

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
AGENDA
December 3rd, 2024 @ 6:30 P.M.
City Hall Board Room
No Work Session

1. **INVOCATION:**

2. **PLEDGE TO THE FLAG**

3. **ROLL CALL**

4. **MINUTES**

- November 19th, 2024 BOMA Special Call Meeting

5. **CORRESPONDENCE**

6. **COMMENTS FROM CITIZENS**

7. **COMMENTS FROM MAYOR**

8. **COMMITTEE AND COMMISSION REPORTS**

- *Safety *Finance *Street *Water & Sewer *Recreation *Tourism *Planning & Zoning
- *Information Systems *Historic Zoning

9. **RESOLUTIONS AND ORDINANCES**

Resolutions:

- a) A resolution to approve a contract in the amount of Two Million, One Hundred Ninety-Two Thousand, Eight Hundred Ninety-Six Dollars (\$2,192,896.00) with Norris Brothers Excavating, LLC for Project Areas C, F, G, and H Project #102-167; sponsored by Alderwoman Anderson.
- b) A resolution authorizing a contract to lease fitness equipment at a total cost of Seventy-Seven Thousand Eight Hundred Fifty-Five and 00/100 Dollars (\$77,855.00), for the recreation center; sponsored Alderman French.
- c) A resolution authorizing a contract to purchase and install a 115-500 ton Trane Chiller replacement and water pumps at a total cost of Three Hundred Ninety Five Thousand Nine Hundred Sixteen and 00/100 Dollars (\$395,916.00), for the recreation center; sponsored by Alderman French.

Ordinances:

10. **OLD BUSINESS**

11. **NEW BUSINESS**

- Information Technology Support Technician Job Description
- Asset Management Coordinator Job Description

12. **ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN**

13. **ADJOURNMENT:**

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMAN
SPECIAL CALL BOARD MEETING Minutes
Manchester City Hall Board Room
November 19th, 2024
5:30 P.M.

CALL THE MEETING TO ORDER:

Pursuant to a call by Mayor Hobbs there will be a Special Called Board of Mayor and Alderman Board Meeting on Tuesday, November 19th, 2024, at 5:30 p.m.

The meeting was called to order by Mayor Hobbs. City Attorney Johnson read the call sheet and the agenda. Present for the meeting were Mayor Hobbs, City Attorney Johnson, Alderman Anderson, Vice Mayor Messick, Alderman Crosslin, Alderman French, Executive Administrative Assistant Keele, Finance Director Burrows, Assistant MPD Chief Floied, Parks and Rec Director Fox, Assistant Parks and Rec Director Johnson, I.S. Director and Assistant Public Works Director Moore. Absent was Alderman Threet and Alderman Parsley.

Attorney Johnson read the call sheet

INVOCATION: Pastor Amanda Fuller

PLEDGE TO THE FLAG

ROLL CALL: Mayor Hobbs called for the roll and Finance Director called the roll.

MINUTES:

Vice Mayor Messick made a motion to approve the November 5th, 2024 Meeting Minutes and seconded by Alderman French. The motion passed 4-0.

CORRESPONDENCE none

COMMENTS FROM CITIZENS none

ANNOUNCEMENTS FROM MAYOR Mayor Hobbs asked everyone to keep Director Perry and Alderman Parsley's family in their prayers.

COMMITTEE AND COMMISSION REPORTS

*Safety- Chief Sipe discussed the next meeting would be 12-9-24 and other items in the MPD *Finance- Director Burrows discussed the Finance Committee meeting earlier in the day and the Bank RFP's and the Chiller Contract with Omnia *Street-Assistant Director Moore discussed the installation of the Christmas Decorations *Water & Sewer Mayor Hobbs stated the Water and Sewer meeting for earlier in the day had to be cancelled and would be rescheduled at a later date *Recreation- Director Fox discussed the City Christmas parade scheduled for 11-30-24, Thanksgiving luncheon, and the Ice Skating Rink opening on 12-2-24 *Tourism Vice Mayor Messick discussed the Ice Skating Rink *Planning & Zoning Mayor Hobbs discussed the next Planning and Zoning meeting *Information Systems- Director Smotherman discussed they did not have a quorum at their last meeting and discussed the livestreaming *Historic Zoning- Director Fiske discussed their last meeting.

RESOLUTIONS AND ORDINANCES

Resolutions:

- a) A resolution adopting a plan of services preliminary to annexation of One and Ninety-Seven/Hundredths (1.97) acres of property owned by Manchester Villas LLC, located on 3180 Murfreesboro Hwy; sponsored by Vice Mayor Messick.

Alderman French stated he wanted to make a motion and they typically don't hear these without a full board. Alderman French stated he would like to open the floor for the property owners to speak. Vice Mayor Messick seconded the motion. Mayor Hobbs asked Alderman French to restate the motion and Alderman French stated "I just make a motion and close at that." Attorney Johnson asked if he meant all three annexations and all relevant resolutions and ordinances that go with the annexations. Alderman French stated yes. Mayor Hobbs asked if anyone wanted to speak for or against the annexations. George Spellings spoke in favor of the Gilley property. Alderman Anderson discussed she felt it was a point of readiness on the City. Alderman French stated there was no development attached to this annexation. Alderman Anderson discussed not obligating ourselves for something we can't support. Mayor Hobbs discussed annexing property. Vice Mayor Messick asked Alderman Anderson if she was aware of where the property was located and asked if she had looked at the packet. Property owner Robert Gilley spoke about growth and development. Mayor Hobbs asked if anyone would like to make a comment. Vice Mayor Messick asked to pull his second on the motion. Vice Mayor Messick made a motion that Resolution a-f & Ordinances d-f be pulled. Mayor Hobbs asked if anyone wanted to second Alderman French's motion. Alderman French's original motion failed due to no second. Alderman French seconded Vice Mayor Messick's motion. Mayor Hobbs called for the roll and the motion failed with Vice Mayor Messick voting Yay. Alderman Crosslin voting Nay. Alderman French and Alderman Anderson abstaining. Mayor Hobbs stated the motion failed and asked Attorney Johnson to start with Resolution A. Attorney Johnson read the resolution and announced it was a public hearing. Alderman Crosslin made a motion to approve and the motion failed with no second.

- b) A resolution annexing One and 97/100 (1.97) acres of property owned by Manchester Villas, LLC, located at 3180 Murfreesboro Highway; sponsored by Vice Mayor Messick. Attorney Johnson read the resolution and Mayor Hobbs stated it was a public hearing. Mayor Hobbs asked for a motion and Alderman Crosslin made a motion and no one seconded the motion. Mayor Hobbs stated the motion failed for no second.
- c) A resolution adopting a Plan of Services preliminary to annexation of Ninety-Nine (99) acres of property owned by Robert and Shonta Gilley, located on Murfreesboro Hwy.; sponsored by Vice Mayor Messick. Attorney Johnson read the resolution and stated it was a public hearing. Mayor Hobbs entertained a motion and Alderman Crosslin made a motion to approve. The motion failed due to a lack of a second.
- d) A resolution annexing Ninety-Nine and 00/100 (99) acres of property owned by Robert and Shonta Gilley, located on Murfreesboro Hwy; sponsored by Vice Mayor Messick. Attorney Johnson read the resolution and stated it was a public hearing. Mayor Hobbs entertained a motion and Alderman Crosslin made a motion to approve. Vice Mayor Messick seconded the motion and Mayor Hobbs opened the floor to discussion. After no discussion the motion failed 1-3 with Alderman Crosslin voting yay and Alderman Anderson, Alderman French, and Vice Mayor Messick voting nay.
- e) A resolution adopting a Plans of Services preliminary to annexation of Ten and Thirty-Seven/Hundredths (10.37) acres of property owned by Donald Parker, located on Sissom Lane; sponsored by Vice Mayor Messick. Attorney Johnson read

- the resolution and stated it was a public hearing. Mayor Hobbs entertained a motion. Alderman Crosslin made a motion to approve and failed due to no second.
- f) A resolution annexing ten and 37/100 (10.37) acres of property owned by Donald Parker, located on Sissom Lane; sponsored by Vice Mayor Messick. Attorney Johnson read the resolution and stated it was a public hearing. Mayor Hobbs opened the floor to discussion and entertained a motion. Alderman Crosslin made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to discussion and after none called for the roll. The motion failed 1-3 with Alderman Crosslin voting Yay and Alderman Anderson, Alderman French, and Vice Mayor Messick voting Nay.
 - g) A resolution authorizing a contract to purchase and install a 115–500-ton Trane Chiller replacement and water pumps at a total cost of Three Hundred Ninety-Five Thousand Nine Hundred Sixteen and 00/100 Dollars (\$395,916.00), for the recreation center out of the FY 2025-2026 budget; sponsored by Alderman Anderson. (recalled by Vice Mayor Messick). Mayor Hobbs stated the resolution would be moved to the 12-2-24 BOMA meeting.

Ordinances:

- a) 2nd reading of an ordinance to amend Manchester Municipal Code 14-707 relative to Absolute Minimum Lot Size; sponsored by Vice Mayor Messick. Attorney Johnson read the ordinance and stated it was a public hearing. Mayor Hobbs entertained a motion Vice Mayor Messick made a motion to approve and seconded by Alderman French. Mayor Hobbs opened the floor to discussion and after none called for the roll. The motion failed 2-2 with Alderman Crosslin and Vice Mayor Messick voting Yay. Alderman Anderson and Alderman French voted Nay.
- b) 2nd reading of an ordinance to amend Manchester Municipal Code 14-516 relative to Temporary Political Signs; sponsored by Vice Mayor Messick. Attorney Johnson read the ordinance and stated it was a public hearing. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to discussion and after none called for the roll. The ordinance passed 2nd and final reading 4-0.
- c) 2nd reading of an ordinance rezoning property owned by J.J. Manchester LLC., located on Hospitality Blvd. and recently annexed into the City, from RS-1 to C-2.; sponsored by Vice Mayor Messick. Attorney Johnson read the ordinance and stated it was a public hearing. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to discussion and after none called for the roll. The ordinance passed 2nd and final reading 4-0.
- d) 1st reading of an ordinance rezoning that property owned by Manchester Villas, LLC, on 3180 Murfreesboro Highway and recently annexed into the City; sponsored by Vice Mayor Messick. Ordinance not heard due to resolution failing
- e) 1st reading rezoning that property owned by Robert and Shonta Gilley, on Murfreesboro Highway and recently annexed into the City; sponsored by Vice Mayor Messick. Ordinance not heard due to resolution failing.
- f) 1st reading of an ordinance rezoning that property owned by Donald Parker, on Sissom Lane and recently annexed into the City; sponsored by Vice Mayor Messick. Ordinance not heard due to resolution failing.

OLD BUSINESS none

NEW BUSINESS- Mayor Hobbs stated Tracy Nester reappointed to Housing Authority Mayoral Appointment.

ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN: Vice Mayor Messick discussed the absences

ADJOURNMENT: 6:04 pm Mayor Hobbs asked for a motion to adjourn and Alderman Anderson left the room. Alderman French made a motion to adjourn and seconded by Alderman Crosslin.

SIGNATURES:

Mayor Joey Hobbs

Executive Administrative Assistant Keele

RESOLUTION NO. _____

A RESOLUTION TO APPROVE A CONTRACT IN THE AMOUNT OF TWO MILLION, ONE HUNDRED NINETY TWO THOUSAND, EIGHT HUNDRED NINETY SIX DOLLARS (\$2,192,896.00) WITH NORRIS BROTHERS EXCAVATING, LLC FOR PROJECT AREAS C, F, G, AND H, PROJECT #102-167

WHEREAS the City of Manchester solicited bids for the provision of certain specified sewer rehabilitation improvements in Project #102-167; and

WHEREAS the bids were reviewed by the Bid Committee and after said review, they recommended acceptance of the base bid, of Norris Brothers Excavating, LLC, for selected areas of Project #102-167; and

WHEREAS Manchester Municipal Code Section 5-703(4) of the City of Manchester requires any obligation of the City on any contract in excess of \$35,000 be approved by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester enter into a contract with Norris Brothers Excavating, LLC for sewer rehabilitation improvements in Project # 102-167; for the base bid of Two Million, One Hundred Ninety Two Thousand, Eight Hundred Ninety Six Dollars (\$2,192,896.00).

Resolved this _____ day of December 2024.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director



November 20, 2024

Mr. Jeffery Perry, Director
Manchester Water & Sewer Department
736 W. High Street
Manchester, TN 37355

RE: *Bid Recommendation*
Basins A, B, E, F, H, I, & K Sewer Rehabilitation
102-167

Dear Mr. Perry:

Bids were received for the subject project at Manchester City Hall at 2:00 PM on November 6, 2024. Bids were submitted by Norris Brothers Excavating, PipeWorks Plus, Gulf Coast Underground, Portland Utilities Construction Company, and SBW Constructors. The bid from Portland Utilities Construction Company was considered “non-responsive” because they did not acknowledge Addendum Number 1 and this addendum notified contractors of requirements which are material issues related to how the work must be performed. This information contained in Addendum Number 1 could potentially affect the unit price of some bid items. Therefore, the bid was not read aloud or accepted by the City. The bid tabulation is attached to this letter which shows Norris Brothers Excavating as being the lowest overall bidder.

The project was broken up into 8 different project areas (project areas A – H). The project was bid in such a way that the City of Manchester could award multiple contracts consisting of different project areas to different contractors or remove project areas from the contract at the discretion of the City of Manchester. The project was bid this way to give flexibility to the City of Manchester to best meet the needs of the City while keeping in mind available funding. After discussion with the Manchester Water and Sewer Department Director, it is recommended that the contract including Project Areas C, F, G, and H in the total amount of **\$2,192,896.00** be awarded to Norris Brothers Excavating. These project areas are outlined in red in the attached bid tabulation with a summary of the recommended contract amount shown at the bottom of the bid tabulation. It is also strongly recommended that full-time inspection personnel be provided for this project.

The City of Manchester and St. John Engineering have recent experience working with Norris Brothers Excavating on three contracts. Norris Brothers Excavating appears to have the means to adequately perform on this contract. St. John Engineering has checked the Tennessee Contractors Licensing Board website and Norris Brothers Excavating, LLC has the appropriate licensing and limits.

If you have any questions, please contact me at 728-2638.

Sincerely,

A handwritten signature in blue ink, appearing to read "Adam Carter". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Adam Carter, P.E.
St. John Engineering, LLC

Attached: Bid Tabulation

Cc: Anthony Burrrows, Finance Director

FINAL BID TABULATION

Basins A,B,E,F,H,I,&K Sewer Rehabilitation - Manchester, TN
 Bid Opening: Wednesday - 11/06/24 - 2pm
 Project #: 102-167

CONTRACTOR NAME AND ADDRESS				Norris Brothers Excavating 22 Northside Ln Crossville, TN 38571		SBW onstructors, LLC P.O. Box 1347 White House, TN 37188		GCU, LLC 5655 Middle Rd Theodore, AL 36582		Pipeworks Plus Inc. 306 Steelman Loop Rd Fayetteville, TN 37334	
NO.	ITEM	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
PROJECT AREA A											
A-1	≤ 8 IN SEWER MAIN REHABILITATION BY CIPP	513	LF	\$ 83.00	\$ 42,579.00	\$ 125.00	\$ 64,125.00	\$ 60.00	\$ 30,780.00	\$ 107.00	\$ 54,891.00
A-2	MANHOLE REHABILITATION BY CEMENTITIOUS LINING (5-10 FT DEEP)	3	EA	\$ 2,850.00	\$ 8,550.00	\$ 8,000.00	\$ 24,000.00	\$ 6,515.00	\$ 19,545.00	\$ 3,120.00	\$ 9,360.00
A-3	FULL WRAP CIP LATERAL CONNECTION TO SEWER MAIN	13	EA	\$ 2,800.00	\$ 36,400.00	\$ 4,900.00	\$ 63,700.00	\$ 7,072.00	\$ 91,936.00	\$ 7,450.00	\$ 96,850.00
A-4	SEWER SERVICE LINE REHABILITATION BY CIPP (≤ 6 IN)	260	LF	\$ 60.00	\$ 15,600.00	\$ 13.00	\$ 3,380.00	\$ 50.00	\$ 13,000.00	\$ 15.00	\$ 3,900.00
A-5	≤ 8 IN SEWER MAIN POINT REPAIR (0' - 6' DEEP)	1	EA	\$ 8,800.00	\$ 8,800.00	\$ 6,150.00	\$ 6,150.00	\$ 7,500.00	\$ 7,500.00	\$ 6,800.00	\$ 6,800.00
A-6	≤ 8 IN SEWER MAIN POINT REPAIR (6' - 10' DEEP)	1	EA	\$ 9,800.00	\$ 9,800.00	\$ 9,750.00	\$ 9,750.00	\$ 10,000.00	\$ 10,000.00	\$ 8,800.00	\$ 8,800.00
A-7	≤ 6 IN SEWER SERVICE POINT REPAIR (0' - 6' DEEP)	1	EA	\$ 7,800.00	\$ 7,800.00	\$ 5,100.00	\$ 5,100.00	\$ 7,500.00	\$ 7,500.00	\$ 6,600.00	\$ 6,600.00
A-8	≤ 6 IN SEWER SERVICE POINT REPAIR (6' - 10' DEEP)	1	EA	\$ 8,800.00	\$ 8,800.00	\$ 8,750.00	\$ 8,750.00	\$ 10,000.00	\$ 10,000.00	\$ 8,600.00	\$ 8,600.00
A-9	FULL STONE BACKFILL (0' - 6' DEEP)	10	LF	\$ 100.00	\$ 1,000.00	\$ 78.00	\$ 780.00	\$ 170.00	\$ 1,700.00	\$ 55.00	\$ 550.00
A-10	FULL STONE BACKFILL (6' - 10' DEEP)	10	LF	\$ 100.00	\$ 1,000.00	\$ 130.00	\$ 1,300.00	\$ 260.00	\$ 2,600.00	\$ 95.00	\$ 950.00
A-11	FULL DEPTH ASPHALT PAVEMENT REPAIR	200	SF	\$ 10.00	\$ 2,000.00	\$ 40.00	\$ 8,000.00	\$ 43.00	\$ 8,600.00	\$ 29.00	\$ 5,800.00
TOTAL PROJECT AREA A					\$ 142,329.00		\$ 195,035.00		\$ 203,161.00		\$ 203,101.00

PROJECT AREA B											
B-1	FULL WRAP CIP LATERAL CONNECTION TO SEWER MAIN	53	EA	\$ 2,800.00	\$ 148,400.00	\$ 5,150.00	\$ 272,950.00	\$ 6,858.00	\$ 363,474.00	\$ 7,450.00	\$ 394,850.00
B-2	SEWER SERVICE LINE REHABILITATION BY CIPP (≤ 6 IN)	3180	LF	\$ 60.00	\$ 190,800.00	\$ 14.00	\$ 44,520.00	\$ 50.00	\$ 159,000.00	\$ 15.00	\$ 47,700.00
B-3	≤ 6 IN SEWER SERVICE POINT REPAIR (0' - 6' DEEP)	4	EA	\$ 7,800.00	\$ 31,200.00	\$ 5,150.00	\$ 20,600.00	\$ 7,500.00	\$ 30,000.00	\$ 4,650.00	\$ 18,600.00
B-4	≤ 6 IN SEWER SERVICE POINT REPAIR (6' - 10' DEEP)	4	EA	\$ 8,800.00	\$ 35,200.00	\$ 7,750.00	\$ 31,000.00	\$ 10,000.00	\$ 40,000.00	\$ 6,650.00	\$ 26,600.00
B-5	FULL STONE BACKFILL (0' - 6' DEEP)	40	LF	\$ 100.00	\$ 4,000.00	\$ 80.00	\$ 3,200.00	\$ 170.00	\$ 6,800.00	\$ 55.00	\$ 2,200.00
B-6	FULL STONE BACKFILL (6' - 10' DEEP)	40	LF	\$ 100.00	\$ 4,000.00	\$ 135.00	\$ 5,400.00	\$ 260.00	\$ 10,400.00	\$ 95.00	\$ 3,800.00
B-7	FULL DEPTH ASPHALT PAVEMENT REPAIR	400	SF	\$ 10.00	\$ 4,000.00	\$ 40.00	\$ 16,000.00	\$ 43.00	\$ 17,200.00	\$ 29.00	\$ 11,600.00
TOTAL PROJECT AREA B					\$ 417,600.00		\$ 393,670.00		\$ 626,874.00		\$ 505,350.00

FINAL BID TABULATION

Basins A,B,E,F,H,I,&K Sewer Rehabilitation - Manchester, TN
 Bid Opening: Wednesday - 11/06/24 - 2pm
 Project #: 102-167

CONTRACTOR NAME AND ADDRESS				Norris Brothers Excavating 22 Northside Ln Crossville, TN 38571		SBW onstructors, LLC P.O. Box 1347 White House, TN 37188		GCU, LLC 5655 Middle Rd Theodore, AL 36582		Pipeworks Plus Inc. 306 Steelman Loop Rd Fayetteville, TN 37334	
NO.	ITEM	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
PROJECT AREA C											
C-1	≤ 8 IN SEWER MAIN REHABILITATION BY CIPP	392	LF	\$ 83.00	\$ 32,536.00	\$ 150.00	\$ 58,800.00	\$ 60.00	\$ 23,520.00	\$ 131.50	\$ 51,548.00
C-2	≤ 14 IN SEWER MAIN REHABILITATION BY CIPP	614	LF	\$ 200.00	\$ 122,800.00	\$ 158.00	\$ 97,012.00	\$ 112.00	\$ 68,768.00	\$ 136.00	\$ 83,504.00
C-3	MANHOLE REHABILITATION BY CEMENTITIOUS LINING (5-10 FT DEEP)	3	EA	\$ 2,850.00	\$ 8,550.00	\$ 9,450.00	\$ 28,350.00	\$ 6,515.00	\$ 19,545.00	\$ 3,120.00	\$ 9,360.00
C-4	FULL WRAP CIP LATERAL CONNECTION TO SEWER MAIN	6	EA	\$ 2,800.00	\$ 16,800.00	\$ 5,800.00	\$ 34,800.00	\$ 7,715.00	\$ 46,290.00	\$ 8,100.00	\$ 48,600.00
C-5	SEWER SERVICE LINE REHABILITATION BY CIPP (≤ 6 IN)	150	LF	\$ 60.00	\$ 9,000.00	\$ 14.00	\$ 2,100.00	\$ 50.00	\$ 7,500.00	\$ 15.00	\$ 2,250.00
C-6	≤ 8 IN SEWER MAIN POINT REPAIR (0' - 6' DEEP)	1	EA	\$ 8,800.00	\$ 8,800.00	\$ 5,150.00	\$ 5,150.00	\$ 7,500.00	\$ 7,500.00	\$ 6,800.00	\$ 6,800.00
C-7	≤ 8 IN SEWER MAIN POINT REPAIR (6' - 10' DEEP)	1	EA	\$ 9,800.00	\$ 9,800.00	\$ 9,150.00	\$ 9,150.00	\$ 10,000.00	\$ 10,000.00	\$ 8,800.00	\$ 8,800.00
C-8	≤ 14 IN SEWER MAIN POINT REPAIR (0' - 6' DEEP)	1	EA	\$ 10,000.00	\$ 10,000.00	\$ 5,500.00	\$ 5,500.00	\$ 10,000.00	\$ 10,000.00	\$ 19,000.00	\$ 19,000.00
C-9	≤ 14 IN SEWER MAIN POINT REPAIR (6' - 10' DEEP)	1	EA	\$ 14,000.00	\$ 14,000.00	\$ 9,500.00	\$ 9,500.00	\$ 12,500.00	\$ 12,500.00	\$ 23,000.00	\$ 23,000.00
C-10	FULL STONE BACKFILL (0' - 6' DEEP)	20	LF	\$ 100.00	\$ 2,000.00	\$ 78.00	\$ 1,560.00	\$ 170.00	\$ 3,400.00	\$ 55.00	\$ 1,100.00
C-11	FULL STONE BACKFILL (6' - 10' DEEP)	20	LF	\$ 100.00	\$ 2,000.00	\$ 130.00	\$ 2,600.00	\$ 260.00	\$ 5,200.00	\$ 95.00	\$ 1,900.00
C-12	FULL DEPTH ASPHALT PAVEMENT REPAIR	400	SF	\$ 10.00	\$ 4,000.00	\$ 40.00	\$ 16,000.00	\$ 43.00	\$ 17,200.00	\$ 29.00	\$ 11,600.00
C-13	4 FT DIA. MANHOLE (10' - 15' DEEP)	1	EA	\$ 20,000.00	\$ 20,000.00	\$ 19,000.00	\$ 19,000.00	\$ 15,000.00	\$ 15,000.00	\$ 22,200.00	\$ 22,200.00
C-14	MANHOLE E.200 MODIFICATION	1	LS	\$ 4,500.00	\$ 4,500.00	\$ 11,600.00	\$ 11,600.00	\$ 15,000.00	\$ 15,000.00	\$ 27,000.00	\$ 27,000.00
C-15	CONCRETE POOL DECK REPLACEMENT	60	SF	\$ 20.00	\$ 1,200.00	\$ 128.00	\$ 7,680.00	\$ 75.00	\$ 4,500.00	\$ 80.00	\$ 4,800.00
TOTAL PROJECT AREA C					\$ 265,986.00		\$ 308,802.00		\$ 265,923.00		\$ 321,462.00

PROJECT AREA D											
D-1	≤ 8 IN SEWER MAIN REHABILITATION BY CIPP	838	LF	\$ 83.00	\$ 69,554.00	\$ 113.00	\$ 94,694.00	\$ 60.00	\$ 50,280.00	\$ 92.50	\$ 77,515.00
D-2	MANHOLE REHABILITATION BY CEMENTITIOUS LINING (5-10 FT DEEP)	2	EA	\$ 2,850.00	\$ 5,700.00	\$ 7,800.00	\$ 15,600.00	\$ 6,515.00	\$ 13,030.00	\$ 3,120.00	\$ 6,240.00
D-3	MANHOLE REHABILITATION BY CEMENTITIOUS LINING (10-15 FT DEEP)	1	EA	\$ 4,000.00	\$ 4,000.00	\$ 9,750.00	\$ 9,750.00	\$ 9,772.00	\$ 9,772.00	\$ 3,640.00	\$ 3,640.00
D-4	FULL WRAP CIP LATERAL CONNECTION TO SEWER MAIN	6	EA	\$ 2,800.00	\$ 16,800.00	\$ 5,150.00	\$ 30,900.00	\$ 6,429.00	\$ 38,574.00	\$ 7,450.00	\$ 44,700.00
D-5	SEWER SERVICE LINE REHABILITATION BY CIPP (≤ 6 IN)	150	LF	\$ 60.00	\$ 9,000.00	\$ 14.00	\$ 2,100.00	\$ 50.00	\$ 7,500.00	\$ 15.00	\$ 2,250.00
D-6	≤ 8 IN SEWER MAIN POINT REPAIR (0' - 6' DEEP)	1	EA	\$ 8,800.00	\$ 8,800.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 6,800.00	\$ 6,800.00
D-7	≤ 8 IN SEWER MAIN POINT REPAIR (6' - 10' DEEP)	1	EA	\$ 9,800.00	\$ 9,800.00	\$ 9,500.00	\$ 9,500.00	\$ 10,000.00	\$ 10,000.00	\$ 8,800.00	\$ 8,800.00
D-8	FULL STONE BACKFILL (0' - 6' DEEP)	20	LF	\$ 100.00	\$ 2,000.00	\$ 78.00	\$ 1,560.00	\$ 170.00	\$ 3,400.00	\$ 55.00	\$ 1,100.00
D-9	FULL STONE BACKFILL (6' - 10' DEEP)	20	LF	\$ 100.00	\$ 2,000.00	\$ 130.00	\$ 2,600.00	\$ 260.00	\$ 5,200.00	\$ 95.00	\$ 1,900.00
D-10	FULL DEPTH ASPHALT PAVEMENT REPAIR	400	SF	\$ 10.00	\$ 4,000.00	\$ 40.00	\$ 16,000.00	\$ 43.00	\$ 17,200.00	\$ 29.00	\$ 11,600.00
TOTAL PROJECT AREA D					\$ 131,654.00		\$ 190,204.00		\$ 162,456.00		\$ 164,545.00

FINAL BID TABULATION

Basins A,B,E,F,H,I,&K Sewer Rehabilitation - Manchester, TN
 Bid Opening: Wednesday - 11/06/24 - 2pm
 Project #: 102-167

CONTRACTOR NAME AND ADDRESS				Norris Brothers Excavating 22 Northside Ln Crossville, TN 38571		SBW onstructors, LLC P.O. Box 1347 White House, TN 37188		GCU, LLC 5655 Middle Rd Theodore, AL 36582		Pipeworks Plus Inc. 306 Steelman Loop Rd Fayetteville, TN 37334	
NO.	ITEM	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
PROJECT AREA E											
E-1	≤ 8 IN SEWER MAIN REHABILITATION BY CIPP	8065	LF	\$ 83.00	\$ 669,395.00	\$ 88.00	\$ 709,720.00	\$ 60.00	\$ 483,900.00	\$ 78.00	\$ 629,070.00
E-2	MANHOLE REHABILITATION BY CEMENTITIOUS LINING (5-10 FT DEEP)	25	EA	\$ 2,850.00	\$ 71,250.00	\$ 5,800.00	\$ 145,000.00	\$ 6,515.00	\$ 162,875.00	\$ 3,120.00	\$ 78,000.00
E-3	MANHOLE REHABILITATION BY CEMENTITIOUS LINING (10-15 FT DEEP)	5	EA	\$ 4,000.00	\$ 20,000.00	\$ 9,000.00	\$ 45,000.00	\$ 9,772.00	\$ 48,860.00	\$ 3,640.00	\$ 18,200.00
E-4	FULL WRAP CIP LATERAL CONNECTION TO SEWER MAIN	77	EA	\$ 2,800.00	\$ 215,600.00	\$ 4,500.00	\$ 346,500.00	\$ 6,786.00	\$ 522,522.00	\$ 7,450.00	\$ 573,650.00
E-5	SEWER SERVICE LINE REHABILITATION BY CIPP (≤ 6 IN)	4000	LF	\$ 60.00	\$ 240,000.00	\$ 13.00	\$ 52,000.00	\$ 50.00	\$ 200,000.00	\$ 15.00	\$ 60,000.00
E-6	≤ 8 IN SEWER MAIN POINT REPAIR (0' - 6' DEEP)	3	EA	\$ 8,800.00	\$ 26,400.00	\$ 5,000.00	\$ 15,000.00	\$ 7,500.00	\$ 22,500.00	\$ 6,800.00	\$ 20,400.00
E-7	≤ 8 IN SEWER MAIN POINT REPAIR (6' - 10' DEEP)	3	EA	\$ 9,800.00	\$ 29,400.00	\$ 7,000.00	\$ 21,000.00	\$ 10,000.00	\$ 30,000.00	\$ 8,800.00	\$ 26,400.00
E-8	FULL STONE BACKFILL (0' - 6' DEEP)	60	LF	\$ 100.00	\$ 6,000.00	\$ 80.00	\$ 4,800.00	\$ 170.00	\$ 10,200.00	\$ 55.00	\$ 3,300.00
E-9	FULL STONE BACKFILL (6' - 10' DEEP)	60	LF	\$ 100.00	\$ 6,000.00	\$ 130.00	\$ 7,800.00	\$ 260.00	\$ 15,600.00	\$ 95.00	\$ 5,700.00
E-10	FULL DEPTH ASPHALT PAVEMENT REPAIR	1200	SF	\$ 10.00	\$ 12,000.00	\$ 40.00	\$ 48,000.00	\$ 43.00	\$ 51,600.00	\$ 29.00	\$ 34,800.00
TOTAL PROJECT AREA E					\$ 1,296,045.00		\$1,394,820.00		\$1,548,057.00		\$1,449,520.00

PROJECT AREA F											
F-1	24 IN DIP SEWER PIPE (CLASS 350)	1477	LF	\$ 470.00	\$ 694,190.00	\$ 783.00	\$1,156,491.00	\$ 672.00	\$ 992,544.00	\$ 1,150.00	\$1,698,550.00
F-2	4 FT DIA. MANHOLE (6' - 10' DEEP)	4	EA	\$ 8,800.00	\$ 35,200.00	\$ 15,500.00	\$ 62,000.00	\$ 12,572.00	\$ 50,288.00	\$ 13,875.00	\$ 55,500.00
F-3	SEWER SERVICE CONNECTION (≤ 6 IN)	2	EA	\$ 5,000.00	\$ 10,000.00	\$ 12,700.00	\$ 25,400.00	\$ 7,143.00	\$ 14,286.00	\$ 31,000.00	\$ 62,000.00
F-4	SEWER SERVICE LINE (≤ 6 IN)	40	LF	\$ 100.00	\$ 4,000.00	\$ 20.00	\$ 800.00	\$ 143.00	\$ 5,720.00	\$ 550.00	\$ 22,000.00
F-5	STREAM CROSSING (MH E.41 TO MH E.42)	1	LS	\$ 175,000.00	\$ 175,000.00	\$ 75,000.00	\$ 75,000.00	\$ 250,000.00	\$ 250,000.00	\$ 62,500.00	\$ 62,500.00
F-6	STREAM CROSSING (MH E.43 TO MH E.44)	1	LS	\$ 175,000.00	\$ 175,000.00	\$ 75,000.00	\$ 75,000.00	\$ 250,000.00	\$ 250,000.00	\$ 75,000.00	\$ 75,000.00
F-7	STREAM CROSSING (MH E.44 TO MH E.45)	1	LS	\$ 175,000.00	\$ 175,000.00	\$ 125,000.00	\$ 125,000.00	\$ 250,000.00	\$ 250,000.00	\$ 87,500.00	\$ 87,500.00
F-8	CONCRETE ENCASMENT FOR SEWER MAINS AND SERVICE LINES	164	LF	\$ 60.00	\$ 9,840.00	\$ 445.00	\$ 72,980.00	\$ 86.00	\$ 14,104.00	\$ 400.00	\$ 65,600.00
F-9	CORE & CONNECT TO MANHOLE WITH FLEXIBLE RUBBER CONNECTOR	1	EA	\$ 6,800.00	\$ 6,800.00	\$ 17,000.00	\$ 17,000.00	\$ 9,715.00	\$ 9,715.00	\$ 10,000.00	\$ 10,000.00
F-10	BYPASS PUMPING FOR SEWER REPLACEMENT FROM MH E.41 TO F.45	1	LS	\$ 125,000.00	\$ 125,000.00	\$ 275,000.00	\$ 275,000.00	\$ 178,572.00	\$ 178,572.00	\$ 250,000.00	\$ 250,000.00
F-11	UNDERCUTTING AND STONE REFILL	60	CY	\$ 60.00	\$ 3,600.00	\$ 315.00	\$ 18,900.00	\$ 86.00	\$ 5,160.00	\$ 120.00	\$ 7,200.00
TOTAL PROJECT AREA F					\$ 1,413,630.00		\$1,903,571.00		\$2,020,389.00		\$2,395,850.00

FINAL BID TABULATION

Basins A,B,E,F,H,I,&K Sewer Rehabilitation - Manchester, TN
 Bid Opening: Wednesday - 11/06/24 - 2pm
 Project #: 102-167

CONTRACTOR NAME AND ADDRESS				Norris Brothers Excavating 22 Northside Ln Crossville, TN 38571		SBW onstructors, LLC P.O. Box 1347 White House, TN 37188		GCU, LLC 5655 Middle Rd Theodore, AL 36582		Pipeworks Plus Inc. 306 Steelman Loop Rd Fayetteville, TN 37334	
NO.	ITEM	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
PROJECT AREA G											
G-1	15 IN DIP SEWER PIPE (CLASS 350)	728	LF	\$ 260.00	\$ 189,280.00	\$ 553.00	\$ 402,584.00	\$ 372.00	\$ 270,816.00	\$ 710.00	\$ 516,880.00
G-2	4 FT DIA. MANHOLE (6' - 10' DEEP)	1	EA	\$ 8,800.00	\$ 8,800.00	\$ 16,000.00	\$ 16,000.00	\$ 12,572.00	\$ 12,572.00	\$ 13,100.00	\$ 13,100.00
G-3	4 FT DIA. MANHOLE (10.01' - 15' DEEP)	1	EA	\$ 15,000.00	\$ 15,000.00	\$ 25,000.00	\$ 25,000.00	\$ 21,429.00	\$ 21,429.00	\$ 17,800.00	\$ 17,800.00
G-4	SEWER SERVICE CONNECTION (≤ 6 IN)	2	EA	\$ 5,000.00	\$ 10,000.00	\$ 8,500.00	\$ 17,000.00	\$ 7,143.00	\$ 14,286.00	\$ 14,500.00	\$ 29,000.00
G-5	SEWER SERVICE LINE (≤ 6 IN)	40	LF	\$ 100.00	\$ 4,000.00	\$ 21.00	\$ 840.00	\$ 143.00	\$ 5,720.00	\$ 275.00	\$ 11,000.00
G-6	STREAM CROSSING (MH I.74 TO MH I.154)	1	LS	\$ 145,000.00	\$ 145,000.00	\$ 125,000.00	\$ 125,000.00	\$ 207,143.00	\$ 207,143.00	\$ 78,750.00	\$ 78,750.00
G-7	CONCRETE ENCASEMENT FOR SEWER MAINS AND SERVICE LINES	63	LF	\$ 60.00	\$ 3,780.00	\$ 400.00	\$ 25,200.00	\$ 86.00	\$ 5,418.00	\$ 400.00	\$ 25,200.00
G-8	CORE & CONNECT TO MANHOLE WITH FLEXIBLE RUBBER CONNECTOR	1	EA	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00	\$ 7,143.00	\$ 7,143.00	\$ 8,000.00	\$ 8,000.00
G-9	BYPASS PUMPING FOR SEWER REPLACEMENT FROM MH I.74 TO I.155	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 85,000.00	\$ 85,000.00	\$ 71,429.00	\$ 71,429.00	\$ 83,000.00	\$ 83,000.00
G-10	FULL STONE BACKFILL (6' - 10' DEEP)	180	LF	\$ 100.00	\$ 18,000.00	\$ 120.00	\$ 21,600.00	\$ 143.00	\$ 25,740.00	\$ 125.00	\$ 22,500.00
G-11	FULL DEPTH ASPHALT PAVEMENT REPAIR	3500	SF	\$ 10.00	\$ 35,000.00	\$ 35.00	\$ 122,500.00	\$ 15.00	\$ 52,500.00	\$ 5.00	\$ 17,500.00
G-12	ASPHALT PAVEMENT SEALCOATING	3600	SF	\$ 1.00	\$ 3,600.00	\$ 0.75	\$ 2,700.00	\$ 2.00	\$ 7,200.00	\$ 2.00	\$ 7,200.00
G-13	TEMPORARY RELOCATION OF CARPORT AT 179 SHERWOOD DRIVE	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 6,000.00	\$ 6,000.00	\$ 3,572.00	\$ 3,572.00	\$ 20,000.00	\$ 20,000.00
G-14	UNDERCUTTING AND STONE REFILL	30	CY	\$ 60.00	\$ 1,800.00	\$ 80.00	\$ 2,400.00	\$ 86.00	\$ 2,580.00	\$ 120.00	\$ 3,600.00
G-15	18 IN RCP DRAINAGE CULVERT	16	LF	\$ 220.00	\$ 3,520.00	\$ 290.00	\$ 4,640.00	\$ 315.00	\$ 5,040.00	\$ 400.00	\$ 6,400.00
G-16	REMOVE AND RESET CHAIN LINK FENCE (AS NECESSARY)	1	LS	\$ 13,500.00	\$ 13,500.00	\$ 5,000.00	\$ 5,000.00	\$ 19,286.00	\$ 19,286.00	\$ 8,500.00	\$ 8,500.00
G-17	SOD FOR DITCH STABILIZATION AT 179 SHERWOOD DRIVE	400	SY	\$ 10.00	\$ 4,000.00	\$ 33.00	\$ 13,200.00	\$ 15.00	\$ 6,000.00	\$ 10.00	\$ 4,000.00
TOTAL PROJECT AREA G					\$ 512,780.00		\$ 889,664.00		\$ 737,874.00		\$ 872,430.00

PROJECT AREA H (CONSISTS OF PROJECT SIGN ONLY)											
H-1	STATE WATER INFRASTRUCTURE GRANTS IDENTIFICATION SIGN	1	LS	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00
TOTAL PROJECT AREA H (CONSISTS OF PROJECT SIGN ONLY)					\$ 500.00		\$ 1,500.00		\$ 3,000.00		\$ 1,000.00

GRAND TOTAL BASE BID:	\$ 4,180,524.00	\$ 5,277,266.00	\$ 5,567,734.00	\$ 5,913,258.00
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As corrected by St. John Engineering, LLC

I certify this bid tabulation to be an accurate and complete summary of the bids received and opened on 11/6/24 at 2pm.



St. John Engineering, LLC

11/12/2024

Date

Engineer's Recommendation For Award

Project Area C	Project Area F	Project Area G	Project Area H	Total Contract
\$ 265,986.00	\$ 1,413,630.00	\$ 512,780.00	\$ 500.00	\$ 2,192,896.00

RESOLUTION NO. .

A RESOLUTION AUTHORIZING A CONTRACT TO LEASE FITNESS EQUIPMENT AT A TOTAL COST OF SEVENTY SEVEN THOUSAND EIGHT HUNDRED FIFTY FIVE AND 00/100 DOLLARS (\$77,855.00), FOR THE RECREATION CENTER

WHEREAS the City of Manchester Parks and Recreation Department needs newer and better fitness equipment at the Recreation Center; and

WHEREAS the Parks and Recreation Department has determined that using the SOURCEWELL government cooperative purchasing service, will best serve the Department's needs; and

WHEREAS the Parks and Recreation Department will have sufficient funds in its account for the appropriate fiscal year budgets to lease the fitness equipment from FITWORX for the proposed price of Seventy Seven Thousand Eight Hundred Fifty Five and 00/100 Dollars (\$77,855.00) for a 36 month lease; and

WHEREAS this equipment is available through the authorized use of government cooperative purchasing, making the purchase exempt from the City's bidding requirements under MMC 5-704; and

WHEREAS Code Section 5-703 (4) of the City of Manchester requires any obligation of the City on any contract in excess of \$35,000 be approved by resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract to lease fitness equipment from FITWORX for the proposed price of Seventy Seven Thousand Eight Hundred Fifty Five and 00/100 Dollars (\$77,855.00) for a 36 month lease, through SOURCEWELL, a government cooperative purchasing authority contract vendor.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the lease funds are now obligated, and will be funded from the appropriate line item in the Parks and Recreation Department's budget for the next three fiscal years.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor be authorized to enter into the contract and execute any documents in furtherance of this resolution.

Resolved this _____ day of _____ 2024.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director



725 Cool Springs Blvd, Suite 550, Franklin, TN 37067
 615.370.8575 www.FitWorX.fit

QUOTE

QUOTE #	FWXQ1838
DATE	Oct 14, 2024

Michael Young
 615-500-3023
 myoung@fwxtn.com

Sold To

City of Manchester
 200 West Fort Street
 Manchester, TN 37355

Ship To

Manchester Recreation Complex
 557 North Woodland Street
 Manchester, TN 37355

Salesperson	P.O. Number	Payment Terms	Delivery Method
Michael Young		36 Month Lease	FDG

Qty	Item Number	Description	Unit Price	Ext Price
1		Sourcewell Contract - TRUE Fitness Effective 10/1/24 #052324-TRU City of Manchester Account # 20344	\$0.00	\$0.00
6	TRUE TC2-0A-35 CC6-LT0A	GRAVITY PLUS Treadmill w/Unite LED Console Time, Speed, Distance, HR, Mets, Watts, Programs	\$5,979.00	\$35,874.00
1	TRUE XC4-XA-35 CC6-L4XA-P	VAPOR XT-One w/Unite LED Console Time, Speed, Distance, HR, Mets, Watts, Programs	\$5,589.00	\$5,589.00
2	TRUE XC1-0A-35 CC6-LX0A	APEX Elliptical w/Unite LED Console Time, Speed, Distance, HR, Mets, Watts, Programs	\$5,134.00	\$10,268.00
2	TRUE VC1-0A-35 CC6-LV0A	VAPOR Palisade Climber w/Unite LED Console Time, Speed, Distance, HR, Mets, Watts, Programs	\$6,434.00	\$12,868.00
2	TRUE XC1-RA-35 CC6-LXR2XA	APEX Recumbent Elliptical w/Unite LED Console Time, Speed, Distance, HR, Mets, Watts, Programs	\$4,094.00	\$8,188.00
2	TRUE RC2-0A-35 CC6-LBKA	GRAVITY Recumbent w/Unite LED Console Time, Speed, Distance, HR, Mets, Watts, Programs	\$2,534.00	\$5,068.00
1	TRUE XC1-SA-35 CC6-LXSA	VAPOR Spectrum Elliptical w/Unite LED Console Time, Speed, Distance, HR, Mets, Watts, Programs Free Loaner to use for the leasing term of 3 years (any maintenance would be covered by FitWorX) \$6300 value	\$0.00	\$0.00
1	Freight	Freight - No additional freight charges	\$0.00	\$0.00
1	Delivery	Delivery & Assembly - No additional delivery charges	\$0.00	\$0.00

Total	\$77,855.00
Deposit Due	\$0.00

MUNICIPAL ASSET MANAGEMENT, INC.
"LEASING TO STATE AND LOCAL GOVERNMENTS"

LEASE PROPOSAL

Marco Ramazio
561-213-2858

DATE: 11/6/2024
LESSEE: City of Manchester
REQUESTED BY: FitWorx
STRUCTURE: Fair Market Value Rental Agreement (SAME AS THE PREVIOUS TRANSACTIONS)
LEASE TYPE: Lessee will be responsible for Insurance, maintenance and all applicable taxes.
EQUIPMENT: Fitness Equipment
EQUIPMENT COST: \$77,855.00
TERM: 36 monthly payments in advance
PAYMENT: \$2,373.85

This is a proposal only and is not a commitment to finance. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.

This transaction must be credit approved, lease documents properly executed and returned to Lessor and the transaction funded by Lessor within 30 days from the date stated above, or Lessor reserves the right to adjust and determine a new interest rate, rate factor and payment amount.

RESOLUTION NO. .

A RESOLUTION AUTHORIZING A CONTRACT TO PURCHASE AND INSTALL A 115-500 TON TRANE CHILLER REPLACEMENT AND WATER PUMPS AT A TOTAL COST OF THREE HUNDRED NINETY FIVE THOUSAND NINE HUNDRED SIXTEEN AND 00/100 DOLLARS (\$395,916.00), FOR THE RECREATION CENTER

WHEREAS the City of Manchester Parks and Recreation Department needs a replacement chiller system at the Recreation Center; and

WHEREAS the Parks and Recreation Department has determined that using the OMNIA government cooperative purchasing service, will best serve the Department's needs; and

WHEREAS the Parks and Recreation Department will have sufficient funds in its account for the fiscal year 2025/2026 budget to purchase and install a Trane Chiller and 2 water pumps for the proposed price of Three Hundred Ninety Five Thousand Nine Hundred Sixteen and 00/100 Dollars (\$395,916.00); and

WHEREAS this equipment is available through the authorized use of government cooperative purchasing, making the purchase exempt from the City's bidding requirements under MMC 5-704; and

WHEREAS Code Section 5-703 (4) of the City of Manchester requires any obligation of the City on any contract in excess of \$35,000 be approved by resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract to purchase and install an 115-500 ton Trane Chiller replacement and 2 water pumps at a cost of Three Hundred Ninety Five Thousand Nine Hundred Sixteen and 00/100 Dollars (\$395,916.00), through OMNIA, a government cooperative purchasing authority contract vendor.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the purchase funds are now obligated, and will be funded from the appropriate line item in the Parks and Recreation Department's 2025/2026 budget.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor be authorized to enter into the contract and execute any documents in furtherance of this resolution.

Resolved this _____ day of _____ 2024.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

City of Manchester

Information Technology Support Technician

Job Description

Job Title: Information Technology Support Technician

Department: Information Systems

Reports To: Information Systems Director

FLSA Status: Exempt

Prepared Date: 11/12/2024

Approved By: BOMA

Approved Date:

Job Summary

Under direct supervision of the Information Systems Director, the Support Technician delivers support and technical assistance to employees for technology installed in the different departments at the City of Manchester. The Support Technician analyzes and diagnoses user needs and quickly resolves problems; ensures assigned systems and services are properly maintained and fully operational; and assists systematic improvements and opportunities to optimize workflows. Duties include providing all level of support for Windows workstations/servers, network, software applications, email, website, livestreaming, cybersecurity, and documentation.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assists employees with setup, maintenance, troubleshooting, and problems they have with their computers.
- Sets up all operating systems, computers, software applications, wireless networks, and accessories including printers, scanners, monitors, switches, telephones, and other related equipment.
- Performs administrative tasks related to computer operations which include maintaining user profiles, setting up and resetting user names and passwords and other related activities.
- Maintains network hardware and software, including servers, peripherals, network nodes, and wiring.
- Provides appropriate computer training for employees.
- Installs and tests software upgrades.
- Maintains Microsoft Windows computers and laptops including updates.

- Maintains Microsoft Windows Server Platforms including updates.
- Maintains the City's LAN/WAN.
- Manages GoDaddy email hosting for City accounts.
- Manages computer/server backup functions.
- Manages livestreaming on social media sites for City committee meetings.
- Manages the Watch Guard Firewall and VPN.
- Maintains the City of Manchester's website using CivicPlus.
- Manages the City of Manchester's Facebook page and other social media sites.
- Maintains the City of Manchester's 3Com telephone system.
- Maintains Cybersecurity in all City departments.
- Maintains the integrity and continual operation of the IT network including the wireless networks ensuring the continual functioning of mission critical operations.
- Monitors compliance with the City of Manchester's Computer and Network security policies and procedures, social media use, and internet posting policy.
- Provides support and expertise to all City departments in the implementation of short-term and long-term information management solutions.
- Coordinates with third-party support vendors on maintenance for network hardware, software, and telecommunications services.
- Assists in developing strategy for the future direction of the City's LAN/WAN and provide recommendations for state of the art of technology.

Minimum Qualifications Required

Education and Experience:

- Bachelor's degree in Computer Science, Information Technology, or related field.
- Minimum four years of experience working in IT operations including information services management, systems design/architecture, network operating systems, programming software applications/support, and hardware/software troubleshooting.
- Experience in Windows Active Directory applications, LAN/WAN, and VPN.
- Experience with a wide range of MS Office products including Word, Excel, Outlook, and PowerPoint.
- Experience with web conferencing and livestreaming for social media.
- CompTIA A+ Certified.
- Microsoft Certified preferred.
- Cybersecurity experience preferred.
- Previous government experience preferred.
- Experience with Tyler Technologies Incode ERP Software is a plus.
- Experience with CivicPlus Website Software for local governments is a plus.
- Valid Tennessee Driver's License.

Skills:

- Sound understanding of computer systems, networks, security, telecommunications, databases, and storage systems.
- Knowledge of computer hardware, software, and peripherals, such as central processing units, servers, monitors, cables, network systems, printers, VoIP systems, server computer hardware and software, local area network (LAN), wide area network (WAN), and network applications.
- Strong interpersonal, communication, and leadership skills
- Ability to manage and prioritized tasks and projects
- Knowledge of all relevant coding languages and security protocols.
- Excellent analytical and problem-solving skills.
- Team oriented.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to see, hear and talk and perform the physical activities marked below:

Activity		Check 1 column for Frequency of Occurrence		
Check	Applicable Activities	Occasionally < 1/3 of the time	Frequently 1/3–2/3 of the time	Regularly >2/3 of the time
X	Standing		X	
X	Walking		X	
X	Climbing: Stairs &/or Ladders			X
X	Sitting		X	
X	Balancing	X		
X	Bending/Stooping/Kneeling		X	
X	Twisting	X		
X	Squatting	X		
X	Grasping/Squeezing		X	
X	Repetitive movements w/hands			X
X	Reaching/working overhead	X		
X	Lift &/or carry up to 25 lbs.	X		
X	Push &/or pull up to 25 lbs.	X		

Work Environment

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Reasonable Accommodation(s):

Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Note: The City of Manchester is an Equal Opportunity Employer. In compliance with the American with Disabilities Act (ADA), the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the City of Manchester and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.

Position Description: Asset Management Administrator**Job Title:** Asset Management Administrator**Department:** Water & Sewer**Location:** 736 West High MWSD Warehouse**Reports To:** Water & Sewer Director**Starting Pay:** \$26.00

Job Summary:

The Asset Management Administrator is responsible for the administration, configuration, and support of the Asset Management System (AMS) and PLL (Permits, Licensing, and Land). This role ensures that the Asset Management System is optimized for asset and work order management, permitting, and other related municipal functions. The Administrator works closely with GIS to streamline workflows, improve efficiency, and provide data-driven insights for better decision-making.

Key Responsibilities:

- **System Administration:**
 - Administer, configure, and maintain the AMS and PLL software, ensuring uptime and performance.
 - Manage user accounts, roles, and permissions for the AMS.
 - Regularly monitor system performance, conduct updates, and implement new features.
- **Configuration & Customization:**
 - Customize workflows, service requests, and work order templates to meet the needs of the department.
 - Integrate the AMS with other systems such as GIS (Esri), financial systems, or other third-party applications.
 - Configure dashboards and reporting tools to provide key performance indicators (KPIs) for asset management and service requests.
- **Support & Training:**
 - Provide technical support to end users, troubleshoot issues, and coordinate with technical support of the AMS when necessary.
 - Develop and deliver training sessions for staff on how to use the AMS and related systems effectively.
 - Create and maintain user guides, training manuals, and system documentation.
- **Data Management:**
 - Ensure data integrity within the AMS by managing asset and work order data.
 - Coordinate with GIS staff to ensure accurate mapping of assets and service locations within the system.
 - Analyze and report on work order data, asset performance, and other key metrics to inform decision-making.
- **Project Management:**
 - Lead the implementation of new modules or functionality within the AMS, including the coordination of testing and deployment.
 - Manage projects related to the integration or enhancement of the AMS, working with vendors, stakeholders, and IT staff.

- **Collaboration & Communication:**

- Serve as the primary point of contact for all AMS related matters within the organization.
- Collaborate with department heads to identify opportunities for process improvements using the AMS.
- Regularly communicate system updates, changes, and best practices to relevant stakeholders.

Qualifications:

- **Education & Experience: (preferred but not limited to)**

- Associates degree in Information Technology, GIS, Engineering, or a related field.
- Minimum of 2-5 years of experience administering an enterprise asset management system.
- Experience with Esri’s ArcGIS platform.

- **Technical Skills:**

- Proficiency in administering an AMS and/or PLL.
- Strong understanding of asset management principles and workflows in a municipal setting.
- Experience with SQL, Crystal Reports, or other database/reporting tools.
- Familiarity with integration practices and APIs.
- Proficiency in GIS, particularly with Esri ArcGIS for asset mapping and analysis.

- **Soft Skills:**

- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills, with the ability to work with staff across departments.
- Ability to manage multiple projects simultaneously and meet deadlines.
- Strong attention to detail and organizational skills.

Working Conditions:

- Primarily office-based with occasional travel to field locations.
- May require occasional evening or weekend hours during system updates or project deadlines.

Preferred Certifications:

- Asset Management Admin Training
- Esri ArcGIS Technical Certifications

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee is regularly required to see, hear and talk and perform the physical activities marked below:

Activity		Check 1 column for Frequency of Occurrence		
Check	Applicable	Occasionally < 1/3 of the time	Frequently 1/3–2/3 of the time	Regularly >2/3 of the time
X	Standing		X	
X	Walking		X	
X	Climbing: Stairs &/or Ladders			X
X	Sitting		X	
X	Balancing	X		
X	Bending/Stooping/Kneeling		X	
X	Twisting	X		
X	Squatting	X		
X	Grasping/Squeezing		X	
X	Repetitive movements w/hands			X
X	Reaching/working overhead	X		
X	Lift &/or carry up to 25 lbs.	X		
X	Push &/or pull up to 25 lbs.	X		

Job Description Acknowledgment: I understand that *this job description is not a contract of employment* between the City of Manchester and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Manchester may assign other duties as needed. I have received a copy of the Water & Sewer Director job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Water & Sewer Director job as it is described in the job description above.

Employee Name (Please Print): _____ **Date:**

Employee _____ **Signature:**

Date _____ **(Employment, Transfer, Revised Job Description):**

Sign and date job description. Make a copy for your records.