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**TUESDAY, SEPTEMBER 10, 2019**  
**CITY COUNCIL REVISED AGENDA**  
**6:00 PM**

- I. Call to Order.
- II. Pledge of Allegiance/Invocation (Councilwoman Berz).
- III. Minute Approval.
- IV. Special Presentation.

V. **Ordinances – Final Reading:**

**ECONOMIC AND COMMUNITY DEVELOPMENT**

- a. [An ordinance to amend Chattanooga City Code, Part II, Chapter 11, Article XX, Short Term Vacation Rental Certificate, Section 11-510, by amending the definition of “Short Term Vacation Rental District” to adopt a new Short Term Vacation Rental Overlay District Map for all of District 9.](#)

**FINANCE**

- b. [An ordinance to amend Chattanooga City Code, Part II, Downtown Central Business Improvement District \(Downtown CBID\), Section 11-531\(I\) to provide for collection of special assessments by the City Treasurer.](#)

VI. **Ordinances – First Reading:**

**PLANNING**

- a. [2019-0111 Joseph Ingram \(R-2 Residential Zone to R-3 Residential Zone\). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to rezone property located at 6819 McCutcheon Road, more particularly described herein, from R-2 Residential Zone to R-3 Residential Zone. \(District 6\) \(Recommended for approval by Planning and Staff\)](#)
- b. [2019-0095 Chazen Engineering % Justin Tirsun \(Lift Conditions\). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to lift conditions from Ordinance No. 13133, previous Case No. 2016-0175 on property located at 6421 Shallowford Road to amend condition Nos. 1 and 2, and lifting condition Nos. 3 and 5, more particularly described herein, subject to certain conditions. \(District 6\) \(Recommended for approval by Planning\)](#)

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- c. 2019-0094 Darren Hambrick (Lift Conditions). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to lift conditions from Ordinance No. 13133, previous Case No. 2016-0175 on property located at 6401 Shallowford Road to amend condition Nos. 1 and 2, and lifting condition Nos. 3 and 5, more particularly described herein, subject to certain conditions. (District 6) (Recommended for approval by Planning and Staff)

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- d. 2019-0112 Joseph Ingram (R-2 Residential Zone to R-3 Residential Zone). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to rezone several unaddressed properties located in the 2600 block of East 19th and East 20th Streets, more particularly described herein, from R-2 Residential Zone to R-3 Residential Zone, subject to certain conditions. (District 9) (Recommended for approval by Planning)

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**VII. Resolutions:**

**FINANCE**

- a. [A resolution to amend Resolution No. 29489 for banking services with SunTrust Bank to remove authorized amount.](#)

**HUMAN RESOURCES**

- b. [A resolution authorizing the Chief Human Resources Officer to exercise option to renew an annual agreement with BlueCross/BlueShield of Tennessee to provide Medicare Retirees with two \(2\) health plan options: \(1\) Medicare Advantage \(Blue Advantage\) Option 1 for \\$311.00 per member per month; and \(2\) Medicare Advantage \(Blue Advantage\) Option 2 for \\$386.00 per member per month.](#)
- c. [A resolution authorizing the Chief Human Resources Officer to exercise the option to renew an annual agreement with Marathon Health, LLC to provide medical and wellness services to City employees, retirees, and their dependents, for the period of November 1, 2019 through October 31, 2020, for an amount of \\$2,443,516.00.](#)

VIII. Purchases.

IX. Other Business.

X. Committee Reports.

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

XII. Adjournment.

**TUESDAY, SEPTEMBER 17, 2019**  
**CITY COUNCIL AGENDA**  
**6:00 PM**

1. Call to Order.
2. Pledge of Allegiance/Invocation (Chairman Oglesby).
3. Minute Approval.
4. Special Presentation.

***Recognition of the Minority Health Fair Committee***  
**By Chairman Erskine Oglesby, Jr.**

5. **Ordinances - Final Reading:**

**PLANNING**

- a. [2019-0111 Joseph Ingram \(R-2 Residential Zone to R-3 Residential Zone\). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to rezone property located at 6819 McCutcheon Road, more particularly described herein, from R-2 Residential Zone to R-3 Residential Zone. \(District 6\) \(Recommended for approval by Planning and Staff\)](#)
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6. **Ordinances – First Reading:**

**POLICE**

- a. An ordinance amending Chattanooga City Code, Part II, Chapter 24, Section 24-49 relating to use of hand-held mobile telephone or personal digital assistant prohibited while driving; Chapter 24, Section 24-50-Prohibited Use of Hand-Held Mobile Telephone in Marked School Zone; and Chapter 24, Section 24-51-Prohibited Use of Mobile Telephone with Hands-Free Device by Persons under 18. (Sponsored by Councilman Smith and Councilman Ledford)

7. **Resolutions:**

**ECONOMIC AND COMMUNITY DEVELOPMENT**

- a. A resolution authorizing the Mayor to enter into an agreement to Exercise Option to Renew with Brian M. Cotter, in substantially the form attached, for lease of a house located at 324 Bass Road on Tax Map No. 158I-C-021.01, and further identified as the Brown Acres Rental House, in consideration of \$800.00 per month, and the providing of security services at Brown Acres and Brainerd Golf Courses, for an additional term of one (1) year, with an option to renew for one (1) additional term of one (1) year. (District 6)
- b. A resolution authorizing the Administrator for the Department of Economic and Community Development to enter into an agreement, in substantially the form attached, with C.O.R.E. Associates for the design and construction of a natural playground at East Lake Park, in the amount of \$150,000.00. (District 7)
- c. A resolution authorizing the Mayor to enter into a Non-Profit Standard Lease Form Agreement, in substantially the form attached, with the Forgotten Child Fund, Inc. to lease approximately 19,516 square feet of warehouse space at 1815 E. Main Street, identified as Tax Map No. 156B-D-009, for a term of one (1) year, with the option to renew for three (3) additional terms of one (1) year each, for the amount of \$1.00 per year. (District 8)

**SHORT TERM VACATION RENTAL APPLICATIONS**

- d. 2019-31 Emile Smith. A resolution approving Short Term Vacation Rental Application No. 19-STVR-00120 for property located at 1648 Market Street. (District 7)
- e. 2019-32 Walter & Candace Sims. A resolution approving Short Term Vacation Rental Application No. 19-STVR-00122 for property located at 3035 St. Elmo Avenue. (District 7)
- f. 2019-33 Adolph & Donna Harkins. A resolution approving Short Term Vacation Rental Application No. 19-STVR-00123 for property located at 3039 St. Elmo Avenue. (District 7)

**LEGAL**

- g. A resolution amending Resolution No. 29082 adopting a public records policy to include recent state law changes to Tenn. Code Ann. § 10-7-504(a) and to include revised forms attached to said policy.

**PUBLIC WORKS AND TRANSPORTATION**

**Public Works**

- h. A resolution authorizing the Department of Public Works to enter into an agreement with the Tennessee Department of Environment and Conservation (TDEC) for financing of capital construction projects for the Department of Public Works required by the Consent Decree for the Interceptor Sewer System (ISS), for an amount not to exceed \$30 million. (District 1) (Consent Decree)
- i. A resolution authorizing the award of Contract No. M-18-002-201 to Tri-State Roofing Contractors, LLC of Chattanooga, TN, Replacement Roofing System for the Bessie Smith Center, in the amount of \$299,544.80, plus a contingency amount of \$30,000.00, for an amount not to exceed \$329,544.80. (District 8)
- j. A resolution to amend Resolution No. 30018 so as to award Contract No. S-18-012-201 to Kleenco Construction of Tennessee, Inc. of Chattanooga, TN, Applying Street Drainage Improvements, in the amount of \$1,068,084.00, with a contingency in the amount of \$100,000.00, for a total amount not to exceed \$1,168,084.00. (District 8)
- k. A resolution authorizing the Administrator for the Department of Public Works to execute a Mutual Operation Agreement with Birchwood II, LLC for use of certain facilities and infrastructure at the City Landfill located at Birchwood. (County District)
- l. A resolution authorizing the Administrator for the Department of Public Works to execute a contract with the U.S. Army Corps of Engineers for Phase IV of the Chattanooga Flood Preparedness Study for an amount of \$300,000.00, and authorizing the City's 50% match in the amount of \$150,000.00.

**Transportation**

- m. A resolution authorizing the Administrator for the Department of Transportation to enter into an agreement with and accept a donation from Parkridge Medical Center, Inc. for the value of material necessary to install improvements to the intersection of Lyerly Street and Oak Street, for the approximate amount of \$10,000.00. (Districts 8 & 9)
  - n. A resolution authorizing the Administrator for the Department of Transportation to enter into an agreement with SDP Corp. for construction services associated with the Transit Stop Accessibility Project, T-15-019-201, in the amount of \$524,010.48, with a contingency amount of \$52,400.00, for a total amount of \$576,410.48.
- 8. Purchases.
  - 9. Other Business.

**Revised Agenda for Tuesday, September 10, 2019**

**Page 8**

10. Committee Reports.
11. Recognition of Persons Wishing to Address the Council on Non-Agenda Matters.
12. Adjournment.



**Proposed City Council Purchases 09-10-2019**

DEPARTMENT REQUISITION NO.	ITEM DESCRIPTION	BIDS REQUESTED	BIDS RETURNED	LOWEST/BEST BIDDER	COST	FUND NAME	SUMMARY Additional Supplementation Requested Collected Prior to Council Session
PO551292 Chattanooga Fire Department	Blanket Contract Renewal - Firefighter's Helmets - Fire Department	8	4	Safe Industries 131 Weakly Lanie, Suire 160 Smyrna, TN 37167	Estimated \$103,500.00 Annually	General Fund	Blanket Contract Renewal - Firefighter's Helmets - Fire Department. The City of Chattanooga is renewing the first (1st) contract renewal for twelve (12) months. There were eight (8) direct bid solicitations and we received four (4) responses in the publicly advertised bid proceedings.
PO552002 Department of Youth & Family Development	Blanket Contract Renewal - Floor Care Services - Department of Youth & Family Development/Head Start Centers	6	3	Altunative Source P.O. Box 514 Oolteway, TN 37363	Estimated \$33,000.00 Annually	General Fund	Blanket Contract Renewal - Floor Care Services - Department of Youth & Family Development/Head Start Centers. This will be the first (1st) contract renewal for twelve (12) months with the option to renew one (1) additional twelve (12) month term. There were six (6) direct bid solicitations and we received three (3) responses in the publicly advertised bid proceedings.
PO545729 Finance Department	Blanket Contract Renewal - Tax Bill Printing and Mailing - Finance Department	39	3	Allison Payment Systems, LLC 2200 Production Drive Indianapolis, IN 46241	Estimated \$85,000.00 Annually	General Fund	Blanket Contract Renewal - Tax Bill Printing and Mailing - Finance Department. The City of Chattanooga is renewing the second (2nd) and final contract renewal for twelve (12) months. There were thirty-nine (39) direct bid solicitations and we received three (3) responses in the publicly advertised bid proceedings.
R186805 Public Works Department	Purchase - Library/Reading Room Furniture - Public Works Department	3	2	NOI-Chattanooga 4167 S. Creek Rd. Chattanooga, TN 37406	Total Amount \$29,588.30	General Fund	Purchase - Library/Reading Room Furniture - Public Works Department. There were three (3) direct bid solicitations and we received two (2) responses in the publicly advertised bid proceedings.
R189600 Public Works Department	Purchase - Four (4) Henderson Stainless Steel Salt Spreader - City Wide Services Division - Public Works Department	-	-	CMI Equipment Sales, Inc, P.O. Box 1528 Goodlettsville, TN 37070	Total Amount \$87,012.00	General Fund	Purchase - Four (4) Henderson Stainless Steel Salt Spreader - City Wide Services Division - Public Works Department. This purchase is utilizing Sourcewell Contract No. 080818-HPI. TCA 6-56-304.2 allows for this single source purchase exempted from the usual advertising and bidding procedures.
PO551289 PO551290 PO551291 Public Works Department	Three (3) Blanket Contract Renewals - Trees - City Wide Services - Forestry Division - Public Works Department	12	7	River Rock Nursery 469 Carl Hitchcock Road Rock Island, TN 38581 and Select Trees Enterprises, Inc. 225 William Pope Road Crawford, GA 30630 and Hidden Valley Nursery, LLC 4456 TN-108 Morrison, TN 37357	Total Estimate \$165,000.00 Annually	General Fund	Three (3) Blanket Contract Renewals - Trees - City Wide Services - Forestry Division - Public Works Department. The City of Chattanooga is renewing the first (1st) contract renewal for twelve (12) months with the option for one (1) additional twelve (12) month term. There were twelve (12) direct bid solicitations and we received seven (7) responses in the publicly advertised bid proceedings.

PO546133 Public Works Department	Blanket Contract Renewal - Liquid Ferric Chloride - Waste Resources Division - Public Works Department	8	2	PVS Technologies Inc. 10900 Harper Ave. Detroit, MI 48213	Estimated \$350,000.00 Annually	Waste Resource Division	Blanket Contract Renewal - Liquid Ferric Chloride - Waste Resources Division - Public Works Department. The City of Chattanooga is renewing the second (2nd) and final contract renewal for twelve (12) months. There were eight (8) direct bid solicitations and we received two (2) responses in the publicly advertised bid proceedings.
PO545857 Public Works Department	Blanket Contract Renewal - Redi-Rock Concrete Blocks - City Wide Services - Public Works Department	6	1	Bradley Tank & Pipe, LLC P.O. Box 3146 Cleveland, TN 37320	Estimated \$35,000.00 Annually	General Fund	Blanket Contract Renewal - Redi-Rock Concrete Blocks - City Wide Services - Public Works Department. The City of Chattanooga is renewing the second (2nd) and final contract renewal for twelve (12) months. There were six (6) direct bid solicitations and we received one (1) response in the publicly advertised bid proceedings.
PO555146 Public Works Department	Blanket Contract Renewal - Sanitary Sewer Cured-In-Place Pipe Lining - Waste Resources Division - Public Works Department	8	4	Granite Inliner, LLC. 4520 North State Road 37 Orleans, IN 47452	Estimated \$1,400,000.00 Annually	Waste Resource Division	Blanket Contract Renewal - Sanitary Sewer Cured-In-Place Pipe Lining - Waste Resources Division - Public Works Department. The City of Chattanooga is renewing the second (2nd) and final contract renewal for twelve (12) months. There were eight (8) direct bid solicitations and we received four (4) responses in the publicly advertised bid proceedings.
PO551536 Public Works Department	Blanket Contract Renewal - Programmable Logic Controller (PLC) Services - Waste Resource Division - Public Works Department	12	3	Adman Electric Co., Inc. P.O. Box 3069 Chattanooga, TN 37404	Estimated \$1,200,000.00 Annually	Waste Resource Division	Blanket Contract Renewal - Programmable Logic Controller (PLC) Services - Waste Resource Division - Public Works Department. The City of Chattanooga is renewing the first (1st) contract renewal for twelve (12) months with the option for one (1) additional twelve (12) month term. There were eight (12) direct bid solicitations and we received three (3) responses in the publicly advertised bid proceedings.
R184643 Public Works Department	Two (2) New Blanket Contracts - Environmental Services - Waste Resources Division - Public Works Department	4	2	Safety-Kleen 4130 South Creek Road Chattanooga, TN 37406 and Tri-State Government Services, LLC 4762 Highway 58, Suite 110 Chattanooga, TN 37416	Estimated \$100,000.00 Annually	Waste Resource Division	Two (2) New Blanket Contracts - Environmental Services - Waste Resources Division - Public Works Department. The City of Chattanooga will issue two (2) contracts for twelve (12) months with the option to renew for two (2) additional twelve (12) month terms. There were four (4) direct bid solicitations and we received two (2) responses in the publicly advertised bid proceedings.



# City of Chattanooga

Mayor Andy Berke

August 29, 2019

Phil Hyman, Fire Chief  
Chattanooga Fire Department  
910 Wisdom Street  
Chattanooga, TN 37406

Subject: P.O. 551292 Blanket Contract Renewal – Firefighter's Helmets – Fire  
Department

Dear Chief Hyman:

Council approval is recommended to extend blanket contract 551292 for Firefighter's Helmets for the Chattanooga Fire Department. This will be the first (1<sup>st</sup>) contract renewal for twelve (12) months with the option to renew for one (1) additional twelve (12) month term. The estimated annual expenditure for this contract is \$103,500.00.

The bid solicitation was sent to eight (8) vendors and four (4) bids were received. The solicitation was re-advertised, but no additional bids were received. Bids are available in the Purchasing Office for your review upon request. A copy of blanket contract 551292 is attached.

I recommend renewal of this contract to Safe Industries, 131 Weakly Lane, Suite 160, Smyrna, TN, 37167, for an additional year, as being in the best interest for the City of Chattanooga

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/hrb/dp  
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: 726157  Safe Industries 5031 Hwy 153 Easley, SC 29642
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PO Date: 27-SEP-18 Buyer: Dedra Partridge FOB: DESTINATION Terms: Immediate
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Purchase Order Number <b>551292</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
Requisition No: 175199 Ordering Dept: Fire Department Buyer: William Tucker Fax: 423-643-7244 Email: wtucker@chattanooga.gov *****					
Items Being Purchased: Fire Helmets – Cairns 1044 *****					
This shall be a twelve-month blanket contract to supply Fire Helmets as needed by agencies of the City of Chattanooga. The contract terms 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 extend the contract by providing written confirmation of agreement by both parties at least 30 days prior to the contract's current expiration date. *****					
Approved by City Council on 9-18-18. Initial contract dates: 9-27-2018 - 9-27-2019 *****					
Items being purchased are to be delivered to:  Fire Inventory 3211 North Belle Arbor Avenue Chattanooga, TN 37406  Delivery Contact: Vanessa Meyer, 423-643-5688 *****					
Vendor Contact Information:  Vendor Name: Safe Industries Contact Person: Karen Alexander Tel.: 615-604-4705 Fax: 615-223-6423 Email: KAlexander@safeindustries.com Mailing Address: 1628 Constellation Court City, State, Zip: Murfreesboro, TN 37129 *****					

\*\*\*\*\* 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: 726157  Safe Industries 5031 Hwy 153 Easley, SC 29642
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PO Date: 27-SEP-18 Buyer: Dedra Partridge FOB: DESTINATION Terms: Immediate	Purchase Order Number <b>551292</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	Cairns Helmet 1044, Clear Defender, Leather Liner, PBI/Kevlar Earlap, Brass Eagle Front Holder, Nomex with Quick release and slide, L/Y Reflexite Trim. Shall include leather front for initial purchase only. No Substitutions.	0.00	Each	\$ 230.0000	\$ 0.00

**TOTAL: \$ .00**

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

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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

September 4, 2019

Lurone Jennings  
Administrator  
Department of Youth and Family Development  
501 West 12<sup>th</sup> Street  
Chattanooga, TN 37402

Subject: PO 552002 Blanket Contract Renewal – Floor Care Services – Youth and Family Development/ Head Start Centers

Dear Mr. Jennings:

Council approval is recommended to extend blanket contract 552002 for Floor Care Services for the Head Start Centers. This will be the first (1<sup>st</sup>) contract renewal for twelve (12) months with the option to renew for one (1) additional twelve (12) month term. The estimated annual expenditure for this contract is \$33,000.

The bid solicitation was sent to six (6) vendors and three (3) bids were received. Bids are available in the Purchasing Office for your review upon request. A copy of blanket contract 552002 is attached.

I recommend renewal of this contract to Alternative Source, P.O. Box 514 Ooltewah, TN 37363, for an additional year, as being in the best interest for the City of Chattanooga

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/js  
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: 22297  Alternative Source PO Box 514 Ooltewah, TN 37363
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PO Date: 26-NOV-18 Buyer: William Tucker FOB: DESTINATION Terms: Immediate	Purchase Order Number <b>552002</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 No: 177301 Ordering Dept: Youth and Family Development Buyer: William Tucker Fax: 423-643-7244 Email: wtucker@chattanooga.gov ..... This shall be a twelve-month blanket contract to supply Floor Care Services at Head Start Centers as needed by agencies of the City of Chattanooga. The contract terms 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 extend the contract by providing written confirmation of agreement by both parties at least 30 days prior to the contract's current expiration date. ..... Vendor Contact Information:  Vendor Name: Alternative Source Contact Person: Barry Gilbert Tel.: 423-280-5285 Fax: Email: brgilbert006@gmail.com Mailing Address: 4205 Dodds Avenue City, State, Zip: Chattanooga, TN .....					

\*\*\*\*\* 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

V E N D O R	Vendor Number: Vendor Alternate ID: 22297  Alternative Source PO Box 514 Ooltewah, TN 37363
----------------------------	--

PO Date: 26-NOV-18 Buyer: William Tucker FOB: DESTINATION Terms: Immediate	Purchase Order Number <b>552002</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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S H I P T O	
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I N V O I C E	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	Strip and wax all tile and solid surface floors in conjunction with the Shampooing of all Carpets and Rugs in Avondale Head Start	0.00	Each	\$ 8,580.0000	\$ 0.00
2	Strip and wax all tile and solid surface floors in conjunction with the Shampooing of all Carpets and Rugs in Avondale EHS Head Start	0.00	Each	\$ 1,650.0000	\$ 0.00
3	Strip and wax all tile and solid surface floors in conjunction with the Shampooing of all Carpets and Rugs in Daisy HS	0.00	Each	\$ 2,605.0000	\$ 0.00
4	Strip and wax all tile and solid surface floors in conjunction with the Shampooing of all Carpets and Rugs in Cedar Hill	0.00	Each	\$ 2,372.0000	\$ 0.00
5	Strip and wax all tile and solid surface floors in conjunction with the Shampooing of all Carpets and Rugs in North Chatt	0.00	Each	\$ 1,270.0000	\$ 0.00

**TOTAL: \$ .00**

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

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# City of Chattanooga

Mayor Andy Berke

August 26, 2019

Ms. Daisy Madison, Administrator  
Finance Department  
101 East 11th Street  
Chattanooga, TN 37402

Subject: P.O. 545729 Extension – Tax Bill Printing and Mailing – Finance Department

Dear Ms. Madison:

Council approval is recommended to renew blanket contract 545729 with Allison Payment Systems, LLC, for Printing and Mailing of Tax Bills as needed by the Finance Department. The City of Chattanooga is renewing the second (2<sup>nd</sup>) and final contract for twelve (12) months. The estimated annual expenditure for this contract is \$85,000. A copy of the contract is enclosed.

The bid solicitation was sent to thirty-nine (39) vendors. Three (3) bids were received. Bids are available in the Purchasing Office for your review upon request. A copy of blanket contract 545729 is attached.

I recommend extension of this contract with Allison Payment Systems, LLC, 2200 Production Drive, Indianapolis, IN 46241, for an additional year, as being in the best interest for the City of Chattanooga

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/hb  
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: 773152  Allison Payment Systems LLC PO Box 102 Indianapolis, IN 46206
--	--

PO Date: 27-SEP-17 Buyer: William Tucker FOB: DESTINATION Terms: Immediate	Purchase Order Number <b>545729</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 No.: 158540 / Bid 304857 Ordering Dept.: Finance / Treasury Originating Buyer: Deidre Keylon Phone No.: 423-643-7231					
Items Being Purchased: Printing, Folding, Stuffing, and Mailing of Tax Bills and Related Bills, Notices, and Summons					
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 unable to download, call buyer for a copy.					
This Shall Be A Twelve (12) Month Blanket Contract To Supply Printing, Folding, Stuffing, and Mailing of Tax Bills and Related Bills, Notices, and Summons. 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.					
<b>PRICE ESCALATION CLAUSE:</b> 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 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.					
QUANTITIES ARE ESTIMATES ONLY. THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.					
INITIAL CONTRACT YEAR BEGINNING/ENDING DATES: 09-20-2017 TO 09-19-2018					
City Council approved purchase R158540 - 09/19/17 - estimated annual amount \$85,000.00					
Vendor Contact: Jeremy M. Carper, National Account Executive Allison Payment Systems, LLC P.O. Box 102, Indianapolis, IN 46206-0102 or 2200 Production Drive, Indianapolis, 46241 email: jcarper@apsllc.com 317-808-2719 Office (Direct Line); 319-939-4032 Cell 317-808-2400 Home Office; 317-808-2477 Fax					

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

V E N D O R	Vendor Number: Vendor Alternate ID: 773152  Allison Payment Systems LLC PO Box 102 Indianapolis, IN 46206
----------------------------	--

PO Date: 27-SEP-17 Buyer: William Tucker FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number</b> <b>545729</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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S H I P T O	
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I N V O I C E	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>
***** THIS IS A REVISION TO A PRIOR ORDER *****  Change buyer to William Garry Tucker					

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

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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: 773152  Allison Payment Systems LLC PO Box 102 Indianapolis, IN 46206
--	--

PO Date: 27-SEP-17 Buyer: William Tucker FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 545729</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	Printing, folding, stuffing, mailing (no postage) of single page Tax Bills, Past Due Notices, Summons, with return envelope	0.00	Each	\$ 0.0900	\$ 0.00
2	Printing, folding, stuffing, mailing (no postage) of single page OSAP Bills, with return envelope	0.00	Each	\$ 0.1221	\$ 0.00
3	Postage per peice for mailing at bulk rate 1-3 oz	0.00	Each	\$ 0.3800	\$ 0.00
4	Postage per peice for mailing at non-bulk rate	0.00	Each	\$ 0.4100	\$ 0.00

**TOTAL: \$ .00**

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# City of Chattanooga

Mayor Andy Berke

September 3, 2019

Justin Holland  
Administrator  
Public Works Department  
2100 Market Street  
Chattanooga, TN 37402

Subject: R186805 – Library/Reading Room Furniture

Dear Mr. Holland:

Council approval is recommended to purchase Library/Reading Room Furniture for the Avondale YFD Center.

The invitation to bid was sent to three (3) vendors as well as formally advertised. Only one (1) response was received. The invitation was re-bid and produced one (1) additional bid as shown below. A copy of the actual bids is retained on file in the Purchasing Office for your review upon request.

<u>Bidder</u>	<u>Amount</u>
NOI	\$29,588.30
Contract Furniture Alliance	\$77,213.46

I recommend awarding this contract in the amount of \$29,588.30 to NOI as the best bid meeting specifications for the City of Chattanooga.

Respectfully yours,

Bonnie Woodward  
Purchasing Director

BW/dt

# BID SOLICITATION



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

<b>BID OPENING DATE AND TIME:</b> 06-AUG-19 at 2:00 PM <b>BID NUMBER: 305599</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
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Requisition No: R186805  
 Ordering Dept: Public Works  
 Buyer & Phone: Debbie Talley (423) 643-7230

Items Being Purchased: Library/Reading Room Furniture

ATTACHMENTS:  
 Specifications (7 Pages)  
 Affirmative Action Plan (2 Pages)  
 Iran Divestment Act (1 Page)  
 Non Contact/No Avocacy Affidavit (1 Page)

\*\*\* BID MUST BE RECEIVED NO LATER THAN \*\*\*  
 \*\*\* 2:00 PM EST ON August 6, 2019 \*\*\*

City of Chattanooga (COC) Terms and Conditions posted on Website  
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

If you can't download call buyer for a copy

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 NOI Chattanooga  
 Address 4167 S. Creek Rd.  
Chattanooga, TN 37406  
 Phone/Toll-Free No. 423-629-6100  
 Fax No. 423-629-6177  
 eMail Address SDAvis@NOI-TN.com

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

06-AUG-19 at 2:00 PM

**BID NUMBER:** 305599

**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	Cultural Surroundings, Part No. H180533-01, AV Display on Castors, Per Attached Specifications	2	Each	2503.75	5007.50
2	Cultural Surroundings, Part No. H190076-03, Big "S", Per Attached Specifications	1	Each	13002.45	13002.45
3	Cultural Surroundings, Part No. NSF.01, Nova Sigle Faced Shelving on Casters, Per Attached Specifications	2	Each	3904.90	7809.80
4	Delivery and Installation + Freight	1	Each	3768.55	3768.55

**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: Net 30 from invoice

TELEPHONE NUMBER: 423-629-6100

COMPANY: NOI Chattanooga

SIGNATURE: [Signature]

NAME AND TITLE: Steven Davis Brand Manager



**FURNISHINGS FOR READING ROOM/ TECH LAB  
Y-15-008-804  
AVONDALE YOUTH  
AND  
FAMILY DEVELOPMENT CENTER**

**PART 1 – GENERAL**

**1.01 PURPOSE**

The purpose of this bid is to provide and install selected furnishings for the Avondale YFD Center reading room/tech lab/library area.

**1.02 SCOPE OF SERVICES**

- A. The Scope of Services included in these Specifications shall be for all labor, benefits, equipment, fuel, and any other related expenses necessary to provide, store if necessary, deliver, and install specific furniture pieces specified herein.

**1.03 BASIS OF BIDDING**

- A. The labor cost shall include any and all costs for wages, benefits, indirect costs, overhead and profit, insurance, taxes, travel, and any other related direct or indirect costs. The cost of bid items measured by the hour shall be for all required personnel and any and all equipment necessary to perform the work described herein.
- B. The cost of all parts, materials, and incidentals necessary to provide, store if necessary, deliver, and install the furniture shall be included in the cost of the items bid.
- C. The cost of bid items measured by the hour shall only be permitted to reflect straight time. Overtime work shall not be permitted without prior written consent.

**1.04 REFERENCES AND EXPERIENCE**

- A. The Vendor shall submit a brief company history.
- B. The Vendor shall provide a list of five (5) customers for whom the Vendor has provided and installed furnishings within the past three (3) years.

**1.05 WARRANTY**

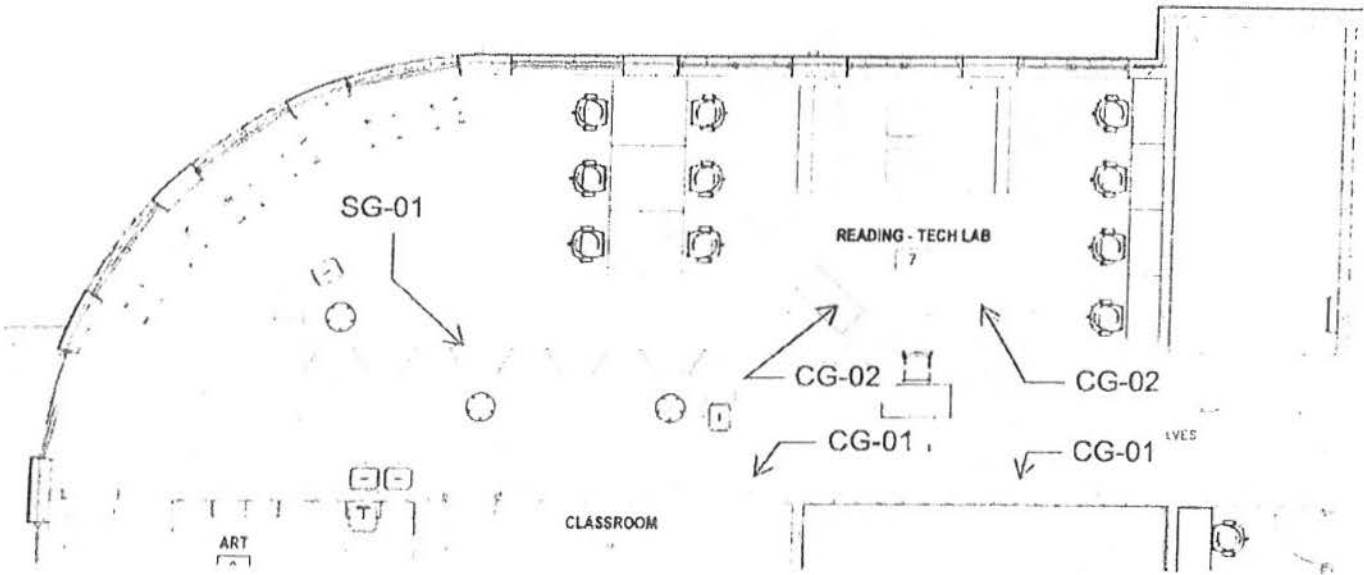
- A. The Vendor shall warrant and guarantee the work performed and the products provided for a period of no less than one (1) year following completion of delivery and installation of all specified products.

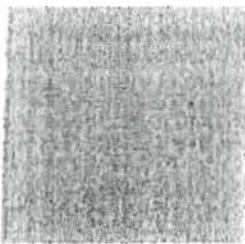
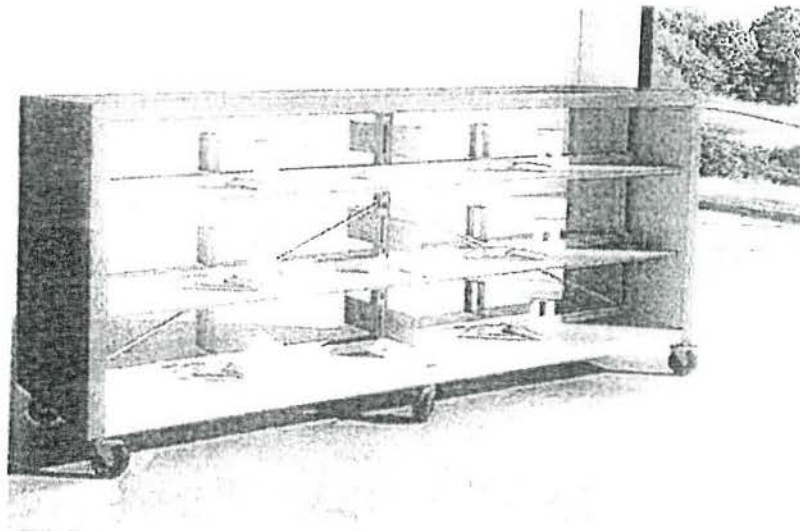
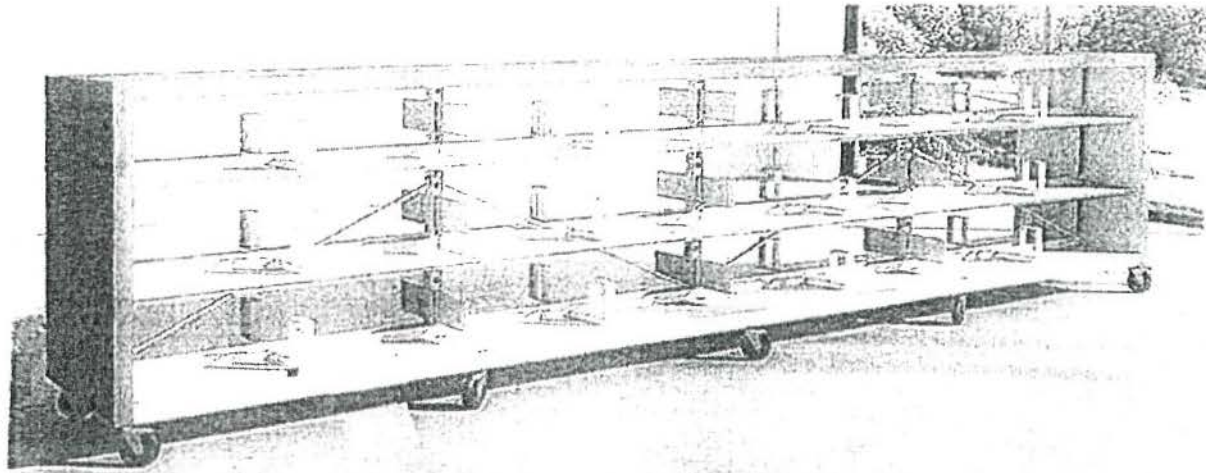
**PART 2 -- SERVICES AND OTHER REQUIREMENTS**

**2.01 GENERAL**

**2.02 COMPLIANCE WITH APPLICABLE REGULATIONS**

# NOTATED FLOOR PLAN





Frame  
Finish:  
Iduna  
Matt Natural  
Steel

Shelf Finish:  
HPL or  
Powdercoat  
finish to  
match  
Wilsonart  
Frosty White  
1573

**Description**

Childrens shelving unit with casters,  
adjustable shelves and book dividers

**Quantity**

2

**Location**

Library/ Tech Lab

**Dimensions**

216.53"W x 17.71"D x 59.05"H



**Affirmative Action Plan  
For  
City of Chattanooga X-##-###**

NOT Chattanooga

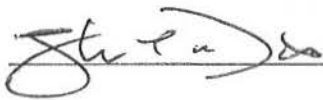
(Name of Contractor)

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:

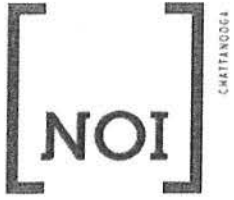
1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard 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 of 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, or 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 works' 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. The DBE goal for this project has been set at 0%.
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.
6. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:

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) Steven Davis  
(BUSINESS NAME) NOI-Chatanooga  
(DATE) 8-6-14

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>



**FURNITURE+DESIGN+INSTALLATION**

4167 South Creek Road  
 Chattanooga, TN 37406  
 P: 423-629-6100  
 F: 423-629-6177

**Project #:** City  
**Acct Code:** City  
**Date:** 08-06-2019  
**Contact:** TBD  
**Phone:** 423-643-6220  
**Sales Person:** Steven Davis  
**Customer Service Rep:** Jeanitta Allison  
**Designer:** Sarah Roach

Billing Address	Delivery Address
<b>City of Chattanooga</b> Purchasing Dept. 101 E. 11th St. Ste. G13 Chattanooga, TN 37402	<b>City of Chattanooga</b> Avondale Youth & Family Development 1010 N. Moore Rd. Chattanooga, TN 37411

TAX: \$0.00

NOTES:

**TOTAL: \$29,588.30**

**CLIENT APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Qty.	Product	Price Unit	Extended
1	2 <b>H180533-01</b> AV display on castors double sided. 1124x1006x1627. Wooden panels w/ slats	\$2,503.75	\$5,007.50
2	1 <b>H190076-03</b> Big "S" 8 curved laquered book bins 1200x680x400 curved uphol laq base	\$13,002.45	\$13,002.45
3	2 <b>NSF.01</b> Nova single faced shelving on casters 216.53x17.71 x59.05	\$3,904.90	\$7,809.80
4	1 <b>CULTURAL SURROUNDINGS FRT</b> Product freight in container to Chattanooga	\$1,945.00	\$1,945.00

Qty.	Product	Price Unit	Extended
5	1 <b>INSTALLATION AND DELIVERY</b> Installation and delivery of product	\$1,823.55	\$1,823.55

Subtotal for: **\$29,588.30**

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**Total: \$29,588.30**

ADDENDUM NO. I

BID NO: 305599

DATE OF BID OPENING: August 6, 2019

TIME: 2:00 PM

DEPARTMENT: Public Works

COMMODITY: Library/Reading Room Furniture

**Bid Opening Date Has Been Extended Until August 13, 2019**

(SIGNED)  \_\_\_\_\_

COMPANY: MOI-Chelmsford

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





# City of Chattanooga

Mayor Andy Berke

September 3, 2019

**Mr. Justin Holland**  
**Administrator, Public Works Department**  
**City Wide Services Division**  
**1250 Market Street, Suite 2100**  
**Chattanooga, TN 37402**

**Subject: Requisition No. 189600 – Henderson Stainless Steel Salt Spreader (4) –  
City Wide Services Division – Public Works Department**

**Dear Mr. Holland:**

**Council approval is recommended to issue a purchase order for the purchase of four (4) Henderson Stainless Steel Salt Spreaders as needed by City Wide Services Division of the Public Work Department.**

**This purchase is from CMI Equipment Sales, Inc using Sourcewell Contract No. 080818-HPI. The cost is \$21,753.00 each for a total of \$87,012.00. TCA 6-56-304.6 allows for this single source purchase exempted from the usual advertising and bidding procedures.**

**I recommend approval of this purchase to CMI Equipment Sales, Inc, P.O. Box 1528, Goodlettsville, TN 37070 as being in the best interest of the City of Chattanooga.**

**Respectfully yours,**

A handwritten signature in cursive script that reads "Bonnie Woodward".

**Bonnie Woodward**  
**Director of Purchasing**

**BW/mlm**

**Attachments**

**CMI Equipment Sales, Inc.**

P.O. Box 1528

Goodlettsville, TN 37070

www.cmiequip.com 615-227-7800

**QUOTE - DO NOT PAY**

Quote: 01-1336

Date: 8/21/2019

PO:

CustId: C/ CHATTANOOGA

Cust Email: acctspayable@chattanooga.gov

Phone: (423) 643-7375

Salesperson: WayneC

User: AlexA

Bill To:

CITY OF CHATTANOOGA  
ATTN: ACCOUNTS PAYABLE  
SUITE 101, 101 E 11TH ST  
CHATTANOOGA, TN 37402

Ship To:

CITY OF CHATTANOOGA

Sourcewell Contract # 080818 - HPI

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
FSH- II	QU	FSH- II	4.0000		\$21,414.00		
		HE - 8' Stainless Steel Salt Spreader					
		: Tip Up Spinner (Option)			\$530.00		
		: Dual Auger (Option)			\$2,226.00		
		Line Discount: 10.00%			(\$2,417.00)		
		<b>Total FSH- II</b>					\$87,012.00
Remark	RE	56" sides, 5.5 cu. yd.					
Remark	RE	Single 7" Auger					
Remark	RE	Dump Over Shute					
Remark	RE	10" SS Spiner Shute Extension					
Remark	RE	Inverted Vee					
Remark	RE	Top Grate Screens					
Remark	RE	Rear Hose Kit w/ Quick Couplers					
Remark	RE	Dump Body Kit w/ Ratchet Strap					
Remark	RE	Trunnion Latch					
<b>Total:</b>							<b>\$87,012.00</b>

Totals

<b>Sub Total:</b>	<b>\$87,012.00</b>
<b>Total Tax:</b>	<b>\$0.00</b>
<b>Invoice Total:</b>	<b>\$87,012.00</b>



## Henderson

Snow & Ice Control Equipment

#080818-HPI

Maturity Date: 10/29/2022

---

Products & Services 

## Products & Services

Sourcewell contract 080818-HPI gives access to the following types of goods and services:

- Snow and ice control application
- Ice control production equipment
- Maintenance equipment

Additional information can be found on the vendor-provided, nongovernment website at:  
[www.hendersonproducts.com/national-contract.html](http://www.hendersonproducts.com/national-contract.html)

## Become a Member

Simply complete the online application or contact the Membership Team at [membership@sourcewell-mn.gov](mailto:membership@sourcewell-mn.gov) or 877-585-9706.

**FORM E**

**CONTRACT ACCEPTANCE AND AWARD**



(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract #: 080818-HPI

Proposer's full legal name: Henderson Products Inc.

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be October 29, 2018 and will expire on October 29, 2022 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

**Sourcewell Authorized Signatures:**

*Jeremy Schwartz*

78144D620E684E3

SOURCEWELL DIRECTOR OF OPERATIONS AND  
PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz  
(NAME PRINTED OR TYPED)

DocuSigned by:

*Chad Coquette*

3F75ED2BA547446

SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette  
(NAME PRINTED OR TYPED)

Awarded on October 22, 2018

Sourcewell Contract # 080818-HPI

**Vendor Authorized Signatures:**

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name HENDERSON PRODUCTS INC.

Authorized Signatory's Title DIRECTOR OF FINANCE

*David Westergaard*

VENDOR AUTHORIZED SIGNATURE

DAVID WESTERGAARD  
(NAME PRINTED OR TYPED)

Executed on OCT. 29, 2018

Sourcewell Contract # 080818-HPI

Form C

EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS,  
AND SOLUTIONS REQUEST



Company Name: **Henderson Products Inc**

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by Sourcewell or included in the final contract. Sourcewell will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	Sourcewell ACCEPTS

Proposer's Signature:   
Jon Sievert | President

Date: August 6, 2018

Sourcewell's clarification on exceptions listed above:

No exceptions noted.





FORM D

**Formal Offering of Proposal**  
(To be completed only by the Proposer)

SNOW AND ICE HANDLING EQUIPMENT, SUPPLIES, AND ACCESSORIES

In compliance with the Request for Proposal (RFP) for SNOW AND ICE HANDLING EQUIPMENT, SUPPLIES, AND ACCESSORIES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: **Henderson Products Inc**

Date: **August 6, 2018**

Company Address: **1085 South 3<sup>rd</sup> Street**

City: **Manchester**

State: **IA**

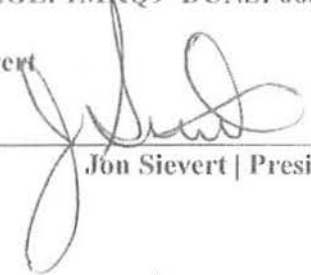
Zip: **52057**

CAGE Code/DUNS: **CAGE: 1MRQ9 DUNS: 068407266**

Contact Person: **Jon Sievert**

Title: **President**

Authorized Signature: \_\_\_\_\_

  
**Jon Sievert | President**

**FORM E**  
**CONTRACT ACCEPTANCE AND AWARD**



(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract #: 080818-HPI

Proposer's full legal name: Henderson Products Inc.

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be October 29, 2018 and will expire on October 29, 2022 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

**Sourcewell Authorized Signatures:**

*Jeremy Schwartz*

70144B620E604E3...  
SOURCEWELL DIRECTOR OF OPERATIONS AND  
PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz  
(NAME PRINTED OR TYPED)

*Chad Coquette*

3F78ED2BA64744B...  
SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette  
(NAME PRINTED OR TYPED)

Awarded on October 22, 2018

Sourcewell Contract # 080818-HPI

**Vendor Authorized Signatures:**

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name HENDERSON PRODUCTS INC.

Authorized Signatory's Title DIRECTOR OF FINANCE

*David Westergaard*

VENDOR AUTHORIZED SIGNATURE

DAVID WESTERGAARD

(NAME PRINTED OR TYPED)

Executed on OCT. 29, 2018

Sourcewell Contract # 080818-HPI



**PROPOSER ASSURANCE OF COMPLIANCE**

**Proposal Affidavit Signature Page**

**PROPOSER'S AFFIDAVIT**

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to Sourcewell members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of Sourcewell, or any person, firm, or corporation under contract with Sourcewell, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer's RFP response.
4. The Proposer will, if awarded a Contract, provide to Sourcewell Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
7. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify Sourcewell for reasonable measures that Sourcewell takes to uphold such a data designation.

**[The rest of this page has been left intentionally blank. Signature page below]**



By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: \_\_\_\_\_

**Henderson Products Inc**

Address: 1085 South 3<sup>rd</sup> Street

City/State/Zip: Manchester, IA 52057

Telephone Number: tollfree: 800-359-4970 direct: 563-927-2828

E-mail Address: jsievert@hendersonproducts.com

Authorized Signature: \_\_\_\_\_  


Authorized Name (printed): Jon Sievert

Title: President

Date: August 6, 2018

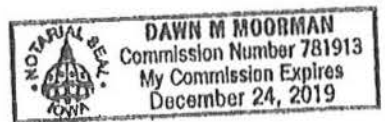
Notarized

Subscribed and sworn to before me this 6th day of August, 2018

Notary Public in and for the County of Delaware State of Iowa

My commission expires: 12/24/2019

Signature: Dawn M Moorman



Form F\_Proposer Assurance of Compliance



# City of Chattanooga

Mayor Andy Berke

September 3, 2019

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

**Subject: Contract Renewal of Blanket PO Nos. 551289, 551290 & 551291 – Trees –  
City Wide Services – Forestry Division – Public Works Department**

Dear Mr. Holland:

Council approval is recommended to renew Blanket PO Nos. 551289, 551290 and 551291 for Trees, City Wide Services Division, Public Works Department. The City of Chattanooga is renewing the first (1<sup>st</sup>) contract renewal option for twelve (12) months, with one (1) renewal option remaining, for an estimated annual amount of \$165,000. Copies of the contracts are enclosed.

The original invitation to bid was sent to twelve (12) vendors as well as formally advertised. Bids were received from seven (7) vendors. Bids are retained on file in the Purchasing Office for your review upon request.

I recommend renewing Blanket PO Nos. 551289, 551290 & 551291 for Trees to  
1) River Rock Nursery, 469 Carl Hitchcock Road, Rock Island, TN 38581,  
2) Select Trees Enterprises, Inc, 225 William Pope Road, Crawford, GA 30630, and  
3) Hidden Valley Nursery, LLC, 4456 TN-108, Morrison, TN 37357.

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/mlm

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: 945228  River Rock Nursery PO Box 752 McMinnville, TN 37111
--	--

PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551289</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
--	---

<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
Requisition / Bid No.: 171447 / 305176 Ordering Dept: City Wide Services: City Forestry, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236  Items Being Purchased: Trees  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 Trees as needed by City Forestry.  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: 945228  River Rock Nursery PO Box 752 McMinnville, TN 37111
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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
<b>Line Nbr</b>	<b>Item ID - Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.					
Purchase Order issued in accordance with River Rock Nursery bid received July 30, 2018 is hereby made part of this contract.					
City Council approved on September 11, 2018					
Contract dates: October 17, 2018 to October 16, 2019					
Vendor Contact: Marilenea Brown Phone No.: 931-686-2620 Fax No.: 931-686-2610 E-mail: riverrocknursery@hotmail.com					
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 & Conditions, and the bid or quotation.					
Representative: _____			Agreed to and accepted by: _____		
Title: _____			CITY OF CHATTANOOGA, TENNESSEE		
Date: _____			Name/Title: _____		
			Department: _____		

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

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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	Aeryn Trident Maple 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00
2	Autumn Blaze Maple 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00
3	Autumn Gold Ginkgo 2" Tree	0.00	Each	\$ 130.0000	\$ 0.00
5	Ascendor Willow Oak 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00
6	Autumn Brilliance Serviceberry 5'-7" Tree	0.00	Each	\$ 60.0000	\$ 0.00
9	Bald Cypress 2" Tree	0.00	Each	\$ 70.0000	\$ 0.00
10	Blackgum 2" Tree	0.00	Each	\$ 90.0000	\$ 0.00
12	Bosque Elm 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00
14	Bur Oak 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00
16	Chinese Fringe 9'-10' Tree	0.00	Each	\$ 85.0000	\$ 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: 945228
	River Rock Nursery PO Box 752 McMinnville, TN 37111

PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551289</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<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
18	Dawn Redwood 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00
19	Emerald Green Arborvitae 7'-8' Tree	0.00	Each	\$ 75.0000	\$ 0.00
20	Foster Holly 6' Tree	0.00	Each	\$ 80.0000	\$ 0.00
21	Goldenrain 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00
22	Green Giant Arborvitae 7'-8' Tree	0.00	Each	\$ 75.0000	\$ 0.00
23	Green Pillar Willow Oak Tree	0.00	Each	\$ 80.0000	\$ 0.00
24	Greenspire Linden 2" Tree	0.00	Each	\$ 80.0000	\$ 0.00
26	Highbeam Overcup Oak 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00
27	Hightower Willow Oak 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00
29	Kousa Dogwood 1-3/4" Tree	0.00	Each	\$ 70.0000	\$ 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: 945228
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PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	Purchase Order Number <b>551289</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<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
31	Leyland Cypress 6'-7' Tree	0.00	Each	\$ 65.0000	\$ 0.00
32	Little Gem Magnolia 6'-7' Tree	0.00	Each	\$ 125.0000	\$ 0.00
33	Little Volunteer Tulip Poplar 2"Tree	0.00	Each	\$ 75.0000	\$ 0.00
34	Musashino Zelkova 2" Tree	0.00	Each	\$ 80.0000	\$ 0.00
35	Nellie Stevens Holly 6'-7' Tree	0.00	Each	\$ 80.0000	\$ 0.00
36	Okame Cherry 2" Tree	0.00	Each	\$ 70.0000	\$ 0.00
37	Overcup Oak 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00
38	Pin Oak 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00
45	Saucer Magnolia 6'-8' Tree	0.00	Each	\$ 70.0000	\$ 0.00
46	Shumard Oak 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00

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**City of Chattanooga**  
101 East 11th Street, Suite G13  
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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
48	Sweet Bay Magnolia 6'-8' Tree	0.00	Each	\$ 70.0000	\$ 0.00
50	Tulip Poplar 2" Tree	0.00	Each	\$ 75.0000	\$ 0.00
51	Village Green Zelkova 2" Tree	0.00	Each	\$ 80.0000	\$ 0.00
53	Willow Oak 2" Tree	0.00	Each	\$ 85.0000	\$ 0.00
55	Yellowwood 2" Tree	0.00	Each	\$ 100.0000	\$ 0.00
56	Yoshino Cherry 2" Tree	0.00	Each	\$ 70.0000	\$ 0.00
58	Columnar European Hornbeam 2" Tree	0.00	Each	\$ 105.0000	\$ 0.00
59	Seedless Sweetgum 2" Tree	0.00	Each	\$ 90.0000	\$ 0.00
60	Miscellaneous Trees; 0 % Markup for Trees not list above	0.00	Each	\$ 1.0000	\$ 0.00

**TOTAL: \$ .00**

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# Purchase Order BLANKET



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

V E N D O R	Vendor Number: 645531 Vendor Alternate ID: 241  Select Trees PO Box 6671 Athens, GA 30604
----------------------------	--

PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	Purchase Order Number <b>551290</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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S H I P T O	
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I N V O I C E	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
Requisition / Bid No.: 171447 / 305176 Ordering Dept.: City Wide Services: City Forestry, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236  Items Being Purchased: Trees  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 Trees as needed by City Forestry.  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.					

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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: 645531 Vendor Alternate ID: 241  Select Trees PO Box 6671 Athens, GA 30604
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PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551290</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						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Line Nbr</th> <th style="width: 40%;">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 Select Trees Enterprises bid received August 7, 2018 is hereby made part of this contract.</p> <p>City Council approved on September 11, 2018</p> <p>Contract dates: October 17, 2018 to October 16, 2019</p> <p>Vendor Contact: Corey Browning Phone No.: 706-743-5124 Fax No.: 706-743-5129 E-mail: cbrowning@selecttrees.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: _____</p> <p>Title: _____ CITY OF CHATTANOOGA, TENNESSEE</p> <p>Date: _____ Name/Title: _____</p> <p style="margin-left: 150px;">Department: _____</p>	Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total		
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total			

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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: 645531 Vendor Alternate ID: 241  Select Trees PO Box 6671 Athens, GA 30604
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PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551290</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
26	Highbeam Overcup Oak 2" Tree	0.00	Each	\$ 370.0000	\$ 0.00
60	Miscellaneous Trees; 0 % Markup for Trees not list above	0.00	Each	\$ 1.0000	\$ 0.00

**TOTAL: \$ .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: 743660 Vendor Alternate ID: 10965  <b>Hidden Valley Nursery</b> P O Box 235 Highway 108 S Viola, TN 37394
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PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551291</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
Requisition / Bid No.: 171447 / 305176 Ordering Dept.: City Wide Services: City Forestry, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236  Items Being Purchased: Trees  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 Trees as needed by City Forestry.  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.					

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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: 743660 Vendor Alternate ID: 10965  Hidden Valley Nursery P O Box 235 Highway 108 S Viola, TN 37394
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PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551291</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	
<b>Line Nbr</b>	<b>Item ID - Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
<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 Hidden Valley Nursery, LLC bid received August 7, 2018 is hereby made part of this contract.</p> <p>City Council approved on September 11, 2018</p> <p>Contract dates: October 17, 2018 to October 16, 2019</p> <p>Vendor Contact: Marsha Scott                      Phone No.: 931-635-3535                      Fax No.: 931-635-3536                      E-mail: marsha@hiddenvalleynursery.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: _____</p> <p>Title: _____ CITY OF CHATTANOOGA, TENNESSEE</p> <p>Date: _____ Name/Title: _____</p> <p>Department: _____</p>					

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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: 743660 Vendor Alternate ID: 10965  Hidden Valley Nursery P O Box 235 Highway 108 S Viola, TN 37394
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PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551291</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	Aeryn Trident Maple 2" Tree	0.00	Each	\$ 120.0000	\$ 0.00
2	Autumn Blaze Maple 2" Tree	0.00	Each	\$ 120.0000	\$ 0.00
3	Autumn Gold Ginkgo 2" Tree	0.00	Each	\$ 140.0000	\$ 0.00
4	American Hophornbeam 1-3/4" Tree	0.00	Each	\$ 110.0000	\$ 0.00
5	Ascendor Willow Oak 2" Tree	0.00	Each	\$ 125.0000	\$ 0.00
6	Autumn Brilliance Serviceberry 5'-7' Tree	0.00	Each	\$ 75.0000	\$ 0.00
9	Bald Cypress 2" Tree	0.00	Each	\$ 100.0000	\$ 0.00
10	Blackgum 2" Tree	0.00	Each	\$ 145.0000	\$ 0.00
12	Bosque Elm 2" Tree	0.00	Each	\$ 126.0000	\$ 0.00
13	Bowhall Red Maple 2" Tree	0.00	Each	\$ 120.0000	\$ 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: 743660 Vendor Alternate ID: 10965  Hidden Valley Nursery P O Box 235 Highway 108 S Viola, TN 37394
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PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551291</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
--	--

Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
14	Bur Oak 2" Tree	0.00	Each	\$ 125.0000	\$ 0.00
16	Chinese Fringe 9'-10' Tree	0.00	Each	\$ 132.0000	\$ 0.00
17	Chinese Pistache 2" Tree	0.00	Each	\$ 119.0000	\$ 0.00
19	Emerald Green Arborvitae 7'-8' Tree	0.00	Each	\$ 81.0000	\$ 0.00
21	Goldenrain 2" Tree	0.00	Each	\$ 110.0000	\$ 0.00
22	Green Giant Arborvitae 7'-8' Tree	0.00	Each	\$ 86.0000	\$ 0.00
25	Happidaze Sweetgum 2" Tree	0.00	Each	\$ 109.0000	\$ 0.00
28	Kentucky Coffeetree 2" Tree	0.00	Each	\$ 125.0000	\$ 0.00
29	Kousa Dogwood 1-3/4" Tree	0.00	Each	\$ 93.0000	\$ 0.00
30	Legacy Sugar Maple 2" Tree	0.00	Each	\$ 140.0000	\$ 0.00

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101 East 11th Street, Suite G13  
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<b>V E N D O R</b>	Vendor Number: 743660 Vendor Alternate ID: 10965  Hidden Valley Nursery P O Box 235 Highway 108 S Viola, TN 37394
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PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551291</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	Leyland Cypress 6'-7' Tree	0.00	Each	\$ 75.0000	\$ 0.00
34	Musashino Zelkova 2" Tree	0.00	Each	\$ 119.0000	\$ 0.00
35	Nellie Stevens Holly 6'-7' Tree	0.00	Each	\$ 130.0000	\$ 0.00
36	Okame Cherry 2" Tree	0.00	Each	\$ 100.0000	\$ 0.00
37	Overcup Oak 2" Tree	0.00	Each	\$ 125.0000	\$ 0.00
38	Pin Oak 2" Tree	0.00	Each	\$ 125.0000	\$ 0.00
39	Prairiefire Crabapple 2" Tree	0.00	Each	\$ 90.0000	\$ 0.00
40	Princeton American Elm 2" Tree	0.00	Each	\$ 126.0000	\$ 0.00
41	Trident Maple 2" Tree	0.00	Each	\$ 120.0000	\$ 0.00
42	Redbud 2" Tree	0.00	Each	\$ 108.0000	\$ 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: 743660 Vendor Alternate ID: 10965  Hidden Valley Nursery P O Box 235 Highway 108 S Viola, TN 37394
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PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551291</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
--	--

Requestor			Requisition Number		Bid Number
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
46	Shumard Oak 2" Tree	0.00	Each	\$ 125.0000	\$ 0.00
47	Silver Linden 2" Tree	0.00	Each	\$ 120.0000	\$ 0.00
48	Sweet Bay Magnolia 6'-8' Tree	0.00	Each	\$ 89.0000	\$ 0.00
50	Tulip Poplar 2" Tree	0.00	Each	\$ 110.0000	\$ 0.00
51	Village Green Zelkova 2" Tree	0.00	Each	\$ 119.0000	\$ 0.00
52	Wildfire Blackgum 2" Tree	0.00	Each	\$ 145.0000	\$ 0.00
53	Willow Oak 2" Tree	0.00	Each	\$ 125.0000	\$ 0.00
54	Winter King Hawthorne 2" Tree	0.00	Each	\$ 105.0000	\$ 0.00
55	Yellowwood 2" Tree	0.00	Each	\$ 139.0000	\$ 0.00
56	Yoshino Cherry 2" Tree	0.00	Each	\$ 100.0000	\$ 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: 743660 Vendor Alternate ID: 10965  Hidden Valley Nursery P O Box 235 Highway 108 S Viola, TN 37394
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PO Date: 26-SEP-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551291</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
59	Seedless Sweetgum 2" Tree	0.00	Each	\$ 109.0000	\$ 0.00
60	Miscellaneous Trees; 20 % Markup for Trees not list above	0.00	Each	\$ 1.0000	\$ 0.00

**TOTAL: \$ .00**

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# City of Chattanooga

Mayor Andy Berke

August 23, 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. 546133 Liquid Ferric Chloride  
– Waste Resources Division - Public Works**

Dear Mr. Holland:

The Public Works Department may now seek Council approval to renew Blanket PO No. 546133 Liquid Ferric Chloride for the Waste Resources Division. The City of Chattanooga is renewing the second (2nd) and final contract renewal option for twelve (12) months, for a total estimated annual amount of \$350,000. A copy of the contract is enclosed. There will be a price increase.

The invitation to bid was sent out 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 No. 546133 Liquid Ferric Chloride to PVS Technologies, Inc., 10900 Harper Ave., Detroit, MI 48213.

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/ab

Attachments

# Liquid Ferric Chloride

	Description	2018 Unit Price	2019 Unit Price
Line 1	Liquid Ferric Chloride	\$597 per Dry Ton	\$639 per Dry Ton

# 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: 14962  PVS Technologies Inc 10900 Harper Avenue Detroit, MI 48213
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PO Date: 24-OCT-17 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 546133</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 No.: 160073 Ordering Dept.: Waste Resources Buyer: Geoffrey Hipp 423-643-7233 ***** DESCRIPTION: This shall be a twelve (12) month blanket contract for Liquid Ferric Chloride 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 PVS Technologies, Inc. dated 10-5-17 is hereby made a part of this contract. Payment Terms: Net 30 days Delivery Terms: As Needed ***** APPROVED BY CITY COUNCIL ON October 17, 2017 ***** CONTRACT BEGINNING/ENDING DATES: 10-28-2017 TO 10-28-2018 ***** Vendor Contact: Craig Mikkelson Phone: 313-571-1100 Fax: 313-571-6765					

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

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# Purchase Order BLANKET



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

V E N D O R	Vendor Number: Vendor Alternate ID: 14962  PVS Technologies Inc 10900 Harper Avenue Detroit, MI 48213
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PO Date: 24-OCT-17 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	Purchase Order Number <b>546133</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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S H I P T O	
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I N V O I C E	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	Supply and Delivery of Liquid Ferric Chloride per specifications	0.00	Ton	\$ 597.0000	\$ 0.00

**TOTAL: \$ .00**

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

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# City of Chattanooga

Mayor Andy Berke

September 3, 2019

Mr. Justin Holland  
Administrator, Public Works Department

1250 Market Street, Suite 2100  
Chattanooga, TN 37402

**Subject: Contract Renewal of Blanket PO No. 545857 – Redi-Rock Concrete Blocks  
– City Wide Services – Public Works Department**

Dear Mr. Holland:

Council approval is recommended to renew Blanket PO No. 545857 for Redi-Rock Concrete Blocks, City Wide Services, Public Works Department. The City of Chattanooga is renewing the second (2<sup>nd</sup>) and last renewal option for twelve (12) months, for an estimated annual amount of \$35,000. A copy of the contract is enclosed.

The original invitation to bid was sent to six (6) vendors as well as formally advertised. Bids were received from one (1) vendor. The invitation was re-issued but still produced the only bid response. Bid is retained on file in the Purchasing Office for your review upon request.

I recommend renewing Blanket PO No. 545857 for Redi-Rock Concrete Blocks to Bradley Tank & Pipe, LLC, P.O. Box 3146, Cleveland, TN 37320.

Respectfully yours,

A handwritten signature in cursive script that reads "Bonnie Woodward".

Bonnie Woodward  
Director of Purchasing

BW/mlm

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: 735898 Vendor Alternate ID: 2833  Bradley Tank & Pipe PO Box 3146 Cleveland, TN 37320
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PO Date: 04-OCT-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 545857</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
Requisition No.: 158608 Ordering Dept.: Public Works/City Wide Services Buyer: Dedra Partridge Phone No.: (423) 643-7237  Items Being Purchased: Redi-Rock Concrete Blocks  This Shall Be A Twelve (12) Month Blanket Contract To Supply Redi-Rock Concrete Blocks. The Contract Term May Be Renewed For Two (2) Additional Twelve (12) Month 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.  Vendor Contact: Richard Butler (423) 479-4482 (423) 476-4527 (Fax) rbutter@bradleytankandpipe.com  Approved By City Council On September 19, 2016  Contract Term: October 4, 2017 thru October 3, 2018					

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

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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: 735898 Vendor Alternate ID: 2833  Bradley Tank & Pipe PO Box 3146 Cleveland, TN 37320
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PO Date: 04-OCT-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 545857</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>
	Change Order #1				
	Contract have been extend an additional twelve (12) months. The new contract performance date is October 3, 2019.				
	City Council approved on October 9, 2018				
	1st Renewal				

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

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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: 735898 Vendor Alternate ID: 2833  Bradley Tank & Pipe PO Box 3146 Cleveland, TN 37320
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PO Date: 04-OCT-17 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 545857</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	Redi Rock, 41" Middle Block	0.00	Each	\$ 105.0000	\$ 0.00
2	Redi Rock, 41" Bottom Block	0.00	Each	\$ 105.0000	\$ 0.00
3	Redi Rock, Free Stand Middle Corner	0.00	Each	\$ 95.0000	\$ 0.00
5	Redi Rock, 1/2 Free Stand Middle Corner	0.00	Each	\$ 55.0000	\$ 0.00
6	Redi Rock, Free Stand Middle Corner	0.00	Each	\$ 95.0000	\$ 0.00
7	Redi Rock, Free Stand Top Corner	0.00	Each	\$ 95.0000	\$ 0.00
8	Redi Rock, Top Block	0.00	Each	\$ 95.0000	\$ 0.00

**TOTAL: \$ .00**

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

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# City of Chattanooga

Mayor Andy Berke

August 22, 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. 555146 Sanitary Sewer Cured In-Place Pipe Lining – Waste Resources Division - Public Works**

Dear Mr. Holland:

The Public Works Department may now seek Council approval to renew Blanket PO No. 555146 Sanitary Sewer Cured In-Place Pipe Lining for the Waste Resources Division. The City of Chattanooga is renewing the second (2nd) and final contract renewal option for twelve (12) months, for a total estimated annual amount of \$1,400,000. A copy of the contract is enclosed.

The invitation to bid was sent out to eight (8) vendors as well as formally advertised. Bids were received from four (4) vendors. Bids are retained on file in the Purchasing Office for your review upon request.

I recommend renewing Blanket PO No. 555146 Sanitary Sewer Cured In-Place Pipe Lining to Granite Inliner, LLC., 4520 North State Road 37, Orleans, IN 47452.

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/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: 983241  Granite Inliner LLC 4520 North State Road 37 Orleans, IN 47452
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PO Date: 14-AUG-19 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 555146</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
	Change Order #1				
	Purchase Order has been extended an additional twelve (12) months. The new contract performance date is October 15, 2019. City Council approved on October 23, 2018 1st Renewal RELEASE 545994-8 WAS ENTERED INTO FY20 AND SHOULD HAVE BEEN FY19 DEPARTMENT RETURNED TO RECEIVING AND CAUSED THE RELEASE TO FAIL. AST IS WORKING TO FINALLY CLOSE SO \$231,880. WAS ADDED TO THE BLANKET TO COVER CORRECTED RELEASE 5545994-9.				

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# Purchase Order BLANKET



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

V E N D O R	Vendor Number: Vendor Alternate ID: 983241  Granite Inliner LLC 4520 North State Road 37 Orleans, IN 47452
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PO Date: 14-AUG-19 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	Purchase Order Number <b>555146</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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S H I P T O	
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I N V O I C E	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
Requisition No.: 158558 Ordering Dept.: Waste Resources Buyer: Geoffrey Hipp 423-643-7233 .....					
DESCRIPTION: This shall be a twelve (12) month blanket contract for Sanitary Sewer Cured In-Place Pipe Lining 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 Layne Inliner, LLC dated 9-7-17 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 OCTOBER 10, 2017 .....					
CONTRACT BEGINNING/ENDING DATES: 10-16-2017 TO 10-16-2018 .....					
Vendor Contact: Tyson Crandall Phone: 812-865-3232 Fax: 812-865-3075					

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# Purchase Order BLANKET



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

V E N D O R	Vendor Number: Vendor Alternate ID: 983241  Granite Inliner LLC 4520 North State Road 37 Orleans, IN 47452
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PO Date: 14-AUG-19 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	Purchase Order Number <b>555146</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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S H I P T O	
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I N V O I C E	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
***** THIS IS A REVISION TO A PRIOR ORDER *****  Change Order # 2 Name Change from Layne Inliner, LLC to Granite Inliner, LLC Resolution No. 30002 Approved by Council on July 23, 2019					

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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: 983241
	Granite Inliner LLC 4520 North State Road 37 Orleans, IN 47452

PO Date: 14-AUG-19 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	Purchase Order Number <h3 style="text-align: center;">555146</h3> 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	4-inch CIPP- 0-15 feet deep	0.00	Linear Foot	\$ 200.0000	\$ 0.00
2	4-inch CIPP > 15-20 feet deep	0.00	Linear Foot	\$ 250.0000	\$ 0.00
3	4-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 300.0000	\$ 0.00
4	4-inch heavy Cleaning	0.00	Linear Foot	\$ 30.0000	\$ 0.00
5	6-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 200.0000	\$ 0.00
6	6-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 250.0000	\$ 0.00
7	6-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 300.0000	\$ 0.00
8	6-inch heavy cleaning	0.00	Linear Foot	\$ 30.0000	\$ 0.00
9	8-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 45.0000	\$ 0.00
10	8-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 47.0000	\$ 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: 983241  Granite Inliner LLC 4520 North State Road 37 Orleans, IN 47452
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PO Date: 14-AUG-19 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 555146</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
11	8-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 49.0000	\$ 0.00
12	8-inch heavy cleaning	0.00	Linear Foot	\$ 5.0000	\$ 0.00
13	10-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 50.0000	\$ 0.00
14	10-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 52.0000	\$ 0.00
15	10-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 54.0000	\$ 0.00
16	10-inch heavy cleaning	0.00	Linear Foot	\$ 5.0000	\$ 0.00
17	12-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 65.0000	\$ 0.00
18	12-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 68.0000	\$ 0.00
19	12-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 71.0000	\$ 0.00
20	12-inch heavy cleaning	0.00	Linear Foot	\$ 6.0000	\$ 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: 983241
	Granite Inliner LLC 4520 North State Road 37 Orleans, IN 47452

PO Date: 14-AUG-19 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 555146</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
21	15-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 80.0000	\$ 0.00
22	15-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 83.0000	\$ 0.00
23	15-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 86.0000	\$ 0.00
24	15-inch heavy cleaning	0.00	Linear Foot	\$ 6.0000	\$ 0.00
25	16-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 90.0000	\$ 0.00
26	16-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 95.0000	\$ 0.00
27	16-inch heavy cleaning	0.00	Linear Foot	\$ 7.0000	\$ 0.00
28	18-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 120.0000	\$ 0.00
29	18-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 130.0000	\$ 0.00
30	18-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 140.0000	\$ 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: 983241
	Granite Inliner LLC 4520 North State Road 37 Orleans, IN 47452

PO Date: 14-AUG-19 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number</b> <b>555146</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<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
31	18-inch heavy cleaning	0.00	Linear Foot	\$ 8.0000	\$ 0.00
32	20-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 140.0000	\$ 0.00
33	20-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 150.0000	\$ 0.00
34	20-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 160.0000	\$ 0.00
35	20-inch heavy cleaning	0.00	Linear Foot	\$ 9.0000	\$ 0.00
36	21-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 150.0000	\$ 0.00
37	21-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 160.0000	\$ 0.00
38	21-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 170.0000	\$ 0.00
39	21-inch heavy cleaning	0.00	Linear Foot	\$ 9.0000	\$ 0.00
40	24-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 200.0000	\$ 0.00

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

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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: 983241  Granite Inliner LLC 4520 North State Road 37 Orleans, IN 47452
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PO Date: 14-AUG-19 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 555146</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
41	24-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 220.0000	\$ 0.00
42	24-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 240.0000	\$ 0.00
43	24-inch heavy cleaning	0.00	Linear Foot	\$ 12.0000	\$ 0.00
44	30-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 280.0000	\$ 0.00
45	30-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 300.0000	\$ 0.00
46	30-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 320.0000	\$ 0.00
47	30-inch heavy cleaning	0.00	Linear Foot	\$ 14.0000	\$ 0.00
48	36-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 330.0000	\$ 0.00
49	36-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 350.0000	\$ 0.00
50	36-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 370.0000	\$ 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: 983241
	Granite Inliner LLC 4520 North State Road 37 Orleans, IN 47452

PO Date: 14-AUG-19 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number</b> <b>555146</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
51	36-inch heavy cleaning	0.00	Linear Foot	\$ 17.0000	\$ 0.00
52	42-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 400.0000	\$ 0.00
53	42-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 425.0000	\$ 0.00
54	42-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 450.0000	\$ 0.00
55	42-inch heavy cleaning	0.00	Linear Foot	\$ 20.0000	\$ 0.00
56	48-inch CIPP-0-15 feet deep	0.00	Linear Foot	\$ 450.0000	\$ 0.00
57	48-inch CIPP>15-20 feet deep	0.00	Linear Foot	\$ 475.0000	\$ 0.00
58	48-inch CIPP>20-25 feet deep	0.00	Linear Foot	\$ 500.0000	\$ 0.00
59	48-inch heavy cleaning	0.00	Linear Foot	\$ 25.0000	\$ 0.00
60	Restoring Services by Remote Cutting	0.00	Each	\$ 100.0000	\$ 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: 983241
	Granite Inliner LLC 4520 North State Road 37 Orleans, IN 47452

PO Date: 14-AUG-19 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 555146</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
61	Manhole modification allowance for installation of liners 36-inch and larger	0.00	Each	\$ 1.0000	\$ 0.00
62	Testing Allowance by Independent Testing Laboratory ASTM D638 (tensile) and ASTM D790 (flexural)	0.00	Each	\$ 1.0000	\$ 0.00
63	Point Repair Allowance	0.00	Each	\$ 1.0000	\$ 0.00
64	Mobilization For each Sub-Project.	0.00	Each	\$ 10,000.0000	\$ 0.00
65	Emergency Mobilization (Sub-Project less than 1000 LF)	0.00	Each	\$ 25,000.0000	\$ 0.00
66	CCTV Pre-Inspection where CIPP lining is not feasible	0.00	Linear Foot	\$ 8.0000	\$ 0.00
67	16-inch CIPP>0-15 feet deep	0.00	Linear Foot	\$ 85.0000	\$ 0.00

**TOTAL: \$ .00**

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# City of Chattanooga

Mayor Andy Berke

August 27, 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. 551536 Programmable Logic Controller (PLC) Services – Waste Resources Division - Public Works**

**Dear Mr. Holland:**

The Public Works Department may now seek Council approval to renew Blanket PO No. 551536 Sewer Line Chemical Root Control Services for 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 \$1,200,000. A copy of the contract is enclosed.

The invitation to bid was sent out to twelve (12) vendors as well as formally advertised. Bids were received from three (3) vendors. Bids are retained on file in the Purchasing Office for your review upon request.

I recommend renewing Blanket PO No. 551536 for Programmable Logic Controller (PLC) Services to Adman Electric Co., Inc., PO Box 3069, Chattanooga, TN 37404.

Respectfully yours,

**Bonnie Woodward**  
Director of Purchasing

BW/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: 118978  Adman Electric Co Inc PO Box 3069 Chattanooga, TN 37404
--	--

PO Date: 15-OCT-18 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551536</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
<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.: 175507 / 305214 Ordering Dept.: Waste Resource Division, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236  Items Being Purchased: Programmable Logic Controller ("PLC") 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 Programmable Logic Controller ("PLC") Services for the 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.					

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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: 118978  Adman Electric Co Inc PO Box 3069 Chattanooga, TN 37404
--	--

PO Date: 15-OCT-18 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551536</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						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Line Nbr</th> <th style="width: 40%;">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 issue in accordance with Adman Electric Company, Inc bid is hereby made part of this contract.</p> <p>City Council approved on October 9, 2018</p> <p>Contract dates: October 17, 2018 to October 16, 2019</p> <p>Vendor Contact: Joe Gibson Phone No.: 423-622-5103 Fax No.: 423-648-4216 E-mail: jgibson@admanelectric.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: _____</p> <p>Title: _____ CITY OF CHATTANOOGA, TENNESSEE</p> <p>Date: _____ Name/Title: _____</p> <p style="margin-left: 200px;">Department: _____</p>	Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total		
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total			

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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: 118978
	Adman Electric Co Inc PO Box 3069 Chattanooga, TN 37404

PO Date: 15-OCT-18 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 551536</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	PLC Technician	0.00	Hour	\$ 58.3500	\$ 0.00
2	PLC Technician Overtime	0.00	Hour	\$ 83.2100	\$ 0.00
3	Certified Control Systems Technician	0.00	Hour	\$ 58.3500	\$ 0.00
4	Certified Control Systems Technician Overtime	0.00	Hour	\$ 83.2100	\$ 0.00
5	PLC Engineer	0.00	Hour	\$ 123.9000	\$ 0.00
6	PLC Engineer Overtime	0.00	Hour	\$ 185.8500	\$ 0.00
7	Planned Project Labor	0.00	Hour	\$ 58.3500	\$ 0.00
8	Emergency Project Labor	0.00	Hour	\$ 108.1000	\$ 0.00
9	Parts and Materials, 18 % Markup	0.00	Each	\$ 1.0000	\$ 0.00

**TOTAL: \$ .00**

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# City of Chattanooga

Mayor Andy Berke

September 3, 2019

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

Subject: 184643 / 305626 Environmental Services – Waste Resources  
Division, Public Works

Dear Mr. Holland:

The Public Works Department may now seek Council approval to issue two (2) blanket contracts for Environmental Services for the Waste Resources 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 \$100,000.

The invitation to bid was sent out to four (4) 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 awarding the blanket contract for Environmental Services to Safety-Kleen, 4130 South Creek Rd., Chattanooga, TN 37406 & Tri-State Government Services, LLC., 4762 Highway 58, Ste. 110, Chattanooga, TN 37416 as the best bids meeting specifications for the City of Chattanooga.

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/ab  
Attachments

Bid Tabulation -

Bid # 305626 Environmental Services

Item #	Item	Quantity	Safety Kleen		Tri-State Government Services, LLC	
			Unit Price	Total Price	Unit Price	Total Price
1	Parts Cleaner Service (30 Gallon) / (Per Service)	20	\$ 185.00	\$ 3,700.00	\$ 142.50	\$ 2,850.00
2	Fluorescent Light Bulb Service (Per 4 Ft. Bulb)	90	\$ 1.640	\$ 147.60	\$ 0.45	\$ 40.50
3	Fluorescent Light Bulb Service (Per 8 Ft. Bulb)	50	\$ 2.190	\$ 109.50	\$ 0.90	\$ 45.00
4	Used Grease Services (Per 55 Gallon Drum)	10	\$ 249.00	\$ 2,490.00	\$ 115.50	\$ 1,155.00
5	Used Grease Services (Per 30 Gallon Drum)	15	\$ 195.00	\$ 2,925.00	\$ 102.00	\$ 1,530.00
6	Parts Cleaner Service (20 Gallon) / (Per Service)	20	\$ 145.00	\$ 2,900.00	\$ 127.50	\$ 2,550.00
7	Used Grease Services (Per 15 Gallon Drum)	20	\$ 97.00	\$ 1,940.00	\$ 85.50	\$ 1,710.00
8	Waste Methylene Chloride (per 55 Gallon Drum)	4	\$ 575.00	\$ 2,300.00	\$ 385.50	\$ 1,542.00
9	Waste Methylene Chloride (per 30 Gallon Drum)	4	\$ 375.00	\$ 1,500.00	\$ 331.50	\$ 1,326.00
10	Waste Methylene Chloride (per 15 Gallon Drum)	10	\$ 242.00	\$ 2,420.00	\$ 261.00	\$ 2,610.00
11	Chlorform Waste (Per 55 Gallon Drum)	4	\$ 575.00	\$ 2,300.00	\$ 970.50	\$ 3,882.00
12	Chlorform Waste (Per 30 Gallon Drum)	4	\$ 375.00	\$ 1,500.00	\$ 826.50	\$ 3,306.00
13	Chlorform Waste (Per 15 Gallon Drum)	10	\$ 242.00	\$ 2,420.00	\$ 640.50	\$ 6,405.00
14	Alkaline Batteries (per 5 Gallon)	2	\$ 125.00	\$ 250.00	\$ 142.50	\$ 285.00
15	NiCad Batteries (wet or dry Per 5 Gallon)	4	\$ 119.00	\$ 476.00	\$ 142.50	\$ 570.00
16	Lead Acid Batteries (wet or dry Per 5 Gallon)	4	\$ 119.00	\$ 476.00	\$ 127.50	\$ 510.00
17	Hazardous Liquid (275 Gallon Tote)	5	NO BID	NO BID	\$ 2,325.00	\$ 11,625.00
18	Hazardous Liquid (350 Gallon Tote)	5	NO BID	NO BID	\$ 3,075.00	\$ 15,375.00
19	Non-Hazardous Liquid (275 Gallon Tote)	5	\$ 495.00	\$ 2,475.00	\$ 1,575.00	\$ 7,875.00
20	Non-Hazardous Liquid (350 Gallon Tote)	5	\$ 495.00	\$ 2,475.00	\$ 1,575.00	\$ 7,875.00
21	Hazardous Solid (30 Gallon Drum)	10	NO BID	NO BID	\$ 930.00	\$ 9,300.00
22	Hazardous Solid (35 Gallon Drum)	10	NO BID	NO BID	\$ 1,080.00	\$ 10,800.00
23	Hazardous Solid (55 Gallon Drum)	12	NO BID	NO BID	\$ 1,230.00	\$ 14,760.00
24	Non-Hazardous Solid (30 Gallon Drum)	10	\$ 95.00	\$ 950.00	\$ 102.00	\$ 1,020.00
25	Non-Hazardous Solid (35 Gallon Drum)	10	\$ 95.00	\$ 950.00	\$ 105.00	\$ 1,050.00
26	Non-Hazardous Solid (55 Gallon Drum)	12	\$ 185.00	\$ 2,220.00	\$ 115.50	\$ 1,386.00
27	Mercury and Salt Solutions (Per 30 Gallon Drum)	5	\$ 195.00	\$ 975.00	\$ 2,280.00	\$ 11,400.00
28	PCB Ballast (30 Gallon Drum)	6	\$ 850.00	\$ 5,100.00	\$ 180.00	\$ 1,080.00
29	PCB Ballast (55 Gallon Drum)	6	\$ 1,133.00	\$ 6,798.00	\$ 330.00	\$ 1,980.00
30	Analysis Fee for Outside Lab	1	NO BID	NO BID	\$ 1,500.00	\$ 1,500.00
31	e-Manifest Fee Flat Rate	1	\$ 10.00	\$ 10.00	\$ 37.50	\$ 37.50

TOTAL

\$49,807.10

\$127,380.00

# 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.

V  
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RFQ

## BID OPENING DATE AND TIME:

27-AUG-19 at 2:00 PM

BID NUMBER: 305626

## BUYER:

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

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
<p>Requisition No.: 184643 Bid No.: 305626 Ordering Dept.: Waste Resources Division, Public Works Buyer: Amanda Berkowitz Phone No.: (423) 643-7233 Email: aberkowitz@chattanooga.gov</p> <p>Items Being Purchased: Environmental Services</p> <p>Deadline for Questions: August 20, 2019 Questions must be submitted in writing and will be answered by Addendum after the deadline.</p> <p>ATTACHMENTS: Specifications (4 pgs) Affirmative Action Plan (2 pgs) Iran Divestment Act (1 pg) No Contact / No Advocacy Affidavit 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.</p> <p>This Shall Be A Twelve (12) Month Blanket Contract To Supply Environmental Services. The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month 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.</p> <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>*** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON AUGUST 27, 2019 ***</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The City of Chattanooga will be non-discriminatory in the purchase of all goods and</p>					

# BID SOLICITATION



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

<b>BID OPENING DATE AND TIME:</b> 27-AUG-19 at 2:00 PM  <b>BID NUMBER: 305626</b>
<b>BUYER:</b> 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
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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
services on the basis of race, color, or national origin.  **** NOTE **** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name <u>SAFETY-KLEEN</u> Address <u>4130 SOUTH CREEK ROAD</u> <u>CHATTANOOGA, TN 37406</u> Phone/Toll-Free No <u>423-697-4535</u> Fax No <u>423-697-4537</u> eMail Address <u>EVAN.BATH@Safety-Kleen.com</u> Contact Person's Name <u>EVAN BATH</u> Estimated Delivery <u>ASAP</u>  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

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 423-697-4535

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

COMPANY: Safety-Kleen  
SIGNATURE: [Signature]  
NAME AND TITLE: GM Travis Wiggins

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**  
27-AUG-19 at 2:00 PM

**BID NUMBER:** 305626

**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	Parts Cleaner Service (30 gallon)/(Per Service)	20	Each	\$ <u>185.00</u>	\$ <u>3,700.00</u>
2	Fluorescent Light Bulb Service (Per 4 Ft. Bulb) <span style="font-size: 1.2em; font-family: cursive;">36 Bulbs Per Box</span>	90 <span style="font-size: 0.8em;">Bulbs</span>	Each	\$ <u>1.64</u>	\$ <u>147.60</u>
3	Fluorescent Light Bulb Service (Per 8 Ft. Bulb) <span style="font-size: 1.2em; font-family: cursive;">36 Bulbs Per Box</span>	50 <span style="font-size: 0.8em;">Bulbs</span>	Each	\$ <u>2.19</u>	\$ <u>109.50</u>
4	Used Grease Services (Per 55 Gallon Drum)	10	Each	\$ <u>249.00</u>	\$ <u>2,490.00</u>
5	Used Grease Services (Per 30 Gallon Drum)	15	Each	\$ <u>195.00</u>	\$ <u>2,925.00</u>
6	Parts Cleaner Service (20 gallon)/(Per Service)	20	Each	\$ <u>145.00</u>	\$ <u>2,900.00</u>
7	Used Grease Services (Per 15 Gallon Drum)	20	Each	\$ <u>97.00</u>	\$ <u>1,940.00</u>
8	Waste Methylene Chloride (Per 55 Gallon Drum)	4	Each	\$ <u>575.00</u>	\$ <u>2,300.00</u>
9	Waste Methylene Chloride (Per 30 Gallon Drum)	4	Each	\$ <u>375.00</u>	\$ <u>1,500.00</u>
10	Waste Methylene Chloride (Per 15 Gallon Drum)	10	Each	\$ <u>242.00</u>	\$ <u>2,420.00</u>

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TERMS OF PAYMENT 30 days

TELEPHONE NUMBER 423-697-4535

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

COMPANY: Safety-Kleen

SIGNATURE: [Signature]

NAME AND TITLE: Travis Wiggins GM

# BID SOLICITATION



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

### BID OPENING DATE AND TIME:

27-AUG-19 at 2:00 PM

BID NUMBER: 305626

### 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
11	Chlorform Waste (Per 55 Gallon Drum)	4	Each	\$575.00	\$2,300.00
12	Chlorform Waste (Per 30 Gallon Drum)	4	Each	\$375.00	\$1,500.00
13	Chlorform Waste (Per 15 Gallon Drum)	10	Each	\$242.00	\$2,420.00
14	Alkaline Batteries <i>May vary on size of container</i>	2	Each	\$125.00	\$250.00
15	NiCad Batteries (wet or dry Per 5 Gallon)	4	Each	\$119.00	\$476.00
16	Lead Acid Batteries (wet or dry Per 5 Gallon)	4	Each	\$119.00	\$476.00
17	Hazardous Liquid (275 Gallon Tote) <i>Varies - Price to be determined by material and disposal</i>	5	Each	---	---
18	Hazardous Liquid (350 Gallon Tote) <i>Varies - Price to be determined by material and disposal</i>	5	Each	---	---
19	Non-Hazardous Liquid (275 Gallon Tote)	5	Each	\$495.00	\$2,475.00
20	Non-Hazardous Liquid (350 Gallon Tote)	5	Each	\$495.00	2,475.00

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Bids will be received at the above mentioned address

TERMS OF PAYMENT: 30 days

TELEPHONE NUMBER: 423-697-4535

COMPANY: Safety-Kleen

SIGNATURE: [Signature]

NAME AND TITLE: Travis Wiggins GM



# BID SOLICITATION



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

### BID OPENING DATE AND TIME:

27-AUG-19 at 2:00 PM

BID NUMBER: 305626

### BUYER:

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

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City of Chattanooga  
101 East 11th Street, Suite G13  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Hazardous Solid (30 Gallon Drum) <i>Price-Varies - on Material and Disposal</i>	10	Each	_____	_____
22	Hazardous Solid (35 Gallon Drum) <i>Price-Varies - on Material and Disposal</i>	10	Each	_____	_____
23	Hazardous Solid (55 Gallon Drum) <i>Price-Varies - on Material and Disposal</i>	12	Each	_____	_____
24	Non-Hazardous Solid (30 Gallon Drum)	10	Each	<u>\$95.00</u>	<u>\$950.00</u>
25	Non-Hazardous Liquid (35 Gallon Drum)	10	Each	<u>\$95.00</u>	<u>\$950.00</u>
26	Non-Hazardous Solid (55 Gallon Drum)	12	Each	<u>\$185.00</u>	<u>\$2,220.00</u>
27	Mercury & Salt Solutions (30 Gallon Drum) <i>Price-Varies on amount of Mercury</i>	5	Each	<u>\$195.00</u>	<u>\$975.00</u>
28	PCB Ballast (30 Gallon Drum)	6	Each	<u>\$850.00</u>	<u>\$5,100.00</u>
29	PCB Ballast (55 Gallon Drum)	6	Each	<u>\$1,133.00</u>	<u>\$6,798.00</u>
30	Analysis Fee for Outside Lab <i>Price-Varies for Lab Work and Material</i>	1	Each	_____	_____

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# BID SOLICITATION



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

<b>BID OPENING DATE AND TIME:</b> 27-AUG-19 at 2:00 PM  <b>BID NUMBER: 305626</b>
<b>BUYER:</b> PHONE #: (423) 643-7230 <b>DELIVERY REQUIRED:</b>

**SEALED BIDS**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
31	e-Manifest Fee Flat Rate	1	Each	<u>\$ 10.00</u>	<u>\$ 10.00</u>

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TELEPHONE NUMBER: 423-697-4535

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COMPANY: Safety-Kleen

SIGNATURE: [Signature]

NAME AND TITLE: Travis Wiggins GM

**SPECIFICATIONS  
FOR  
ENVIRONMENTAL SERVICES  
FOR THE WASTE RESOURCES DIVISION  
CITY OF CHATTANOOGA, TENNESSEE**

**1.0 GENERAL**

**1.1 SCOPE OF SERVICES**

The Scope of Services included in these Specifications shall be for all labor, benefits, equipment, fuel, containers, related paperwork and any other related expenses necessary to provide environmental services for the WASTE RESOURCES DIVISION including the Moccasin Bend Wastewater Treatment Plant (MBWWTP), 455 Moccasin Bend Road, Chattanooga, Tennessee 37405 and pump stations throughout the Interceptor Sewer System.

**1.2 BASIS OF BIDDING**

The unit price shall include any and all costs for wages, benefits, indirect costs, overhead and profit, insurance, and any other related direct or indirect cost.

Specialty equipment, materials and services required for the work but not described herein will be invoiced by the Vendor at cost plus a percent mark-up.

Cost of these services shall be subject to all of the requirements of the Specifications.

The bid shall be awarded on the basis of the unit cost per item of service to provide environmental services for the Waste Resources Division as well as an evaluation of the Vendor's qualifications, experience, capabilities and other factors specified in the City Code.

**1.3. *References and Experience***

**A. References**

**The Vendor shall submit a minimum list of five (5) customers for whom the Vendor has performed environmental services during the past three- (3) years.**

The list shall include names, addresses, telephone numbers, and contact person who is knowledgeable of services provided.

**B. Experience**

The Vendor shall have a minimum of 15 years' experience providing all of environmental services described herein.

C. Employee Qualifications

The Vendor shall have on staff employees and personnel who have been trained and/or certified in the handling of the various materials described in these specifications.

D. Failure to provide these submittals at the time of the Bid will result in the Vendor's bid being disqualified.

## 2.0 SERVICES AND OTHER REQUIREMENTS

### 2.1 *Inspection*

The services furnished by the Vendor shall be subject to inspection and approval by the City's designated representative, but the manner and method of providing the services shall be the responsibility of the Vendor.

## 2.2 DESCRIPTION OF CONTRACTED SERVICES

### 2.1 *General*

A. The Vendor shall provide all labor, benefits, equipment, fuel, materials, paper work and any other related expenses necessary provide environmental services described herein for the WASTE RESOURCES DIVISION.

B. The Vendor shall provide the services on an "as needed" basis as requested by the City. The City will attempt to schedule the work to optimize the use of the Vendor's workers and equipment when it is needed.

C. The Vendor shall perform work on straight time, i.e., non-emergency, unless otherwise noted. Overtime, weekend, or holiday work shall only be performed at the City's direction.

#### 2.2.2 *Vendor Services*

A. The Vendor shall be prepared to provide the following environmental services holding the City harmless and assuming "Cradle to Grave" responsibility;

1. Parts Cleaner Services
2. Used Oil Services
3. Fluorescent Light Bulb Services
4. Used Grease Services
5. Lab Chemical Services
6. Other Services

B. The Vendor shall provide the labor, materials, containers, loading, transportation,

equipment, and any other materials and services necessary to provide parts cleaning services on three (3) 20 gallon parts cleaners and one (1) 30 gallon parts cleaner on an 18 week cycle. Services shall include removal of spent solvents, clean-up and inspection of parts cleaners, replenishment of parts cleaners with fresh solvents, and shipping and disposal of spent solvents at approved and properly permitted disposal sites. Services shall also include all related paper work related to the shipping and disposal of the spent solvents.

C. The Vendor shall provide the labor, materials, containers, loading, transportation, equipment, and any other materials and services necessary to provide used oil services on a prearranged schedule. Services shall include removal of used oil, clean-up and inspection of used oil storage containers, and shipping and disposal of used oil at approved and properly permitted disposal sites. Services shall also include all related paper work related to the shipping and disposal of the used oil.

D. The Vendor shall provide the labor, materials, containers, loading, transportation, equipment, and any other materials and services necessary to provide fluorescent light bulb services on an 8 week cycle. Services shall include removal of spent fluorescent light bulbs, clean-up and inspection of spent fluorescent light bulb storage containers, and shipping and disposal of spent fluorescent light bulbs at approved and properly permitted disposal sites. Services shall also include all related paper work related to the shipping and disposal of the spent fluorescent light bulbs.

E. The Vendor shall provide the labor, materials, containers, loading, transportation, equipment, and any other materials and services necessary to provide used grease services on a prearranged schedule. Services shall include removal of used grease, clean-up and inspection of used grease storage containers, and shipping and disposal of used grease at approved and properly permitted disposal sites. Services shall also include all related paper work related to the shipping and disposal of the used grease.

F. The Vendor shall provide the labor, materials, containers and/or lab packs, loading, transportation, equipment, and any other materials and services necessary to provide lab chemical services on a prearranged schedule. Services shall include removal of used laboratory chemicals such as spent or used chloroform and methylene chloride and other chemicals in small quantities, clean-up and inspection of spent lab chemical storage containers, and shipping and disposal of spent or used lab chemicals at approved and properly permitted disposal sites. Services shall also include analytical profiles of the used or spent lab chemicals and paper work related to the shipping and disposal of the spent and used lab chemicals.

G. The Vendor shall provide the labor, materials, containers, loading, transportation, equipment, and any other materials and services necessary to provide environmental services for the disposal of unknown materials. Services shall include performing analytical profiles of these materials, removal of these unknown materials, clean-up and inspection of these materials, storage containers, and shipping and disposal of these materials at approved and properly permitted disposal sites. Services shall also include all related paper work related to the shipping and disposal of these unknown materials.

### **2.2.3 City Supplied Services**

A. The City will provide the following services:

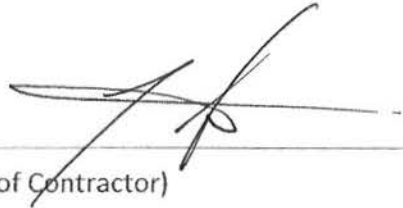
1. The City shall provide space and access at its facilities for locating environmental service storage containers provided by the Vendor.
2. The City will provide reasonable assistance to the Vendor when on site to remove materials
3. The City will provide all electricity, water, and wastewater utilities at City facilities.

## 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. 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.



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

GENERAL MANAGER SAFETY-KREEN

(Title and Name of Company)

8/27/2019

(Date)



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

By submission of this bid, each proposer and each person signing on behalf of any proposer 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 proposer is not on the list created pursuant to § 12-12-106.

(SIGNED)



(PRINTED NAME)

Travis Wiggins

(BUSINESS NAME)

SAFETY-KLEEN

(DATE)

8/27/2019

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

EVAN M. BATH (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of SAFETY - KLEEN (business name), the Submitter of the attached sealed solicitation response to Solicitation # 305626 ;

(2) EVAN M. BATH (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:

[Handwritten Signature]

EVAN BATH

Title: ACCOUNT MANAGER

Subscribed and sworn to before me this 27 day of AUGUST, 2019

Notary Public: [Handwritten Signature]

My commission expires: June 24, 2023





PROTECTION-CHOICES-PEOPLE  
MAKE GREEN WORK

August 22, 2019

City of Chattanooga  
101 East 11<sup>th</sup> Street  
Chattanooga, TN 37402

To Whom It May Concern:

The following is a Safety-Kleen Systems Inc. reference list:

Storm Power Components Company  
Mrs. Elizabeth Shaver or Mr. Jeremy Newman  
Decatur, TN 37322  
423-334-4800

Kordsa  
Mr. Hunter Hill  
4501 N. Access Road  
Chattanooga, TN 37415  
423-643-2731

Gestamp  
Mr. Arthur Walker  
3063 Hickory Valley Road  
Chattanooga, TN 37421  
423-305-6341

Komatsu  
Mr. Gerald Street  
409 Signal Mountain Road  
Chattanooga, TN 37405

Astec, Inc.  
Mr. Tommy Wells  
4101 Jerome Ave  
Chattanooga, TN 37407  
423-867-4210

Respectfully,

Evan Bath-Account Manager  
Safety-Kleen Systems Inc.

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

27-AUG-19 at 2:00 PM

**BID NUMBER:** 305626

**BUYER:**

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

**DELIVERY REQUIRED:**

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Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>Requisition No.: 184643                      Bid No.: 305626                      Ordering Dept.: Waste Resources Division, Public Works                      Buyer: Amanda Berkowitz                      Phone No.: (423) 643-7233                      Email: aberkowitz@chattanooga.gov</p> <p>Items Being Purchased: Environmental Services</p> <p>Deadline for Questions: August 20, 2019                      Questions must be submitted in writing and will be answered by Addendum after the deadline.</p> <p>ATTACHMENTS:                      Specifications (4 pgs)                      Affirmative Action Plan (2 pgs)                      Iran Divestment Act (1 pg)                      No Contact / No Advocacy Affidavit                      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.</p> <p>This Shall Be A Twelve (12) Month Blanket Contract To Supply Environmental Services. The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month 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.</p> <p>QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.</p> <p>*** BID MUST BE RECEIVED NO LATER THAN ***                      *** 2:00 PM EST ON AUGUST 27, 2019 ***</p> <p>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.</p> <p>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 ar enot intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.</p> <p>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.</p> <p>The City of Chattanooga will be non-discriminatory in the purchase of all goods and</p>					

# BID SOLICITATION



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

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
services on the basis of race, color, or national origin.  **** NOTE **** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name <u>TRI-STATE GOVERNMENT SERVICES, INC</u> Address <u>4762 HIGHWAY 58 SUITE 110, SUITE 110</u> <u>CHATTANOOGA, TN 37416</u> Phone/Toll-Free No. <u>423-499-8707</u> Fax No. <u>423-855-8214</u> eMail Address <u>ddabbs@tsgsonline.com</u> Contact Person's Name <u>DENNIS DABBS</u> Estimated Delivery <u>WEEK</u> Minority-Owned Business _____ Small Business <input checked="" type="checkbox"/> Veteran _____ Minority Woman-Owned Business _____ Disabled Veteran _____ Woman-Owned Business <input checked="" type="checkbox"/>  **** 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: 423-499-8707

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

COMPANY: TRI-STATE GOVERNMENT SERVICES  
 SIGNATURE: [Signature]  
 NAME AND TITLE: DENNIS DABBS  
CONTRACT ADMINISTRATOR

# BID SOLICITATION



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

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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	Parts Cleaner Service (30 gallon)/(Per Service)	20	Each	\$ <u>142.50</u>	\$ <u>2,850.00</u>
2	Fluorescent Light Bulb Service (Per 4 Ft. Bulb)	90	Each	\$ <u>0.45</u>	\$ <u>40.50</u>
3	Fluorescent Light Bulb Service (Per 8 Ft. Bulb)	50	Each	\$ <u>0.90</u>	\$ <u>45.00</u>
4	Used Grease Services (Per 55 Gallon Drum)	10	Each	\$ <u>115.50</u>	\$ <u>1,155.00</u>
5	Used Grease Services (Per 30 Gallon Drum)	15	Each	\$ <u>102.00</u>	\$ <u>1,530.00</u>
6	Parts Cleaner Service (20 gallon)/(Per Service)	20	Each	\$ <u>127.50</u>	\$ <u>2,550.00</u>
7	Used Grease Services (Per 15 Gallon Drum)	20	Each	\$ <u>85.50</u>	\$ <u>1,710.00</u>
8	Waste Methylene Chloride (Per 55 Gallon Drum)	4	Each	\$ <u>385.50</u>	\$ <u>1,542.00</u>
9	Waste Methylene Chloride (Per 30 Gallon Drum)	4	Each	\$ <u>331.50</u>	\$ <u>1,326.00</u>
10	Waste Methylene Chloride (Per 15 Gallon Drum)	10	Each	\$ <u>261.00</u>	\$ <u>2,610.00</u>

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: 423-499-8707

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

COMPANY: TRI-STATE GOVERNMENT SERVICES

SIGNATURE: [Signature]

NAME AND TITLE: CONTRACT ADMINISTRATOR

# BID SOLICITATION



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

## BID OPENING DATE AND TIME:

27-AUG-19 at 2:00 PM

BID NUMBER: 305626

## 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	Chlorform Waste (Per 55 Gallon Drum)	4	Each	\$ 970.50	\$ 3,882.00
12	Chlorform Waste (Per 30 Gallon Drum)	4	Each	\$ 826.50	\$ 3,306.00
13	Chlorform Waste (Per 15 Gallon Drum)	10	Each	\$ 640.50	\$ 6,405.00
14	Alkaline Batteries	2	Each	\$ 142.50	\$ 285.00
15	NiCad Batteries (wet or dry Per 5 Gallon)	4	Each	\$ 142.50	\$ 570.00
16	Lead Acid Batteries (wet or dry Per 5 Gallon)	4	Each	\$ 127.50	\$ 510.00
17	Hazardous Liquid (275 Gallon Tote)	5	Each	\$ 2,325.00	\$ 11,625.00
18	Hazardous Liquid (350 Gallon Tote)	5	Each	\$ 3,075.00	\$ 15,375.00
19	Non-Hazardous Liquid (275 Gallon Tote)	5	Each	\$ 1,575.00	\$ 7,875.00
20	Non-Hazardous Liquid (350 Gallon Tote)	5	Each	\$ 1,575.00	\$ 7,875.00

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: NET 30

TELEPHONE NUMBER: 423-499-8707

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

COMPANY: TRI-STATE GOVERNMENT SERVICES

SIGNATURE: [Signature]

NAME AND TITLE: DENNIS DABBS  
CONTRACT ADMINISTRATOR

# BID SOLICITATION



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

<b>BID OPENING DATE AND TIME:</b> 27-AUG-19 at 2:00 PM  <b>BID NUMBER: 305626</b>
<b>BUYER:</b> 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
21	Hazardous Solid (30 Gallon Drum)	10	Each	\$ <u>930.00</u>	\$ <u>9,300.00</u>
22	Hazardous Solid (35 Gallon Drum)	10	Each	\$ <u>1,080.00</u>	\$ <u>10,800.00</u>
23	Hazardous Solid (55 Gallon Drum)	12	Each	\$ <u>1,230.00</u>	\$ <u>14,760.00</u>
24	Non-Hazardous Solid (30 Gallon Drum)	10	Each	\$ <u>102.00</u>	\$ <u>1,020.00</u>
25	Non-Hazardous Liquid (35 Gallon Drum)	10	Each	\$ <u>105.00</u>	\$ <u>1,050.00</u>
26	Non-Hazardous Solid (55 Gallon Drum)	12	Each	\$ <u>115.50</u>	\$ <u>1,386.00</u>
27	Mercury & Salt Solutions (30 Gallon Drum)	5	Each	\$ <u>2,280.00</u>	\$ <u>11,400.00</u>
28	PCB Ballast (30 Gallon Drum)	6	Each	\$ <u>180.00</u>	\$ <u>1,080.00</u>
29	PCB Ballast (55 Gallon Drum)	6	Each	\$ <u>330.00</u>	\$ <u>1,980.00</u>
30	Analysis Fee for Outside Lab	1	Each	\$ <u>1,500.00</u>	\$ <u>1,500.00</u>

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: 423-499-8707

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

COMPANY: TRI-STATE GOVERNMENT SERVICES  
SIGNATURE: [Signature]  
NAME AND TITLE: DENNIS JAGBS  
CONTRACT ADMINISTRATION



# BID SOLICITATION



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

<b>BID OPENING DATE AND TIME:</b> 27-AUG-19 at 2:00 PM  <b>BID NUMBER: 305626</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
31	e-Manifest Fee Flat Rate	1	Each	<u>\$37.50</u>	<u>\$37.50</u>

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: 423-499-8707

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

COMPANY: TRI-STATE GOVERNMENT SERVICES  
 SIGNATURE: [Signature]  
 NAME AND TITLE: BENN. S. DABBS  
CONTRACT ADMINISTRATOR

**SPECIFICATIONS  
FOR  
ENVIRONMENTAL SERVICES  
FOR THE WASTE RESOURCES DIVISION  
CITY OF CHATTANOOGA, TENNESSEE**

**1.0 GENERAL**

**1.1 SCOPE OF SERVICES**

The Scope of Services included in these Specifications shall be for all labor, benefits, equipment, fuel, containers, related paperwork and any other related expenses necessary to provide environmental services for the WASTE RESOURCES DIVISION including the Moccasin Bend Wastewater Treatment Plant (MBWWTP), 455 Moccasin Bend Road, Chattanooga, Tennessee 37405 and pump stations throughout the Interceptor Sewer System.

**1.2 BASIS OF BIDDING**

The unit price shall include any and all costs for wages, benefits, indirect costs, overhead and profit, insurance, and any other related direct or indirect cost.

Specialty equipment, materials and services required for the work but not described herein will be invoiced by the Vendor at cost plus a percent mark-up.

Cost of these services shall be subject to all of the requirements of the Specifications.

The bid shall be awarded on the basis of the unit cost per item of service to provide environmental services for the Waste Resources Division as well as an evaluation of the Vendor's qualifications, experience, capabilities and other factors specified in the City Code.

**1.3. *References and Experience***

**A. References**

**The Vendor shall submit a minimum list of five (5) customers for whom the Vendor has performed environmental services during the past three- (3) years.**

The list shall include names, addresses, telephone numbers, and contact person who is knowledgeable of services provided.

**B. Experience**

The Vendor shall have a minimum of 15 years' experience providing all of environmental services described herein.

The Vendor shall have on staff employees and personnel who have been trained and/or certified in the handling of the various materials described in these specifications.

D. Failure to provide these submittals at the time of the Bid will result in the Vendor's bid being disqualified.

## **2.0 SERVICES AND OTHER REQUIREMENTS**

### **2.1 *Inspection***

The services furnished by the Vendor shall be subject to inspection and approval by the City's designated representative, but the manner and method of providing the services shall be the responsibility of the Vendor.

## **2.2 DESCRIPTION OF CONTRACTED SERVICES**

### **2.1 *General***

A. The Vendor shall provide all labor, benefits, equipment, fuel, materials, paper work and any other related expenses necessary provide environmental services described herein for the WASTE RESOURCES DIVISION.

B. The Vendor shall provide the services on an "as needed" basis as requested by the City. The City will attempt to schedule the work to optimize the use of the Vendor's workers and equipment when it is needed.

C. The Vendor shall perform work on straight time, i.e., non-emergency, unless otherwise noted. Overtime, weekend, or holiday work shall only be performed at the City's direction.

#### **2.2.2 *Vendor Services***

A. The Vendor shall be prepared to provide the following environmental services holding the City harmless and assuming "Cradle to Grave" responsibility;

1. Parts Cleaner Services
2. Used Oil Services
3. Fluorescent Light Bulb Services
4. Used Grease Services
5. Lab Chemical Services
6. Other Services

B. The Vendor shall provide the labor, materials, containers, loading, transportation,

equipment, and any other materials and services necessary to provide parts cleaning services on three (3) 20 gallon parts cleaners and one (1) 30 gallon parts cleaner on an 18 week cycle. Services shall include removal of spent solvents, clean-up and inspection of parts cleaners, replenishment of parts cleaners with fresh solvents, and shipping and disposal of spent solvents at approved and properly permitted disposal sites. Services shall also include all related paper work related to the shipping and disposal of the spent solvents.

C. The Vendor shall provide the labor, materials, containers, loading, transportation, equipment, and any other materials and services necessary to provide used oil services on a prearranged schedule. Services shall include removal of used oil, clean-up and inspection of used oil storage containers, and shipping and disposal of used oil at approved and properly permitted disposal sites. Services shall also include all related paper work related to the shipping and disposal of the used oil.

D. The Vendor shall provide the labor, materials, containers, loading, transportation, equipment, and any other materials and services necessary to provide fluorescent light bulb services on an 8 week cycle. Services shall include removal of spent fluorescent light bulbs, clean-up and inspection of spent fluorescent light bulb storage containers, and shipping and disposal of spent fluorescent light bulbs at approved and properly permitted disposal sites. Services shall also include all related paper work related to the shipping and disposal of the spent fluorescent light bulbs.

E. The Vendor shall provide the labor, materials, containers, loading, transportation, equipment, and any other materials and services necessary to provide used grease services on a prearranged schedule. Services shall include removal of used grease, clean-up and inspection of used grease storage containers, and shipping and disposal of used grease at approved and properly permitted disposal sites. Services shall also include all related paper work related to the shipping and disposal of the used grease.

F. The Vendor shall provide the labor, materials, containers and/or lab packs, loading, transportation, equipment, and any other materials and services necessary to provide lab chemical services on a prearranged schedule. Services shall include removal of used laboratory chemicals such as spent or used chloroform and methylene chloride and other chemicals in small quantities, clean-up and inspection of spent lab chemical storage containers, and shipping and disposal of spent or used lab chemicals at approved and properly permitted disposal sites. Services shall also include analytical profiles of the used or spent lab chemicals and paper work related to the shipping and disposal of the spent and used lab chemicals.

G. The Vendor shall provide the labor, materials, containers, loading, transportation, equipment, and any other materials and services necessary to provide environmental services for the disposal of unknown materials. Services shall include performing analytical profiles of these materials, removal of these unknown materials, clean-up and inspection of these materials, storage containers, and shipping and disposal of these materials at approved and properly permitted disposal sites. Services shall also include all related paper work related to the shipping and disposal of these unknown materials.

### **2.2.3 City Supplied Services**

A. The City will provide the following services:

1. The City shall provide space and access at its facilities for locating environmental service storage containers provided by the Vendor.
2. The City will provide reasonable assistance to the Vendor when on site to remove materials
3. The City will provide all electricity, water, and wastewater utilities at City facilities.

## 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. 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.



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

CONTRACT ADMINISTRATOR

TRI-STATE GOVERNMENT SERVICES, INC.


(Title and Name of Company)

8/27/2019

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

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

By submission of this bid, each proposer and each person signing on behalf of any proposer 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 proposer is not on the list created pursuant to § 12-12-106.

(SIGNED)   
(PRINTED NAME) DENNIS DARBY  
(BUSINESS NAME) TRI - STATE GOVERNMENT SERVICES, INC  
(DATE) 8/27/2019



## References and Experience 1.3

### A. References

Donald James

Harcros Chemical

3452 Corporate Drive

Dalton, GA 30720

706-277-9000

[DJames@Harcros.com](mailto:DJames@Harcros.com)

Tamie Rawiszer

Red Bank Body Shop

4854 Dayton Blvd

Red Bank, TN 37409

423-875-5482

[trawiszer@hotmail.com](mailto:trawiszer@hotmail.com)

Adam Burris

Chattem Chemical

1715 West 38<sup>th</sup> Street

Chattanooga, TN 37409

423-821-2037

[Adam.burris@chattem.com](mailto:Adam.burris@chattem.com)

Michelle Watson

DLA Disposition Services –EBS

74 North Washington

Battle Creek MI 49037

269-961-5086

[Michelle.Watson@dla.mil](mailto:Michelle.Watson@dla.mil)

James Powell

Department of the Air Force (AFRC)

94 MSC/CVE

901 Industrial Drive, Bldg. 510

Dobbins ARB, GA 30069-4206

678-655-3546

[william.powell.28@us.af.mil](mailto:william.powell.28@us.af.mil)

## **Procedures and Processes Plan**

### **Employees' Responsibilities and Duties**

#### **Butch Genter – Environmental Technician, Driver**

Butch will be in charge of receiving and reviewing all work orders. Preparing the waste profiles and submitting them to the TSD/Recycling Facilities, Preparing Manifest and Shipping Papers, Labels and Land Band forms. He will also, as the driver, be responsible for making sure that all transportation regulations are met, including permits, loading and placarding.

Upon receipt of the work order a review will determine what waste streams are in need of profiling and which facility will be utilized based on the waste characteristics and other data provided (MSDS). This will determine which facility will be the best fit for the subject waste. Once all waste approvals are in place a schedule will be set to meet the requirements of the Base Environmental Office. On the day of removal, TSGS personnel will arrive at the designated time and proceed to locate all listed items. All containers will be inspected for proper waste classification. Each container will be properly labeled, loaded and secured on the trailer. This process will be completed by using pallet jacks, lift gate and drum dollies. All work will be completed in a safe and efficient manner. A completed copy of all paperwork will be provided to the Environmental Office Official for review and signature.

**Training:** Butch has worked in the Waste Removal and Disposal Industry for 20 plus years. His duties and services have included Certified Hazardous Waste Worker at a TSD/Recycling Facility where he gained extensive knowledge of Waste, Storage and Treatment regulations and technology. He also served as a Shift Supervisor and was in charge of Safety and Compliance. In addition, he has also gained experience in Waste Removal and Cleanup Services at many commercial facilities and Military Installations throughout the United States. Butch is currently trained to meet the required DOT and EPA and OSHA regulations.

#### **Valerie Neely – Waste Tracking**

Valerie will be in charge of all waste tracking and reporting. This will include providing documentation of waste receipt and disposal with signed manifest and Certificates of Disposal and Recycling and quarterly transaction reports.

**Training:** Valerie has worked in the waste tracking position for over 18 years. Her experience at this position gives her all the needed knowledge to effectively and efficiently provide the service necessary to meet the requirements of this contract

**Karen Dant – Waste Billing Technician**

Karen will be in charge of billing for all transactions of waste removals. This will include timely submitted billing that is required in the WAWF area.

**Training:** Karen has worked in the Waste Removal and Disposal Industry for 30 plus years. Her duties and services have been centered on Billing, Tracking and Compliance. Karen has over 30 years experience at a TSDF where she handled all Billing and Tracking. Karen is currently trained to meet the required DOT and EPA and OSHA regulations.

**Troy Zeke Duncan- Environmental Chemist (Degree in Environmental Science)**

Zeke will be in charge of any technical assistance that will be needed for preparing lab packs and profiling waste to TSDFs'.

Training: Zeke has gained vast Waste Management knowledge in the 25 plus years he has in the Waste Removal and Disposal Industry. During this 25 plus years he has worked as a Field Chemist; providing support to project managers needed to remove larger volumes of waste from various military installations and commercial businesses. He became a Contract Manger/Field Supervisor on various projects for Chemical Waste Management Inc., and Laidlaw Environmental Services, Inc. This included work at DOD military bases through the Southeastern United States. Zeke also has extensive experience at a TSDF (WSTT, Inc) where he was in charge of Waste Acceptance and Approval, and Shipping and Receiving. In addition to this experience, he is also is currently trained to meet the required DOT and EPA and OSHA regulations.

**Dennis Dabbs- Contracts Administrator**

Dennis will be in charge of all administrative functions for contract services. This will include contract modifications and price negotiations and any administrative changes.

Training: Dennis has over 25 years in the Waste Removal and Disposal Industry. During this 25 plus years he has worked as a Field Technician providing support to project managers needed to remove larger volumes of waste from various military installations and commercial businesses. He became a Project Manger/Field Supervisor on various projects for Underwood Industries, Inc., Laidlaw Environmental Services, Inc and Tricil Environmental Services, Inc,. This included work at DOD military bases through the Southeastern United States. Dennis also has extensive experience at a TSDF (WSTT, Inc) where he was in charge of Waste Storage and Processing. From there Dennis moved to Contract Administration and Bidding, where he has been for the past 20 years. In addition to this experience, he is also is currently trained to meet the required DOT and EPA and OSHA regulations.

# CERTIFICATE OF ACHIEVEMENT

This Certifies That

## Butch Center

has successfully completed and passed an examination covering  
the contents of an eight-hour continuing education course entitled

### Hazardous Waste Operations & Emergency Response Annual Refresher Training In Compliance With 29 CFR 1926.65(e)(8)(i) and 1910.134(k)(5)

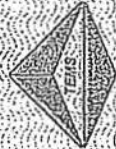
In Witness Hereof:

*Dan E. Schrimsher*

Dan E. Schrimsher, PhD, JD, CHMM, CPLA, BCPEL, CETI, CHS, MEP, REP, RS

Date: January 19, 2018

Certificate No. RF-6257



**TriCon Emergency Management Systems**  
Emergency Preparedness Products, Services, Software & Training



# CERTIFICATE OF ACHIEVEMENT

This Certifies That

## Troy Duncan

has successfully completed and passed an examination covering  
the contents of an eight-hour continuing education course entitled

**Hazardous Waste Operations & Emergency Response**  
Annual Refresher Training In Compliance With 29 CFR 192.6.65(e)(8)(g)(8) and 1910.134(l)(5)

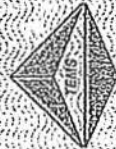
In Witness Hereof:

*Dan E. Schrimsher*

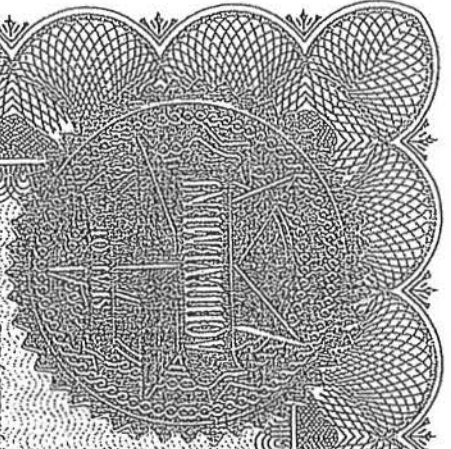
Dan E. Schrimsher, PhD, JD, CHMM, CPLA, BCTL, CMT, CHS, MEP, RUP, RS

Date: January 19, 2018

Certificate No. RF-4127



**TriCon Emergency Management Systems**  
Emergency Preparedness Products, Services, Software & Training



# CERTIFICATE OF ACHIEVEMENT

This Certifies That

## Dennis Dabbs

has successfully completed and passed an examination covering the contents of an eight-hour continuing education course entitled

**Hazardous Waste Operations & Emergency Response**  
Annual Refresher Training In Compliance With 29 CFR 1926.65(e)(8)(i) and 1910.134(k)(5)

In Witness Hereof:

*Dan E. Schrimsher*

Dan E. Schrimsher, PhD, JD, CHMM, CPEA, BCPE, CET, CHS, MEP, REP, RS

Date: January 19, 2018

Certificate No. RF-4939



**TriCon Emergency Management Systems**  
Emergency Preparedness Products, Services, Software & Training





QUALITY CONTROL PROGRAM  
FOR  
CITY OF CHATTANOOGA, TN

BID NUMBER: 305626

SEPTEMBER 27, 2019

TRI-STATE GOVERNMENT SERVICES, INC.  
CHATTANOOGA, TN

BY

SHIELD ENGINEERING, INC.  
CHARLOTTE, NC

## CONTENTS

	Page
1. Statement of Purpose .....	-3-
2. Executive Summary .....	-4-
Quality Control Program Outline.....	-5-
List of Acronyms .....	-7-
3. Quality Control Inspection System .....	-8-
4. Quality Control Inspection System – Hierarchy of Responsibilities .....	-12-
5. Quality Assurance Plan .....	-14-
6. Corrective Action Procedures .....	-16-
7. Work Plan – Requirements and Performance Standards .....	-18-

Appendix A

TSGS - Qualifications and Experience

## 1. STATEMENT OF PURPOSE

Tri-State Government Services (TSGS) has developed this Quality Control Program to assure our clients that all contract requirements will be satisfied in a professional and timely manner. TSGS personnel and our subcontractors will perform all contract activities in a manner that meets or exceeds local, state and federal regulations. Tri-State Government Services' goal is to provide both personnel and procedures to assure satisfactory completion of all aspects of contract responsibility.

## 2. EXECUTIVE SUMMARY

Tri-State Government Services, Inc. is a comprehensive waste management firm dedicated to highly professional management of diversified contract services. Through established procedures, documented performance and an excellent communications and training program Tri-State has positioned itself at the forefront of full service, waste management providers.

### *E.3 CONTRACTOR QUALITY CONTROL DRMS 52.246-9R06*

*(a) .....the contractor must establish and maintain an effective quality control program designed to provide assurance that all contract requirements, whether performed by the contractor or by subcontractors, are being accomplished in an acceptable manner.*

Tri-State Government Services, Inc. guarantees regulatory knowledge through internal training programs for all technical personnel. Tri-State assures contract knowledge by the development of “contract teams” which pool the knowledge and resources of all team members to facilitate and expedite all contract operations. This team concept increases communication and serves as a cross-training development tool and for entry-level personnel this allows them to immediately become a part of the operation.

As outlined in the following Quality Control Program, Tri-State is committed to 100% compliance with all regulatory and time requirements detailed in our various contracts. From comprehensive personnel training to the computer based “Delivery Order Management and Tracking System” Tri-State management is dedicated to providing the highest level of service on all aspects of contract completion.

The following Quality Control Plan Outline is included in the Executive Summary to facilitate preliminary review of primary program elements. Each program element is developed in detail in later sections. Also attached, as Appendix A is the Qualifications and Experience summary for Tri-States Government Services, Inc.

## QUALITY CONTROL PROGRAM OUTLINE

1. **QUALITY CONTROL PROGRAM – STATEMENT OF PURPOSE**
2. **EXECUTIVE SUMMARY**
  - A. QUALITY CONTROL PROGRAM OUTLINE
  - B. LIST OF ACRONYMS
3. **QUALITY CONTROL INSPECTION SYSTEM**
  - A. COVER ALL CONTRACT SERVICES
    1. *SPECIFY AREAS TO BE INSPECTED*
    2. *DEVELOP SCHEDULED OR UNANNOUNCED INSPECTION PROCESS*
  - B. DEVELOP INSPECTION PROCEDURES AND CHECKLIST
  - C. FILE RETENTION PROCESS
4. **QUALITY CONTROL INSPECTION SYSTEM – HIERARCHY OF RESPONSIBILITIES**
  - A. NAMES
  - B. QUALIFICATIONS
  - C. TRAINING
5. **QUALITY ASSURANCE PLAN**
  - A. CONTRACT MANAGEMENT TRAINING
  - B. DEFICIENCY RECOGNITION – DETECTION PROCEDURES
  - C. REGULATORY TRAINING AND REVIEW SESSIONS
  - D. COMMUNICATION REQUIREMENTS

**6. CORRECTIVE ACTION PROCEDURES**

- A. IMMEDIATE ACTION SITUATIONS
- B. MAJOR AND MINOR DEFICIENCY CORRECTION PROCESS
- C. DEFICIENCY TRACKING SYSTEM – RECURRENCE AVOIDANCE
- D. DEFICIENCY COMMUNICATION REQUIREMENTS

**7. WORK PLAN – REQUIREMENTS AND PERFORMANCE STANDARDS**

- A. FIELD OPERATIONS AND PROCEDURES MANUAL
- B. MONTHLY OPS REVIEW MEETINGS
- C. INCIDENT REVIEW PROCEDURES
- D. FIELD LOG REVIEWS - FIELD PERSONNEL COMMUNICATIONS  
REQUIREMENTS
- E. SUBCONTRACTOR INFORMATION DATABASE
  - 1. *MAINTAIN COMPUTER DATABASE WITH DETAILED SUB-CONTRACTOR  
INFORMATION*
  - 2. *PERFORMANCE STANDARDS OUTLINE*
  - 3. *DEFICIENCY TRACKING REPORT ON EACH CONTRACTOR*

## List of Acronyms

ATON	Aid to Navigation
CD	Certificate of Disposal
CLIN	Contract Line Identification Number
CO	Contracting Officer
COR	Contracting Officer Representative
DOT	Department of Transportation
EPA	Environmental Protection Agency
HIN	Hazardous Identification Number
HW/HM	Hazardous Waste/Hazardous Material
MSDS	Material Safety Data Sheets
PCB	Polychlorinated Biphenols
POC	Point of Contact
PPE	Personal Protective Equipment
QAP	Quality Assurance Plan
QCIS	Quality Control Inspection System
QCP	Quality Control Program
RCRA	Resource Conservation and Recovery Act
TCLP	Toxicity Characteristic Leaching Potential
TO	Task Order
TSDf	Treatment, Storage and Disposal Facility
TSGS	Tri-State Government Services

### 3. QUALITY CONTROL INSPECTION SYSTEM

The Quality Control Inspection System (QCIS) established by TSGS functions on multiple operational levels and provides the comprehensive oversight and coordination necessary to deliver consistent high quality contract management services. TSGS establishes a “Project Team” comprised of a Contract Manager, Site Chemist, Field Technician, and support staff. The Contract Manager may be located on-site or in close proximity to large contract sites. Contract specialist and support staff located in the main office provide contract and technical assistance for all team members.

All contract services are monitored, for performance, regulatory compliance, and timing, by the multidisciplined team established for contract management. The inspection frequency and level of scrutiny received by a specific contract service is determined by the Contract Manager with the input and assistance of the other members of the Project Team. Critical aspects of this process are dependent on multiple task-related factors. Some of the task factors taken into account in determining the level of management include, but are not limited to: safety factor of work being performed, hazardous rating for material being handled, potential for release or spill, personnel performing contract services, and sub-contractor history and experience rating. Reference Table 3.1 for the summary of Task Factors and the Inspection Frequency – Decision Matrix.



Table 3.1

**Inspection Frequency – Decision Matrix**

<b>FACTORS <sup>1</sup></b>	<b>CONTRACT MANAGER</b>	<b>PROJECT TEAM</b>	<b>PROJECT SUPPORT STAFF</b>	<b>AVERAGE RANKING</b>
Safety Rank				
Hazard Rank				
Performance Rank <sup>2</sup>				
Internal				
External				
Administrative Rank <sup>3</sup>				

NOTES:

1. All FACTORS are ranked 1-5 with 1 indicating a low level of concern and 5 indicating a high level of concern.
2. Performance Rank is determined based on the difficulty of performing the tasks.
3. Administrative Ranking is based on the difficulty of completing all administrative requirements (i.e. paperwork) for a specific task.

Results of the Inspection Frequency – Decision Matrix are compiled and utilized in the following manner.

- Contract Services that result in all 5’s are inspected or reviewed 100% of the time.
- An average ranking of 4 to <5 are inspected or reviewed 75 % of the time.
- An average ranking of 3 to <4 are inspected or reviewed 50 % of the time.
- All rankings less than 3 will be inspected or reviewed 25 % of the time, establishing a minimum inspection schedule of at least 25 % of the time by a member of the Project Team.

If the task warrants frequent inspection of actual performance and accompanying contract required activities "inspection" will be scheduled and performed with the knowledge of all

parties. In cases where only occasional or infrequent inspection is required these inspections will be performed by the Contract Manager or other Team Members unannounced and unscheduled. TSGS believes this will most accurately reflect “normal” or standard operating procedures.

The Contract Manager and Project Team will determine actual inspection procedures on a case by case basis. At the initiation of a contract the full Project Team will establish a generic activities checklist to aid in the inspection process and to assure all requirements are met. Any particular aspect of an activity may be targeted for inspection due to individual rankings on the Inspection Frequency – Decision Matrix. For example, if the paperwork portion of a particular contract activity repeatedly causes problems it may be targeted for concern. If an individual operation continues to be a concern, TSGS may develop internal and/or sub-contractor training sessions through the Quality Assurance Plan portion of this Quality Control Program.

The above factor ranking system is established to provide the Project Team with a mechanism for evaluation of each contract operation. This process establishes the level of attention or inspection given to a specific operation based on specific activity conditions and history. To illustrate this point the following scenarios are presented.

*Scenario One:* A contract activity involving the long distant pumping of a Hazardous Waste/Hazardous Material (HW/HM) to a receiving vessel or truck and this service is being performed by a high rated, experienced sub-contractor. Due to safety, hazard, paperwork rankings, and the fact that a sub-contractor is performing it (even though highly rated) it may require inspection of this operation 75 to 100 % of the time.

*Scenario Two:* The contract activity involves the pump out of an oil and water separator with cleaning of that unit. An internal employee whose last pump out was determined by the CO not to be “clean” as defined in the contract documents and all the required paperwork was not satisfactorily completed in performing this activity. Although hazards

and safety concerns may be minimal the Decision Matrix may indicate a “high” need for inspection.

Internal file retention policy at TSGS requires retention of all paperwork associated with DRMS Contracts be retained for the duration of the contract. Contract files are available for review by the CO or COR during regular business hours. With sufficient notice TSGS will provide copies of any file contents.

This Quality Control – Inspection System encourages participation and discussion and team member input thus improving communications. Increase communications results in the open discussion of ideas and the development of improved methods for managing waste.

#### 4. QUALITY CONTROL INSPECTION SYSTEM: HIERARCHY OF RESPONSIBILITY

Through our internal system of Empowerment, Tri-States Government Services, strives to push the day to day decision-making to the lowest competent decision-maker. This system will be supported by the Quality Assurance Plan and by the structured Project Team system and should result in quicker response to contract issues.

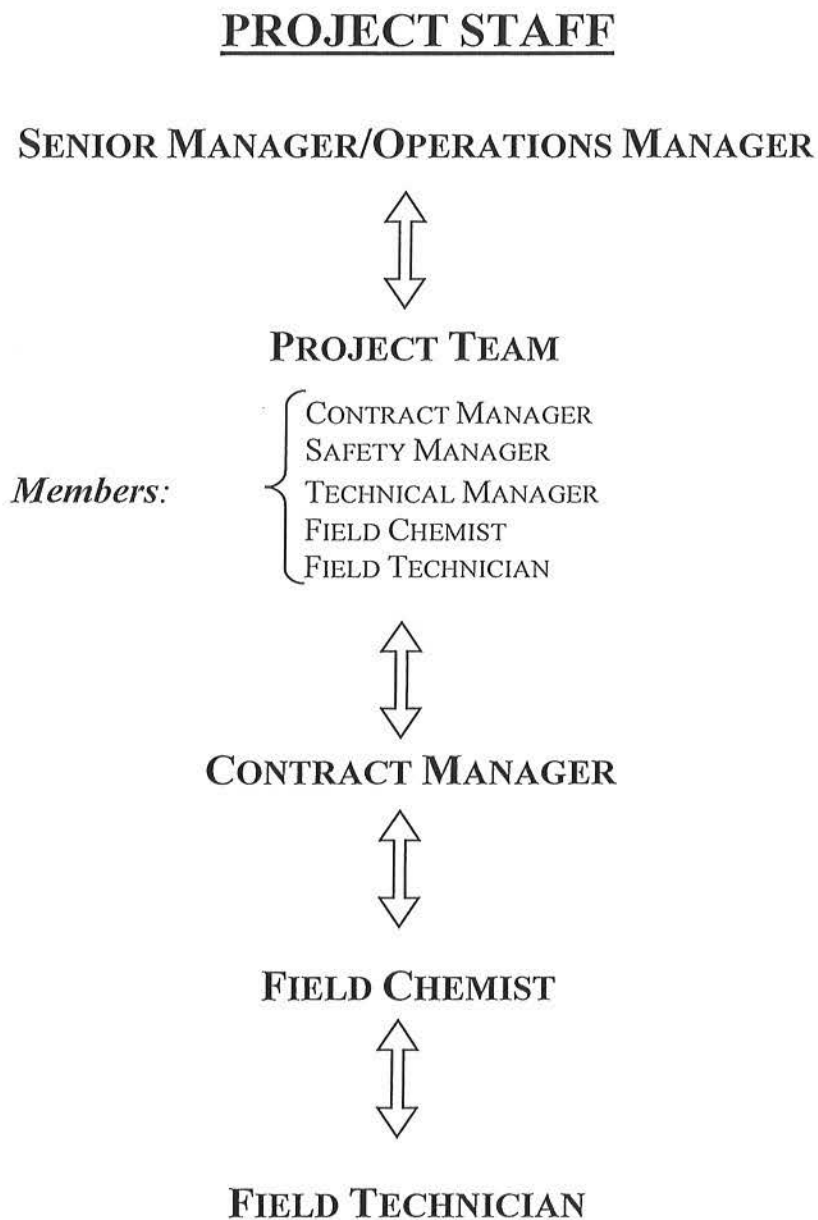
Tri-States Government Services' Quality Assurance Plan accomplishes a higher degree of communication, which results in situational training at Team Meetings. This creates an informed employee base able to handle decisions-making responsibilities based on both knowledge of the situation and understanding of the decision-making process. Starting at the street-level or operational level employee decisions will move up the ladder as needed, making sure to utilize the Project Team whenever possible. This creates a "bottom up" hierarchy or chain of command which emphasizes constant two-way communication for effective distribution of responsibilities.

Table 4.1

NAME	YEARS EXPERIENCE	40 HOUR OSHA TRAINING	ANNUAL UPDATE	HM 126 HM 181
Bob Hubert	35	X	X	X
Butch Genter	20	X	X	X
Bill House	35	X	X	X
Dennis Dabbs	28	X	X	X
Craig Veal	16	X	X	X
Troy Duncan	24	X	X	X
Amanda Turner	17	X	X	X
Marcus Thurmond	8	X	X	X
Valerie Neely	22	X	X	X
Karen Dant	30	X	X	X

Table 4.1 list TSGS staff members with project responsibilities and their years of experience and training in summary form.

Figure 4.1



**THE TWO-WAY ARROW INDICATES CONSTANT COMMUNICATION  
THROUGHOUT THE ORGANIZATION**

## 5. QUALITY ASSURANCE PLAN

In order to meet the standards established by TSGS for “continuous improvement” while maintaining the highest level of performance on day to day contract services, Tri-State Government Services has developed this Quality Assurance Plan (QAP). The QAP is a vital element in an effective Quality Control Program.

TSGS has identified training and communication as factors that are critical in achieving the performance standards established by our company. Through years of government contract experience TSGS has determined that internal *contract management guidance and training* on the technical issues associated with contract performance will provide a higher level of Quality Assurance. In order to capitalize on our many years of experience TSGS will, as frequent as possible, discuss contract issues, compliance issues or technical issues as a Project Team. This policy not only encourages discussion of the resolution to specific issues but also communicates the level of service we want to provide to our customers. In many cases this message is delivered by senior management and creates a “culture” of quality and performance desired in the Quality Assurance Plan.

This Quality Assurance Plan requires regularly scheduled Project Team meetings to discuss *Deficiency Recognition and Detection Procedures*. All contract activities from “task order/delivery order” to final shipment and disposal paperwork will be discussed. Using actual “real world” deficiency examples will facilitate the learning process and assure that quality goals are met.

In order to stay up to date with the constantly changing regulatory world, TSGS will provide on-going *regulatory updates and training* for all personnel. Regulatory review sessions will be a part of each Project Team meeting. The QAP suggest Project Team Members communicate, at a minimum, monthly dependent on contract activity. When deficiencies are discovered and/or when Quality Control Inspections identify issues that

should be communicated, whether for educational value or to involve the team members in the decision-making process, communication will be more frequent.

With the emphasis placed on communication in the Quality Assurance Plan, it is imperative that an atmosphere of free and open communication be cultivated. Through the free sharing of experience and information in an environment that encourages questioning and discussion, TSGS can guarantee not only superior performance but also continuous improvement at all levels of the organization.

## 6. CORRECTIVE ACTION PROCEDURE

Through the Corrective Action Procedure TSGS establishes an incident ranking system to assure appropriate corrective action decision are made at the appropriate level of the organization. We want to assure all factors associated with an incident are considered in any corrective action taken.

Tri-States Government Services acknowledges up front that not all incidents can be lumped into one generic category. Situations requiring *immediate action* require an independent process to assure no delay in minimizing the effects of hazardous situations. These exceptions to established CAP must be limited to instances where field personnel or a sub-contractor is required to take immediate action to mitigate the effects of spills or other significant or catastrophic occurrence. In these rare instances the Contract Manager should be contacted as soon as possible after initial action is taken to neutralize the situation.

At the beginning of a contract period the Project Team will establish the incident ranking hierarchy, inspection frequency and the appropriate decision-making levels, based on the activities and services associated with that specific contract. The TSGS Quality Assurance Plan recommends most issues be resolved at the Project Team meetings for reasons previously discussed.

This process takes into consideration the differences in contracts and their associated activities. The CAP allows the Project Team to directly evaluate any deficiency and make the resolution fit the specific details and conditions of each situation. This Corrective Action Procedure should prevent short term Band-Aids and across the board changes that do not address specific problems or needs.



TSGS developed and maintains a computer based task order and *delivery order tracking system* database. This data management system will track deficiencies and items identified through the Quality Control Inspection System. Data summarizing and trending deficiencies will be available upon request of the Contract Manager. This information may be used by the Project Team in establishing corrective action to prevent recurrence of similar issues.

A vital element in the Corrective Action Procedures requires all deficiencies to be noted and communicated to the Project Team and data-tracking technician. Even the smallest non-conformance or deficiency may produce unforeseen outcomes in the future. It is the intention of the CAP to deal with the issues while they are small instead of waiting for them to become large enough to be a problem.

## 7. WORK PLAN – REQUIREMENTS AND PERFORMANCE STANDARDS

Tri-States Government Services will handle all waste management activities in manner consistent with the handling of extremely hazardous materials. This Work Plan documents our policy of zero tolerance for spills of any type or quantity. All field operations will be performed to the highest degree of precaution, utilizing any means available to minimize and/or totally prevent spills during contract activities. Specifically, special care will be taken when connecting or disconnecting hoses to perform these operations over adequate containers or absorbent materials. When multiple hose sections are needed all quick connect fitting will be strapped to avoid inadvertent loosening or separation. All field personnel and sub-contractors will be trained to perform all activities based on our zero tolerance policy.

In monthly Project Team meetings members will receive any operational issues that need to be addressed. The Project Team will review any incidents and discuss solutions or defer to a later meeting to collect more information. In select Project Team meetings field personnel and subcontractors will be asked to discuss operational issues directly from their field logs and resolution possibilities.

Extensive data history is maintained on all aspects of contract performance, using this information TSGS will establish sub-contractor performance history, allowing us to select only the best companies.