



**Agenda for the Regular Meeting of Board of Commissioners
Monday, February 26, 2018 - 7:00 pm
Brentwood City Hall**

Call to Order by Mayor
Roll Call
Invocation by Commissioner Little
Pledge of Allegiance to the Flag by Boy Scout Troop 747

Approval or Correction of Minutes

February 12, 2018

Comments from Citizens – *Individuals may comment on any item included in the Consent/Regular agenda or on any other matter regarding the City of Brentwood. All comments should be directed to the Board of Commissioners. Citizens who wish to request that an item be moved from the Consent Agenda to the Regular Agenda for discussion should make that known to the Board at this time.*

Report from City Manager
Reports and comments by Commissioners and Mayor

Note: All matters listed under the Consent Agenda are considered to be routine and will generally be enacted by one motion. Except for any items that are removed from the Consent Agenda, there will be no separate discussion of these items at this time.

Consent Agenda

1. Ordinance 2018-03 - AN ORDINANCE AMENDING MUNICIPAL CODE REGARDING BILLING ADJUSTMENTS FOR WATER AND SEWER SERVICE, for consideration on second and final reading
2. Resolution 2018-13 - A RESOLUTION AUTHORIZING THE INSTALLATION OF SPEED HUMPS ON ABERDEEN DRIVE IN THE SOMERSET SUBDIVISION, for adoption
3. Resolution 2018-16 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH RYE ENGINEERING FOR WATER LEAK DETECTION SERVICES, for adoption
4. Resolution 2018-18 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH M3 TECHNOLOGY GROUP FOR AUDIO VISUAL EQUIPMENT FOR THE JOHN P. HOLT BRENTWOOD LIBRARY, for adoption

Old Business

1. Other old business

New Business

1. Resolution 2018-14 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH GARLAND/DBS, INC. FOR ROOF RESTORATION PROJECT AT BRENTWOOD CITY HALL, for adoption
2. Resolution 2018-15 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH GARLAND/DBS, INC. FOR ROOF RESTORATION PROJECT AT THE JOHN P. HOLT BRENTWOOD LIBRARY, for adoption
3. Resolution 2018-19 - A RESOLUTION ADOPTING A UTILITY BILLING ADJUSTMENT POLICY, for adoption
4. Appointment of three (3) members to the Historic Commission
5. Appointment of four (4) members to the Tree Board
6. Other new business
 - a. Presentation of report on recent debt funding obligation (State Form CT-0253)
 - b. Notice of future appointments of two (2) members to the Park Board (for information only)
 - c. Notice of future appointment of one (1) representative to the Williamson County Board of Equalization (for information only)



Kirk Bednar
City Manager

Anyone requesting accommodations due to disabilities should contact Mike Worsham, A.D.A. Coordinator, at 371-0060, before the meeting.

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Approval or correction of minutes from Regular Scheduled Commission meeting

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Approval or correction of minutes from the February 12, 2018 meeting

Background

Staff Recommendation

Fiscal Impact

Attachments

Draft Minutes

DRAFT

MINUTES OF REGULAR MEETING OF BOARD OF COMMISSIONERS

BRENTWOOD, TENNESSEE

The Brentwood Board of Commissioners met in regular session on Monday, February 12, 2018 at 7:00 pm at Brentwood City Hall.

Present: Mayor Jill Burgin; Vice Mayor Mark Gorman; Commissioner Betsy Crossley; Commissioner Rhea Little; Commissioner Ken Travis

Absent: Commissioner Anne Dunn; Commissioner Regina Smithson

Staff Present: City Manager Kirk Bednar; Assistant City Manager Jay Evans; City Recorder Holly Earls

Vice Mayor Gorman led the Invocation. The Pledge of Allegiance was led by Commissioner Little.

Approval or Correction of Minutes

January 22, 2018

Moved by Commissioner Rhea Little for approval of the minutes as written, seconded by Commissioner Betsy Crossley

Vote: 5 - 0 Approved - Unanimously

Comments from Citizens

Renee Bielski, 9617 Portofino Drive

Ed Stevens, 6413 Fischer Court

Darren Barnes, 6409 Fischer Court

Consent Agenda

Resolution 2018-10 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH CIVIL & ENVIRONMENTAL CONSULTANTS, INC. FOR IN-STREAM VISUAL ASSESSMENTS AND MONITORING, for adoption

Resolution 2018-11 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH JARVIS SIGN COMPANY FOR INSTALLATION OF LANDSCAPE PAVERS AT RAVENSWOOD MANSION, for adoption

Resolution 2018-12 - A RESOLUTION TO APPROVE THE INSTALLATION OF TWO SPEED TABLES ON CHARITY DRIVE IN THE HIGHLAND PARK SUBDIVISION, for adoption

Moved by Vice Mayor Mark Gorman for approval of the items on the Consent Agenda, seconded by Commissioner Ken Travis

Vote: 5 - 0 Approved - Unanimously

New Business

Ordinance 2018-03 - AN ORDINANCE AMENDING MUNICIPAL CODE REGARDING BILLING ADJUSTMENTS FOR WATER AND SEWER SERVICE, for consideration on first reading

Moved by Commissioner Rhea Little for passage of Ordinance 2018-03 on first reading, seconded by Mayor Jill Burgin

Vote: 5 - 0 Approved - Unanimously

Resolution 2018-09 - A RESOLUTION AUTHORIZING AN AGREEMENT WITH SESSIONS PAVING COMPANY FOR SIGNALIZATION AT THE INTERSECTION OF RAGSDALE ROAD AND SPLIT LOG ROAD, for adoption

Moved by Commissioner Ken Travis for adoption, seconded by Commissioner Rhea Little

Vote: 5 - 0 Approved - Unanimously

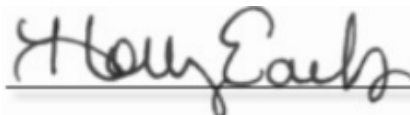
Other new business

Moved by Commissioner Rhea Little authorizing funding to the Brentwood Library Foundation in the amount of \$28,000 for assistance with the meeting room renovation project at the John P. Holt Brentwood Library, seconded by Mayor Jill Burgin

Vote: 5 - 0 Approved - Unanimously

With no further business, the meeting adjourned at 7:44 pm.

APPROVED _____



Holly Earls, City Recorder

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Ordinance 2018-03 Amending Sections 70-134 and 70-159 of the Municipal Code Regarding Billing Adjustments for Water and Sewer Service

Submitted by: Kirk Bednar, Administration

Department: Administration

Information

Subject

Ordinance 2018-03 Amending Sections 70-134 and 70-159 of the Municipal Code Regarding Billing Adjustments for Water and Sewer Service

Background

In response to customer concerns about the equity of the City's existing billing adjustment policies related to water leaks on the customer's side of the water meter, the City Commission recently undertook a review of the existing billing adjustment policies. As a result of that review, it was decided to modify the billing adjustment formula for water leaks to reduce the financial impact for major leaks that were unknown to the customer until identified through the water meter reading process.

The current methodology for calculating billing adjustments for both water and sewer service is provided for in Chapter 70 of the Municipal Code. When considering the necessary amendments to Chapter 70 related to water leak adjustments, staff identified a need to consider development of a more expansive billing adjustment policy to cover various administrative procedures, timelines, etc. related to utility billing adjustments. This policy would more clearly explain the procedures and document existing administrative practices.

In lieu of adding all of this additional language to the Municipal Code and making it more difficult to amend if needed in the future, staff is recommending the attached ordinance which amends Sections 70-134 and 70-159 of the Municipal Code to delete the specific billing adjustment methodology and policies and instead authorizes the Board of Commissioners to adopt via resolution a separate Billing Adjustment Policy for water and sewer services provided by the City.

Attached for your review is Ordinance 2018-03 and a redlined version of Sections 70-134 and 70-159 of the Municipal Code so you can identify the specific changes being proposed. Also attached is a draft version of the proposed new Billing Adjustment Policy.

A resolution to formally adopt the new Billing Adjustment Policy is on this meeting's

agenda also.

If you have any questions, please contact the City Manager or Water Services Director Chris Milton.

Staff Recommendation

Staff recommends approval of Ordinance 2018-03.

Previous Commission Action

Ordinance 2018-03 was approved on first reading at the February 12, 2018 meeting.

Fiscal Impact

Amount : N/A

Source of Funds:

Account Number:

Fiscal Impact:

Adoption of Ordinance 2018-03 will have no direct financial impact on the city but the future adoption of the billing adjustment policy would result in a reduction of revenue to the Water and Sewer Fund resulting from leak adjustments.

Attachments

Ordinance 2018-03

Redline Version of Sections 70-134 and 70-159

Draft Leak Adjustment Policy

ORDINANCE 2018-03

AN ORDINANCE OF THE CITY OF BRENTWOOD, TENNESSEE PROVIDING THAT THE CODE OF ORDINANCES OF THE CITY OF BRENTWOOD BE AMENDED BY REVISING SECTIONS 70-134 AND 70-159, REGARDING BILLING ADJUSTMENTS FOR WATER AND SEWER SERVICE

WHEREAS, current policies of the City of Brentwood allow for billing adjustments to the City's water and sewer service customers under certain conditions; and

WHEREAS, rates charged for sewer service to customers of the Brentwood Water Services Department are generally based on a four-month average of water consumption during winter months; and

WHEREAS, section 70-134 of the Code of Ordinances of the City of Brentwood provides for alternative methods for calculating sewer bills for customers whose consumption is affected by water leaks or other abnormalities, customers whose winter average does not reflect average water usage through the year, and new accounts; and

WHEREAS, section 70-159 of the Code of Ordinances of the City of Brentwood provides for billing adjustments for some water customers who have experienced excessive water usage; and

WHEREAS, revisions to current policies for water and sewer billing adjustments have been proposed to more accurately reflect current practices and to more fairly provide for adjustments for customers affected by excessive water usage; and

WHEREAS, it is further proposed that the details of the billing adjustment policies be established in a separate document to be adopted by resolution.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF BRENTWOOD, TENNESSEE, AS FOLLOWS:

SECTION 1. That section 70-134(d) of the Code of Ordinances of the City of Brentwood is hereby amended to read as follows:

(d) The water services director may approve exceptions to the computation of monthly sewer bills based on average winter water consumption, pursuant to a billing adjustment policy to be adopted by resolution of the board of commissioners. Such exceptions may be granted for:

- (1) Customers whose consumption is affected by water leaks or other abnormalities.
- (2) Customers whose winter average does not reflect average water usage through the year.
- (3) New accounts.

SECTION 2. That subsections (e) and (f) of section 70-134 of the Code of Ordinances of the City of Brentwood are hereby repealed.

SECTION 3. That section 70-159(f) of the Code of Ordinances of the City of Brentwood is hereby amended to read as follows:

(f) The water services director may approve adjustments for metered water billings when excessive water usage results from malfunctions of city water lines or equipment or from a leak in a customer’s water lines or plumbing fixtures inside the structure. Such adjustments shall be applied pursuant to a billing adjustment policy to be adopted by resolution of the board of commissioners.

SECTION 4. In case of conflict between this ordinance or any part hereof, and the whole or part of any existing ordinance of the City, the provision that establishes the higher standard shall prevail.

SECTION 5. If any section, subsection, clause, provision or portion of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, subsection, clause, provision or portion of this ordinance.

SECTION 6. That this ordinance shall take effect from and after its final passage and publication thereof, or fifteen days after its first passage, whichever occurs later, the general welfare of the City of Brentwood, Williamson County, Tennessee, requiring it.

PASSED:	1st reading	_____	PLANNING COMMISSION	_____ n/a _____
	2nd reading	_____	NOTICE OF PASSAGE	
			Notice published in:	_____
PUBLIC HEARING			Date of publication:	_____
Notice published in:		_____ n/a _____		
Date of publication:		_____		
Date of hearing:		_____	EFFECTIVE DATE	_____

MAYOR Jill Burgin

RECORDER Holly Earls

Approved as to form:

CITY ATTORNEY Douglas Berry

New text added highlighted in yellow

Deleted text show in red

Sec. 70-134. - Sewer rates.

- (a) The monthly sewer rate charged by the city shall consist of a base rate and, if applicable, a wastewater treatment cost surcharge. The combined base rate and surcharge shall be applied to each customer's average winter water consumption as billed in the months of December through March using the following rate schedule. For sewer customers who are not water customers of the city, the computation of average winter water consumption shall be based upon the four-month period that most closely corresponds to that used for other customers. The established combined rate per 1,000 gallons above the minimum bill shall be prorated for each 100 gallons consumed.
- (b) The base sewer rate shall be determined according to the following schedule:

BASE SEWER RATE SCHEDULE

	Inside City Limits (effective for bills issued after 8/1/2016)	Inside City Limits (effective for bills issued after 8/1/2017)	Inside City Limits (effective for bills issued after 8/1/2018)	Inside City Limits (effective for bills issued after 8/1/2019)	Inside City Limits (effective for bills issued after 8/1/2020)	Outside City Limits
<i>Class A and E accounts:</i>						
2,000 gallons or less (minimum bill)	\$14.97	\$15.27	\$15.58	\$15.90	\$16.22	5% above applicable inside city rates
Next 8,000 gallons, per 1,000 gallons	5.24	5.35	5.46	5.57	5.69	
Over 10,000 gallons, per 1,000 gallons	5.98	6.11	6.24	6.37	6.50	
<i>Class B and C accounts:</i>						
Minimum bill, per unit or tenant	\$18.70	\$19.08	\$19.47	\$19.86	\$20.26	5% above applicable inside city

space						rates
Usage exceeding 2,000 gallons per unit:						
Up to 10,000 gallons total usage, per 1,000 gallons	6.55	6.69	6.83	6.97	7.11	
Over 10,000 gallons, per 1,000 gallons	7.48	7.63	7.79	7.95	8.11	
<i>Class D accounts:</i>						
Minimum bill, per square foot of building	\$0.009357	\$0.009544	\$0.009735	\$0.009930	\$0.010129	5% above applicable inside city rates
Usage exceeding 2,000 gallons per unit:						
Up to 10,000 gallons total usage, per 1,000 gallons	6.55	6.69	6.83	6.97	7.11	
Over 10,000 gallons, per 1,000	7.48	7.63	7.79	7.95	8.11	

- (c) A wastewater treatment cost surcharge shall be added to the base rate if the cost of sewage treatment billed to and paid by the city exceeds \$.83 per 1,000 gallons. The wastewater treatment cost surcharge shall equal the amount per 1,000 gallons by which the city's cost exceeds \$.83.
- (d) The water services director may approve exceptions to the computation of monthly sewer bills based on average winter water consumption, pursuant to a billing adjustment policy to be adopted by resolution of the board of commissioners. Such exceptions may be granted for:
 - (1) Customers whose consumption is affected by water leaks or other abnormalities.
 - (2) Customers whose winter average does not reflect average water usage through the year.
 - (3) New accounts.

~~The following exceptions may be applied to the computation of monthly sewer bills based on average winter water consumption:~~

- ~~(1) Allowances may be made for any months affected by water leaks or other abnormalities where water consumed has not been disposed through the sanitary sewer system. Consumption for any months so affected may be deleted or adjusted in determining the average winter water consumption, subject to the approval of the water and sewer director.~~
- ~~(2) Following the four-month period on which a customer's average winter water consumption is based, if the customer's water consumption for three consecutive months is less than the four-month winter average, the customer may request that the sewer billings be based on actual water consumption for each month. The use of actual water consumption rather than the four-month average shall be subject to the approval of the water and sewer director and, if approved, shall be retroactive to the first of the three consecutive months in which water consumption was less than the four-month average. Thereafter, except as provided below, the customer's sewer billing will be based on actual water consumption for each month until the end of the next four-month winter period used to compute average water consumption. In the event of a leak causing excessive water consumption, and only in that event, the customer may request that the four-month average consumption be used again for computing the sewer bill for the affected months. No other changes in the method for computation shall be allowed otherwise.~~
- ~~(e) For new accounts for which an average winter water consumption has not yet been established and billed in the months of December through March, the monthly sewer bill shall be based on the above rate schedule as applied to the lower of:

 - ~~(1) The actual water consumption for the current billing month; or~~
 - ~~(2) The average winter water consumption for the route in which the account is located as billed in the months of December through March.~~~~
- ~~(f) For new accounts that represent homes or other facilities that are under construction, such customers may request a credit for the period in which no sewer service was actually provided. Such credit may be granted toward normal sewer billings for a maximum of four months.~~

Sec. 70-159. - Billing schedule, policies, etc.

- (a) A new water or combined water/sewer customer shall be charged a nonrefundable connection/account setup fee of \$25.00 for class A and B accounts and \$50.00 for all other accounts. Landlords or property managers of rental property for whom accounts are maintained prior

to the leasing of such property shall pay the connection and setup fee upon the initial establishment of the account; if an account for such property is subsequently established in a tenant's name, the charge to reestablish the account in the same landlord's or property manager's name shall be \$10.00.

- (b) Water bills or combined water/sewer bills shall be mailed to customers monthly in one or more cycles of approximately 30 days each. The city manager shall establish a schedule of billing dates and due dates, provided that payment shall be due no earlier than two weeks from the billing date. Payments that are received or postmarked on the due date will be considered paid on such date. When the due date occurs on a Saturday, Sunday or federal holiday, payments received on the following business day shall be considered as paid on time. There will be a ten-percent penalty added for all late payments and a \$25.00 charge for the first check returned for insufficient funds and \$50.00 for each subsequent check returned for insufficient funds.
- (c) A notice of cut-off shall be sent to a customer if the account is not paid in full by the due date. If the account, including penalties, is not paid within one month of the due date, the customer's water service will be discontinued for nonpayment until payment in full of the past due water bill or combined water/sewer bill plus penalties is received. When service is reestablished, a service call charge will be added to the next bill for restoring water service as established in subsection (e) below.
- (d) The city may require a deposit up to two months of normal payments for water or combined water/sewer services for customers who have a record of late payment or nonpayment of utility services in the city or in other locations.
- (e) The cost for restoring water service shall be \$50.00 for service calls during regular working hours and \$100.00 for service calls after working hours and on weekends or holidays.
- (f) The water services director may approve adjustments for metered water billings when excessive water usage results from malfunctions of city water lines or equipment or from a leak in a customer's water lines or plumbing fixtures inside the structure. Such adjustments shall be applied pursuant to a billing adjustment policy to be adopted by resolution of the board of commissioners.

~~Adjustments for metered water sales shall be allowed only under the following circumstances:~~

- ~~(1) Where it can be proven that excessive water usage was the result of a malfunction of city lines or equipment, an adjustment will be allowed based on a three-month average of normal water usage.~~
- ~~(2) Where excessive water usage is caused by a leak in the customer's water lines, an adjustment will be allowed if the bill exceeds a three-month average billing for normal water usage by 50 percent or more. The excessive usage, to be determined by comparison to the three-month average of normal water usage, will be billed at 50 percent of the normal retail rates. Requests for the adjustment shall be supported by a notarized plumber's affidavit. No adjustment will be allowed until the leak has been repaired. Adjustments for customer water line leaks will be limited to one month's bill per incident and one time per calendar year. No water billing adjustments will be allowed for faucets, hoses, or other outlets left running, for filling swimming pools, or for other incidents of excessive usage intentionally or negligently caused or permitted by a customer.~~

**CITY OF BRENTWOOD, TENNESSEE
WATER SERVICES DEPARTMENT**

BILLING ADJUSTMENT POLICY

It is accepted industry practice and the policy of the City of Brentwood that customers are responsible for maintaining that portion of the structure's plumbing owned by the customer, which begins at and includes the connection point on the customer's side of the water meter. The City will provide assistance in determining if a leak is present, if requested by the customer, and make a reasonable attempt to provide notification of a potential leak as allowed by available methods and technologies. Failure to notify the customer shall not relieve the customer of its obligation to promptly make needed repairs and make payment in accordance with the Billing Adjustment Policy.

Upon adoption by the Board of Commissioners, this Billing Adjustment Policy shall be retroactively applied to all adjustment requests processed for bills issued since July 1st, 2017 and apply to all adjustment requests thereafter.

WATER SERVICE BILLING ADJUSTMENTS

1. All water that passes through the customer's water meter shall be purchased by the customer at such rates as approved by the Board of Commissioners.
2. Normal water usage shall be defined as a customer's three-month average water usage for the same time period the previous calendar year, or for the most recent three month period if there is insufficient customer usage data for the prior twelve month period. Excessive water usage shall be defined as metered water usage that exceeds normal water usage by 50 percent or more .
3. Where excessive water usage is caused by a leak in the customer's water lines or plumbing fixtures inside the structure, the customer may request an adjustment. The metered water usage volume that exceeds normal water usage will be billed at 50 percent of the lowest volume-based rate tier, provided that the maximum bill for a billing period impacted by a verified leak shall not exceed two times the customer's normal water usage billing amount, including surcharges and applicable taxes.
4. Requests for the adjustment shall be made in writing on the City's leak adjustment request form and supported by a notarized plumber's affidavit. No adjustment will be allowed until proof is provided that the leak has been repaired. If the City is able to identify that a customer has a water usage pattern that may create excessive water usage, the City shall make a reasonable attempt to notify the customer. Upon notification by the City and if a leak is present, the customer must have the leak repaired within ten (10) business days in order to qualify for a leak adjustment per this Billing Adjustment Policy.
5. Adjustments for customer water line and plumbing fixture leaks will be limited to one month's bill per incident and one time per twelve month period. An adjustment for a second consecutive month's billing period shall be allowed if the duration of the leak spanned two billing cycles and the customer repaired the leak in a timely manner as provided above, if notified of the leak by the City. No water billing adjustments will be allowed for faucets, hoses, or other outlets left running, including unattended irrigation system usage, filling swimming pools or non-metered swimming pool

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evaporation, or for other incidents of excessive usage intentionally or negligently caused or permitted by a customer.

6. Where it can be proven that excessive water usage was a result of a malfunction of City infrastructure, including water meters and meter reading infrastructure, or the unreasonable or negligent operation of facilities inconsistent with standard industry maintenance and construction activities, an adjustment will be calculated based on the customers normal water usage..
7. Should a customer wish to test the accuracy and functionality of a water meter, the customer may request to have a performance test conducted on the meter. If testing results indicate the meter is performing within industry accuracy specifications, then customer shall pay a \$50 test fee for a standard 5/8 inch or 3/4 inch water meter. For larger meters, the customer shall pay all costs for third-party testing, including shipping charges and taxes. The test fee shall will be applied to the customer's water bill. If the meter test results conclude the meter has malfunctioned or does not meet industry accuracy specifications for excessive reading (under reading shall not permit an adjustment), then the City shall replace the meter and adjust the customer's account for those months affected, as accurately as can reasonably be determined.

SANITARY SEWER SERVICE BILLING ADJUSTMENTS

The City calculates a customer's sewer bill based on the customer's water usage during the winter months. The winter months include usage during the months of November through February. ~~which is billed in the months of December through March.~~ The average amount of water usage during the winter month period is then billed to the customer as sewer volume for the following 12 month period. A customer may request an adjustment to the sewer amount calculated, under the following provisions:

1. All requests for adjustments to a customer's calculated sewer bill shall be made within 90 days of the City's billing of the newly calculated sewer bill. This billing shall constitute notification of the newly calculated sewer bill. All calculated sewer amounts shall be applied until the end of the next four-month winter period used to compute the winter average consumption, unless otherwise adjusted as allowed in paragraph 3 below.
2. A customer may request an adjustment to the customer's sewer bill for any winter months affected by excessive water usage as defined in paragraph three (3) above or for other abnormalities where the customer can provide beyond a reasonable doubt that a quantity of water, preferably a metered volume, has been consumed but has not been disposed of through the sanitary sewer system. Consumption for any months so affected may be deleted or adjusted in determining the average winter water consumption, or the City may use the customer's previous winter average calculation if deemed the most reasonable method. All adjustments are subject to the approval of the Water Services Director or City Manager.
3. Following the four-month period on which a customers' average winter water consumption is based, if the customer's water consumption for three consecutive months is less than the four-month winter average, the customer may request that the sewer billing for the proceeding sewer billing period be based on the customer's actual water consumption for each month. The use of actual water consumption rather than the four-month average shall be subject to the approval of the Water Services Director and, if approved, shall be retroactive to the first of the three

***** DRAFT *****

consecutive months in which water consumption was less than the four-month average. Thereafter, except as provided below, the customer's sewer billing will be based on actual water consumption for each month until the end of the next four-month winter period used to compute average water consumption. In the event of a leak causing excessive water consumption, and only in that event, the customer may request that the four-month average consumption be used again for computing the sewer bill for the affected months. No other changes in the method for computation shall be allowed otherwise. Requests for adjustments as defined in this paragraph shall be made within 180 days following the City's billing of the newly calculated sewer bill. This billing shall constitute notification of the newly calculated sewer bill. A customer also may request to be billed sewer based on actual water consumption if not occupying a home or business for an extended period. The customer must submit a written request with the City and include the period in which they wish to be billed sewer based on actual water usage.

4. For new accounts for which an average winter water consumption has not yet been established and billed in the months of December through March, the monthly sewer bill shall be based on the most recent and current rate schedule as applied to the lower of: the actual water consumption for the current billing month; or the average winter water consumption for the route in which the account is located as billed in the months of December through March.
5. For new accounts that represent homes or other facilities that are under construction, such customers may request a credit for the period in which no sewer service was actually provided. Such credit may be granted toward normal sewer billings for a maximum of four months.

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Resolution 2018-13 - Authorizing Installation of a Speed Hump on Aberdeen Drive in the Somerset Subdivision

Submitted by: Jay Evans, Administration

Department: Administration

Information

Subject

Resolution authorizing installation of a speed hump on Aberdeen Drive in the Somerset subdivision

Background

The City's speed hump policy establishes certain minimum criteria for the location and installation of speed humps on certain public streets. The criteria includes the types of streets that are eligible for speed humps, the conditions that warrant consideration for speed humps (speeding problems or excessive cut through traffic), the acceptable location of speed humps relative to intersections, curves, hills, etc., the design standards for speed humps, and a requirement for a petition indicating 2/3 of the residents living in proximity to the proposed speed humps are in favor. In addition, the homeowners requesting installation of the speed humps must agree to pay 60% of the cost of installation, with the City picking up the remaining 40%.

The City previously established Aberdeen Drive as an appropriate location for speed humps, and three (3) are currently installed. Somerset Homeowner's Association has requested the City of Brentwood install an additional speed hump in the vicinity of 1540 Aberdeen Drive. Pursuant to the Speed Hump Policy, the homeowner's association has provided signed petitions from 69% of the residents along Aberdeen Drive in support of the speed hump. The HOA has also voted to officially request the installation and has agreed to fund 60% of the costs.

The request comes in response to a meeting held on-site in September 2017 between Somerset residents and staff to discuss perceived speeding along Aberdeen Drive. Though a subsequent speed study did not validate residents' concerns with regard to speed, staff did recognize the unique circumstances along that section of road that have lead to apprehension about pedestrian safety. Aberdeen is a direct route to school for students at Crockett Elementary and Woodland Middle Schools, generating a considerable number of young children walking this route that does not have sidewalks. A considerable curve in the road, the volume of vehicular traffic, and the parking of vehicles in the right-of-way, combine to make Aberdeen a challenge for both pedestrians and drivers.

Of the three (3) existing speed humps along Aberdeen Drive, two of them are north of the proposed location at 1540 Aberdeen Drive, and one is south of this location. The distance between speed humps 1 and 2 (as shown on the attached map) is approximately 535 feet. The distance between speed humps 2 and 3 is 850 feet. Neighborhood residents feel the distance between humps 2 and 3 is too great, and that installation of an additional hump would be a safety improvement. Staff agrees, though it has offered that the only meaningful remedy is the installation of sidewalks along Aberdeen. Until such time as sidewalks are a reality, an additional speed hump may be a beneficial to pedestrian safety.

If approved, the speed hump will be installed by the City's road contractor in the next 60 days. The estimated cost is \$4,000 (\$2,400 paid by the Somerset HOA, and \$1,600 by the City).

Please contact Assistant City Manager Jay Evans with any questions.

Staff Recommendation

Staff recommends approval of the resolution authorizing installation of a speed hump on Aberdeen Drive.

Fiscal Impact

Amount : \$1,600

Source of Funds: General Fund - Public Works

Account Number: 110-43120-82640

Fiscal Impact:

Adequate funds are available in the FY 2018 budget for this purpose.

Attachments

Resolution 2018-13

Location Map

Letter from HOA

Petition Tally

RESOLUTION 2018-13

**A RESOLUTION OF THE CITY OF BRENTWOOD, TENNESSEE TO APPROVE THE
INSTALLATION OF A SPEED HUMP ON ABERDEEN DRIVE IN THE SOMERSET
SUBDIVISION**

WHEREAS, the Homeowners Association of the Somerset subdivision has proposed installation of a speed hump on Aberdeen Drive, along with a petition in support of the proposed speed humps signed by at least 2/3 of the residents within 1,000 feet of the proposed location; and

WHEREAS, the criteria for the placement and construction of speed humps, as set forth in the amended policy for the installation of speed humps adopted by Resolution 97-14, will be met at the proposed location.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BRENTWOOD, TENNESSEE,
AS FOLLOWS:**

SECTION 1. That the installation of speed humps on Aberdeen Drive in the Somerset subdivision is hereby approved, provided that:

- a. The speed humps must be installed in accordance with the City’s adopted policy on speed humps.
- b. Sixty percent of the direct cost of installation shall be paid by the Somerset Homeowners Association, as provided in said policy.

SECTION 2. That the speed humps to be located on Aberdeen Drive shall be in the approximate location identified on Attachment “A” to this resolution.

SECTION 3. That this resolution shall take effect from and after its passage, the general welfare of the City of Brentwood, Williamson County, Tennessee requiring it.

MAYOR Jill Burgin

ADOPTED: _____

Approved as to form:

RECORDER Holly Earls

CITY ATTORNEY Douglas Berry



SOMERSET OF BRENTWOOD

February 9, 2018

Re: Somerset of Brentwood speed hump request

To whom it may concern:

The Somerset of Brentwood Board of Directors voted on February 8, 2018 to formally request an additional speed hump be installed on Aberdeen Drive. Additionally, the Board of Directors did approve the 60% cost share for the installation of the speed hump.

Included with this request are the necessary signed petitions from those residents along Aberdeen Drive.

Thank you,

Rebecca Massaro, CMCA

Ghertner & Company

Association Manager for the Somerset of Brentwood Association

Petition Received	First Name	Last Name	Street #	Address 1
X	JAMES	LOVINS	1500	ABERDEEN DRIVE
X	KEITH A.	HATTON	1501	ABERDEEN DRIVE
X	RICHARD S.	KENMUIR	1504	ABERDEEN DRIVE
X	ERIN	TAYLOR	1505	ABERDEEN DRIVE
X	ROBERT JOSEPH	PEASE	1508	ABERDEEN DRIVE
X	DALE	BARTHOLOMEW	1511	ABERDEEN DRIVE
X	JEFFREY	SAMMONS	1512	ABERDEEN DRIVE
X	MITZI C.	DEVORE	1515	ABERDEEN DRIVE
X	MARVIN E.	THEWS JR.	1518	ABERDEEN DRIVE
X	LUIS H.	GARZA	1519	ABERDEEN DRIVE
X	DONALD P.	BELMONT	1523	ABERDEEN DRIVE
X	RAYMOND	RITZ	1524	ABERDEEN DRIVE
X	NEIL C.	JOHNSON	1527	ABERDEEN DRIVE
	JAMES	GAYLORD	1528	ABERDEEN DRIVE
X	RANDOLPH	PUTALA	1531	ABERDEEN DRIVE
X	TIM C.	LAVENDER	1532	ABERDEEN DRIVE
	DEBESH C.	MALDAS	1535	ABERDEEN DRIVE
X	MARIE	DOHERTY	1539	ABERDEEN DRIVE
X	BRADLEY N.	BULLOCK	1540	ABERDEEN DRIVE
X	ANDREW	BYRN	1543	ABERDEEN DRIVE
	WILLIAM CODY	WHITE	1546	ABERDEEN DRIVE
X	EDWIN	HARRISON	1547	ABERDEEN DRIVE
X	GRANT	ELLIS	1551	ABERDEEN DRIVE
X	MARION CHRISTOPHER	MAYFIELD	1554	ABERDEEN DRIVE
X	KATHERINE S.	RAIDT	1555	ABERDEEN DRIVE
X	ASIRVATHAM	RAJADURAI	1559	ABERDEEN DRIVE
X	RICHARD B.	ERICKSON	1560	ABERDEEN DRIVE
X	DANA L.	HOLMES	1563	ABERDEEN DRIVE
X	CRAIG	RATTERMAN	1566	ABERDEEN DRIVE
	ROBERT	POMEROY	1567	ABERDEEN DRIVE
X	DAVID B.	ANDERSON	1571	ABERDEEN DRIVE
X	PATRICK M.	MADDEN	1575	ABERDEEN DRIVE

Yellow = In Favor

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Resolution 2018-16 Agreement with Rye Engineering for Water System Leak Detection Services

Submitted by: Chris Milton, Water & Sewer

Department: Water & Sewer

Information

Subject

Resolution 2018-16 Agreement with Rye Engineering for Water System Leak Detection Services.

Background

The Water Services Department budget for FY 2018 includes water distribution system leak detection services associated with the department's ongoing water loss reduction efforts. Leak detection is an integral part of department efforts to reduce water. Leak detection services offered by Rye Engineering include acoustic detection of escaping water from pipes, valves, hydrants and other system appurtenances. Rye technicians use advanced listening devices to pinpoint leaks and prioritize leaks based on size and estimated loss volume.

In FY 2017, Rye Engineering completed leak detection services in the water system's north pressure zone, or about 50 pipe miles of coverage (20% of the distribution system). The work resulted in detection of 10 pipe leaks estimated at about 1.5 millions gallons of water loss per month (see attached summary report).

The next phase of leak detection services includes coverage of the remaining distribution system or about 175 miles of pipe. Rye reports their findings to the Water Department staff and staff then prepares prioritized work orders for repairs of the leaking facilities. Accordingly, Rye has submitted an engineering services proposal for this work in an amount not to exceed \$31,875.00 which includes a 10% contingency allowance. This contract amount is within the budgeted amount included in the department's FY 2018 budget and therefore, staff recommends approval of the attached agreement.

Should you have any questions, please contact Chris Milton, Director Water Services.

Staff Recommendation

Staff recommends approval of Resolution 2018-16.

Previous Commission Action

No previous Commission action on this item, the testing of the north zone was under \$10,000 and did not require Commission approval.

Fiscal Impact

Amount : \$31,875.00

Source of Funds: Water & Sewer Fund

Account Number: 412-52310-82599

Fiscal Impact:

The proposed fee for these services is within the amount budgeted in the FY 2018 Water and Sewer Fund budget.

Attachments

Resolution 2018-16

Agreement Form

RYE Engineering Proposal

Rye Engineering, 2017 Summary Report

RESOLUTION 2018-16

A RESOLUTION OF THE CITY OF BRENTWOOD, TENNESSEE TO AUTHORIZE THE MAYOR TO EXECUTE AN AGREEMENT BY AND BETWEEN THE CITY OF BRENTWOOD AND RYE ENGINEERING PLC FOR WATER LEAK DETECTION SERVICES, A COPY OF SAID AGREEMENT BEING ATTACHED HERETO AND MADE A PART OF THIS RESOLUTION BY REFERENCE

BE IT RESOLVED BY THE CITY OF BRENTWOOD, TENNESSEE, AS FOLLOWS:

SECTION 1. That the Mayor is hereby authorized to execute an agreement by and between the City of Brentwood and Rye Engineering PLC for water leak detection services, a copy of said agreement being attached hereto and made a part of this resolution by reference.

SECTION 2. That this resolution shall take effect from and after its passage, the general welfare of the City of Brentwood, Williamson County, Tennessee requiring it.

MAYOR

Jill Burgin

ADOPTED: _____

Approved as to form:

RECORDER

Holly Earls

CITY ATTORNEY

Douglas Berry

AGREEMENT BETWEEN OWNER AND CONTRACTOR
FOR PROFESSIONAL SERVICES

This agreement is hereby made and entered into this ____ day of _____, 2018, by and between the City of Brentwood, hereafter called "Owner," and Rye Engineering, PLC hereafter called "Contractor."

The said parties, for the considerations hereinafter mentioned, hereby agree to the following:

1. The Contractor agrees to provide all of the material and labor required to perform the following work for:

- Water System, Leak Detection Services.

In conformance with the Contractor's Proposal submitted October, 2017 and attached herein.

2. The Owner hereby agrees to pay the Contractor, for the aforesaid materials and labor, an amount not to exceed \$ 31,875.00 , which represents the proposed price in the following manner:

Per work performed in accordance with this agreement and attached unit pricing, in monthly installments as submitted by the Contractor in the form of a payment application AND as approved by the City.

3. The Contractor agrees that the above-described work shall substantially be completed on or before the following dates: _____, 2018.

4. The Contractor agrees to provide and pay for all materials, tools and equipment required for the prosecution and timely completion of the work. Unless otherwise specified, all equipment and materials shall be new and of good quality. The City will provide as part of this project:

- Access to the site,
- Needed coordination with any property owner,
- System maps and/or locates of system appurtenances.

5. In the prosecution of the work, the Contractor shall employ a sufficient number of workers skilled in their trades to suitably perform the work.
6. All changes and deviations in the work ordered by the Owner must be in writing, the contract sum being increased or decreased accordingly by the Contractor. Any claims for increases in the cost of the work must be presented by the Contractor to the Owner in writing, and written approval of the Owner shall be obtained by the Contractor before proceeding with the ordered change or revision.
7. The Owner, Owner's representative and public authorities shall at all times have access to the work.

8. The Contractor agrees to re-execute any work which does not conform to the requirements of the project, warrants the work performed, and agrees to remedy any defects resulting, from faulty materials or workmanship which shall become evident during a period of one year after completion of the work.
9. The Contractor agrees to maintain full insurance to protect against claims for property damage, bodily injury and death on the above-described work during the progress of the work, in his own name and that of the Owner. Prior to commencing work, the Contractor shall provide the City with appropriate certification of insurance naming the Owner as an additional insured. Further, the Contractor shall fully execute the attached indemnification release and provide an executed copy to the Owner.
10. In the event the Contractor is delayed in the prosecution of the work by acts of God, fire, flood or any other unavoidable casualties; or by labor strikes, late delivery of materials; or by neglect of the Owner, the time for completion of the work shall be extended for the same period as the delay occasioned by any of the aforementioned causes.
11. Neither the Owner nor Contractor shall have the right to assign any rights or interest occurring under this agreement without the written consent of the other, nor shall the Contractor assign any sums due, or to become due, to him under the provisions of this agreement.
12. This agreement shall be interpreted under laws of the State of Tennessee.
13. Attorney's fees and court costs shall be paid by the defendant in the event that judgment is awarded in any litigation to enforce this agreement.

IN WITNESS WHEREOF, the parties hereto set their hands and seals the day and year written above.

CITY OF BRENTWOOD

RYE ENGINEERING, PLC

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

INDEMNITY RELEASE

RYE ENGINEERING, PLC (the "Contractor") does hereby release, hold harmless and indemnify the City of Brentwood, Tennessee and each of its employees and agents from any liability or claims (including reasonable attorneys' fees and costs) which may be asserted in regard to personal injuries or property damage, real or alleged, arising out of its operations to be conducted by or on behalf of the Contractor.

By: _____
Authorized official

Print Name: _____

Title: _____

STATE OF TENNESSEE)
COUNTY OF _____)

Sworn to and subscribed before me this _____ day of _____
_____, 20____.

Notary Public

My commission expires: _____.

**PROPOSAL FORM
WATER SYSTEM, LEAK DETECTION SERVICES
CITY OF BRENTWOOD, TN - WATER SERVICES DEPT.**

MILES OF PIPE	COST PER DISTRIBUTION MILE	TOTAL AMOUNT
175	\$165.00	\$28,875.00
	Contingency Allowance	\$3,000.00
	TOTAL THIS PROPOSAL	\$31,875.00

GENERAL SPECIFICATIONS AND INSTRUCTIONS

Contractor shall conduct water distribution, leak detection services in the City’s water service area as identified by the Water Services Department and in quantities and pricing as submitted in the Proposal Form above. For purposed of this agreement, Contractor will perform leak detection services within the City’s “South” (all zones outside the North pressure zone) pressure zone which is estimated to be 175 miles in pipe length, more or less.

Contractor shall perform said services utilizing acoustic leak detection and acoustic correlation equipment making physical contact with all available service connections/meters, valves, hydrants or other appurtenances necessary to successfully complete the work. Where normal contact points are not available or cannot be created within a reasonable distance, sonic ground listening devices will be used by making physical ground contact at intervals not greater than 6 feet over the pipe.

All indications of leaks found during survey will be verified a second time, after which the leak will be pinpointed with a sound correlator when possible. Pinpointing leak locations through interpretation of sound intensity, either by ear or other like methods, will not to be used when contact points are available for use with a leak correlator.

Contractor shall maintain a leak detection log, or acceptable reporting method for documenting the work, specifically locations of found leaks. Leak reports shall be provided to Water Department personnel at the end of each week, or as approved by the City. The volume of leakage will be calculated by the Contractor upon completion of the work.

Proposer acknowledges that pricing submitted in the above proposal form is adequate to cover all costs associated with the work and that the quantities in the proposal form are estimated and not guaranteed and are solely for the purpose of establishing a not to exceed price for the work.

The final payment for the work will be based on actual quantities completed, as approved by the City of Brentwood.

Proposal Submitted By:

Firm Name

Authorized Representative

Date: _____



RYE
ENGINEERING PLC



4210 West Main Street
Erin, TN 37061
Phone (931) 289-2300
Fax (931) 289-2313
srye@ryeengineering.com



PROPOSAL FOR

CITY OF BRENTWOOD

FOR

LEAK DETECTION SERVICES

OCTOBER 2017

TABLE OF CONTENTS


SECTION

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Figure 1. Comprehensive leak detection surveys are a specialty of Rye Engineering PLC. Our crews are fully equipped with the latest technology for leak detection including this handheld listening probe used for localizing leakage.

1: COST ESTIMATE

		October 13, 2017			
					
COST ESTIMATE FOR LEAK DETECTION SERVICES					
FOR CITY OF BRENTWOOD, TN					
Item No.	Description	No. of Units	Units	Cost / Unit	Total Cost
1	<p>Acoustic Leak Detection Survey. To include acoustic leak detection by listening to all available water service lines, blow-offs, hydrants, selective valves and other exposed appurtenances with handheld listening devices as required. This line item shall cover leak localization. For each leak localized, pinpointing shall be attempted with handheld listening devices including ground microphone attachment. If handheld device pinpointing is unsuccessful or requires verification, correlation will be performed under separate line item. RYE to provide leak detection crew that includes driver. Owner to provide contact person who can be available to guide crew within the system and locate/identify water system components as required. Owner shall have meter locations clearly identified with blue paint in the street. RYE will bill for services performed on a monthly basis for this line item by using truck odometer readings to estimate mileage covered. Owner's GIS system will be used to reconcile the actual mileage covered prior to the final payment on the project. Owner's printed maps to be ready prior to first day of leak detection.</p>	175	MILES	\$225	\$39,375
2	<p>Acoustic Correlation. For leaks where handheld pinpointing was unsuccessful or requires verification, computer correlators will be used to pinpoint leakage on an as-needed basis. Equipment to be used includes FCS Tricorr, Soundsens, or other applicable correlation equipment.</p>	40	HOURS	\$250	\$10,000
OPTIONAL ITEMS					
3	<p>Flow-Based Leak Detection. During the course of the leak detection work, if areas are discovered that require a clamp-on flow meter to check for leakage or monitor flow to a particular area, Owner may order the work on an hourly basis. Owner to provide any excavations required and personnel to accompany RYE during flow-based leak detection.</p>	16	HOURS	\$250	\$4,000
4	<p>Noise Logger Leak Detection. If areas of high ambient daytime noise exist in the system and verification of the acoustic survey is required in those areas, Owner may order the work on a daily basis. Programmable noise loggers such as FCS Permalog +, P Corr+, or other applicable equipment shall be used.</p>	3	DAY	\$2,000	\$6,000
5	<p>Fixed Network Noise Loggers. For areas requiring rapid response time to leakage, FCS Permanet+ units can be deployed on a permanent basis. Detailed cost breakdown of line item can be provided as Owner requires.</p>	5	EACH	\$1,600	\$8,000
TOTAL ESTIMATED COST					\$67,375
TIME FRAME	Work to be completed approximately 9 months from notice to proceed. RYE and Owner to be flexible in coordination of the work to allow for non-continuous performance of the work (i.e. scheduling approximately one week of work at a time to be conducive to Owner's and RYE's schedule). First estimated work period approximately November 13th - 21st.				

2: EQUIPMENT & METHODOLOGY

Rye Engineering is set apart from other leak detection companies in part due to our embrace of the latest leak detection methods and technology. For your project, we will use our acoustical direct contact probe (see Item 1. below) as the primary tool for leak localization and the ground microphone attachment and acoustic correlators (see Item 2. below) as the tools for leak pinpointing.

In addition to advanced acoustical leak detection equipment, our crews carry flow-based leak detection equipment, such as ultra-sonic flow meters, to locate the toughest leaks even on non-metallic mains such as PVC, HDPE and A/C. We have the ability to use these ultra-sonic meters to localize, quantify, and pinpoint leaks ranging from just a few gallons per minute to large main breaks on cross-country mains when our customers require this equipment. When our flow meters are used in step-testing routines, we can efficiently cover miles of water main, quantifying leak magnitude as we proceed through the system.

We also use survey-grade GPS equipment to capture the location of leaks, and when requested, we can collect other data such as meter, hydrant, and valve locations.

Our crews will be equipped with the following:

1. Electronic Ground Microphones with Direct Contact Probes and Ground Microphone Attachments (Premium Grade) – FCS X-Mic Brand, L-Mic Brand, and S-30;
2. Acoustic Correlators/Data Loggers – FCS Sound Sens Brand;
3. Ultra-Sonic Flow Meters (Non-Intrusive) – GE TransPort PT878 or Badger Dynasonics (*as needed*);
4. Solid-State Comparison Meters – Elster EVO-Q4 (*as needed*);
5. Magnetic Pipe Locating Equipment – Fisher TW-6 Brand;
6. Magnetic Valve Locating Equipment – Heath Magnalock Brand;
7. Survey Grade GPS Unit – TOPCON Brand;
8. GIS & CAD – ArcGIS & AutoCAD as required;
9. Ford F-150, GM 2500, and GM 1500 4x4 Pick-ups;
10. Other incidental tools such as pressure gauges, recorders, valve & hydrant wrenches, sound level meters, etc.;

11. Safety equipment for traffic control, vehicle lighting, personal protective equipment, etc.;

12. Confined space equipment including tripod, wench, gas monitor, etc. *(as needed)*.

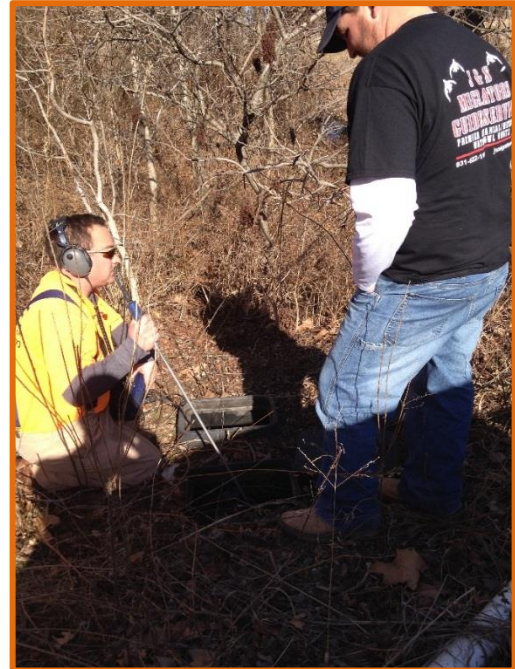


Figure 2. We utilize premium handheld acoustic units to localize leaks by listening to water services, hydrants, etc. and ground microphone attachments to pinpoint leaks for repair.



Figure 3. We will use our acoustic correlators (top) to pinpoint water leaks in your system. If required by RFP, we will also use our survey grade GPS equipment (bottom) to mark each leak that is pinpointed for incorporation into the Owner's GIS system.

Our Comprehensive Approach to Leak Detection

Work Session with Owner/Kickoff Meeting - Our first step will be to sit down with the Owner's staff for a work session to gain a better understanding of the water system, prioritize the areas of work, and develop a plan of action. This process should precede our crews being deployed and may take at least one day to include a kick-off meeting and visit(s) to the field with water distribution personnel. We will work with the Owner's staff by evaluating the relative ages of various areas of the system, system pressures, main and service line material, history of leaks, presence of other utilities such as sanitary sewer and other factors to help prioritize how we proceed through the system.



Figure 4. We propose to have a detailed work session with the Owner prior to beginning the leak detection survey.

Prioritizing the Work - As a general approach, we suggest beginning in the older areas where metallic mains may be present and where sound conductivity is most favorable for leak detection. We will work in a systematic, area by area fashion until these downtown areas are complete and then work our way out to the perimeter of the system. Another way to help prioritize the areas may be to look at water loss on a zone by zone basis if the data is available. A cursory review of historical water tank night time level data could also be used to determine the areas with the most leakage. We generally suggest beginning in areas with "low-hanging fruit" where many leaks may be present that are fairly straight forward to locate. We also acknowledge that the Owner is most familiar with its system and may have a better approach to prioritizing the work. Our goal is to work with the Owner to develop the plan that is best for its system and follow that plan throughout the process.

Comprehensive Approach - We propose a comprehensive approach to leak detection. Our method takes an area by area approach and works the localization phase and pinpointing phase in series with each other for each localized leak. Thus, as we proceed through a particular area of the system, we will localize and pinpoint each leak in the area before moving on to a different area, instead of sweeping the entire system first with localization and then returning at a different time to pinpoint the leaks. The flow chart in Figure 5 illustrates the process that we propose to follow.

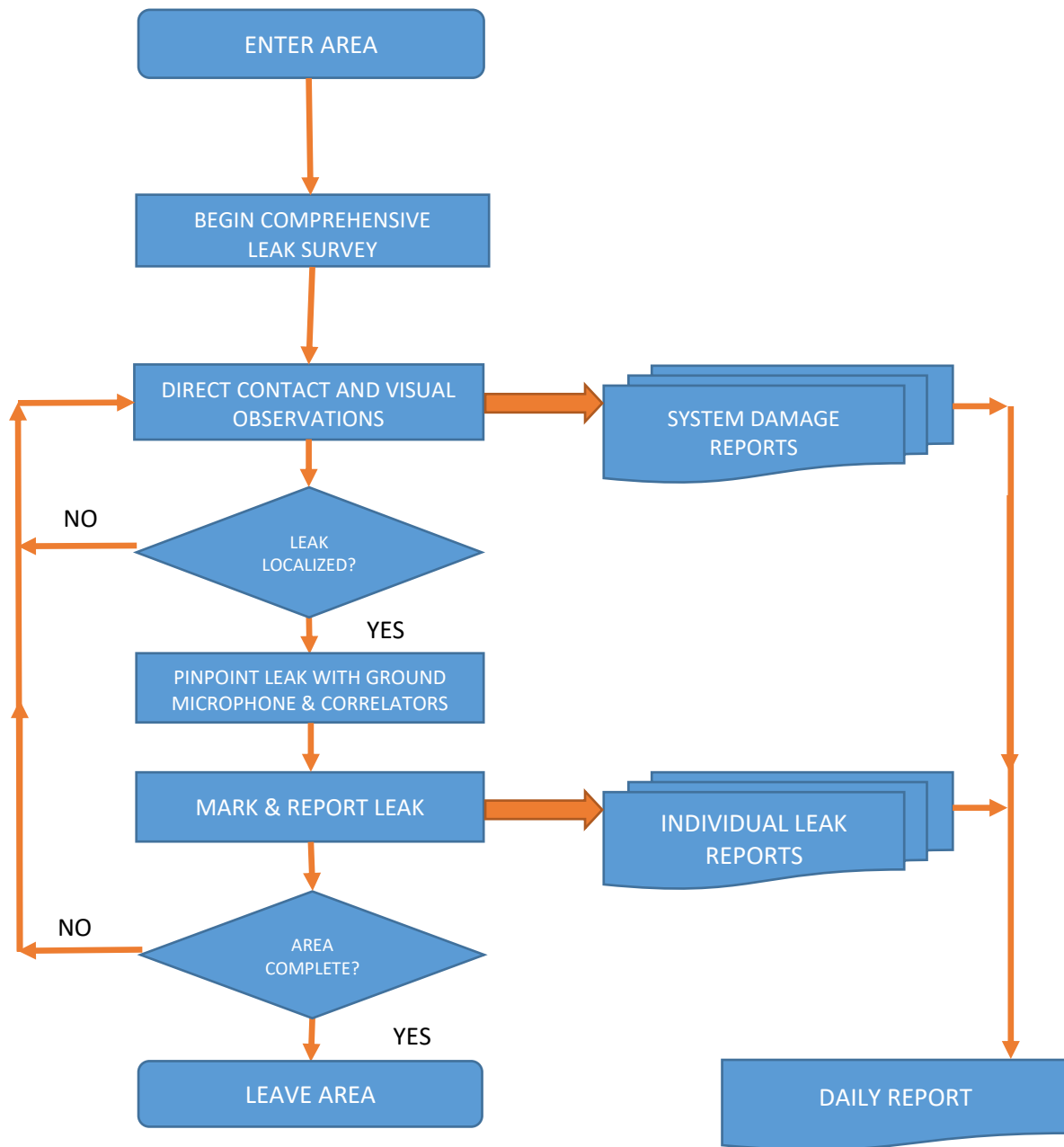


Figure 5. Comprehensive Leak Detection Flow Chart – An area by area approach will be used that consists of both localization phases and pinpointing phases.

- 1. Leak Localization** – As shown in the flow chart in Figure 5, we will begin by using our handheld acoustic listening probes to directly contact listening points fire hydrants, service lines (accessed in the meter box), flushing hydrants, valves, and other appurtenances as necessary (see Figure 6).

Please note that we will use our normal practice of listening to every service line. Normally, listening to every service results in a tight sampling frequency and is very effective at picking up small leaks, service line leaks, visual drips, and other problems with meters such as meters not registering low flow and other issues that might otherwise go unnoticed.

While the direct contact listening process is designed to localize leaks, we will also use this process to visually survey the visible appurtenances such as fire hydrants, meter boxes, valve boxes, etc. for damages or functionality issues and report those back to the Owner on a daily basis. We will log any other issues mentioned above that we encounter such as visual drips, customer service line leaks, meters not registering low flow, etc., as we encounter them.

We will continue the leak localization process until a leak is successfully localized, then we will begin the pinpointing process.

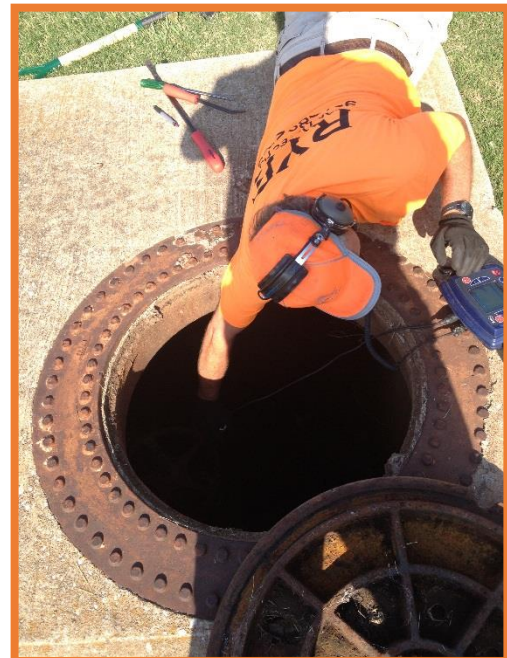


Figure 6. Localization Phase – We will utilize a water loss crews performing direct contact acoustical listening to localize leaks in the water distribution system(s).



Figure 7. Visual Observations – Our personnel will make visual observations of water distribution system issues/damages as we proceed through the process of localization and pinpointing of leaks.

- 2. Pinpointing** – Once acoustic evidence of a leak is found and that leak is localized, then the crew will move into pinpointing mode and re-listen to the suspect sounds found during localization. To pinpoint the leak we will listen to all hydrants, blow-offs, and air-release valves in the localized area. Additionally, selective mainline valves and meter/meter settings or curb valves in the localized area will be used. We will use ground microphones placed directly over the main (at 50 ft. maximum intervals) and computer correlators (always verified with ground microphones) to re-listen and pinpoint the leak location (see Figure 8). During pinpointing, we will locate the water main with an electronic pipe locator prior to use of our pinpointing equipment.

We realize, through experience, that pinpointing can be difficult in some areas with high background noise such as traffic, industrial activity, and electrical/mechanical equipment. If such difficulty is encountered or there is a question (by our crews) as to the accuracy of the pinpoint, we will schedule a specific re-check of that leak at night, on a weekend, or other time that the background noise is minimized.



Figure 8. Pinpointing Phase – Our crew will utilize computer correlators and electronic ground microphones to pinpoint leaks that are localized. When correlators are used, the results will be verified using the ground microphone.

3. Marking and Reporting – Each successfully pinpointed leak shall be marked on the ground surface with paint. The address and location of the leak shall be described on an individual leak report. Other information will be noted along with our standard reporting practices including the following:

- Name of System;
- Date;
- Time;
- Street Address;
- Leak Number (assigned in order found);
- Type of Leak (meter, meter yoke, service line, valve, fire hydrant, main line valve, other);
- Size of Line (5/8" through 36" or other);
- Material of Line;
- Leak Rating (1-5 rated by our crew chief based on experience by the leak sound intensity and character; corresponds to a particular size defect in the pipe and estimated flow rate);
- Descriptive map of each location;
- Mechanical deficiencies (broken valves, hydrants, meter boxes, valve boxes);
- Notes (any important observations about the leak).

The crew's daily reports will be used later to assemble the final report and map for the Owner. Please note that any leak we find to be serious and critical in nature we will report to the Owner immediately upon pinpointing.

4. **Other Methods** – It is important to note that we possess the ability to localize and help pinpoint leaks with non-acoustic techniques such as flow-based leak detection. Our method of flow-based leak detection involves using a non-intrusive ultrasonic strap-on meter that can be affixed to the exterior of a water main to measure the magnitude and direction of water flow within a water distribution system. It is particularly useful in nighttime flow measurements to estimate leakage into a particular area and for leak detection on long stretches of non-metallic water main such as PVC or A/C where sound does not conduct for long distances. Using this technique involves excavation of water main by the Owner. See Figure 9.



Figure 9. Other Methods – Our crews are experienced in flow-based leak detection methods such as this ultrasonic flow meter which can be attached to the outside of water mains.

3: KEY PERSONNEL EXPERIENCE



SETH W. RYE, P.E., ESQ.

OWNER, SENIOR ENGINEER

(931) 721-6232 CELL

srye@ryeengineering.com

RECENT PROJECT EXPERIENCE

- **FAA MMAC Water Loss Management Study; 2014-2016; *Project Lead*; Oklahoma City, OK;**
- **Water Authority of Dickson County Water Loss Management Program; 2014-present, *Project Engineer*; Dickson, TN;**
- **Sylvia-Tennessee City-Pond Utility District Leak Detection; 2014; *Leak Detection Crew*; Pond, TN;**

Seth Rye is involved in every water loss project that Rye Engineering PLC undertakes. He handles all engineering support, all proposals, and all analysis and reporting.

PROFESSIONAL REGISTRATION

Registered Professional Engineer in TN, Lic # 49410; AL, Lic # 49410; and KY, Lic # 49410
TDEC Licensed Water Distribution Operator II, License # 49410
Licensed Attorney in Tennessee, Supreme Court License # 025668

EDUCATION

1994-1998, University of Tennessee, Bachelor of Science in Agricultural Engineering
1998-2000, University of Tennessee, Master of Science in Biosystems Engineering
2002-2006, Nashville School of Law, Doctor of Jurisprudence Degree

WORK EXPERIENCE

- **Rye Engineering PLC; Erin, TN; 3/2007-Present; Founder/Senior Engineer/Water Distribution Operator/Project Manager.**
- **Clarksville Gas & Water Dept.; Clarksville, TN; 2000-2007; Water Division Manager/Civil Engineer.**



KENNETH MICHAEL SHEPPARD

WATER LOSS COORDINATOR

(931) 320-4892

msheppard@ryeengineering.com

RECENT PROJECT EXPERIENCE

- **Hampton Leak Detection; 2017; *Project Lead*;** Hampton, TN;
- **Pleasant View Utility District Leak Detection/Flow Testing; 2016; *Project Lead*;** Pleasant View, TN;
- **Johnson City Leak Detection; 2015-2016; *Project Lead*;** Johnson City, TN;
- **Maryville/Alcoa Leak Detection; 2015; *Project Lead*;** Alcoa, TN;
- **FAA MMAC Water Loss Management Study; 2014-2016; *Project Coordinator*;** Oklahoma City, OK;
- **Russellville-Whitesburg Utility District Leak Detection; 2014; *Project Coordinator*;** Russellville, TN;

Mike Sheppard coordinates all water loss field work for Rye Engineering PLC and also performs leak detection on many of our projects. He is our most experienced acoustic leak detector and also trains our other employees.

CERTIFICATIONS

Permit Required Confined Space Certification

WORK EXPERIENCE

- **Rye Engineering PLC;** Erin, TN; 5/2010-Present; Water Loss Coordinator/Senior Project Manager/Construction Inspector.
- **Clarksville Gas & Water Dept.;** Clarksville, TN; 2001-2007 (Retired) – Superintendent of Water Distribution Construction; 1998-2001 – Superintendent of Water and Wastewater Installation & Repair; 1995-1998 – Utility Inspector; 1983-1995 – Crew Chief/Water Distribution Construction; 1975-1983 – Backhoe Operator/Water Distribution Construction, Laborer/Wastewater Construction & Repair.



WADE H. RUDOLPH

PROJECT MANAGER

(931) 220-3830

wrudolph@ryeengineering.com

RECENT PROJECT EXPERIENCE

- **New Johnsonville Raw Water Intake Addition;** 2015-present; *Project Manager;* New Johnsonville, TN;
- **Ardmore Water System Rehabilitation;** 2016-present; *Project Manager;* Ardmore, TN;
- **Water Authority of Dickson County AMR Meter Replacement/Installation;** 2016; *Project Manager;* Dickson, TN;
- **Adamsville Leak Detection Survey;** 2014; *Crew Chief;* Adamsville, TN.

Wade Rudolph is the lead crew chief for all meter testing and flow-based leak detection. He also serves as crew chief on many of our acoustical leak detection projects as well.

PROFESSIONAL REGISTRATION/CERTIFICATIONS

TDEC Licensed Wastewater Collection Operator II, License #3869

TDEC Licensed Water Distribution Operator II, License #3869

Permit Required Confined Space Certification

WORK EXPERIENCE

- **Rye Engineering PLC;** Erin, TN; 2013-Present; Project Manager/Construction Inspector/Water Auditor/Leak Technician
- **Clarksville Gas & Water Dept.;** Clarksville, TN; 1984-2013 (Retired); Engineering Manager/Operations Manager for Water & Wastewater/Superintendent of Water & Wastewater Repair & Installation



MATTHEW H. RYE

SENIOR PROJECT MANAGER

(931) 801-4345

mrye@ryeengineering.com

RECENT PROJECT EXPERIENCE

- **Cold Springs Leak Detection/Night Flow Monitoring;** 2016; *Project Lead;* Cold Springs, TN;
- **Water Authority of Dickson County Water Loss Management Program;** 2015-present; *Project Lead;* Dickson, TN;
- **FAA MMAC Water Loss Management Study;** 2014-2016; *Crew Chief;* Oklahoma City, OK;
- **New Johnsonville Water Loss Management Program;** 2014-present; *Project Lead;* New Johnsonville, TN;

Matthew Rye serves as a water loss crew chief on many other acoustic and flow-based leak detection projects. Mr. Rye also performs all tank inspections and meter testing services for Rye Engineering.

EDUCATION

2002-2004, Austin Peay State University, Bachelor of Science in Psychology
1999-2001, University of Tennessee

CERTIFICATIONS

National Association of Codes Enforcement (NACE) #307563
Tennessee Department of Erosion Control (TDEC) EPSC certified #123648
Permit Required Confined Space Certification

WORK EXPERIENCE

- **Rye Engineering PLC;** Erin, TN; 5/2010-Present; Senior Project Manager/Construction Inspector/Engineering Technician/Water Tank Inspector/ROV Water Tank Inspection Operator/GPS Surveying.
- **Goodwyn, Mills, & Caywood;** Nashville, TN; 8/2006-5/2010; Field Inspector, Municipal Engineering Division.



PADEN SPEARS

CREW CHIEF

(931) 627-6430

pspears@ryeengineering.com

RECENT PROJECT EXPERIENCE

- **Brentwood Leak Detection; 2017; *Project Lead*; Brentwood, TN;**
- **Clayton Leak Detection; 2017; *Project Lead*; Clayton, GA;**
- **Hampton Leak Detection; 2017; *Leak Technician*; Hampton, TN;**
- **Johnson City Leak Detection; 2015-2016; *Leak Technician*; 2017; *Project Lead*; Johnson City, TN;**
- **Maryville Leak Detection; 2015; *Leak Technician*; Maryville, TN;**
- **Alcoa Leak Detection; 2015; *Leak Technician*; Alcoa, TN;**
- **HB & TS Utility District Leak Detection; 2014-present; *Project Lead*; Franklin, TN.**

Paden Spears serves as a crew chief for our leak detection and flow monitoring projects. Mr. Spears also performs ultrasonic flow meter installation for our zone metering projects.

CERTIFICATIONS

Permit Required Confined Space Certification

WORK EXPERIENCE

- **Rye Engineering PLC; Erin, TN; 2014-Present; Crew Chief**

4: REFERENCES

<i>Client Name & Address</i>	<i>Dates of service</i>	<i>Description of Services Provided</i>	<i>Contact Information</i>
City of Brentwood P.O. Box 788 Brentwood, TN 37024	5/22/17-6/2/17	Acoustic Leak Detection Survey; No. of customers: 11,048	Drew Muirhead, 615-371-0080
Bloomingdale Utility District 3212 Bloomingdale Pike Kingsport, TN 37660	5/2/2017	Leak Detection Services; Meter Testing Services; No. of customers: 4,904	Fred Hicks, 423-288-6551
Bell Buckle Water & Wastewater P.O. Box 276 Bell Buckle, TN 37020	4/10/17-4/11/17; 9/1/16	Leak Detection Services; Meter Testing Services; No. of customers: 814	Jason Lewis, 931-389-9513
Hampton Utility District P.O. Box 211 Hampton, TN 37658	1/14/17-3/23/17	Acoustic Leak Detection Survey; No. of customers: 1,538	Terry Banner, 423-725-2112
McMinnville Utilities P.O. Box 7088 McMinnville, TN 37111	4/5/17-4/6/17	Leak Detection Services; No. of customers: 6,277	Heath Collins, 931-473-3165
West Knox Utility District P.O. Box 51370 Knoxville, TN 37950	3/14/2017	Leak Detection Services; No. of customers: 23,289	Matt Williamson, 865-690-2521
City of Clayton 837 Hwy. 76 West, Suite 101 Clayton, GA 30525	3/6/17-3/9/17	Leak Detection Services	Moody Barrick, 706-782-4512

<i>Client Name & Address</i>	<i>Dates of service</i>	<i>Description of Services Provided</i>	<i>Contact Information</i>
Greenfield Water System 222 N. Front Street Greenfield, TN 38230	2/27/17-3/2/17	Acoustic Leak Detection Survey; No. of customers: 945	Tony Stout, 731-235-2330
Poplar Grove Utility District P.O. Box 129 Tipton, TN 38071	2/20/2017	Emergency Leak Detection; No. of customers: 10,021	David Braden, 901-837-0181
Petersburg Water System P.O. Box 215 Petersburg, TN 37144	2/9/2017	Leak Detection Services; No. of customers: 351	Jack Atchley, 931-659-9826
Niota Waterworks P.O. Box 515 Niota, TN 37826	3/23/17; 1/16/17- 1/26/17	Meter Testing Services; Acoustic Leak Detection Survey; No. of customers: 1,308	Lois Preece, 423-568-2579
Milcrofton Utility District P.O Box 681149 Franklin, TN 37068	1/4/2017	Leak Detection Services; No. of customers: 7,144	Mike Jones, 615-794-5947
Adams-Cedar Hill Water System P.O. Box 69 Adams, TN 37010	12/19/2016	Leak Detection Services; No. of customers: 1,624	William A. Vogel, 615-696-2266
Elbridge Water Association P.O. Box 537 Obion, TN 38240	8/22/16-11/4/16	Acoustic Leak Detection Survey; No. of customers: 1,276	Sharon Allman, 731-536-5711

<i>Client Name & Address</i>	<i>Dates of service</i>	<i>Description of Services Provided</i>	<i>Contact Information</i>
City of Franklin P.O. Box 295 Franklin, TN 37065	9/12/16-9/29/16	Acoustic Leak Detection Survey; No. of customers: 20,831	Mark Hilty, 615-794-4554
South Blount Utility District 808 W. Lamar Alexander Pkwy. Maryville, TN 37801	7/11/16-7/14/16; 2/3/15-2/4/15	Comprehensive Leak Detection on Large Diameter Water Transmission Ductile Iron Water Mains; WTP Finished Water Meter Testing; Flow Monitoring on 12" Line Feeding Factory. No. of customers: 18,000	Al Scott, General Manager 865-982-3560
Hohenwald Utilities 118 W. Linden Ave. Hohenwald, TN 38462	8/4/2016	Leak Detection Services. No. of customers: 3,617	Rick Osborne, 931-796-2231
Lewisburg Water & Wastewater 100 Water Street Lewisburg, TN 37091	7/26/16-7/28/16	Meter testing of 3" and 6" meters. No. of customers: 6,332	Tony Bradford, 931-359-6831
Eastside Utility District 3018 Hickory Valley Road Chattanooga, TN 37422	6/30/2016	Meter Testing Services. No. of customers: 18,000	Don Stafford, 423-892-2890
Cold Springs Utility District 1625 Cold Springs Road Mountain City, TN 37683	6/15/16-6/17/16; 5/9/16-5/13-16	Acoustic leak detection survey; Night flow monitoring; Meter testing of WTP master meters and large meters. No. of customers: 325	Scotty Wallace, 423-727-8851
Loudon Utilities 201 Alma Place Loudon, TN 37774	6/14/16-6/15/16	Emergency leak detection. No. of customers: 5,082	John Davis, 865-458-2091

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Pleasant View Utility District 6589 US-41A Pleasant View, TN 37146	7/12/16; 4/18/16-4/20/16	Five-yr. warranty tank inspection; Flow testing; Finished water meter testing. No. of customers: 5,220	John Anthony, 615-746-5315
Belvidere Rural Utility District 8768 David Crockett Pkwy W Belvidere, TN 37306	5/15/17-5/16/17; 5/16/16-5/17/16; 6/3/16	Leak Detection Services. No. of customers: 636	Todd Fowler 931-962-0208
Dunlap Water System 15595 Rankins Ave. Dunlap, TN 37327	3/22/17; 3/31/16; 6/14/16; 4/17/15	Meter Testing & Calibration Services. No. of customers: 2,734	Clayton Smith 423-949-2115
Dover Water Dept. 625 Donelson Pkwy Dover, TN 37058	6/7/2016	Meter Testing & Calibration Services. No. of customers: 1,363	Charles Parks 931-232-5907
Bells Utilities 100 Highway 70 Bells, TN 38006	4/6/17; 3/27/17; 4/28/16; 3/27/16	Leak Detection Services; Meter Testing & Calibration Services; No. of customers: 1,010	Junior Jordan 731-663-2350
Kenton Utilities 108 N. Poplar St. Kenton, TN 38233	5/25/17; 4/25/16; 3/9/15; 8/21/15	Meter Testing & Calibration Services; No. of customers: 594	Jim Cooper 731-749-5767
Harbor Utility District 21 Depot Street Big Sandy, TN 38221	4/6/16-4/7/16; 10/16/15; 5/11/15;	Acoustic leak detection survey ; Tank Inspection. No. of customers: 287	Carol Burnett 731-593-3218

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Griffith Creek Utility District 6684 Hwy. 108 Whitwell, TN 37397	3/29/16-3/30/16	Leak Detection Services. No. of customers: 420	Marsha Privett 423-658-6937
Glen Hills Utility District 2710 Newport Hwy. Greeneville, TN 37744	2/23/2016	Meter Testing Services. No. of customers: 6,251	Chris Myers 423-639-8622
West Cumberland Utility District 321 E. Main St. Pleasant Hill, TN 38578	3/21/16-3/25/16; 3/28/16-4/1/16; 4/5/16	Acoustic leak detection survey. No. of customers: 1,826	Melissa Bryant 931-277-5376
Ramer Water Dept. 16 Key Lane Ramer, TN 38367	3/3/2016	Meter Testing Services. No. of customers: 208	Bobby Wardlow 731-645-7564
Big Sandy Waterworks 65 Front St. Big Sandy, TN 38221	3/8/2016	Emergency leak detection. No. of customers: 472	Debbie Wright 731-593-3213
Galloway Utilities 607 Watson Drive Galloway, TN 38036	2/16/16; 2/23/15	Meter Testing Services. No. of customers: 403	Pat Brown 901-867-3333
Rocky Top Water & Sewer Dept. 143 Industrial Park Rd. Rocky Top, TN 37769	1/4/16-1/6/16	Leak Detection Services. No. of customers: 901	Travis Thrasher 865-426-9476

<i>Client Name & Address</i>	<i>Dates of service</i>	<i>Description of Services Provided</i>	<i>Contact Information</i>
Salttillo Public Utility District 1347 Dorothy Ann Lane Salttillo, TN 38370	12/9/2016	Meter Testing Services. No. of customers: 787	Lynn Harrington 731-687-3852
Clarksburg Utilities Board 3250 Hwy. 22 Clarksburg, TN 38324	10/22/15; 11/24/14	Meter Testing Services. No. of customers: 584	David Hardy 731-986-2073
Camden Water & Sewer 110 Hwy. 641 South Camden, TN 38320	10/26/2015	Leak Detection Services. No. of customers: 4,100	Johnny Townsend 731-584-4656
Northeast Henry Co. Utility District 11 Rice Lane Springville, TN 38256	6/23/17; 2/2016; 9/21/15	System Mapping; Meter Testing. No. of customers: 2,074	Barry Wallace 731-642-3391
Rutherford Water Dept. 206 E. Main Street Rutherford, TN 38369	9/28/15-9/30/15; 2/12/15	Leak Detection and Meter Testing Services. No. of customers: 550	Eddie Watkins 731-665-7166
Jamestown Gas & Water 314 E. Central Ave. Jamestown, TN 38556	9/4/15; 7/29/14-7/30/14	Leak Detection Services; Tank Inspection. No. of customers: 1,220	Janice Lillard 931-879-8815
Ocoee Utility District 5631 Waterlevel Hwy. SE Ocoee, TN 37361	9/14/15-9/16/15	Leak Detection Services. No. of customers: 6,946	Tim Lawson 423-559-8505

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Paris Board of Public Utilities 117 E. Washington St. Paris, TN 38242	8/17/2015	Leak Detection Services. No. of customers: 5,161	Terry Wimberley 731-642-1322
North West Utility District 9905 Dayton Pk. Soddy-Daisy, TN 37384	7/13/15-7/22/15; 4/2015; 11/2015	Flow monitoring; Meter testing. No. of customers: 4,838	David Collett 423-332-2427
South Cumberland Utility District 139 Utility Drive Crossville, TN 38572	6/2016; 7/2015	Tank Inspection; Meter Testing. No. of customers: 4,582	Jack Davis 931-788-2612
Hardin Co. Water District No. 1 1400 Rogersville Road Radcliff, KY 40160	8/10/15-present	Acoustic leak detection survey of Ft. Knox Water System; Leak correlation; 170 miles of water main.	Jim Bruce, General Manager 270-351-3222
Huntingdon Water & Sewer 175 Boundary Street Huntingdon, TN 38344	7/16/2015	Acoustic leak detection; Estimated no. of customers: 2,400.	Randy Crossett, Manager 731-986-2900
City of Crossville 392 North Main Street Crossville, TN 38555	7/6/15-7/30/15	Acoustic leak detection survey; Leak correlation; 213 miles of water main. Estimated no. of customers: 12,000.	Billy Martin, Utility Maintenance Superintendent 931-788-5515
Bradford Water System 126 W. Front Street Bradford, TN 38316	5/12/15-5/14/15	Acoustic leak detection; Estimated no. of customers: 500.	J.D. Dethloff, Water/Wastewater Manager 731-742-3212

Client Name & Address	Dates of service	Description of Services Provided	Contact Information
City of Johnson City 901 Riverview Road Johnson City, TN 37605	3/30/15-present	Acoustic leak detection survey; Leak correlation; 300 miles of water main per year. Estimated no. of customers: 32,000.	Steve Harsh, Superintendent 423-975-2636
City of Maryville 332 Home Avenue Maryville, TN 37801	2/9/15-3/24/15	Acoustic leak detection survey; Leak correlation; Estimated leakage found: 3,033,333 gallons per month; No. of customers: 15,000.	Jesse McWhorter, PE Environmental Engineer 865-273-3304
Town of Gleason P.O. Box 720 Gleason, TN 38229	1/27/2015	Acoustic leak detection. Estimated no. of customers: 650.	Tony Terrell, Water Plant Manager 731-648-5547
City of Alcoa 725 Universal Street Alcoa, TN 37701	1/6/15-2/5/15	Acoustic leak detection survey; Leak correlation; Estimated leakage found: 7,833,333 gallons per month; No. of customers: 10,000.	Shane Snoderly, Civil Engineer II 865-380-4812
FAA MMAC OKC AMP 400 FAA MMAC OKC Oklahoma City, OK 73125	8/5/14-present	Acoustic leak detection survey; Input meter testing; Water tank flow evaluation; Flow testing with ultrasonic flow meter; Leak correlation; Estimated leakage found: 4,452,000 gallons per month; No. of customers: 7,500.	Dwaine Rhodes, Architectural Team Lead 405-954-4557
Water Authority of Dickson County 101 Cowan Rd. Dickson, TN 37055	10/15/13-present	Water Loss Management Plan (4 yr); Acoustic leak detection; Zone meter planning; Meter testing and calibration; No. of customers: 17,096.	Mike Adams, P.E., Executive Dir. Scott Miller, Water & WW Mgr. 615-441-4188
Savannah Utility Department 140 Main Street Savannah, TN 38372	9/16/14-9/24/14	Acoustic leak detection survey; Estimated leakage found: 3,300,000 gallons per month; No. of customers: 7,484.	Virgil Morris, Utility Director 731-925-4216
HB + TS Utility District 505 Downs Blvd. Franklin, TN 37064	11/21/13-present	Acoustic leak detection survey; Flow-based leak detection; Step testing; Estimated leakage found: 1,519,800 gallons per month; No. of customers: 6,000.	Tom Puckett, P.E., General Manager 615-794-7796

<i>Client Name & Address</i>	<i>Dates of service</i>	<i>Description of Services Provided</i>	<i>Contact Information</i>
Russellville-Whitesburg UD P.O. Box 450 Russellville, TN 37860	4/14/14-4/25/14	Acoustic leak detection survey; Flow testing with ultrasonic flow meter; Estimated savings per year: \$75,000; No. of customers: 6,930.	Taylor Howington, General Manager 423-586-2232
Bon Aqua & Lyles Utility District 7964 Spot Light Road Lyles, TN 37098	4/2013-present	Acoustic leak detection survey; Estimated leakage found: 2,300,000 gallons per month; No. of customers: 3,600.	David Connor, Manager 931-670-3957
Sylvia-TN City-Pond Utility District 102 Pond Circle Road Dickson, TN 37055	1/20/14-1/24/14	Acoustic leak detection survey; Estimated leakage found: 30,000 gallons per month; No. of customers: 1,733.	Billy Joe Roberts, General Manager 615-446-8888
First Utility District of Knox Co. 122 Durwood Road Knoxville, TN 37922	5/15/14-5/16/14	Water plant input meter testing for water loss purposes; 16"-48" sizes; No. of customers: 33,227.	Bruce Giles, General Manager 865-966-9741
Brownsville Utilities P.O. Box 424 Brownsville, TN 38012	4/6/17; 12/16/13-present	Meter Testing Services; Acoustic leak detection survey; Flow-based leak detection; Step testing; No. of customers: 5,302.	Regie Castellaw, General Manager 731-772-8845
City of McEwen 9586 Hwy. 70 East McEwen, TN 37101	10/6/14-10/9/14	Acoustic leak detection survey; No. of customers: 1,120.	Houston Howell, Water Manager 931-582-6211
City of New Johnsonville, TN 323 Long Street, New Johnsonville, TN 37134	11/21/12-present	Water Loss Management Plan (4 yr); Semi-annual acoustic leak detection; Meter testing and calibration; No. of customers: 850.	Lance Loveless, Mayor 931-535-2720
Halls Public Works, TN 208 N. Church Street Halls, TN 38040	12/13/12-present	Acoustic leak detection survey; Master meter testing; Estimated leakage found: 882,000 gallons per month; No. of customers: 2,200.	Alan Cherry, Public Works Director 731-225-9786
Hartsville-Trousdale Wtr & Swr UD P.O. Box 66 Hartsville, TN 37074-0066	8/2013-present	Acoustic leak detection survey; Master meter testing; GPS surveying; Estimated leakage found: 3,200,000 gallons per month; No. of customers: 2,820.	Jerry Helm, Superintendent 615-374-3484

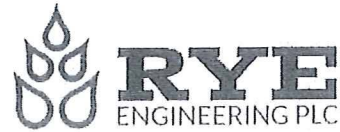
<i>Client Name & Address</i>	<i>Dates of service</i>	<i>Description of Services Provided</i>	<i>Contact Information</i>
Woodlawn Utility District 2172 Dover Road Woodlawn, TN 37191	8/2013-present	Acoustic leak detection survey; GPS surveying; Estimated leakage found: 8,255,840 gallons per month; No. of customers: 3,150.	Lynn Burkhart, Field Operations Mgr. Ed Sample 931-552-2921
Linden Utilities P.O. Box 46 Linden, TN 37096	2/13/2014-present	Water Loss Management Plan (4 yr); Acoustic leak detection; Emergency leak detection; Estimated leakage found: 1,103,860 gallons per month; No. of customers: 1,200.	Brad Burgess 931-589-2736
City of Tennessee Ridge P.O. Box 207 Tennessee Ridge, TN 37178	6/1/14-present	Water Loss Management Plan (4 yr); Acoustic leak detection; Meter testing; No. of customers: 1,190.	Jerry Bryant, Superintendent 931-721-3385
Clarksville Gas and Water 2215 Madison Street Clarksville, TN 37043	11/8/2014	Emergency leak detection; No. of customers: 60,000.	Chris Lambert, Water/Wastewater Director 931-645-7400
The Trane Company 2701 Wilma Rudolph Blvd. Clarksville, TN 37040	10/5/14; 11/3/14- 11/7/14	Emergency leak detection; Acoustic leak detection survey.	Scott Butcher, Facility Manager 931-648-5219
Town of Sardis 34863 Hwy. 104 South Sardis, TN 38371	10/9/14; 10/14/14	Acoustic leak detection survey; No. of customers: 423.	Richard Holland 731-858-2641
County Wide Utility District 70 Cavalier Drive South Alamo, TN 38001	7/2/13; 8/26/14- 8/27/14	Acoustic leak detection survey; No. of customers: 3,290.	Michael Johnson, General Manager 731-696-2908
Adamsville Utilities 231 East Main Street Adamsville, TN 38310	6/9/13-8/18/14	Emergency leak detection; Acoustic leak detection survey; Meter testing; No. of customers: 3,400.	Paul Plunk 731-632-1401
Gainesboro Utility System P.O. Box 594 Gainesboro, TN 38562	3/26/14-3/28/14	Acoustic leak detection survey; No. of customers: 600.	Chester Hamlet 931-268-9315

<i>Client Name & Address</i>	<i>Dates of service</i>	<i>Description of Services Provided</i>	<i>Contact Information</i>
Oakland Water System P.O. Box 56 Oakland, TN 38060	8/11/16; 3/16/2014	Emergency leak detection; No. of customers: 3,880.	Eric Armstrong, Water Plant Superintendent 901-465-8830
Winchester Utilities 219 Second Ave. NW Winchester, TN 37398	2/17/2014	Acoustic leak detection survey; No. of customers: 7,521.	Tim Solomon, Distribution/Collections Supt. 931-967-2238
Gladeville Utility District 3826 Vesta Road Lebanon, TN 37090	5/2/17; 12/20/16; 2/10/14-2/14/14	Acoustic leak detection survey; No. of customers: 5,650.	Danny Bledsoe, General Manager Danny Lassiter, Assistant Manager 615-449-0301
City of Millington 7930 Nelson Road Millington, TN 38053	1/30/2014	Emergency leak detection.	Jimmy Black, Water & Sewer Superintendent 901-873-5673
Tiptonville Water & Sewer 130 South Court Tiptonville, TN 38079	1/12/14-1/14/14	Emergency leak detection; Flow-based leak detection; No. of customers: 1,039.	Stacey Rivers, Water Plant Superintendent 731-253-8428
Vanleer Water Works 4714 Hwy. 49 West Vanleer, TN 37181	12/29/16; 10/28/16; 1/10/2014	Emergency leak detection; No. of customers: 978.	Darren Green, Water Superintendent 615-763-2823
Trenton Light & Water P.O. Box 260 Trenton, TN 38382	12/30/2013	Emergency leak detection; No. of customers: 2,070.	Stacy Rice 731-855-1561
West Overton Utility District P.O. Box 278 Rickman, TN 38580	11/18/13- 11/20/13	Acoustic leak detection survey; Estimated leakage found: 345,600 gallons per month; No. of customers: 2,800.	Terry Walker, Manager 931-498-4144
Mt. Pleasant Water P.O. Box 426 Mt. Pleasant, TN 38474	9/26/2013	Emergency leak detection; Flow-based leak detection; No. of customers: 2,432.	Bobby Nutt, Public Works Director 931-379-7717

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Cumberland Heights Utility District 925 Briarwood Road Clarksville, TN 37040	9/5/13-present	Emergency leak detection; Acoustic leak detection survey; No. of customers: 1,224.	Steve Davis, Manager 931-648-2365
Puryear Water System P.O. Box 278 Puryear, TN 38251	8/20/2013	Emergency leak detection; No. of customers: 350.	Rickie Hughes, Water Manager 731-247-5364
Erwin Utilities 244 Love Street Erwin, TN 37650	6/4/13-6/5/13; 7/24/13-7/25/13	Acoustic leak detection survey; No. of customers: 5,204.	Steve Watson 423-743-1820
Newbern Water & Sewer 103 Jefferson Street Newbern, TN 38059	6/14/2013	Acoustic leak detection survey; No. of customers: 3,394.	Casey King, Water Dept. Supervisor 731-627-3221
New Market Utility District 900 W. Hwy. 11 E New Market, TN 37820	4/29/13-5/3/13	Acoustic leak detection survey; No. of customers: 1,625.	Troy Roach, Manager 865-475-2467
Wartrace Waterworks & Sewerage 29 Main Street Wartrace, TN 37183	10/24/16- 10/31/16; 3/6/13- 3/8/13	Acoustic leak detection survey; No. of customers: 1,057.	Bryan Smith, Manager 931-389-6144
City of Red Boiling Springs, TN 211 Commerce Street, Suite 600 Nashville, TN 37201	8/23/16; 7/1/12- 8/1/12	Emergency Leak Detection; Acoustic leak detection survey; No. of customers: 1,725.	George Garden, P.E., Engineer-BWSC 615-254-1500
City of Cumberland City, TN 121 Main Street Cumberland City, TN 37050	5/1/12-5/3/12	Acoustic leak detection survey; Meter testing; Estimated leakage found: 600,000 gallons per month; No. of customers: 300.	Whitey Vaughn, Mayor 931-827-2000
Lexington Utilities 54 Monroe Avenue Lexington, TN 38351	8/20/2014	Meter testing; One WTP meter; No. of customers: 9,634.	Chuck Rowsey, Assistant General Manager 731-968-5213

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City of Grand Junction 150 Tippah Street N Grand Junction, TN 38039	8/24/16; 8/19/2014	Meter testing; No. of customers: 462.	David Vinyard, Public Works Manager 731-764-2871
Town of Rossville 360 Morrison Road Rossville, TN 38066	8/10/16; 8/19/2014	Meter testing; No. of customers: 328.	Anthony Harbin 901-854-6341
Dyersburg Suburban Consolidated 1305 Hwy. 51 Bypass S Dyersburg, TN 38025	5/25/17; 7/30/2014	Meter testing; No. of customers: 1,490.	Debbie Perdue, 731-285-1261
Northwest Dyersburg Utility District 9000 Lenox Nauvoo Road Dyersburg, TN 38025	11/11/16; 7/29/2014	Meter testing; WTP meters; No. of customers: 1,615.	Tommy Reed 731-285-4114
Consolidated Utility District 860 Commercial Court Murfreesboro, TN 37133	6/28/16; 6/23/2014	Meter testing; No. of customers: 48,208.	William Dunnill, General Manager 615-893-7225
North Stewart Utility District 2361 Hwy. 79 Dover, TN 37058	7/6/16; 6/19/2014	Meter testing; No. of customers: 1,806.	Christopher Page 931-232-5525
Reelfoot Utility District of Lake Co. 365 Gooch Road Tiptonville, TN 38079	12/13/16- 12/14/16; 8/10/16; 6/5/2014	Emergency Leak Detection; Meter testing; WTP meters; No. of customers: 263.	William Calhoun, Superintendent 731-253-8490
North UD of Decatur & Benton Co. 6448 Hwy. 641 N Parsons, TN 38363	6/4/2014	Meter testing; WTP meters; No. of customers: 1,325.	Dick Adams, Manager 731-847-3838
Oneida Water & Wastewater Dept. 19922 Alberta Street Oneida, TN 37841	3/1/17; 5/19/14- 5/20/14	Meter testing; Four WTP meters; No. of customers: 4,312.	Michael Keaton, Water Plant Manager 423-569-6311

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South Giles Utility District 8114 Elkton Pike Prospect, TN 38477	4/7/14; 6/30/14	Meter testing; Four zone meters; No. of customers: 1,400.	Cathy Dradt, Office Manager 931-468-2875
Plateau Utility District P.O. Box 407 Wartburg, TN 37887	3/25/14-3/26/14	Meter testing; 4 WTP meters; No. of customers: 4,320.	Mike Monroe, General Manager 423-346-3101
Trezevant Water & Sewer P.O. Box 100 Trezevant, TN 38258	11/5/2013	Meter testing; WTP meters; No. of customers: 411.	Murray McCaleb 731-669-4831
Atwood Water System P.O. Box 339 Atwood, TN 38220	4/7/17; 12/29/16; 11/5/2013	Meter testing; WTP meters; No. of customers: 529.	Tim Rogers 731-662-7689
Loon Bay P.O.A. P.O. Box 60 Bumpus Mills, TN 37028	12/5/12 & 12/11/12	Acoustic leak detection survey; Estimated leakage found: 40,000 gallons per month; No. of customers: 60.	Joseph Bertrand, General Manager 931-232-4269
City of Cloverport, KY 212 West Main Street Cloverport, KY 40111	8/8/11-9/6/11	Acoustic leak detection survey; Estimated leakage found: 3,300,000 gallons per month.	Cathy McCoy, City Clerk/Treasurer 270-788-6632



June 15, 2017

Mr. Drew Muirhead
 City of Brentwood
 P.O. Box 788
 Brentwood, TN 37024-0788

RE: Acoustic Leak Detection Survey Report for 5/22/17-6/2/17

Dear Mr. Muirhead:

Thank you for the opportunity to provide the City of Brentwood with acoustic leak detection services. On May 22nd through June 2nd, 2017, Rye Engineering PLC performed acoustic leak detection and one night of correlation in the City's northern pressure zone. We found 10 water loss issues resulting in an estimated 1.5 million gallons per month of leakage. Please see the table below which lists the location of the leak, and the estimated flow rate of the detected leak. Please note that leak ratings are based on 60 psi and the areas surveyed are mostly 100 psi. Appendix A contains a copy of the leak reports for your further information.

Leak No.	Location	Est. Gallons Lost Per Day	Est. Gallons Lost Per Month
1	109 Suffolk Cress	3,000	93,000
2	6306 Millbrook Drive	3,000	93,000
3	6208 River Oaks Ct.	3,000	93,000
4	301 Dyer Lane	3,000	93,000
5	309 Seward Road	8,000	248,000
6	5005 Country Club Lane	8,000	248,000
7	5114 Herschel Spears Circle	3,000	93,000
8	565 Midway Circle	3,000	93,000
9	9121 Chatfield Ct. or 325 Chatfield Court	8,000	248,000
10	Borris Chapel Road (beside post office)	8,000	248,000
	Total Estimated Leakage	50,000	1,550,000

We determined that the waterfall located near city center was not a water leak in that area. We recommend the City completely replace all leaking services and fix the one main line leak. We appreciate being able to work with you and the Brentwood staff. We look forward to working with you in the future.

Sincerely,
Rye Engineering PLC
Seth W. Rye, P.E., Esq.

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Resolution 2018-18 Authorizing the Purchase of Audiovisual Upgrades at the Library from M3 Technology Group

Submitted by: Susan Earl, Library

Department: Library

Information

Subject

Resolution 2018-18 Authorizing the Purchase of Audiovisual Upgrades at the Library from M3 Technology Group

Background

As part of the Library’s purpose statement, it says, “In addition, the Library serves a critical need in the Brentwood community by providing meeting rooms for numerous community groups and programs.” Since the installation of the existing audiovisual equipment in the meeting rooms, there have been significant technological advancements in audiovisual equipment. Within the last two years, both IT and Library staff have numerous technical challenges in the meeting rooms with the audiovisual equipment, ranging from computer screen resolution issues making some of the projected video unreadable to the LCD projector mounting systems failing, rendering the projection system unusable. Laptops and microphones have been updated in the last 3 years; however, parts of the system need replacing and a redesign of the total system to modernize it making it easier to use by incorporating touch screen controls, HDMI interfaces, and a remote monitoring system for assistance.

The City Commission approved \$80,000 in the FY18 Capital Projects Fund budget for these improvements. The Technology Department assisted in the preparation of an RFP and the City solicited competitive proposals. M3 Technology Group was the only company to respond to the RFP on August 22, 2017 with a proposed price of \$70,005.

Parallel to the City AV project, the Brentwood Library Foundation initiated plans to renovate meeting rooms A and B. Due to the renovation involving ceiling construction; it was decided to wait on the audiovisual upgrades until the Library Foundation had secured a contractor. The Library Foundation solicited bids and selected a company for the work. This project was delayed due to fundraising issues, but with the City's recent commitment of up to \$28,000 in funding for the meeting room renovation project, plans are to proceed with this project in a timely manner.

Library and technology staff have met with M3 Technology Group to review their

proposal and suggested some minor changes that will save the City \$12,684.00 and still meet the needs of the audiovisual improvements. The audiovisual installation will be coordinated with the renovation work. The total cost of the audiovisual upgrades, as reflected in the attached revised quote, is \$57,321.00. This price includes three (3) years of maintenance, which commences one year after project completion.

Any questions can be directed to Technology Director.

Staff Recommendation

Staff recommends approval of the purchase of audiovisual upgrades for the library meeting rooms from M3 Technology Group.

Previous Commission Action

The City Commission approved \$80,000 in the CIP 2017-18 budget for the meeting rooms A and B replacement.

Fiscal Impact

Amount : \$57,321.00

Source of Funds: Capital Projects Fund

Account Number: 311-45200-5002

Fiscal Impact:

A total of \$80,000 was budgeted in the FY 2018 Capital Projects Fund for this purpose.

Attachments

Resolution 2018-18

M3 RFP AVTech

Revised Quote

RFP - Library AV Upgrades

RESOLUTION 2018-18

**A RESOLUTION OF THE CITY OF BRENTWOOD, TENNESSEE TO AUTHORIZE THE
MAYOR TO EXECUTE AN AGREEMENT BY AND BETWEEN THE CITY OF
BRENTWOOD AND M3 TECHNOLOGY GROUP FOR AUDIO VISUAL EQUIPMENT
AT THE JOHN P. HOLT BRENTWOOD LIBRARY, A COPY OF SAID AGREEMENT
BEING ATTACHED HERETO AND MADE A PART OF THIS RESOLUTION BY
REFERENCE**

BE IT RESOLVED BY THE CITY OF BRENTWOOD, TENNESSEE, AS FOLLOWS:

SECTION 1. That the Mayor is hereby authorized to execute an agreement by and between the City of Brentwood, Tennessee and M3 Technology Group for audio visual equipment at the John P. Holt Brentwood Library, a copy of said agreement being attached hereto and made a part of this resolution by reference.

SECTION 2. That this resolution shall take effect from and after its passage, the general welfare of the City of Brentwood, Williamson County, Tennessee requiring it.

MAYOR

Jill Burgin

ADOPTED: _____

Approved as to form:

RECORDER

Holly Earls

CITY ATTORNEY

Douglas Berry



Response to: **Request for Proposal**

Audio Visual System for the Brentwood Library

Prepared by:

Larry Jackson, Account Manager
Rebecca Betts, Director of Business Development
M3 Technology Group, Inc.

Date:

August 22, 2017

Submitted to:

City of Brentwood
5211 Maryland Way
Brentwood, TN 37027



Nashville | Knoxville | Memphis | Huntsville
877-227-0717 | M3TechGroup.com

Nashville

925 Airpark Center Drive
Nashville, TN 37217
615-227-0717

Knoxville

10613 Braden Dickey Lane
Knoxville, TN 379323
865-691-1124



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Executive Summary/Overview

M3 Technology Group Inc. offers the enclosed response to this proposal in accordance with the project specifications 2017-08-07-201708041_RFP.pdf.

With current certifications and superior industry training, M3 Technology Group, Inc. (M3's) team of engineers, designers, programmers and technicians work hand in hand to deliver the best AV, Video and ITS solutions to meet your specific needs. With the fast-paced advances in technology, M3 dedicates itself to being in the forefront of the industry, providing customers with optimal technology solutions that not only satisfy, but often exceed their time and budgetary goals.

In summary, we have included the following items herein:

1. Thorough profile overview of M3's capabilities, qualifications and vendor certification for delivering project of this caliber
2. Scope of work: M3 will provide and install AV upgrades for Meeting Rooms A and B as described in the provided RFP. Quote includes turnkey installation, including software and hardware. Quote also includes training for technical and library staff. New system will streamline AV presentations and be much easier to use for end users and staff.
3. Project references and example of similar work are included
4. Vendor Response sheet is included followed by line item pricing as noted
5. M3's Overview of AV Systems installation, training and implementation processes are included
6. One-year PMP plan overview detailing recommended maintenance and service details on all systems and equipment is provided. This includes our state of the art Network Operations Center (NOC) that provide customers with unparalleled support and service as detailed in the Service (NOC) brochure appended to this document.
7. There is not a Conflict of Interest in this project; we have acknowledged same
8. Exceptions Noted – see below M3 does not offer customer contracts
9. Sample contract not included as M3 accepts Customer purchase order and/or signed quote as contract. M3's Scope of work upon project commencement provides further details of all processes and schedules.
10. Iran Divestment Certification Form is included

Firm Profile and Experience

Company Background

- **M3 Technology Group, Inc.** is a leading provider of integrated [audio-visual, video conferencing technologies](#), [AV & IT managed services](#), CCTV Security systems, Telephone Systems and [structured cabling & Network solutions](#).
- Since 2002, M3 has completed hundreds of system deployments (project values from \$10,000 to \$3M) for clients in education, corporate, healthcare, house of worship, entertainment, military, government, and hospitality markets throughout the Southeast and Continental US.
- M3 is an authorized reseller of over 200 video, audio, and ITS product lines, a partial listing of which is available online at <http://m3techgroup.com/manufacture-directory/>.
- M3 is committed to providing the best beginning to end solutions and user experience, and takes pride in a strong reputation for integrity and for regularly exceeding client expectations. M3 is known for delivering outstanding customer service and maintains close collaboration between its sales, engineering and integration teams to ensure synergy throughout every project and superior attention to detail.
- Over 60% of M3 technical staff is InfoComm CTS, CTS-D or CTS-I certified, Bicsi certified and/or industry trained in programming, testing, installation AV and structured cabling technology components. M3 is InfoComm International [APEX accredited](#) and a BICSI corporate member.
- M3 conducts regular team building social activities that foster unity and moral, and issues performance awards and employee recognition. M3 has been voted a Top Workplace by Nashville Business Journal and, and The Tennessean for the past three consecutive years
- M3 follows standard practices and procedures for the fixed installation of Audio-Visual Systems as developed by [InfoComm International](#), and for ITS systems and infrastructure in accordance with [BICSI](#).
- M3 maintains General Contractor licenses in the states of Tennessee, Alabama and Kentucky.

Incorporation

M3 is a privately held TN corporation and a registered **Tennessee Drug Free Workplace**.

M3 Technology Group was incorporated in 2002 as Multi Media Masters by current Chairman/President, Bruce Cordell. In 2009 the company name was changed to M3 Technology Group, Inc.

Capabilities Overview

Focus	Services	Markets	Applications	M3 Facilities
<ul style="list-style-type: none"> • Audio-visual/video • Videoconferencing • Managed services • Structured cabling • IT infrastructure • Network Services 	<ul style="list-style-type: none"> • Consultation • Design • Construction • Programming • Installation • Service • Training 	<ul style="list-style-type: none"> • Education • Corporate • Medical/Healthcare • Entertainment • Military • State/Local Gov. • Hospitality • House of worship 	<ul style="list-style-type: none"> • Boardrooms/Conference rooms • Auditoriums • Training facilities • Network Operations Centers (NOC) • Courtrooms • Operating rooms • Sanctuaries • Restaurants 	<ul style="list-style-type: none"> • Nashville TN (HQ) • Knoxville TN • Memphis TN • Huntsville AL offices • Network Operations Center (NOC) • Videoconferencing facilities • Pre-fab staging labs/Warehousing • Service vehicle fleet • Sales, engineering, service, ITS depts

Applicable State Licensing

M3 Technology Group, Inc. is licensed to conduct business in the states of Tennessee, Alabama and Kentucky. Current licensing information includes:

State of Tennessee Contractors License #00049943

- S- Installation of Audio & Video Equipment/Low-Voltage; CE-D
- Unlimited
- Expires 1/31/2019 - active since 1/2/2002

Alabama General Contractors License #42530 (ref F. 27 51 23-11):

- Unlimited
- Classification: E-S: Low Voltage
- Expires 4/30/2018

Kentucky General Contractors License #07447880 Expires 2/15/2018

M3 Industry Certifications & Associations

M3's AV and ITS staff are among the most highly accredited, experienced, and certified professionals in the AV and IT industries. M3 was one of first companies to receive InfoComm APEX accreditation in 2015, and over 60% of M3 technical staff are CTS, CTS-D or CTS-I-certified. M3 is additionally fully certified/accredited by dozens of top manufacturers for programming, installation and service, including the following:



- **Aerohive** partner
- **AMX** Certified (ACE Expert) Programming, NAM-Programming 1
- **AllWorx** VoIP certified business partner
- **Belden** copper/fiber and IBDN designer certified
- **BiAmp** Audio DSP Design/Installation Certification, Tesira Certification
- **BICSI**, RCDD Certified, Technician & Installer Level Certified
- **Cambridge Sound Management**, Certified Masking Expert
- **Certified Wireless Technology Specialist (CWTS)** on staff
- **Chief** Certified Partner
- **Cisco** Select Partner, Express Video Specialization; US Federal Specialization; Small-Midsize Business Specialization; Cisco Meraki Partner
- **Clearone** Professional Audio Conferencing Specialist
- **Commscope** business partner
- **Corning** Fiber Certified Installer, Network Preferred Installer (NPI)
- **Crestron** Advanced Programming, DMC-D, DMC-E, DMC-T Certification, DMC-T-4K, DMC-D-4K, CTI-P201 Core System Programming
- **Extron** A/V Technology Design, Configurable Control Systems Certification, ECP Certification
- **General** business partner, copper/fiber certified
- **Hubbell** business partner, Premise Wiring's Mission Critical® certified
- **OCC** business partner, copper/fiber certified
- **NICET** Video Surveillance Design Certified
- **Panduit** business partner; certified installer/warranty provider (Select products); copper/fiber certified
- **Planar** Clarity Martrix LCD Video Wall System Certified
- **Polycom** Certified Video Conferencing Technologies, ATX Certified, IVOT200, IVOS100, Federal Certification FSIST300, RealPresence Platform Technical Certifications: (technical) RPPOT200, (Collaboration server) RPPCSOS103, (CloudAXIS Suite) RPCAEOS102, (Assessment/platform Level 1) RPPEXOT104, (Video Endpoints) RPEOT200
- **Tyco** Electronics, Amp, ADC business partner
- **Yamaha** Commercial Audio partnerReferences



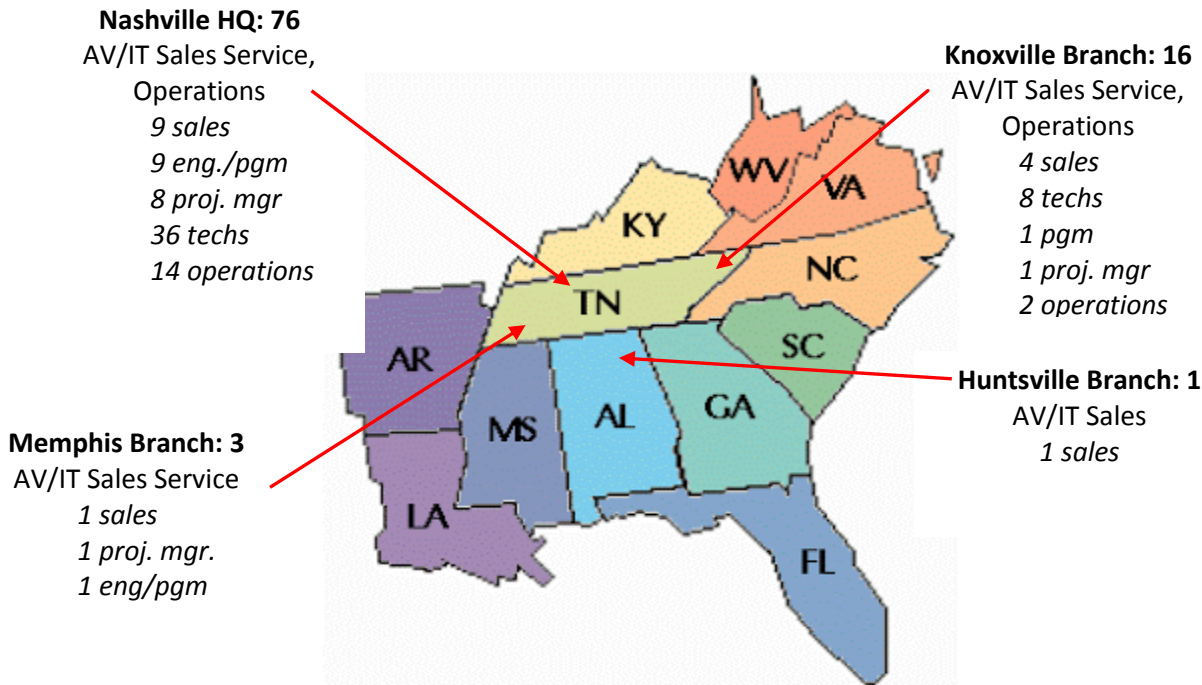
Staff & Office Locations

M3's staff of 94 includes full-time sales and administrative personnel; industry accredited design engineers, project managers and programmers; and AV and IT installation and service technicians that support all regional M3 offices and the entire M3 client base. M3 has an additional sub-contractor pool of technicians who provide additional support with installation and service when needed.

Total Employees	96
Design Engineers/Programmers	11
AV & IT Technicians	44
Project Managers	10
Sales & Administration	32

Headquarters	Branch Sales/Service Office	Branch Sales Offices
Nashville 925 Airpark Center Drive Nashville, TN 37211	Knoxville 10613 Braden Dickey Ln Knoxville, TN 37932 Memphis TN 3144 Stagepost Drive, Suite 104 Memphis, TN 38133	Huntsville AL

M3 Technology Group delivers sales, engineering and technical support on all products and services to customers throughout the continental US with a concentration on the below Southeastern states:



References

Project	Metro Government of Nashville and Davidson County Public Library
Address	Nashville, TN
Contact	Michael Lusk; 615-364-1979; Michael.lusk@nashville.gov
AV Design by	Metro Library/M3 Technology Group
Contract Amount	Various Awards
Scope of Work	Provided and Installed AV Systems: NPL Auditorium; NPL Production Services Production Studios; Upgrades for NPL Civil Rights Room; Main Library Boardroom; Talking Library Recording Studio Equipment
Owner	Metro Government
General Contractor	n/a
Completion Date	2016 - 2017

Project	CMA, Country Music Association
Address	35 Music Square East Nashville, TN
Contact	Ken Sanderson, Director of IT; ksanderson@cmaworld.com ; 615-664-1605
AV Design by	M3 Technology Group
Contract Amount	\$389,474.10
Scope of Work	M3 provided and installed Audio-Visual presentation systems in 14 rooms including a large Boardroom and Multipurpose Performance Space. The Multipurpose Room includes a 4 x 2 video wall with 55" panels as well as two 90" TVs along with a performance audio system and sound board. Crestron touchscreen control was integrated in the Boardroom as well as the Multipurpose Space. M3 also provided sound masking throughout the facility and several TVs with digital signage throughout the facility.
Owner	Country Music Association
Completion Date	November 2016

Project	Neal & Harwell, PLC
Address	1201 Demonbreun Street, Suite 1000, Nashville, TN 37203
Contact	Bill Ramsey, 615-244-1713
AV Design by	M3 Technology Group
Contract Amount	\$143,590.50
Scope of Work	M3 designed, provided and installed Audio-Visual presentation system in 10 conference rooms. Rooms ranged from basic with just a TV and PC inputs up to the advanced Multipurpose room with multiple TVs, projection, and conferencing ability. Basic rooms included Crestron wireless video and a room scheduling panel outside the room next to the entry door. The advanced rooms included multiple displays, with wired and wireless connections, conferencing, touch screen control, and a room scheduling panel located outside the room next to the entry door. M3 also provided a paging system dispersed throughout the entire floor.
Owner	Neal & Harwell
Completion Date	December 2016

Project	ForceX
Address	2208 Charlotte Avenue Nashville, TN 37203
Contact Name	Waylon Forgey, Director of IT
Contact phone	629-888-4200
AV Design by	M3 Technology Group, Inc.
Contract \$	164,849.99
Scope of Work	M3 designed and installed audio-visual systems throughout the facility to include: four (4) small conference rooms requiring 55" displays with inputs at conference table; six (6) medium sized conference rooms with 70" displays and webcam with inputs at conference table; one (1) large conference room with 80" display and webcam with inputs at conference table; one (1) Boardroom with 90" display with wireless video, webcam and inputs at conference table as well as audio conferencing, wireless microphones, ceiling speakers and Crestron touch panel control system; Demonstration Room with two (2) 90" displays mounted on front wall and two (2) 55" displays mounted at halfway point on swing arm mounts on right and left side of room to include audio system with wireless microphones for presentations along with video switcher for multiple video inputs to be displayed on multiple monitors for Client Presentations; Town Hall Meeting Room one (1) 90" and two (2) 55" displays with audio system and wireless microphones, wireless video transmitter along with Crestron touch panel control system for presentations. M3 provided and installed Crestron room scheduling panels outside each of the above mentioned rooms that interfaces with Microsoft Outlook. Provided and installed four (4) channel HD video distribution systems to all displays in building for messaging, regular TV as well as in-house videos. Provided and installed multi-zone Cambridge sound masking system in cubical areas and hallways for speech privacy
Owner	ForceX
Completion	June 2015



Project	Belmont University – Johnson Center
Address	1900 Belmont Boulevard, Nashville TN 37212
Contact Name/Phone/E-mail	Steve Bunner, User Services; 615-460-6727; steve.bunner@belmont.edu
AV Design by	M3 Technology Group
Contract Amount	\$345,900.00
Scope of Work	Design, provide and install a state-of-the-art full-size movie theater and instructional space utilizing the Dolby Atmos audio system, Christie projection and Crestron control/switching. Also, included a state-of-the-art mixing and editing space for critical listening and playback both in-room as well as the theater.
Owner	Belmont University
General Contractor	RC Mathews
Architect	Earl Swenson Associates
Completion	September 2015

Vendor's Response
To City of Brentwood RFP
Library Audio Visual System

This RFP is intended to be a turnkey solution and pricing shall be quoted to include all fees, labor, equipment and equipment rentals. Use additional paper if there is not enough room for your comments.

Please respond if you meet the specifications listed in the Scope of Work – Specifications section. If you answer no, provide explanation. Use additional paper if needed.

1. Video system
Yes No Exception _____

2. Control system
Yes No Exception _____

3. Audio system
Yes No Exception _____

4. Optional pricing
Yes No Exception _____
Optional pricing provided as follows:
1. interfacing room control system with current meeting room
2. 3 year PMP (Preventative Maintenance Plan)

5. Proposed detailed equipment list included
Yes No

6. Project timeline and schedule included
Yes No

7. Sample contract included
Yes No M3 accepts Customer's Purchase Order referencing Quote and Scope of Work and Pricing OR Signed Quote that includes Scope of Work and Pricing

8. Post installation documentation:
Manuals for all equipment and detailed as-built drawings will be provided upon completion of installation.
Yes No

9. Training included as specified
Yes No Exception _____

10. Warranty included as specified
Yes No Exception _____

11. Pricing information included as specified
Yes No

12. Installation, training and implementation – Proposed work scheduled and staff qualifications submitted as specified

Yes No

13. Maintenance information submitted as specified

Yes No

14. Conflicts of interest identified (if applicable)

Yes No Not applicable

15. Exceptions:

Proposer has included certification stating that no exceptions are taken OR has fully identified and explained any exceptions taken

Yes No

16. Signed Iran Divestment Act Requirements certification submitted

Yes No

Please list any additional comments in this section.

Vendor: M3 Technology Group, Inc.

Address of Vendor: 925 Airpark Center Drive Nashville, TN 37217

Number of years in business: 15

Contact person for this proposal: Rebecca Betts, Director of Business Development - Admin
Larry Jackson, Account Manager - Technical

Telephone: 615-227-0717 E-mail: rebeccabetts@m3techgroup.com
larryjackson@m3techgroup.com

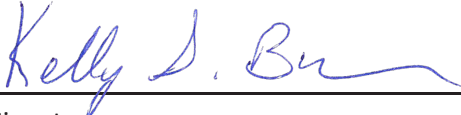
References: Vendor must provide three (3) references for clients with similar systems installed by Vendor. Provide client name, contact person, telephone number and e-mail address.

1. Metro Nashville Public Library; Michael Lusk; 615-364-1979; michael.lusk@nashville.gov

2. CMA; Ken Sanderson: 615-664-105; ksanderson@cmaworld.com

3. Belmont University; Steve Bunner; 615-460-6277; steve.bunner@belmont.edu

The Vendor has read and fully understands the Request for Proposals and all instructions and requirements therein and agrees to fully comply therewith, except for any alternative described in the Vendor's response to the RFP and accepted by the City of Brentwood.


Signature

8/22/2017
Date

Kelly Burns
Printed Name

COO
Title

M3 Technology Group, Inc.
Name of Firm/Company

Scope of Work: Meeting A/B AV Bid Version

August 18, 2017

M3 will provide and install AV upgrades for Meeting Rooms A and B as described in the provided RFP. Quote includes turnkey installation, including software and hardware. Quote also includes training for technical and library staff. New system will streamline AV presentations and be much easier to use for end users and staff.

Billing:
City of Brentwood
 Address 5211 Maryland Way
 Address Brentwood TN 37027
 Address
 Contact:
 Phone: 615-371-0090
 Fax:

Job Site:
Brentwood Library
 Address 8109 Concord Rd
 Address Brentwood TN 37027
 Address
 Contact:
 Phone: 615-371-0090
 Fax:

Email:

Email:

Item	Qty	Model/Part Number	Description	Unit Price	Total
1	2	ProL1300U	Epson 8000 lumen WUXGA Laser projector	\$7,499.00	\$14,998.00
2	1	116485L	Draper 198" Targa wall mount electric screen w/LVC	\$2,250.00	\$2,250.00
3	1	116370L	Draper 137" Targa wall mount electric screen w/LVC	\$1,295.00	\$1,295.00
4	2	300323	Draper Aerolift 150 projector lift w/LVC	\$4,699.00	\$9,398.00
5	1	DMPS3-4K-300-C	Crestron 7x4 HD digital AV matrix router	\$5,799.00	\$5,799.00
6	2	DM-TX-4K-100-C	Crestron HDMI input plate	\$395.00	\$790.00
7	2	TSW-560	Crestron 5" wall mounted touch panel	\$649.00	\$1,298.00
8	1	TSW-760	Crestron 7" wall mounted touch panel	\$849.00	\$849.00
9	18	CVS8	Tannoy 8" ceiling speaker	\$149.00	\$2,682.00
10	2	E8:2	Lab Gruppen 2x400 watt 70v amplifier	\$649.00	\$1,298.00
11	2	TesiraFORTE AVB AI	Biamp 12x8 DSP	\$1,899.00	\$3,798.00
12	1	Parts	Wire, cables, connectors, and hardware	\$1,250.00	\$1,250.00
Labor	1	Install/programming labor		\$12,000.00	\$12,000.00
Warranty	1	1 year warranty	12 months parts and labor on all equipment, software, programming, and installation from the date of acceptance of completed installation	included	included

Freight Terms:
 Payment Terms:
 Ship Via:
 Submitted By: Larry Jackson

SubTotal \$57,705.00
 Sales Tax \$0.00
 Freight Estimate \$800.00
Grand Total \$58,505.00

I accept the terms and conditions of this quotation.

Signature: _____
 Printed Name: _____
 Title: _____

Date: _____

Scope of Work: Room Reservation Option

August 18, 2017

M3 will interface the room control system with the current Meeting Room Reservation System. This would allow the name of the group that reserved the room through LibCal to show up on the 5" AV touchscreen in the room.

Billing:
City of Brentwood
 Address 5211 Maryland Way
 Address Brentwood TN 37027
 Address
 Contact:
 Phone: 615-371-0090
 Fax:

Job Site:
Brentwood Library
 Address 8109 Concord Rd
 Address Brentwood TN 37027
 Address
 Contact:
 Phone: 615-371-0090
 Fax:

Item	Qty	Model/Part Number	Description	Unit Price	Total
1	1	Parts	Wire, cables, connectors, and hardware	\$0.00	\$0.00
Labor	1	Install/programming labor		\$750.00	\$750.00

Freight Terms:
 Payment Terms:
 Ship Via:
 Submitted By: Larry Jackson

SubTotal	\$750.00
Sales Tax	\$0.00
Freight Estimate	\$0.00
Grand Total	\$750.00

I accept the terms and conditions of this quotation.
 Signature: _____
 Printed Name: _____
 Title: _____

Date: _____

Scope of Work: Maintenance Plan Options

August 18, 2017

Pricing below for additional years of maintenance plan for AV systems in Meeting Rooms A and B. See attached support documentation for a detailed explanation of services included in our maintenance plans. Pricing below is for each year AFTER the original 1 year is done. Price covers all equipment, new and existing in the current setup.

Billing:
City of Brentwood
 Address 5211 Maryland Way
 Address Brentwood TN 37027
 Address
 Contact:
 Phone: 615-371-0090
 Fax:

Job Site:
Brentwood Library
 Address 8109 Concord Rd
 Address Brentwood TN 37027
 Address
 Contact:
 Phone: 615-371-0090
 Fax:

Email:

Email:

Item	Qty	Model/Part Number	Description	Unit Price	Total
1	1	1YRPMP	M3 additional one year maintenance plan beyond original 1 year	\$3,000.00	\$3,000.00
2	1	2YRPMP	M3 additional one year maintenance plan beyond original 1st year and 2nd years	\$3,500.00	\$3,500.00
3	1	3YRPMP	M3 additional one year maintenance plan beyond original 1st, 2nd, and 3rd years	\$4,250.00	\$4,250.00
Labor	1	Install/programming labor		\$0.00	\$0.00

Freight Terms:
 Payment Terms:
 Ship Via:
 Submitted By: Larry Jackson

SubTotal \$0.00
 Sales Tax \$0.00
 Freight Estimate \$0.00
Grand Total \$0.00

I accept the terms and conditions of this quotation.

Signature: _____
 Printed Name: _____
 Title: _____

Date: _____

Installation, Training and Implementation

Upon award of project and Notice to Proceed:

- Equipment will be ordered, should arrive 7-10 days in our warehouse
- Once a date is agreed upon, techs will be onsite removing old equipment for 1 day
- New wiring/equipment to be installed over the next 4 day period (needs to be consecutive)
- Programmer will need 2 days onsite to program and test everything
- Training can be performed in up to 3 one-hour time slots as needed once programming is complete.
- Current workload backlog is 3 weeks.

M3 AV System Integration Process Details

Service Delivery

M3 Technology Group delivers system design/engineering, control programming, dedicated project management, mock-up, installation, testing, commissioning and training as required for project completeness. Also included are miscellaneous items such as cable, connectors, equipment rack hardware, travel, freight, documentation as well as required pricing for optional service plans.

- M3 understands that on-site personnel will be provided reasonable full and free access to the equipment and spaces as is necessary for M3 to perform the work in accordance with the project specifications
- M3 complies with all Customer rules, policies, and instructions relating to M3's access to Customer facilities, property, and equipment.
- M3 maintains all jobs sites free of waste, and in a clean and tidy condition.

M3 Technology Group offers the following information on its standard project flow process, which shall include any additional steps outlined in the project specification or deemed necessary to fulfill the scope of work outlined for this project.

Planning/Programming/Design Phase

M3 sales, engineering and installation specialists will:

- Conduct and attend all necessary project meetings; conduct site surveys
- Work with project designers, client representatives and others project personnel to collect necessary information for creating/executing comprehensive documentation.
- Produce a complete AV system construction drawing package according to project specifications. This drawing set serves as the construction package to be transferred to M3's project management and integration teams to begin the **Construction Phase**.
- Also during the planning stage, M3 establishes a **Master administrative project package**, which serves as the resource to M3 personnel for all details about scope of work, equipment orders, design, staffing, contact information, etc. throughout the course of the project.

Construction Phase

During the Construction Phase M3 pre-builds and tests all systems in-house prior to deployment. This ensures greater quality control, improved efficiency, and greater success rates once Installation commences.


- All project equipment is procured, inspected, and assembled in M3's pre-staging lab
- Equipment racks are populated, cabling is installed, and systems are tested
- Control system programming is performed
- System components are inventoried, stored, and readied for deployment
- Project managers coordinate with in-field personal and project representatives, and inspect site conditions in preparation of the **Installation Phase**.

Installation Phase

- Infrastructure, cabling and building provisions are confirmed prior to system delivery. Upon confirmation of site readiness, the M3 Installation Team begins equipment and system deployment, cable terminations, in-field programming, and system testing.
- M3 ensures the job site is maintained in a tidy, clean format on a daily basis throughout all phases of the installation process.

Commissioning

- During the Commissioning process, all equipment and system operation is verified. Test reports and punch lists are generated. Any outstanding issues are resolved, documented, and signed off by M3 project managers and the appropriate project representatives.
- Redlined documents and all reports are delivered to M3 for generating the as-built drawing package.
- M3 complies with industry standards for system commissioning and performance verification as set forth by InfoComm International. As an APEx certified technology provider M3 employs **InfoComm’s Audiovisual Systems Performance Verification Checklist**, shown below.



Audiovisual Systems Performance Verification Checklist

This checklist is intended to provide owners, consultants and integrators with a comprehensive and verification criteria to determine if the audiovisual system achieves the client's goals or objectives and that the system performs in accordance with the system design. By providing this list to the audiovisual industry, InfoComm is establishing a set of commissioning guidelines to help industry professionals and their clients communicate effectively about their expectations for system performance.

In many projects, not all tests are required for each system or circumstance. Owners and designers can elect to include or exclude certain criteria, as they may not be meaningful for a particular system. In some instances, certain performance capabilities are less critical and therefore stringent review of those capabilities is unnecessary. In other circumstances, certain elements of the system may require more critical review, and the performance of that aspect of the system may need to exceed the general guidelines outlined here. The verification process for each system should be an agreed upon set of tests between the client and the designer.

Project Title _____	Description _____
Location _____	Architect _____
Designer _____	Date _____
Integrator _____	Client _____

Audiovisual Systems Verification Tests Checklist

I AP Audio Performance II VP Video Performance III AVP Audio/Video Performance IV CABL Cable Management, Termination, and Labeling V CON Control Performance VI ELEC Electrical	VII IT Information Technology VIII OP Operational IX PH-YSE Physical Environment X PH-YSI Physical Installation XI SERV Serviceability XII WL Wireless XIII DOC Documentation
--	---

I AP: Audio Performance

All audio performance tests are made from all electronic system inputs (first physical output of source media, all I/O plates, mic inputs) to all electronic system outputs (all outputs connected to amplifier inputs, all connections to external facilities (to other rooms, buildings or external services such as broadcast connections).

CAVSP Item Number	Item Title	Description	Criteria	Responsible Party	Measurement/ Pass/Fail	Notes
AP-100	Multi-channel Loudspeaker System Output	Verify that the audio outputs of a multi-channel loudspeaker system are assigned correctly with regards to designated outputs as defined in the project documentation.				
AP-101	Phantom Power	Verify that phantom power is provided at the correct voltage and correct locations as defined in the project documentation.				
AP-102	Loudspeaker Zoning	Verify that loudspeaker zones are wired as defined in the project documentation.				
AP-103	Loudspeaker Impedance	Verify that all loudspeaker circuits have the correct impedance as defined in the project documentation.				
AP-104	Audio Signal Transport	Verify that audio signal is being distributed accurately through the system as defined in the project documentation.				
AP-105	DSP Programming	Verify that all DSP-based products have been programmed as defined in the project documentation and that editable, non-completed source copies of the program have been saved and delivered to owner.				
AP-106	Emergency Muting	Verify that any required muting or operational change of the installed sound system(s) are in accordance with local regulations in the event of a life safety or similar emergency.				
AP-107	Acoustical Ambient Noise	Verify that the background acoustic noise levels within audiovisual spaces are within the required limits as detailed in the project documentation. This test is specifically related to ambient noise levels and not audio system quiescent noise which is tested separately.				
AP-108	Assistive Listening Devices	Verify that all devices that are part of the Assistive Listening System have been tested as a complete end-to-end personal listening system. Verify that the Assistive Listening System complies with regulatory requirements and adhere to project documentation.				

- M3 provides **test equipment** and establishes initial adjustments and configurations according to system specification. The following is a partial list of M3 System Test Equipment that is typically used in addition to other equipment during installation and commissioning processes:

- Extron VTG 400DVI
- Test-UM LandRover PRO TP600 Network Tool/Tester
- Fluke DTX 1800 with single and multi-mode fiber modules
- Leader LD 941D Signal level meter
- Sound Device USB pre-amp Audix TM271 calibrated mic and SmartLive Calibration software for room tuning

Handover/Training/Warranty

M3 provides comprehensive technical training and instruction on all systems. Upon completion of system installation M3 project representatives will conduct user training and system orientation with client personnel and other designated parties according to the project specifications.

- System functionality is demonstrated. User proficiency is ensured before project sign off.
- A comprehensive as-built system drawing/documentation package is presented to client upon completion. All manufacturer warranty cards and information are provided. Certificate of Completion is provided.
- All M3 provided end-user documentation and training materials become the property of the customer upon project completion, and are free to be duplicated and distributed as needed.

The 365 Day System Workmanship Warranty period begins upon installation and training completion and delivery of the Certificate of Completion.

M3 Quality Assurance

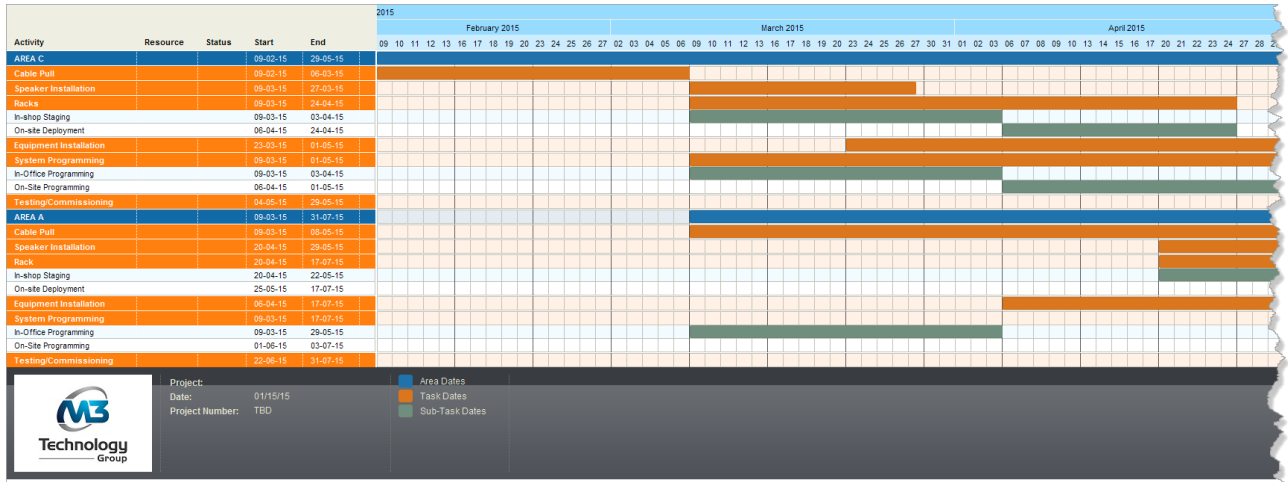
Quality Assurance is maintained throughout all phases of a project by the appropriate project personnel, namely Senior Project Manager, and Project Manager.

M3 established and maintains a comprehensive project file on every projects, in which all phases of task completion and testing are tracked and reported. This information is provided among project team members as appropriate, and all coordination with on-site parties is tracked and noted therein as well. Additional details on M3's processes is explained under Section 6.5, Error! Reference source not found., beginning on **Error! Bookmark not defined.** An example of one such component of this project package is illustrated at right.

Task	Date	Completed		Project SO #	Notes
		Initials	Date		
Administrative					
Job Folder contents:					
1) Time Sheet					
Equipment returns completed					
Job Site					
Vacuum / Sweep floors					
Dispose of all trash					
Ceiling tiles replaced (as needed)					
All cables secured/tied-up/sleeved					
Secure/velcro loose equipment in rack					
One set of manuals plus remotes in bag					
Remove all unused accessories/material/equipment					
Clean walls and equipment of hand prints					
Walk-thru job to verify completion					
Testing					
Test all video sources and displays					
Test all audio sources and speakers					
Test PC and network connection					
Test and align projector image w/source input					
Test DVD/VCR					
Test AUX connections/iPod dock					
Test VTC/ATC equipment (make calls)					
Test recording equipment					
Test cameras					
Test electric screens/shades					
Test Symposium					
Push and verify all control system controls					
Log network settings/IP addresses					

Project Schedule of Implementation

M3 produces a project schedule at the start of each project, and maintains and updates said schedule on a weekly basis. Below is an example of such schedules.



Status Reports

M3 provides weekly progress reports outlining the work accomplished for the current week, planned for the following week, and also to report any issues encountered and whether they will or will not have an impact on the overall timeline. This information is maintained within the Schedule of Implementation and project file, and example of these reports is shown below.

XYZ Boardroom A/V Upgrade



Maintenance

Preventive Maintenance & Service Contract

M3 has included optional pricing for a 3 year term of our Preventive Maintenance & Service Contract by year. Below is a brief overview of the most commonly elected M3 service plan.

NOTE: M3 also offers Service Level Agreements – see Appendix

One year (PMP) Preventative Maintenance Plan Overview

For a period of 1 year The M3 PMP covers the following:

1. Two (2) System Inspections per year – this includes a complete system inspection for functionality, cleanliness and equipment operability. During these visits M3 will perform the following tasks:
 1. Perform a complete system inspection for functionality.
 2. Clean and inspect (as required by manufacturer) all equipment, racks, equipment fans, cables and connectors, assuring they are clean and free from defects.
 3. Replace any non-rechargeable batteries that have failed with new ones.
 4. Make minor tweaks to system to enhance performance due to equipment aging, i.e. projector optical and mechanical adjustments for optimizing image quality, peak and gain attenuation adjustments for optimizing cable lengths, and minor amplification adjustments as needed for optimizing sound quality.
 5. Perform system walk-thru with customer’s representative to demonstrate service performed, system functionality, cleanliness and inform customer of any defective equipment that requires repair or replacement.
2. One (1) additional training session covering operation of the system to any new clients or employees of the customer.
3. Provide loaner equipment, if available, while system is down for emergency repair.
4. Provide a detailed service report to customer within 1 week of performed system inspection.

M3 Help Desk Overview

M3’s service center is available for service and support after the install. Should a need arise for service, contract holders should contact the **M3 Help Desk, 8:00 am to 5:00 pm (CTS) Monday through Friday:**

Main Service Contacts: 877-227-0717 service@m3techgroup.com

- M3 Technology Group guarantees a call back response time of **four (4)** business hours.
- All service calls are conducted during normal business hours.
- If on-site service is required, M3 will dispatch a technician within 24 business hours.
- Tasks such as preventive maintenance, backups and upgrades will be scheduled during normal business hours, at least 10 days in advance.

Service Call/Escalation Process

1. Initial customer outreach is responded to immediately via phone or email contact to the M3 Help Desk, Main Service Center, Nashville, TN, 8am - 5pm (CST) Monday – Friday access.
Contact info: **800-227-0717** or service@m3techgroup.com
2. Initial remote diagnosis is conducted and/or an on-site technician engaged if warranted.
3. Response time is dictated by the selected M3 service contract in force upon installation completion. However, typical M3's standard service escalation process is invoked in 2-hour response increments as needed: Help Desk – Telephone Support – Field Tech/On-site, up to top level service management personnel. Customers under an active contract receive service priority.

Conflict of Interest

M3 does not have any conflict of interest

Exceptions

As noted:

Sample contract not included as M3 accepts Customer purchase order and/or signed quote as contract. M3 does not offer a standard contract.

Sample Contract

Not offered by M3. M3 accepts customer purchase order referencing quote/scope of work and pricing OR signature by customer of M3's quote noting same.

IRAN DIVESTMENT ACT REQUIREMENTS

Pursuant to *Tennessee Code Annotated* § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is to be posted on the website of the State of Tennessee. When competitive bidding is required, *Tennessee Code Annotated* § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

CERTIFICATION

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 *T.C.A.* § 12-12-106.

Rebecca Betts

Signature

8/22/2017

Date

Rebecca Betts

Printed Name

Director of Business Development

Title

M3 Technology Group, Inc.

Name of Firm/Company

Appendix

M3 Value Added Services

M3 Technical Personnel

Project Teams

M3 Technology Group assembles project teams and allocates labor resources according to workload schedules with assurance of proper staffing to perform all functions associated with each project as defined per the agreed-to timeline established for that project.

Engineers

M3 Technology Group features one of the most qualified and highly accredited AV and video design teams in the Southeast. Our engineers have years of field experience and practical knowledge to visualize a project from inception through completion. M3's staff holds an array of industry certifications, endorsements, and accreditation. Our engineers stay abreast of advancements in technology and design methodology to bring the latest concepts and solutions to the table in problem solving with clients.

M3 engineers work smoothly with project architects and facility planners to execute technology designs that meet the needs of the client, and that make sense. From base building specifications to architectural details, to system design and programming, M3 possesses the technical savvy and practical experience to design and implement highly effective, user-friendly technology spaces.

Technical Sales Team

M3's sales team is also highly technical, and possesses thorough familiarity with each of the technologies M3 sells. This practical know-how strengthens the partnership between M3's sales and engineering departments, and further benefits clients with the technology integration projects.

Technicians

M3 has full-time Installation technicians between the all facility branches, all of whom can be called upon as needed to pull cable and deploy technology throughout the course of the project. In addition, M3 has an additional sub-contractor pool of approximately 25 technicians who can aide in the installation process.

Project Managers

M3 has full-time industry accredited, seasoned Project Managers. Should additional support be required outside of normal business hours M3 will assign a parallel Project Manager to assist as needed to ensure uninterrupted workflow.

Network Operations Center – M3 Service Hub



NOC Service: 877-227-0717 service@m3techgroup.com

Through our **Nashville-based Network Operations Center (NOC)**, M3 is able to provide exceptional, unparalleled customer service and technical support.

NOC team specialists provide customers with efficient, centralized full-time technical support during normal business hours for help with:

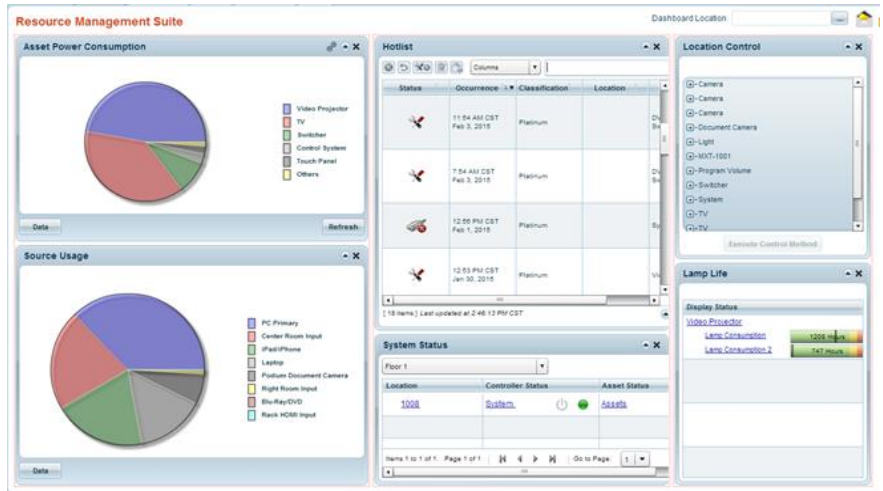
- Emergency calls and troubleshooting
- Equipment maintenance and service
- Service Contract management
- Scheduling/tracking maintenance visits
- Field Tech dispatch and support
- Warranty needs and loaner equipment
- Asset management, equipment upgrades



Remote Monitoring, Diagnostics and Service

Using essential tools like **Crestron Fusion**, **AMX RMS** and **Extron's GVE**, NOC specialists can perform active system monitoring to detect, isolate and correct malfunctions – REMOTELY

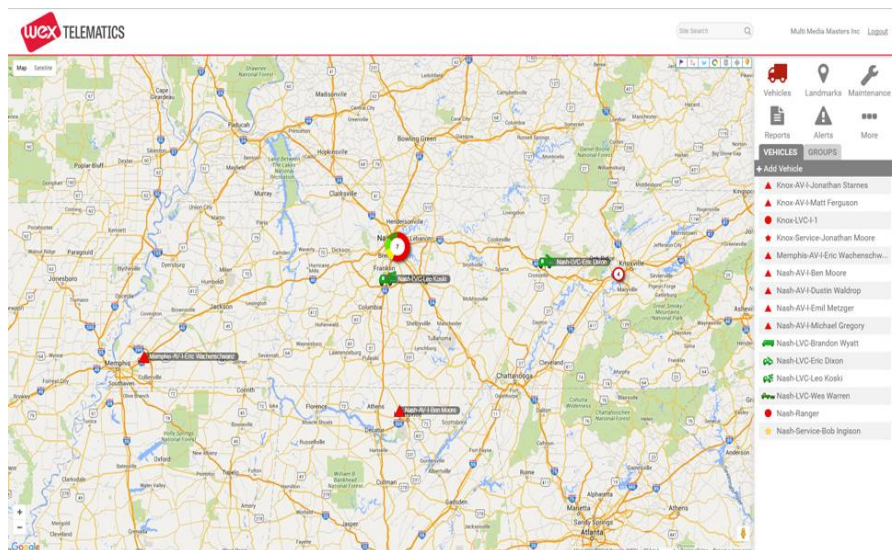
- Real-time diagnostics of IP an RS-232 devices
- Remote programming & configuration
- Fault management and vendor escalation support
- Projectors, cameras, switchers, DVRs, controls
- Active system monitoring
- Proactive maintenance
- Real-time tracking and record keeping



On-Site Field Service

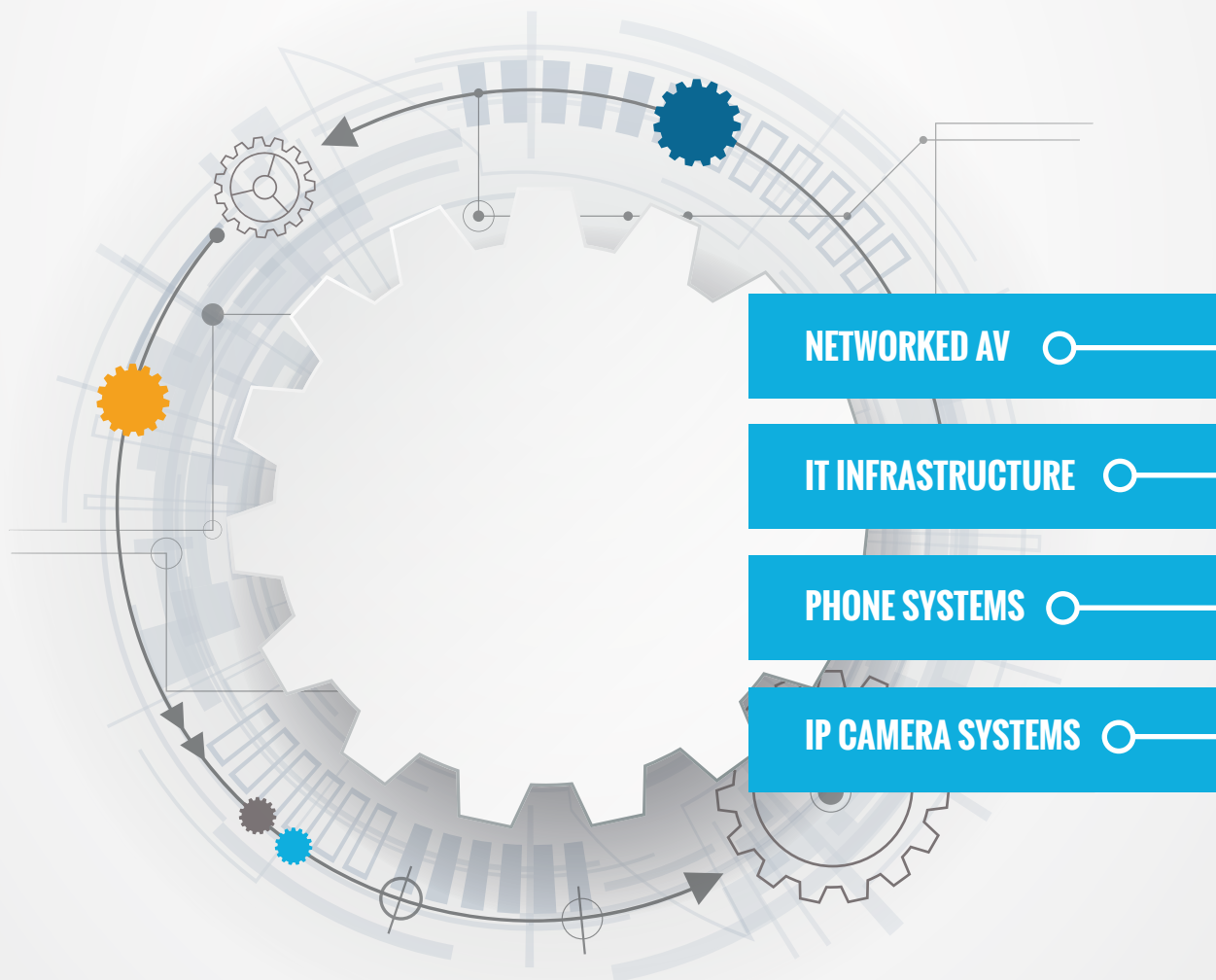
M3's field tech support team members can be quickly dispatched to attend to customer needs with our GPS tracking/dispatch system through which all M3 technicians and service vehicles are monitored.

- GPS tracking of field technicians/vehicles
- Quicker dispatch in emergencies
- Improved travel patterns/workflow management



COMPREHENSIVE SERVICE PROGRAM NETWORK OPERATIONS CENTER (NOC)

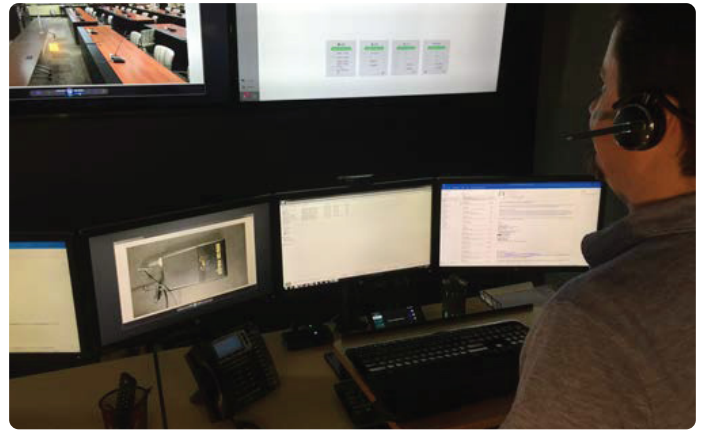
THE AWARD-WINNING TECHNOLOGY PARTNER
OF LEADING BUSINESSES AND INSTITUTIONS SINCE 2002.



Custom Service Plans | On-Site Managed Services | Preventative Maintenance

With AV and video technology used in virtually every business setting, your system's reliability is vital to maintaining productivity. At M3 Technology Group we get it; as one of the Southeast's leading AV and ITS integration and service companies, we understand that while equipment portfolios are often diverse, and staff proficiency sometimes varies, down time is never an option.

Protecting your technology investment is only good business, which is why M3 offers a comprehensive, fully customizable service program to our discerning clients who demand the most of their technology investment.



M3 NETWORK OPERATIONS CENTER (NOC)

M3 Technology Group, Inc. delivers superior AV, Video, ITS and security solutions to customers throughout the Southeast. With fast-paced advances in technology, M3 dedicates itself to being in the forefront of the industry, providing customers with exceptional service, and the best equipment and infrastructure solutions to fulfill their operational and budgetary goals.

M3's mission is to provide unparalleled customer service and technical support. Part of M3's award-winning customer commitment is demonstrated through its modern Network Operations Center (NOC) based in Nashville, TN. The NOC is central to all M3 technical support services, and is manned by expert staff that deliver critical, real-time support to customers when it's needed most.



EFFICIENT

State-of-the-art centralized internal communication and resources



INFORMATIVE

Greater feedback and real-time data sharing between customers and M3



SUPPORTIVE

An array of fast, reliable service offerings



RESPONSIVE

Faster contract administration; invoicing; better service tracking and record keeping



The NOC expands M3's capabilities beyond anything our customers have experienced, and beyond what other AV/IT technology providers offer.

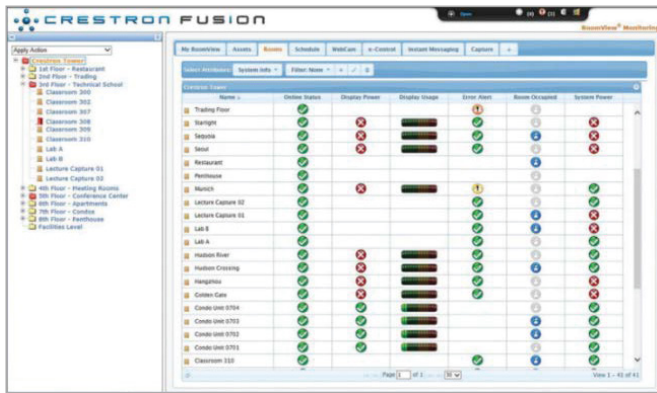
NOC FEATURES

HELP DESK CALL CENTER

M3 employs cutting edge technologies and infrastructure to deliver real-time active monitoring, remote troubleshooting, and emergency technical support and field tech dispatch services. Our NOC is manned by full-time AV and IT specialists, Monday through Friday, 8am to 5pm (CST) to immediately help with:

- Emergency support, maintenance, service questions
- Service contract management
- Service call scheduling and remote troubleshooting
- Warranty liaison services

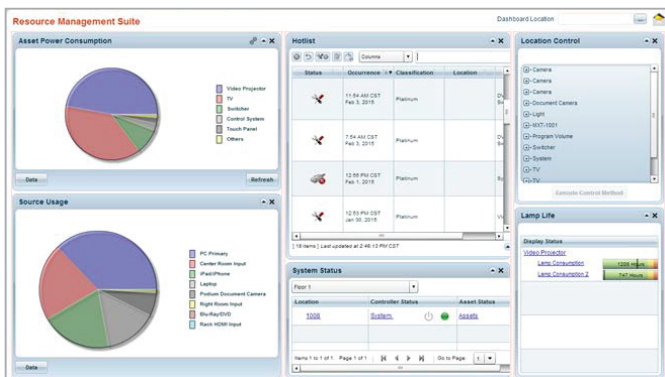
M3's NOC also features centralized real-time record keeping software to efficiently manage client data file backups, and DSP and as-built system drawing access – all instantly accessible and safely archived.



REMOTE MONITORING & DIAGNOSTICS

Active system monitoring to detect, isolate and correct malfunctions – REMOTELY:

- Real-time diagnostics of IP and RS-232 devices
- Remote programming and configuration
- Fault management and vendor escalation support
- Proactive maintenance on projectors, cameras, switchers, DVRs and control devices



MAINTENANCE CONTRACT AND ON-SITE SERVICES MANAGEMENT

M3's NOC team provides complete management of your warrantied equipment, custom Service Level Agreements (SLAs) and Preventative Maintenance Plans (PMPs). All of your system information is safely tracked and managed within M3's service hub, providing you with complete coverage, including:

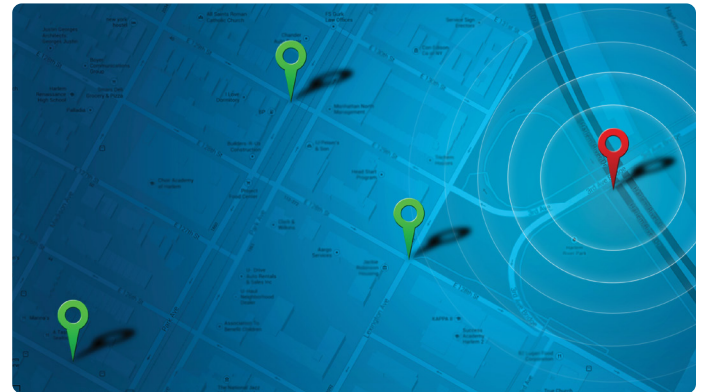
- Service calendar monitoring and flagging
- Reminder calls and scheduling of maintenance visits
- Customer satisfaction follow ups



WARRANTY MANUFACTURER LIAISON/ACCOUNT MANAGEMENT

M3 provides full coordination with manufacturers for any technical and service support, including:

- Equipment and system warranty monitoring
- Asset management (predicted failure, proactive maintenance)
- End of Life notifications, upgrades and service call reporting
- Coordination of manufacturer support (RMA management, loaner equipment)



FIELD SERVICE OPERATIONS

With our fleet of service vehicles and dozens of expert technicians in the field every day, M3 can dispatch emergency support at a moment's notice. Our live GPS tracking system lets NOC operators quickly find a technician close to you and coordinate prompt on-site help for you.

Live GPS tracking of field technicians and service vehicles means:

- Quicker dispatch for emergencies
- More efficient travel patterns and workflow management
- Faster trouble resolution



SERVICES IN DETAIL

Even the best designed systems and best-in-class equipment can experience trouble at some point. Part of M3's dedication to total customer satisfaction includes a variety of specialized AV and IT network service plans, which can be custom-tailored to ensure your systems are always up to date, efficiently and effectively meeting your day-to-day needs.

Whether you want to establish a regular schedule of system maintenance, user training, or need help with equipment failure or warranty management, M3's service plans are tailored to your individual technology assets and needs.

STANDARD WORKMANSHIP WARRANTY

M3's standard warranty ensures that our system integration services are free of material and workmanship defects for a period of 90 days after completion of your installation. Any issues that arise during this period are repaired free of charge. An M3 system warranty is independent of manufacturer equipment warranties, which remain in effect from the date of purchase, according to their individual terms.

PREVENTATIVE MAINTENANCE PLAN (PMP)

M3's popular PMP program gives you coverage in key service areas including:

- Unlimited Help Desk support and priority service during normal business hours (8am-5pm, Monday through Friday)
- Faster emergency on-site response time, priority remote troubleshooting and loaner equipment
- Two complete semi-annual system inspections to ensure proper functionality, cleanliness and operability
- One additional system-operation training session for new clients or employees
- PMPs are issued in 1-year increments, and are renewable

ON-SITE MANAGED SERVICES

M3 can deploy expert technicians right at your facility, part-time or full-time to manage all of your AV or network equipment. Our specialists provide personal attention, manage system maintenance, resolve trouble, and ensure peak performance with services like:

- Meeting support and room operation
- Routine preventative maintenance checks
- Network monitoring and management
- Serial number and asset tag management
- Warranty and end-of-life management
- System design support, project management
- Training and documentation services

SERVICE LEVEL AGREEMENTS

(M3's fully customizable plans)

M3 offers various Service Level Agreements (SLA) options, available beyond your 90-day warranty period. These fully customizable programs include preventative maintenance, unscheduled service calls, equipment warranties and replacement parts. An M3 SLA provides top-quality comprehensive service according to your specific needs.

Standard Features

M3's standard plan offers full support during regular business hours, including remote trouble shooting and use of loaner equipment should you ever need it. You get standard shipping on all repairs, 2 preventative maintenance calls, and guaranteed 1-day turnaround for on-site service calls. With 3 user-training sessions and a 5 percent discount on new equipment, M3's Standard SLA service plan is an excellent value that offer true security and peace of mind.

Optional Features

In addition to all the standard SLA features you can elect even faster response time –same day for emergencies, and choose an even greater level of personal service with things like: up to 4 preventative maintenance calls per year, private user-training sessions, express shipment on new and repaired equipment and even a 7 percent discount on new equipment. We also track your equipment in our database to service you faster and more effectively than ever before.



Whether you choose a PMP, SLA, or On-Site plan, M3 keeps your critical AV, IT network, phone or IP camera systems in top condition, preventing business disruption and lost time. When you rely on your technology equipment and infrastructure to run your business, rely on M3 to keep your systems running smoothly. Contact us today to learn more about our innovative services and unsurpassed technical skills.

M3 SERVICES AT A GLANCE

Standard Warranty

Standard on all M3-installed systems. 90-day warranty protection on all equipment and workmanship.

Preventative Maintenance Plan (PMP)

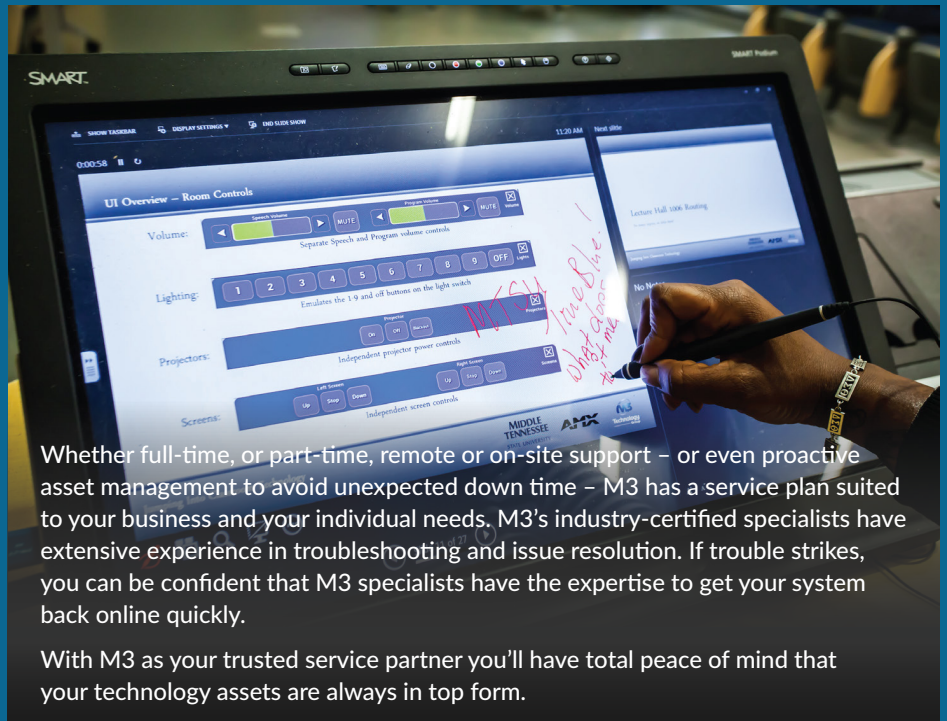
Our popular 1-year priority service, maintenance and training plan keeps your new systems in top form.

Customizable Service Level Agreements (SLAs)

M3's fully customizable Service Level Agreements provide a range of coverage from remote support, on-site maintenance and inspection coverage options, to exclusive SLA-only benefits.

On-Site Managed Services

Prompt comprehensive on-premise support from a dedicated M3 expert for anything from emergency service to room or event setup and support.



Whether full-time, or part-time, remote or on-site support – or even proactive asset management to avoid unexpected down time – M3 has a service plan suited to your business and your individual needs. M3's industry-certified specialists have extensive experience in troubleshooting and issue resolution. If trouble strikes, you can be confident that M3 specialists have the expertise to get your system back online quickly.

With M3 as your trusted service partner you'll have total peace of mind that your technology assets are always in top form.

Service Task	Standard Warranty Plan	Preventive Maintenance Plan	Customized Service Level Agreements (SLAs)		On-Site Managed Services
			Standard	Option	
8-5 Live Help Desk	✓	✓	✓	✓	✓
Remote Troubleshooting		✓	✓	✓	✓
Loaner Equipment		✓	✓	✓	✓
Standard shipping on warranty equipment		✓	✓	✓	✓
Express shipping on warranty equipment			✓	✓	✓
Equipment Inventory database				✓	✓
Room setup/support					✓
Preventative Maintenance		2	2	up to 4	Ongoing
Emergency On-site response time	ASAP	Priority	1 Day	Same Day	< 4 Hour
Training (sessions for new users)	1	1	3	up to 4	Ongoing
Discounted Equipment upgrade (MSRP)			5%	7%	10%
Contract Duration	90 - Day	1 Year	1 - 3 Year	1 - 3 Year	1 - 3 Year

LOANER EQUIPMENT

M3 is here to help with equipment warranties, factory service, and more. In most cases, M3 can provide loaner equipment for devices needing factory repair. We maintain an inventory of standard system equipment so we can get your system back online quickly.*

*Access to our loaner inventory depends upon your service plan and product availability.

FIELD OPERATIONS

M3 uses GPS tracking to monitor our dozens of technicians and service vehicles in the field every day. So if you need immediate help, our NOC operators can easily locate the closest, best qualified technician to be at your facility to deliver emergency service, and get your systems back up and running smoothly.

HELP DESK

All M3 plans include our Help Desk feature, which offers live operator phone, web and email support during normal business hours – the best and fastest way to address any problem you encounter. Help is just a phone call away at **800-227-0717**.

REMOTE TROUBLESHOOTING

M3's remote troubleshooting services can diagnose and resolve many issues without the need for a service call. From our NOC, we can monitor and control IP devices, as well as many RS-232 devices. We log, analyze and report equipment and system issues on each client account in our central system.

THE AWARD-WINNING TECHNOLOGY PARTNER OF LEADING BUSINESSES AND INSTITUTIONS SINCE 2002.

M3 Technology Group delivers turn-key AV, VoIP phone and IP camera systems, IT network infrastructure, and structured cabling solutions that help people communicate more effectively. Our high-energy team is fully committed to customer care and technical excellence in all aspects of design, installation and service.

We proudly serve clients in many industries and settings, including education, corporate, entertainment, military, government, healthcare, hospitality and house of worship, helping them to integrate effective technologies that fit their needs, goals, and budget.

Trust your technology needs to the award-winning technology partner of leading universities and top businesses throughout the Southeast.

M3 is here to help with all your AV & IT System Service Needs

- ✓ Networked AV
- ✓ IT Infrastructure
- ✓ VoIP Phone Systems
- ✓ IP Camera Systems
- ✓ Structured Cabling
- ✓ Managed Services



877-227-0717



service@M3TechGroup.com



Nashville office

925 Airpark Center Drive Nashville, TN 37217
tel: 615-227-0717, fax: 615-227-2788

Knoxville office

16013 Braden Dickey Ln. Knoxville, TN 37923
tel: 865-691-1124, fax: 865-691-1127

Memphis TN sales office

tel: 615-227-0717, fax: 615-227-2788

Huntsville AL sales office

tel: 615-227-0717, fax: 615-227-2788



The M3 team feels like they're part of our company, not just a vendor.

- IRS Cool Springs Call Center

The attention to detail while working with M3 has been outstanding. Not only would we recommend them to other companies, but we also love having them local in order to service our installation.

- Facility Manager, Cleveland State Community College



M3 Facilities

M3 Technology Group maintains fully equipped warehousing, staging, service and installation facilities at its regional offices, each with complete technical staffing, tools and supplies necessary to perform all functions associated with integrated AV system, ITS and structure cabling installation and service activities.



M3 warehousing facilities are used for equipment procurement and job storage



M3 staging facilities are used for system pre-fabrication and testing



M3 maintains a fleet of 16 fully equipped installation and service vehicles deployed in Nashville, Knoxville and Memphis.

A note about documentation

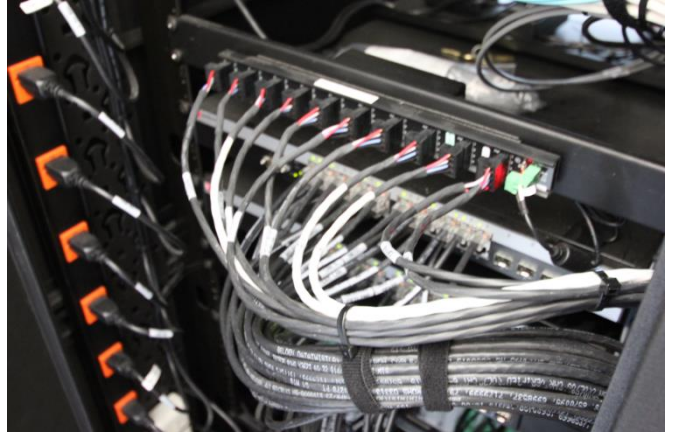
All system design, built documentation is provided in standard CAD formats in accordance with industry standards of practice. Sample drawings can be furnished upon request.



Comprehensive system testing is performed during both pre-staging and final system commissioning.

M3 Workmanship

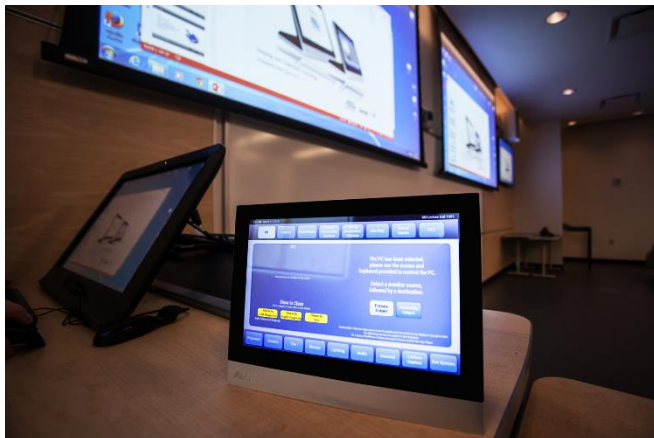
M3 Technology Group technicians are expertly trained in all aspects of system assembly including rack wiring, equipment programming and on-site cabling and equipment installation. Their workmanship speaks for itself.



M3 delivers precision wiring and clear equipment labelling to ensure that system users can easily navigate equipment racks.



Complex mechanical assemblies like this rear-screen projection system assembly are common challenges for M3's technicians.



M3 performs control system programming, installation of wall-mounted displays and system infrastructure configuration.

M3 Technical Service & Support Overview

Warranty Statement

Warranty services are performed by M3 Technology Group certified staff technicians and/or approved, accredited service partner in accordance with the project specifications. Pricing includes system warranty as required by project specification. Additional M3 Service Level Agreements are available upon request.

Standard Workmanship Warranty

M3 Technology Group, Inc. guarantees system installations to be free of defects in hardware, cables, connectors (materials) and workmanship for a period of **365 days** from the date of completion. Completion is defined as the date of installation and training completion.

Defective materials or equipment will, at M3's option, be repaired or replaced at no cost to the owner during the warranty period, provided any work does not void the manufacturers' warranties or adversely affects the products' performance.

This Warranty does not cover problems caused by associated equipment that has been provided and/or connected by others, or damage caused by accident, misuse, abuse, theft, vandalism, improper power source, fire, flood, lightning, earthquakes, (or any other acts of God), repair, or alteration by parties other than M3. This Standard Workmanship warranty is independent of all manufacturers' warranties.

Manufacturer Warranties

For equipment purchases, the manufacturers' warranties apply, and shall be supported by M3 if said warranty period is greater than the length of the M3 Standard Workmanship Warranty. For warranty periods less than the M3 Standard Workmanship Warranty period, M3 shall be liable only for defects in a given item until the end of that period.

Scope of Work: Meeting A/B AV Revised Version

February 7, 2018

M3 will provide and install AV upgrades for Meeting Rooms A and B as described in the provided RFP with the following exceptions: Existing speakers will be reused, the smaller screen will be replaced with larger, projector will be fixed mounted and lifts will be removed, Bluray will be added. Quote includes turnkey installation, including software and hardware. Quote also includes training for technical and library staff. New system will streamline AV presentations and be much easier to use for end users and staff.

Billing:
City of Brentwood
 Address 5211 Maryland Way
 Address Brentwood TN 37027
 Address
 Contact:
 Phone: 615-371-0090
 Fax:

Job Site:
Brentwood Library
 Address 8109 Concord Rd
 Address Brentwood TN 37027
 Address
 Contact:
 Phone: 615-371-0090
 Fax:

Email:

Email:

Item	Qty	Model/Part Number	Description	Unit Price	Total
1	2	ProL1300U	Epson 8000 lumen WUXGA Laser projector	\$7,499.00	\$14,998.00
2	1	70196L	Dalite 198" Contour wall mount electric screen w/LVC	\$2,250.00	\$2,250.00
3	2	CMA440	Chief ceiling mount kit	\$89.00	\$178.00
4	2	RPAU	Chief projector mounting bracket	\$159.00	\$318.00
5	2	CMS0406	Chief 4'-6' adjustable projector mounting pole	\$155.00	\$310.00
6	1	DMPS3-4K-300-C	Crestron 7x4 HD digital AV matrix router	\$5,799.00	\$5,799.00
7	2	DM-TX-4K-100-C	Crestron HDMI input plate	\$395.00	\$790.00
8	2	TSW-560	Crestron 5" wall mounted touch panel	\$649.00	\$1,298.00
9	1	TSW-760	Crestron 7" wall mounted touch panel	\$849.00	\$849.00
10	2	E8:2	Lab Gruppen 2x400 watt 70v amplifier	\$649.00	\$1,298.00
11	2	TesiraFORTE AVB AI	Biamp 12x8 DSP	\$1,899.00	\$3,798.00
12	1	BDP-S3700	Sony Bluray player	\$85.00	\$85.00
13	1	Parts	Wire, cables, connectors, and hardware	\$1,250.00	\$1,250.00
Labor	1	Install/programming labor		\$12,000.00	\$12,000.00
Warranty	1	1 year warranty	12 months parts and labor on all equipment, software, programming, and installation from the date of acceptance of completed installation	included	included

Freight Terms:
 Payment Terms:
 Ship Via:
 Submitted By: Larry Jackson

SubTotal \$45,221.00
 Sales Tax \$0.00
 Freight Estimate \$600.00
Grand Total \$45,821.00

I accept the terms and conditions of this quotation.

Signature: _____
 Printed Name: _____
 Title: _____

Date: _____

Scope of Work: Room Reservation Option

February 7, 2018

M3 will interface the room control system with the current Meeting Room Reservation System. This would allow the name of the group that reserved the room through LibCal to show up on the 5" AV touchscreen in the room.

Billing:
City of Brentwood
 Address 5211 Maryland Way
 Address Brentwood TN 37027
 Address
 Contact:
 Phone: 615-371-0090
 Fax:

Job Site:
Brentwood Library
 Address 8109 Concord Rd
 Address Brentwood TN 37027
 Address
 Contact:
 Phone: 615-371-0090
 Fax:

Item	Qty	Model/Part Number	Description	Unit Price	Total
1	1	Parts	Wire, cables, connectors, and hardware	\$0.00	\$0.00
Labor	1	Install/programming labor		\$750.00	\$750.00

Freight Terms:
 Payment Terms:
 Ship Via:
 Submitted By: Larry Jackson

SubTotal \$750.00
 Sales Tax \$0.00
 Freight Estimate \$0.00
Grand Total \$750.00

I accept the terms and conditions of this quotation.

Signature: _____
 Printed Name: _____
 Title: _____

Date: _____

Scope of Work: Maintenance Plan Options

February 7, 2018

Pricing below for additional years of maintenance plan for AV systems in Meeting Rooms A and B. See attached support documentation for a detailed explanation of services included in our maintenance plans. Pricing below is for each year AFTER the original 1 year is done. Price covers all equipment, new and existing in the current setup.

Billing:
City of Brentwood
 Address 5211 Maryland Way
 Address Brentwood TN 37027
 Address
 Contact:
 Phone: 615-371-0090
 Fax:

Job Site:
Brentwood Library
 Address 8109 Concord Rd
 Address Brentwood TN 37027
 Address
 Contact:
 Phone: 615-371-0090
 Fax:

Item	Qty	Model/Part Number	Description	Unit Price	Total
1	1	1YRPMP	M3 additional one year maintenance plan beyond original 1 year	\$3,000.00	\$3,000.00
2	1	2YRPMP	M3 additional one year maintenance plan beyond original 1st year and 2nd years	\$3,500.00	\$3,500.00
3	1	3YRPMP	M3 additional one year maintenance plan beyond original 1st, 2nd, and 3rd years	\$4,250.00	\$4,250.00
Labor	1	Install/programming labor		\$0.00	\$0.00

Freight Terms:
 Payment Terms:
 Ship Via:
 Submitted By: Larry Jackson

SubTotal \$0.00
 Sales Tax \$0.00
 Freight Estimate \$0.00
Grand Total \$0.00

I accept the terms and conditions of this quotation.

Signature: _____
 Printed Name: _____
 Title: _____

Date: _____

City of Brentwood

Request for Proposals



Library Audio Visual System

BRENTWOOD, TENNESSEE 37027
615-371-0060

August 6, 2017

Legal Notice

**Request for Proposals
Audio Visual System
for the
Brentwood Library**

The City of Brentwood is seeking proposals for the purchase of an Audio Visual System for the Brentwood Library located at 8109 Concord Road, Brentwood, TN.

The Request for Proposals documents are available through the City's website, www.brentwoodtn.gov, or may be obtained at the Brentwood Municipal Center at 5211 Maryland Way, Brentwood, Tennessee, 37027, Monday through Friday, 8:00 a.m. - 5:00 p.m.

Proposals must be submitted in the format specified in the Request for Proposals. All proposals will be due on August 23, 2017 at 2:00 p.m. local time.

Questions concerning the Request for Proposals should be addressed to John Allman at PO Box 788, Brentwood, Tennessee 37024-0788, 615-371-7000, or may be sent by e-mail to John.allman@brentwoodtn.gov with Library AV RFP in the subject line.

Verbal or electronically submitted quotations will not be accepted. The City of Brentwood reserves the right to reject any and/or all proposals, to waive any irregularities or informalities in a proposal, and to accept any proposal, which, in its opinion, may be for the best interest of the City.

Williamson A.M.

Publication date: August 6, 2017

**CITY OF BRENTWOOD
REQUEST FOR PROPOSALS (RFP)
Audio Visual System
For the
Brentwood Library**

The City of Brentwood (hereinafter, “the City”) is seeking proposals for an Audio Visual (AV) System for the Brentwood Library to be used in Meeting Rooms A and B. All proposals must be submitted by August 23, 2017 at 2:00 p.m. local time.

The City seeks to acquire and implement a turnkey solution AV system, including software and hardware, that will accommodate its expanding needs; improve public service the community; and streamline audio-visual technology preparation and management processes for the defined spaces.

This RFP represents the best effort by the City to define its existing and future requirements for a comprehensive AV system. All information within this RFP should be considered as viable parts of the scope of work. Statements and information contained within this document are subject to final interpretation or modification by the City as seen fit.

The terms “proposer”, “contractor”, “vendor” and “firm” may be used interchangeably in this RFP and shall refer to the entities submitting a response to this RFP or to the entity with whom the City enters into a contract as a result of this solicitation.

SCOPE OF WORK – SPECIFICATIONS

The City is seeking a software and hardware system that will be integrated with owner furnished equipment (OFE) and meet the standards outlined in this document. This RFP details the upgrades and additions to increase functionality and usability to the current 2-way divisible A/B meeting rooms. With this in mind, the system should (in no particular order) accomplish the following primary goals:

1. Video System
 - a. Replace the projectors in both spaces with new lamp-less/laser projectors.
 - i. Minimum specifications:
 - ii. 8000 lumen
 - iii. 1920 x 1024 resolution
 - iv. Built-in HDBaseT connection for video and control
 - v. LAN connection to the city’s network
 - b. Replace existing projection screens with new wall mounted electric screens of the same size and of the native aspect ratio of the projectors. Must have new low voltage controllers.
 - c. Replace existing projector lifts with new projector lifts with low voltage control.
 - d. Provide and install a new high definition 7x4 digital A/V matrix router in OFE rack in the control room.

Sources to include:

(2) New HDMI laptop input wall plates in each room.

- (1) New HDMI input in control room w/USB connection point to each of the rooms.
- (2) OFE DVD players.
- (1) OFE Comcast cable tuner

2. Control System

- a. Add a new control system to provide easy to use automation of system power, source select and audio control.
- b. Provide a 5" wall mounted touch panel in each room for the following functions:
 - i. System/display power on and off
 - ii. Source selection between wall input, control room input, DVD player, and cable tuner
 - iii. Provide controls for the DVD player and tuner when they are the selected source
 - iv. Provide volume controls for presentation and assigned microphones
- c. Security controlled feature override for staff in each meeting room Provide a 7" wall mounted touch panel in the control room to provide a central location for the following functions:
 - i. Control all functions available in the meeting spaces
 - ii. Monitor projector power and currently selected sources
 - iii. Assign microphones to the user space(s)
 - iv. Assign microphones to the OFE digital mixer
 - v. Assign the output of the digital mixer to be heard in the meeting spaces.
- d. Provide and install a partition wall sensor to allow the system to automatically configure the meeting spaces as one large room or two separate rooms.
- e. Provide and install multiple relay control modules to allow for controls of electric screens, projector lifts, and OFE window shades.
- f. Provide an RS232 serial face that will allow for 3rd party control of the OFE lighting system

3. Audio System

Provide easy to use, integrated audio system to include:

- a. Replace existing ceiling speakers with new ceiling speakers to increase coverage in each meeting room.
- b. Replace existing amplifiers with multiple channel amplifiers to allow each room to have discrete audio signals in the two spaces as well provide multiple audio zones so that the audio can be fine-tuned to minimize bleed over when the rooms are separated.
- c. Replace existing audio DSP (Digital Signal Processor) with a pair of networked DSPs.
- d. New DSPs will provide customized audio configuration.
- e. New DSPs will easily allow for future expansion if the need to add more microphones or audio only sources arises.
- f. The new DSPs will also allow for multiple options and flexibility in regards to integrating with the existing OFE 32x16 audio mixer.
- g. Owner furnished equipment (OFE) audio sources and equipment include:
 - (5) Sure Wireless mic receivers - Mics must be controlled from the touch panels or by the OFE audio mixer.
 - (1) CD/Cassette combo
 - (1) Cable TV Tuner (HDMI)

(1) Behringer X32 - 32 input x 16 output digital mixing console.

4. Optional Pricing

- a. Provide optional pricing to interface the room control system with the current Meeting Room Reservation System. The application, LibCal, is provided by Springshare.com. The library would like to display the name of the group reservation on the room control display that is stored in the LibCal reservation system.

5. Provide proposed detailed equipment list. All proposed equipment must be new and supported by the manufacturer. No "End of Life" equipment will be accepted.

6. Provide a project timeline and schedule.

7. Provide a sample contract for purchase, installation and training for the proposed system.

8. No proprietary components may be used.

9. Provide and install necessary cables, connectors, conduits, junction boxes and structural backing necessary for the AV system.

10. Post Installation Documentation

- a. Provide manuals for all equipment.
- b. Provide detailed as-built drawings.

11. Training

- a. Provide training on system components to technical staff.
- b. Provide end-user training to library staff.

12. Warranty

- a. 12 months parts and labor on all equipment, software, programming and installation from the date of acceptance of completed installation.

INSTRUCTIONS TO PROPOSERS

RECEIPT AND OPENING OF PROPOSAL - Proposals must be received in the City Administrative Offices by Thursday August 23, 2017 at 2:00 p.m. local time.

An envelope containing one (1) original, three (3) copies and one (1) electronic copy of the proposal must be sealed and addressed to City of Brentwood, 5211 Maryland Way, Brentwood, TN 37027, Attention: Karen Harper, and must be marked "Library Audio Visual System Proposal". The envelope must show the proposer's name and address.

Proposals will be opened publicly in the City of Brentwood Commission Chambers located on the second floor in the Brentwood Municipal Center at 5211 Maryland Way, Brentwood, TN 37027. Any proposal received after the established closing date and time will not be accepted.

SITE INSPECTION - Before submitting a proposal, each proposer should make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the City upon which the proposer will rely. If the proposer receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the proposer from its obligation to comply in every detail with all provisions and requirements of these documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

PREPARATION OF PROPOSAL - Proposal should be submitted in the following format:

- Executive Summary/Overview
- Firm Profile and Experience
- Vendor Response Sheet
- Pricing Information
- Installation, Training and Implementation
- Maintenance
- Conflict of Interest
- Exceptions
- Sample Contract
- Iran Divestment Certification Form

In addition, any material that will add to the persuasiveness of the proposal may be included. However, if the materials do not directly address the stated requirements, please include them in an appendix or a separate volume. The City will review and consider all materials submitted, but will concentrate on the material that directly addresses the City's stated needs. Each proposal must be signed and dated in ink by the owner, a partner, or a corporate officer of the company or by an agent duly authorized to represent the contractor in submitting the proposal. Include the name and position held within contractor's organization.

PROPOSAL REQUIREMENTS AND FORMAT

The proposal shall be concise, well organized, and demonstrate the responder's qualifications and experience applicable to the project, and understanding of the project. Include an overview of the proposal describing the highlights of the proposal. Failure to comply with the requirements of this RFP may result in disqualification.

FIRM PROFILE AND EXPERIENCE

Proposals will be evaluated based on the information submitted. Include a profile of the firm including firm history and structure; firm corporate office and local office locations; and profiles of at least three (3) representative projects that best demonstrate your qualifications and experience applicable to the services, your knowledge of the local environment, and your record of success as measured by client satisfaction.

VENDOR RESPONSE SHEET

Proposals must include the completed Vendor Response Sheet listed in this RFP on pages 8 – 10.

PRICING INFORMATION

Proposals submitted in response to this RFP shall be in the following order and shall include:

- Specify each piece of equipment and total amounts
- Describe any and all costs related to purchase and installation of the system.

INSTALLATION, TRAINING AND IMPLEMENTATION

- Include a proposed work schedule for installation, training and implementation of the proposed system.
- Fully describe the qualifications of the staff responsible for installation, training and implementation.

MAINTENANCE

Provide details and costs for ongoing maintenance services for the first three years beyond the initial warranty period, including proposed maintenance agreements.

CONFLICT OF INTEREST

Provide names of persons or entities associated with the proposer who may have a conflict of interest if the proposals is accepted, including details and reasons. Proposers are subject to disqualification on the basis of conflict of interest as determined by the City.

EXCEPTIONS

If no exceptions are taken, proposers shall certify that they take no exception to this RFP. If the proposer does take exception to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and fully explained and should be noted as part of the proposal submission. This section must be completed and submitted with each proposal or the proposal will be rejected.

CONTRACT

By submitting a proposal, the Vendor agrees that this RFP and the successful Vendor's proposal, when accepted by the Board of Commissioners of the City of Brentwood, constitute binding obligations to the

successful Vendor. Each proposal must include a sample contract between the proposer and the City of Brentwood for purchase, installation and training for the proposed system. This RFP and the proposal accepted by the City must be incorporated into and made a part of the contract, which shall be enforceable under the laws of the State of Tennessee in the courts of Williamson County, Tennessee. Notwithstanding the foregoing, the City of Brentwood reserves the right to negotiate with a proposer for changes to the components of the proposed system in order to best meet the City's needs. Any such changes will be incorporated into the contract between the City of Brentwood and the successful Vendor. Furthermore, the City reserves the right to negotiate contract terms and conditions and/or to substitute its own contract form, subject to the agreement of the Vendor.

Vendor's Response
To City of Brentwood RFP
Library Audio Visual System

This RFP is intended to be a turnkey solution and pricing shall be quoted to include all fees, labor, equipment and equipment rentals. Use additional paper if there is not enough room for your comments.

Please respond if you meet the specifications listed in the Scope of Work – Specifications section. If you answer no, provide explanation. Use additional paper if needed.

1. Video system
Yes ___ No ___ Exception _____
2. Control system
Yes ___ No ___ Exception _____
3. Audio system
Yes ___ No ___ Exception _____
4. Optional pricing
Yes ___ No ___ Exception _____
5. Proposed detailed equipment list included
Yes ___ No ___
6. Project timeline and schedule included
Yes ___ No ___
7. Sample contract included
Yes ___ No ___
8. Post installation documentation:
Manuals for all equipment and detailed as-built drawings will be provided upon completion of installation.
Yes ___ No ___
9. Training included as specified
Yes ___ No ___ Exception _____
10. Warranty included as specified
Yes ___ No ___ Exception _____
11. Pricing information included as specified
Yes ___ No ___

12. Installation, training and implementation – Proposed work scheduled and staff qualifications submitted as specified

Yes ___ No ___

13. Maintenance information submitted as specified

Yes ___ No ___

14. Conflicts of interest identified (if applicable)

Yes ___ No ___ Not applicable ___

15. Exceptions:

Proposer has included certification stating that no exceptions are taken OR has fully identified and explained any exceptions taken

Yes ___ No ___

16. Signed Iran Divestment Act Requirements certification submitted

Yes ___ No ___

Please list any additional comments in this section.

Vendor: _____

Address of Vendor: _____

Number of years in business: _____

Contact person for this proposal: _____

Telephone: _____

E-mail: _____

References: Vendor must provide three (3) references for clients with similar systems installed by Vendor. Provide client name, contact person, telephone number and e-mail address.

1. _____

2. _____

3. _____

The Vendor has read and fully understands the Request for Proposals and all instructions and requirements therein and agrees to fully comply therewith, except for any alternative described in the Vendor's response to the RFP and accepted by the City of Brentwood.

Signature

Date

Printed Name

Title

Name of Firm/Company

IRAN DIVESTMENT ACT REQUIREMENTS

Pursuant to *Tennessee Code Annotated* § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is to be posted on the website of the State of Tennessee. When competitive bidding is required, *Tennessee Code Annotated* § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

CERTIFICATION

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 *T.C.A.* § 12-12-106.

Signature

Date

Printed Name

Title

Name of Firm/Company

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Resolution 2018-14 - Authorizing an Agreement with Garland/DBS, Inc. for a Roof Restoration Project at the Brentwood Municipal Center

Submitted by: Jay Evans, Administration

Department: Administration

Information

Subject

Resolution 2018-14 - Authorizing an agreement for a roof restoration project with Garland/DBS, Inc. at the Brentwood Municipal Center.

Background

The Municipal Center building at 5211 Maryland Way was opened in 1987 and serves as the home to City Hall, Fire Station 1, and the Brentwood Police Department headquarters. The building's roof was last replaced 17 years ago and has been experiencing an increasing number of leaks. The attached proposal from Garland/DBS, Inc. would provide a major rehabilitation of the roof that includes replacement of compromised portions of the roof membrane and insulation, re-taping of all seams, application of a 45 mil. urethane restoration coat on the entire roof, as well as installation of moisture relief vents, drain inserts, walk pads, and overflow scuppers. The restoration system comes with a 10 year warranty and 5-year extension option at the end of 10 years.

Staff evaluated the options available for rehabilitation or replacement of the existing Municipal Center roof and settled on the Garland restoration solution available via U.S. Communities Government Purchasing Alliance Master Agreement #14-5903. The provider, Garland/DBS, Inc. is a full-service roofing system manufacturer that provides turn-key project delivery including roof evaluation, thermal imaging scan, specification development, bidding, inspections, and oversight - all provided by the manufacturer of the product. In contrast to typical roof replacements, this method allows the City to contract directly with the manufacturer, as opposed to a local contractor. It also avoids the cost of hiring design professionals to prepare plans and specifications. The principal product being applied is Garland's White Knight Plus, an energy efficient (bright white in color) liquid waterproofing membrane made from an aliphatic polyurethane. Similar projects have been completed by Garland for Williamson County, City of Franklin, Metro Nashville Public Schools, and Wilson County. Reference checks indicate a high degree of satisfaction with Garland and the White Knight product.

As part of the initial evaluation, a thermal imaging scan was conducted to determine the

extent of moisture intrusion into the insulation. That scan determined that the entire roof does not need to be replaced. There are isolated areas where the membrane and insulation need to be replaced, and many areas where membrane and flashing require repairs, but moisture intrusion is not pervasive. Avoiding a complete tear-out of the existing roof saves the expense of upgrading insulation and raising nearly all of the 18 roof-top HVAC units that are currently too close to the roof surface. It also saves the disruption caused by removal of the old roof.

The U.S. Communities contract provides for projects to be priced-out using unit pricing established in the contract. For the Municipal Center's 37,000 sq.ft. roof, that cost comes to \$275,384. The contract also provides for pricing using Garland-approved local market contractors to determine which is most cost effective. Garland bid the project to three local roofing companies (Water Control Roofing Company, Tim Leeper Roofing, and Southern Roofing Company). The pricing from Water Control Roofing Company of Gallatin, TN proved the most favorable at \$249,129. Additive alternates were also proposed (for drain inserts at all existing drains and installation of overflow scuppers per the building code) at a cost of \$18,579, bringing the total for the project to \$266,708.

A total of \$280,000 was budgeted in the Municipal Center Fund for this purpose. In addition to the \$266,708 contract, staff recommends approval of an owner's contingency of \$13,292 (approximately 5%) so that hidden conditions do not cause delays in the project. The project total, including contingency, would be \$280,000. If awarded, work will be completed by the middle of June.

Please contact Assistant City Manager Jay Evans with any questions.

Staff Recommendation

Staff recommends approval of the resolution authorizing an agreement with Garland/DBS, Inc. for a roof restoration project at the Brentwood Municipal Center. Staff also recommends approval of an owner's contingency of \$13,292 (approximately 5%), for a total of \$280,000.

Fiscal Impact

Amount : \$280,000

Source of Funds: Municipal Center Fund

Account Number: 434-00000-16200

Fiscal Impact:

Funds are available in the FY 2018 Municipal Center Fund for this purpose.

Attachments

Resolution 2018-14

Agreement - Garland DBS Inc - Municipal Center Roof

Garland Company Profile
Municipal Center Moisture Survey and Report

RESOLUTION 2018-14

A RESOLUTION OF THE CITY OF BRENTWOOD, TENNESSEE AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BY AND BETWEEN THE CITY OF BRENTWOOD AND GARLAND/DBS, INC. FOR A ROOF RESTORATION PROJECT AT THE BRENTWOOD MUNICIPAL CENTER, A COPY OF SAID AGREEMENT BEING ATTACHED HERETO AND MADE A PART OF THIS RESOLUTION BY REFERENCE

BE IT RESOLVED BY THE CITY OF BRENTWOOD, TENNESSEE, AS FOLLOWS:

SECTION 1. That the Mayor is hereby authorized to execute an agreement by and between the City of Brentwood and Garland/DBS, Inc. for a roof restoration project at the Brentwood Municipal Center, a copy of said agreement being attached hereto and made a part of this resolution by reference.

SECTION 2. That this resolution shall take effect from and after its passage, the general welfare of the City of Brentwood, Williamson County, Tennessee requiring it.

MAYOR

Jill Burgin

ADOPTED: _____

Approved as to form:

RECORDER

Holly Earls

CITY ATTORNEY

Douglas Berry

**CONTRACT FOR
JOB # 25-TN-171401**

BETWEEN **CITY OF BRENTWOOD** AND **GARLAND/DBS, INC.** FOR THE **BRENTWOOD MUNICIPAL CENTER ROOFING PROJECT.**

- 1.) This CONTRACT is made at **Cuyahoga County** as February 12, 2018, (“Effective Date”), by and between the **City of Brentwood** located at **5211 Maryland Way, Brentwood, TN 37027** (hereinafter designated the “CUSTOMER”), and **Garland/DBS, Inc.**, located at **3800 East 91st Street Cleveland, OH 44105** (hereinafter designated the “CONTRACTOR”).
- 2.) The CONTRACTOR shall furnish all material, labor, equipment, and tools necessary for the **Roofing Project** located at **5211 Maryland Way, Brentwood, TN 37027**, as well as all work incidental and pertinent thereto, (hereinafter designated the “Project”) all in accordance with the original proposal # **25-TN-171401** dated **1/10/2018** submitted by the CONTRACTOR (hereinafter together designated the “Specifications”), a copy of which is attached hereto as Exhibit A and incorporated herein. In the event of any conflict, ambiguity, or inconsistency between the terms contained in this CONTRACT and the Exhibits, the terms set forth in this CONTRACT shall govern and control.
- 3.) The term of the CONTRACT shall begin on the Effective Date first written above, and shall be completed **360** days thereafter, unless sooner terminated as permitted herein, or unless extended by agreement of the parties set forth in writing. The work shall commence within ten (10) days from the date that CONTRACTOR receives a copy or original of the fully executed CONTRACT, which receipt shall be considered Notice to Proceed. The CONTRACTOR is required to submit to the CUSTOMER a Certificate of Insurance and Performance and Payment bonds prior to commencing work. In addition, the work shall be scheduled as agreed upon by the parties.
- 4.) The sums to be paid to the CONTRACTOR shall be at the bid price(s) shown on the Specifications (Exhibit A), and the total to be paid to CONTRACTOR shall be a maximum of **\$266,708.00**, as set forth in the purchase order and Exhibit A. Invoices shall provide details of all Project expenses as permitted in this CONTRACT. CONTRACTOR shall apply no late charges, interest or penalties to any invoice or charges for services until 30 days from the CUSTOMER receipt of the invoice. If this CONTRACT is terminated for convenience for any reason, then the CONTRACTOR shall be paid pro rata for all services performed, materials purchased, and administrative costs incurred, including lost profit, to the effective date of termination.
- 5.) If the CUSTOMER wishes to terminate the CONTRACTOR for cause due to the failure of CONTRACTOR to perform as required under this CONTRACT and/or in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances, then the CUSTOMER must provide the CONTRACTOR with written notice of said failure to perform. The CUSTOMER must give ten (10) working days from the CONTRACTOR’s receipt of the

Notice to Cure for the CONTRACTOR to cure or take reasonable action to commence to cure the performance concerns specified. If the CONTRACTOR does not take appropriate action within the ten (10) day period, the CUSTOMER may issue a Final Notice to Cure. The CONTRACTOR will have an additional five (5) working days from the receipt of the Notice to Cure to cure or take reasonable action to commence to cure before the CUSTOMER can terminate the CONTRACT. If the CONTRACTOR is terminated for cause, the CUSTOMER may provide or employ any necessary labor and materials in lieu of CONTRACTOR to finish part or all of the work under the CONTRACT or to supplement the work of CONTRACTOR, and to deduct the cost thereof from any money, then due or thereafter to become due to the CONTRACTOR; and if such cost shall exceed the balance due to CONTRACTOR, then the CONTRACTOR shall pay the difference to the CUSTOMER.

- 6.) CUSTOMER may issue subsequent modifications to the Purchase Order(s) for additional work that was not known or included in the Specifications that is found to be needed during the work on the Project to complete the Project over and above the amount set forth in this paragraph four (4) and in Exhibit A. CONTRACTOR must seek approval from the CUSTOMER before performing any additional work. The CUSTOMER must provide the CONTRACTOR written documentation of the modification to the Purchase Order within three (3) business days of verbal approval. CONTRACTOR is not obligated to perform additional work until written modification has been received from the CUSTOMER, but may commence work based upon a reasonable assumption that written modification will be issued. Incidental additional work performed by the CONTRACTOR without CUSTOMER consent will be evaluated and considered for payment based upon the work's merit. If the CUSTOMER determines the incidental additional work was not included in the original scope of the project and required for the CONTRACTOR's uninterrupted performance in fulfillment of the contract, then the CUSTOMER will approve the CONTRACTOR's request for payment for incidental additional work.
- 7.) All the work done under this CONTRACT shall be performed under the oversight of _____, the CUSTOMER'S representative. All notices hereunder shall be (a) in writing; (b) delivered to the representatives of the parties at the addressees set forth in the Specifications, unless changed by either party by notice to the other party; and (c) effective upon receipt.
- 8.) The CONTRACTOR shall furnish the CUSTOMER with a performance or contract bond and a labor and material bond, each in the amount of **\$266,708.00** a Certificate of Workers' Compensation, and a Certificate of Insurance evidential of comprehensive general liability insurance and property insurance with minimum coverage in amounts reasonable to or exceeding what is normally expected for a comparable project in size and scope. Further, said Certificate of Insurance shall name **City of Brentwood** as an additional insured. Said Certificate of Insurance shall also provide that at least thirty (30) days written notice shall be given to the CUSTOMER of any material change in, or cancellation of, said insurance.
- 9.) Should the CONTRACTOR at any time refuse or neglect to supply a sufficiency of properly skilled workers or materials of the proper quality, or fail in any respect to

prosecute the work herein described with promptness and diligence, or fail in the performance of any of the agreements contained herein, the CUSTOMER shall have the right to immediately suspend all work, or any part thereof under this CONTRACT, upon the CUSTOMER's issuance of a stop work notice to the CONTRACTOR and the CONTRACTOR's confirmed receipt of the stop work notice. The work shall continue to be suspended until such time as the CUSTOMER and CONTRACTOR have come to a mutual agreement on how the work under the CONTRACT shall proceed. Should the CONTRACTOR continue to refuse or neglect to supply a sufficiency of properly skilled workers or materials of the proper quality, or fail in any respect to prosecute the work herein described with promptness and diligence, or fail in the performance of any of the agreements contained herein, then the CUSTOMER may, after following the procedures listed in Section 5 above, terminate the CONTRACT for cause.

- 10.) The CONTRACTOR shall indemnify, save harmless, and defend the CUSTOMER from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description, made, brought, or recovered against the CUSTOMER by reason of any negligent act or omission of the CONTRACTOR, its agents, its subcontractors, or its employees, in the execution of the work herein contracted for.
- 11.) The CONTRACTOR or CUSTOMER has the right to request and be granted a Termination for Convenience from the CONTRACT obligations if there is a joint determination from both the CUSTOMER and the CONTRACTOR that the termination is in the best interests of both parties, or if the CONTRACTOR or CUSTOMER believes the Termination for Convenience to be in its best interests because a timely resolution, within ten (10) days from the CUSTOMER'S receipt of written notification, will not be provided with regard to requests for information (RFI), request for clarification, or requests for modification to the Purchase Order(s) due to differing site conditions, vague Specifications, or unforeseen circumstances. Under a Termination for Convenience, the CONTRACTOR or CUSTOMER shall be reimbursed for all justifiable costs including price of supplies, services delivered, and administrative expenses, including lost profit under the CONTRACT or Purchase Order.
- 12.) This CONTRACT shall be deemed to contain all the terms and conditions agreed to between the parties, who both agree that no representations or promises of any kind whatsoever have been made other than herein contained, and this CONTRACT shall be binding upon both parties and their respective heirs, administrators, executors, successors, and assigns.
- 13.) This CONTRACT is contingent upon receipt of a written purchase order from CUSTOMER. All terms must be agreed upon by both parties.
- 14.) CUSTOMER shall have the right to approve all subcontracts or assignments of work equal to or exceeding \$10,000. CUSTOMER shall not unreasonably withhold, delay or condition subcontracting or assignments, but may express final and binding disapproval of a proposed assignee or subcontractor. Should the CONTRACTOR be forced to choose a different subcontractor/assignee that is of higher cost than the initial

subcontractor/assignee, due to the CUSTOMER's disapproval, the CONTRACTOR shall be able to request and will receive approval from the CUSTOMER for a modification to the CONTRACT to cover the additional cost. CONTRACTOR shall remain responsible for the work of any agent or independent contractor to whom it assigns its Work, and any assignment or subcontract shall incorporate the terms of this Contract into its contract delegating its Work.

- 15.) If the Project involves construction of a public improvement at a cost exceeding the threshold for payment prevailing wage rates of pay, each laborer, workman or mechanic employed by the CONTRACTOR for performance of the Project herein described or by the subcontractor shall be paid not less than the minimum rate of pay for the applicable pay classification. The CONTRACTOR and their subcontractors who are subject to the requirements of paying prevailing wages shall keep full and accurate payroll records covering all disbursements of wages to their employees to whom they are required to pay not less than the prevailing rate of wages. The CONTRACTOR and its subcontractors shall deliver to the CUSTOMER a certified copy of their respective payrolls, within two weeks of the CUSTOMER's request, for each pay period requested by the CUSTOMER.
- 16.) Payments to the CONTRACTOR shall be made at the rate of ninety-five percent (95%) of the approved partial payment estimate for each monthly progress billing. The CUSTOMER will retain five percent (5%) of every approved partial payment. The retained amount will be paid to the CONTRACTOR no later than thirty (30) days following Final Acceptance of the work. Upon completion and acceptance of the work, the CUSTOMER shall issue a certificate attached to the final payment request that the work has been accepted by it under the terms, promises and conditions of the CONTRACT.
- 17.) CONTRACTOR has been employed under this Contract as an independent contractor in order to construct its portion of the Project. CONTRACTOR agrees that no authority has been conferred upon it by CUSTOMER to hire any person(s) on behalf of CUSTOMER, and CUSTOMER undertakes no obligation of any sort to CONTRACTOR's employees or subcontractors. It is understood and agreed that the CONTRACTOR shall select, engage, and discharge its employees, agents, or servants and otherwise direct and control their services. CONTRACTOR will also comply with all laws concerning qualification to do business and engage in the work involved under this CONTRACT and will file all returns and reports required of it and pay all taxes and contributions imposed upon it.
- 18.) CONTRACTOR agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, or national origin.
- 19.) The CUSTOMER shall not be considered to have accepted possession of the work under this CONTRACT until a notice of completion is issued to the CONTRACTOR by the CUSTOMER or CUSTOMER's representative, or payment of the full CONTRACT compensation is received by the CONTRACTOR, unless the Parties otherwise mutually agree.

- 20.) CONTRACTOR, at all times during its performance of its work under this CONTRACT, shall keep the work site, grounds, and roof tops surrounding the work site free from accumulation of waste materials or rubbish caused by its activities. Upon completion of the work under this CONTRACT, the CONTRACTOR shall promptly remove all its waste materials and rubbish from and about the work site, as well as, its tools, construction equipment, machinery, and surplus materials, as to leave the work site "Broom Clean" or its equivalent.
- 21.) The law is hereby agreed to be the law of the State where the Project is situated. The parties agree that the proper venue for action, suit, or other litigation arising under this agreement shall lie in the courts of **Williamson County, Tennessee**. In the event legal action is instituted to enforce this agreement, each party agrees to bear its own attorney fees and costs while waiving the right to collect attorney fees and costs from the opposing party. Each party also agrees to waive its right to have any pending action or trial heard by a jury.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, authorized representatives of each party to this CONTRACT, indicating their party's approval of the terms herein, have signed as of the dates set forth below.

WITNESSES:

1. [Signature]
2. _____

GARLAND/DBS, INC.

By: [Signature]
FRANK A. PERCICIANTE
Printed Name

Controller
Title

Tax ID. No. 80-0525452

Date: 2-16-2018



WITNESSES:

1. _____
2. _____

CITY OF BRENTWOOD

By: _____

Date: _____

And

By: _____

Date: _____



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

EXHIBIT A

Brentwood Municipal Center
City of Brentwood
5211 Maryland Way
Brentwood, TN 37027

Date Submitted: 1/10/2018
Proposal #: 25-TN-171401
MICPA # 14-5903

Tennessee General Contractor License #: 9220378 (302397) ID #: 0064020

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This budget/estimate should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered a competitive bid process for the project with the hopes of providing a lower market adjusted price whenever possible.

Scope of Work: Existing Wet Areas

1. At all areas of wet or deteriorated insulation as defined by infrared or nuclear scan, cut membrane on three sides and roll back down to the LW concrete. When replacing mechanically attached insulation, the fastening pattern for the insulation/recovery board shall be as recommended by the specific product manufacturer.
 - a. Remove and replace insulation with identical insulation materials. Fasten new insulation at a rate of 1 fastener per 2 square feet.
 - b. Membrane cuts are to be fastened with barbed membrane seam fasteners staggered 6" o.c.
 - c. Install 4" UniBond ST Butyl Fleece Tape centered over membrane cut.
 - d. Install 35 mils of White Knight Base Coat approximately 16" wide centered over newly installed fleece tape.
 - e. Install 12" wide Grip Polyester Soft fabric into the wet coating. Smooth out fabric and ensure there are no wrinkles or fish-mouths.
 - f. Install another coat of White Knight Base Coat at a rate of approximately 30 mils over new fabric.
2. Clean the entire roof surface by removing all dirt, algae, paint, oil, talc, rust or foreign substance. Pressure washing may be used, but be sure not to damage roof membrane during this process.

- a. Use a 10 percent solution of TSP (tri-sodium phosphate), or Simple Green and warm water. Scrub heavily soiled areas with a brush. Rinse with fresh water to remove all TSP solution. Allow roof to dry thoroughly before continuing. Do not leave any Soapy residue after cleaning.
3. Repair existing roof membrane as necessary to provide a sound substrate for the liquid membrane. All surface defects (cracks, dry rot, tears) must be repaired with similar EPDM materials or a combination of Unibond ST cover tape and White Knight Base Coat at 30 mils thickness.
4. All vent pipe boots are to be replaced with cured EPDM boots with draw bands and Tuff Stuff MS sealant.
5. At brick wall flashings on lower EPDM roof, new counter flashing over existing termination bar shall be installed in accordance with provided counter-flashing detail.
6. Apply 4" UniBond Tape at all field seams and flashing seams, aligned so that existing membrane seam is centered beneath the new UniBond Tape.
7. Apply White-Knight Plus over the tape extending a minimum 2 inches beyond tape edges and at a rate of 2.0 gallons per 100 SF. This will create a wet mil thickness of approximately 35 mils. DO NOT Exceed 40 wet mils with White Knight Plus base coat or Top Coat.
8. Allow all repairs and base coat at seams to cure 24 hours prior to Application of Top coat.
9. Ensure that the EPDM surface remains in a suitable condition for coating. If roof surface becomes contaminated with dirt, dust or other materials that will interfere with adhesion of the coatings, it must be re-cleaned.
10. Top Coating: Application of White-Knight Plus finish coats.
 - a. Apply White-Knight Plus Top Coat in a uniform manner at 2.0 gallons per 100 SF across entire roof field.
 - b. Use special attention to coating the vertical flashings. Eliminate sagging by providing multiple coats at a thinner application rate per coat to build adequate membrane thickness.

Addendum 1

Scope of Work: Moisture Relief Vents

1. Moisture Relief Vent Installation (only use when wet area is less than 500 sq. ft.)
 - A. Locate center of moisture-containing insulation.
 - B. Cut a 4" diameter opening through the membrane and insulation material; remove material to vapor barrier or deck.
 - C. Lay the One-Way Roof Vent on top of roof membrane and attach vent to the roof deck with the appropriate fastener. Install 4 fasteners per vent, evenly spaced.
 - D. Clean area of vent that is to receive flashing material with clean rag and solvent to remove oil film from vent.
 - E. Flash in vent with the following procedures:
 1. Apply UniBond ST butyl fleece tape.
 2. Install fleece tape a minimum of 2" on to the flange of the vent and extending at least 2" on to the roof surface.
 3. Apply a coat of White Knight Plus Base Coat coating to the surface of the fleece tape. Ensure coating is applied generously to ensure a good seal over the fleece surface.

Scope of Work: Walkpads

1. Remove existing walk-pads using best possible means, without damaging underlying EPDM membrane.
2. In 44 locations (locations to be provided by drawing) install 4' x 6' ½" TrafGard Walk Pads using the following instructions:
 - A. Prepare roof surface to accept Traf-Gard walk pads by cleaning all designated areas to prepare for adhesion of walkpad. Surface must be cleaned with xylene or other appropriate epdm cleaning products.
 - B. Walk pads must be installed in Garland GreenLock adhesive. The beads of adhesive should be installed 6" from all edges of the walk pads with two full beads of adhesive equally spaced in the center of the walk pad. walk pad spacing should be 6" between each pad.

Scope of Work: Metal Curb Flashings

1. At typical Metal Curb Flashings: clean metal, seal joints with Tuff Stuff MS, and coat the surface with White Knight Plus Base Coat, up to the base of the HVAC Units
2. Where Metal curb flashings are found to be too low to properly seal the rubber membrane behind it, an appropriate EPDM flashing detail may be installed over the metal, to be terminated under the base of the Unit. Flashing detail used here shall be watertight and included in the contractors 2-year warranty against roof leaks.

Scope of Work: Tops of Parapet Walls

1. Apply the White Knight Plus system as specified all the way to the outside edge of the wall.
2. Ensure that termination bar and fasteners at outside edge is in working condition and replace any loose or missing fasteners.
3. Paint termination bar and fasteners with White Knight Plus.
4. Take care to ensure that coating materials do not drip over onto the outside fascia or walls. These must be completely cleaned if coating materials get on them.

Line Item Pricing

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
2.63	Tear-off & Dispose of Debris: SYSTEM TYPE Single-Ply to the Existing Insulation (Insulation to be Re-Used	\$ 1.27	500	SF	\$ 635
17.21.02	FULLY ADHERED SINGLE-PLY ROOF SYSTEMS: ROOF CONFIGURATION: Fully Adhered Single-Ply Roof System Installed Over Prepared Surface or Insulation: SINGLE-PLY ROOF TYPE: - ASTM D 4637 - Ethylene Propylene Diene Terpolymer (EPDM) - 60 Mil Thickness	\$ 3.47	500	SF	\$ 1,735

15.22	RESTORATIONS - RECOATING OF EXISTING ROOF SYSTEMS : ELASTOMERIC URETHANE COATING FOR SINGLE-PLY ROOF SYSTEMS Power wash & Clean with TSP or Simple Green, Use Portable Blowers the Clear the Roof of Moisture; Install Base Coat / Top Coat as Specified (Urethane 2 Gallons per Sq.)	\$ 4.71	39,000	SF	\$ 183,690
23.136	Roof Accessories: Walkway Pads 30" wide roll, adhesive attached	\$ 29.00	44	EA	\$ 1,276
Sub Total Prior to Multipliers					\$ 187,336
22.12	JOB SITE SPECIFIC MULTIPLIERS APPLIED TO EACH LINE ITEM ON ASSOCIATE JOB: MULTIPLIER - ROOF HAS LARGE AMOUNT OF PENETRATIONS / ROOF TOP OBSTRUCTIONS Multiplier Applied when Open Roofing Area is Limited Due to a Large Number of Roof Penetrations such as Soil Stacks, Sky Lights, Roof Drains, Exhaust Vents, HVAC Units, etc., or when there are a Large Amount of Roof Top Obstructions such as: Pipes, Duct Work, Electrical Wires, Hoses, etc.	50%		%	\$ 93,668
22.47	JOB SITE SPECIFIC MULTIPLIERS APPLIED TO EACH LINE ITEM ON ASSOCIATE JOB: MULTIPLIER - ROOF SIZE IS GREATER THAN 30K SF LESS THAN 50K SF Multiplier Applied when Roof Size is Less than 50,000 SF, but Greater than 30,000 SF Fixed Costs: Equipment, Mobilization, Demobilization, Disposal, & Set-Up Labor are Spread Amongst a Larger Roof Area	-3%		%	\$ (5,620)
Sub-Totals After Multipliers					\$ 275,384

Base Bid Total Maximum Price of Line Items under the MICPA: \$ 275,384

Proposal Price Based Upon Market Experience: \$ 248,129

Garland/DBS Price Based Upon Local Market Competition:

1	Water Control Roofing	\$ 248,129
2	Tim Leeper Roofing	\$ 250,713
3	Southern Roofing Company	\$ 342,627

Restoration System as listed above will include a 10 YEAR GARLAND WARRANTY to cover LABOR & MATERIALS, with additional 5-YEAR extensions available at the end of 10-year term.

Scope of Work: Alternate 1 Installation of Drain Inserts at All Existing Drains

1. Install all new drain inserts of appropriate size and length to accommodate long term performance.
2. Flash in all retro-fit drains in accordance with manufacturer's specs. Provide retrofit drain data sheets and flashing scope of work along with your alternate option 2 submittal.

Alternate 1:

Proposal Price Based Upon Market Experience:	\$	6,634
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Garland/DBS Price Based Upon Local Market Competition:

1	Water Control Roofing	\$	6,634
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Scope of Work: Alternate 2 - Additional Overflow Scuppers

1. The calculations used to create the overflow scupper dimensions and installation instructions have been provided by The Garland Engineering Services department.
2. Water Control will cut a 13" x 6" scupper in each locations, removing existing material, and sealing the new scupper sleeve to the existing roof.
3. Scupper metal to be made of .040 Kynar coated aluminum. Color to match existing as close as possible. Standard colors only have been priced.

Alternate 2:

Proposal Price Based Upon Market Experience:	\$	11,945
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Garland/DBS Price Based Upon Local Market Competition:

Cost of 12 New Scuppers per Engineering recommendations	\$	11,945
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Unit Cost of 1 New Scuppers	\$ 1,026.00 per unit
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Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid through 3/31/2018.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are excluded.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Temporary protection is excluded.
7. Prevailing Wages are excluded.
8. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Matt Egan

Matt Egan
Garland/DBS, Inc.
(216) 430-3662



GARLAND

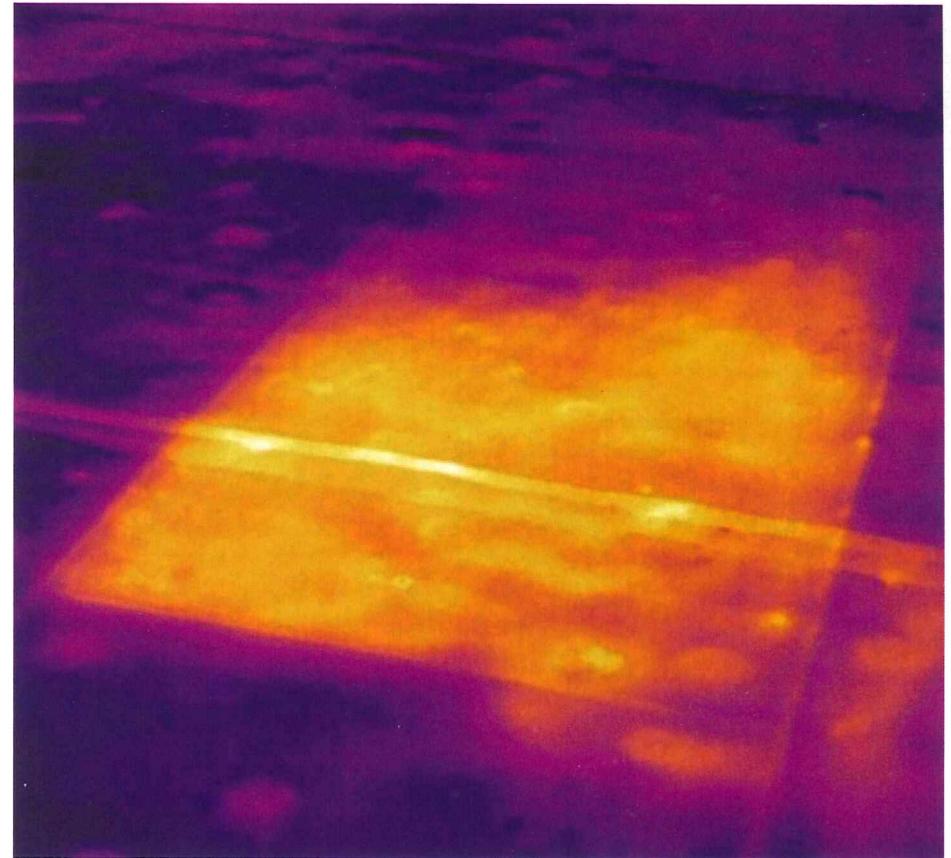
PROJECT PROFILE



A 2016 TURN-KEY PROJECT WITH **METRO NASHVILLE SCHOOLS**, UTILIZING **GARLAND'S US COMMUNITIES CONTRACT** FOR ROOFING AND WATERPROOFING FOR SCHOOLS & GOVERNMENT AGENCIES

INFRARED SCAN

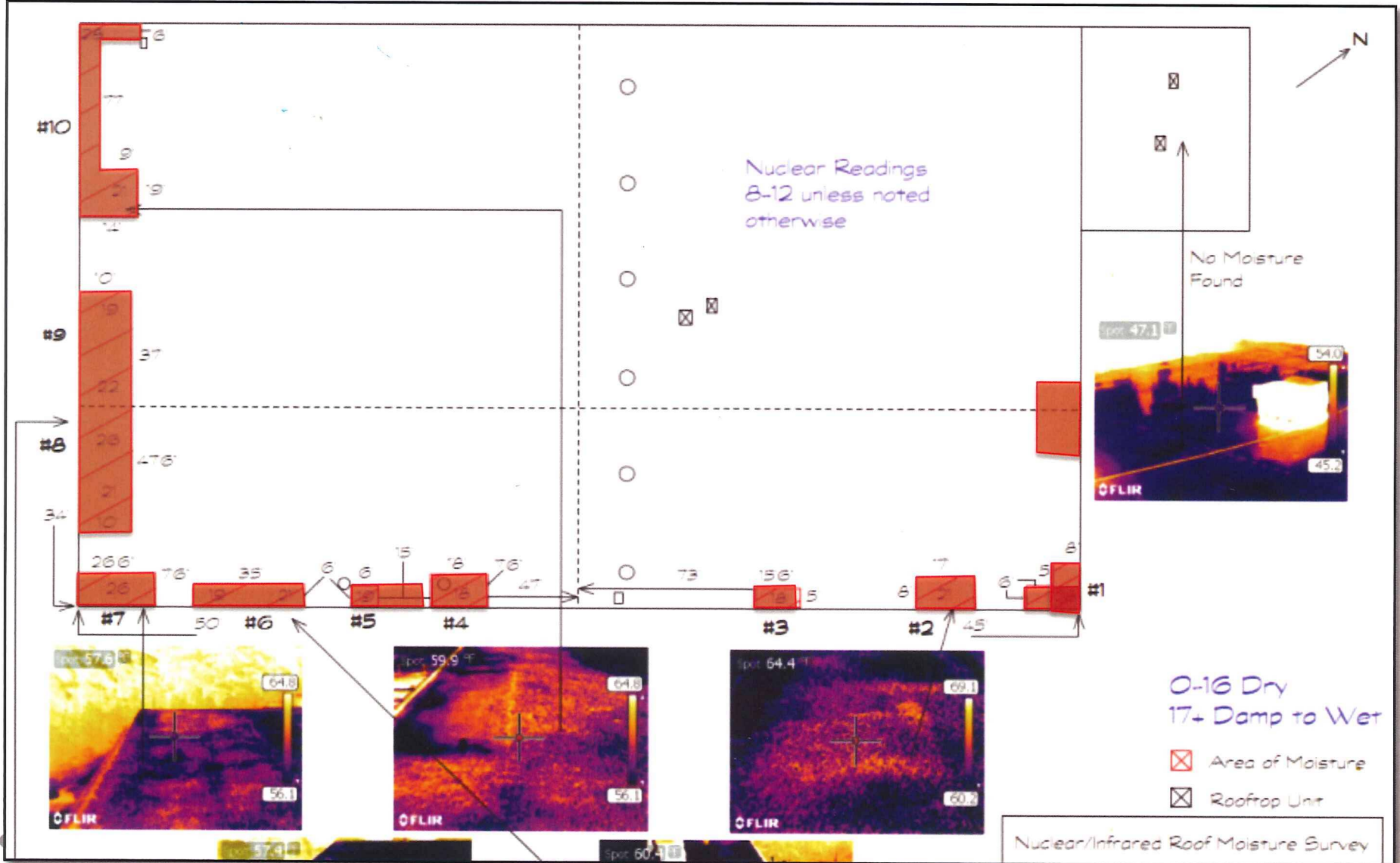
- Following the initial survey, Garland recommended an Infrared Moisture Scan. The data gathered from the scan provided MNPS with the best possible data for an accurate up front budget.
- An Infrared moisture scan locates all areas of wet roof insulation. This is a warranty requirement for Garland restoration or roof re-cover systems.
- All wet insulation must be torn out and replaced prior to application of the new materials.
- The cost of the IR scan including reports with CAD drawings for the 105,000' sq ft. facility was \$2,250.00



Infrared image of a wet insulation board through the EPDM membrane.

INFRARED SCAN

Infrared Scan reports include drawings to provide owners and contractors the exact locations and square footages of wet insulation.



FULL SERVICE

Once a Turn-Key project is approved, Garland provides the following services at no extra charge to the owner:

1. **Onsite pre-construction meeting**: covers logistics, staging, scheduling, and introduction of all parties. This is followed by sending out a pre-construction notes and staging map to all parties at the meeting.
2. **Progress Inspections: 3x per week unannounced site visits** by the manufacturer (Garland) to ensure specifications are being followed and monitor job progress.
3. **Weekly Progress Report**: At the end of each week a report is sent to the owner(s), including application photos, error corrections, % job completion and upcoming weekly schedule.
4. **Final Punch-list Inspection**: A final walkthrough is provided with contractor, manufacturer and owner to button up any final details.
5. **Warranty**: As always, Garland never charges for warranties.

PROGRESS INSPECTIONS

Today's weather was good for work on the roof, but like most days recently, it didn't start until around 9:30 AM because of dew. It's taking until around 10:00 for the roof to dry enough for coating application.

Nearly all of the seam tape has been applied, and yesterday, all of the plumbing pipe boot flashings were replaced. The crew plans to work through the weekend, and the forecast looks as if they will get all of next week. The metal replacement crew will be on site this week replacing the rake edge metals.

Progress Photos



This overview shows the seam tape application, the new flashing in edge, and the moisture still on the roof. This photo was taken at ar

Weekly reports are sent to the owner based on Garland's 3x per week inspections.

Progress Photos



Above, is the first area where the restoration system was applied. It took everything adjusted and set up the first time, so it was the only area completed. We expect nearly 15,000 square feet of application on a good day.



The weather today was excellent for the restoration process, and the forecast looks good for completion of the project sometime next week. We will perform a punch list inspection with the contractor prior to the final walk with MNPS where we will add any other necessary work required.

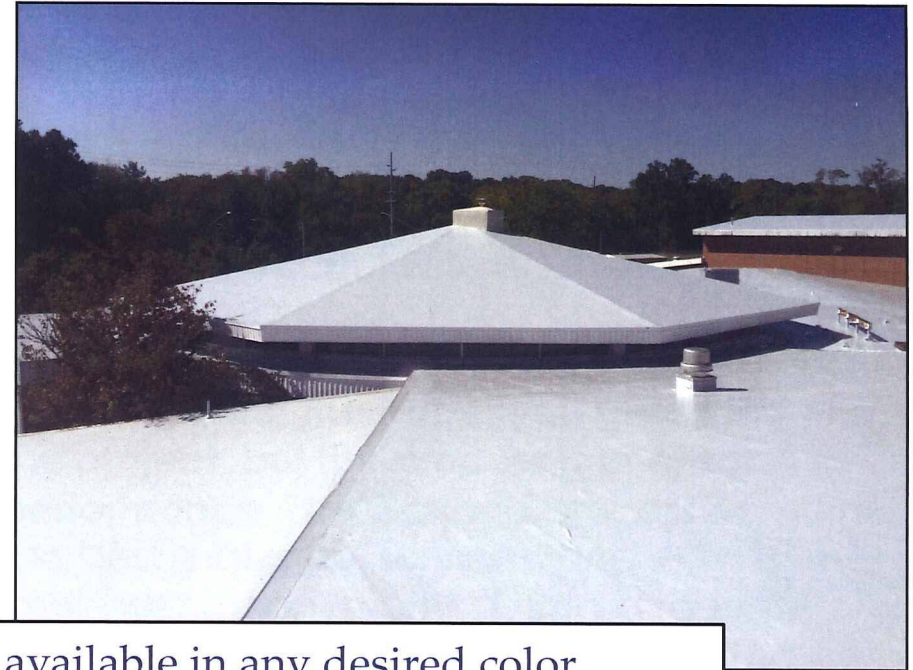
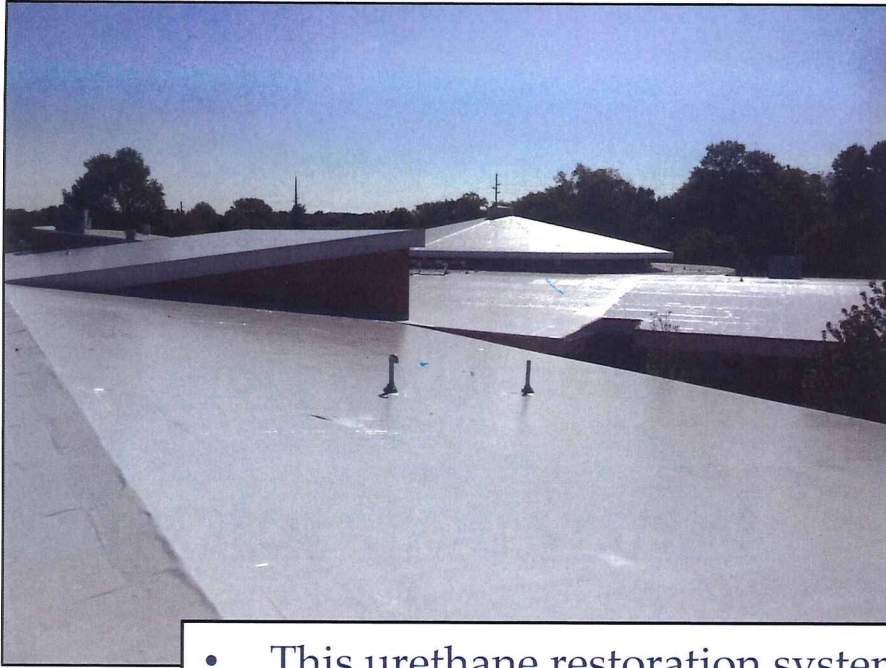
Progress Photos



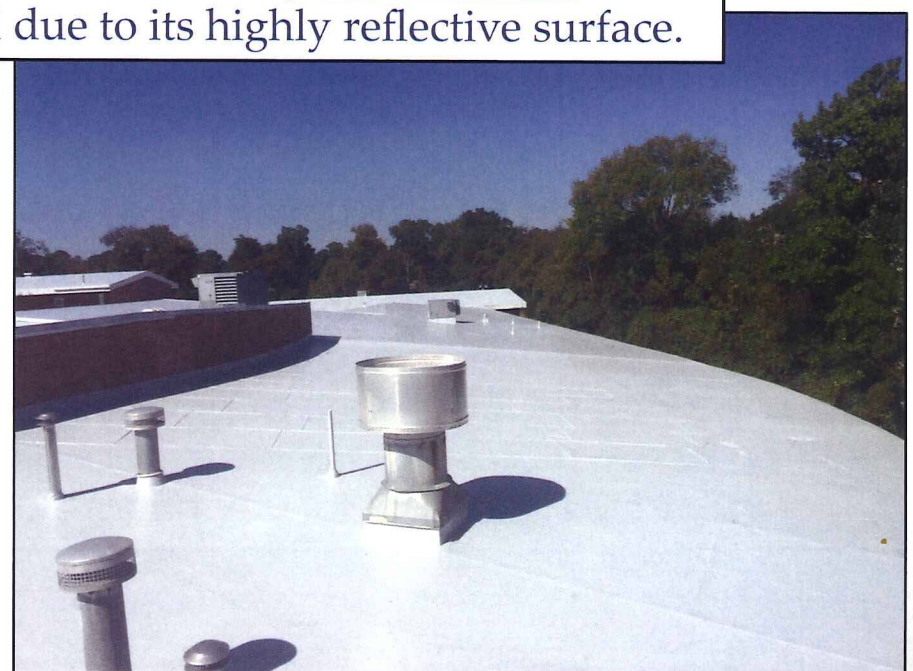
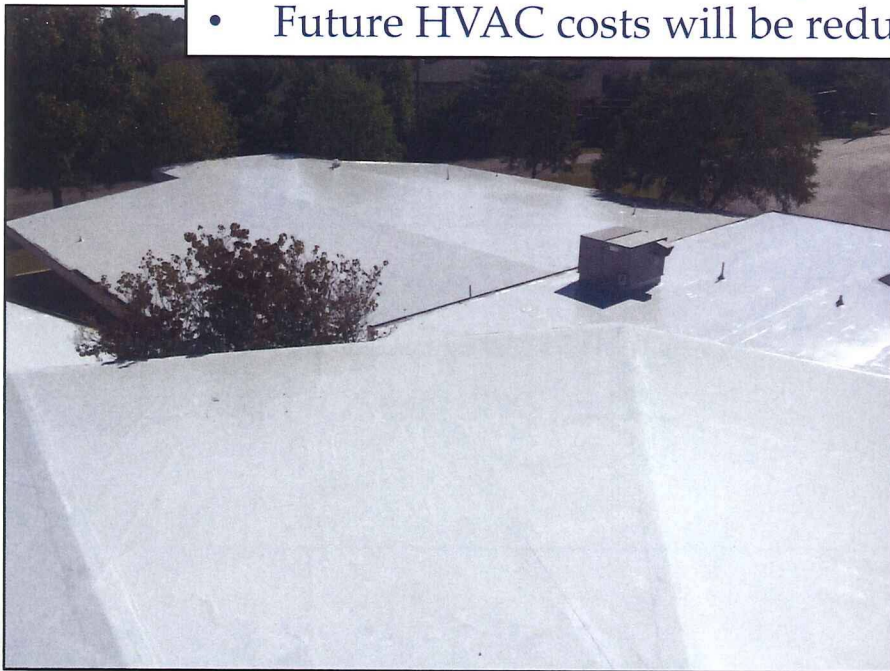
This is just an overview photograph showing the new look. As expected, you can see the seams, flashing, and all undulations through the coating up close, but from the ground it is very smooth.

*Excerpts from actual progress reports

COMPLETION PHOTOS



- This urethane restoration system is available in any desired color
- Future HVAC costs will be reduced due to its highly reflective surface.



WARRANTY

AT PROJECT COMPLETION:

*MNPS received a 10 year
Garland warranty covering
labor and materials.*

RESTORATION SYSTEMS:

*Garland provides 5, 10, and 15
year warranties, depending on
the chosen system.*

REPLACEMENT SYSTEMS:

*Garland provides 15 to 40 year
warranties, depending on the
chosen system.*

GARLAND'S PHILOSOPHY ON WARRANTIES:

Most roofing manufacturers these days are trying to create additional profits by selling warranties. **Garland believes that the best warranty is not the paper you get at the end of the project, but the process that ensures its performance.** The Garland process combines the best materials, services, and implementation methods into a tough, enduring roof system, which is validated by warranties that are provided to you, the building owner, without an additional fee, as a way of saying thank you for your trust.

We are the oldest, as well as the most financially stable manufacturer, in today's high-performance commercial roofing market. Garland stands behind its obligations, and has been doing so since 1895. When you choose Garland materials, you know we will be there to support you for the life of your buildings.



WHO IS..

THE GARLAND CO. ?

• ***A Full-Service Manufacturer of High Performance Roofing, Waterproofing, and Maintenance Systems. Established in 1895.***

- Garland is the official supplier of Roofing and Waterproofing through the [US Communities Gov. Purchasing Alliance](#)
- 100% Employee Owned (ESOP): allows Garland to lead with customer expectations, rather than Wall Street influencers.
- Full spectrum of roof repair, restoration, and replacement systems.
- Local Middle Tennessee Representative Jeremy Slayden is always a phone call away.
- Garland is your long term warranty provider and can guarantee 100% coverage of any liability on Turn-Key projects


MORE THAN JUST ROOFING..

Garland offers a comprehensive line of high-performance building envelope solutions designed to protect your entire facility from the roof, down to the foundation and everything in between. As a leader in the industry, backed by more than a century of experience, we understand that protecting your facility's assets begins with the building envelope.

Our expansive line of building envelope solutions includes architectural and structural metal options; modified and built-up roofing (BUR) systems; coatings, sealants and adhesives; air barrier systems; below-grade waterproofing and dampproofing products; sustainable solutions; roofing and plaza deck systems.

In addition to our expansive line of products, Garland offers a variety of services used in the design, installation and maintenance of your building envelope project including: building evaluation services, roof asset management, engineering services, energy audits, and long-term maintenance and support.



	
Coatings & Mastics	Plaza Deck
	
Metal	Roll Goods
	
Sealants & Accessories	Vegetative
	
Air Barriers	

KEY



WHAT IS..

U.S. COMMUNITIES™ ?

GOVERNMENT PURCHASING ALLIANCE



- U.S. Communities is the leading national cooperative purchasing program, providing world class government procurement resources and solutions to local and state government agencies, school districts and colleges, desiring the best overall supplier government pricing.

User Fees – no costs or fees to participate.

Best Pricing – we combine the cooperative purchasing power of up to 90,000 public agencies, to access the best overall supplier government pricing.

Integrity and Experience – U.S. Communities is founded by 4 national sponsors and over 90 state, city and regional organizations.

Oversight by Public Purchasing Professionals – our third party audits on contracts ensure that program pricing commitments are met, with analyses against other suppliers and retailers to guarantee participants the best overall value.

REFERENCES

SOME OF OUR SATISFIED LOCAL CUSTOMERS

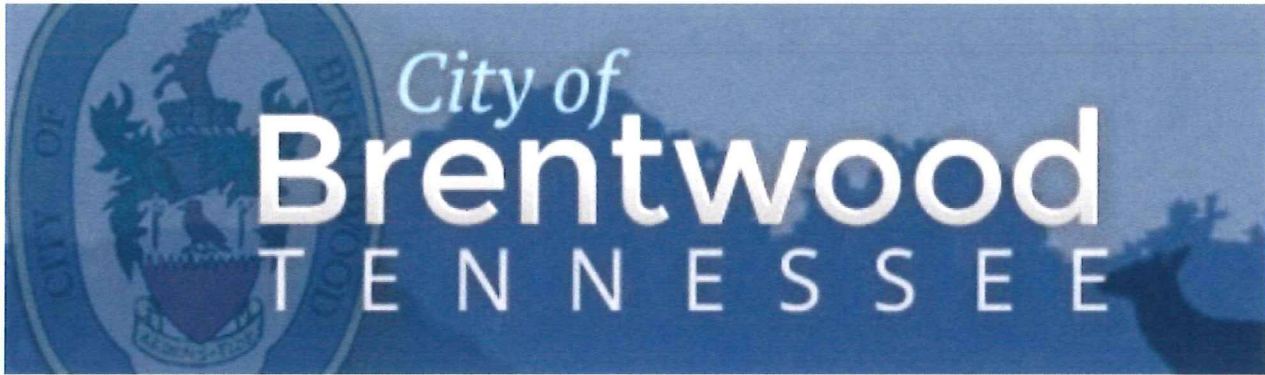
- **METRO NASHVILLE PUBLIC SCHOOLS (MNPS)**
 - ROOF ASSET MANAGER / RYAN WAHAIB / 629.333.4484
- **WILSON COUNTY SCHOOLS**
 - FINANCE DIRECTOR / MICKEY HALL / hallm@wcschools.com
- **MANCHESTER CITY SCHOOLS**
 - DIRECTOR OF FACILITIES / DONNIE TURNER / 931.581.2944

HEAR FROM
OUR
CUSTOMERS

- **TENNESSEE VALLEY AUTHORITY (TVA)**
 - **DEKALB COUNTY SCHOOLS**
 - **VANDERBILT UNIVERSITY**
- **INGRAM PUBLISHING COMPANY**
 - **BELMONT UNIVERSITY**
 - **TRAVECCA NAZARENE**
 - **VOUGHT AIRCRAFT**
 - **FEDERAL EXPRESS**
- **COMMUNITY HEALTH SYSTEMS (CHS)**
- **DOMINICAN CAMPUS (ST. CECELIA / AQUINAS)**

The Garland Company, Inc.

● Roof Asset Management Program



City Hall Survey Report and Budget Projections

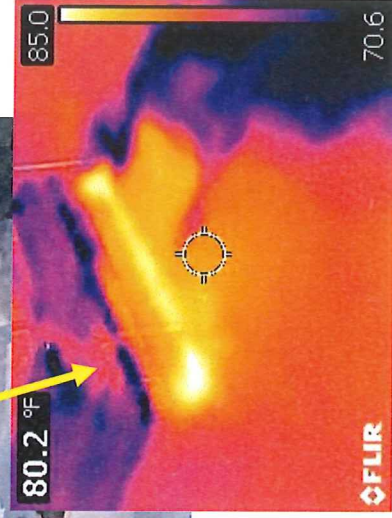
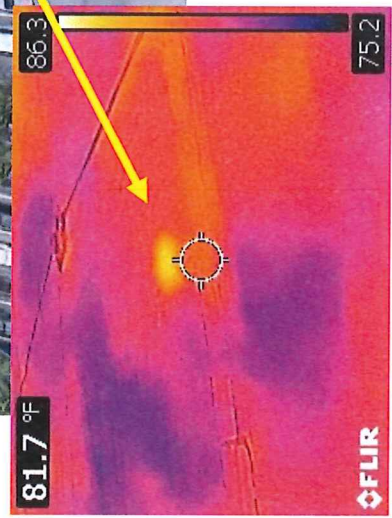
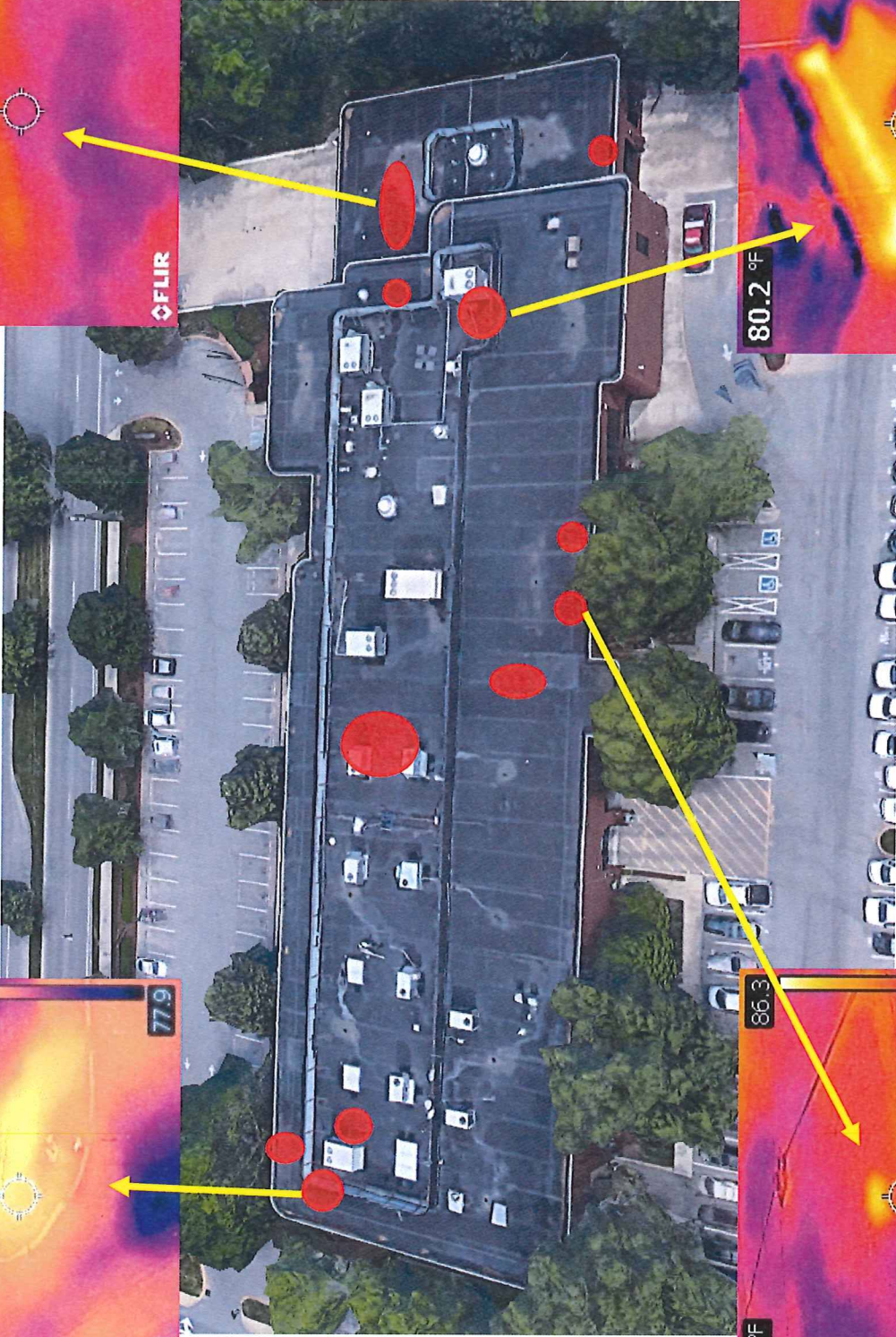
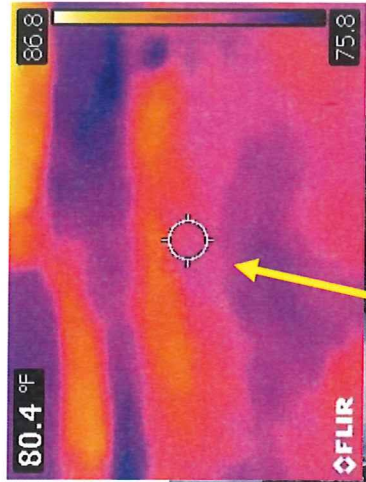
Prepared By
Jeremy Slayden

Prepared For
City of Brentwood Facilities Management



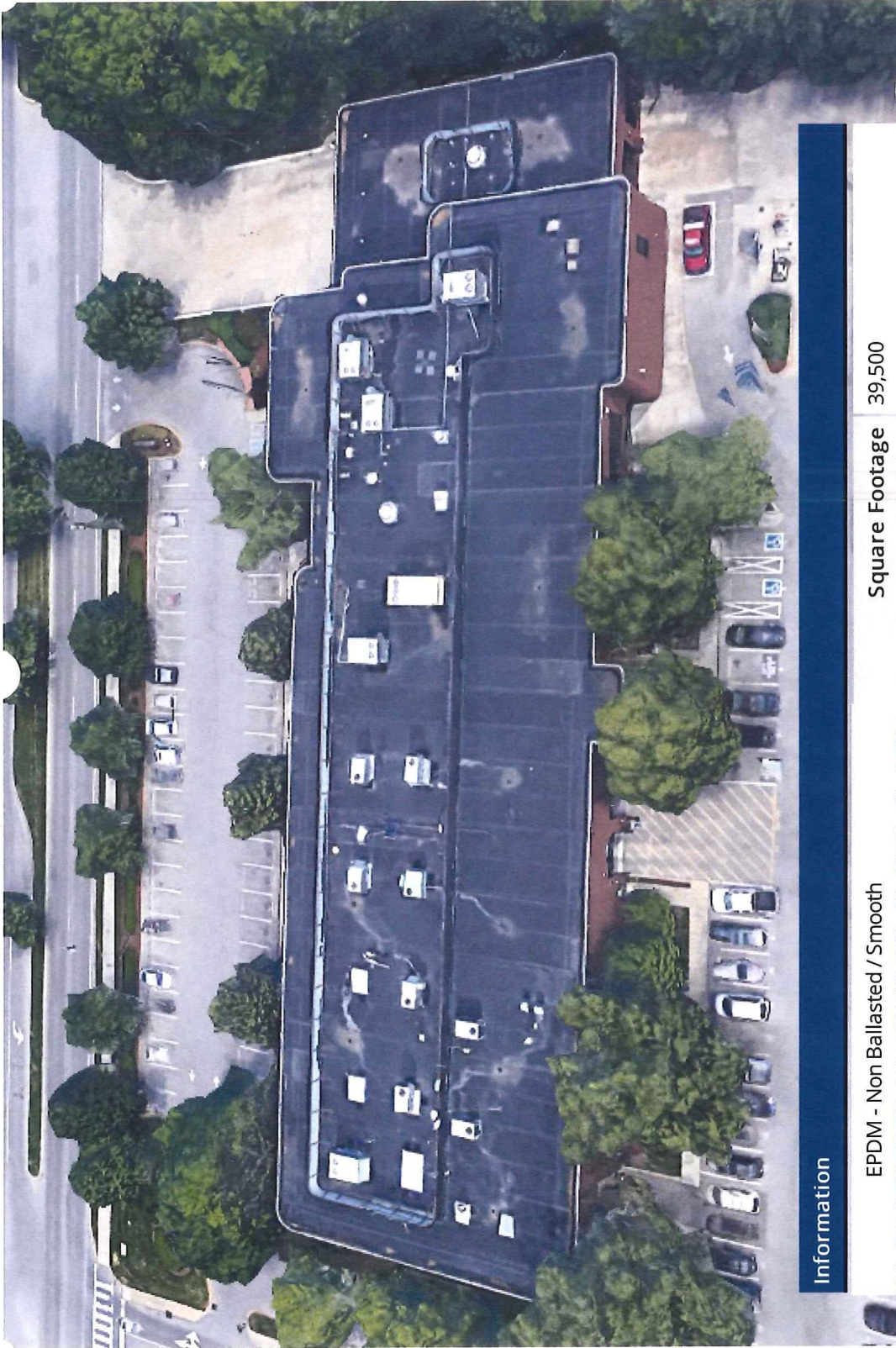
Red Dots are locations of existing 4" drains

**BRENTWOOD CITY HALL
MOISTURE LOCATIONS**



TOTAL ROOF SIZE: 39,000' SQ FT

TOTAL WET AREA: 433' SQ FT



Information

EPDM - Non Ballasted / Smooth	Square Footage	39,500
Slope Dimension 1/4 : 12"	Eave Height	35
Roof Access Internal Roof Hatch	System Type	EPDM

Notes

Square footage is approximate and includes slope as well as flashing heights.

Client: City of Brentwood

Facility: CITY HALL

Roof Section: EPDM - Non Ballasted / Smooth

Report Date: 09/28/2017

Title: Infrared Moisture Scan



Photo 1

Roof Overview: Field of roof on South side of building, standing just outside of roof hatch.



Photo 2

Roof Overview: Field of roof on North side of building.



Photo 3

Roof Overview: Field of roof inside the screen wall area. Facing West.



Photo 4

Roof Overview: Lower roof Area on East side of facility.



Photo 5

The roof assembly is very unique at this location.

From the Top Down:

1. 60 mil EPDM roof membrane
2. 1" LW insulating concrete
3. 2" EPS (styrofoam) insulation
4. Tapered LW insulating concrete (this thickness varies according to location and provides the roof slope)
5. Metal Pan

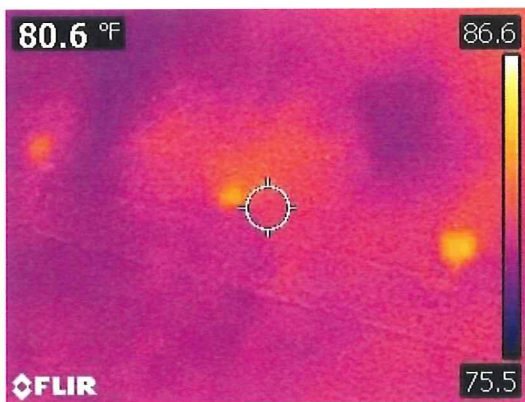


Photo 6

Fasteners showing warm through the roof membrane.



Photo 7

Debris - Leafs and Pine Needles: Pine needles and other leaves build up on the roof membrane causing plugged drains and scuppers thereby causing ponding water and structural weight loading. As the leaves and pine needles rot a "compost effect" occurs, this in effect causes soil to form on top of the roof membrane. This soil creates a perfect medium for plant and weed growth. When seeds take hold the roots will often penetrate through the membrane causing immediate leaks and damage internally.

Vegetation and Debris

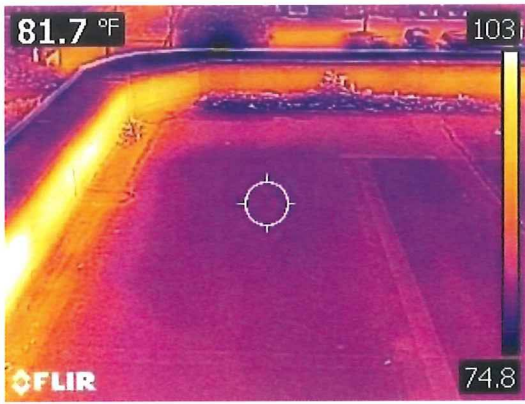


Photo 8

Parapet walls are always warmer than the surrounding roof field. This does not signify wet locations.

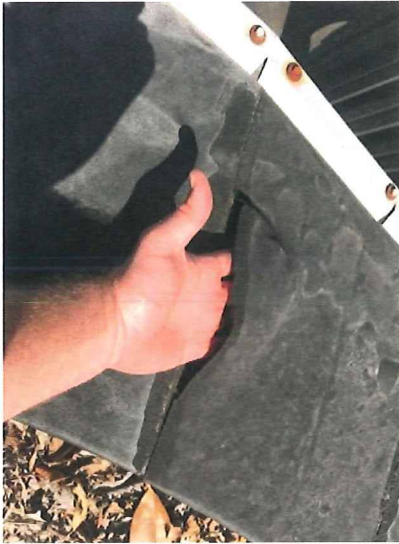


Photo 9

EPDM Flashing Deterioration: Over time as UV rays hit the EPDM it begins to shrink. This will result in tears allowing water to penetrate directly in to the building causing damage to the deck as well as the inside of the building. When the single ply EPDM membrane is at this stage tears will develop at an increased rate every year eventually causing a total roof failure.



Photo 10

Cracks in brick mortar above roof to wall flashings.



Photo 11

Typical roof drain conditions



Photo 12

Larger area of wet insulation located here.



Photo 13

Wet area at curb.



Photo 14

Wet area at seam / patch. This is shown in the following thermogram.

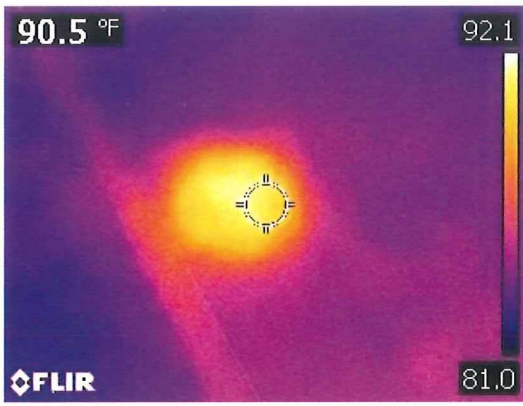


Photo 15



Photo 16

Open EPDM patch under ponding water.



Photo 17

This area is all underwater due to clogged drain.

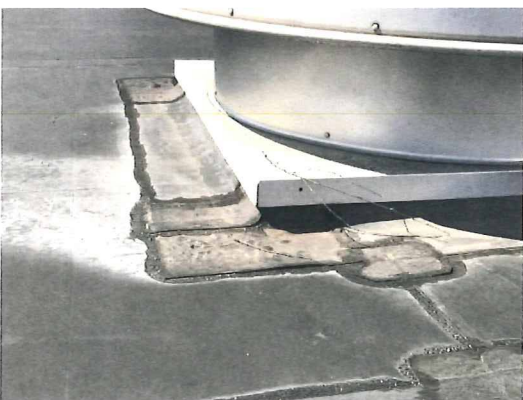


Photo 18

Flashing heights are far too low at nearly all curbs. In the case of a re-roofing project, nearly all units on the roof would have to be raised to properly flash the curbs.



Photo 19

Open seam at flashing.



Photo 20

Typical condition of patches.



Photo 21

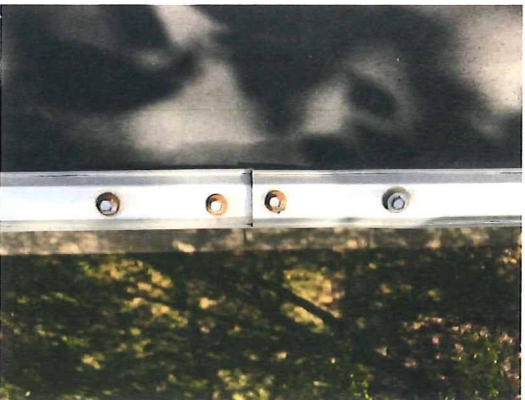


Photo 22



Photo 23

Roof split found in one of the wet locations - #4.
This is shown in the following thermogram.

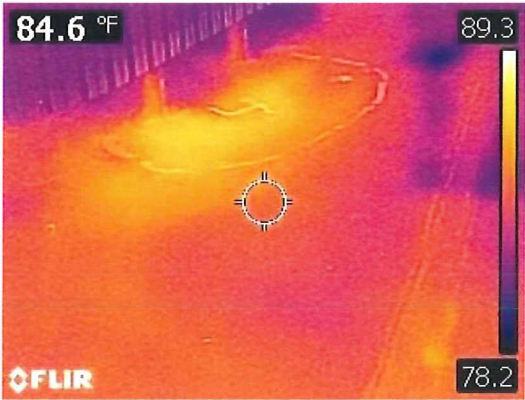


Photo 24



Photo 25

This fallen branches are causing a wet spot.



Photo 26

Typical roof seam conditions.



Photo 27



Photo 28

I applied this high strength urethane material on the night of the scan in order to test adhesion. When I returned one week later, it was tenaciously bonded to the membrane. Adhesion of this product would not be a concern.

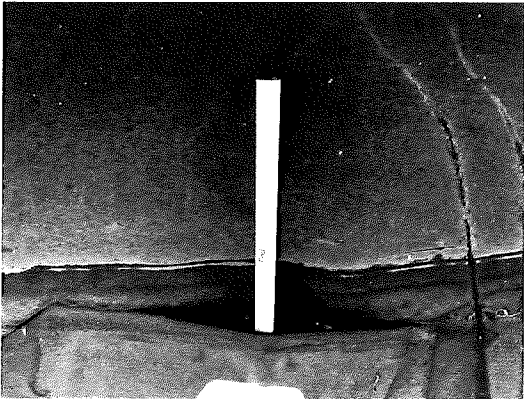


Photo 29

Open patch.

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Resolution 2018-15 - Authorizing an Agreement with Garland/DBS, Inc for a Roof Restoration Project at the John P. Holt Brentwood Library

Submitted by: Jay Evans, Administration

Department: Administration

Information

Subject

Resolution 2018-15 - Authorizing an agreement for a roof restoration project with Garland/DBS, Inc. at the John P. Holt Brentwood Library

Background

The John P. Holt Brentwood Library was opened in 1998 and expanded by 12,000 sq.ft. in 2009. Both the original and expansion portions of the building include a combination of flat and pitched roofs. The flat sections are ballasted EPDM (synthetic rubber membrane held down by gravel) and the pitched sections are covered with asphalt shingles. With some areas now 20 years old, the roof is experiencing an increasing number of leaks, necessitating more frequent repairs. Substantial preventative maintenance is required for the older sections to reduce the incidence of leaks and prolong the life of the roof.

An initial evaluation of the roof was conducted that included visual inspection of the entire roof, as well as a nuclear scan of the flat roof sections to determine the extent of any moisture intrusion into the insulation. The flat roof was determined to be in relatively good condition, with the scan revealing little to no moisture accumulation. There are areas where the membrane requires repair, but the overall condition indicates a full replacement is not warranted at this time. The likely sources for most roof leaks are the seams at walls, flashings, vents, curbs, and roof penetrations. The pitched roof sections are showing their age, with shingles having moderate granule loss and cracking, and roof vents needing occasional repairs. However, because these areas are not experiencing significant leaks, it was determined that 3 to 5 years of life remain and the City can reevaluate the areas annually to determine the appropriate timing of replacement.

Staff examined the options available to rehabilitate the older sections of flat roof and settled on the Garland restoration solution available via U.S. Communities Government Purchasing Alliance Master Agreement #14-5903. The provider, Garland/DBS, Inc. is a full-service roofing system manufacturer that provides turn-key project delivery including roof evaluation, scanning, specification development, bidding, inspections, and oversight - all provided by the manufacturer of the product. Similar projects have been performed by

Garland for Williamson County, City of Franklin, Metro Nashville Public Schools, and Wilson County. Reference checks indicate a high degree of satisfaction with Garland/DBS, Inc

The attached proposal from Garland/DBS., Inc. provides for patching up to 150 EPDM membrane puncture locations, reinforcing and applying a urethane coating to all seams within 24 inches of susceptible locations (walls, roof penetrations, etc.), and installation of walk pads in all areas that receive foot traffic. All flashings, EPDM walls, and EPDM membranes that are exposed will receive a second urethane coat as well. The finished product would come with a 5-year limited warranty that covers labor and materials for leaks arising from deficiencies in materials or workmanship.

The U.S. Communities contract provides an alternative pricing method for projects where the solution is custom designed for the particular application. Such is appropriate for repair jobs such as this where quantities are not as easily identified. Garland bid the project to three local roofing companies: Water Control Roofing Company, Tim Leeper Roofing, and Southern Roofing Company. The pricing from Tim Leeper Roofing of Old Hickory, TN proved the most favorable at \$82,958. Including the additive alternate for walking pads in all traffic areas (\$17,392), the total proposed cost is \$100,350. A total of \$230,000 was budgeted in the Facilities Maintenance Fund for this purpose. In addition to the \$100,350 contract, staff recommends approval of an owner's contingency of \$5,000 (5%) so that hidden conditions do not cause delays in the project. The project total, including contingency, would be \$105,350. If awarded, work will be completed by the middle of June.

If the restoration system only lasts as long as the 5 year warranty, the amortized value will be \$16,600 per year. Full replacement of the roof is estimated at \$350,000, which amortized over 15 years is approximately \$23,300 per year. This preventative maintenance should add value and extend the life of the roof. It should be noted that full replacement will still be required somewhere in the 5 to 7 year horizon.

Please contact Assistant City Manager Jay Evans with any questions.

Staff Recommendation

Staff recommends approval of the resolution authorizing an agreement with Garland/DBS, Inc. for a roof restoration project at the John P. Holt Brentwood Library. Staff also recommends approval of an owner's contingency of \$5,000 (5%), for a total of \$105,350.

Fiscal Impact

Amount : \$105,350

Source of Funds: Facilities Maintenance Fund

Account Number: 312-44800-89600

Fiscal Impact:

Funds are available in the Facilities Maintenance Fund for this purpose.

Attachments

Resolution 2018-15

Contract - Garland - Library Roof

Garland Company Profile

Library Report and Moisture Survey

RESOLUTION 2018-15

A RESOLUTION OF THE CITY OF BRENTWOOD, TENNESSEE AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BY AND BETWEEN THE CITY OF BRENTWOOD AND GARLAND/DBS, INC. FOR A ROOF RESTORATION PROJECT AT THE JOHN P. HOLT BRENTWOOD LIBRARY, A COPY OF SAID AGREEMENT BEING ATTACHED HERETO AND MADE A PART OF THIS RESOLUTION BY REFERENCE

BE IT RESOLVED BY THE CITY OF BRENTWOOD, TENNESSEE, AS FOLLOWS:

SECTION 1. That the Mayor is hereby authorized to execute an agreement by and between the City of Brentwood and Garland/DBS, Inc. for a roof restoration project at the John P. Holt Brentwood Library, a copy of said agreement being attached hereto and made a part of this resolution by reference.

SECTION 2. That this resolution shall take effect from and after its passage, the general welfare of the City of Brentwood, Williamson County, Tennessee requiring it.

MAYOR

Jill Burgin

ADOPTED: _____

Approved as to form:

RECORDER

Holly Earls

CITY ATTORNEY

Douglas Berry

**CONTRACT FOR
JOB # 25-TN-171436**

BETWEEN **CITY OF BRENTWOOD** AND GARLAND/DBS, INC. FOR THE
BRENTWOOD LIBRARY ROOFING PROJECT.

- 1.) This CONTRACT is made at **Cuyahoga County** as February 12, 2018, (“Effective Date”), by and between the **City of Brentwood** located at **5211 Maryland Way, Brentwood, TN 37027** (hereinafter designated the “CUSTOMER”), and **Garland/DBS, Inc.**, located at **3800 East 91st Street Cleveland, OH 44105** (hereinafter designated the “CONTRACTOR”).
- 2.) The CONTRACTOR shall furnish all material, labor, equipment, and tools necessary for the **Roofing Project** located at **8109 Concord Road, Brentwood, TN 37027**, as well as all work incidental and pertinent thereto, (hereinafter designated the “Project”) all in accordance with the original proposal # **25-TN-171436** dated **1/3/2018** submitted by the CONTRACTOR (hereinafter together designated the “Specifications”), a copy of which is attached hereto as Exhibit A and incorporated herein. In the event of any conflict, ambiguity, or inconsistency between the terms contained in this CONTRACT and the Exhibits, the terms set forth in this CONTRACT shall govern and control.
- 3.) The term of the CONTRACT shall begin on the Effective Date first written above, and shall be completed **360** days thereafter, unless sooner terminated as permitted herein, or unless extended by agreement of the parties set forth in writing. The work shall commence within ten (10) days from the date that CONTRACTOR receives a copy or original of the fully executed CONTRACT, which receipt shall be considered Notice to Proceed. The CONTRACTOR is required to submit to the CUSTOMER a Certificate of Insurance and Performance and Payment bonds prior to commencing work. In addition, the work shall be scheduled as agreed upon by the parties.
- 4.) The sums to be paid to the CONTRACTOR shall be at the bid price(s) shown on the Specifications (Exhibit A), and the total to be paid to CONTRACTOR shall be a maximum of **\$100,350.00**, as set forth in the purchase order and Exhibit A. Invoices shall provide details of all Project expenses as permitted in this CONTRACT. CONTRACTOR shall apply no late charges, interest or penalties to any invoice or charges for services until 30 days from the CUSTOMER receipt of the invoice. If this CONTRACT is terminated for convenience for any reason, then the CONTRACTOR shall be paid pro rata for all services performed, materials purchased, and administrative costs incurred, including lost profit, to the effective date of termination.
- 5.) If the CUSTOMER wishes to terminate the CONTRACTOR for cause due to the failure of CONTRACTOR to perform as required under this CONTRACT and/or in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances, then the CUSTOMER must provide the CONTRACTOR with written notice of said failure to perform. The CUSTOMER must give ten (10) working days from the CONTRACTOR’s receipt of the

Notice to Cure for the CONTRACTOR to cure or take reasonable action to commence to cure the performance concerns specified. If the CONTRACTOR does not take appropriate action within the ten (10) day period, the CUSTOMER may issue a Final Notice to Cure. The CONTRACTOR will have an additional five (5) working days from the receipt of the Notice to Cure to cure or take reasonable action to commence to cure before the CUSTOMER can terminate the CONTRACT. If the CONTRACTOR is terminated for cause, the CUSTOMER may provide or employ any necessary labor and materials in lieu of CONTRACTOR to finish part or all of the work under the CONTRACT or to supplement the work of CONTRACTOR, and to deduct the cost thereof from any money, then due or thereafter to become due to the CONTRACTOR; and if such cost shall exceed the balance due to CONTRACTOR, then the CONTRACTOR shall pay the difference to the CUSTOMER.

- 6.) CUSTOMER may issue subsequent modifications to the Purchase Order(s) for additional work that was not known or included in the Specifications that is found to be needed during the work on the Project to complete the Project over and above the amount set forth in this paragraph four (4) and in Exhibit A. CONTRACTOR must seek approval from the CUSTOMER before performing any additional work. The CUSTOMER must provide the CONTRACTOR written documentation of the modification to the Purchase Order within three (3) business days of verbal approval. CONTRACTOR is not obligated to perform additional work until written modification has been received from the CUSTOMER, but may commence work based upon a reasonable assumption that written modification will be issued. Incidental additional work performed by the CONTRACTOR without CUSTOMER consent will be evaluated and considered for payment based upon the work's merit. If the CUSTOMER determines the incidental additional work was not included in the original scope of the project and required for the CONTRACTOR's uninterrupted performance in fulfillment of the contract, then the CUSTOMER will approve the CONTRACTOR's request for payment for incidental additional work.
- 7.) All the work done under this CONTRACT shall be performed under the oversight of _____, the CUSTOMER'S representative. All notices hereunder shall be (a) in writing; (b) delivered to the representatives of the parties at the addressees set forth in the Specifications, unless changed by either party by notice to the other party; and (c) effective upon receipt.
- 8.) The CONTRACTOR shall furnish the CUSTOMER with a performance or contract bond and a labor and material bond, each in the amount of **\$100,350.00** a Certificate of Workers' Compensation, and a Certificate of Insurance evidential of comprehensive general liability insurance and property insurance with minimum coverage in amounts reasonable to or exceeding what is normally expected for a comparable project in size and scope. Further, said Certificate of Insurance shall name **City of Brentwood** as an additional insured. Said Certificate of Insurance shall also provide that at least thirty (30) days written notice shall be given to the CUSTOMER of any material change in, or cancellation of, said insurance.
- 9.) Should the CONTRACTOR at any time refuse or neglect to supply a sufficiency of properly skilled workers or materials of the proper quality, or fail in any respect to

prosecute the work herein described with promptness and diligence, or fail in the performance of any of the agreements contained herein, the CUSTOMER shall have the right to immediately suspend all work, or any part thereof under this CONTRACT, upon the CUSTOMER's issuance of a stop work notice to the CONTRACTOR and the CONTRACTOR's confirmed receipt of the stop work notice. The work shall continue to be suspended until such time as the CUSTOMER and CONTRACTOR have come to a mutual agreement on how the work under the CONTRACT shall proceed. Should the CONTRACTOR continue to refuse or neglect to supply a sufficiency of properly skilled workers or materials of the proper quality, or fail in any respect to prosecute the work herein described with promptness and diligence, or fail in the performance of any of the agreements contained herein, then the CUSTOMER may, after following the procedures listed in Section 5 above, terminate the CONTRACT for cause.

- 10.) The CONTRACTOR shall indemnify, save harmless, and defend the CUSTOMER from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description, made, brought, or recovered against the CUSTOMER by reason of any negligent act or omission of the CONTRACTOR, its agents, its subcontractors, or its employees, in the execution of the work herein contracted for.
- 11.) The CONTRACTOR or CUSTOMER has the right to request and be granted a Termination for Convenience from the CONTRACT obligations if there is a joint determination from both the CUSTOMER and the CONTRACTOR that the termination is in the best interests of both parties, or if the CONTRACTOR or CUSTOMER believes the Termination for Convenience to be in its best interests because a timely resolution, within ten (10) days from the CUSTOMER'S receipt of written notification, will not be provided with regard to requests for information (RFI), request for clarification, or requests for modification to the Purchase Order(s) due to differing site conditions, vague Specifications, or unforeseen circumstances. Under a Termination for Convenience, the CONTRACTOR or CUSTOMER shall be reimbursed for all justifiable costs including price of supplies, services delivered, and administrative expenses, including lost profit under the CONTRACT or Purchase Order.
- 12.) This CONTRACT shall be deemed to contain all the terms and conditions agreed to between the parties, who both agree that no representations or promises of any kind whatsoever have been made other than herein contained, and this CONTRACT shall be binding upon both parties and their respective heirs, administrators, executors, successors, and assigns.
- 13.) This CONTRACT is contingent upon receipt of a written purchase order from CUSTOMER. All terms must be agreed upon by both parties.
- 14.) CUSTOMER shall have the right to approve all subcontracts or assignments of work equal to or exceeding \$10,000. CUSTOMER shall not unreasonably withhold, delay or condition subcontracting or assignments, but may express final and binding disapproval of a proposed assignee or subcontractor. Should the CONTRACTOR be forced to choose a different subcontractor/assignee that is of higher cost than the initial

subcontractor/assignee, due to the CUSTOMER's disapproval, the CONTRACTOR shall be able to request and will receive approval from the CUSTOMER for a modification to the CONTRACT to cover the additional cost. CONTRACTOR shall remain responsible for the work of any agent or independent contractor to whom it assigns its Work, and any assignment or subcontract shall incorporate the terms of this Contract into its contract delegating its Work.

- 15.) If the Project involves construction of a public improvement at a cost exceeding the threshold for payment prevailing wage rates of pay, each laborer, workman or mechanic employed by the CONTRACTOR for performance of the Project herein described or by the subcontractor shall be paid not less than the minimum rate of pay for the applicable pay classification. The CONTRACTOR and their subcontractors who are subject to the requirements of paying prevailing wages shall keep full and accurate payroll records covering all disbursements of wages to their employees to whom they are required to pay not less than the prevailing rate of wages. The CONTRACTOR and its subcontractors shall deliver to the CUSTOMER a certified copy of their respective payrolls, within two weeks of the CUSTOMER's request, for each pay period requested by the CUSTOMER.
- 16.) Payments to the CONTRACTOR shall be made at the rate of ninety-five percent (95%) of the approved partial payment estimate for each monthly progress billing. The CUSTOMER will retain five percent (5%) of every approved partial payment. The retained amount will be paid to the CONTRACTOR no later than thirty (30) days following Final Acceptance of the work. Upon completion and acceptance of the work, the CUSTOMER shall issue a certificate attached to the final payment request that the work has been accepted by it under the terms, promises and conditions of the CONTRACT.
- 17.) CONTRACTOR has been employed under this Contract as an independent contractor in order to construct its portion of the Project. CONTRACTOR agrees that no authority has been conferred upon it by CUSTOMER to hire any person(s) on behalf of CUSTOMER, and CUSTOMER undertakes no obligation of any sort to CONTRACTOR's employees or subcontractors. It is understood and agreed that the CONTRACTOR shall select, engage, and discharge its employees, agents, or servants and otherwise direct and control their services. CONTRACTOR will also comply with all laws concerning qualification to do business and engage in the work involved under this CONTRACT and will file all returns and reports required of it and pay all taxes and contributions imposed upon it.
- 18.) CONTRACTOR agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, or national origin.
- 19.) The CUSTOMER shall not be considered to have accepted possession of the work under this CONTRACT until a notice of completion is issued to the CONTRACTOR by the CUSTOMER or CUSTOMER's representative, or payment of the full CONTRACT compensation is received by the CONTRACTOR, unless the Parties otherwise mutually agree.

- 20.) CONTRACTOR, at all times during its performance of its work under this CONTRACT, shall keep the work site, grounds, and roof tops surrounding the work site free from accumulation of waste materials or rubbish caused by its activities. Upon completion of the work under this CONTRACT, the CONTRACTOR shall promptly remove all its waste materials and rubbish from and about the work site, as well as, its tools, construction equipment, machinery, and surplus materials, as to leave the work site "Broom Clean" or its equivalent.
- 21.) The law is hereby agreed to be the law of the State where the Project is situated. The parties agree that the proper venue for action, suit, or other litigation arising under this agreement shall lie in the courts of **Williamson County, Tennessee**. In the event legal action is instituted to enforce this agreement, each party agrees to bear its own attorney fees and costs while waiving the right to collect attorney fees and costs from the opposing party. Each party also agrees to waive its right to have any pending action or trial heard by a jury.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, authorized representatives of each party to this CONTRACT, indicating their party's approval of the terms herein, have signed as of the dates set forth below.

WITNESSES:

1. [Signature]
2. [Signature]

GARLAND/DBS, INC.

By: [Signature]
FRANK A. PERCACCIANTE
Printed Name



Controller
Title

Tax ID. No. 80-0525452

Date: 2.16.2018

WITNESSES:

1. _____
2. _____

CITY OF BRENTWOOD

By: _____

Date: _____

And

By: _____

Date: _____



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

**Brentwood Library
City of Brentwood
8109 Concord Road
Brentwood, TN 37027**

**Date Submitted: 1/3/2018
Proposal #: 25-TN-171436
MICPA # 14-5903**

Tennessee General Contractor License #: 9220378 (302397) ID #: 00064020

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This budget/estimate should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered a competitive bid process for the project with the hopes of providing a lower market adjusted price whenever possible.

Scope of Work: Option 1 - Ballasted EPDM Repairs

1. Remove all rock ballast minimum 24" inches back from the base of all wall flashings, metal edge perimeters, roof penetrations, curbs and roof drains.
2. Clean all exposed field membrane and all wall flashing membrane using simple green or TSP solution.
3. Inspect exposed field membrane and wall flashings for holes, cuts, tears, open seams, and open joints. In these areas, install Unibond ST cover tape and apply a base coat of White Knight Base Coat at 2 gal per square over the Unibond Tape, extending beyond tape 2" inches on all sides.
4. Allow for 150 locations where wall fasteners are protruding through the EPDM membrane. In these locations:
 - a. Cut out EPDM membrane.
 - b. Remove protruding fastener and replace with appropriate flat head fastener, flush with surrounding wall.
 - c. Install appropriate EPDM patch materials over the cut-out area and tie into surrounding wall membrane.
5. Ensure all wall vents are sealed using an appropriate combination of EPDM repair materials and/or the Garland materials listed for use in this repair.
6. Where EPDM base flashings are pulling away from parapet walls or curbs, install new EPDM wall flashing membranes that are tightly adhered to both the field of the roof and the vertical flashings. Tie into surrounding areas appropriately for long term water-tightness.

7. Reinforce all exposed membrane seams and wall seams with Unibond ST cover tape and apply a base coat of White Knight Base Coat at 2 gal per square over the Unibond Tape.
8. Seal the tops of the existing EPDM post wraps with Tuff Stuff Sealant.
9. In all areas where repairs are being made, Install Tuff Stuff MS Sealant wherever a tube based sealant is appropriate.
10. After all the previous repairs are applied, allow all repair work 24 hours to cure.
11. Wait minimum 48 hours and return to redistribute the rock ballast over the coated areas.

ALTERNATIVE COSTING METHOD

If a project requires goods and services that are not covered in the pricing schedule or if a product or service is required that is more appropriate to be custom designed and manufactured to meet an individual project site's conditions and/or provided for a unique application or project, the Supplier may use the alternative costing method as follows:

The Supplier will be required to:

Obtain three (3) written cost proposals from local providers;

- i) Use the most advantageous cost proposal;
- ii) Apply the U.S. Communities discount as submitted on the Pricing Schedule; and
- iii) All products and services falling under this category must be submitted in advance and approved by the Participating Public Agency prior to being included in any quote or proposal from the Supplier.

Option 1 - Ballasted EPDM Repairs:

Proposal Price Based Upon Market Experience:	\$ 52,927
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Garland/DBS Price Based Upon Local Market Competition:

1	Tim Leeper Roofing	\$	52,927
2	Baker Roofing	\$	53,194
3	Southern Roofing Company	\$	137,201

Scope of Work: Option 2 - Ballasted EPDM Repairs & Urethane Coating

1. Please follow the same scope of work listed in Option 1 above.
2. Return and apply top coat of White Knight Plus to all exposed EPDM walls, flashings and field.

Option 2 - Ballasted EPDM Repairs & Urethane Coating:

Proposal Price Based Upon Market Experience:	\$ 82,958
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Garland/DBS Price Based Upon Local Market Competition:

1	Tim Leeper Roofing	\$	82,958
2	Baker Roofing	\$	86,639
3	Southern Roofing Company	\$	190,995

The Option 2 Repair System as listed above will include a 5 year LIMITED warranty to cover LABOR & MATERIALS. The limited warranty ONLY covers leak repair needs arising from deficiencies found in work areas, due to either material defects or workmanship errors.

Alternate 1: Installation of Traf-Guard Walk pads Sensitive, Locations Only

1. Work Includes appropriate area of ballast removal, membrane cleaning, and installation of (12) 4' x 6' x ½" Walk pads.
2. **Surface Preparation:** PREPARE ROOF SURFACE TO ACCEPT TRAF-GUARD WALK PADS BY REMOVING BALLAST out to 6" inches beyond all sides of where walk pad will be installed, CLEANING ALL DESIGNATED AREAS TO PREPARE FOR ADHESION OF WALKPAD. SURFACE MUST BE CLEANED WITH XYLENE OR OTHER APPROPRIATE EPDM CLEANING PRODUCTS.
3. **Installation:** INSTALL 4'X6' TRAF-GARD ½" WALK PADS. WALK PADS MUST BE INSTALLED IN GARLAND GREENLOCK ADHESIVE. THE BEADS OF ADHESIVE SHOULD BE INSTALLED 6" FROM ALL EDGES OF THE WALK PADS WITH TWO FULL BEADS OF ADHESIVE EQUALLYSPACED IN THE CENTER OF THE WALK PAD. WALK PAD SPACING SHOULD BE 6" BETWEEN EACH PAD.
4. **Ballast:** PUSH BALLAST BACK TO EDGES OF WALKPAD AND SPREAD EVENLY BACK OVER THE ROOF SURFACE IF A SURPLUS EXISTS AROUND THE PADS.

Alternate 1:

Proposal Price Based Upon Market Experience: \$ 3,355

Garland/DBS Price Based Upon Local Market Competition:

1	Tim Leeper Roofing	\$	3,355
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Alternate 2: Installation of Traf-Guard Walk pads, All Traffic Areas

1. Work Includes appropriate area of ballast removal, membrane cleaning, and installation of (12) 4' x 6' x ½" Walk pads in sensitive locations, and (100) 2' x 6' x ½" walk pads in designated walking areas. Install as specified at bottom of page, Final locations to be determined.
2. **Surface Preparation:** PREPARE ROOF SURFACE TO ACCEPT TRAF-GUARD WALK PADS BY REMOVING BALLAST out to 6" inches beyond all sides of where walk pad will be installed, CLEANING ALL DESIGNATED AREAS TO PREPARE FOR ADHESION OF WALKPAD. SURFACE MUST BE CLEANED WITH XYLENE OR OTHER APPROPRIATE EPDM CLEANING PRODUCTS.
3. **Installation:** INSTALL 4'X6' TRAF-GARD ½" WALK PADS. WALK PADS MUST BE INSTALLED IN GARLAND GREENLOCK ADHESIVE. THE BEADS OF ADHESIVE SHOULD BE INSTALLED 6" FROM ALL EDGES OF THE WALK PADS WITH TWO FULL BEADS OF ADHESIVE EQUALLYSPACED IN THE CENTER OF THE WALK PAD. WALK PAD SPACING SHOULD BE 6" BETWEEN EACH PAD.
4. **Ballast:** PUSH BALLAST BACK TO EDGES OF WALKPAD AND SPREAD EVENLY BACK OVER THE ROOF SURFACE IF A SURPLUS EXISTS AROUND THE PADS.

Alternate 2:

Proposal Price Based Upon Market Experience: \$ 17,392

Garland/DBS Price Based Upon Local Market Competition:

1	Tim Leeper Roofing	\$	17,392
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Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid through 3/31/2018.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are excluded.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Temporary protection is excluded.
7. Prevailing Wages are excluded.
8. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Matt Egan

Matt Egan
Garland/DBS, Inc.
(216) 430-3662



GARLAND

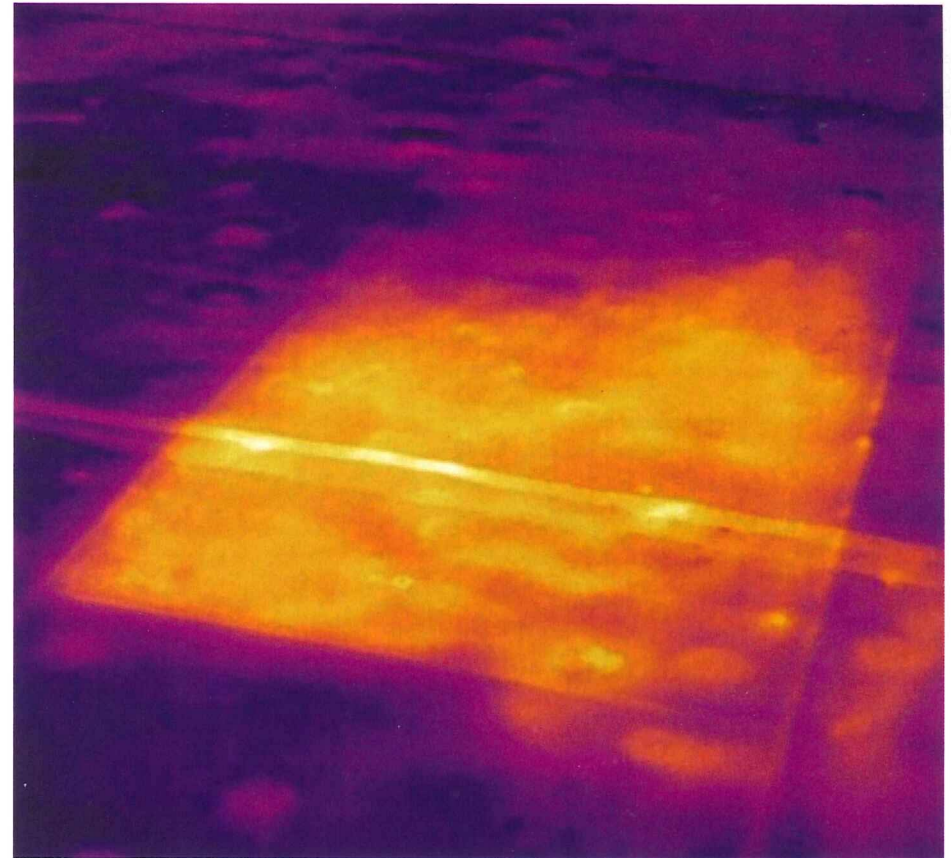
PROJECT PROFILE



A 2016 TURN-KEY PROJECT WITH **METRO NASHVILLE SCHOOLS**, UTILIZING **GARLAND'S US COMMUNITIES CONTRACT** FOR ROOFING AND WATERPROOFING FOR SCHOOLS & GOVERNMENT AGENCIES

INFRARED SCAN

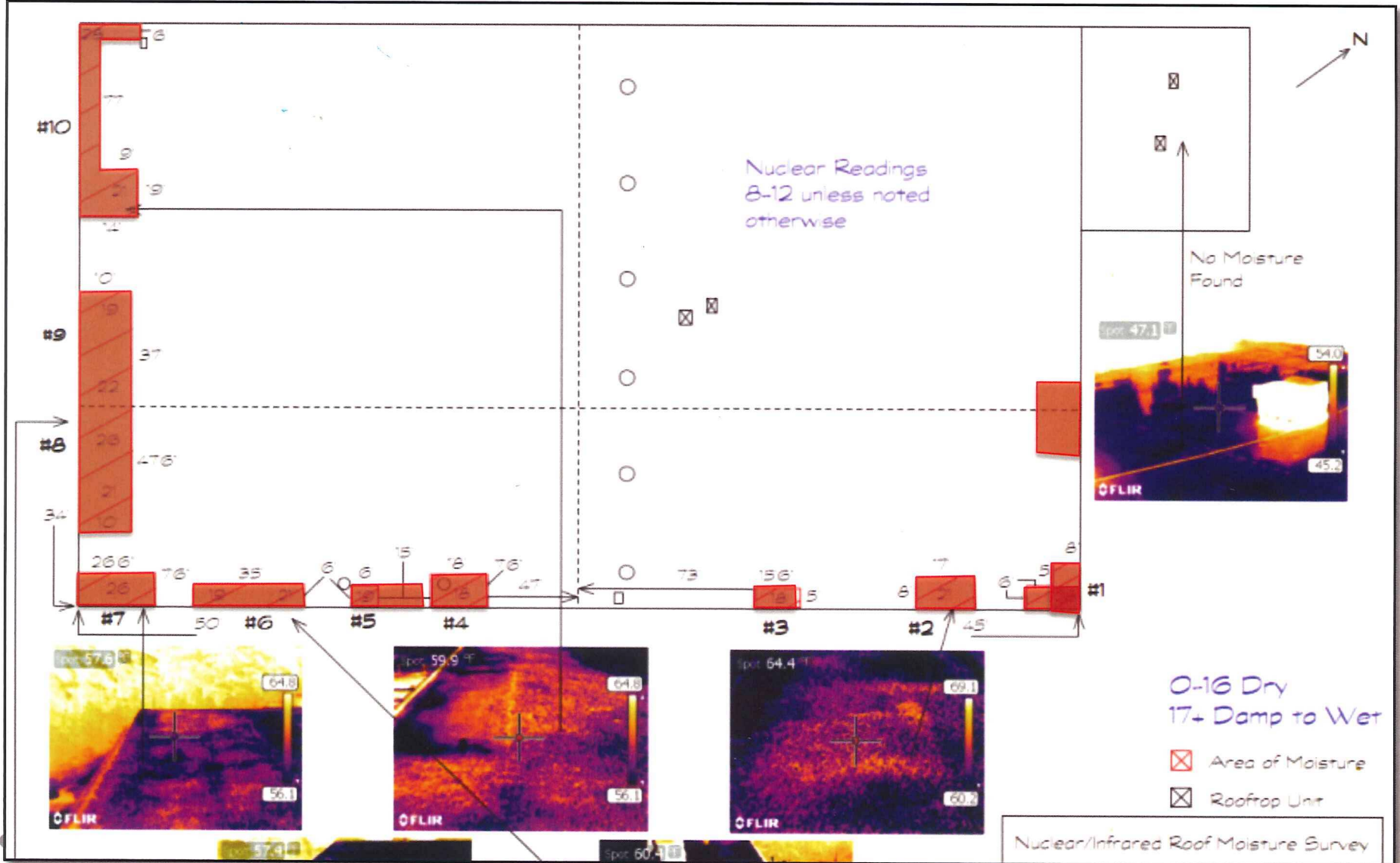
- Following the initial survey, Garland recommended an Infrared Moisture Scan. The data gathered from the scan provided MNPS with the best possible data for an accurate up front budget.
- An Infrared moisture scan locates all areas of wet roof insulation. This is a warranty requirement for Garland restoration or roof re-cover systems.
- All wet insulation must be torn out and replaced prior to application of the new materials.
- The cost of the IR scan including reports with CAD drawings for the 105,000' sq ft. facility was \$2,250.00



Infrared image of a wet insulation board through the EPDM membrane.

INFRARED SCAN

Infrared Scan reports include drawings to provide owners and contractors the exact locations and square footages of wet insulation.



FULL SERVICE

Once a Turn-Key project is approved, Garland provides the following services at no extra charge to the owner:

1. **Onsite pre-construction meeting**: covers logistics, staging, scheduling, and introduction of all parties. This is followed by sending out a pre-construction notes and staging map to all parties at the meeting.
2. **Progress Inspections: 3x per week unannounced site visits** by the manufacturer (Garland) to ensure specifications are being followed and monitor job progress.
3. **Weekly Progress Report**: At the end of each week a report is sent to the owner(s), including application photos, error corrections, % job completion and upcoming weekly schedule.
4. **Final Punch-list Inspection**: A final walkthrough is provided with contractor, manufacturer and owner to button up any final details.
5. **Warranty**: As always, Garland never charges for warranties.

PROGRESS INSPECTIONS

Today's weather was good for work on the roof, but like most days recently, it didn't start until around 9:30 AM because of dew. It's taking until around 10:00 for the roof to dry enough for coating application.

Nearly all of the seam tape has been applied, and yesterday, all of the plumbing pipe boot flashings were replaced. The crew plans to work through the weekend, and the forecast looks as if they will get all of next week. The metal replacement crew will be on site this week replacing the rake edge metals.

Progress Photos



This overview shows the seam tape application, the new flashing in edge, and the moisture still on the roof. This photo was taken at ar

Weekly reports are sent to the owner based on Garland's 3x per week inspections.

Progress Photos



Above, is the first area where the restoration system was applied. It took everything adjusted and set up the first time, so it was the only area completed. We expect nearly 15,000 square feet of application on a good day.



The weather today was excellent for the restoration process, and the forecast looks good for completion of the project sometime next week. We will perform a punch list inspection with the contractor prior to the final walk with MNPS where we will add any other necessary work required.

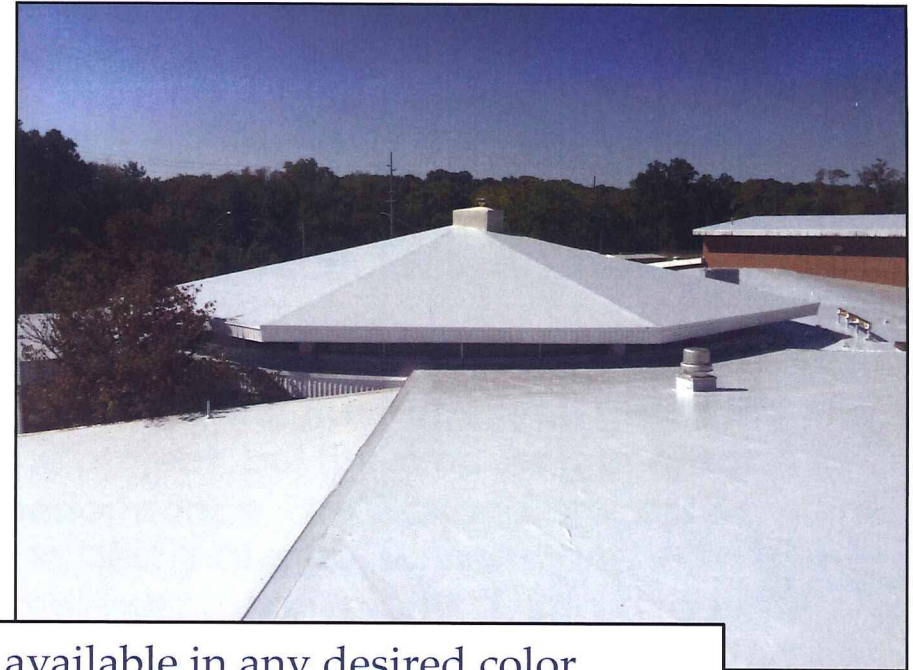
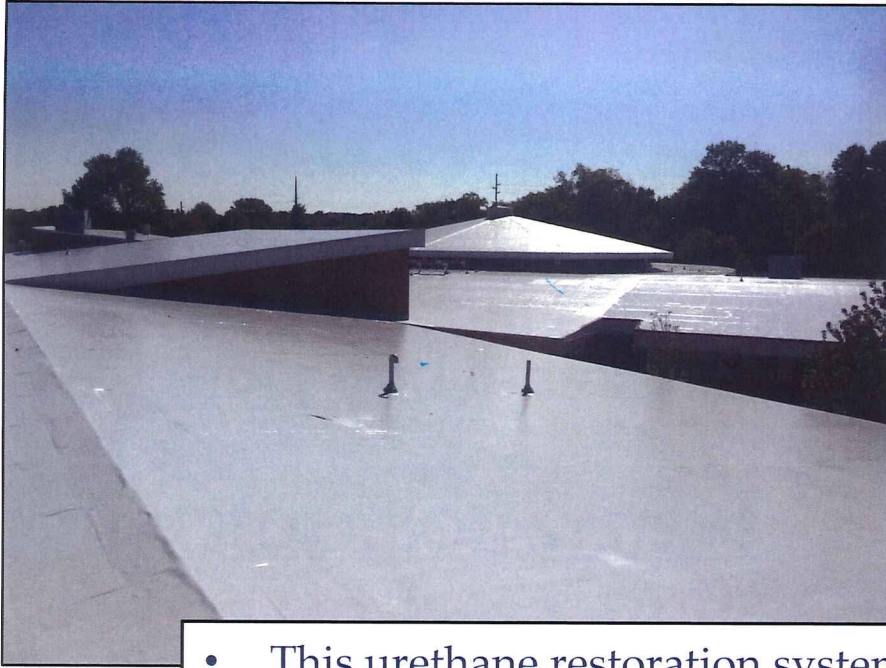
Progress Photos



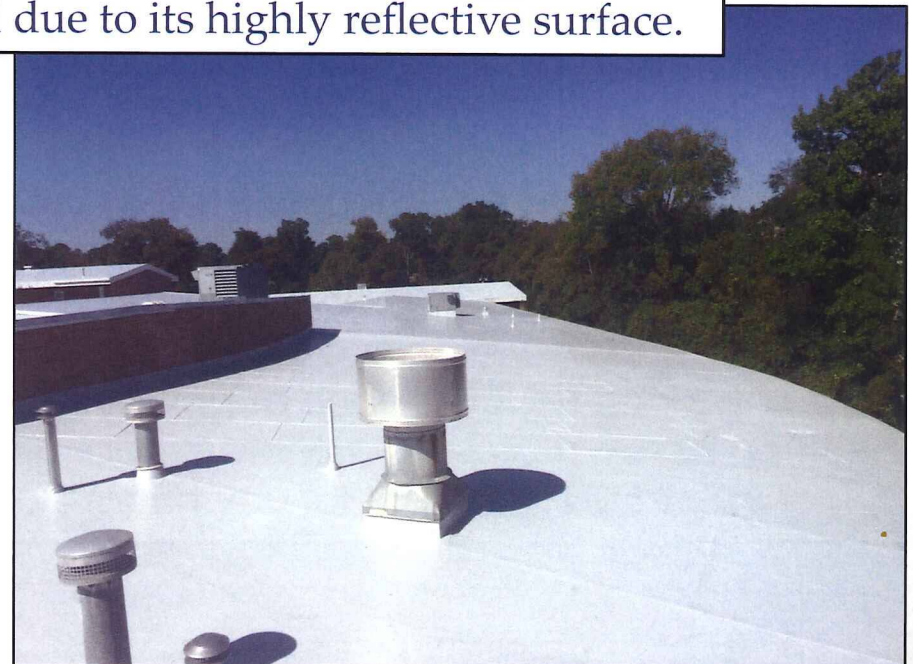
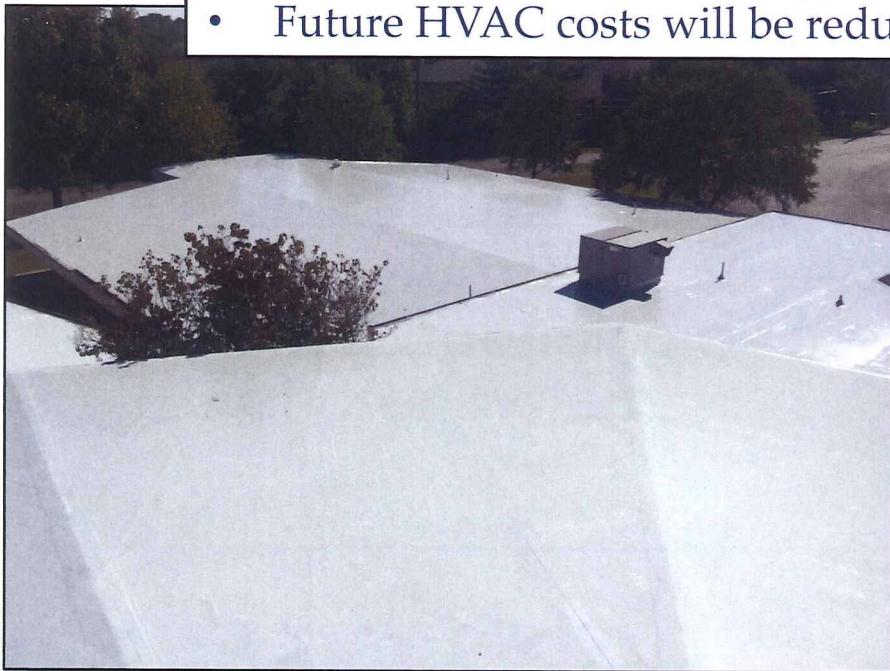
This is just an overview photograph showing the new look. As expected, you can see the seams, flashing, and all undulations through the coating up close, but from the ground it is very smooth.

***Excerpts from actual progress reports**

COMPLETION PHOTOS



- This urethane restoration system is available in any desired color
- Future HVAC costs will be reduced due to its highly reflective surface.



WARRANTY

AT PROJECT COMPLETION:

*MNPS received a 10 year
Garland warranty covering
labor and materials.*

RESTORATION SYSTEMS:

*Garland provides 5, 10, and 15
year warranties, depending on
the chosen system.*

REPLACEMENT SYSTEMS:

*Garland provides 15 to 40 year
warranties, depending on the
chosen system.*

GARLAND'S PHILOSOPHY ON WARRANTIES:

Most roofing manufacturers these days are trying to create additional profits by selling warranties. **Garland believes that the best warranty is not the paper you get at the end of the project, but the process that ensures its performance.** The Garland process combines the best materials, services, and implementation methods into a tough, enduring roof system, which is validated by warranties that are provided to you, the building owner, without an additional fee, as a way of saying thank you for your trust.

We are the oldest, as well as the most financially stable manufacturer, in today's high-performance commercial roofing market. Garland stands behind its obligations, and has been doing so since 1895. When you choose Garland materials, you know we will be there to support you for the life of your buildings.



WHO IS..

THE GARLAND CO. ?

- ***A Full-Service Manufacturer of High Performance Roofing, Waterproofing, and Maintenance Systems. Established in 1895.***
- Garland is the official supplier of Roofing and Waterproofing through the [US Communities Gov. Purchasing Alliance](#)
- 100% Employee Owned (ESOP): allows Garland to lead with customer expectations, rather than Wall Street influencers.
- Full spectrum of roof repair, restoration, and replacement systems.
- Local Middle Tennessee Representative Jeremy Slayden is always a phone call away.
- Garland is your long term warranty provider and can guarantee 100% coverage of any liability on Turn-Key projects

MORE THAN JUST ROOFING..

Garland offers a comprehensive line of high-performance building envelope solutions designed to protect your entire facility from the roof, down to the foundation and everything in between. As a leader in the industry, backed by more than a century of experience, we understand that protecting your facility's assets begins with the building envelope.

Our expansive line of building envelope solutions includes architectural and structural metal options; modified and built-up roofing (BUR) systems; coatings, sealants and adhesives; air barrier systems; below-grade waterproofing and dampproofing products; sustainable solutions; roofing and plaza deck systems.

In addition to our expansive line of products, Garland offers a variety of services used in the design, installation and maintenance of your building envelope project including: building evaluation services, roof asset management, engineering services, energy audits, and long-term maintenance and support.



Coatings & Mastics	Plaza Deck
Metal	Roll Goods
Sealants & Accessories	Vegetative
Air Barriers	

KEY



WHAT IS..

U.S. COMMUNITIES™ ?

GOVERNMENT PURCHASING ALLIANCE



- U.S. Communities is the leading national cooperative purchasing program, providing world class government procurement resources and solutions to local and state government agencies, school districts and colleges, desiring the best overall supplier government pricing.

User Fees – no costs or fees to participate.

Best Pricing – we combine the cooperative purchasing power of up to 90,000 public agencies, to access the best overall supplier government pricing.

Integrity and Experience – U.S. Communities is founded by 4 national sponsors and over 90 state, city and regional organizations.

Oversight by Public Purchasing Professionals – our third party audits on contracts ensure that program pricing commitments are met, with analyses against other suppliers and retailers to guarantee participants the best overall value.

REFERENCES

SOME OF OUR SATISFIED LOCAL CUSTOMERS

- **METRO NASHVILLE PUBLIC SCHOOLS (MNPS)**
 - ROOF ASSET MANAGER / RYAN WAHAIB / 629.333.4484
- **WILSON COUNTY SCHOOLS**
 - FINANCE DIRECTOR / MICKEY HALL / hallm@wcschools.com
- **MANCHESTER CITY SCHOOLS**
 - DIRECTOR OF FACILITIES / DONNIE TURNER / 931.581.2944

HEAR FROM
OUR
CUSTOMERS

- **TENNESSEE VALLEY AUTHORITY (TVA)**
 - **DEKALB COUNTY SCHOOLS**
 - **VANDERBILT UNIVERSITY**
- **INGRAM PUBLISHING COMPANY**
 - **BELMONT UNIVERSITY**
 - **TRAVECCA NAZARENE**
 - **VOUGHT AIRCRAFT**
 - **FEDERAL EXPRESS**
- **COMMUNITY HEALTH SYSTEMS (CHS)**
- **DOMINICAN CAMPUS (ST. CECILIA / AQUINAS)**



Construction Details

Client: City of Brentwood

Facility: Brentwood Library

Roof Section: Ballasted EPDM (rubber)

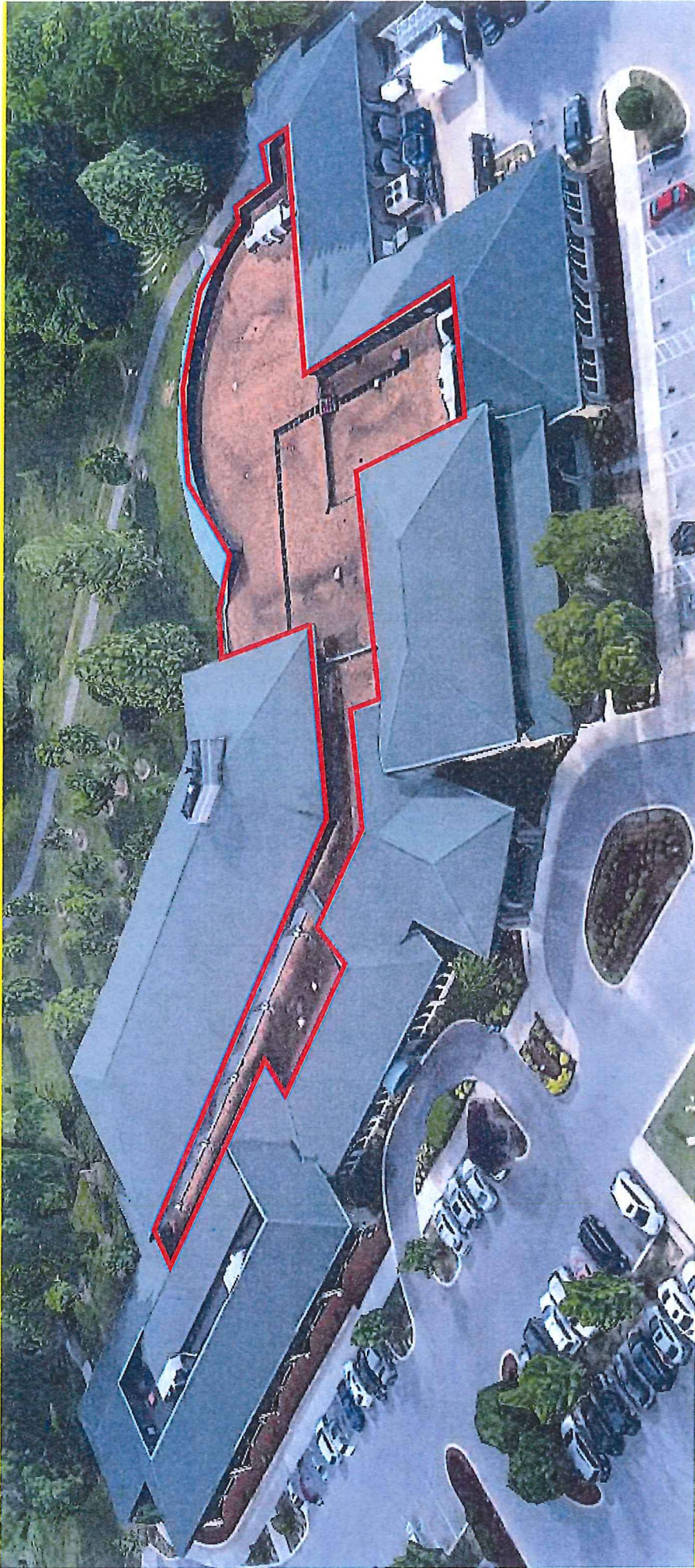
Information

Year Installed	-	Square Footage	27,000
Slope Dimension	1/4 : 12"	Eave Height	25'
Roof Access	Internal Roof Hatch	System Type	Invalid Lookup Choice Value (Ballasted EPDM)

Notes

The total area of the horizontal surface of the ballasted EPDM areas is about 21,000' sq ft. However, the wall flashings are very tall around this roof and add around 6,000 square feet which is included in this report.

BALLASTED EPDM ROOF OVERVIEW FOR BUDGETING



Total Area of Ballasted EPDM Roof including flashings: 26,800' sq. ft



Pre- Nuclear Scan Photos

Client: City of Brentwood

Facility: Brentwood Library

Roof Section: Ballasted EPDM (rubber)

Report Date: 09/28/2017

Title: Visual Survey & Budgets

The photos in this initial report are being taken prior to the nuclear scan approval.

It is impossible to assess the condition of the roof insulation without this technique.

If the scan shows a lot of wet insulation, then the only option will be to tear off the roof and start

over. If little wet insulation is found, then a retrofit option will be much more cost effective.

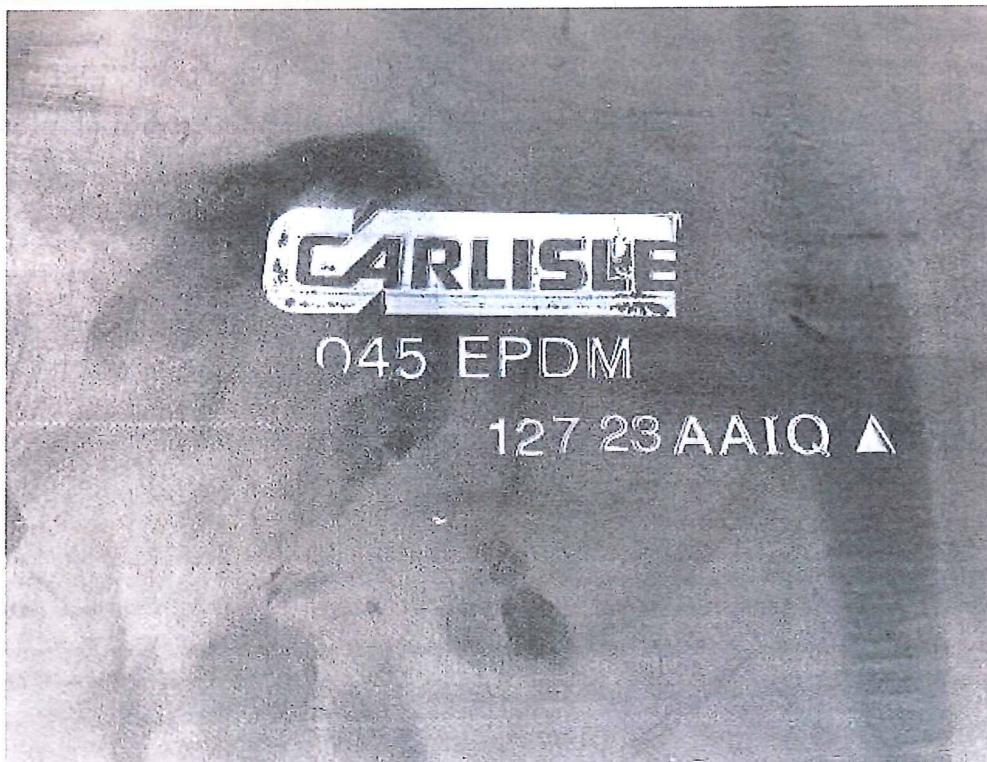


Photo 1

This is a ballasted 45 mil EPDM (rubber) roof which is close to the thinnest commercial roofing membrane on the market.

Due to the thinness of these membranes and the loss of elasticity over time, these roofs typically begin to fail at about 12-15 years old.



Photo 2

A view of the roof looking East.



Photo 3

A view looking directly South from the hatch.



Photo 4

A view of various roof areas and roof penetrations.

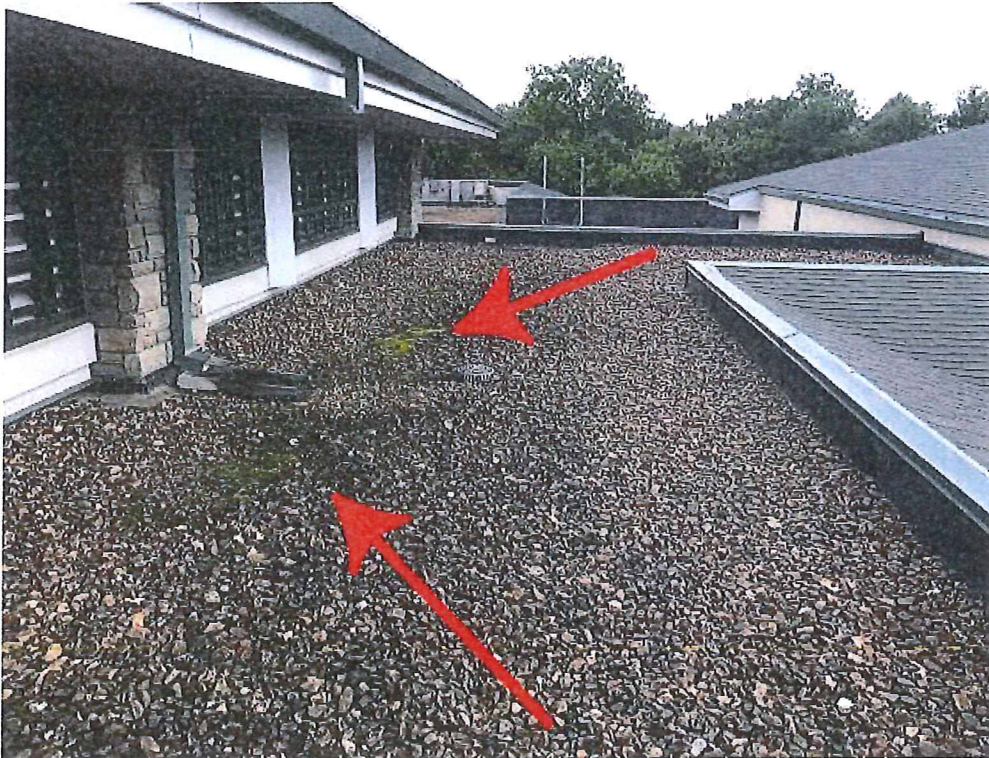


Photo 5

The amount of growth / moss in certain areas around drains probably means the drains need to be cleaned.



Photo 6

Seam at a patch beginning to open.

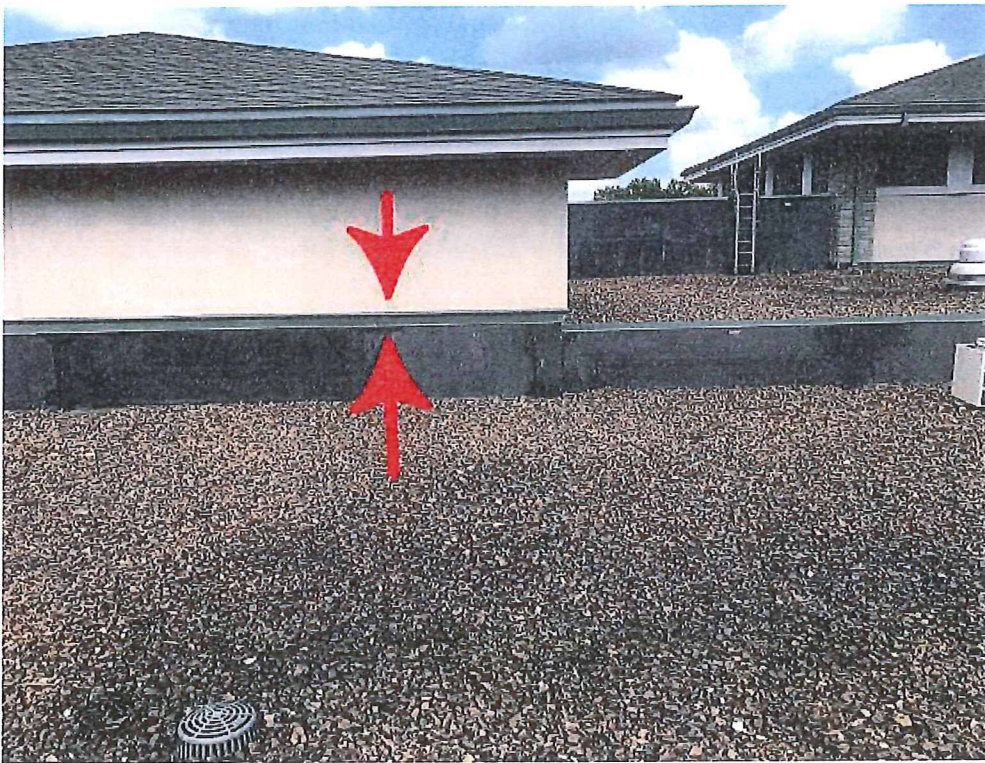


Photo 7

I regret that no close-up pictures are available of these areas, but there are definitely some issues going on at the joints between the EIFS (tan) wall and the green metal flashings, and between the EPDM and the green metal. These areas badly need to be cleaned and resealed.



Photo 8

A puncture in the membrane at the wall flashings. The membrane is loose from the wall in this location as well.

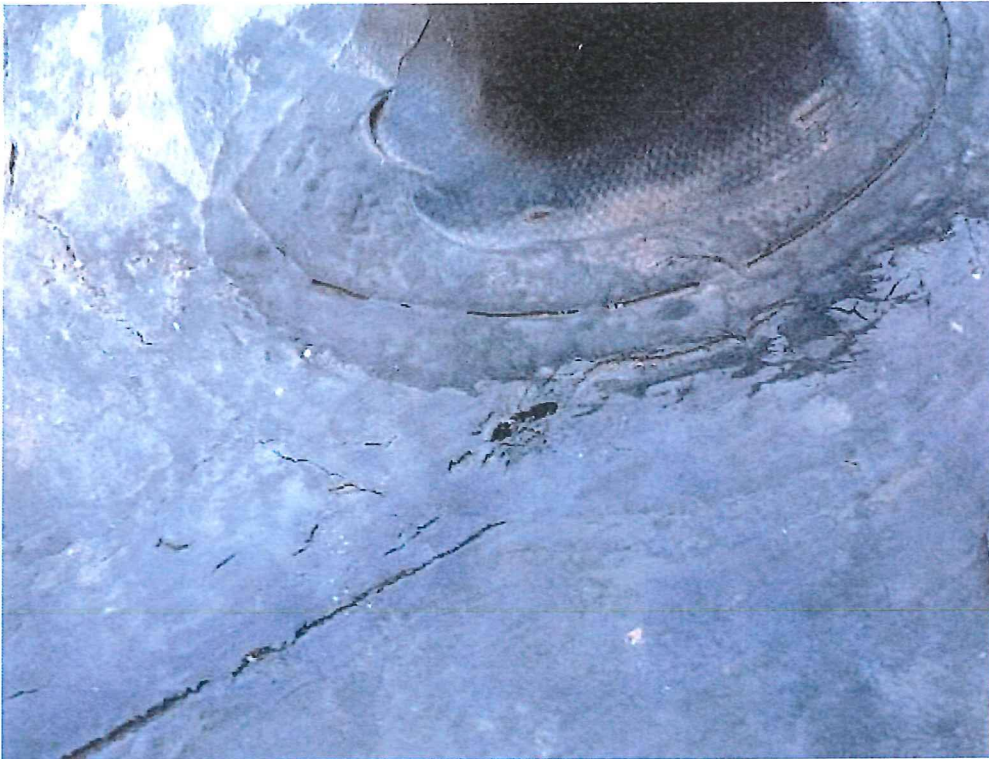


Photo 9

Membrane beginning to crack and open near a roof penetration.



Photo 10

Scupper (wall drain) flashings are beginning to delaminate.



Photo 11

A puncture found at the base of an HVAC curb. As these roofs age, they begin to lose their elastic properties and stretch tightly at the flashings. They become susceptible to tears and punctures in these areas.



BUILDING MANAGEMENT CONSULTANTS

Non-Destructive Scans – Surveys & Analysis – Project Management
Consulting – Preventative Maintenance Programs

Moisture Diagnostic Survey Report

Brentwood Library

8109 Concord Road
Brentwood, TN 37027

Inspection Date: September 21st, 2017

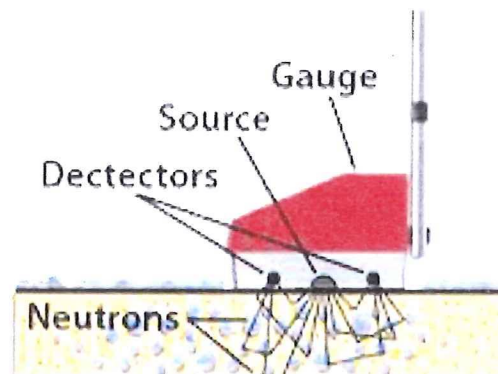


Introduction to Moisture Diagnostics

The purpose of conducting a moisture diagnostic survey is to determine if the underlying roof insulation has been compromised due to water infiltrating the roof assembly. The information provided by this scan helps determine whether a given roof needs complete replacement, partial replacement, restoration, or simply preventive maintenance. In this way, resources can be focused where they are needed.

Nuclear scanning uses a principle called neutron moderation. Tiny amounts of radiation can be used to detect hydrogen ions within a roof assembly. Neutrons emitted from the gauge's fully contained source collide with the neutrons of hydrogen. These collisions slow their travel. The gauge detects the changes in speed and can accurately identify moisture damage deep within the roof assembly. Because water contains hydrogen, higher count values will be observed when moisture is present. High counts may also be obtained at any point where more hydrogen atoms are present. This can occur when there are changes in membrane thickness or insulation thickness.

Physical verification is performed following the detection of anomalies from the infrared or nuclear inspection. This involves using an electronic moisture sensitive probe to examine the surfacing, felts, insulation, vapor barrier and the deck in all suspected areas.



Inspection Details

Nathan Harris is certified by American Portable Nuclear Gauge Association and is properly registered to perform nuclear moisture scans.

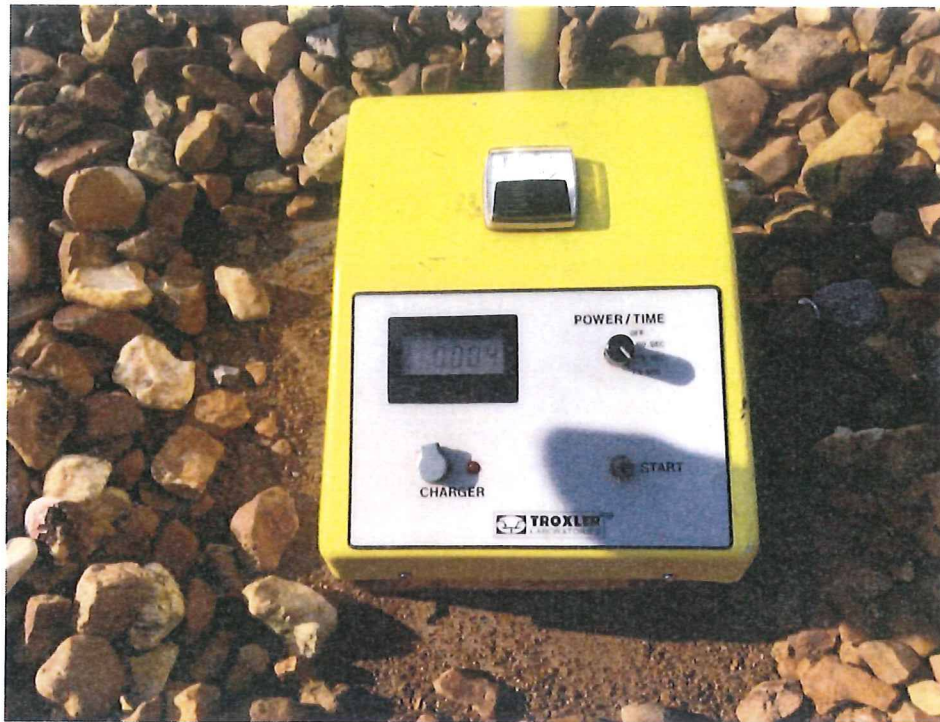
Moisture surveys were conducted on the low slope roof assembly at the Brentwood Library in Brentwood, TN on September 21st, 2017. The scan was performed using a Troxler 3216 Roof Reader Nuclear gauge. Data results and photos are included in the report to follow.



This is a photo of the roof field.



A core sample was taken on this roof system to determine whether the roof system was wet or dry. The moisture gauge was then used to determine the amount of moisture being held within the roof assembly. The core sample was dry where tested.



This photo shows an average reading on this roof system. Readings ranged from 2 to 6 on this roof system.



This photo shows a section of the roof where the adjacent wall membrane has been punctured, but the roof is still reading dry. Moisture that leaks into the facility from wall flashings can sometimes bypass the insulation boards on the roof. Also, this roof system (Metal Deck, Polyisocyanurate) does not typically hold moisture very long once exposed. The long-term damage will be seen in warped & brittle insulation boards over time, but initially there is little evidence of moisture.

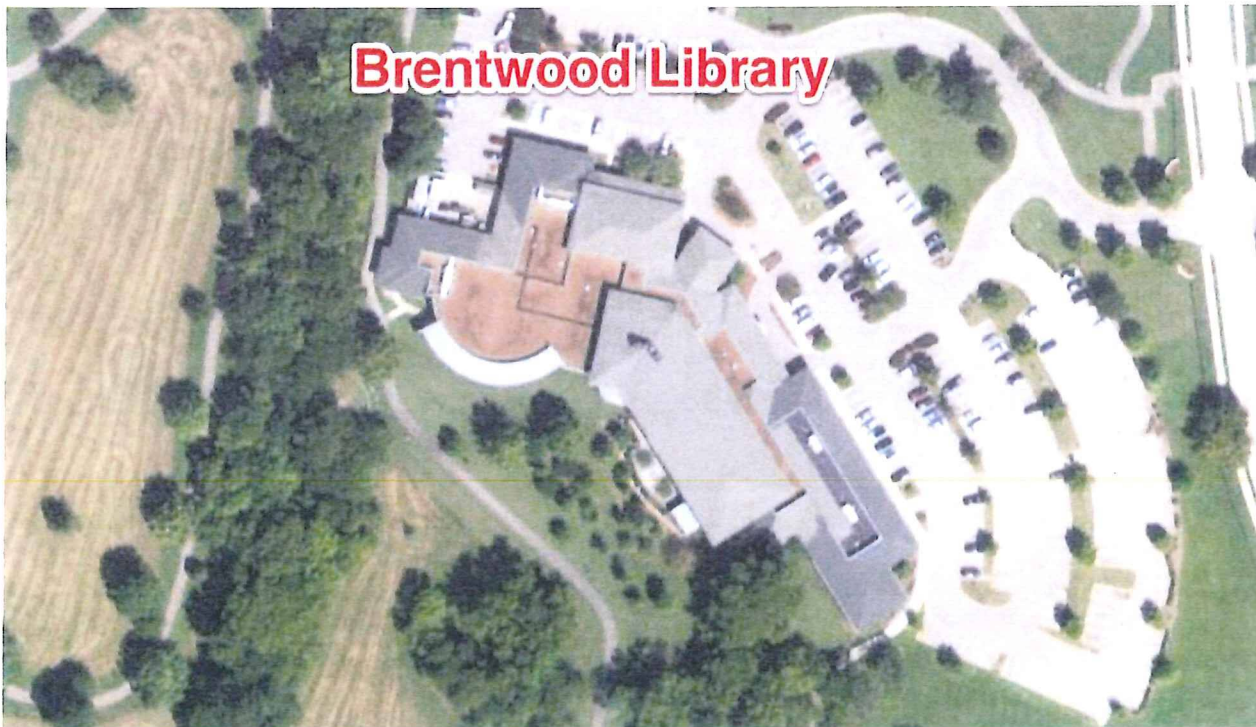
Environmental Conditions

Scan Date	September 21 st 2017
Temperature	69/92 F
Wind Speed	2 mph
Relative Humidity	76%
Overall Conditions	Overcast

Roof Area Breakdown

Roof Section	Total SQFT	Wet SQFT	% Wet
EPDM Roof Area	20,127	0	0%
Shingle Roof Area	46,350	N/A	N/A
	Total: 66,477	0	0%

*Wet square footage is approximate. % Wet is +/- 3%



Inspection Summary

Core Info:

- Core #1 (Dry - Field) Metal Deck, 4" Polyisocyanurate Board, Ballasted EPDM.

A thorough evaluation of surface material, insulation, felts, and deck material were scanned, probed and visually inspected. The core sample was taken at location of suspected "wet" insulation. The moisture probe was then used to confirm that the roof assembly was dry.

During the moisture survey conducted on the low slope roof assembly at the Brentwood Library, it was determined that approximately 0% of the EPDM roof system is currently holding moisture. The nuclear gauge was used on a 10' x 10' grid and also in 5' sections around all units.

The EPDM roof system that was scanned at the Brentwood Library was dry when scanned. This does not imply that there are no leaks or problematic areas on this roof system, but the roof assembly will easily dry out after it gets wet. Once water has found a way to infiltrate the roof membrane it will enter the Polyisocyanurate board and rapidly wick down to the metal decking where it will find a lap and enter the facility. The ISO board will then rapidly dry out leaving little evidence of the former leak. The scan has determined that the Polyisocyanurate board is in good functional shape, and could be used again if a Retro-Fit roof system is desired.

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Resolution 2018-19 Adoption of Utility Billing Adjustment Policy

Submitted by: Kirk Bednar, Administration

Department: Administration

Information

Subject

Resolution 2018-19 - Adoption of Utility Billing Adjustment Policy

Background

In response to customer concerns about the equity of the City's existing billing adjustment policies related to water leaks on the customer's side of the water meter, the City Commission recently undertook a review of the existing billing adjustment policies. As a result of that review, it was decided to modify the billing adjustment formula for water leaks to reduce the financial impact for major leaks that were unknown to the customer for an extended period of time.

- In lieu of adopting the new billing adjustment policies in ordinance form, staff is recommending adoption of a comprehensive Utility Billing Adjustment Policy via resolution. The intent would be for this new policy to include various administrative procedures, timelines, etc. related to utility billing adjustments and more clearly explain the procedures and document existing administrative practices.

The attached proposed Utility Billing Adjustment policy covers both water and sewer service. The provisions of this proposed policy related to sewer service does not reflect any change from existing policies and procedures. The attached does, however, reflect several changes to the billing adjustment policy related to excessive water usage as a result of an unknown leak in the customer's water lines or plumbing fixtures. As discussed previously by the Board of Commissioners, this policy makes the following changes:

1. The formula for adjusting a customer's water bill due to excessive water usage related to a leak is modified so that the volume of water in excess of the customer's normal water usage will be charged at 50% of the lowest volume based rate tier with the additional stipulation that the maximum bill in this situation is capped at twice the bill for the customer's normal water usage plus applicable taxes and surcharge. Note that "Normal Water Usage" is defined as a customer's three-month average water usage for the same time period the previous calendar year, or for the most recent three month period if there is insufficient customer usage data for the prior

- twelve month period. (See item 3 under Water Service Billing Adjustments).
2. If the City identifies the leak either through monthly billing data or via daily usage data available through the automatic meter reading system, the City will make its best effort to contact the customer based on available contact information. In order to qualify for a billing adjustment, the customer must repair the leak within ten (10) days of being notified by the City. (See item 4 under Water Service Billing Adjustments).
 3. The proposed policy allows for a billing adjustment of the second consecutive month's bill if the duration of the leak spanned two billing cycles and the customer repaired the leak in a timely manner once notified by the City. (See item 5 under Water Service Billing Adjustments).
 4. If a customer questions the accuracy of the water meter, policy provides the option for the customer to request that the meter be switched and tested. If testing results indicate the meter is performing within industry accuracy specifications, then the customer shall pay a \$50 test fee for a standard 5/8 inch or 3/4 inch water meter. For larger meters, the customer shall pay all costs for third-party testing, including shipping charges and taxes. The test fee will be applied to the customer's water bill. If the meter test results conclude the meter has malfunctioned or does not meet industry accuracy specifications for excessive reading (under reading shall not permit an adjustment), then the City shall adjust the customer's account for those months affected, as accurately as can reasonably be determined. (See item 7 under Water Service Billing Adjustments)

The change in methodology for calculating adjustments for excessive water usage related to a leak will result in reduced revenue to the Water and Sewer Fund. Based on FY 2018 year to date adjustments, the amount of additional adjustments to customer bills is estimated to be approximately \$20,000 annually, but that number can fluctuate considerably based on the number and size of leaks. Also, as the department proceeds with full implementation of the automatic meter reading project, identification of customer leaks should occur much sooner which will result in less overall impact both in terms of gallons lost and financial adjustments.

If you have any questions, please contact Water and Sewer Director Chris Milton.

Staff Recommendation

Staff recommends approval of Resolution 2018-19.

Fiscal Impact

Amount :

Source of Funds: W&S Fund

Account Number:

Fiscal Impact:

Based on FY 2018 year to date adjustments, the amount of additional adjustments to customer bills is estimated to be approximately \$20,000 annually, but that number can fluctuate considerably based on the number and size of leaks. Also, as the department proceeds with full implementation of the automatic meter reading project, identification of customer leaks should occur much sooner which will result in less overall impact both in terms of gallons lost and financial adjustments.

Attachments

Resolution 2018-19

Billing Adjustment Policy

RESOLUTION 2018-19

A RESOLUTION OF THE CITY OF BRENTWOOD, TENNESSEE TO ESTABLISH A UTILITY BILLING ADJUSTMENT POLICY, A COPY OF SAID POLICY BEING ATTACHED HERETO AND MADE A PART OF THE RESOLUTION BY REFERENCE

WHEREAS, the Board of Commissioners and City staff recently undertook a review of the utility billing adjustment formula for water leaks and various other administrative procedures related to utility billing adjustments; and

WHEREAS, City staff has developed a proposed utility billing adjustment policy to meet the Board's recommendations.

BE IT RESOLVED BY THE CITY OF BRENTWOOD, TENNESSEE, AS FOLLOWS:

SECTION 1. That the Utility Billing Adjustment Policy attached hereto as Attachment A is hereby adopted.

SECTION 2. That this resolution shall take effect from and after its passage, the general welfare of the City of Brentwood, Williamson County, Tennessee, requiring it.

MAYOR Jill Burgin

ADOPTED: _____

Approved as to form:

RECORDER Holly Earls

CITY ATTORNEY Douglas Berry

CITY OF BRENTWOOD, TENNESSEE

WATER SERVICES DEPARTMENT

BILLING ADJUSTMENT POLICY

It is accepted industry practice and the policy of the City of Brentwood that customers are responsible for maintaining that portion of the structure's plumbing owned by the customer, which begins at and includes the connection point on the customer's side of the water meter. The City will provide assistance in determining if a leak is present, if requested by the customer, and make a reasonable attempt to provide notification of a potential leak as allowed by available methods and technologies. Failure to notify the customer shall not relieve the customer of its obligation to promptly make needed repairs and make payment in accordance with the Billing Adjustment Policy.

Upon adoption by the Board of Commissioners, this Billing Adjustment Policy shall be retroactively applied to all adjustment requests processed for bills issued since July 1st, 2017 and apply to all adjustment requests thereafter.

WATER SERVICE BILLING ADJUSTMENTS

1. All water that passes through the customer's water meter shall be purchased by the customer at such rates as approved by the Board of Commissioners.
2. Normal water usage shall be defined as a customer's three-month average water usage for the same time period the previous calendar year, or for the most recent three month period if there is insufficient customer usage data for the prior twelve month period. Excessive water usage shall be defined as metered water usage that exceeds normal water usage by 50 percent or more .
3. Where excessive water usage is caused by a leak in the customer's water lines or plumbing fixtures inside the structure, the customer may request an adjustment. The metered water usage volume that exceeds normal water usage will be billed at 50 percent of the lowest volume-based rate tier, provided that the maximum bill for a billing period impacted by a verified leak shall not exceed two times the customer's normal water usage billing amount, including surcharges and applicable taxes.
4. Requests for the adjustment shall be made in writing on the City's leak adjustment request form and supported by a notarized plumber's affidavit. No adjustment will be allowed until proof is provided that the leak has been repaired. If the City is able to identify that a customer has a water usage pattern that may create excessive water usage, the City shall make a reasonable attempt to notify the customer. Upon notification by the City and if a leak is present, the customer must have the leak repaired within ten (10) business days in order to qualify for a leak adjustment per this Billing Adjustment Policy.
5. Adjustments for customer water line and plumbing fixture leaks will be limited to one month's bill per incident and one time per twelve month period. An adjustment for a second consecutive month's billing period shall be allowed if the duration of the leak spanned two billing cycles and the customer repaired the leak in a timely manner as provided above, if notified of the leak by the City. No water billing adjustments will be allowed for faucets, hoses, or other outlets left running, including unattended irrigation system usage, filling swimming pools or non-metered swimming pool

evaporation, or for other incidents of excessive usage intentionally or negligently caused or permitted by a customer.

6. Where it can be proven that excessive water usage was a result of a malfunction of City infrastructure, including water meters and meter reading infrastructure, or the unreasonable or negligent operation of facilities inconsistent with standard industry maintenance and construction activities, an adjustment will be calculated based on the customers normal water usage..
7. Should a customer wish to test the accuracy and functionality of a water meter, the customer may request to have a performance test conducted on the meter. If testing results indicate the meter is performing within industry accuracy specifications, then customer shall pay a \$50 test fee for a standard 5/8 inch or 3/4 inch water meter. For larger meters, the customer shall pay all costs for third-party testing, including shipping charges and taxes. The test fee shall will be applied to the customer's water bill. If the meter test results conclude the meter has malfunctioned or does not meet industry accuracy specifications for excessive reading (under reading shall not permit an adjustment), then the City shall replace the meter and adjust the customer's account for those months affected, as accurately as can reasonably be determined.

SANITARY SEWER SERVICE BILLING ADJUSTMENTS

The City calculates a customer's sewer bill based on the customer's water usage during the winter months. The winter months include usage during the months of November through February. The average amount of water usage during the winter month period is then billed to the customer as sewer volume for the following 12 month period. A customer may request an adjustment to the sewer amount calculated, under the following provisions:

1. All requests for adjustments to a customer's calculated sewer bill shall be made within 90 days of the City's billing of the newly calculated sewer bill. This billing shall constitute notification of the newly calculated sewer bill. All calculated sewer amounts shall be applied until the end of the next four-month winter period used to compute the winter average consumption, unless otherwise adjusted as allowed in paragraph 3 below.
2. A customer may request an adjustment to the customer's sewer bill for any winter months affected by excessive water usage as defined in paragraph three (3) above or for other abnormalities where the customer can provide beyond a reasonable doubt that a quantity of water, preferably a metered volume, has been consumed but has not been disposed of through the sanitary sewer system. Consumption for any months so affected may be deleted or adjusted in determining the average winter water consumption, or the City may use the customer's previous winter average calculation if deemed the most reasonable method. All adjustments are subject to the approval of the Water Services Director or City Manager.
3. Following the four-month period on which a customers' average winter water consumption is based, if the customer's water consumption for three consecutive months is less than the four-month winter average, the customer may request that the sewer billing for the proceeding sewer billing period be based on the customer's actual water consumption for each month. The use of actual water consumption rather than the four-month average shall be subject to the approval of the Water Services Director and, if approved, shall be retroactive to the first of the three

consecutive months in which water consumption was less than the four-month average. Thereafter, except as provided below, the customer's sewer billing will be based on actual water consumption for each month until the end of the next four-month winter period used to compute average water consumption. In the event of a leak causing excessive water consumption, and only in that event, the customer may request that the four-month average consumption be used again for computing the sewer bill for the affected months. No other changes in the method for computation shall be allowed otherwise. Requests for adjustments as defined in this paragraph shall be made within 180 days following the City's billing of the newly calculated sewer bill. This billing shall constitute notification of the newly calculated sewer bill. A customer also may request to be billed sewer based on actual water consumption if not occupying a home or business for an extended period. The customer must submit a written request with the City and include the period in which they wish to be billed sewer based on actual water usage.

4. For new accounts for which an average winter water consumption has not yet been established and billed in the months of December through March, the monthly sewer bill shall be based on the most recent and current rate schedule as applied to the lower of: the actual water consumption for the current billing month; or the average winter water consumption for the route in which the account is located as billed in the months of December through March.
5. For new accounts that represent homes or other facilities that are under construction, such customers may request a credit for the period in which no sewer service was actually provided. Such credit may be granted toward normal sewer billings for a maximum of four months.

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Appointment of Three (3) Members to the Historic Commission

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Appointment of three (3) members to the Historic Commission

Background

At the February 26, 2018 meeting, the City Commission is scheduled to appoint three (3) members to the Historic Commission. Applicants must be residents of the City of Brentwood. The appointees will serve three (3) year terms expiring on February 28, 2021.

Notice of the upcoming appointments and process/deadlines for applications were published in the Tennessean's Williamson section and posted on the City's website (www.brentwood-tn.org) and on the Brentwood City Government Cable Channel.

The interested persons are:

1. Todd Martin
2. Mark Dobberstein
3. Hollie Cummings (incumbent)
4. Loyce Hooker (incumbent)
5. Steven Johnson

The applications are attached.

Staff Recommendation

n/a

Fiscal Impact

Attachments

Applications

Earls, Holly

From: tech@brentwoodtn.gov
Sent: Wednesday, January 17, 2018 2:50 PM
To: Lambert, Deanna; Earls, Holly
Subject: City of Brentwood: Online Board Application Submittal

Warning: External Email – Do not click any links or open any attachments unless you trust the sender and know the content is safe.

A new entry to a form/survey has been submitted.

Form Name: Board and Commission Applicant Information Sheet
Date & Time: 01/17/2018 2:50 PM
Response #: 73
Submitter ID: 4410
IP address: 172.24.96.111
Time to complete: 13 min. , 20 sec.

Survey Details

Page 1

It is the policy of the City of Brentwood that family members living in the same household or other individuals living in the same household may not concurrently serve on City boards.

I Understand

Please select the Board you wish to apply for:

Historic Commission

What is your name?

B. Todd Martin

Spouse's name (if applicable)?

Sarah A. Martin

Address:

9467 Winston Drive Brentwood, TN

Home Phone:

615-982-8304

Business Phone:

Not answered

Fax Number:

Not answered

Email address:

BToddMartin@att.net

Employer

United States Department of Justice

Occupation:

Attorney

Spouse Employer:

United Healthcare Group

Spouse Occupation:

Pharmacist

How long have you lived in Brentwood:

Since August of 2014

Community Involvement:

None

Brief summary of why you would like to serve on this board:

Nearly each day I come in to Maryland Farms for work I pass by the Oden-Flippen Family Cemetery on Wilson Pike. After seeing the headstones get more and more covered in moss and lichens, I made the calls and contacted the family to get approval to clean the headstones. In doing so, I learned more about the Brentwood Historical Society and their mapping of historic cemeteries throughout the city, as well as the Hardscuffle community. I also watched the YouTube videos of the Hardscuffle community. When I spoke about the cemeteries and the area to a co-worker, I learned that I had more information on Brentwood than he did, and his wife is from the Hardscuffle community.

I'm new to Brentwood, and Brentwood is a newer city, but this area isn't new. It has a rich history that is fascinating and, even more so, that history is very important. That, in two sentences, is why I would like to serve on this board.

The following questions request additional information that may be pertinent in the consideration of appointments to City boards. Affirmative responses to these questions will not necessarily be grounds for disqualification, but provide the opportunity for you to identify relationships or potential conflicts that should be disclosed prior to an appointment being made.

Are you related by blood, marriage or adoption to any member of the Brentwood City Commission, any employee of the City of Brentwood, or any member of a City of Brentwood volunteer board? If so, please describe:

No.

Do you or any member of your immediate family, your employer or any association/community group with which you are affiliated have a business relationship with the City of Brentwood, or has there been such a relationship with the City in the past? If so, please describe:

No.

If appointed to the board identified above, are you aware of any potential conflicts of interest you may have in regard to business before the board? If so, please describe:

None.

By submitting this application, I confirm that the above information is true and correct and, if I am appointed to a board, I affirm that I will regularly attend the board's meetings and functions.

I Agree

Thank you,
City of Brentwood

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Earls, Holly

From: tech@brentwoodtn.gov
Sent: Wednesday, January 10, 2018 9:32 PM
To: Lambert, Deanna; Earls, Holly
Subject: City of Brentwood: Online Board Application Submittal

WARNING: External Email - Do not click any links or open any attachments unless you trust the sender and know the content is safe.

A new entry to a form/survey has been submitted.

Form Name: Board and Commission Applicant Information Sheet
Date & Time: 01/10/2018 9:32 PM
Response #: 72
Submitter ID: 4365
IP address: 172.24.96.111
Time to complete: 17 min. , 14 sec.

Survey Details

Page 1

It is the policy of the City of Brentwood that family members living in the same household or other individuals living in the same household may not concurrently serve on City boards.

I Understand

Please select the Board you wish to apply for:

Historic Commission

What is your name?

Mark Dobberstein

Spouse's name (if applicable)?

Not answered

Address:

1206 Arrowhead Dr

Home Phone:

615-479-6334

Business Phone:

615-479-6334

Fax Number:

Not answered

Email address:

mark@markdobberstein.com

Employer

Self

Occupation:

Construction and Real Estate

Spouse Employer:

N/A

Spouse Occupation:

N/A

How long have you lived in Brentwood:

18 Years

Community Involvement:

Former Scout Master Pack-6

Former Baseball Coach Brentwood Baseball Club

Umpire Brentwood Baseball Club and West Nashville Sports League

Former Williamson County Chamber of Commerce (New Member Committee)

Owen Chapel Church of Christ member

Brief summary of why you would like to serve on this board:

I have always had a keen interest in the preservation of Historical Properties and Historical architecture. Now that my son has graduated from college I find I have a little more time to dedicate to some of my passions, the City of Brentwood and Historical preservation. As Brentwood Sprints towards complete build out the pressures on Historical properties will be immense. I believe development and Historical preservation can co exist with very careful and thoughtful planning and would like to share with our community my diverse background from other cities that I have lived which have struggled with some of the same issues.

The following questions request additional information that may be pertinent in the consideration of appointments to City boards. Affirmative responses to these questions will not necessarily be grounds for disqualification, but provide the opportunity for you to identify relationships or potential conflicts that should be disclosed prior to an appointment being made.

Are you related by blood, marriage or adoption to any member of the Brentwood City Commission, any employee of the City of Brentwood, or any member of a City of Brentwood volunteer board? If so, please describe:

No

Do you or any member of your immediate family, your employer or any association/community group with which you are affiliated have a business relationship with the City of Brentwood, or has there been such a relationship with the City in the past? If so, please describe:

No

If appointed to the board identified above, are you aware of any potential conflicts of interest you may have in regard to business before the board? If so, please describe:

Not at this time and None Expected

By submitting this application, I confirm that the above information is true and correct and, if I am appointed to a board, I affirm that I will regularly attend the board's meetings and functions.

I Agree

Thank you,
City of Brentwood

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**CITY OF BRENTWOOD
VOLUNTEER BOARDS – APPLICATION FORM**

It is the policy of the City of Brentwood that family members living in the same household or other individuals living in the same household may not concurrently serve on City boards.

Identify Board of Interest: Historic Commission
Please note that applications for the Planning Commission are not accepted by the City. Planning Commission appointments are made directly by the Mayor.

Name: Hollie Cummings

Spouse's Name: Chris Cummings

Address: 1618 Gordon Petty Drive, Brentwood

Home Phone: 615-500-8193 Business Phone: 615-500-8193

Fax Number: _____

E-Mail Address: hollicummings@comcast.net

Employer: _____

Occupation: Retired

Spouse's Employer: VACO

Occupation: Chief Information Officer

- How many years have you lived in the City of Brentwood? 16
- Community involvement and activities: Current member of the Brentwood Historic Commission, Active member of Brentwood Baptist Church, Special Olympics Tennessee Volunteer, Habitat for Humanity Williamson County Volunteer, Citizens for Brentwood Greens Space volunteer, Friends of the Brentwood Library Volunteer. Participated in the Brentwood Citizens Fire Academy and Brentwood Citizens Police Academy and coordinate BCPA Alumni activity as needed. President of the Tulane University Alumni Club in Middle Tn.
- Briefly summarize why you would like to serve on this board: I have a sincere interest in being involved in the effort to promote the preservation of Brentwood's historic sites and heritage. I am interested in working towards education others about this great city we in and its legacy.

The following questions request additional information that may be pertinent in the consideration of appointments to City boards. Affirmative responses to these questions will not necessarily be grounds for disqualification, but provide the opportunity for you to identify relationships or potential conflicts that should be disclosed prior to an appointment being made.

4. Are you related by blood, marriage or adoption to any member of the Brentwood City Commission, any employee of the City of Brentwood or any member of a City of Brentwood volunteer board? If so, please describe:

No

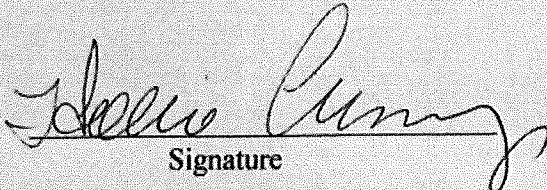
5. Do you or any member of your immediate family, your employer or any association/community group with which you are affiliated have a business relationship with the City of Brentwood, or has there been such a relationship with the City in the past? If so, please describe:

No

6. If appointed to the board identified above, are you aware of any potential conflicts of interest you may have in regard to business before the board? If so, please describe:

No

By submitting this application, I confirm that the above information is true and correct and, if I am appointed to a board, I affirm that I will regularly attend the board's meetings and functions.


Signature

12/4/2017
Date

Earls, Holly

From: tech@brentwoodtn.gov
Sent: Friday, November 24, 2017 7:46 AM
To: Lambert, Deanna; Earls, Holly
Subject: City of Brentwood: Online Board Application Submittal

A new entry to a form/survey has been submitted.

Form Name: Board and Commission Applicant Information Sheet
Date & Time: 11/24/2017 7:46 AM
Response #: 66
Submitter ID: 4091
IP address: 76.18.179.46
Time to complete: 35 min. , 18 sec.

Survey Details

Page 1

It is the policy of the City of Brentwood that family members living in the same household or other individuals living in the same household may not concurrently serve on City boards.

I Understand

Please select the Board you wish to apply for:

Historic Commission

What is your name?

Loyce Hooker

Spouse's name (if applicable)?

Not answered

Address:

1421 Robert E Lee Lane

Home Phone:

615-417-6090

Business Phone:

Not answered

Fax Number:

Not answered

Email address:

Not answered

Employer

retired Williamson County Schools

Occupation:

librarian/educator

Spouse Employer:

Not answered

Spouse Occupation:

Not answered

How long have you lived in Brentwood:

30 years

Community Involvement:

I retired from Lipscomb Elementary School on Concord Road in 2005. I was librarian there was 19 years.

Since retirement I have served on the Brentwood Library Board and the Friends of the Brentwood Library. My work with the Friends of the library was on The Amazon Fundraising Team. We sold donated books on Amazon which was an amazing experience!

I also served on the Board of Directors for Stonehenge Homeowner's Association.

At present I am a volunteer musician for the Sunny Days program at Brentwood United Methodist Church and the Franklin Farmer's Market.

I have served on the Historic Commission for the past year.

Brief summary of why you would like to serve on this board:

Serving on the Historic Commission for the past year has been a wonderful experience. I have learned so much about the important work they have done for many years. Brentwood would not be the special place that it is today if the Historic Commission had not been actively preserving our fascinating past.

I have a particular interest in digitizing our archives, our historic homes and period interiors, and the restoration and preservation of stone walls.

Sincerely,

Loyce Hooker

The following questions request additional information that may be pertinent in the consideration of appointments to City boards. Affirmative responses to these questions will not necessarily be grounds for disqualification, but provide the opportunity for you to identify relationships or potential conflicts that should be disclosed prior to an appointment being made.

Are you related by blood, marriage or adoption to any member of the Brentwood City Commission, any employee of the City of Brentwood, or any member of a City of Brentwood volunteer board? If so, please describe:

no

Do you or any member of your immediate family, your employer or any association/community group with which you are affiliated have a business relationship with the City of Brentwood, or has there been such a relationship with the City in the past? If so, please describe:

no

If appointed to the board identified above, are you aware of any potential conflicts of interest you may have in regard to business before the board? If so, please describe:

no

By submitting this application, I confirm that the above information is true and correct and, if I am appointed to a board, I affirm that I will regularly attend the board's meetings and functions.

I Agree

Thank you,
City of Brentwood

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Hedgepath, Debbie

From: Lambert, Deanna
Sent: Monday, July 31, 2017 5:20 PM
To: Hedgepath, Debbie
Subject: FW: City of Brentwood: Online Board Application Submittal

From: tech@brentwoodtn.gov
Sent: Monday, July 31, 2017 5:19:37 PM (UTC-06:00) Central Time (US & Canada)
To: Lambert, Deanna
Subject: City of Brentwood: Online Board Application Submittal

A new entry to a form/survey has been submitted.

Form Name: Board and Commission Applicant Information Sheet
Date & Time: 07/31/2017 5:19 PM
Response #: 58
Submitter ID: 2286
IP address: 68.52.251.9
Time to complete: 3 min. , 33 sec.

Survey Details

Page 1

It is the policy of the City of Brentwood that family members living in the same household or other individuals living in the same household may not concurrently serve on City boards.

I Understand

Please select the Board you wish to apply for:

Historic Commission

What is your name?

Steven Johnson

Spouse's name (if applicable)?

Maureen Johnson

Address:

9569 Keeneland DR

Home Phone:

6154952897

Business Phone:

Not answered

Fax Number:

Not answered

Email address:

steven.johnson100@comcast.net

Employer

Retired

Occupation:

Retired

Spouse Employer:

Not answered

Spouse Occupation:

Not answered

How long have you lived in Brentwood:

8 Years

Community Involvement:

I am looking to get involved in the community

Brief summary of why you would like to serve on this board:

I would like to be considered to serve on the Historic Commission or the Tree Committee in order to help protect and preserve the history and heritage of our city.

The following questions request additional information that may be pertinent in the consideration of appointments to City boards. Affirmative responses to these questions will not necessarily be grounds for disqualification, but provide the opportunity for you to identify relationships or potential conflicts that should be disclosed prior to an appointment being made.

Are you related by blood, marriage or adoption to any member of the Brentwood City Commission, any employee of the City of Brentwood, or any member of a City of Brentwood volunteer board? If so, please describe:

None

Do you or any member of your immediate family, your employer or any association/community group with which you are affiliated have a business relationship with the City of Brentwood, or has there been such a relationship with the City in the past? If so, please describe:

NONE

If appointed to the board identified above, are you aware of any potential conflicts of interest you may have in regard to business before the board? If so, please describe:

NONE

By submitting this application, I confirm that the above information is true and correct and, if I am appointed to a board, I affirm that I will regularly attend the board's meetings and functions.

I Agree

Thank you,
City of Brentwood

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Appointment of Four (4) Members to the Tree Board

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Appointment of four (4) members to the Tree Board

Background

At the February 26, 2018 meeting, the City Commission is scheduled to appoint four (4) members to the Tree Board. The appointees will serve two (2) year terms expiring February 28, 2020.

Applicants must be residents of the City of Brentwood. Notice of the upcoming appointments and process/deadlines for applications were published in the Tennessean's Williamson section and posted on-line on the City's web page (www.brentwoodtn.gov) and on the Brentwood City Government Cable Channel (Channel 19 on Comcast).

The interested persons are:

1. Christine Jordan
2. David Kumatz (incumbent)
3. Gerald Baker
4. Lynn Tucker (incumbent)
5. Robbie Hayes

The applications are attached.

Staff Recommendation

n/a

Fiscal Impact

Attachments

Applications

Earls, Holly

From: tech@brentwoodtn.gov
Sent: Wednesday, January 10, 2018 9:20 AM
To: Lambert, Deanna; Earls, Holly
Subject: City of Brentwood: Online Board Application Submittal

WARNING: External Email - Do not click any links or open any attachments unless you trust the sender and know the content is safe.

A new entry to a form/survey has been submitted.

Form Name: Board and Commission Applicant Information Sheet
Date & Time: 01/10/2018 9:19 AM
Response #: 71
Submitter ID: 4359
IP address: 172.24.96.111
Time to complete: 17 min. , 1 sec.

Survey Details

Page 1

It is the policy of the City of Brentwood that family members living in the same household or other individuals living in the same household may not concurrently serve on City boards.

I Understand

Please select the Board you wish to apply for:

Tree Board

What is your name?

Christine Jordan

Spouse's name (if applicable)?

Tom Jordan

Address:

751 Sunnybrook Court

Home Phone:

615-331-1436

Business Phone:

615-878-0188

Fax Number:

Not answered

Email address:

chrisbjordan@comcast.net

Employer

Triwest

Occupation:

Social Worker

Spouse Employer:

Piedmont

Spouse Occupation:

Sales

How long have you lived in Brentwood:

11 years

Community Involvement:

Mentor Volunteer- TN Achieves
National Alliance Mental Illness-Member

Brief summary of why you would like to serve on this board:

I love living in Brentwood and want to contribute to it's success and get involved. I love how beautiful our city is and want to promote and preserve that. My family has benefited from the many services of Brentwood government and volunteers. We attend our public schools, attend community events, enjoy all the parks and library. I realized that we have enjoyed all this from the hard work of our community and I would like to contribute also.

The following questions request additional information that may be pertinent in the consideration of appointments to City boards. Affirmative responses to these questions will not necessarily be grounds for disqualification, but provide the opportunity for you to identify relationships or potential conflicts that should be disclosed prior to an appointment being made.

Are you related by blood, marriage or adoption to any member of the Brentwood City Commission, any employee of the City of Brentwood, or any member of a City of Brentwood volunteer board? If so, please describe:

NO

Do you or any member of your immediate family, your employer or any association/community group with which you are affiliated have a business relationship with the City of Brentwood, or has there been such a relationship with the City in the past? If so, please describe:

NO

(My husband worked for the City of Brentwood-Parks Department about 25 years ago). He planted many of the trees on the interstate ramps and helped construct Crockett Park playground. We often reflect on how we are still enjoying the benefits of those contributions.

If appointed to the board identified above, are you aware of any potential conflicts of interest you may have in regard to business before the board? If so, please describe:

NO

By submitting this application, I confirm that the above information is true and correct and, if I am appointed to a board, I affirm that I will regularly attend the board's meetings and functions.

I Agree

Thank you,
City of Brentwood

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Earls, Holly

From: tech@brentwoodtn.gov
Sent: Monday, January 8, 2018 10:37 AM
To: Lambert, Deanna; Earls, Holly
Subject: City of Brentwood: Online Board Application Submittal

WARNING: External Email - Do not click any links or open any attachments unless you trust the sender and know the content is safe.

A new entry to a form/survey has been submitted.

Form Name: Board and Commission Applicant Information Sheet
Date & Time: 01/08/2018 10:37 AM
Response #: 70
Submitter ID: 4350
IP address: 172.24.96.111
Time to complete: 5 min. , 51 sec.

Survey Details

Page 1

It is the policy of the City of Brentwood that family members living in the same household or other individuals living in the same household may not concurrently serve on City boards.

I Understand

Please select the Board you wish to apply for:

Tree Board

What is your name?

David Kumatz

Spouse's name (if applicable)?

Kathryn Crisp

Address:

612 Wilson Pike, Brentwood

Home Phone:

615-370-3750

Business Phone:

615-749-2742

Fax Number:

Not answered

Email address:

dkumatz@comcast.net

Employer

AIG

Occupation:

attorney

Spouse Employer:

MTSU

Spouse Occupation:

attorney

How long have you lived in Brentwood:

25 yrs

Community Involvement:

City of Brentwood Tree Board, Maryland Farms YMCA Bd, Citizens for Brentwood Green Space Bd, Brentwood United Methodist Church Chancel Choir, President, Leadership Brentwood, class of 2018.

Brief summary of why you would like to serve on this board:

I have served two terms on the Tree Board. I have enjoyed my service, particularly educating young people in Brentwood about trees and their importance aesthetically, environmentally, economically. I have been part of an effort to expand our outreach to the community through a photography contest for adults and students, and hope to work to see this effort grow.

The following questions request additional information that may be pertinent in the consideration of appointments to City boards. Affirmative responses to these questions will not necessarily be grounds for disqualification, but provide the opportunity for you to identify relationships or potential conflicts that should be disclosed prior to an appointment being made.

Are you related by blood, marriage or adoption to any member of the Brentwood City Commission, any employee of the City of Brentwood, or any member of a City of Brentwood volunteer board? If so, please describe:

No.

Do you or any member of your immediate family, your employer or any association/community group with which you are affiliated have a business relationship with the City of Brentwood, or has there been such a relationship with the City in the past? If so, please describe:

No.

If appointed to the board identified above, are you aware of any potential conflicts of interest you may have in regard to business before the board? If so, please describe:

No.

By submitting this application, I confirm that the above information is true and correct and, if I am appointed to a board, I affirm that I will regularly attend the board's meetings and functions.

I Agree

Thank you,
City of Brentwood

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Earls, Holly

From: tech@brentwoodtn.gov
Sent: Sunday, December 17, 2017 1:10 PM
To: Lambert, Deanna; Earls, Holly
Subject: City of Brentwood: Online Board Application Submittal

A new entry to a form/survey has been submitted.

Form Name: Board and Commission Applicant Information Sheet
Date & Time: 12/17/2017 1:09 PM
Response #: 67
Submitter ID: 4228
IP address: 68.34.215.55
Time to complete: 6 min. , 0 sec.

Survey Details

Page 1

It is the policy of the City of Brentwood that family members living in the same household or other individuals living in the same household may not concurrently serve on City boards.

I Understand

Please select the Board you wish to apply for:

Tree Board

What is your name?

Gerald Baker

Spouse's name (if applicable)?

Not answered

Address:

413 Dahlia Drive, Brentwood, TN 37027

Home Phone:

615-473-8594

Business Phone:

Not answered

Fax Number:

Not answered

Email address:

Not answered

Employer

Simply People, LLC

Occupation:

CEO

Spouse Employer:

Not answered

Spouse Occupation:

Not answered

How long have you lived in Brentwood:

4yrs

Community Involvement:

I've been involved and on the board for business related organizations in Nashville.

Brief summary of why you would like to serve on this board:

We enjoy and greatly appreciate our Brentwood community. I enjoy being involved in programs that help evolve our community while maintaining its legacy & heritage.

The following questions request additional information that may be pertinent in the consideration of appointments to City boards. Affirmative responses to these questions will not necessarily be grounds for disqualification, but provide the opportunity for you to identify relationships or potential conflicts that should be disclosed prior to an appointment being made.

Are you related by blood, marriage or adoption to any member of the Brentwood City Commission, any employee of the City of Brentwood, or any member of a City of Brentwood volunteer board? If so, please describe:

I do not.

Do you or any member of your immediate family, your employer or any association/community group with which you are affiliated have a business relationship with the City of Brentwood, or has there been such a relationship with the City in the past? If so, please describe:

I do not.

If appointed to the board identified above, are you aware of any potential conflicts of interest you may have in regard to business before the board? If so, please describe:

I am not aware of any conflicts.

By submitting this application, I confirm that the above information is true and correct and, if I am appointed to a board, I affirm that I will regularly attend the board's meetings and functions.

I Agree



**CITY OF BRENTWOOD
VOLUNTEER BOARDS – APPLICATION FORM**

It is the policy of the City of Brentwood that family members living in the same household or other individuals living in the same household may not concurrently serve on City boards.

Identify Board of Interest: TREE BOARD

*Please note that applications for the Planning Commission are not accepted by the City.
Planning Commission appointments are made directly by the Mayor.*

Name: LYND TUCKER

Spouse's Name: MIKE

Address: 6100 BRYAN PLACE

Home Phone: 615-310-6698 Business Phone: 615-771-1912

Fax Number: _____

E-Mail Address: LYNNTUCK@GMAIL.COM

Employer: WILLIAMSON COUNTY CHAMBER

Occupation: DIRECTOR, WM. CO. CHAMBER FOUNDATION

Spouse's Employer: SELF

Occupation: AUTHOR

1. How many years have you lived in the City of Brentwood? 22 yrs

2. Community involvement and activities: TREE BOARD MEMBER - 10+ YRS;
MD FARMS UNICA BOARD MEMBER; TREASURER, BLD MORNING ROTARY;
TW BAPTIST CHILDREN'S HOME RUN COMMITTEE

3. Briefly summarize why you would like to serve on this board: _____

THIS COMMUNITY HAS GIVEN ME MANY OPPORTUNITIES—
SERVING ON BOARD IS MY WAY TO GIVE-BACK, AND
ASSIST IN ENHANCING OUR QUALITY OF LIFE— AND
I LOVE TREES / PLUS, I OFFER A HISTORICAL
PERSPECTIVE TO THE BOARD AS MEMBERS OF

The following questions request additional information that may be pertinent in the consideration of appointments to City boards. Affirmative responses to these questions will not necessarily be grounds for disqualification, but provide the opportunity for you to identify relationships or potential conflicts that should be disclosed prior to an appointment being made.

4. Are you related by blood, marriage or adoption to any member of the Brentwood City Commission, any employee of the City of Brentwood or any member of a City of Brentwood volunteer board? If so, please describe:

No

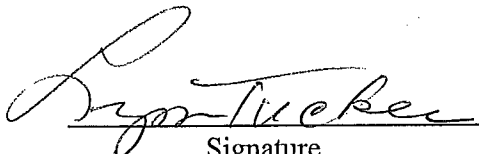
5. Do you or any member of your immediate family, your employer or any association/community group with which you are affiliated have a business relationship with the City of Brentwood, or has there been such a relationship with the City in the past? If so, please describe:

No

6. If appointed to the board identified above, are you aware of any potential conflicts of interest you may have in regard to business before the board? If so, please describe:

No

By submitting this application, I confirm that the above information is true and correct and, if I am appointed to a board, I affirm that I will regularly attend the board's meetings and functions.


Signature

12-28-17
Date

Earls, Holly

From: tech@brentwoodtn.gov
Sent: Thursday, December 21, 2017 3:54 PM
To: Lambert, Deanna; Earls, Holly
Subject: City of Brentwood: Online Board Application Submittal

WARNING: External Email - Do not click any links or open any attachments unless you trust the sender and know the content is safe.

A new entry to a form/survey has been submitted.

Form Name: Board and Commission Applicant Information Sheet
Date & Time: 12/21/2017 3:53 PM
Response #: 68
Submitter ID: 4251
IP address: 73.88.153.166
Time to complete: 36 min. , 44 sec.

Survey Details

Page 1

It is the policy of the City of Brentwood that family members living in the same household or other individuals living in the same household may not concurrently serve on City boards.

I Understand

Please select the Board you wish to apply for:

Tree Board

What is your name?

Robbie Hayes

Spouse's name (if applicable)?

Tricia (Tuck) Hayes

Address:

6790 Sawyer Road

Home Phone:

615-495-2143

Business Phone:

615-340-9184

Fax Number:

Not answered

Email address:

robbie.hayes@wsp.com

Employer

WSP USA, Inc.

Occupation:

Supervising Planner - Transportation and Environment

Spouse Employer:

St. Thomas Hospital

Spouse Occupation:

Nurse

How long have you lived in Brentwood:

9 years

Community Involvement:

- Leadership Brentwood (Class of 2017)
- Cumberland Region Tomorrow (Board Member)
- Nashville Children's Theatre (Advisory Board)
- Transit Alliance of Middle Tennessee: Transit Citizens Leadership Academy

Brief summary of why you would like to serve on this board:

I have the passion to help my community, just like those who have been (and will be) involved with this committee. I feel that I bring a unique perspective, both as a non-native and through my professional experiences, including a certification in environmental sustainability. I am driven by opportunity to lead and feel I am someone who works to build consensus between allies and adversaries.

Brentwood is a wonderful place to live, work, and play – and our natural environment plays a major part in sustaining a high quality of life for its residents and visitors. I want to contribute to the challenges and opportunities that Brentwood faces regarding growth, development and natural preservation. I want to be a representative of this committee and become a strong voice for the Brentwood community.

I will carry the objectives and lessons gained from other organizations, such as the Cumberland Region Tomorrow and Leadership Brentwood, and apply it to the committee's goals and objectives. I hope to continue the awareness and dialogue regarding 'green communities' and how Brentwood can serve as a model for other communities.

The following questions request additional information that may be pertinent in the consideration of appointments to City boards. Affirmative responses to these questions will not necessarily be grounds for disqualification, but provide the opportunity for you to identify relationships or potential conflicts that should be disclosed prior to an appointment being made.

Are you related by blood, marriage or adoption to any member of the Brentwood City Commission, any employee of the City of Brentwood, or any member of a City of Brentwood volunteer board? If so, please describe:

No.

Do you or any member of your immediate family, your employer or any association/community group with which you are affiliated have a business relationship with the City of Brentwood, or has there been such a relationship with the City in the past? If so, please describe:

My supervisor, Brad Winkler, serves on the Brentwood Bike/Ped Committee.

If appointed to the board identified above, are you aware of any potential conflicts of interest you may have in regard to business before the board? If so, please describe:

No conflicts.

By submitting this application, I confirm that the above information is true and correct and, if I am appointed to a board, I affirm that I will regularly attend the board's meetings and functions.

I Agree

Thank you,
City of Brentwood

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Presentation of Report on Recent Debt Funding Obligation (State Form CT-0253)

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Presentation of Report on Recent Debt funding Obligation (State Form CT-0253)

Background

The City just completed a successful \$1.75 million Capital Outlay Note issuance, the first of two notes totaling \$3.5 million authorized by the City Commission on January 22, 2018. Two bids were received for the note issue, which will provide funding for the ongoing Sunset Road/Ragsdale Road intersection project. The lowest and best bid was submitted by First Tennessee Bank with a true interest cost of 3.24%. This bid is eligible for prepayment any time at the City's discretion.

As a follow-up to the closing, the City is required to complete and submit to the State of Tennessee the attached "Report on Debt Obligations" (State Form No. CT-0253). State law requires that the form be presented to the City Commission at a public meeting prior to submission to the State. Note that all of the report information has been previously covered with the Board.

If you have any questions regarding the attached form, please contact the Finance Director.

Staff Recommendation

N/A - No formal action by the City Commission is required. This report is for informational purposes only as required by the Tennessee Comptroller.

Previous Commission Action

Resolution 2018-08, authorizing the issuance of not to exceed \$3,500,000 in general obligation capital outlay notes, was approved by the City Commission on January 22, 2018.

Fiscal Impact

Amount :

Source of Funds:

Account Number:

Fiscal Impact:

N/A - a regulatory filing report

Attachments

State Form CT-0253

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

1. Public Entity:
 Name: City of Brentwood, Tennessee
 Address: 5211 Maryland Way
Brentwood, TN 37027
 Debt Issue Name: General Obligation Capital Outlay Note, Series 2018A
 If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.

2. Face Amount: \$ 1,750,000.00
 Premium/Discount: \$ 0.00

3. Interest Cost: 3.2400 % Tax-exempt Taxable
 TIC NIC
 Variable: Index _____ plus _____ basis points; or
 Variable: Remarketing Agent _____
 Other: _____

4. Debt Obligation:
 TRAN RAN CON
 BAN CRAN GAN
 Bond Loan Agreement Capital Lease
 If any of the notes listed above are issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Office of State and Local Finance ("OSLF").

5. Ratings:
 Unrated
 Moody's _____ Standard & Poor's _____ Fitch _____

6. Purpose:

		BRIEF DESCRIPTION
<input checked="" type="checkbox"/> General Government	<u>100.00</u> %	<u>streets and roads</u>
<input type="checkbox"/> Education	_____ %	_____
<input type="checkbox"/> Utilities	_____ %	_____
<input type="checkbox"/> Other	_____ %	_____
<input type="checkbox"/> Refunding/Renewal	_____ %	_____

7. Security:
 General Obligation General Obligation + Revenue/Tax
 Revenue Tax Increment Financing (TIF)
 Annual Appropriation (Capital Lease Only) Other (Describe): _____

8. Type of Sale:
 Competitive Public Sale Interfund Loan _____
 Negotiated Sale Loan Program _____
 Informal Bid

9. Date:
 Dated Date: 02/21/2018 Issue/Closing Date: 02/21/2018

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

10. Maturity Dates, Amounts and Interest Rates *:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2019	\$ 122,000.00	3.2400 %	2030	\$ 173,000.00	3.2400 %
2020	\$ 125,000.00	3.2400 %		\$	%
2021	\$ 130,000.00	3.2400 %		\$	%
2022	\$ 134,000.00	3.2400 %		\$	%
2023	\$ 138,000.00	3.2400 %		\$	%
2024	\$ 143,000.00	3.2400 %		\$	%
2025	\$ 147,000.00	3.2400 %		\$	%
2026	\$ 152,000.00	3.2400 %		\$	%
2027	\$ 157,000.00	3.2400 %		\$	%
2028	\$ 162,000.00	3.2400 %		\$	%
2029	\$ 167,000.00	3.2400 %		\$	%

If more space is needed, attach an additional sheet.

If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

* This section is not applicable to the Initial Report for a Borrowing Program.

11. Cost of Issuance and Professionals:

No costs or professionals

	AMOUNT <small>(Round to nearest \$)</small>	FIRM NAME
Financial Advisor Fees	\$ 0	
Legal Fees	\$ 0	
Bond Counsel	\$ 1,000	Bone McAllester Norton
Issuer's Counsel	\$ 0	
Trustee's Counsel	\$ 0	
Bank Counsel	\$ 0	
Disclosure Counsel	\$ 0	
Paying Agent Fees	\$ 0	
Registrar Fees	\$ 0	
Trustee Fees	\$ 0	
Remarketing Agent Fees	\$ 0	
Liquidity Fees	\$ 0	
Rating Agency Fees	\$ 0	
Credit Enhancement Fees	\$ 0	
Bank Closing Costs	\$ 0	
Underwriter's Discount _____%		
Take Down	\$ 0	
Management Fee	\$ 0	
Risk Premium	\$ 0	
Underwriter's Counsel	\$ 0	
Other expenses	\$ 0	
Printing and Advertising Fees	\$ 0	
Issuer/Administrator Program Fees	\$ 0	
Real Estate Fees	\$ 0	
Sponsorship/Referral Fee	\$ 0	
Other Costs _____	\$ 0	
TOTAL COSTS	\$ 1,000	

REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

12. Recurring Costs:

No Recurring Costs

	AMOUNT (Basis points/\$)	FIRM NAME (If different from #11)
Remarketing Agent	_____	_____
Paying Agent / Registrar	_____	_____
Trustee	_____	_____
Liquidity / Credit Enhancement	_____	_____
Escrow Agent	_____	_____
Sponsorship / Program / Admin	_____	_____
Other _____	_____	_____

13. Disclosure Document / Official Statement:

None Prepared

EMMA link _____ or

Copy attached

14. Continuing Disclosure Obligations:

Is there an existing continuing disclosure obligation related to the security for this debt? Yes No

Is there a continuing disclosure obligation agreement related to this debt? Yes No

If yes to either question, date that disclosure is due Within one year from end of fiscal year

Name and title of person responsible for compliance Director of Finance

15. Written Debt Management Policy:

Governing Body's approval date of the current version of the written debt management policy 11/14/2011

Is the debt obligation in compliance with and clearly authorized under the policy? Yes No

16. Written Derivative Management Policy:

No derivative

Governing Body's approval date of the current version of the written derivative management policy _____

Date of Letter of Compliance for derivative _____

Is the derivative in compliance with and clearly authorized under the policy? Yes No

17. Submission of Report:

To the Governing Body: on _____ and presented at public meeting held on _____

Copy to Director to OSLF: on _____ either by:

Mail to: 505 Deaderick Street, Suite 1600
James K. Polk State Office Building
Nashville, TN 37243-1402 OR Email to: StateAndLocalFinance.PublicDebtForm@cot.tn.gov

18. Signatures:

	AUTHORIZED REPRESENTATIVE	PREPARER
Name	<u>Jill Burgin</u>	_____
Title	<u>Mayor</u>	_____
Firm	_____	<u>Tennessee Municipal Bond Fund</u>
Email	<u>jill.burgin@brentwoodtn.gov</u>	<u>lmooningham@tmbf.net</u>
Date	_____	_____

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Notice of Future Appointment of Two (2) Members to the Park Board (for information only)

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Notice of Future Appointment of Two (2) Members to the Park Board (for information only)

Background

At the April 9, 2018 meeting, the Board of Commissioners will appoint two (2) members to the Park Board. The appointees will serve three (3) year terms expiring April 30, 2021. The two positions on the Board are currently held by Bob Bellenfant and Elizabeth Whittemore. Applicants must be residents of the City of Brentwood.

Applications must be submitted by March 16, 2018 to the City Recorder at Brentwood City Hall, 5211 Maryland Way or by mail to P. O. Box 788, Brentwood, TN 37024-0788.

Interested persons may complete the application online at the City's website:
www.brentwoodtn.gov/volunteerboards

Notice of the upcoming appointments and process/deadlines for applications will be published in the Tennessean's Williamson section and posted on the City's web page and on the Brentwood City Government Cable Channel.

Staff Recommendation

n/a

Fiscal Impact

Attachments

No file(s) attached.

Brentwood City Commission Agenda

Meeting Date: 02/26/2018

Notice of future appointment of one (1) representative to the Williamson County Board of Equalization (for information only)

Submitted by: Holly Earls, Administration

Department: Administration

Information

Subject

Notice of future appointment of one (1) representative to the Williamson County Board of Equalization (for information only)

Background

At the April 9, 2018 meeting, the Board of Commissioners will appoint one (1) representative to the Williamson County Board of Equalization. The representative will serve a two (2) year term expiring May 1, 2020. The Board of Equalization meets annually to hear appeals involving real and personal property valuation issues. Applicants must be residents of the City of Brentwood. Prior experience in the areas of property appraisals or real estate is desired.

Applications must be submitted by March 16, 2018 to the City Recorder at Brentwood City Hall, 5211 Maryland Way or by mail to P. O. Box 788, Brentwood, TN 37024-0788.

Interested persons may complete the application online at the City's website:
www.brentwoodtn.gov/volunteerboards.

Notice of the upcoming appointments and process/deadlines for applications will be published in the Tennessean's Williamson section and posted on the City's web page and on the Brentwood City Government Cable Channel.

Staff Recommendation

n/a

Fiscal Impact

Attachments

No file(s) attached.
