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**TUESDAY, NOVEMBER 5, 2019**  
**CITY COUNCIL REVISED AGENDA**  
**6:00 PM**

- I. Call to Order by Chairman Oglesby.
- II. Pledge of Allegiance/Invocation (Councilman Gilbert).
- III. Special Presentations.

**PUBLIC HEARINGS**

Steep Slopes-Flood Plains  
and  
Natural Resource Assessment

**Order of Business for City Council**

- IV. Minute Approval.
- V. **Ordinances – Final Reading: (None)**
- VI. **Ordinances - First Reading: (None)**
- VII. **Resolutions:**

**FINANCE**

- a. [A resolution to amend Resolution No. 29816 to include NCR Corporation, formerly JetPay, as the authorized vendor of merchant services under the ENCO sewer billing services contract eligible for payment by the City for services rendered.](#)

**INFORMATION TECHNOLOGY**

- b. [A resolution authorizing the Chief Information Officer to enter into a blanket agreement with TargetSolutions Learning LLC for the purchase of training tools and administrative software to be utilized by the Chattanooga Fire Department beginning November 1, 2019 through October 31, 2022, to be paid in full at the beginning of the contract period, with a total contract value not to exceed \\$150,000.00.](#)

**LEGAL**

- c. [A resolution to amend Resolution No. 29863 adopted on April 2, 2019, adopting new rules of operation for the Chattanooga City Council. \(Added by permission of Chairman Oglesby\) \(Revised\)](#)

**PUBLIC WORKS AND TRANSPORTATION**

**Public Works**

- d. [A resolution authorizing the Administrator for the Department of Public Works to enter into an Interlocal Agreement with WWTA, entitled, “the Environmental and Economic Infrastructure Improvements \(E<sup>2</sup>I<sup>2</sup>\)” for mutual beneficial cooperation to reduce the scope and cost of the projects. \(Consent Decree\)](#)

**Transportation**

- e. [A resolution authorizing the approval of Change Order No. 1 \(Final\) for Kimley-Horn and Associates relative to Contract No. T-17-008-101 for professional services associated with Transit Signal Prioritization and Accessibility, for an increased amount of \\$670,570.00, for a revised contract amount not to exceed \\$1,420,000.00. \(Districts 4, 5, 6 & 9\)](#)

VIII. Purchases.

IX. Other Business.

X. Committee Reports.

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

XII. Adjournment.

**TUESDAY, NOVEMBER 12, 2019**  
**CITY COUNCIL AGENDA**  
**6:00 PM**

1. Call to Order by Chairman Oglesby.
2. Pledge of Allegiance/Invocation (Councilwoman Berz).
3. Special Presentation.

**Order of Business for City Council**

4. Minute Approval.
5. **Ordinances - Final Reading: (None)**
6. **Ordinances – First Reading:**

**PLANNING**

- a. 2019-0142 Michael Andrew Lewis (R-1 Residential Zone to R-2 Residential Zone). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to rezone property located at 715 Merriam Street, more particularly described herein, from R-1 Residential Zone to R-2 Residential Zone. (District 1) (Recommended for denial by Planning and Staff)
- b. 2019-0137 John Wise (Lift Condition). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to lift Condition “D” (Walkway between alley and Tucker Street and work with the Transportation Department on planned connection) of Ordinance Number 13367 of previous Case Number 2018-150, more particularly described herein. (District 2) (Recommended for approval by Planning and denial by Staff)
- c. 2019-0136 Jay Simpson (R-5 Residential Zone to M-2 Light Industrial Zone). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to rezone part of property located at 4913 Adams Road, more particularly described herein, from R-5 Residential Zone to M-2 Light Industrial Zone. (District 3) (Recommended for approval by Planning and Staff)
- d. 2019-0140 Don Walker (R-1 Residential Zone to R-T/Z Residential Townhouse/Zero Lot Line Zone). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to rezone property located at 8230 Iris Road, more particularly described herein, from R-1 Residential Zone to R-T/Z Residential Townhouse/Zero Lot Line Zone. (District 4) (Recommended for denial by Planning and Staff)

**POLICE**

- e. [An ordinance to amend the Charter of the City of Chattanooga, and all acts, ordinances, and other Charter provisions amendatory thereof, pursuant to the provisions of Article XI, Section 9, of the Constitution of the State of Tennessee \(Home Rule Amendment\) so as to change the City Charter by adding Chapter V, related to a Police Advisory and Review Committee to Title 13. \(Added with permission of Chairman Oglesby\)](#)

7. **Resolutions:**

**ECONOMIC AND COMMUNITY DEVELOPMENT**

- a. [A resolution authorizing the Mayor to enter into a Second Agreement to Exercise Option to Renew with Diagnostic Radiology Consultants, P.A., in substantially the form attached, to lease 173 sq. ft. for an x-ray examination area at the City of Chattanooga Well Advantage Center, with rent in the amount of \\$250.00 per month, for an additional term of one \(1\) year. \(District 8\)](#)

**HUMAN RESOURCES**

- b. [A resolution authorizing the Chief Human Resources Officer to execute a final option to renew a professional services agreement with Diagnostic Radiology Consultants, P.A., to provide diagnostic imaging services for City employees, retirees, and their dependents at the City of Chattanooga Well Advantage Center, beginning January 1, 2020, and ending December 31, 2020.](#)

**PLANNING**

- c. [2019-0138 Mattie Watson \(Special Exceptions Permit\). A resolution approving a Special Exceptions Permit for a residential home for handicapped and/or aged person for property located at 2806 Noa Street. \(District 9\) \(Recommended for approval by Planning and Staff\)](#)

**PUBLIC WORKS AND TRANSPORTATION**

**Transportation**

- d. [A resolution authorizing the Mayor to execute a proposal with the Tennessee Department of Transportation \(TDOT\) for State Project No. 33021-4233-04, Federal Project No. ER-TN19-2, PIN #128678.00, SR-8 Emergency Slide Repair Retaining Wall Design.](#)
- e. [A resolution authorizing the Administrator for the Department of Transportation to enter into a new services agreement with NovoaGlobal for Traffic Infraction Detection and Enforcement Program, in substantially the form attached. \(Revised\)](#)

8. Purchases.

**Revised Agenda for Tuesday, November 5, 2019**

**Page 5**

9. Other Business.
  - a. **JJ Spirits, LLC d/b/a JJ Liquor - Certificate of Compliance (District 7)**
10. Committee Reports.
11. Recognition of Persons Wishing to Address the Council on Non-Agenda Matters.
12. Adjournment.

**Proposed City Council Purchases 11-05-2019**

DEPARTMENT REQUISITION NO.	ITEM DESCRIPTION	BIDS REQUESTED	BIDS RETURNED	LOWEST/BEST BIDDER	COST	FUND NAME	SUMMARY Additional Supplementation Requested Collected Prior to Council Session
R190660 Public Works Department	New Blanket Contract - Fueling Station Repair Service & Upgrades - Fleet Management Division - Public Works Department	7	3	First Choice Services, Inc. 415 Cromwell Road Chattanooga, TN 37421	Total Estimated \$75,000.00 Annually	General Fund	New Blanket Contract - Fueling Station Repair Service & Upgrades - Fleet Management Division - Public Works Department. The City of Chattanooga will issue a contract for twelve (12) months with the option to renew for two (2) additional twelve (12) month terms. There were seven (7) direct bid solicitations and we received three (3) responses in the publicly advertised bid proceedings.
PO552277 Public Works Department	Blanket Contract Renewal - Joy Air Compressor Services - Waste Resource Division - Public Works Department	11	2	Fluid Flow Products, Inc. 2108 Crown View Drive Charlotte, NC 28227	Total Estimated \$525,000.00 Annually	Waste Resource Division	Blanket Contract Renewal - Joy Air Compressor Services - Waste Resource Division - Public Works Department. The City of Chattanooga will issue the first (1st) contract for twelve (12) months. There were eight (11) direct bid solicitations and we received two (2) responses in the publicly advertised bid proceedings.



# City of Chattanooga

Mayor Andy Berke

October 29, 2019

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

Subject: 190660 / 305661 – Fueling Station Repair Services & Upgrades – Fleet  
Management Division – Public Works Division

Dear Mr. Holland:

The Public Works Department may now seek Council approval to issue a blanket contract for Fueling Station Repair Services & Upgrades for the Fleet Management Division. 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 not to exceed \$75,000.

The invitation to bid was sent to seven (7) vendors as well as formally advertised. Bids were received from three (3) vendors as shown below. Bids are retained on file in the Purchasing Office for your review upon request.

#### Vendors

SPATCO Energy Solutions   Estes Equipment Company, Inc   First Choice Services, Inc

I recommend awarding the blanket contract for Fueling Station Repair Services & Upgrades to First Choice Services, Inc, 415 Cromwell Road, P.O. Box 25017, Chattanooga, TN 37421, as the best complete bid meeting specifications for the City of Chattanooga.

Respectfully yours,

Vickie Haley  
Interim Director of Purchasing

VH/mlm

Attachments

**Tencarva Machinery Corporation**  
4101 Cromwell Road  
Chattanooga, TN 37421

**First Choice Services, Inc.**  
4135 Cromwell Road  
Chattanooga, TN 37421

**Southern Pump & Tank Company  
(SPATCO)**  
6110 Bonny Oaks Drive  
Chattanooga, TN 37416

**Estes Equipment Company, Inc**  
2007 Polk Street  
Chattanooga, TN 37408

**Southern Fluid Systems**  
800 Great Southwest Pkwy, SW  
Atlanta, GA 30336

**Jones & Frank**  
100 Perimeter Park Drive  
Suite H  
Morrisville, NC 27560

**John Bouchard & Sons Company**  
1024 Harrison Street  
Nashville, TN 37203



**Bid Tabulation - Bid No. 305661/ Req No. 190660  
Fueling Station Repair Services & Upgrades**

Item #	Description	Spatco Energy Solutions			Estes Equipment Company, Inc			First Choice Services, Inc			
		Unit	Unit Price	Quantity	Extended Price	Unit Price	Quantity	Extended Price	Unit Price	Quantity	Extended Price
1	Labor - Repairs, Maintenance & Station Upgrades at 12th Street, Amnicola & Moccasin Bend (Normal Business Hours)	Hour	\$ 68.00	402	\$ 27,336.00	\$ 78.00	402	\$ 31,356.00	\$ 72.00	402	\$ 28,944.00
2	Labor - Repairs, Maintenance & Station Upgrades at 12th Street, Amnicola & Moccasin Bend (After Hours - Weekdays)	Hour	\$ 102.00	5	\$ 510.00	\$ 117.00	5	\$ 585.00	\$ 108.00	5	\$ 540.00
3	Labor - Repairs, Maintenance & Station Upgrades at 12th Street, Amnicola & Moccasin Bend (Weekends)	Hour	\$ 102.00	5	\$ 510.00	\$ 117.00	5	\$ 585.00	\$ 144.00	5	\$ 720.00
4	Labor - Repairs, Maintenance & Station Upgrades at 12th Street, Amnicola & Moccasin Bend (Holidays)	Hour	\$ 136.00	5	\$ 680.00	\$ 156.00	5	\$ 780.00	\$ 144.00	5	\$ 720.00
5	Service Call Fee (Normal Business Hours)	Each	\$ 91.20	40	\$ 3,648.00	\$ 50.00	40	\$ 2,000.00	\$ 72.00	40	\$ 2,880.00
6	Service Call Fee (After Hours - Weekdays)	Each	\$ 130.17	5	\$ 650.85	\$ 100.00	5	\$ 500.00	\$ 108.00	5	\$ 540.00
7	Service Call Fee (Weekends & Holiday)	Each	\$ 173.56	5	\$ 867.80	\$ 250.00	5	\$ 1,250.00	\$ 144.00	5	\$ 720.00
8	Parts & Materials; Cost + % Markup	Each	1.20	30,000	\$ 36,000.00	1.15	30,000	\$ 34,500.00	1.15	30,000	\$ 34,500.00
		<b>TOTAL</b>			<b>\$ 70,202.65</b>			<b>\$ 71,566.00</b>			<b>\$ 69,564.00</b>
Contact:		Jody Sailors			Alex Estes			Mike Webb			
Location:		2724 John Deere Drive, Unit 207 Knoxville, TN 37917 1% 10 net 30			2007 Polk Street Chattanooga, TN 37408 net 30			P.O. Box 25017 Chattanooga, TN 37422 net 30			
Pymt Terms:											

Date: September 24, 2019

Requisition No.: 190660

**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 October 8, 2019*

**Requisition / Bid No.: R190660 / 305661**

**Ordering Dept.: Fleet Management Division, Public Works**

**Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov**

\*\*\*\*\*

**Items Being Purchased: Fueling Station Repair Services & Upgrades**

\*\*\*\*\*

**\*\*\*REQUEST FOR QUOTES MUST BE RECEIVED\*\*\***

**2:00 P.M., EST on October 8, 2019**

\*\*\*\*\*

**\*\*\*PRE-BID CONFERENCE WILL BE CONDUCTED\*\*\***

**10:00 A.M., EST on October 1, 2019**

\*\*\*\*\*

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities 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:** First Choice Services, Inc.

**Mailing Address:** PO Box 25017

**City & Zip Code:** Chattanooga TN 37422

**Phone/Toll Free No.:** (423) 893-9035

**Fax No.:** (423) 485-9819

**E-Mail Address:** mike@dukehicks.net

**Contact Person:** Michael S. Webb

**Company Title:** President

**Signature:** 

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**  
 08-OCT-19 at 2:00 PM

**BID NUMBER: 305661**

**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
Requisition / Bid# No.: 190660 / 305661 Ordering Dept.: Fleet Management Division, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236					
Items Being Purchased: Fueling Station Repairs, Maintenance & Upgrades					
ATTACHMENTS: 1. Specification (2 pages) 2. Affirmative Action Plan (2 pages) 3. Iran Divestment Act (1 page) 4. No Contact / No Advocacy Affidavit (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.					
NOTE: A Pre-Bid Conference will be held October 1, 2019 at 10:00 AM, at the Purchasing Department Conference Room, 101 East 11th Street, Suite 13, Chattanooga, TN 37402. Attendance at the Pre-Bid is Preferred.					
This Shall Be A twelve (12) Month Blanket Contract To Supply Repairs, Maintenance & Upgrades to the three (3) Fueling Stations; 12th Street/Park, Amnicola/Police & Moccasin Bend.					
The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Months Term 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.					
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 OCTOBER 8, 2019 ***					
PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305661) ON OUTSIDE PACKAGING					
PLEASE DO NOT EMAIL BIDS					
**** 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.					
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					

# BID SOLICITATION



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

<b>BID OPENING DATE AND TIME:</b> 08-OCT-19 at 2:00 PM  <b>BID NUMBER: 305661</b>
<b>BUYER:</b> PHONE #: (423) 643-7230 <b>DELIVERY REQUIRED:</b>

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
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M A I L T O	City of Chattanooga 101 East 11th Street, Suite G13 Chattanooga, TN 37402
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Item	Class-Item	Quantity	Unit	Unit Price	Total
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 informalties 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>First Choice Services, Inc.</u> Address <u>PO Box 25017</u> <u>Chattanooga TN 37422</u>  Phone/Toll-Free No. <u>(423) 893-9035</u> Fax No. <u>(423) 485-9819</u> eMail Address <u>mike@dukehicks.net</u> Contact Person's Name <u>Michael S. Webb</u> Estimated Delivery _____ 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) 893-9035

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.  
 COMPANY: First Choice Services, Inc.  
 SIGNATURE:   
 NAME AND TITLE: Michael S. Webb, President

# BID SOLICITATION



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

<b>BID OPENING DATE AND TIME:</b> 08-OCT-19 at 2:00 PM <b>BID NUMBER: 305661</b>
<b>BUYER:</b> <b>PHONE #: (423) 643-7230</b> <b>DELIVERY REQUIRED:</b>

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	Labor - Repairs, Maintenance & Station Upgrades at 12th Street, Amnicola and Moccasin Bend (Normal Business Hours)	402	Each Per hour	<u>\$72.00</u>	_____
2	Labor - Repairs, Maintenance & Station Upgrades at 12th Street, Amnicola and Moccasin Bend (After Hours - Weekdays)	5	Each Per hours	<u>\$108.00</u>	_____
3	Labor - Repairs, Maintenance & Station Upgrades at 12th Street, Amnicola and Moccasin Bend (Weekends)	5	Each Per hour	<u>\$144.00</u>	_____
4	Labor - Repairs, Maintenance & Station Upgrades at 12th Street, Amnicola and Moccasin Bend (Holidays)	5	Each Per hour	<u>\$144.00</u>	_____
5	Service Call Fee (Normal Business Hours)	40	Each	<u>\$72.00</u>	_____
6	Service Call Fee (After Hours - Weekdays)	5	Each	<u>\$108.00</u>	_____
7	Service Call Fee (Weekends & Holidays)	5	Each	<u>\$144.00</u>	_____
8	Parts & Materials; Cost + <u>15</u> % Markup	30000	Each	_____	_____

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.

COMPANY: First Choice Services, Inc.

TERMS OF PAYMENT: Net 30

SIGNATURE:

TELEPHONE NUMBER: (423) 893-9035

NAME AND TITLE: Michael S. Webb, President

**SPECIFICATIONS FOR BLANKET CONTRACT TO PROVIDE FUELING STATION REPAIRS,  
MAINTENANCE & UPGRADES FOR CITY OF CHATTANOOGA PUBLIC WORKS  
DEPARTMENT FLEET DIVISION  
September 2019**

**1 Scope of services**

The scope of services included in these specifications shall be to provide Fueling Station Repairs, Maintenance & Upgrades for the City of Chattanooga Public Works Department, Fleet Division. Any questions or comments related to the services described in these specifications may be directed to Mark McKeel, City of Chattanooga Purchasing Division, [mmckeel@chattanooga.gov](mailto:mmckeel@chattanooga.gov).

**2 Basis of bidding**

The Vendor shall submit two (2) copies of bid documents and shall include pricing for repair and maintenance services, as well as upgrades on various specialized equipment and software located at the following fueling stations: 12<sup>th</sup> Street, Amnicola, and Moccasin Bend.

**3 General conditions and instructions to bidders**

The Vendor shall comply with the Terms and Conditions posted on website <http://chattanooga.gov/purchasing/standard-terms-and-conditions> that has been made a part of this solicitation.

**4 Length of contract**

The Contract for services described herein shall be for a period of one (1) year beginning the effective date of the award of the Contract. The City and Vendor shall have the option of mutually extending the Contract for two (2) additional one (1) year periods.

**5 Items and other requirements**

- a Bids must include labor charges per hour, supplies used, and service call fees.
- b Station information is as follows:
  - i 12<sup>th</sup> Street Service Station
    - (1) Software: Phoenix / OPW
    - (2) Hardware: Petro-Vend
    - (3) Equipment: Wayne dispensers (4) double dispensers
      - Two - 20,000 Gallon underground diesel tanks
      - Two - 20,000 Gallon underground unleaded tanks
  - ii Amnicola / Police Service Station
    - (1) Software: Phoenix / OPW
    - (2) Hardware: Petro-Vend
    - (3) Equipment: Gilbarco dispensers (4) single dispensers
      - Four - 12,000 Gallon underground unleaded tanks

- iii Moccasin Bend Service Station
  - (1) Software: GasBoy
  - (2) Hardware: Petro-Vend
  - (3) Equipment: GasBoy dispensers (2) single dispensers
    - One - 4,000 Gallon underground diesel tank
    - One - 4,000 Gallon underground unleaded tank

**6 The City will provide the following services:**

Designate a City representative to coordinate vehicle information to vendor's personnel.  
Provide access to City facilities to provide service

**7 Execution**

The contract for the services shall begin immediately on the effective date of the award of the Contract.

**8 Payment of Services**

- a The City will make payment to the Vendor according to the City's normal policies and procedures.
- b Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- c Invoice Date is critical and Invoices must be sent to the City on the Invoice Date in order for the City's tracking system to accurately reflect the record. The Invoice Date must not precede the Ship Date or Service Date.
- d Invoice descriptions on transaction lines must match the wording of the Purchase Order transaction lines, and reference the corresponding transaction line number of the Purchase Order. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unable to be properly processed are not considered valid.
- f When sending City a Revised Invoice, it must be clearly marked "Revised." When sending City a replacement Invoice, it must reference the Invoice Number it is replacing.
- g Invoices to the City shall reference the City Department, Release Number, Work Order Number (if applicable), and the first and last name of the City employee placing the order.
- h Accurate Invoices, with all appropriate backup documentation, shall be sent to:

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

And a copy sent to

City of Chattanooga  
Fleet Division  
fleetacctspayable@chattanooga.gov

## 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)

President of First Choice Services, Inc.  
\_\_\_\_\_  
(Title and Name of Construction Company)

October 7, 2019  
\_\_\_\_\_  
(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)



(PRINTED NAME)

Michael S. Webb

(BUSINESS NAME)

First Choice Services, Inc.

(DATE)

October 7, 2019

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 Affidavit

City of Chattanooga  
Purchasing Division

**For Submission with Sealed RFP, RFQ, Sealed Bid Responses:**

State of Tennessee

County of Hamilton

Michael S. Webb (agent name), being first duly sworn, deposes and says that:

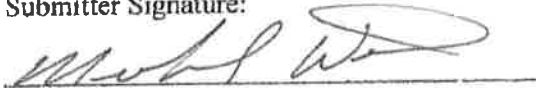
- (1) He/She is the owner, partner, officer, representative, or agent of First Choice Services, Inc.  
(business name), the Submitter of the attached sealed solicitation response to Solicitation # 305661;
- (2) Michael S. Webb (agent name) swears or affirms that the Submitter has taken notice, and will 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:



Printed Name:

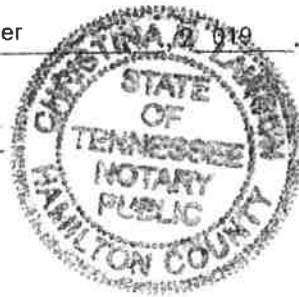
Michael S. Webb

Title: President

Subscribed and sworn to before me this 7th day of October

Notary Public: 

My commission expires: My Commission Expires August 25, 2020



**ADDENDUM NO: 1**

**REQ NO: 190660**

**FINAL SUBMITTAL: October 8, 2019 at 2:00 PM EST**

**FINAL QUESTIONS: October 3, 2019 at 4:30 PM EST**

**Department: Fleet Management Division, Public Works**

**Changes to Bid# 305661:**

**Attached you will find the updated specifications, adding response times for Non-Emergency & Emergency services.**

**The unit for the Labor lines needs to be changed from Each to Hour. Please bid an Hourly Rate.**

**You may email the addendum to the Buyer at [mmckeel@chattanooga.gov](mailto:mmckeel@chattanooga.gov), only if you have submitted your bid. This must be included in the bid packet.**

**Req No: 190660 Fueling Station Repair Services & Upgrades**

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

**Name:** Michael S. Webb



**Company:** First Choice Services, Inc.

PO Box 25017 Chattanooga TN 37422

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



# City of Chattanooga

Mayor Andy Berke

October 28, 2019

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

**Subject: Contract Renewal of Blanket PO No. 552277 Joy Air Compressor Services – Waste Resources Division - Public Works**

Dear Mr. Holland:

The Public Works Department may now seek Council approval to renew Blanket PO No. 552277 Joy Air Compressor Services for the Waste Resources Division. The City of Chattanooga is renewing the first (1st) contract renewal option for twelve (12) months, for a total estimated annual amount of \$525,000. A copy of the contract is enclosed.

The invitation to bid was sent out to eleven (11) 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 No. 552277 Joy Air Compressor Services to Fluid Flow Products, Inc., 2108 Crown View Drive, Charlotte, NC 28227.

Respectfully yours,

Vickie Haley  
Interim Director of Purchasing

VH/ab

Attachments

# 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: 502111  Fluid Flow Products Inc 2108 Crown View Drive Charlotte, NC 28227
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PO Date: 18-DEC-18 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number</b> <b>552277</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>	<b>Total</b>
Requisition / Bid No.: 175564 / 305217 Ordering Dept.: Waste Resource Division, Public Works Department Buyer: Mark McKeel Phone No.: 423-643-7236 Items Being Purchased: Joy Air Compressor Parts, Repair, Recondition & Replacement Services ATTACHMENTS: 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 Joy Air Compressor Parts, Repair, Recondition & Replacement Services for Waste Resource 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.					

\*\*\*\*\* 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: 502111  Fluid Flow Products Inc 2108 Crown View Drive Charlotte, NC 28227
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PO Date: 18-DEC-18 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate
---

<b>Purchase Order Number</b> <b>552277</b>
<b>INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.</b>

<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						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Line Nbr</th> <th style="width: 45%;">Item ID - Item Description</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Unit</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">Total</th> </tr> </thead> </table> <p>                             QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL                              GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING                              THE LIFETIME OF THE CONTRACT.                         </p> <p>                             Purchase Order issued in accordance with Fluid Flow Products, Inc bid                              received on November 19, 2018 is hereby made part of this contract.                         </p> <p>                             City Council approved on December 11, 2018                         </p> <p>                             Contract dates: December 19, 2018 to December 18, 2019                         </p> <p>                             Vendor Contact: Scott Mitchell                              Phone No.: 704-846-2999                              Fax No.: 704-846-9010                              E-mal: scottmitchell@fluidflow.com                         </p> <p>                             The undersigned hereby agrees to perform the services in accordance with the terms and conditions as set forth in this Purchase Order, the City of Chattanooga Standard Terms                              &amp; Conditions, and the bid or quotation.                         </p> <p>                             Representative: _____ Agreed to and accepted by:                              Title: _____ CITY OF CHATTANOOGA, TENNESSEE                              Date: _____ Name/Title: _____                              Department: _____                         </p>	Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total		
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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	Labor, Service Technician at vendors' shop	0.00	Each	\$ 100.0000	\$ 0.00
2	Labor, Service Technician, overtime	0.00	Each	\$ 150.0000	\$ 0.00
3	Labor, Service Technician, overtime / Holiday	0.00	Each	\$ 150.0000	\$ 0.00
4	Labor, Field Service at MBWWTP	0.00	Each	\$ 150.0000	\$ 0.00
5	Labor, Field Service, overtime	0.00	Each	\$ 225.0000	\$ 0.00
6	Labor, Field Service, overtime / Holiday	0.00	Each	\$ 225.0000	\$ 0.00
7	Repair Parts and Material; 20 % Markup	0.00	Each	\$ 1.0000	\$ 0.00
8	Replacement Parts; 15 % Markup	0.00	Each	\$ 1.0000	\$ 0.00

**TOTAL: \$ .00**

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