2019, with one (1) renewal option remaining for an estimated annual amount of \$30,000. A copy of the signed letter from vendor, and a copy of the contract is enclosed.

The original invitation to bid was sent to five (5) vendors as well as formally advertised. Bids were received from two (2) vendor. Bids are retained on file in the Purchasing Office for your review upon request.

I recommend renewing Blanket PO No. 543737 for Weigh Scale Services to Wingfield Scale Company, Inc, 2205 S. Holtzclaw Avenue, Chattanooga, TN 37404.

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/mlm

Attachments



# City of Chattanooga

Mayor Andy Berke

May 25, 2018

Wingfield Scale Company, Inc  
Attn: Joseph Wingfield  
2205 S. Holtzclaw Avenue  
Chattanooga, TN 37404

Subject: 543737 – Weigh Scale Services

Dear Mr. Wingfield:

The City of Chattanooga would like to extend the above referenced contract for an additional twelve (12) months at the same contracted price(s).

The new expiration date will be June 5, 2019.

Please render the appropriate signature below and return via fax to 423-643-7244 or by email to [mmckeel@chattanooga.gov](mailto:mmckeel@chattanooga.gov) if you agree to renewal.

As always, we appreciate the good service you have rendered in the past, and we look forward to working with you in the future.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,

Mark McKeel, Buyer  
City of Chattanooga  
Phone: (423) 643-7236 Fax: (423) 643-7244



# Purchase Order BLANKET



**City of Chattanooga**  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

<b>V E N D O R</b>	Vendor Number: 209216 Vendor Alternate ID: 465  Wingfield Scale Co Inc P O Box 11085 Chattanooga, TN 37404	PO Date: 26-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 543737</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
--	---	--	---

<b>S H I P T O</b>		<b>I N V O I C E</b>		Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
--	--	--	--	--

Requestor		Requisition Number		Bid Number	
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
Requisition No.: 153454 Ordering Dept.: Waste Resources Buyer: Geoffrey Hipp 423-643-7233 *****					
DESCRIPTION: This shall be a twelve (12) month blanket contract for Weigh Scale Services for the Waste Resources Division. The contract may be renewed for two (2) additional twelve (12) month terms under the same Terms and Conditions by Mutual Agreement. The City of Chattanooga and the Contractor may bilaterally extend the contract by Written Confirmation by both parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein. *****					
NOTES: The bid submitted by Wingfield Scale Co., Inc. dated 5-24-17 is hereby made a part of this contract. Payment Terms: Net 30 days Delivery Terms: As Needed *****					
PRICE ESCALATION CLAUSE: All prices under this contract shall remain fixed during each twelve (12) month contract period. If as a result of a general change in prices or discounts, the contractor has changed prices to all of its customers, then, at the time of contract renewal, the price under this contract may be adjusted accordingly after acceptance. All price increases must be justified by providing a copy of the prevailing labor wage or material cost increases. Prompt notice of price changes (increases or reductions) must be furnished to the Purchasing Agent at least 30 days prior to the requested effective date and the prices for these services/materials shall remain firm for twelve (12) months. The effective date of price increases shall be the date the Purchasing Agent accepts the price changes or the effective date of increase stated by contractor's notice to Purchasing Agent, whichever is later. *****					
CONTRACT BEGINNING/ENDING DATES: 6-6-2017 TO 6-6-2018 *****					
Vendor Contact: Joseph Wingfield Phone: 423-698-0100 Fax: 423-698-0111					

\*\*\*\*\* NOTICE \*\*\*\*\*

This Purchase Order ("Agreement") is a binding agreement between the City of Chattanooga and the Vendor. This Purchase Order shall be governed by the following documents: (1) Purchase Order; (2) City of Chattanooga Purchase Order Standard Terms and Conditions; (3) Vendor's response to the bid or quotation; and (4) terms and conditions set forth in the bid or quotation, each of which is hereby incorporated herein by reference and becomes a part of this Agreement. In the event any conflict of terms arises, the terms controlling the Agreement shall be in the order provided hereinabove. This Purchase Order is valid only when signed or electronically approved by the Finance Officer.

Electronic approval is on record in the purchasing information system which asserts that unencumbered appropriation is available to meet the expenditure covered by this Purchase Order; and further authorizes payment upon proper certification of receipt of goods and/or services.

# Purchase Order BLANKET



**City of Chattanooga**  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

<b>V E N D O R</b>	Vendor Number: 209216 Vendor Alternate ID: 465  Wingfield Scale Co Inc P O Box 11085 Chattanooga, TN 37404
--	---

PO Date: 26-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 543737</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>S H I P T O</b>	
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
--	--

Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
1	Labor, Quarterly Calibration	0.00	Hour	\$ 75.0000	\$ 0.00
2	Labor, Corrective Maintenance	0.00	Hour	\$ 75.0000	\$ 0.00
3	Labor, Preventative Maintenance	0.00	Hour	\$ 75.0000	\$ 0.00
4	Labor, Emergency Service	0.00	Hour	\$ 75.0000	\$ 0.00
5	Labor, Overtime/Holiday Rate	0.00	Hour	\$ 100.0000	\$ 0.00
6	Miscellaneous (e.g., repair parts = cost + 10%)	0.00	Each	\$ 1.0000	\$ 0.00

**TOTAL: \$ .00**

\*\*\*\*\* NOTICE \*\*\*\*\*

This Purchase Order ("Agreement") is a binding agreement between the City of Chattanooga and the Vendor. This Purchase Order shall be governed by the following documents: (1) Purchase Order; (2) City of Chattanooga Purchase Order Standard Terms and Conditions; (3) Vendor's response to the bid or quotation; and (4) terms and conditions set forth in the bid or quotation, each of which is hereby incorporated herein by reference and becomes a part of this Agreement. In the event any conflict of terms arises, the terms controlling the Agreement shall be in the order provided hereinabove. This Purchase Order is valid only when signed or electronically approved by the Finance Officer.

Electronic approval is on record in the purchasing information system which asserts that unencumbered appropriation is available to meet the expenditure covered by this Purchase Order; and further authorizes payment upon proper certification of receipt of goods and/or services.



# City of Chattanooga

Mayor Andy Berke

June 20, 2018

Mr. Justin Holland  
Administrator, Public Works Department  
Waste Resource Division  
1250 Market Street, Suite 2100  
Chattanooga, TN 37402

**Subject: 170320 / 305122 – Cleanup Sewer Backup Services – Waste Resource Division – Public Works Department**

Dear Mr. Holland:

Council approval is recommended to issue a blanket contract for Cleanup Sewer Backup Services, Waste Resource Division, Public Works Department. The contract will be for twelve (12) months with the option to renew for two (2) additional twelve (12) month terms. The estimated annual expenditure for this contract is \$300,000.

The invitation to bid was sent to eight (8) vendors as well as formally advertised. Bids were received from two (2) vendors shown below. Bids are retained on file in the Purchasing Office for your review upon request.

Vendors

Disaster Master  
ServPro of Chattanooga

I recommend awarding the blanket contract for Cleanup Sewer Backup Services to Disaster Master, 4605 Shawhan Road, Chattanooga, TN 37411, as the best complete bid meeting specifications for the City of Chattanooga.

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/mlm

Attachments

**Bid Tabulation - Bid No. 305122 / Req No. 170320  
Cleanup Sewer Backups**

Line#	Item Description	Unit	ServPro of Chattanooga			Disaster Master		
			Unit Price	Quantity	Extended Price	Unit Price	Quantity	Extended Price
1	Extracting Raw sewage Wall and/or Floor Areas	Squ Ft	\$ 1.55	46,000	\$ 71,300.00	\$ 0.50	46,000	\$ 23,000.00
2	Removal of Standing Water (Vacuum Truck) per 1,000 Gallons	Gallon	\$ 0.82	118	\$ 96.76	\$ 195.00	118	\$ 23,010.00
3	Clean & Disinfect Wall and/or Floor Areas (includes doors and trim / molding)	Squ Ft	\$ 0.75	92,000	\$ 69,000.00	\$ 0.25	92,000	\$ 23,000.00
4	Clean & Disinfect Furniture, Fixtures, Cabinets, Appliances, and Electronics, etc.	Hour	\$ 55.00	920	\$ 50,600.00	\$ 25.00	920	\$ 23,000.00
5	Removal & Disposal of Non-Salvageable Materials and Equipment	Ton	\$ 311.22	68	\$ 21,162.96	\$ 340.00	68	\$ 23,120.00
6	Clean & Disinfect Clothing, Linens, Drapes, Shoes, etc.	Pound	\$ 4.99	4842	\$ 24,161.58	\$ 4.75	4842	\$ 22,999.50
7	Extermination Services	Squ Ft	\$ 0.04	128000	\$ 5,120.00	\$ 0.18	128000	\$ 23,040.00
8	Odor Control	Each	\$ 375.00	242	\$ 90,750.00	\$ 95.00	242	\$ 22,990.00
9	Moving & Replacement	Hour	\$ 55.00	920	\$ 50,600.00	\$ 25.00	920	\$ 23,000.00
10	Storage	Day	\$ 3.83	1045	\$ 4,002.35	\$ 22.00	1045	\$ 22,990.00
11	Lawn & Driveway Clean and Disinfect	Squ Ft	\$ 0.74	65715	\$ 48,629.10	\$ 0.35	65715	\$ 23,000.25
12	Miscellaneous Service (Overhead & Profit % Markup Only)	Each	20%	23000	\$ 4,600.00	20%	23000	\$ 4,600.00
13	Base Service Call	Each	\$ 128.50	306	\$ 39,321.00	\$ 75.00	306	\$ 22,950.00
		<b>TOTAL:</b>			<b>\$ 479,343.75</b>			<b>\$ 280,699.75</b>
Contact:		Craig Hixson			William "Bucky" Bruce			
Location:		P.O. Box 793			4605 Shawhan Road			
Pymt Terms:		Ooltewah, TN 37363			Chattanooga, TN 37411			
		net 30			net 30			

Disaster Master  
4605 Shawhan Road  
Chattanooga, TN 37411

Belfor Property Restoration  
4317 North Creek Road  
Chattanooga, TN 37406

Hepaco, LLC  
7420 Lee Highway  
Chattanooga, TN 37421

ServPro of North Chattanooga  
8806 Consolidated Road  
Soddy-Daisy, TN 37379

Affinity Environmental Group  
9916 Walden Street  
Soddy-Daisy, TN 37379

First Response Inc  
3740 Pilot Point  
Chattanooga, TN 37416

Nivek Services, Inc  
616 N. Main Street, Suite D  
Jasper, GA 30143

ServiceMaster of Chattanooga  
2123 McCallie Avenue  
Chattanooga, TN 37404

Date: May 24, 2018

Requisition No.: 170320

**PURCHASING DEPARTMENT  
101 EAST 11<sup>TH</sup> STREET  
CITY HALL  
SUITE G13  
CHATTANOOGA, TENNESSEE  
37402**

**Request for Bid (RFB) for the City of Chattanooga, Tennessee**

*Proposals will be received at 101 East 11<sup>th</sup> Street, Suite G13,  
Chattanooga, TN 37402 until 2:00 P.M., EST. on June 7, 2018*

**Requisition / Bid No.: R170320 / 305122  
Ordering Dept.: Waste Resource Division, Public Works  
Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov**

\*\*\*\*\*

**Items Being Purchased: Cleanup Sewer Backups**

\*\*\*\*\*

**\*\*\*REQUEST FOR BIDS MUST BE RECEIVED\*\*\***

**2:00 P.M., EST on June 7, 2018**

\*\*\*\*\*

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informality in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City's Standard Terms and Conditions may be found on website:  
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

**Note: ALL BIDS MUST BE SIGNED**

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

Company Name: Disaster Master

Mailing Address: 4605 Shawhan Rd

City & Zip Code: Chattanooga, TN. 37411

Phone/Toll Free No.: 423-320-1542

Fax No.: \_\_\_\_\_

E-Mail Address: DisasterMasterChatt@email.com

Contact Person: William Bruce (Bucky)

Company Title: Owner

Signature: Willie Bruce

# BID SOLICITATION



**City of Chattanooga**  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

**BID OPENING DATE AND TIME:**  
 07-JUN-18 at 2:00 PM  
**BID NUMBER: 305122**

SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

**BUYER:**  
**PHONE #: (423) 643-7230**  
**DELIVERY REQUIRED:**

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City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition / Bid No : 170320 / 305122 Ordering Dept.: Waste Resources Division, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236  Items Being Purchased: Cleanup Property Damaged by Sewer Backups  ATTACHMENTS: 1. Specifications & Bid Form (9 pages) 2. Affirmative Action Plan (2 pages) 3. Insurance Requirements (see page 1 of specs) 4. Iran Divestment Act Disclosure (1 page) 5. No Contact / No Advocacy Notice (1 page)  City of Chattanooga (COC) Terms and Conditions posted on Website <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a> If you can't download call buyer for a copy.  This Shall Be A Twelve (12) Month Blanket Contract To Supply Cleanup Property by Sewer Backups for the Waste Resources Division  The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month Terms Under The Same Terms And Conditions By Mutual Agreement. The City Of Chattanooga And The Contractor May Bilaterally Extend The Contract By Providing Written Confirmation Of Agreement By Both Parties At Least 30 Days Prior To The Contract's Current Expiration Date Into Any Successive Term As Provided Herein  **** Vendor Shall Hold Prices Firm for First (1st) Year of Contract ****  Price Escalation Clause: If as a result of a general change in prices or discounts, the Contractor has changed prices to all of its customers, the price under this contract may be adjusted accordingly. Contractor may be requested to show proof of alleged price changes prior to approval of any price adjustments.  QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.  *** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON JUNE 7, 2018 ***  PLEASE SUBMIT BIDS IN DIUPLICAE INDICATING BID NUMBER (305122) ON OUTSIDE PACKAING  NOTE: ALL BIDS MUST BE SIGNED All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.  Any manufacturers names, trade names, brand names, or catalog numbers used in the					

# BID SOLICITATION



**City of Chattanooga**  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

**BID OPENING DATE AND TIME:**  
 07-JUN-18 at 2:00 PM

**BID NUMBER: 305122**

**BUYER:**  
**PHONE #: (423) 643-7230**  
**DELIVERY REQUIRED:**

SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

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City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
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specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.

\*\*\*\* NOTE \*\*\*\*  
 PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION

Company Name Disaster Master  
 Address 4605 Shawhon Rd  
Chattanooga, TN 37411  
 Phone/Toll-Free No. 423-320-1542  
 Fax No. \_\_\_\_\_  
 eMail Address DisasterMasterchatt@gmail.com  
 Contact Person's Name William Bruce  
 Estimated Delivery 6/7/18  
 Minority-Owned Business \_\_\_\_\_ Small Business  Veteran \_\_\_\_\_  
 Minority Woman-Owned Business \_\_\_\_\_ Disabled Veteran \_\_\_\_\_  
 Woman-Owned Business \_\_\_\_\_

\*\*\*\* ALL ITEMS MUST BE QUOTED F O B. DESTINATION \*\*\*\*

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS

ALL BIDS MUST BE SIGNED - The undersigned offers the above quoted prices under the conditions contained herein.

The City is Exempt from all Federal and State Tax.  
 Bids will be received at the above mentioned address.

TERMS OF PAYMENT: Upon Completion 30 Days  
 TELEPHONE NUMBER: 423-320-1542

COMPANY: Disaster Master  
 SIGNATURE: William Bruce  
 NAME AND TITLE: William Bruce owner



# BID SOLICITATION



City of Chattanooga  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

**BID OPENING DATE AND TIME:**

07-JUN-18 at 2:00 PM

**BID NUMBER:** 305122

**BUYER:**

**PHONE #:** (423) 643-7230

**DELIVERY REQUIRED:**

**SEALED BIDS**

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

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City of Chattanooga  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Extracting Raw Sewage Wall and.or Floor Areas	46000	Square Foot	.50	_____
2	Removal of Standing Water (Vacuum Truck) per 1,000 Gallons	118	Gallon	195.00	_____
3	Clean & Disinfect Wall and.or Floor Areas (includes doors and trim/molding)	92000	Square Foot	.25	_____
4	Clean & Disinfect Furniture, Fixtures, Cabinets, Appliances, and Electronics, etc.	920	Hour	25.00	_____
5	Removal & Disposal of Non-Salvageable Materials and Equipment	68	Ton	340.00	_____
6	Clean & Disinfect Clothing, Linens, Drapes, Shoes, etc.	4842	Pound	4.75	_____
7	Extermination Services	128000	Square Foot	.18	_____
8	Odor Control	242	Each	95.00	_____
9	Moving & Replacement	920	Hour	25.00	_____
10	Storage	1045	Day	22.00	_____

**NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS**

The City is Exempt from all Federal and State Tax.  
Bids will be received at the above mentioned address

TERMS OF PAYMENT: 30 Days  
TELEPHONE NUMBER: 423-320-1542

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: Disaster Master  
SIGNATURE: William Bruce  
NAME AND TITLE: William Bruce Owner

# BID SOLICITATION



City of Chattanooga  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

**BID OPENING DATE AND TIME:**

07-JUN-18 at 2:00 PM

**BID NUMBER:** 305122

**BUYER:**

**PHONE #:** (423) 643-7230

**DELIVERY REQUIRED:**

**SEALED BIDS**

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

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City of Chattanooga  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Lawn & Driveway Clean and Disinfect	65715	Square Foot	.35	—
12	Miscellaneous Services (Overhead & Profit % Markup Only)	23000	Each	20%	—
13	Base Service Call	306	Each	75.00	—

**NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS**

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

The City is Exempt from all Federal and State Tax  
Bids will be received at the above mentioned address

TERMS OF PAYMENT: 30 Days

TELEPHONE NUMBER: 423-320-1542

COMPANY: Disaster Master

SIGNATURE: Will. Am. Bruce

NAME AND TITLE: Will. Am. Bruce Owner

**SPECIFICATIONS FOR  
CLEANING PROPERTY DAMAGED BY SEWER BACKUPS  
CITY OF CHATTANOOGA INTERCEPTOR SEWER SYSTEM**

**1.0 GENERAL**

**1.1 Scope of Work**

The scope of work covered by these specifications includes providing all the labor, supplies, necessary equipment, and other services as required to perform cleanup, sanitation, and safe habitation of property (i.e. homes, businesses, etc.) damaged by sewer backups of the City of Chattanooga Waste Resources Division, ("WRD").

Any questions or comments related to these specifications may be directed to the City Of Chattanooga Buyer, 101 East 11th Street, Suite G-13, Chattanooga, Tennessee 37402 (423) 643-7233.

**1.2 Requirements for Insurance Coverage**

**1.2.1 Workman's Compensation Insurance**

Where applicable, the Vendor shall provide Workman's Compensation Insurance to protect the Vendor against all claims under applicable State Workman's Compensation Laws.

**1.2.2 General Public Liability and Property Damage Insurance**

The Vendor shall provide liability and property damage insurance written in comprehensive form. The insurance shall protect the Vendor and the City of Chattanooga against all claims arising from injuries, including death, to members of the public or damage to property of others arising out of any act or omission of the Contract of his employees, agents, or sub Vendors.

The liability limits of this insurance shall be a minimum of \$500,000 for each occurrence.

The insurance shall remain in force at all times during the term of this contract.

**1.3 Length of Contract**

The length of this contract shall be for a period of 12 months with the City's option to renew the Contract for 2 additional one year periods at the same price.

The contract shall begin upon the receipt of the purchase order from the City.

**1.4 Basis of Bid Award**

The Contract shall be awarded based on the unit cost(s) to perform the work described herein and an evaluation of the Bidder's qualifications, experience, and other factors specified in the City Code. Unit prices shall be provided for each work task so as to provide a basis for payment. In addition to completing the City's required bid forms, the attached Bid Proposal Work Sheet shall be completed and submitted with the Bid.

**1.5 General Conditions and Instructions to Bidders**

The Vendor shall comply with the requirements of these specifications and the General Conditions and Instructions to Bidders supplied by the City of Chattanooga Purchasing Department as a part of the Bid package for this work.

**1.6 Vendor License**

The Vendor shall be a Tennessee Licensed Home Improvement Contractor or General Contractor. Vendor shall have knowledge and experience in the proper handling (according to all applicable codes) of contaminated materials.

If sub-Vendors are used they must have the necessary license to perform the prescribed work. Proof of this license must be maintained by the Vendor and made available at the City's request.

In the event that sub-Vendors are used, the Vendor is responsible for the workmanship of the sub-Vendor. The City's contract will only be with the prime Vendor who will be held responsible for any poor workmanship, or claims and damages to property or person by any sub-Vendor.

**1.7 References**

The Vendor shall supply a list of five (5) references including names and addresses and phone numbers of for work completed in the last two (2) years.

**2.0 DESCRIPTION OF SERVICES**

**2.1 Extraction of Contaminated Water**

The Vendor shall extract sewage and contaminated water from contaminated/affected wall and/or floor areas of the property and structure(s) as needed. The Vendor shall consult with the City's designated representative about those areas affected.

Payment for this work will be on a per-square foot of affected wall and/or floor area basis. Cost per square foot shall include labor, benefits, overhead and profit, and equipment cost. If provided as subcontracted service, payment will be on invoiced cost per square foot of affected wall and/or floor area basis plus a percentage mark up for overhead and profit.

In locations where standing water occurs (basements, etc.) and draining through the property's plumbing system cannot be performed, the Vendor shall use septage or similar type vacuum trucks to remove the bulk of the contaminated water from the property. This work shall be done prior to the

extraction of the remainder of the contaminated water as described above. This contaminated water will be trucked to Moccasin Bend WWTP, 455 Moccasin Bend Road, Chattanooga, TN 37405 for disposal. The Vendor will coordinate disposal with the WWTP so that the City is not charged for disposal.

Payment shall be on a per 1,000 gallon basis. Cost per 1,000 gallons shall include labor, benefits, overhead and profit and equipment cost. If provided as subcontract service, payment will be on invoiced cost per 1,000 gallon basis plus a percentage mark up for overhead and profit.

## **2.2 Cleaning, Disinfection, and Deodorizing**

### **A. Floors, Walls, ETC.**

The Vendor shall clean, disinfect, and deodorize all contaminated/affected areas of the building, wall and/or floor areas (includes doors and trim/molding). The Vendor shall use non-hazardous cleaning, disinfection, and deodorizing products appropriate for this type of service. The Vendor shall consult with the City's designated representative about those areas that require cleaning, disinfection, and deodorizing.

Payment for this work will be on a per-square foot of affected wall and/or floor area basis. Cost per square foot shall include labor, benefits, overhead and profit, and equipment and chemical cost. If provided as subcontracted service, payment will be on invoiced cost per square foot of affected wall and/or floor area basis plus a percentage mark up for overhead and profit.

### **B. Furniture, Fixtures, ETC.**

The Vendor shall clean, disinfect, and deodorize all affected furniture, fixtures, cabinets, appliances, and electronic equipment etc. All appliances and electronic equipment shall be checked for proper operation. The Vendor shall use non-hazardous cleaning, disinfection, and deodorizing products appropriate for this type of service. The Vendor shall consult with the City's designated representative about that equipment and fixtures that require cleaning, disinfection, and deodorizing.

Payment for this work will be on a man-hour basis. Cost per man-hour shall include labor, benefits, and overhead and profit. If provided as subcontracted service, payment will be on invoiced cost per-man-hour basis plus a percentage mark up for overhead and profit.

## **2.3 Removal and Disposal of Non-salvageable Materials and Equipment**

### **A. Flooring, Walls, ETC.**

The Vendor shall be responsible for the removal and disposal of non-salvageable damaged materials associated with the building structure and substructure. The Vendor shall consult with the City's designated representative for the work about those materials that are non-salvageable prior to removal and disposal.

### **B. Furniture, Fixtures, ETC.**

The Vendor shall be responsible for the removal and disposal of non-salvageable damaged furniture, fixtures, cabinets, appliances, and electronic equipment. The Vendor shall consult with the City's designated representative

about the non-salvageable prior to removal and disposal.

Payment for this work will be on a per ton basis. Cost per ton shall include labor, benefits, overhead and profit, and equipment. If provided as subcontracted service, payment will be on invoiced cost per ton basis plus a percentage mark up for overhead and profit.

## **2.4 Cleaning of Clothing and Linens**

### **A. Cleaning Clothing, Linens, ETC.**

The Vendor shall clean, launder, or dry clean, disinfect, and/or deodorize all affected clothing, linens, drapes, shoes, etc. The Vendor shall use non-hazardous cleaning, disinfection, and deodorizing products or industry standard services appropriate for this type of work. The Vendor shall consult with the City's designated representative about the items that require cleaning, disinfection, and/or deodorizing.

Payment for this work will be on a per pound basis. Cost per pound shall include labor, benefits, overhead and profit, and equipment and chemical cost. If provided as subcontracted service, payment will be on invoiced cost per pound basis plus a percentage mark up for overhead and profit.

## **2.5 Extermination Services**

The Vendor shall provide extermination services for all affected areas of the building for bugs and vermin attracted to the affected area as a result of the sewer back up. The Vendor shall use industry standard accepted products and services appropriate for these purposes. The Vendor shall consult with the City's designated representative about those areas that require extermination services.

Payment for this work will be on a per-square foot of affected wall and/or floor area basis. Cost per square foot shall include labor, benefits, overhead and profit, and equipment and chemical cost. If provided as subcontracted service, payment will be on invoiced cost per square foot of affected wall and/or floor area basis plus a percentage mark up for overhead and profit.

## **2.6 Odor Control**

The Vendor shall provide odor control services for all affected areas of the building. The Vendor shall not use masking agents. The Vendor shall use industry standard accepted products and services appropriate for these purposes. The Vendor shall consult with the City's designated representative about those areas that require odor control.

Payment for this work shall be based on a unit basis.

## **2.7 Moving and Storage Services**

If it is necessary to remove and store furniture and/or equipment from a building in order to disinfect damaged flooring, walls, doors, etc., the Vendor shall provide the necessary labor, equipment, transportation and storage area for this furniture and equipment. The Vendor shall be responsible for removing from and moving back into the building the affected furniture and equipment. The Vendor shall consult with the City's designated representative regarding the quantities of affected furniture and equipment to be moved and stored. All

equipment shall be moved, transported, and stored in accordance with industry accepted methods and procedures.

Payment for this work will be on a man-hour basis. Cost per man-hour shall include labor, benefits, and overhead and profit. Payment for storage and transportation shall be for the reasonable and customary out-of-pocket invoiced cost of the storage and transportation plus a percentage markup for overhead and profit. If provided as subcontracted service, payment will be on invoiced cost plus a percentage mark up for overhead and profit.

## **2.8 Landscaping Services**

### **A. Lawn and Driveway Cleaning**

The Vendor shall clean, disinfect, and deodorize all affected areas of the lawn and driveway around the dwelling. The Vendor shall use non-hazardous cleaning, disinfection, and deodorizing products appropriate for this type of service. The Vendor shall consult with the City's designated representative about those affected areas that require cleaning, disinfection, and deodorizing.

Payment for this work will be on a per-square foot of affected area basis. Cost per square foot shall include labor, benefits, overhead and profit, and equipment and chemical cost. If provided as subcontracted service, payment will be on invoiced cost per square foot of affected area basis plus a percentage mark up for overhead and profit.

## **2.9 Vendor Availability**

The Vendor shall be able to perform emergency service work described herein on a twenty-four (24) hour a day, seven (7) day a week basis. Response time after receiving notification of problem shall be no longer than one (1) hour after call.

The City will pay the Vendor for one (1) initial service call to assess the damages. The Vendor will consult with the City's designated representative about the assessment of damages.

Payment will be on a flat rate basis for a service call.

## **3.0 EXECUTION**

### **3.1 Performance of Work**

After the issuance of a purchase order, the Vendor shall be available on a twenty-four (24) hour, seven (7) day a week basis.

### 3.2 **Payment**

Payment shall be in accordance with the City's normal policies and procedures.

Invoices shall be sent to:

City of Chattanooga  
Accounts Payable Division  
101 East 11<sup>th</sup> Street, Suite 101  
Chattanooga, TN 37402  
[acctspayable@chattanooga.gov](mailto:acctspayable@chattanooga.gov)

And a copy sent to:

Moccasin Bend WWTP  
Inventory Coordinator  
455 Moccasin Bend Rd.  
Chattanooga, TN 37405  
[randall\\_mary@chattanooga.gov](mailto:randall_mary@chattanooga.gov)

The Vendor shall invoice the City based on the following requirements:

#### **A. Hourly Rate**

The Vendor shall be billed at a flat hourly rate for labor. This rate shall include labor, benefits, and overhead and profit. This rate shall be the same for work provided during normal work hours or after hours, weekends or holidays. The Vendor shall provide time sheets to show the exact amount of hours spent on each task. These time sheets will be reviewed daily or as required with the City's designated representative.

#### **B. Unit Prices**

The Vendor shall bill some service on a per square foot of affected area basis. Cost per square foot shall include labor, benefits, overhead and profit, and equipment and chemical costs if applicable. The Vendor shall provide measurements to show the exact amount of area required for each task. These measurements will be reviewed as required with the City's designated representative.

The Vendor shall bill some services on a per pound basis. Cost per pound shall include labor, benefits, overhead and profit, and equipment and chemical costs if applicable. The Vendor shall provide weigh tickets to show the exact amount of weight required for each task. These weigh tickets will be reviewed as required with the City's designated representative.

The Vendor shall bill some services on a per ton basis. Cost per ton shall include labor, benefits, overhead and profit, and equipment costs if applicable. The Vendor shall provide weigh tickets to show the exact amount of weight required for each task. These weigh tickets will be reviewed as required with the City's designated representative.



The Vendor shall bill some services on a per 1000 gallon basis. Cost per 1000 gallon shall include labor, benefits, overhead and profit, and equipment costs if applicable. The Vendor shall provide measurements to show the exact amount of volume for each task. These volumes will be reviewed as required with the City's designated representative.

### **C. Overhead and Profit Mark Up**

The Vendor shall provide a stated value for overhead and profit in percent for use in marking up of services.

### **D. Other Requirements**

The Vendor shall include on the invoice the date and time notified and authorized to perform the work; the date and time the work was initiated; and the date and time the work was completed.

The Vendor shall submit to the WRD System Engineer's office or his designee an invoice and a property owner signed release of all claims form (witnessed or notarized).

## **3.3 Termination of Contract**

In the event that the Vendor cannot or will not perform the services covered in these Specifications, the City may terminate the contract upon written notice and hold the terminated Vendor liable for any increase in expenses to the City over the term of the Contract including any renewal term.

## **3.4 Bibliography / References**

- Berry, Michael A., Jeff Bishop, Claude Blackburn, Eugene C. Cole, William G. Ewald, Terry Smith, Nathan Suazo, Steve Swan, and Mr William G. Ewald. "Suggested guidelines for remediation of damage from sewage backflow into buildings." *Journal of Environmental Health* 57, no. 3 (1994): 9-15.
- Block, S.S. (1991) *Disinfection, Sterilization, and Preservation*, Lea & Febiger, Philadelphia, PA.
- Brown, David A. "Moisture Management & Mold Remediation Program." *Occupational Safety and Health* (2007)
- Cole, E.C. (1989) Remedial measures for biological pollutants in the home. *Workshop on Biological Pollutants in the Home*. U.S. Consumer Product Safety Commission, American Lung Association.
- Cole, E.C. (1987) The application of disinfection and sterilization to infectious waste management. In: *Tulis, J.J. and W. R. Thomann (eds.), Proceedings of strategies for improved chemical and biological waste management for hospitals and clinical laboratories*. Duke University, University of North Carolina, North Carolina Pollution Pays Program.
- Henning, Stephen J., and Daniel A. Berman. "Mold Contamination: Liability and Coverage Issues: Essential Information You Need to Know for Successfully Handling and Resolving Any Claim Involving Toxic Mold." *Hastings W.-Nw. J. Env't'l L. & Pol'y* 8 (2001): 73.
- International Institute of Carpet and Upholstery Certification. (1991) *Carpet Cleaning Standard. S001-1991*, International Institute of Carpet and Upholstery Certification, Vancouver, WA, 1991.
- Morey, Philip R. "Remediation and control of microbial growth in problem buildings." *Microorganisms in Home and Indoor Work Environments*. Taylor &

Francis, London (2001): 83-99.

- Morey, PHILIP R. "Microbial remediation in non-industrial indoor environments." Sampling and analysis of indoor microorganisms, John Wiley & Sons, New York, NY, USA (2007): 231-242.
- Rutala, W.A. (1987) Disinfection, sterilization and waste disposal. In: Wenzel, R.P., Prevention and control of nosocomial infections. Williams and Wilkins, Baltimore.
- Tyau, Gordon DC, Mark Lawton, P. Eng, and J. David Miller. "FIELD INSPECTION PROTOCOL FOR INVESTIGATION OF MOLD DAMAGED BUILDINGS." (2002).

**BID FORM**

Line	Description	UOM	Price	Quantity
1	Extracting Raw Sewage wall and/or floor area	Square Foot	\$ .50	1
2	Removal of Standing Water (Vacuum Truck) per 1000 gal.	1,000 Gallon	\$ 195.00	1000
3	Clean & disinfect wall and/or floor areas (includes doors and trim/molding)	Square Foot	\$ .25	1
4	Clean & disinfect furniture, fixtures, cabinets, appliances, and electronics, etc.	Hour	\$ 25.00	1
5	Removal & disposal of non-salvageable materials and equipment	Ton	\$ 340.00	1
6	Clean & disinfect clothing, linens, drapes, shoes etc.	Pound	\$ 4.75	1
7	Extermination Services	Square Foot	\$ .18	1
8	Odor Control	Each	\$ 95.00	1
9	Moving and replacement	Hour	\$ 25.00	1
10	Storage	Day	\$ 22.00	1000
11	Lawn and driveway clean & disinfect	Square Foot	\$ .35	1
12	Miscellaneous Services (overhead & profit% mark up only)	%	20%	
13	Base Service Call	Each	\$ 75.00	1

Please List Miscellaneous Services and Pricing for Each:

## Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

- 6 The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the Contractor and/or Subcontractor shall be a breach of this contract.

Willie Bunn

(Signature of Contractor)

Disaster Master

(Title and Name of Construction Company)

6/6/18

(Date)

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.  
Vendor Disclosure and Acknowledgement

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

(SIGNED) William Bruce  
(PRINTED NAME) William Bruce  
(BUSINESS NAME) Disaster Master  
(DATE) 6/6/18

For further information, please see website:

[https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_Ann.\\_12-12-106,\\_Iran\\_Divestment\\_Act-July.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf)

No Contact/No Advocacy

Notice Receipt

City of Chattanooga  
Purchasing Division

For Submission with Sealed Bid Solicitation Responses:

William Bruce (Vendor Agent name), states that:

(1) He/She is the owner, partner, officer, representative, or agent of Disaster Master

\_\_\_\_\_ (Business name), the Submitter of the

attached sealed solicitation response to Solicitation # R170320/305122, and said

Business has taken notice, and will abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature:

William Bruce

Printed Name:

William Bruce

Title: Owner

Date: 6/6/18

ADDENDUM NO: 1

REQ NO: 170320

FINAL SUBMITTAL: June 14, 2018 2:00 PM EST

FINAL QUESTIONS: N/A

Department: Waste Resource Division, Public Works

Changes to Bid No. 305122:

Due to receiving only one (1) bid for Bid# 305122, per purchasing policy, the bid has to be extended one (1) week to give other vendors the opportunity to submit a bid.

The new bid opening will be extend to June 14, 2018 at 2:00.

Req No: 170320 Cleanup Sewer Backups

PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE PURCHASING DEPARTMENT. RETAIN THE OTHER COPY FOR YOUR FILES.

Name:

Willie Bruce

Company:

Disaster Master

CITY OF CHATTANOOGA  
PURCHASING DEPARTMENT  
Mark McKeel  
City Hall Suite G13  
CHATTANOOGA, TN 37402  
TELE: (423) 643-7236  
FAX: (423) 643-7244

1



# DISASTER MASTER

4605 SHAWHAN RD.  
CHATTANOOGA, TN 37411  
(423)320-1542

## REFERENCES

Ralph Hairsine  
10700 Grove Place Rd.  
Soddy Daisy, TN. 37379  
Cell / 423-280-1270

Paul Davis  
1251 Ridgeland Rd.  
Rossville Ga. 30741  
Cell / 423-316-2105

Bill McDonald  
2016 Clearfield Ln.  
Chattanooga, TN. 37405  
Cell / 423-580-3250

Dorothy Taylor  
1103 Renaissance Court  
Chattanooga, TN. 37419  
Cell / 843-301-2255

Kim Wamp  
719 Hawks Nest  
Chattanooga, TN. 37419  
Cell / 423-593-6894



# City of Chattanooga

Mayor Andy Berke

June 20, 2018

Mr. Justin Holland  
Administrator, Public Works Department  
Waste Resources Division  
1250 Market Street, Suite 2100  
Chattanooga, TN 37402

**Subject: Contract Renewal of Blanket PO Nos. 543751 & 543794 – Sewer Maintenance Equipment – Waste Resources Division – Public Works Department**

Dear Mr. Holland:

Council approval is recommended to renew Blanket PO Nos. 543751 & 543794 for Sewer Maintenance Equipment, Waste Resources Division, Public Works Department. The City of Chattanooga is renewing the first (1<sup>st</sup>) contract renewal option for twelve (12) months through May, 2019, with one (1) renewal option remaining, for an estimated annual amount of \$30,000. A copy of the signed letters from the vendors and copies of the contracts are enclosed.

The original invitation to bid was sent to eight (8) vendors as well as formally advertised. Bids were received from two (2) vendors. Bids are retained on file in the Purchasing Office for your review upon request.

I recommend renewing Blanket PO Nos. 543751 & 543794 for Sewer Maintenance Equipment to Jet-Vac Equipment Company LLC, 5746 Broad Street, Sumter, SC 29154 and Environmental Products & Accessories LLC, P.O. Box 513, Hixson, TN 37343.

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/mlm

Attachments



**City of Chattanooga**  
**Mayor Andy Berke**

May 24, 2018

Environmental Products & Accessories LLC  
Attn: Melissa Reichman  
P.O. Box 513  
Hixson, TN 37343

Subject: 543751 – Sewer Maintenance Equipment

Dear Ms. Reichman:

The City of Chattanooga would like to extend the above referenced contract for an additional twelve (12) months at the same contracted price(s).

The new expiration date will be May 31, 2019.

Please render the appropriate signature below and return via fax to 423-643-7244 or by email to [mmckeel@chattanooga.gov](mailto:mmckeel@chattanooga.gov) if you agree to renewal.

As always, we appreciate the good service you have rendered in the past, and we look forward to working with you in the future.

Signed: Melissa Reichman Date: 6/7/18

Sincerely,

Mark McKeel, Buyer  
City of Chattanooga  
Phone: (423) 643-7236 Fax: (423) 643-7244

# Purchase Order BLANKET



**City of Chattanooga**  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

<b>V E N D O R</b>	Vendor Number: Vendor Alternate ID: 19567
	Environmental Products & Accessories LLC PO Box 513 Hixson, TN 37343

PO Date: 26-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 543751</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>S H I P T O</b>	
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor		Requisition Number		Bid Number					
<b>Line Nbr</b>	<b>Item ID - Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Total</b></td> <td colspan="4"></td> </tr> </table>					<b>Total</b>				
<b>Total</b>									
Requisition No.: 151181 Ordering Dept.: Waste Resources Buyer: Geoffrey Hipp 423-643-7233 .....									
DESCRIPTION: This shall be the Backup Supplier twelve (12) month blanket contract for Sewer Maintenance Equipment for the Waste Resources Division. The contract may be renewed for two (2) additional twelve (12) month terms under the same Terms and Conditions by Mutual Agreement. The City of Chattanooga and the Contractor may bilaterally extend the contract by Written Confirmation by both parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein. .....									
NOTES: The bid submitted by Environmental Products and Accessories, LLC dated 4-12-17 is hereby made a part of this contract. Payment Terms: Net 30 days Delivery Terms: As Needed .....									
PRICE ESCALATION CLAUSE: All prices under this contract shall remain fixed during each twelve (12) month contract period. If as a result of a general change in prices or discounts, the contractor has changed prices to all of its customers, then, at the time of contract renewal, the price under this contract may be adjusted accordingly after acceptance. All price increases must be justified by providing a copy of the prevailing labor wage or material cost increases. Prompt notice of price changes (increases or reductions) must be furnished to the Purchasing Agent at least 30 days prior to the requested effective date and the prices for these services/materials shall remain firm for twelve (12) months. The effective date of price increases shall be the date the Purchasing Agent accepts the price changes or the effective date of increase stated by contractor's notice to Purchasing Agent, whichever is later. .....									
APPROVED BY CITY COUNCIL ON MAY 23, 2017 .....									
CONTRACT BEGINNING/ENDING DATES: 6-1-2017 TO 6-1-2018 .....									
Vendor Contact: Melissa Reichman Phone: 866-488-5547 e-mail: melissa@epasales.com									

\*\*\*\*\* NOTICE \*\*\*\*\*

This Purchase Order ("Agreement") is a binding agreement between the City of Chattanooga and the Vendor. This Purchase Order shall be governed by the following documents: (1) Purchase Order; (2) City of Chattanooga Purchase Order Standard Terms and Conditions; (3) Vendor's response to the bid or quotation; and (4) terms and conditions set forth in the bid or quotation, each of which is hereby incorporated herein by reference and becomes a part of this Agreement. In the event any conflict of terms arises, the terms controlling the Agreement shall be in the order provided hereinabove. This Purchase Order is valid only when signed or electronically approved by the Finance Officer.

Electronic approval is on record in the purchasing information system which asserts that unencumbered appropriation is available to meet the expenditure covered by this Purchase Order; and further authorizes payment upon proper certification of receipt of goods and/or services.

# Purchase Order BLANKET



**City of Chattanooga**  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

<b>V E N D O R</b>	Vendor Number: Vendor Alternate ID: 19567
	Environmental Products & Accessories LLC PO Box 513 Hixson, TN 37343

PO Date: 26-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 543751</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>S H I P T O</b>	
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
1	1" 400' Blue 3000 #JHP1630400	0.00	Each	\$ 1,119.0000	\$ 0.00
2	1" 500' Blue 3000 #JHP1630500	0.00	Each	\$ 1,399.0000	\$ 0.00
3	1" 600' Blue 3000 #JHP1630600	0.00	Each	\$ 1,679.0000	\$ 0.00
4	1" 35-45 GPM Penetrator LT 1675-2000 #N-16SP352LT	0.00	Each	\$ 73.0000	\$ 0.00
5	1" 60-65 GPM Penetrator LT 1675-2000 #N-16SP652LT	0.00	Each	\$ 73.0000	\$ 0.00
6	1" 80 GPM Penetrator LT 1675-2000 #N-16SP802LT	0.00	Each	\$ 73.0000	\$ 0.00
7	1" 50-65 GPM Aluminum Grease 1675-2000 #N16AG602	0.00	Each	\$ 134.5000	\$ 0.00
8	1" 80 GPM Aluminum Grease 1675-2000 #N16AG802	0.00	Each	\$ 134.5000	\$ 0.00
9	3" diameter 6" long Cleaning Grenade 60/2000 #N16CG6020	0.00	Each	\$ 499.9900	\$ 0.00
10	3" diameter 6" long Cleaning Grenade 80/2000 #N16CG8020	0.00	Each	\$ 499.9900	\$ 0.00

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# Purchase Order BLANKET



**City of Chattanooga**  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

<b>V E N D O R</b>	Vendor Number: Vendor Alternate ID: 19567
	Environmental Products & Accessories LLC PO Box 513 Hixson, TN 37343

PO Date: 26-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 543751</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>S H I P T O</b>	
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor		Requisition Number		Bid Number	
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
11	3" diameter 6" long Cleaning Grenade 80/2000 #N16CG8020	0.00	Each	\$ 499.9900	\$ 0.00
12	1" 65GPM Cyclone 2000 #N-16CN6520	0.00	Each	\$ 350.0000	\$ 0.00
13	1" 80GPM Cyclone 2000#N-16CN8020	0.00	Each	\$ 350.0000	\$ 0.00
14	1" 65GPM Rotor 2000 #N-16Q6520	0.00	Each	\$ 769.0000	\$ 0.00
15	1" 80GPM Rotor 2000 #N-16Q8020	0.00	Each	\$ 769.0000	\$ 0.00
16	1" 50-65 GPM Lil Bertha 1675-2000 #N16LB602	0.00	Each	\$ 463.0000	\$ 0.00
17	1" 80 GPM Lil Bertha 1675-2000 #N16LB802	0.00	Each	\$ 463.0000	\$ 0.00
18	1" 120 GPM Lil Bertha 1675-2000 #N16LB122	0.00	Each	\$ 463.0000	\$ 0.00
19	1" 55-65 GPM Big Bertha 1675-2000 #N16BB602	0.00	Each	\$ 578.0000	\$ 0.00
20	1" 80 GPM Big Bertha 1675-2000 #N16BB802	0.00	Each	\$ 578.0000	\$ 0.00

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	Environmental Products & Accessories LLC PO Box 513 Hixson, TN 37343

PO Date: 26-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 543751</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
21	6" Diamond Tip #NRCD6	0.00	Each	\$ 1,150.0000	\$ 0.00
22	8" Diamond Tip #NRCD8	0.00	Each	\$ 1,450.0000	\$ 0.00
23	6" Replacement Skids #NRCSK6	0.00	Each	\$ 102.3500	\$ 0.00
24	8" Replacement Skids #NRCSK8	0.00	Each	\$ 105.8000	\$ 0.00
25	10" Replacement Skids #NRCSK10	0.00	Each	\$ 109.8300	\$ 0.00
26	12" Replacement Skids #NRCSK12	0.00	Each	\$ 112.6400	\$ 0.00
27	15" Replacement Skids #NRCSK15	0.00	Each	\$ 114.9400	\$ 0.00
28	Cutter replacement motor, Motor & Tail Assembly #N-RCMOTOR/TAIL	0.00	Each	\$ 790.6300	\$ 0.00
29	4" Concave Blade #N-RCC4	0.00	Each	\$ 63.1900	\$ 0.00
30	6" Concave Blade #N-RCC6	0.00	Each	\$ 68.9400	\$ 0.00

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**City of Chattanooga**  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

<b>V E N D O R</b>	Vendor Number: Vendor Alternate ID: 19567  Environmental Products & Accessories LLC PO Box 513 Hixson, TN 37343
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PO Date: 26-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 543751</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
31	8" Concave Blade #N-RCC8	0.00	Each	\$ 76.7100	\$ 0.00
32	10" Concave Blade #N-RCC10	0.00	Each	\$ 83.6600	\$ 0.00
33	12" Concave Blade #N-RCC12	0.00	Each	\$ 96.8900	\$ 0.00
34	15" Concave Blade #N-RCC15	0.00	Each	\$ 109.5400	\$ 0.00
35	18" Concave Blade #N-RCC18	0.00	Each	\$ 122.7600	\$ 0.00
36	6" Tri-Spoke Root Cutter Blade #NRCTS6	0.00	Each	\$ 225.0000	\$ 0.00
37	1" Small Finned Style Safety Extension #NEF1614	0.00	Each	\$ 53.0000	\$ 0.00
38	1" Large Finned Style Safety Extension #NEF1617	0.00	Each	\$ 55.0000	\$ 0.00
39	1" Tube Style Safety Extension #NET1617	0.00	Each	\$ 98.0000	\$ 0.00
40	1" Football Style 16" Standard #NE16	0.00	Each	\$ 95.0000	\$ 0.00

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Chattanooga, TN 37402

<b>V E N D O R</b>	Vendor Number: Vendor Alternate ID: 19567  Environmental Products & Accessories LLC PO Box 513 Hixson, TN 37343
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PO Date: 26-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number</b> <b>543751</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor		Requisition Number			Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
41	1" Football Style 8" Mini #NE16M	0.00	Each	\$ 94.0000	\$ 0.00
42	50 Watt Halogen Spotlight 100,000 Candlepower #LSVTR	0.00	Each	\$ 119.0000	\$ 0.00
43	50 Watt Halogen Spotlight 100,000 Candlepower #LSVCN	0.00	Each	\$ 119.0000	\$ 0.00
44	Jet Front Nozzel Excavation Gun Tsunami Hydro #PWTSHE1	0.00	Each	\$ 649.0000	\$ 0.00
45	20 GPM Washdown Gun 2000 #PW-E202000	0.00	Each	\$ 495.0000	\$ 0.00
46	50' Washdown Hose #PW H0850	0.00	Each	\$ 164.0000	\$ 0.00
47	1" Brass Flushing Nozzel #BFN-16 NPSH	0.00	Each	\$ 16.0000	\$ 0.00
48	Standard with 6" Nylon Roller Top MH Roller Assembly #MHRS	0.00	Each	\$ 149.0000	\$ 0.00
49	20" to 26" Manhole Safety Cover #MHRC	0.00	Each	\$ 389.0000	\$ 0.00
50	36" Flat Handle Manhole Hooks #MHH3600	0.00	Each	\$ 29.0000	\$ 0.00

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101 East 11th Street, Suite G13  
Chattanooga, TN 37402

<b>V E N D O R</b>	Vendor Number: Vendor Alternate ID: 19567
	Environmental Products & Accessories LLC PO Box 513 Hixson, TN 37343

PO Date: 26-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number</b> <b>543751</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
51	30" 90° Handle Manhole Hooks #MHH3090	0.00	Each	\$ 29.0000	\$ 0.00
52	39" Double Side Pick Manhole Hooks #HOOKDS	0.00	Each	\$ 139.0000	\$ 0.00
53	Hose Guide Combo hose guide/grabber #MHCHG	0.00	Each	\$ 265.0000	\$ 0.00
54	Magnetic MH Cover Lift Magnet, 800# working Lift #PNL800	0.00	Each	\$ 715.0000	\$ 0.00
55	Magnetic MH Cover Lift Steel dolly with wheels #MLC	0.00	Each	\$ 515.0000	\$ 0.00
56	Magnetic MH Cover Lift Aluminum with wheels #MLC	0.00	Each	\$ 676.0000	\$ 0.00
57	6' M*F Fiberglass Pole w/locking latch #MH FG6	0.00	Each	\$ 61.5000	\$ 0.00
58	6' M*F Fiberglass Pole w/locking latch #MH FG6ST	0.00	Each	\$ 101.0000	\$ 0.00
59	10" Debris Catchers w/pole connection #MN10DCP	0.00	Each	\$ 275.0000	\$ 0.00
60	12" Debris Catchers w/pole connection #MN12DCP	0.00	Each	\$ 315.0000	\$ 0.00

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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
61	15" Debris Catchers w/pole connection #MN15DCP	0.00	Each	\$ 365.0000	\$ 0.00
62	18" Debris Catchers w/pole connection #MN18DCP	0.00	Each	\$ 460.0000	\$ 0.00
63	24" Debris Catchers w/pole connection #MN24DCP	0.00	Each	\$ 615.0000	\$ 0.00
65	7-13' Reach Grab-Claw Fiberglass Extendable #MHMDG-1	0.00	Each	\$ 279.0000	\$ 0.00
66	2.5" Female thread hose shank Fire Hydrant Pin Lug #HNSTF250	0.00	Each	\$ 13.9900	\$ 0.00
67	2.5" male thread hose shank Fire Hydrant Pin Lug #HNSTM250	0.00	Each	\$ 9.9900	\$ 0.00
68	2.5" T-Bolt Fire Hydrant Pin Lug #CT25	0.00	Each	\$ 4.9500	\$ 0.00
69	2.5**100' Hydrant Fill Hose #HFH2094-100	0.00	Each	\$ 229.0000	\$ 0.00
70	Hydrant Wrench pin lug hook on side	0.00	Each	\$ 19.9900	\$ 0.00
71	8**24" Vacuum Tubes Aluminum Flange #P-AFF0824	0.00	Each	\$ 99.9900	\$ 0.00

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<b>V E N D O R</b>	Vendor Number: Vendor Alternate ID: 19567  Environmental Products & Accessories LLC PO Box 513 Hixson, TN 37343
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PO Date: 26-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 543751</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor		Requisition Number			Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
72	8**36" Vacuum Tubes Aluminum #P-AFF0836	0.00	Each	\$ 114.0000	\$ 0.00
73	8**48" Vacuum Tubes Aluminum #P-AFF0848	0.00	Each	\$ 127.0000	\$ 0.00
74	8**60" Vacuum Tubes Aluminum #P-AFF0860	0.00	Each	\$ 137.0000	\$ 0.00
75	8**72" Vacuum Tubes Aluminum #P-AFF0872	0.00	Each	\$ 147.0000	\$ 0.00
76	6**42" Catch Basin Aluminum Flange* Crown #P-AFC0642	0.00	Each	\$ 117.0000	\$ 0.00
77	6**54" Catch Basin Aluminum Flange* Crown #P-AFC0654	0.00	Each	\$ 119.0000	\$ 0.00
78	6**66" Catch Basin Aluminum Flange* Crown #P-AFC0666	0.00	Each	\$ 124.0000	\$ 0.00
79	6**78" Catch Basin Aluminum Flange* Crown #P-AFC0678	0.00	Each	\$ 132.0000	\$ 0.00
80	8**66" Catch Basin Aluminum male ringlock crown #P-AMC0866	0.00	Each	\$ 168.0000	\$ 0.00
81	8" Tube Holder #TH8	0.00	Each	\$ 199.0000	\$ 0.00

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PO Date: 26-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number</b> <b>543751</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor		Requisition Number			Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
82	8" FLAT FLANGE Quick Clamp #C-QC8	0.00	Each	\$ 24.9900	\$ 0.00
83	8" J Hook Style Quick Clamp #C-QC8J	0.00	Each	\$ 26.9500	\$ 0.00
85	1.75"-2" Expansion Plugs Expansion Plugs #VTR#45731	0.00	Each	\$ 13.6200	\$ 0.00
86	10' 6" Discharge Hose Lay Flat discharge hose #HLFR610	0.00	Each	\$ 23.0000	\$ 0.00
87	Wheel for hose reel counter replacement wheel #VTR45046	0.00	Each	\$ 119.8800	\$ 0.00
88	25' 5/8" Poly rope/hook Rope life line #FP41025	0.00	Each	\$ 45.0000	\$ 0.00
89	50' 5/8" Poly rope/hook Rope life line #FP41050	0.00	Each	\$ 58.0000	\$ 0.00
90	18" line reflective Traffic Cones #845745	0.00	Each	\$ 17.9900	\$ 0.00
91	Triangles #MTRI	0.00	Each	\$ 24.9900	\$ 0.00
92	Wheel Chocks with eye bolt	0.00	Each	\$ 19.9900	\$ 0.00

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Chattanooga, TN 37402

<b>V E N D O R</b>	Vendor Number: Vendor Alternate ID: 19567  Environmental Products & Accessories LLC PO Box 513 Hixson, TN 37343
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PO Date: 26-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 543751</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor		Requisition Number			Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
93	Fall Protection Full body harness #FP651	0.00	Each	\$ 49.0000	\$ 0.00
94	4-1 gallon Hurco Liquid Smoke #HR-LS4	0.00	Each	\$ 190.0000	\$ 0.00
96	100' 5/8" Poly rope/hook Rope life line #FP410100	0.00	Each	\$ 88.0000	\$ 0.00
97	5 digit counter Durant Counter #CNTR45047	0.00	Each	\$ 257.7100	\$ 0.00
98	12" Standard Versi-Clam #MHC-25	0.00	Each	\$ 729.0000	\$ 0.00

**TOTAL: \$ .00**

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City of Chattanooga  
Mayor Andy Berke

May 24, 2018

Jet-Vac Equipment Company LLC  
Attn: Joe Abbott  
5746 Broad Street  
Sumter, SC 29154

Subject: 543794 – Sewer Maintenance Equipment

Dear Mr. Abbott:

The City of Chattanooga would like to extend the above referenced contract for an additional twelve (12) months at the same contracted price(s).

The new expiration date will be May 31, 2019.

Please render the appropriate signature below and return via fax to 423-643-7244 or by email to [mmckeel@chattanooga.gov](mailto:mmckeel@chattanooga.gov) if you agree to renewal.

As always, we appreciate the good service you have rendered in the past, and we look forward to working with you in the future.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,

Mark McKeel, Buyer  
City of Chattanooga  
Phone: (423) 643-7236 Fax: (423) 643-7244

# Purchase Order BLANKET



**City of Chattanooga**  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

<b>V E N D O R</b>	Vendor Number: Vendor Alternate ID: 714151
	Jet-Vac Equipment Company LLC 5746 Broad Street Sumter, SC 29154

PO Date: 31-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate
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Purchase Order Number <b>543794</b>
INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.

<b>S H I P T O</b>	

<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402

Requestor		Requisition Number		Bid Number	
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
Requisition No.: 151181 Ordering Dept.: Waste Resources Buyer: Geoffrey Hipp 423-643-7233 .....					
DESCRIPTION: This shall be the Primary Supplier twelve (12) month blanket contract for Sewer Maintenance Equipment for the Waste Resources Division. The contract may be renewed for two (2) additional twelve (12) month terms under the same Terms and Conditions by Mutual Agreement. The City of Chattanooga and the Contractor may bilaterally extend the contract by Written Confirmation by both parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein. .....					
NOTES: The bid submitted by Jet-Vac Equipment Co., LLC dated 4-12-17 is hereby made a part of this contract. Payment Terms: Net 30 days Delivery Terms: As Needed .....					
PRICE ESCALATION CLAUSE: All prices under this contract shall remain fixed during each twelve (12) month contract period. If as a result of a general change in prices or discounts, the contractor has changed prices to all of its customers, then, at the time of contract renewal, the price under this contract may be adjusted accordingly after acceptance. All price increases must be justified by providing a copy of the prevailing labor wage or material cost increases. Prompt notice of price changes (increases or reductions) must be furnished to the Purchasing Agent at least 30 days prior to the requested effective date and the prices for these services/materials shall remain firm for twelve (12) months. The effective date of price increases shall be the date the Purchasing Agent accepts the price changes or the effective date of increase stated by contractor's notice to Purchasing Agent, whichever is later. .....					
APPROVED BY CITY COUNCIL ON MAY 23, 2017 .....					
CONTRACT BEGINNING/ENDING DATES: 6-1-2017 TO 6-1-2018 .....					
Vendor Contact: Joe Abbott Phone: 800-527-4469 Fax: 803-494-4440					

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# Purchase Order BLANKET



**City of Chattanooga**  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

<b>V E N D O R</b>	Vendor Number: Vendor Alternate ID: 714151  Jet-Vac Equipment Company LLC 5746 Broad Street Sumter, SC 29154
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PO Date: 31-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 543794</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>S H I P T O</b>	
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
1	1" 400' Blue 3000 #JHA1630400	0.00	Each	\$ 1,154.6000	\$ 0.00
2	1" 500' Blue 3000 #JHA1630500	0.00	Each	\$ 1,443.2500	\$ 0.00
3	1" 600' Blue 3000 #JHA1630600	0.00	Each	\$ 1,731.9000	\$ 0.00
4	1" 35-45 GPM Penetrator LT 1675-2000 #N-16SP352LT	0.00	Each	\$ 59.4200	\$ 0.00
5	1" 60-65 GPM Penetrator LT 1675-2000 #N-16SP652LT	0.00	Each	\$ 59.4200	\$ 0.00
6	1" 80 GPM Penetrator LT 1675-2000 #N-16SP802LT	0.00	Each	\$ 59.4200	\$ 0.00
7	1" 50-65 GPM Aluminum Grease 1675-2000 #N16AG602	0.00	Each	\$ 131.0100	\$ 0.00
8	1" 80 GPM Aluminum Grease 1675-2000 #N16AG802	0.00	Each	\$ 131.0200	\$ 0.00
9	3" diameter 6" long Cleaning Grenade 60/2000 #N16CG6020	0.00	Each	\$ 437.3600	\$ 0.00
10	3" diameter 6" long Cleaning Grenade 80/2000 #N16CG8020	0.00	Each	\$ 477.1100	\$ 0.00

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	Jet-Vac Equipment Company LLC 5746 Broad Street Sumter, SC 29154

PO Date: 31-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number</b> <b>543794</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
11	3" diameter 6" long Cleaning Grenade 80/2000 #N16CG8020	0.00	Each	\$ 477,1100	\$ 0.00
12	1" 65GPM Cyclone 2000 #N-16CN6520	0.00	Each	\$ 252,2900	\$ 0.00
13	1" 80GPM Cyclone 2000#N-16CN8020	0.00	Each	\$ 252,2900	\$ 0.00
14	1" 65GPM Rotor 2000 #N-16Q6520	0.00	Each	\$ 707,4800	\$ 0.00
15	1" 80GPM Rotor 2000 #N-16Q8020	0.00	Each	\$ 707,4800	\$ 0.00
16	1" 50-65 GPM Lil Bertha 1675-2000 #N16LB602	0.00	Each	\$ 450,9800	\$ 0.00
17	1" 80 GPM Lil Bertha 1675-2000 #N16LB802	0.00	Each	\$ 450,9800	\$ 0.00
18	1" 120 GPM Lil Bertha 1675-2000 #N16LB122	0.00	Each	\$ 450,9800	\$ 0.00
19	1" 55-65 GPM Big Bertha 1675-2000 #N16BB602	0.00	Each	\$ 563,0100	\$ 0.00
20	1" 80 GPM Big Bertha 1675-2000 #N16BB802	0.00	Each	\$ 563,0100	\$ 0.00

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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
21	6" Diamond Tip #NRCD6	0.00	Each	\$ 1,345.5000	\$ 0.00
22	8" Diamond Tip #NRCD8	0.00	Each	\$ 2,066.5500	\$ 0.00
23	6" Replacement Skids #NRCSK6	0.00	Each	\$ 184.0000	\$ 0.00
24	8" Replacement Skids #NRCSK8	0.00	Each	\$ 71.0700	\$ 0.00
25	10" Replacement Skids #NRCSK10	0.00	Each	\$ 76.5900	\$ 0.00
26	12" Replacement Skids #NRCSK12	0.00	Each	\$ 83.4900	\$ 0.00
27	15" Replacement Skids #NRCSK15	0.00	Each	\$ 97.9800	\$ 0.00
28	Cutter replacement motor, Motor & Tail Assembly #N-RCMOTOR/TAIL	0.00	Each	\$ 689.3100	\$ 0.00
29	4" Concave Blade #N-RCC4	0.00	Each	\$ 55.2000	\$ 0.00
30	6" Concave Blade #N-RCC6	0.00	Each	\$ 66.2400	\$ 0.00

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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
31	8" Concave Blade #N-RCC8	0.00	Each	\$ 73.1400	\$ 0.00
32	10" Concave Blade #N-RCC10	0.00	Each	\$ 82.8000	\$ 0.00
33	12" Concave Blade #N-RCC12	0.00	Each	\$ 95.2200	\$ 0.00
34	15" Concave Blade #N-RCC15	0.00	Each	\$ 109.0200	\$ 0.00
35	18" Concave Blade #N-RCC18	0.00	Each	\$ 122.8200	\$ 0.00
36	6" Tri-Spoke Root Cutter Blade #NRCTS6	0.00	Each	\$ 19.9800	\$ 0.00
37	1" Small Finned Style Safety Extension #NEF1614	0.00	Each	\$ 103.5000	\$ 0.00
38	1" Large Finned Style Safety Extension #NEF1617	0.00	Each	\$ 120.1000	\$ 0.00
39	1" Tube Style Safety Extension #NET1617	0.00	Each	\$ 86.2500	\$ 0.00
40	1" Football Style 16" Standard #NE16	0.00	Each	\$ 117.0000	\$ 0.00

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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
41	1" Football Style 8" Mini #NE16M	0.00	Each	\$ 61.4100	\$ 0.00
42	50 Watt Halogen Spotlight 100,000 Candlepower #LSVTR	0.00	Each	\$ 229.3600	\$ 0.00
43	50 Watt Halogen Spotlight 100,000 Candlepower #LSVCN	0.00	Each	\$ 229.3600	\$ 0.00
44	Jet Front Nozzel Excavation Gun Tsunami Hydro #PWTSHE1	0.00	Each	\$ 136.8500	\$ 0.00
45	20 GPM Washdown Gun 2000 #PW-E202000	0.00	Each	\$ 211.8400	\$ 0.00
46	50' Washdown Hose #PW H0850	0.00	Each	\$ 102.8500	\$ 0.00
47	1" Brass Flushing Nozzel #BFN-16 NPSH	0.00	Each	\$ 18.4000	\$ 0.00
48	Standard with 6" Nylon Roller Top MH Roller Assembly #MHRS	0.00	Each	\$ 120.7500	\$ 0.00
49	20" to 26" Manhole Safety Cover #MHRC	0.00	Each	\$ 388.1700	\$ 0.00
50	36" Flat Handle Manhole Hooks #MHH3600	0.00	Each	\$ 28.1800	\$ 0.00

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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
51	30" 90° Handle Manhole Hooks #MHH3090	0.00	Each	\$ 28.1800	\$ 0.00
52	39" Double Side Pick Manhole Hooks #HOOKDS	0.00	Each	\$ 116.6100	\$ 0.00
53	Hose Guide Combo hose guide/grabber #MHCHG	0.00	Each	\$ 192.5100	\$ 0.00
54	Magnetic MH Cover Lift Magnet, 800# working Lift #PNL800	0.00	Each	\$ 815.0600	\$ 0.00
55	Magnetic MH Cover Lift Steel dolly with wheels #MLC	0.00	Each	\$ 582.1900	\$ 0.00
56	Magnetic MH Cover Lift Aluminum with wheels #MLC	0.00	Each	\$ 833.1800	\$ 0.00
57	6' M*F Fiberglass Pole w/locking latch #MH FG6	0.00	Each	\$ 44.8500	\$ 0.00
58	6' M*F Fiberglass Pole w/locking latch #MH FG6ST	0.00	Each	\$ 73.8300	\$ 0.00
59	10" Debris Catchers w/pole connection #MN10DCP	0.00	Each	\$ 189.7500	\$ 0.00
60	12" Debris Catchers w/pole connection #MN12DCP	0.00	Each	\$ 217.3500	\$ 0.00

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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
61	15" Debris Catchers w/pole connection #MN15DCP	0.00	Each	\$ 251.8500	\$ 0.00
62	18" Debris Catchers w/pole connection #MN18DCP	0.00	Each	\$ 293.2500	\$ 0.00
63	24" Debris Catchers w/pole connection #MN24DCP	0.00	Each	\$ 396.7500	\$ 0.00
64	Manhole Lid Lifter Manhole Lid Lifter #MH940120	0.00	Each	\$ 71.0700	\$ 0.00
65	7-13' Reach Grab-Claw Fiberglass Extendable #MHMDG-1	0.00	Each	\$ 193.2000	\$ 0.00
66	2.5" Female thread hose shank Fire Hydrant Pin Lug #HNSTF250	0.00	Each	\$ 36.5100	\$ 0.00
67	2.5" male thread hose shank Fire Hydrant Pin Lug #HNSTM250	0.00	Each	\$ 36.5100	\$ 0.00
68	2.5" T-Bolt Fire Hydrant Pin Lug #CT25	0.00	Each	\$ 5.1600	\$ 0.00
69	2.5"*100' Hydrant Fill Hose #HFH2094-100	0.00	Each	\$ 313.9500	\$ 0.00
70	Hydrant Wrench pin lug hook on side	0.00	Each	\$ 37.6500	\$ 0.00

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Requestor		Requisition Number		Bid Number	
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
71	8**24" Vacuum Tubes Aluminum Flange #P-AFF0824	0.00	Each	\$ 80.2200	\$ 0.00
72	8**36" Vacuum Tubes Aluminum #P-AFF0836	0.00	Each	\$ 94.2500	\$ 0.00
73	8**48" Vacuum Tubes Aluminum #P-AFF0848	0.00	Each	\$ 116.5200	\$ 0.00
74	8**60" Vacuum Tubes Aluminum #P-AFF0860	0.00	Each	\$ 127.8300	\$ 0.00
75	8**72" Vacuum Tubes Aluminum #P-AFF0872	0.00	Each	\$ 138.5300	\$ 0.00
76	6**42" Catch Basin Aluminum Flange* Crown #P-AFC0642	0.00	Each	\$ 110.0000	\$ 0.00
77	6**54" Catch Basin Aluminum Flange* Crown #P-AFC0654	0.00	Each	\$ 110.1200	\$ 0.00
78	6**66" Catch Basin Aluminum Flange* Crown #P-AFC0666	0.00	Each	\$ 123.4100	\$ 0.00
79	6**78" Catch Basin Aluminum Flange* Crown #P-AFC0678	0.00	Each	\$ 127.3000	\$ 0.00
80	8**66" Catch Basin Aluminum male ringlock crown #P-AMC0866	0.00	Each	\$ 160.3400	\$ 0.00

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Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
81	8" Tube Holder #TH8	0.00	Each	\$ 144.2100	\$ 0.00
82	8" FLAT FLANGE Quick Clamp #C-QC8	0.00	Each	\$ 58.8200	\$ 0.00
83	8" J Hook Style Quick Clamp #C-QC8J	0.00	Each	\$ 29.1800	\$ 0.00
84	Pendant Controls	0.00	Each	\$ 576.6000	\$ 0.00
85	1.75"-2" Expansion Plugs Expansion Plugs #VTR#45731	0.00	Each	\$ 10.9900	\$ 0.00
86	10' 6" Discharge Hose Lay Flat discharge hose #HLFR610	0.00	Each	\$ 40.4800	\$ 0.00
87	Wheel for hose reel counter replacement wheel #VTR45046	0.00	Each	\$ 106.1600	\$ 0.00
88	25' 5/8" Poly rope/hook Rope life line #FP41025	0.00	Each	\$ 38.0900	\$ 0.00
89	50' 5/8" Poly rope/hook Rope life line #FP41050	0.00	Each	\$ 49.0200	\$ 0.00
90	18" line reflective Traffic Cones #845745	0.00	Each	\$ 38.0800	\$ 0.00

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<b>V E N D O R</b>	Vendor Number: Vendor Alternate ID: 714151  Jet-Vac Equipment Company LLC 5746 Broad Street Sumter, SC 29154
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PO Date: 31-MAY-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 543794</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>S H I P T O</b>	
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor		Requisition Number		Bid Number	
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
91	Triangles #MTRI	0.00	Each	\$ 73.8700	\$ 0.00
92	Wheel Chocks with eye bolt	0.00	Each	\$ 71.4800	\$ 0.00
93	Fall Protection Full body harness #FP651	0.00	Each	\$ 44.1100	\$ 0.00
94	4-1 gallon Hurco Liquid Smoke #HR-LS4	0.00	Each	\$ 163.8800	\$ 0.00
95	10%-off list price Catalog -Inventory Items	0.00	Each	\$ 1.0000	\$ 0.00
96	100' 5/8" Poly rope/hook Rope life line #FP410100	0.00	Each	\$ 70.8700	\$ 0.00
97	5 digit counter Durant Counter #CNTR45047	0.00	Each	\$ 229.9500	\$ 0.00
98	12" Standard Versi-Clam #MHC-25	0.00	Each	\$ 272.5500	\$ 0.00
99	10 % Markup for Miscellaneous Items not listed on blanket	0.00	Each	\$ 1.0000	\$ 0.00

**TOTAL: \$ .00**

\*\*\*\*\* NOTICE \*\*\*\*\*

This Purchase Order ("Agreement") is a binding agreement between the City of Chattanooga and the Vendor. This Purchase Order shall be governed by the following documents: (1) Purchase Order; (2) City of Chattanooga Purchase Order Standard Terms and Conditions; (3) Vendor's response to the bid or quotation; and (4) terms and conditions set forth in the bid or quotation, each of which is hereby incorporated herein by reference and becomes a part of this Agreement. In the event any conflict of terms arises, the terms controlling the Agreement shall be in the order provided hereinabove. This Purchase Order is valid only when signed or electronically approved by the Finance Officer.

Electronic approval is on record in the purchasing information system which asserts that unencumbered appropriation is available to meet the expenditure covered by this Purchase Order; and further authorizes payment upon proper certification of receipt of goods and/or services.



# City of Chattanooga

Mayor Andy Berke

June 20, 2018

Chief David Roddy  
Administrator, Chattanooga Police Department  
3410 Amnicola Highway  
Chattanooga, TN 37406

**Subject: R170447 / Bid# 305130– 100 kW Rated Generator & Transfer Switch  
Replacement – Chattanooga Police Department**

Dear Chief Roddy:

Council approval is recommended to issue a purchase order for the purchase of a 100 kW Rated Generator to be replaced at the Chattanooga Police Department.

The invitation to bid was sent to nine (9) vendors and received four (4) responses as shown below and on the attachment. Copies of the quotes are retained on file and available for review in the Purchasing Office upon request.

<u>Vendor</u>	<u>Quote</u>
Stowers Equipment Corporation	\$ 67,500.00
Jeff Woods Construction LLC	\$ 91,495.00
Trinity Contracting Services	\$100,180.00
Adman Electric Company	\$105,428.00

I recommend awarding this purchase to Stowers Machinery Corporation, 4066 South Access Road, Chattanooga, TN 37406 in the amount of \$67,500.00, who offers the best value quote which meets the specifications for the City of Chattanooga.

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/mlm

Attachments

Item #	Item	Qty	Trinity Contracting Services Company, LLC Unit Price	Jeff Woods Construction LLC Unit Price	Stowers Machinery Corporation Unit Price	Adman Electric Company Total Price
1	Generator & Transfer Switch Replacement	1	\$ 100,180.00	\$91,495.00	\$67,500.00	\$ 105,428.00

**Power Pro-Tech Services**  
240 Circle Drive  
Maitland, FL 32751

**Cummins Power South LLC**  
1509 E. 26th Street  
Chattanooga, TN 37407

**Stowers Machinery**  
4066 South Access Road  
Chattanooga, TN 37406

**Power & Energy Services Inc.**  
6955 Oak Ridge Pkwy. #103  
Austell, GA 30168

**Nixon Power Services Company**  
5038 Thoroughbred Lane  
Brentwood, TN 37027

**Pro Power Solutions**  
111 Confederate Avenue  
Jasper, GA 30143

**Energy Systems Southeast LLC**  
1400 Urban Center Drive, Ste 100  
Birmingham, AL 35242

**W.W. Williams**  
732 Fesslers Lane  
Nashville, TN 37210

**Metro Services Inc.**  
4563 Pinnacle Lane  
Chattanooga, TN 37415

Date: May 21, 2018

Requisition No.: 170447

**PURCHASING DEPARTMENT  
101 EAST 11<sup>TH</sup> STREET  
CITY HALL  
SUITE G13  
CHATTANOOGA, TENNESSEE  
37402**

**Request for Bid (RFB) for the City of Chattanooga, Tennessee**

*Proposals will be received at 101 East 11<sup>th</sup> Street, Suite G13,  
Chattanooga, TN 37402 until 2:00 P.M., EST. on June 7, 2018*

**Requisition / Bid No.: R170447 / 305130  
Ordering Dept.: Chattanooga Police Department  
Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov**

\*\*\*\*\*

**Items Being Purchased: Generator & Transfer Switch Replacement**  
\*\*\*\*\*

**\*\*\*REQUEST FOR BIDS MUST BE RECEIVED\*\*\***

**2:00 P.M., EST on June 7, 2018**

\*\*\*\*\*

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informality in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City's Standard Terms and Conditions may be found on website:  
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

**Note: ALL BIDS MUST BE SIGNED**

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

Company Name: Stowers Machinery Corp.  
Mailing Address: 4066 S. Access Rd  
City & Zip Code: Chatt. TN 37406  
Phone/Toll Free No.: 423-463-2131  
Fax No.: \_\_\_\_\_  
E-Mail Address: adowns@stowerscat.com  
Contact Person: Andy Downs  
Company Title: Sales Representative  
Signature: Andy Downs

# BID SOLICITATION



**City of Chattanooga**  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

**BID OPENING DATE AND TIME:**  
 07-JUN-18 at 2:00 PM

**BID NUMBER: 305130**

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**BUYER:**  
**PHONE #:** (423) 643-7230  
**DELIVERY REQUIRED:**

**SEALED BIDS**

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

**V**  
**E** RFQ  
**N**  
**D**  
**O**  
**R**

**M** City of Chattanooga  
**A** 101 East 11th Street, Suite G13  
**I** Chattanooga, TN 37402  
**L**  
**T**  
**O**

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition / Bid No.: 170447 / 305130 Ordering Dept.: Chattanooga Police Department Buyer: Mark McKeel Phone No.: 423-643-7236  Items Being Purchased: Generator & Transfer Switch Replacement at Police Service Center  ATTACHMENTS: 1. Specifications (4 pages) 2. Affirmative Action Plan (2 pages) 3. Insurance Requirements (2 pages) 4. Iran Divestment Act Disclosure (1 page) 5. No Contact / No Advocacy Notice (1 page)  NOTE: Please Note Only One Date and Time Allowed for Site Visit on May 25, 2018 at 9:00 AM EST Address is 3410 Amnicola Highway, Chattanooga, TN 37406 Contact: Randy Bell, 423-643-5189, rwbell@chattanooga.gov  *** BIDS MUST BE RECEIVED NO LATER THAN *** ***** 2:00 PM ON June 7, 2018 ***** .....,..... PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305130) ON OUTSIDE PACKAGING ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION, FREIGHT ALLOWED.  NOTE: ALL BIDS MUST BE SIGNED All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.  Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.  The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.  The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.  **** NOTE **** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name <u>Stowers Machinery Corp.</u> Address <u>4066 S Access Rd</u> <u>Chatt, TN 37406</u> Phone/Toll-Free No. <u>423-463-2131</u>					

# BID SOLICITATION



City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

**BID OPENING DATE AND TIME:**  
 07-JUN-18 at 2:00 PM

**BID NUMBER:** 305130

**BUYER:**  
**PHONE #:** (423) 643-7230  
**DELIVERY REQUIRED:**

**SEALED BIDS**

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

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O** City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
Fax No. _____ eMail Address <u>adowns@stowerscat.com</u> Contact Person's Name <u>Andy Downs</u> Estimated Delivery <u>9/30/18 or 14-16 ARO</u> Minority-Owned Business _____ Small Business <input checked="" type="checkbox"/> Veteran _____ Minority Woman-Owned Business _____ Disabled Veteran _____ Woman-Owned Business _____ ***** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION *****					

**NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS**

The City is Exempt from all Federal and State Tax.  
 Bids will be received at the above mentioned address.

TERMS OF PAYMENT: Net 30  
 TELEPHONE NUMBER: 423 463 2131

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: Stowers Machinery  
 SIGNATURE: Andy Downs  
 NAME AND TITLE: Andy Downs Sales 12yrs.



# BID SOLICITATION



City of Chattanooga  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

### SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

<b>BID OPENING DATE AND TIME:</b> 07-JUN-18 at 2:00 PM <b>BID NUMBER: 305130</b>
<b>BUYER:</b> PHONE #: (423) 643-7230 <b>DELIVERY REQUIRED:</b>

<b>V E N D O R</b>	RFQ
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<b>M A I L T O</b>	City of Chattanooga 101 East 11th Street, Suite G13 Chattanooga, TN 37402
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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Generator & Transfer Switch Replacement at Police Service Center (per Specifications)	1	Each		<i>\$63,000<sup>00</sup></i>

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS

The City is Exempt from all Federal and State Tax.  
Bids will be received at the above mentioned address.

TERMS OF PAYMENT: Net 30

TELEPHONE NUMBER: 423 463-2131

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: Stowers Machinery Corp.

SIGNATURE: [Signature]

NAME AND TITLE: Sales Rep.

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Reference: City of Chattanooga Police Service- Phase 2- New generator and ATS, with old gen backup.

**\*\*\* Please note only one date and time allowed for site visit on May 25th at 9:00 AM \*\*\***

Quantity 1- Industrial gaseous engine-driven generator, consisting of the following features and accessories:

- Stationary Emergency-Standby rated
- 100 kW Rating, wired for 120/208 VAC three phase, 60Hz
- Permanent Magnet Excitation
- Standard Weather Protective Enclosure, Steel
  - Industrial Grey Baked-On Powder Coat Finish
- UL2200
- EPA Certified
- H-100 Control Panel
  - Meets NFPA 99 and 110 requirements
  - Temp Range -40 to 70 degrees C
  - Digital Microprocessor:
    - Two 4-line x 20 displays, full system status
    - 3 Phase sensing, +/-0.25% digital voltage regulation
    - RS232, RS485 and Canbus remote ports
    - Waterproof connections
    - All engine sensors are 4-20ma for minimal interference
    - Programmable I/O
    - Built-in PLC for special applications
  - Engine function monitoring and control:
    - Full range standby operation; programmable auto crank, Emergency Stop, Auto-Off-Manual switch
    - Isochronous Governor, +/-0.25% frequency regulation
    - Full system status on all AC output and engine function parameters
    - Service reminders, trending, fault history (alarm log)
    - 12T function for full generator protection
    - Selectable low-speed exercise
  - HTS transfer switch function monitoring and control
  - 2-wire start controls for any 2-wire transfer switch
- Natural Gas fuel system
- Standard MLCB, 80% rated thermal-magnetic
  - 400Amp
- Battery Charger, 10 Amp, NFPA 110 compliant, installed
- 110AH, 925 CCA Group 31 Battery, with rack, installed
- Coolant Heater, 1500W, 120VAC
- Std set of 3 Manuals
- 120V GFCI and 240V Outlet
- 8 Position Load Center
- Flex Fuel Line
- Standard 2-Year Limited Warranty

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Quantity 1 • PSTS Series Automatic Transfer Switch consisting of the following features and accessories:

- Standard Open Transition
- 32D- Inphase Transfer, default to Time Delay Neutral
- Contactor-Based Design
- 600 Amp, 3 Pole, 120/208 VAC three phase
- CSA C22.2 Certified
- CUL Listed
- UL1008 Listed
- NEMA 3R Enclosure
- ATC-300+ Microprocessor-Based Controller
  - 2-Line, 32-Character Alphanumeric LCD Display
    - Front Panel Mimic Diagram with colored LEOs for Source/Load Indication
  - Standard Features:
    - Sensing and Programmable Setpoints for both Normal (S1) and Emergency (S2): Under-voltage/Under-frequency, Over-voltage/Over-frequency; Voltage Unbalance Sensing and Phase Reversal for all phases
    - Adjustable Time Delays: Engine Start, Transfer Normal to Emergency & Emergency to Normal, Engine Cooldown, Emergency Fail
    - Pushbutton for Bypassing Time Delays on Transfer/Retransfer
    - Test Pushbutton
    - Contacts for Go to Emergency (S2)
    - MODBUS Communication
    - Digital Programmable Plant Exerciser:
      - Off, 1-Day, 7-Day, 14-Day, 28-Day Intervals
      - Adjustable 0-600 Minutes Run Time
      - Selectable for Load or No Load
    - Auxiliary Contacts:
      - Normal (S1) Source Present (2 Form C)
      - Emergency (S2) Source Present (2 Form C)
      - Normal (S1) Position Indication (1 Form C)
      - Emergency (S2) Position Indication (1 Form C)
      - Pre-Transfer Signal Contacts (1 Form C)
- 29G - Selector Switch, Auto/Manual Operation
- 41A - 100W Space Heater with Adjustable Thermostat
- 42 -IBC/CBC Seismic Qualified
- 36 - Load Shed from Emergency
- Normal Terminal Mechanical Lugs, Customer Connection: (4) 1/0-750MCM per phase
- Emergency Terminal Mechanical Lugs, Customer Connection: (4) 1/0-750MCM per phase
- Load Terminal Mechanical Lugs, Customer Connection: (4) 1/0-750MCM per phase
- Neutral Terminal Mechanical Lugs, Customer Connection: (12) 1/0-750MCM
- ATC3C5X30600BRU

Quantity 1- Remote Annunciator

- NFPA 110 Compliant Annunciator

Quantity 1-Freight

Quantity 1-Start Up By Factory Authorized Technician:

Includes standard factory start up, checks and adjustments of the generator  
Includes simulated power failure test at start up.

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## **Phase 2 Scope (2) 600 amp ATS's & 600 amp Panel and 100 KW Generator:**

- All required electrical permitting and inspections.
  - Installation of (2) new 600 amp transfer switches on exterior wall of building.
  - Furnish and installation of (1) new 600 amp SquareD breaker in existing panel.
  - Furnish and installation of (1) new 600 amp 120/208 volt 3 phase panel to be located adjacent to existing Square D Panel.
  - Furnish and installation of electrical conduits and wiring from existing SquareD panel to new ATS Switch.
  - Furnish and installation of electrical conduits and wiring from new 600 amp 120/208 volt panel to new ATS Switch.
  - Furnish and installation of electrical conduit and wiring from new 600 amp 120/208 volt panel to existing 225 amp Federal Pacific Sub Panel.
  - Removal of interior controls in existing ATS Switch. The switch will then become a junction box.
  - Core drilling of exterior wall.
- Reworking of electrical feeder from existing generator to new ATS Switch.
- Furnish and installation of all required grounding for new ATS.
  - Demotion of existing electrical feeders from 1200 amp FPE Panel to existing 225 amp FPE Panel.
  - Furnish and installation of (1) remote annunciator to be located in electrical equipment room.
  - Excavation and installation of (1) new concrete pad 4,000 PSI appropriately sized for new generator
  - Furnish and installation of electrical duct bank and feeders from new generator to new 600 amp Gen-Gen transfer switch.
  - Furnish and installation of conduit and wiring for generator starting circuit.
  - Furnish and installation of required generator grounding.
  - Setting and hook up of new 100 KW generator.
  - Piping of natural gas lines from existing generator to new 100kw generator.
  - Furnish and installation of new second stage regulator for new 100 KW generator.
  - Furnish and installation of electrical feeder from new Gen-Gen ATS to new Gen-Utility ATS.
  - Start up and commissioning support.

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**Clarifications:**

- Concrete pad will be 4000 PSI.
- An electrical outage will be required for the final electrical cut over to the new ATS switch. This work will be performed on a Friday afternoon after 4:00PM at the owner's request and may include weekends.
- Any required Tennessee Department of Environmental Conservation (TDEC) permitting for construction and Operation of generator is the responsibility of the owner.
- No design or stamped drawings have been included in the scope of work.

Warranty of Parts and Labor for installation a minimum of one year. MFG Parts and Labor minimum of two years including and standard MFG warranty concessions.

## Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

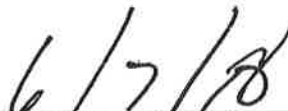
1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6 The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the Contractor and/or Subcontractor shall be a breach of this contract.

  
\_\_\_\_\_  
(Signature of Contractor)

  
\_\_\_\_\_  
(Title and Name of Construction Company)

  
\_\_\_\_\_  
(Date)

## REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of Insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the City. The Contract shall not be binding upon the City until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and Certificates of Insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all States in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.



General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.

To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person \$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence \$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damages whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person \$ 500,000 each occurrence
Property Damage	\$ 100,000 each occurrence

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.  
Vendor Disclosure and Acknowledgement

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

(SIGNED)



(PRINTED NAME)

Andy Downs

(BUSINESS NAME)

Stowers Machinery Corp.

(DATE)

6/7/18

For further information, please see website:

[https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_Ann.\\_12-12-106,\\_Iran\\_Divestment\\_Act-July.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf)

**No Contact/No Advocacy**

**Notice Receipt**

City of Chattanooga  
Purchasing Division

**For Submission with Scaled Bid Solicitation Responses:**

Andy Downs (Vendor Agent name), states that:

(1) He/She is the owner, partner, officer, representative, or agent of Stowers


Machinery Corp (Business name), the Submitter of the  
attached sealed solicitation response to Solicitation # R170447/305130, and said

Business has taken notice, and will abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature: 

Printed Name: Andy Downs

Title: Sales Rep.

Date: 6/7/18

**Stowers**



6/15/18

Re: Chattanooga Police Service Ctr- Stowers Turnkey (CORRECTED THE ERROR ON KW NODE FROM 50KW TO 100KW GENERATOR)

Thank you for allowing Stowers Industrial Power to offer the following equipment and services.

**General description- NATURAL GAS OPTION**

One new 100kW Cat model DG100, Natural gas fueled engine generator set, three phase with fan, at 60 Hz., 120/208 V, 1800 rpm equipped with the following features.

UL2200 LISTING

UL2200 Listed

CIRCUIT BREAKERS

UL Mainline Circuit Breaker- 400 ampere rated

**CONTROL PANEL – EMCP 4.2 CONTROLLER INCLUDED**

NEMA 1 enclosure with hinged door

Wiring loom

DC and AC wiring harness

EMCP 4.2 controls including:

std -Run / Auto / Stop Control

std -Speed Adjust

std -Engine Cycle Crank

std -Emergency Stop pushbutton

optional -Audible Alarm **NOT INCLUDED**

EMCP 4.2 controller features:

std -12-volt DC operation

std -Environmental sealed front face

std -Text alarm/event descriptions

Digital indication for:

std -RPM

std -DC Volts

std -Operating Hours

std -Oil Pressure (psi)

std -Coolant Pressure

std -Volts (L-L & L-N), frequency (Hz)

std -Amps (per phase & average)

std -Power Factor (per phase & average)

std -kW (per phase, average & percent)

std -kVA (per phase, average & percent)

std -kVAr (per phase, average & percent)

std -kW-hr (total)

std -kVAr-hr (total)

Warning/shutdown with common LED indication of shutdowns for:

std -Low Oil pressure

optional -Low Coolant level **-INCLUDED**

std -Low Coolant temp alarm (detects jacket water heater failure)

std -High Coolant temperature shutdown

Programmable protective relaying functions:

std -Generator phase sequence

std -Over/Under voltage (27/59)

std -Over/Under Frequency (81 o/u)

std -Reverse Power (KW) (32)

std -Reverse Reactive Power (kVAr)(32RV)

std -Overcurrent (50/51)

Communications

std -Customer DATA link (Modbus RTU)

std -RS485 Serial DATA link (terminals only)

std-8 programmable digital outputs available  
std-2 relays pre-programmed  
std-8 programmable digital inputs available  
std-2 pre-programmed  
optional -Remote annunciator **INCLUDED**

#### COOLING SYSTEM

Cool Flow Radiator  
Closed Coolant Recovery System  
Fan & Belt Guards

#### EXHAUST SYSTEM

Critical Muffler

#### INSTRUMENTATION

Block Heater

#### MOUNTING SYSTEM

Flexible Fuel Line(s)

#### STARTING/CHARGING SYSTEM

10 amp Battery Charger  
Battery, Cables and Rack  
Battery Charge Alternator

#### ALTERNATOR SYSTEM

PMG  
Brushless Alternator  
Cool Flow Radiator  
Closed Coolant Recovery System  
Fan & Belt Guards

#### GENERAL WARRANTY

24 months limited to 500 hours/yr for a standby operation

#### ENCLOSURE

Weather Protective Enclosure

#### AUTOMATIC TRANSFER SWITCH

Qty 1- ASCO ATS- 600 amp nema 1 120/208V 3 phase

Qty 1- ASCO MTS 600 amp nema 3r 120/208v 3 phase to manually switch between the two generator sources

#### TESTING AND START UP SERVICES

Stowers Machinery Corporation standard startup. Additional days and/or weekends or holidays may require additional charges.

#### TURNKEY INSTALLATION

Scope of Work:

1. Demo existing tree for generator placement.
2. Provide and install a concrete pad for new generator.
3. Set a new 100kw 120/208volt 3phase standby natural gas generator on new pad.
4. Provide and install gas line, connection and regulator from existing 2psi gas line to new generator.
5. Install a 600amp 120/208volt 3phase Nema 3R gen to gen transfer switch on exterior wall.
6. Provide and install conduit and wire from generator to gen to gen switch.
7. Install remote annunciator in electrical room.
8. Provide and install conduit and wire for annunciator.
9. Provide and install conduit and wire for generator control, block heater and battery charger.

10. Provide trenching for underground conduits.
11. Provide and install conduit and wire from existing 80kw generator to new gen to gen transfer switch for power and controls.
12. Install a new 600amp 120/208volt 3phase automatic transfer switch.
13. Provide and install a 600amp breaker in existing Square D panel to feed new transfer switch.
14. Provide and install conduit and wire from existing panel to new transfer switch.
15. Provide and install conduit and wire from gen to gen switch to new transfer switch for emergency feed.
16. Provide and install new 600amp 120/208volt 3phase panel beside existing panel.
17. Provide and install conduit and wire from new transfer switch to new 600amp panel.
18. Provide and install conduit and wire for a 225amp feed new 600amp emergency to existing emergency panel.
19. Provide overtime labor to tie in new emergency panel feeds.
20. Demo existing 225amp feed to existing emergency panel.
21. Provide startup assistance with factory rep.
22. Provide electrical permit.

Note:

1. Estimate based on work being done during normal working hours Monday thru Friday 7:00am to 3:30pm, except for after hours work to tie in new emergency panel feeds.
2. Equipment will be installed according National Electrical Codes and local and state codes.
3. Estimate based on existing 80kw generator being operational with new transfer switch and in working order.

Price for One Cat 100kW Natural Gas fueled generator with e quipment listed, price f.o.b. Job Site, less taxes (if applicable).....\$63,000.00

**CLARIFICATION/NOTE:**

The ASCO MTS Switch is a manual push button electrically operated generator to generator transfer switch.

**ADDER:**

If an automatic operation between the two generator s sources is needed ..... \$ 4,500.00

**LEAD TIME IS ESTIMATED AT 14-16 WKS ARO.**

**Quotation Notes:**

1. **WE HAVE DETAILED THE EQUIPMENT PROPOSED. PLEASE REVIEW YOUR SPECIFICATIONS TO BE SURE THAT THE EQUIPMENT DESCRIBED ABOVE MEETS YOUR REQUIREMENTS.**
2. This quotation covers items listed herein and does not constitute a specific job proposal.
3. All equipment furnished loose for installation by others unless specifically listed as installed.
4. Start-Up, Testing, & Training to be performed during normal business hours unless specifically indicated otherwise.
5. Relay and/or System Coordination Study are not included unless specifically noted.
6. Telephone and verbal orders are to be confirmed in writing.
7. We reserve the right to correct errors or omissions.
8. Stow ers Machinery is not responsible for occurrences beyond our control.
9. Sale is contingent upon customer signing a Stow ers Machinery Purchaser Agreement Form.
10. This quotation is made subject to Stow ers Machinery Standard Terms and Conditions.

11. Contracts which include penalties or liquidated damage clauses for failure to meet promised shipping dates are not accepted by or binding on Stowers Machinery, unless accepted, and confirmed in writing
12. Delivery dates listed above are only estimates based on current delivery times from the manufacturers; they are subject to change at any time. Firm delivery dates can only be obtained after the manufacturer has released equipment for production. Release for production occurs after the customer has approved submittals in writing or the customer's representative.
13. Standard payment terms are net due upon invoice or customer account status is final determination
14. This quotation is good for 30 days from date listed at the top of quotation

**WARRANTY:**

**The Equipment and/or machinery described herein are sold subject only to those warranties provided by the manufacturer. Caterpillar standard two-year limited warranty on Caterpillar parts. The Seller does not join in any such manufacturer's warranties. The Seller gives no warranty, express or implied, as to description, quality, merchant ability, fitness for any particular purpose, productiveness, or any other matter, of any equipment which Seller shall supply. The seller shall be no way responsible for their proper use and service, and the Purchaser hereby waives all rights of refusal and return of equipment.**

**Please call Andy Downs for additional information or to place an order. We look forward to working with you.**

Signed \_\_\_\_\_ Date \_\_\_\_\_ Firm \_\_\_\_\_

Sincerely,

Andy Downs

Commercial Engine Sales

423-698-6943 main

423-463-2131 mobile

[adowns@stowerscat.com](mailto:adowns@stowerscat.com)



# City of Chattanooga

Mayor Andy Berke

June 15, 2018

Ms. Beverly Moultrie, Administrator  
City of Chattanooga, Human Resources Department  
100 East 11th Street - 2nd Floor  
Chattanooga, TN 37402

Subject: 170397/305129 - Healthcare Eligibility Audit - Human Resources Department

Dear Ms. Moultrie:

Council approval is recommended to issue a blanket contract for a Healthcare Eligibility Audit for the Human Resources Department. The contract term will be for twelve (12) months with the option to renew for two (2) additional twelve (12) month periods. The contract has an estimated annual cost of \$37,100, to include document verification and estimated postage.

The invitation to bid was sent to thirty-eight (38) vendors as well as formally advertised. Two (2) responses were received as shown below. The lowest bidder had exceptions to the liability section of the City of Chattanooga Terms and Conditions upon which agreement could not be reached. Therefore, the second lowest bidder is recommended. Bids are retained on file and available for review in the Purchasing Office upon request.

<u>Bidders</u>	
HMS	\$35,762
Mercer	\$37,100

I recommend awarding this blanket contract to Mercer, 1801 West End Avenue  
Nashville, TN 37203. Mercer offered the lowest bid which meets specifications for the City of



Chattanooga.

Respectfully,

A handwritten signature in blue ink that reads "Bonnie Woodward". The signature is written in a cursive, flowing style.

Bonnie Woodward  
Director of Purchasing

BW/dlk

Mercer  
1801 West End Avenue  
Nashville, TN 37203  
615-340-2424  
Contact person: Tiffany McGee

# BID SOLICITATION



**City of Chattanooga**  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

**BID OPENING DATE AND TIME:**  
 07-JUN-18 at 2:00 PM

**BID NUMBER: 305129**

---

**BUYER:**  
**PHONE #: (423) 643-7230**  
**DELIVERY REQUIRED:**

**SEALED BIDS**

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

**V**  
**E**  
**N**  
**D**  
**O**  
**R**

RFQ

**M**  
**A**  
**I**  
**L**  
**T**  
**O**

City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition No : 170397 / Bid No. 305129 Ordering Dept : Human Resources Buyer: Deidre Keyton, dmkeyton@chattanooga.gov, 423-643-7231 .....					
<b>DESCRIPTION:</b> This shall be a twelve (12) month blanket contract for a Health Insurance Eligibility Audit for the Human Resources Department. The contract may be renewed if .....					
<b>ATTACHMENTS</b> - Specifications must be requested by bidder by email to dmkeyton@chattanooga.gov with subject "Request for Specs for Bid 305129 Health Insurance Eligibilit - Iran Divestment Act for signature - Affirmative Action Plan for signature - No Contact/No Advocacy Affidavit, for signature, must be notarized - Standard Terms and Conditions available at <a href="http://www.chattanooga.gov/purchasing/standard%20terms%20and%20conditions">http://www.chattanooga.gov/purchasing/standard terms and conditions</a> .....					
*** Deadline for Questions (In writing only to dmkeyton@chattanooga.gov) is May 31, 2018, at 2:00 pm, est*** .....					
*** BIDS MUST BE RECEIVED NO LATER THAN *** ***** 2:00 PM ON JUNE 7, 2018 ***** .....					
SUBMIT SEALED BIDS IN DUPLICATE WITH AN ADDITIONAL COPY ON A FLASH DRIVE INDICATING BID NUMBER (305129) ON OUTSIDE PACKAGING .....					
NOTE: All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder ack The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion m The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin. .....					
THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT. .....					
PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name _____ Address _____ Phone/Toll-Free No. _____ Fax No. _____ E-Mail Address _____ Contact Person's Name _____ Estimated Delivery _____ Minority-Owned Business ___ Small Business ___ Veteran ___ Minority Woman Owned Business ___ Disabled Veteran ___ Women-Owned Business _____					

Complete Text for BID 305129 Health Insurance Eligibility Audit

Requisition No.: 170397 / Bid No. 305129

Ordering Dept.: Human Resources

Buyer: Deidre Keylon, dmkeylon@chattanooga.gov, 423-643-7231

\*\*\*\*\*  
DESCRIPTION:

This shall be a twelve (12) month blanket contract for a Health Insurance Eligibility Audit for the Human Resources Department. The contract may be renewed for two (2) additional twelve (12) month terms under the same Terms and Conditions by Mutual Agreement. The City of Chattanooga and the Contractor may bilaterally extend the contract by Written Confirmation by both parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein.

\*\*\*\*\*  
ATTACHMENTS:

- Specifications must be requested by bidder by email to dmkeylon@chattanooga.gov with subject "Request for Specs for Bid 305129 Health Insurance Eligibility Audit" received no later than 2:00 pm, est, June 5, 2018
- Iran Divestment Act for signature
- Affirmative Action Plan for signature
- No Contact/No Advocacy Affidavit, for signature, must be Notarized
- Standard Terms and Conditions: available at <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

\*\*\*\*\*  
\*\*\* Deadline for Questions (In writing only to dmkeylon@chattanooga.gov) is May 31, 2018, at 2:00 pm, est\*\*\*

\*\*\*\*\*  
\*\*\* BIDS MUST BE RECEIVED NO LATER THAN \*\*\*  
\*\*\*\*\* 2:00 PM ON JUNE 7, 2018 \*\*\*\*\*

\*  
SUBMIT SEALED BIDS IN DUPLICATE WITH AN ADDITIONAL COPY ON A FLASH DRIVE INDICATING BID NUMBER (305129) ON OUTSIDE PACKAGING

\*\*\*\*\*  
NOTE: All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.

\*\*\*\*\*

THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.

\*\*\*\*\*

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Company Name Mercer

Address 1801 West End Ave. Nashville TN 37203

Phone/Toll-Free No. 1(615) 340 2424

Fax No. 1(615) 340 2438

E-Mail Address tiffany.mcgee@mercercor.com

Contact Person's Name Tiffany McGee

Estimated Delivery 6/7/18

Minority-Owned Business  Small Business  Veteran

Minority Woman Owned Business  Disabled Veteran

Women-Owned Business

Affirmative Action Plan  
For  
(Invitation or RFP Number)

Mercer Health and Benefits Administration,  
(Name of Contractor) LLC

The above named Contractor is an equal opportunity employer and during the performance of this contract, the Contractor agrees to abide by the Affirmative Action Plan of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
  - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".
  - b. Seek and maintain contracts with minority groups and human relations organizations as available.
  - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities.
  - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.

5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

Will J. Br...  
(Signature of Contractor)

Partner, Mercer  
(Title and Name of Construction Company)

6/6/18  
(Date)

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.

Vendor Disclosure and Acknowledgement

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

(SIGNED)

W. J. Brown

(PRINTED NAME)

William J. Brown

(BUSINESS NAME)

Mercer

(DATE)

6/6/18

For more information, please contact the State of Tennessee, Central Procurement Office  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>



No Contact/No Advocacy Affidavit

City of Chattanooga  
Purchasing Division

For Submission with Sealed RFP or RFQ Responses:

State of Tennessee

County of Dickson

Deborah Hudgins (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of Mercer  
\_\_\_\_\_ (business name), the Submitter of the attached sealed solicitation  
response to Solicitation # 305129 \_\_\_\_\_:

(2) Deborah Hudgins (agent name) swears or affirms that the Submitter  
has taken notice, and will abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature: William J. Brown  
Title: Partner

Printed Name: William J. Brown

Subscribed and sworn to before me this 6 day of June, 2018.

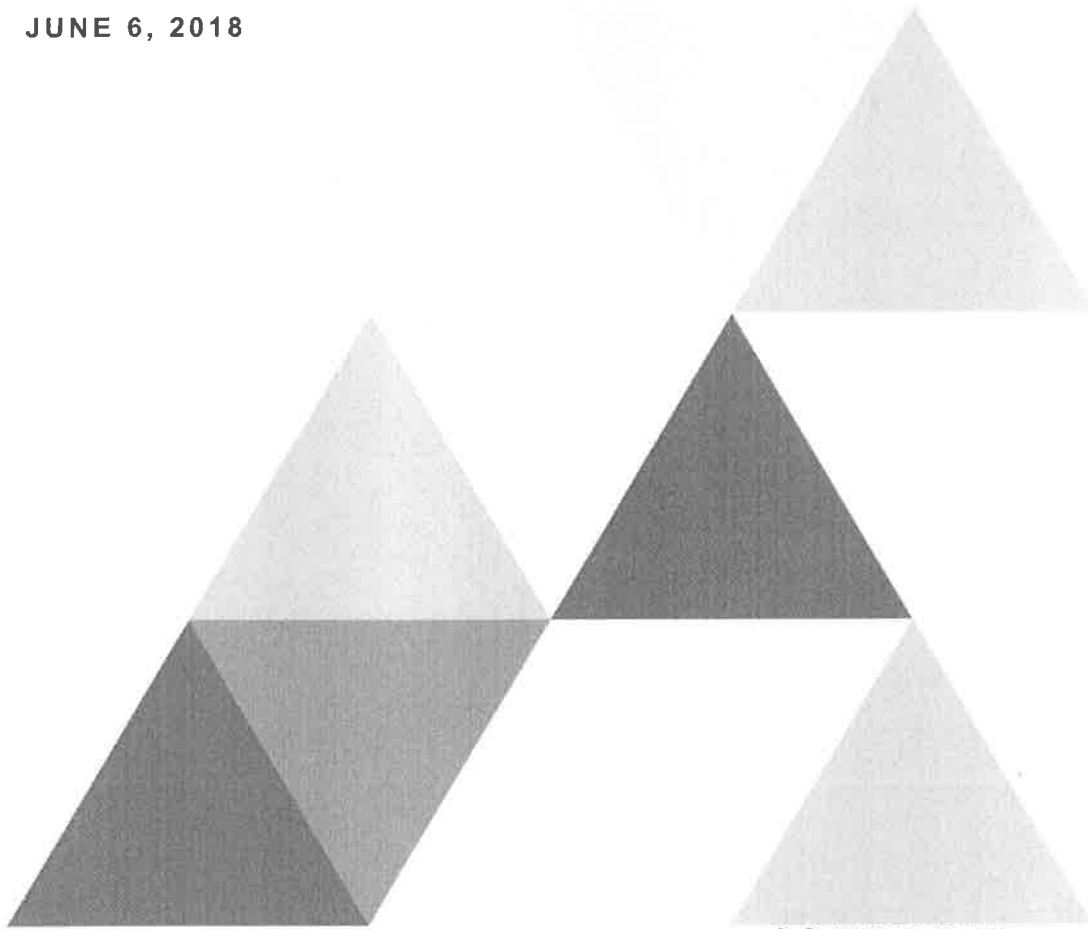
Notary Public: Deborah S. Hudgins  
My commission expires: October 20, 2021





# PROPOSAL FOR DEPENDENT ELIGIBILITY VERIFICATION SERVICES CITY OF CHATTANOOGA

JUNE 6, 2018



To the City of Chattanooga:

With health care reform extending coverage to employees' children up to age 26, it's more important than ever to verify dependent eligibility. While the federal law may have increased your costs, you can minimize its impact on your bottom line by ensuring that everyone covered in your company's health program is actually eligible for coverage.

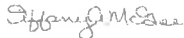
Often, employees do not realize they are covering ineligible dependents. Instead, many enroll ineligible dependents due to an inadequate understanding of the eligibility criteria or a failure to drop dependents who no longer meet the plan's eligibility criteria. Building employee awareness around your plan's eligibility rules will lead to greater understanding and compliance.

Mercer's deep understanding of health care benefits and legal requirements, combined with our expert administrative services and engaging communication tools, offers effective solutions for minimizing the cost of covering ineligible dependents. By minimizing current ineligible dependents and preventing future enrollment of ineligible dependents, you can avoid overspending on health care costs and feel confident that you are providing a health benefit program that is fair to all.

As Tennessee continues to prosper, our team at Mercer understands that a key priority for the City of Chattanooga will be to avoid overspending on health care costs and feel confident that you are able to maximize your investments in benefits and other total rewards programs to attract and retain talent in an increasing competitive market. Our clients have received the benefit of our broad-based knowledge and our industry-specific experience with public institutions.

Mercer is pleased to be included in your review, and we look forward to continuing the process with you. If you should have any questions or require additional information, please give me a call.

Sincerely,



Tiffany McGee  
MERCER | Regional Relationship Manager  
1801 West End Ave, Suite 1400  
Nashville, TN 37023  
+1 615 340 2411

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# 1

## The Mercer Advantage

Mercer delivers advice and technology-driven solutions that help organizations meet the health, wealth and career needs of a changing workforce. Mercer's more than 22,000 employees are based in 43 countries and the firm operates in over 130 countries. Mercer is a wholly owned subsidiary of Marsh & McLennan Companies (NYSE: MMC), the leading global professional services firm in the areas of risk, strategy and people. With more than 60,000 colleagues and annual revenue over \$13 billion, through its market-leading companies including Marsh, Guy Carpenter and Oliver Wyman, Marsh & McLennan helps clients navigate an increasingly dynamic and complex environment. Mercer's headquarters are located at 1166 Avenue of the Americas, New York, NY 10036, and the firm operates a growing office in Nashville, TN at 1801 West End Avenue.

Throughout the proposal process, we will show you how the depth of our organization, technology and employee expertise enables us to deliver high-quality service and solutions to meet your unique needs.



### MERCER EXPERTISE

- Market leader in offering a holistic benefits strategy customized to fit your needs
- Integration of consulting and outsourcing domain expertise
- Global leader in retirement and health
- Global footprint, regional expertise and cross-market integration



### ORGANIZATIONAL AGILITY

- Flexible technology platforms
- Focus on continuous improvements to optimize efficiencies
- Commitment to employee training and reinvesting in our solutions



### CLIENT-FOCUSED BUSINESS MODEL

- Dedicated Mercer relationship manager, single point of contact
- Expert service delivery team
- Integrated, customized solutions that focuses on your employees



### RISK MITIGATION

- Administration service fee transparency
- Implementation expertise
- Transition and solution management
- Focus on compliance

## Our commitment to service

We make sure that we deeply understand your current HR challenges and anticipate your future ones. We will expertly respond to your challenges through a confident, candid approach that emphasizes accountability throughout our organization.

We are excited by the opportunity to partner with you. Our world-class administration services and integrated solutions will meet your objectives, exceed your expectations and help your participants gain a better appreciation of their benefits — all backed by our commitment to service, value and flexibility.

# 2

## Pricing

Based on our experience with similar projects and the project scope described, we have estimated our fees for conducting the Dependent Eligibility Verification (DEV) services on your behalf.

	Dependent Eligibility Verification	
	Document Verification	Ongoing Verification
Go-Live Date	10/1/2018	10/1/2018
# of Eligible by Service	1,800	300 annual events
<b>Project Fee(s)</b>	<b>\$35,100.00</b>	<b>\$28,000.00 annually</b>

**Commented [LT1]:** Do we need to state how we derived this number?

**Commented [TM2]:** I would agree

*Pricing assumes 60% of total employees are enrolled in a Medical, Dental and/or Vision plan with a covered dependent. Pricing is subject to change if total number of employees with dependents varies +/- 10%.*

## Invoice Schedule

Month of Invoice	Fees to be Paid
October - 2018	10% of project fees; \$3,510.00
November - 2018	25% of project fees; \$8,775.00
December - 2018	25% of project fees; \$8,775.00
January - 2019	25% of project fees; \$8,775.00
February - 2019	15% of project fees; \$5,265.00

*Applies to Document Verification option only. Ongoing Verification is billed in 12 monthly installments.*

**Savings Analysis – Document Verification**

Average Cost Per Dependent:**	\$4,570.00
Total Number of Employees with Dependents:	1,800
Total Number of Dependents to be Audited:**	3,600
<b>Mercer Project Fee***</b>	<b>\$35,100.00</b>

% of Dependents Removed	# of Dependents Removed	Annual Savings	Annual Savings After All Fees	ROI Ratio	Mercer's Project Fee	Estimated Postage Fees
2%	72	\$329,040	\$291,940	8.9	\$35,100	\$2,000
3%	108	\$493,560	\$456,460	13.3	\$35,100	\$2,000
4%	144	\$658,080	\$620,980	17.7	\$35,100	\$2,000
5%	180	\$822,600	\$785,500	22.2	\$35,100	\$2,000
6%	216	\$987,120	\$950,020	26.6	\$35,100	\$2,000
7%	252	\$1,151,640	\$1,114,540	31.0	\$35,100	\$2,000
8%	288	\$1,316,160	\$1,279,060	35.5	\$35,100	\$2,000
9%	324	\$1,480,680	\$1,443,580	39.9	\$35,100	\$2,000
10%	360	\$1,645,200	\$1,608,100	44.3	\$35,100	\$2,000
11%	396	\$1,809,720	\$1,772,620	48.8	\$35,100	\$2,000
12%	432	\$1,974,240	\$1,937,140	53.2	\$35,100	\$2,000
13%	468	\$2,138,760	\$2,101,660	57.6	\$35,100	\$2,000
14%	504	\$2,303,280	\$2,266,180	62.1	\$35,100	\$2,000
15%	540	\$2,467,800	\$2,430,700	66.5	\$35,100	\$2,000

Mercer experience conservatively shows that 3 to 10 percent of covered family members will not produce valid verification of eligibility

\* Average cost per dependent, actual numbers will vary from client to client

\*\* Dependent to employee ratio is typically 2:1

\*\*\* Mercer Project Fee is an estimate for Document Verification

## Assumptions

- This price estimate is valid for 60 days from proposal date.
- Pricing reflects both Document Verification as well as an Ongoing Verification Service for a blanket twelve (12) month contract with option for renewal for two (2) additional twelve (12) month terms.
- Quoted project fees include administrative costs such as envelopes, paper, printing, and fulfillment, and are based on Mercer's standard materials and printing methods — for example, Mercer letterhead and envelopes, which are printed in black and white only. This does not include postage, postage-paid reply envelopes, or any travel costs that may be incurred if in-person meetings become necessary.
- These professional fees do not include fees for translation services for non-English speaking participants which will be billed to the client at cost.
- Client will provide sufficient HR resources to assist Mercer in the development of communication pieces, participate in weekly status update conference calls and to assist with escalated issues.
- Standard notices and letters apply. The content contained in the Mercer standard communications suite can be customized by you. Additional communications or increased frequency could be accommodated at additional cost and may impact the proposed project timeline.
- Quoted fees are based on one set of eligibility definitions. Additional fees will be required for each set of eligibility definitions that differ from each other at a rate of \$3,000 per definition.
- Mercer requires current data in a specified electronic format. Additional fees will be charged on a pass-through basis for eligibility files that require manipulation.
- Interpretation of eligibility guidelines and supporting documentation requirements must be mutually agreed upon between the client and Mercer.
- Actual start date will be determined by mutual agreement between the client and Mercer, and will be based on a first come-first served availability. Services require receipt of the signed Statement of Work (SOW).
- Mercer requires a non-refundable payment of 10% of the total projected fees upon execution of the SOW. The remaining fees, as well as postage and translation costs, will be billed throughout the project on a monthly schedule.
- Ongoing verification fees are displayed within the proposal as an annual fee and will be billed on a monthly basis.
- Mercer retains the right to adjust fees as necessary if a change in the scope of the project is made or if the number of participants with dependents to be audited varies by more than 10%.

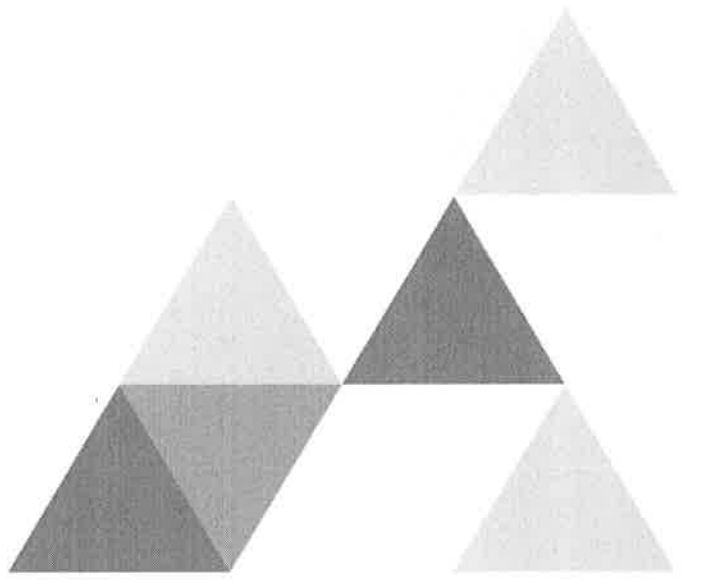
**Commented [LT3]:** Is it? I think we should just slate 1 year.

**Commented [TM4]:** The RFP reads as a 12 month contract with option to renew for two additional years. Can we offer a discount if they signed at 3 year contract?



# Appendix: Solution Outline

## City of Chattanooga



## Dependent Eligibility Verification

In the current economic climate, rising health care expenses continue to impact employers; as a result, employers are adopting new approaches to controlling their costs and are increasingly turning to verification programs. These programs provide plan sponsors with a method to monitor and verify the eligibility of the individuals covered under their health plans, facilitate a proper understanding of who qualifies as an eligible dependent and eliminate ineligible individuals from coverage.

In providing our services, we take a personalized, hands-on approach to the verification process and customize our service based on the unique needs of our clients. In Mercer's experience, we have found the average annual incurred medical cost per dependent is exceeding \$4,570. Industry standards indicate that the cost per dependent can be up to \$5,000. As a result of conducting a verification program, a health plan covering 1,000 dependents could yield annual cost savings of \$228,500 or more with a 5% dependent removal rate.

Mercer has performed verification programs audits for hundreds of clients within the past 10 years to organizations of all sizes and industry types. Our experience shows that 3%–10% of dependents will not provide valid verification. With that said, we are flexible with our approach as we understand that no two clients are alike.

Mercer offers a full range of verification options designed to meet our clients' unique needs, time constraints and budgets. We are well-positioned to provide all services associated with a verification program. You will be assigned to a dedicated project team who will guide your organization through strategy, communication development, our web-based system and call center support. We thank you for your time, and look forward to the opportunity to discuss in greater detail how we can provide a customized solution for you.

### Verification Projects

Included in this proposal is a quote for the Document Verification and Ongoing Verification services; however a Full Service option is available as well.

Document Verification	Amnesty & Document Verification (Full Service)	Ongoing Verification
One-phase approach	Two-phase approach	One-phase approach
Document Verification for all participants covering dependents	Phase 1: Amnesty for all participants covering dependents	Document Verification for all new hires covering dependents
Includes amnesty when a dependent is deemed ineligible	Phase 2: Document Verification for all participants covering dependents	Includes amnesty when a dependent is deemed ineligible
<ul style="list-style-type: none"> <li>• Generally results in a high number of dependents dropped</li> <li>• Comparable ROI to full service in a shorter timeframe</li> </ul>	<ul style="list-style-type: none"> <li>• Most comprehensive and complete approach</li> <li>• Generally results in the highest ROI</li> </ul>	<ul style="list-style-type: none"> <li>• Designed to mirror the Document Verification approach</li> <li>• Maintains plan compliance after project based work</li> <li>• Alleviates HR team of monitoring dependent eligibility</li> </ul>
Four months to complete	Six months to complete	Two months to complete per cycle

## Document Verification

The Document Verification project is a one-phase approach which includes all participants with dependents participating in the medical, dental and/or vision plan(s). Participants will have an option to either voluntarily remove ineligible dependents and/or provide appropriate documentation to validate the eligibility of their remaining dependents during the program.

Included in our proposed fees and in collaboration with City of Chattanooga's HR team, Mercer will facilitate the development of all employee communication documents based on a standard set of materials described below. The content contained in the Mercer standard communications suite can be customized by City of Chattanooga at no extra cost. We will develop a project timeline and provide you with eligibility data file format specifications and content. Mercer will offer guidance in determining the consequences for participants who fail to provide acceptable supporting documentation.

Mercer strives to make the employee engagement as simple as possible; therefore, we take a high-touch approach in how we distribute the communications. As such, participants will not only receive their materials via mail but also will have access to view and print the same materials through the verification website. Prior to the release of the participant communications, addresses are run through the National Change of Address (NCOA) process to find those who have filed a change of address form with the post office in the last year. Address updates will be applied to the census file and verification website.

Mercer is responsible for the following notices for this service:

DEV NOTICE	DEV NOTICE DESCRIPTIONS
INTRODUCTORY NOTICE	During this period Mercer suggests that City of Chattanooga introduce the verification program through a co-branded, non-personalized mailing/postcard or email announcement to provide notice to the selected individuals and to introduce Mercer as the service provider. If City of Chattanooga prefers Mercer issue out the notice, additional fees will apply.
DOCUMENT VERIFICATION	<p><b>Document Verification Package:</b> Mercer will generate and distribute a personalized document verification package (subject to your team's review and approval) to the selected participants. The individual will be asked to provide appropriate documentation to verify and support the dependent's eligibility (e.g. birth certificate, marriage certificate). The document verification package will describe the process, request appropriate supporting documentation, address timing and explain what steps to take to complete the verification.</p> <p><b>Status Notice:</b> Mercer will generate and distribute a personalized status notice to those who provide documentation during the first five weeks of the program. The notice will indicate whether the participant has completed the verification or whether there are any documents still outstanding.</p> <p><b>Notice of Non-Response:</b> Mercer will generate and distribute a customized reminder notice halfway through the document verification period to those who have not responded.</p> <p><b>Grace Period Notice:</b> Mercer will generate and distribute a customized grace period notice to those whose status was "not started" or "incomplete" at the conclusion of the published document verification period. Mercer will continue to process participants' documentation submissions until the end of the grace period.</p> <p><b>Grace Period Status Notice:</b> Mercer will generate and distribute a personalized grace period status notice for those who provide documentation during the first week of the grace period. The status notice will indicate whether individual has completed the verification or whether any documents are still outstanding. Final status notices will be sent out at the end of the grace period to those who submit documents during the last two weeks of processing.</p>

DEV NOTICE	DEV NOTICE DESCRIPTIONS
TERMINATION OF COVERAGE NOTICE (OPTIONAL)	Mercer can issue the termination of coverage mailing. The notice informs the employee that the dependents listed will be removed from coverage by a date established by City of Chattanooga. Additional fees would apply for this service.

All notices are mailed in a City of Chattanooga-branded envelope with Mercer's return address so that returned mail will route back to Mercer. We will work with City of Chattanooga to obtain updated address information, if so desired. Once the information has been updated, Mercer will send new communications to the affected individual.

## Ongoing Verification Service

The ongoing verification model is a one-phase approach which generally includes all new hires who are enrolling dependents in the medical, dental and/or vision plan(s) and participants enrolling new dependents due to a qualifying life event. This approach typically takes place on a monthly basis; however, Mercer can offer a customized approach to you that aligns with the frequency (e.g. weekly, monthly, quarterly or annually) and population (e.g. all spouses and domestic partners or a random sample) of your choosing.

Included in our proposed fees and in collaboration with City of Chattanooga's HR team, Mercer will facilitate the development of all employee communication documents based on a standard set of materials described below. The content contained in the Mercer standard communications suite can be customized by City of Chattanooga at no extra cost. We will develop a project timeline and provide you with eligibility data file format specifications and content. Mercer will offer guidance in determining the consequences for participants who fail to provide acceptable supporting documentation.

Mercer strives to make the employee engagement as simple as possible; therefore, we take a high-touch approach in how we distribute the communications. As such, participants will not only receive their materials via mail but also will have access to view and print the same materials through the verification website. Prior to the release of the participant communications, addresses are run through the National Change of Address (NCOA) process to find those who have filed a change of address form with the post office in the last year. Address updates will be applied to the census file and verification website.

Mercer is responsible for the following notices for this service:

DEV NOTICE	DEV NOTICE DESCRIPTIONS
<b>INTRODUCTORY NOTICE</b>	During this period Mercer suggests that City of Chattanooga introduce the verification program through a co-branded, non-personalized mailing/postcard or email announcement to provide notice to the selected individuals and to introduce Mercer as the service provider. If City of Chattanooga prefers Mercer issue out the notice, additional fees will apply.
<b>DOCUMENT VERIFICATION</b>	<p><b>Document Verification Package:</b> Mercer will generate and distribute a personalized document verification package (subject to your team's review and approval) to the selected participants. The individual will be asked to provide appropriate documentation to verify and support the dependent's eligibility (e.g. birth certificate, marriage certificate). The document verification package will describe the process, request appropriate supporting documentation, address timing and explain what steps to take to complete the verification.</p> <p><b>Status Notice:</b> Mercer will generate and distribute a personalized status notice to those who provide documentation during the first five weeks of the program. The notice will indicate whether the participant has completed the verification or whether there are any documents still outstanding.</p> <p><b>Notice of Non-Response:</b> Mercer will generate and distribute a customized reminder notice halfway through the document verification period to those who have not responded.</p> <p><b>Grace Period Notice:</b> Mercer will generate and distribute a customized grace period notice to those whose status was "not started" or "incomplete" at the conclusion of the published document verification period. Mercer will continue to process participants' documentation submissions until the end of the grace period.</p> <p><b>Grace Period Status Notice:</b> Mercer will generate and distribute a personalized grace period status notice for those who provide documentation during the first week of the grace period. The status notice will indicate whether individual has completed the verification or whether any documents are still outstanding. Final status notices will be sent out at the end of the grace period to those who submit documents during the last two weeks of processing.</p>

DEV NOTICE	DEV NOTICE DESCRIPTIONS
TERMINATION OF COVERAGE NOTICE (OPTIONAL)	Mercer can issue the termination of coverage mailing. The notice informs the employee that the dependents listed will be removed from coverage by a date established by City of Chattanooga. Additional fees would apply for this service.

All notices are mailed in a City of Chattanooga-branded envelope with Mercer's return address so that returned mail will route back to Mercer. We will work with City of Chattanooga to obtain updated address information, if so desired. Once the information has been updated, Mercer will send new communications to the affected individual.

## Dependent Eligibility Verification Program Components

Below are additional components to our verification services:

PROGRAM COMPONENT	DESCRIPTION
<b>CALL CENTER</b>	<p>Mercer will provide a toll-free number for inbound call center support for individuals seeking assistance with the verification process. Call Center support is also available for non-English-speaking participants.</p> <p>Standard hours are Monday through Friday 8:00 a.m. to 5:00 p.m., Central Time.</p> <p>The call center representative will assist participants by providing information regarding the verification process, capture caller escalations, convey escalation resolution and assist with the re-issuance of participant communications.</p>
<b>DATA REQUIREMENTS</b>	<p>Mercer's standard data file format and layout are used; all participant's indicative and demographic information will be provided by you in one data file and dependents are provided in a second file. Mercer assumes data will be provided only for participants who have covered dependents and only for covered dependents of those participants. Mercer will not add participants and/or dependents to the one-time verification project after the initial census is received.</p>
<b>DOCUMENT SUBMISSIONS AND REVIEW</b>	<p>Participants will have the opportunity to respond to the verification request through secure fax, website and mail. During the verification period, Mercer will review, capture and process all supporting documentation submitted to determine eligibility based upon the pre-defined documentation matrix and definition of eligibility as agreed to by your team.</p>
<b>PARTICIPANT WEB PORTAL</b>	<p>Mercer's verification website is available throughout the amnesty and/or document verification period and supports employee participation in the process. Participants have access to complete the verification request, securely upload documentation, confirm receipt of responses, monitor progress and dependent status and obtain copies of the mailed communications. The website also is available in English and Spanish.</p>
<b>CLIENT ADMINISTRATIVE INTERFACE</b>	<p>The online client administrative interface enables your designated administrators to monitor employee participation through the impersonation function. Administrators can view the participant-specific information such as date of submission, current status and personalized communications. The functionality also allows you to exempt or remove participants and dependents from the process and generate real-time reporting that captures current status.</p>
<b>REPORT OF FINDINGS</b>	<p>Throughout the duration of the project, Mercer will conduct weekly conference calls with your team to discuss the progress and provide a weekly status report summarizing the results to date. Following the close of the project, Mercer will provide you with an electronic file which will identify:</p> <ul style="list-style-type: none"> <li>• those dependents to voluntarily remove due to failure to meet eligibility requirements</li> <li>• those to be removed due to failure to provide adequate documentation by the declared deadline</li> <li>• those dependents to remove due to the employee's failure to respond</li> </ul> <p>Once Mercer begins the ongoing DEV services, we have found that clients self-serve through the website's report page; therefore, we no longer will conduct weekly conference calls after the first three audit cycles or provide status reports.</p>



PROGRAM COMPONENT	DESCRIPTION		
<b>RESOURCES</b>	Some individuals may require assistance in obtaining documentation to verify their dependents. The following resources are made available through the Mercer call center, verification website and document verification notice:		
	<table border="0"> <tr> <td style="padding-right: 20px;">Vital Check</td> <td>For a small fee, government issued vital records can be obtained by visiting <a href="http://www.vitalcheck.com">www.vitalcheck.com</a></td> </tr> </table>	Vital Check	For a small fee, government issued vital records can be obtained by visiting <a href="http://www.vitalcheck.com">www.vitalcheck.com</a>
	Vital Check	For a small fee, government issued vital records can be obtained by visiting <a href="http://www.vitalcheck.com">www.vitalcheck.com</a>	
	<table border="0"> <tr> <td style="padding-right: 20px;">US Department of State</td> <td>A consular report of birth can be obtained by writing to the US Department of State for individuals born abroad to US citizen parents (visit <a href="http://www.state.gov/">http://www.state.gov/</a> for more information)</td> </tr> </table>	US Department of State	A consular report of birth can be obtained by writing to the US Department of State for individuals born abroad to US citizen parents (visit <a href="http://www.state.gov/">http://www.state.gov/</a> for more information)
US Department of State	A consular report of birth can be obtained by writing to the US Department of State for individuals born abroad to US citizen parents (visit <a href="http://www.state.gov/">http://www.state.gov/</a> for more information)		
<table border="0"> <tr> <td style="padding-right: 20px;">Internal Revenue Service</td> <td>A free transcript of federal tax return can be obtained by contacting the local IRS office (local contact information is available at <a href="http://www.irs.gov">www.irs.gov</a>)</td> </tr> </table>	Internal Revenue Service	A free transcript of federal tax return can be obtained by contacting the local IRS office (local contact information is available at <a href="http://www.irs.gov">www.irs.gov</a> )	
Internal Revenue Service	A free transcript of federal tax return can be obtained by contacting the local IRS office (local contact information is available at <a href="http://www.irs.gov">www.irs.gov</a> )		

**Conclusion of a Verification Project**

**Project Closure**

Documentation received by Mercer during the project will be scanned electronically and electronic images will be available upon request following the project close. Physical documentation received during the project will be securely destroyed approximately 60 days following receipt.

**Service Standards**

At Mercer, we are focused on providing exceptional service. In an effort to ensure service delivery consistency throughout our verification solution, we developed service standards for all our clients. Adhering to these standards lets our clients receive the same exceptional, dedicated service with each interaction.

Our clients can expect:

SERVICE STANDARD	DESCRIPTION
<b>RESPONSE TIME</b>	<ul style="list-style-type: none"> <li>• DEV participants will promptly acknowledge client voicemails and emails within one business day of initial contact</li> <li>• DEV participants will provide ongoing follow-up (if necessary) to client voicemails and emails within two business days of initial contact</li> </ul>
<b>CLIENT MANAGEMENT</b>	An illustrative timeline will be developed and reviewed weekly with the verification management team for each client to ensure that projects are completed within a designated time frame
<b>QUALITY ASSURANCE</b>	<ul style="list-style-type: none"> <li>• Peer review will be conducted throughout the process and prior to finalizing project results</li> <li>• Steps will be taken to ensure that no material errors or omissions related to data accuracy and quality are solely attributable to Mercer</li> </ul>

## Sample Timelines

### Document Verification Timeline

PROJECT PHASE	DURATION
<b>Implementation</b>	<b>6 WEEKS</b>
<ul style="list-style-type: none"> <li>Receive, Review and Load Eligibility File</li> <li>Develop Communication Pieces</li> <li>Website Configuration and Testing</li> </ul>	
<b>Eligibility File to Mercer</b>	
<b>Communication Pieces Finalized</b>	<b>1 DAY</b>
<b>Call Center Open</b>	<b>1<sup>st</sup> DAY OF VERIFICATION THRU GRACE PERIOD</b>
<b>Website in Production</b>	<b>1 WEEK</b>
<b>Verification Packet Mailing</b>	
<b>Verification Period</b>	<b>5 WEEKS</b>
<b>Status Notice Mailing</b>	<b>MAILED THROUGHOUT</b>
<b>Reminder Notice Mailing</b>	<b>3 DAYS</b>
<b>Final Notification Mailing</b>	<b>3 DAYS</b>
<b>Grace Period</b>	<b>2 WEEKS</b>
<b>Final File Preparation</b>	<b>4 DAYS</b>
<b>Final File</b>	<b>1 DAY</b>

**Month 1**

S	M	T	W	TH	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Month 2**

S	M	T	W	TH	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**Month 3**

S	M	T	W	TH	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Month 4**

S	M	T	W	TH	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Month 5**

S	M	T	W	TH	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Month 6**

S	M	T	W	TH	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Ongoing Verification Timeline

PROJECT PHASE	DURATION	
<b>Implementation</b> <ul style="list-style-type: none"> <li>Receive, Review and Load Eligibility File</li> <li>Develop Communication Pieces</li> <li>Website Configuration and Testing</li> </ul>	<b>CYCLE 1</b>	<b>SUBSEQUENT CYCLES</b>
	<b>6 WEEKS</b>	<b>2 WEEKS</b>
<b>Eligibility File to Mercer</b>	<b>1 DAY</b>	
<b>Call Center Open</b>	<b>OPEN CONTINUOUSLY UPON CYCLE 1</b>	
<b>Website in Production</b> <b>Verification Packet Mailing</b>	<b>2 DAYS</b>	
<b>Verification Period</b>	<b>5 WEEKS</b>	
<b>Status Notice Mailing</b>	<b>MAILED THROUGHOUT</b>	
<b>Reminder Notice Mailing</b>	<b>MAILED THE 3<sup>RD</sup> WEEK</b>	
<b>Grace Period Notice Mailing</b>	<b>MAILED THE 5<sup>TH</sup> WEEK</b>	
<b>Grace Period</b>	<b>2 WEEKS</b>	
<b>Grace Period Status Notice Mailing</b>	<b>MAILED THE 6<sup>TH</sup> WEEK TO FAILED AND COMPLETED PARTICIPANTS</b>	
<b>Final File Preparation</b>	<b>3 DAYS</b>	
<b>Final File</b>	<b>1 DAY</b>	

**Month 1**

S	M	T	W	TH	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Month 2**

S	M	T	W	TH	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**Month 3**

S	M	T	W	TH	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Month 4**

S	M	T	W	TH	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Month 5**

S	M	T	W	TH	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Month 6**

S	M	T	W	TH	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Calendar timeline above reflects a Subsequent Cycle.



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