

City of Red Bank

BOARD OF COMMISSIONERS WORK SESSION

Work Session Agenda

November 19, 2024

5:00 PM

The purpose(s) of the meeting shall be for the Commission to receive, consider, discuss, deliberate, and debate the matters listed herein below and such other public business as may lawfully be undertaken provided that no formal votes are to occur and no matters or issues will be formally decided upon at this meeting.

- I. **Financial Update from CFO Kris Pickel**
- II. **Award Digitization of Records Contract, not to exceed \$159,056.00 to RJ Young Res No. 24-1755 (CC Donahue & ITM Bradley-Rumph)**
- III. **Appoint Jordan Hayes to the Board of Floodplain Review Agenda Item 24-878 (CDD Johnson)**
- IV. **Approve Agreement with Barge Design Solutions, Inc. for a Scope of Work (SOW) to do the Dayton Boulevard Right Size Study Signal Mountain Road to Gadd Road Res No. 24-1746 (CDD Johnson)**
- V. **Approve agreement with Barge Design Solutions, Inc for A Scope of Work (SOW) to study Right Sizing Ashland Terrace and developing a school zone around Point Christian Academy located at 4000 Dayton Blvd Res No. 24-1751 (PWD Tate)**
- VI. **Three Contract Amendments for Barge Design Solutions for TDEC Grant Stormwater Asset Management Plan to include the Detention Pond Rehabilitation Project Res No. 24-1752 (CDD Johnson)**
- VII. **Approve Participation with the BuyBoard Cooperative Purchasing Program Res No. 24-1745 (CDD Johnson)**
- VIII. **Approve additional capital from the Solid Waste Fund for price increase of new brush truck Res No. 24-1750 (PWD Tate)**
- IX. **Approve funding in the amount of \$13,258.00 for repairs to the City of Red Bank's Tractor Res No. 24-1753 (PWD Tate)**
- X. **Air Pollution Control Ordinance update Ordinance No. 24-1268 (CM Granum)**
- XI. **Public Hearing for Rezoning Request of 107 Cartwright St from R-1A Residential to R-TZ Ord No. 24-1265 (CDD Johnson)**
- XII. **Public Hearing and Request to rezone 4105 Dayton Blvd from R-3 Residential to C-1 Commercial Ord No. 24-1267 (CDD Johnson)**
- XIII. **Accept the James L. Richardson Driver Grant Administered by PEP for GPS tracking of City Fleet Vehicles Res No. 24-1747 (PWD Tate)**
- XIV. **Proclaim Saturday, November 30, 2024 as Small Business Saturday Res No. 24-1748 (CM Granum)**
- XV. **Approve Renewal with Hamilton County Trustee's Office for GIS Services Res No. 24-1749 (PWD Tate)**
- XVI. **Authorize grant application to TN Arts Commission for the Red Bank Citizens' Art Board Res No. 24-1754 (PRM Grabe)**
- XVII. **Citizen Comments on Items on the Work Session Agenda**

5:45 Hard stop to allow citizen comments on items on this Work Session

Agenda (CM Granum)

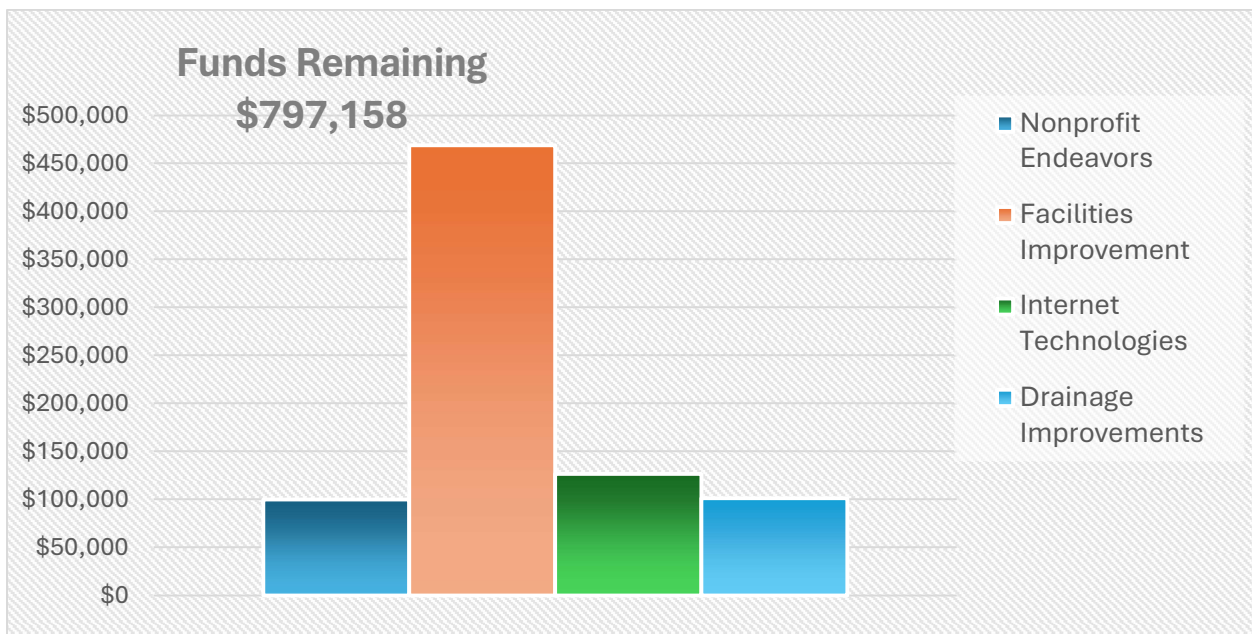
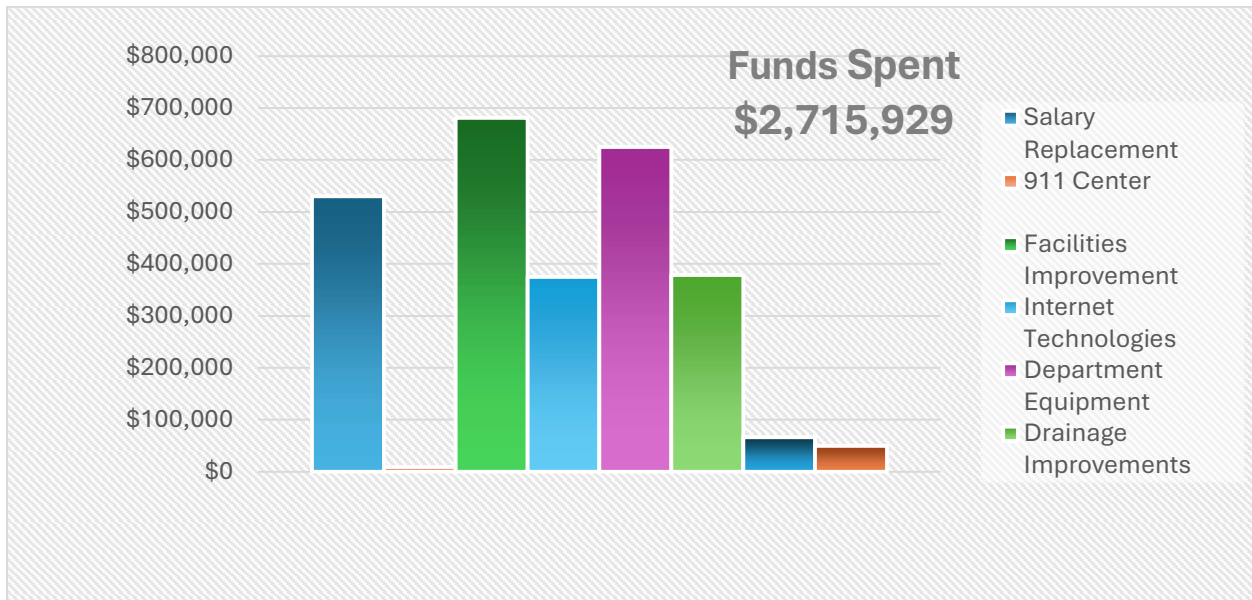
XVIII. Any other business to discuss

XIX. Adjournment

American Rescue Plan Act (ARPA)

In 2021 the City of Red Bank was awarded a grant under the American Rescue Plan Act for \$3,513,087. The funds were applied for and accepted under the category “Revenue Replacement”. The category of Revenue Replacement meets the requirements of obligating the funds. Also, under this category, up to \$10,000,000 in grant funds may be allocated and spent as the Commission determines to best serve the City as a whole. The allocation of funds was established in 2022 by resolution.

To date \$2,715,929 of grant funds have been spent, leaving \$797,158 remaining funds.



RESOLUTION NO. 22-1477

A RESOLUTION OF THE CITY OF RED BANK, TENNESSEE, ACCEPTING THE PROPOSED SPENDING STRATEGY FOR THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT (ARPA) IN THE AMOUNT OF \$3,513,087.40 THAT WAS PRESENTED TO THE CITY COMMISSION AND APPROVED BY SUCH ON MARCH 22, 2022

WHEREAS, the City has collected a portion and intends to collect and receive the remainder of its share of ARPA funds from the State of Tennessee to use in the manner consistent with the Department of Treasury's guidance and as required by the Comptroller of the Treasury for the State of Tennessee; and

WHEREAS, the funds were accepted by the City and the City Commission by Resolution No. 22-1473; and

WHEREAS, City staff, together with the Mayor and the City Attorney are hereby authorized to take any actions necessary to receive the City's share of ARPA funds from the State of Tennessee for expenses incurred because of the Pandemic and as otherwise approved by the guidance of the Department of the Treasury and the rules of the Comptroller of the State of Tennessee, and

WHEREAS, City staff, together with the Mayor and the City Attorney are hereby authorized to make recommendations to the City Commission for authorized and approved future expenditures that may be reimbursed with ARPA fund; and

WHEREAS, City Staff has presented a proposed multi-year Spending Strategy for the ARPA money that has been and will be received by the City as follows:

Approximately \$480,000.00 will be allocated to Stormwater Infrastructure, a thirty (30) percent match to an anticipated TDEC Grant. Projects to include, but not be limited to White Oak Park Retention Pond clean out, three (3) bridge replacement assessments and engineering, and a new Jetter Truck for the Public Works Department;

Approximately \$500,000.00 will be allocated to Internet Technologies with projects to include, but not be limited to City wide audio and visual upgrades, new electronic sign at City Hall, new interactive website and business process automations, and Public Works IT integration;

Approximately \$1,150,000.00 will be allocated to Facilities Improvement, with project to include, but not be limited to new or upgraded Public Works Facility/Garage, updates to the Police and Court Building, updates to Fire Station #2, and parks improvement;

Approximately \$625,000.00 will be allocated to Departmental Equipment to include, but not be limited to new police in-car camera systems and new fire radios/extractors;

Approximately \$150,000.00 will be allocated to Non-profit Relief Endeavors;

Approximately \$532,150.00 will be allocated to employee pay bonuses;

Approximately \$9,200.00 will be allocated to the 911 Center;

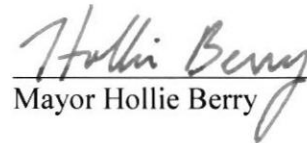
Approximately \$66,700.00 will be allocated to the repairs of Ashmore Avenue, unless that work qualifies for the anticipated TDEC Grant, then these funds will be added to the unallocated category of planned expenditures;

Approximately \$37.00 is yet to be unallocated.

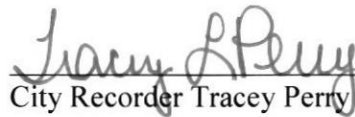
NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Red Bank, Tennessee, as follows:

Leaving final categorized and specific expenditures and projects to final Approval of the City Commission, in accord with all applicable procedures and formalities, the proposed plan of allocations and expenditures set forth herein above is hereby approved.

Approved and adopted the 19th day of April, 2022.

 4/28/22
Mayor Hollie Berry (date)

Attested:

 4/29/22
City Recorder Tracey Perry (date)

RED BANK ARPA ALLOCATION STRATEGY - \$3,513,087.40 Two Year Total

A) Stormwater Infrastructure (Greg)		\$480K + \$1,600,000 TDEC Award= \$2,080,000.00	\$480,000
a. White Oak Park_Retention Pond -	\$175,000		\$175,000
b. Stringers Branch Bridges (3) replacement (North End) Engineering -	\$375,000		\$375,000
c. Bridge Assessments (TDOT)-	\$25,000		\$25,000
d. Jetter Truck	\$200,000		\$200,000
			<u>\$775,000</u>
		Unallocated:	\$1,305,000
B) Internet Technologies (Dan) -		\$500,000 Total	\$500,000
a. Citywide Audio and Visual (4 locations)	\$150,000		
b. City Hall Electronic Sign -	\$50,000		
c. R.J. Young IT Road Map/Interactive Website (Business Process Automation) -	\$200,000		
d. Pulbic Works IT Support	\$100,000		
C) Facilities Improvement (Greg)		\$1,150,000 Design and Construction Total	\$1,150,000
a. Public Works Facility			
b. Police and Court Facility			
i. Generator			
c. Fire Station #2			
d. Parks Improvement			
D) Departmental Equipment			
a. Police In-Car cameras (Dan)	\$312,500		\$312,500
b. Fire - Radios/Extractor (Brent)	\$312,500		\$312,500
E) Non-Profit Relief Endeavors (John) -		\$150,000 Total-\$50K every 12 months.	\$150,000
F) Employee Pay Bonuses (John/Tracey) - 5% of Average F/T, and Total P/T Salary for 3 yrs.			\$532,150
G) 911 (John) -		\$9,200	\$9,200
H) Roads (Greg)			
a. Ashmore Avenue-Design**	\$66,700		\$66,700
		Total:	\$3,513,050
		Unallocated:	\$37

** Ashmore work may qualify for the TDEC grant

22-Mar-2022

YEAR TO DATE THROUGH OCTOBER 2024

		FY2024	FY2025	FY2025	33.33%
		Actual to Date	Actual to Date	BUDGET	Budget Year
ACCOUNT NAME					
<u>Revenues</u>					
Local Taxes					
31100	Property Tax	20,789	37,831	5,132,682	1%
31120	Public Utilities Tax-OSAP	0	0	48,000	0%
31200	Property Tax (Delinquent)	14,129	22,622	55,000	41%
31300	Int. Penalty Court Cost	5,164	6,511	14,000	47%
31500	Pmts in lieu of Property Tax-TVA	0	0	145,168	0%
31511	Electric Power Board Tax	116,869	157,923	120,000	132%
31610	Local Sales Tax - Trustee	586,967	620,917	1,780,000	35%
31710	Wholesale Beer Tax	84,867	80,531	250,000	32%
31720	Wholesale Liquor Tax	34,843	30,801	85,000	36%
31730	Mixed Drink Taxes	5,575	5,371	10,000	54%
31810	Minimum Business Tax	405	785	1,000	79%
31820	Gross Receipts Tax	12,704	6,645	142,788	5%
31910	Franchise Tax	8,769	23,035	120,000	19%
Total Local Taxes		891,081	992,971	7,903,638	
State Taxes (local share)					
33510	State Sales Tax	473,891	489,662	1,475,476	33%
33512	Sports Betting	4,728	5,254	21,418	
33520	State Income Tax	92	0	3,700	0%
33530	State Beer Tax	4,683	2,732	5,474	50%
33553	State Gasoline Inspection Fees	5,450	7,246	21,775	33%
Total State Taxes (local share)		488,844	504,893	1,527,843	
Other Sources					
31920	Room Occupancy Tax	9,771	10,537	25,000	42%
32210	Beer Licenses	617	246	3,000	8%
32400	Home Occupation Fee	250	200	1,500	13%
32600	Building and Related Permits	25,818	38,593	180,000	21%
32660	Zoning Permits	250	400	900	44%
32950	Wrecker Permit	300	25	500	5%
32990	Wrecker Inspection Fee	275	0	500	0%
33440	Police Salary Supplement	0	18,400	20,800	88%
33470	Fireman Salary Supplement	0	0	16,200	0%
34100	Communication Tower Lease	7,749	7,763	23,247	33%
34131	Administrative Services	22,668	22,668	68,000	33%
34240	Accident Reports	300	370	1,000	37%
34793	Community Center Fees	7,215	4,150	20,000	21%
35100	City Court Revenue	36,822	63,303	100,000	63%
36100	Interest Earning	70,643	113,838	275,000	41%
36210	Rent-Sewer Plant	2,804	3,417	8,414	41%
36330	Sale of Equipment	809	0	15,000	0%
36350	Insurance Recovery	0	32,844	10,000	0%
36691	Miscellaneous Revenue	34,662	2,350	20,000	0%
36700	Donations	4,750	3,000	24,000	13%
36990	Insurance Package Refund	4,000	9,000	0	0%
36910	Loan Proceeds	0	0	373,500	0%
Total Other Sources		229,703	331,104	1,186,561	
Total General Fund Revenue		1,609,628	1,828,968	10,618,042	17%

Expenditures

Judicial	51,570	58,661	189,151	31%
Legislative	25,023	19,410	51,110	38%
Finance & Administration	340,833	406,015	1,173,438	35%
Insurance	280,692	382,402	1,362,005	28%
Community Development	0	209,723	577,569	36%
Police	874,056	1,134,848	3,501,642	32%
Fire	565,701	581,950	1,928,590	30%
	2,137,875	2,793,009	8,783,505	
Public Works				
Public Wks-Admin/Streets	348,802	305,815	1,053,928	29%
Fleet Maint	45,510	48,720	151,777	32%
Gov't Bldg	85,770	205,447	785,997	26%
Animal Control	37,622	59,990	79,480	75%
Total Public Works	517,704	619,972	2,071,182	
Parks				
Parks Admin	0	39,084	162,559	24%
Community Center	8,000	365	3,000	12%
James Rd/ Cagle Field	7,983	0	2,000	0%
Redding Rd/ Kids Corner	7,471	3,094	12,000	26%
Morrison Springs Fac	9,227	1,075	5,000	21%
Swimming Pool	5,491	9,007	55,000	16%
White Oak Park	69,885	544	43,500	1%
Town Center Park	0	0	750	0%
Total Parks	108,057	53,170	283,809	
Total General Fund Expenditures	2,763,636	3,466,151	11,138,496	31%

Solid Waste Management

<u>Revenues</u>	25,942	33,167	1,020,000	3%
<u>Expenditures</u>	286,252	377,701	1,234,489	31%

State Street Aid

<u>Revenues</u>	176,189	158,947	482,415	33%
<u>Expenditures</u>	92,042	91,128	955,499	10%

Stormwater MS4

<u>Revenues</u>	6,483	13,501	529,213	3%
<u>Expenditures</u>	53,800	126,845	499,052	25%

Drug Enf Fund

<u>Revenues</u>	4,254	4,325	34,200	13%
<u>Expenditures</u>	50,627	0	34,200	0%

Impound Fund

<u>Revenues</u>	0	0	4,650	0%
<u>Expenditures</u>	0	525	4,650	11%



John "Pick" Picklesimer
Major Account Representative

John.Picklesimer@RJYoung.com
423-227-2280

RJYoung.com

800-347-1955 | 4626 Resource Drive, Suite 106 | Chattanooga, TN 37416

City of Red Bank

City Recorder's Office

3105 Dayton Blvd.

Red Bank, Tennessee 37415

423-877-1103 x 5

Bid # 24-0601 Digitization and Support for the City of Red Bank

Proposal Enclosed

IMPLEMENTATION OF DOCUMENT MANAGEMENT SYSTEM

Prepared for

CITY OF RED BANK, TENNESSEE

Submitted on

July 18, 2024



Prepared by

John Picklesimer

Account Executive

(423) 933-1639 • John.Picklesimer@rjyoung.com

RJ Young

4626 Resource Dr. Suite 106 • Chattanooga, TN 37416

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Section I: General Conditions of Contract and Instructions to Vendors

INSTRUCTIONS TO BIDDERS

No objections with regard to the application, meaning, or interpretation of these specifications will be considered after the opening of the subject proposals. Unsigned proposals will be considered nonconforming. Proposals containing terms and conditions other than those contained herein may be considered nonconforming.

Upon opening, all proposals and attendant documents become a matter of public record.

Vendors must comply with all applicable licensing requirements.

In accordance with Title VI it is the policy of the City of Red Bank to provide equal employment opportunities and to provide its programs, activities, and services to all individuals regardless of race, color, religion, sex, national origin, age, disability, or status in any other group protected by law. Inquiries and charges of violation of this policy should be directed to the City Manager at (423) 877-1103 at 3105 Dayton Blvd., Red Bank, Tennessee 37415. Requests for accommodation of a disability should be directed to the City Manager at (423) 877-1103 or at 3105 Dayton Blvd., Red Bank, Tennessee 37415. With regard to all aspects of this contract, the Vendor certifies and warrants it will comply with this policy.

The City of Red Bank reserves the right to waive any informality or to accept or reject all proposals, and to accept the proposal, which in the opinion of the City Commission, is in the best interest of the City of Red Bank.

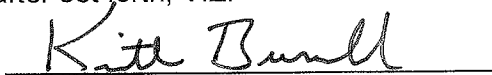
Greetings:

July 17, 2024

(I/We) do hereby declare that (I am/we are) the only person, firm or corporation interested in this bid, and that no other person, firm or corporation than the one herein named has any interest herein or in the contract proposed to be taken; that it is made without any connection with any person, firm or corporation making bid for the same work, and that it is in all respects fair as to each item bid upon and as to the bid as a whole and without collusion or fraud: also that no officer or employee of the City of Red Bank, who is by law excluded from participating therein, is directly or indirectly interested herein, or in the furnishing of the supplies, or doing the work to which it relates, or in furnishing surety, or in any portion of the profits thereof;

With the understanding that any contract resulting from the bids taken herein shall be governed, construed and enforced according to the laws of the State of Tennessee. All actions whether sounding in contract or in tort, relating to the validity, construction, interpretation, and enforcement of this contract shall be instituted and litigated in the courts of the State of Tennessee located in Hamilton County, Tennessee, and in no other. In accordance herewith the parties to this bid submit to the jurisdiction of the courts of the State of Tennessee, located in Hamilton County, Tennessee;

And do further declare that (I/We) have carefully examined the annexed specifications, and hereby propose to furnish the following items, and/or do the following work for the sum hereinafter set forth, VIZ:



Keith Burrell, Regional Vice President

ATTACHMENT A

IRAN DIVESTMENT ACT CERTIFICATION

RFP REFERENCE NUMBER: #24-0601

VENDOR/CONTRACTOR
NAME:

RJ Young

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-library/public-information-library/List_of_persons_pursuant_to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated with NY06-07-23.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_with_NY06-07-23.pdf)

The vendor/contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

CONTRACTOR SIGNATURE NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

Keith Burrell

PRINTED NAME, TITLE OF SIGNATORY

Keith Burrell DATE: July 17, 2024
Signature

ATTACHMENT B

Non-Boycott of Israel Certification

RFP REFERENCE NUMBER:#24-0601

The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

Signature: _ 

Printed Name: _ Keith Burrell

Title: _ Regional Vice President

Date: _ July 17, 2024

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Section II: General Specifications

Executive Summary

Since 1955, RJ Young (RJY) has been a valued business partner in the Southeast, helping businesses and educational systems, such as City of Red Bank (CORB) achieve maximum efficiency and productivity with the latest in office technology, all backed by award-winning service. Today, **RJY is the second-largest independent dealer of its kind in the United States** and has been recognized by numerous industry insiders, publications, and manufacturers for leadership and excellence.

RJY's principal place of business is in Nashville, TN. However, with 34 locations and 670 employees throughout the Southeast, RJY can provide cutting-edge solutions while ensuring personalized support. It is our mission to constantly be on the lookout for the best people, services, equipment, software, and tools for managing your city's printing needs and document information. We are proud to work with the top equipment manufacturers and software companies in the industry as well as continually invest in retaining and developing top talent to ensure we are adding strategic value to your organization.

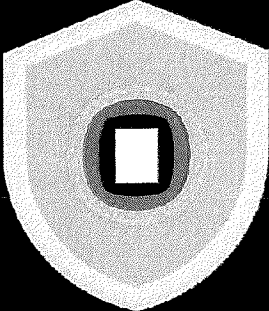
RJY is a strategic partner with resources aligned to fit your best interests, specialists to design custom solutions, and industry-leading partners to ensure that your city is operating at its full efficiency from a technology/productivity standpoint. Our portfolio contains leading brands and manufacturers which allow us to offer best practice solutions.

Because we are an industry leader, we have buying power which brings our manufacturers' best support as well as priority service. RJY has independent ownership and has built an infrastructure to support small businesses to enterprise-level organizations.

With our **We Make It Right™ Guarantee**, customer service is at the pinnacle of our focus. RJY leads your agency to greater ease of day-to-day workflows, efficiency, green initiatives, and full coverage process improvement and change management through accountability of promised services and cost savings.

We Make It Right™ Guarantee

With our **We Make It Right™ Guarantee**, customer service is at the pinnacle of our focus. RJY leads your agency to a greater ease of day-to-day workflows, efficiency, green initiatives, and full coverage process improvement and change management through accountability of promised services and cost savings. As stated, RJY stands firmly by our **We Make It Right™ Guarantee**. Our policy is simple. If you are not happy with our equipment, service, supplies, billing—anything—let us know and we'll make it right, right away.



We Make It Right™ Guarantee

Careful attention to customer satisfaction is the reason we've been in business since 1955

"Our policy is very simple. If you are not happy with our equipment, service, supplies, billing - anything - let us know and we'll make it right, right away."

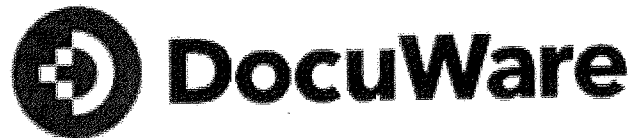


Chip Crunk
CEO

Experience

Vendor must possess experience with procurement, use, and management of government cloud environments.

RJ Young is an established and trusted authorized DocuWare advisor and has been named a diamond partner earning the highest level of achievement by providing a variety of technical and sales services. As such, our diamond level is based on our technical capability, ability to drive customer satisfaction, and buying power.



Diamond Club
Member 2024



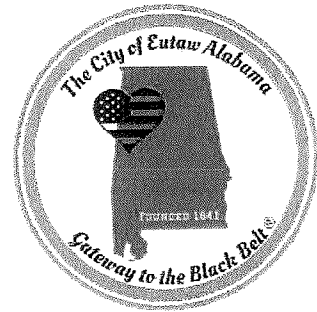
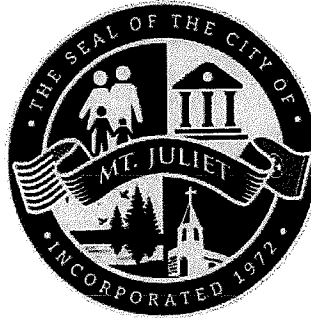
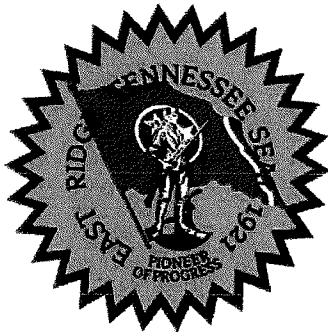
Customer Service
Champion 2024





RJ Young partners with many local and regional agencies for their document management needs.

Below includes but not limited to the representation of systems and entities we proudly support.



KENCO

GRAIN CRAFT

References

If requested to do so, vendor must be able to provide references from municipalities.

Patricia Cassidy
East Ridge Court Clerk
(423) 805-3199
pcassidy@eastridgetn.gov
1517 Tombras Avenue
East Ridge, TN 37412



Chris Schuster
VP Information Systems
(423) 424-7702
cshuster@graincraft.com
201 West Main Street
Chattanooga, TN 37408

GRAIN  CRAFT

Mary Fellers
IT Manager
(615) 824-3717
mfellers@hendutil.net
125 Indian Lake Road
Hendersonville, TN 37075

HENDERSONVILLE

UTILITY DISTRICT

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Section III: Technology

Scope of Work

In response to this Request for Proposal for the City of Red Bank, RJY will work with CORB to implement a Document Digitalization Program. Services included are:

1. Develop a strategic 3 to 5 year plan regarding document storage and access.

RJY will comply.

2. Provide day-forward scanning and digital access stored in a secure cloud storage environment

RJY will comply.

3. Procure government cloud environment and manage such government cloud environment.

RJY will comply.

4. Provide services and solutions that are scalable and platform-independent.

DocuWare offers scalable cloud technology, allowing CORB to have readily available information and digital workflows. Digitalization is shaping the way we work, allowing for new customer experiences and revolutionizing how we do business. DocuWare ensures security, data privacy, and compliance for quick and efficient decision making. This system allows CORB to streamline processes in document management and workflow automation.

DocuWare offers digital organization, automated processes, mobile modern workplace, strategic compliance and cloud flexibility. Going paperless saves cost and time to quickly access information your team needs. Automated processes reduce tedious, manual tasks so decisions can be made more efficiently. The mobile modern workplace offered by DocuWare allows

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employees to be agile and thrive in any environment. Strategic compliance ensures the correct handling of sensitive documents require compliance with HIPPA, GDPR and Sarbanes-Oxley. Enterprise IT delivered through the cloud eliminates the costly, time-consuming efforts to install and manage updates for on-premise systems.

Please reference the brochure section at the end of the response for further information.

Technology Requirements

Proposal must meet or exceed the following technical requirements:

Microsoft Azure Government cloud is currently the only cloud solution with an agreement with the Tennessee Bureau of Investigation.

Proposals must meet or exceed the following specifications:

Proposal is for the digitalization of assorted historical documents.

Proposal must include creation, onboarding, access, and licensing for cloud-based storage solutions of digitized documents.

RJY will comply.

Red Bank employees may provide boxes of documents. Proposer must pick up boxes as needed and agreed upon. Red Bank employees must be able to receive copiers of records via electronically while in the possession of the proposer within a reasonable time.

RJY outsources this service to Business Systems and Consultants and our partner is CJIS certified.

All scanning and project set-up services are assumed to be delivered remotely by the proposer's technical resources unless otherwise noted.

RJY will comply.

Proposer shall start work once the contract/scope of work is signed and a purchasing agreement is signed and received.

Upon award, RJY will add CORB to our schedule and commence implementation as soon as possible with a high priority.

Services provided by the proposer will be provided during normal business hours.

RJY will comply.

The City of Red Bank may require security protocols and/or requirements for the Proposer, Proposer's employees, or subcontractors to include privacy and confidentiality of the documents.

RJY will comply.

The scope of the work project should include the process, costs, etc. of the proper destruction and/or storage of the physical documents that were scanned within this project.

RJY will comply.

Vendor will:

Design – Proposer and Customer will jointly gather, develop and finalize the technical requirements for the Project including the validation of the preliminary requirements and configurations These requirements will be translated into a technical design document.

RJY will comply.

Implementation – Proposer will install, configure, and test the solution as defined in the technical design document with the ability to expand in the future and approved by customer, as follows:

***Create an instance of DocuWare Cloud 4
Procure Microsoft Azure Government Cloud and Management of such cloud
Add up to 4 users
Create one (1) File Cabinet
Create up to one (1) document types
Create up to two (2) index fields (“Docket Number”, “Name”)
Configure Default Dialogs: Store, Search, Results
Configure Intelligent Indexing for one (1) Store dialog
Create one (1) Outlook store configuration
Create one (1) Outlook search configuration
Provide two (2) hours of DocuWare Government Cloud admin training
Provide two (2) hours of “train the trainer” sessions for user training
Five (5) days of User Acceptance Testing Support***

RJY will comply.

Training – Proposer will provide the materials and training for to include “train the trainer” and administrative user training sessions.

RJY will comply.

Documents Scanning Services, Licensing, etc.

Description of Services	Qty	MEETS EXPECTATIONS Y/N
Physical Labor Scanning Services – Storage Building -150 boxes, estimated 853,000 images, 1270 hours prep. Files to be scanned at 300 dpi (minimum), black and white. Red Bank will provide boxes. Proposer to provide pickup.	1	Y
Physical Labor Scanning Services – Office Area -10 boxes, estimated 53,000 images, 84 hours prep. Files to be scanned at 300 dpi (minimum), black and white. Red Bank will provide boxes. Proposer to provide pickup.	1	Y
Physical Labor Professional Services -Fixed fee for project services to include installation for on premise hardware	1	Y ¹
Fixed Project Labor (20 hours) -One time fee covering setup and configuration of Azure/Windows/SQL	1	Y
Support Software – Premium Support – 10 hours	1	Y
Licensing DocuWare Cloud 4 DocuWare Cloud 4 (4 Named Users and 20 GB Storage Space), 1 year Subscription	1	Y ²
DocuWare Professional Server	1	Y
DocuWare Professional Server Annual Maintenance & Service	1	Y
1-9 DocuWare Named Client Licenses	4	Y
1-9 DocuWare Named Client Licenses Annual Maintenance & Service	4	Y
DocuWare Connect to Outlook	1	Y
DocuWare Connect to Outlook Annual Maintenance & Service	1	Y
DocuWare Import	1	Y
DocuWare Import Annual Maintenance & Service	1	Y
DocuWare Barcode & Forms	1	Y
DocuWare Barcode & Forms Annual Maintenance & Service	1	Y
DocuWare AutoIndex	1	Y
DocuWare AutoIndex Annual Maintenance & Service	1	Y
Microsoft Azure Government Cloud, Annual	1	Y
Licensing/Storage DW CLD 4 AS DocuWare Cloud 4 DocuWare Cloud 4 (4 Named Users and 20 GB Storage Space) 1 year Subscription Microsoft Azure Government Cloud	-	Y ³
Training Training -any additional Costs of onsite training for Train-the-Trainer and Administrative training	1	Y ⁴

¹ Project labor is an additional one time, fixed fee set at 20 hours. The time allotted is for setup and configuration of Azure/Windows/SQL

² Due to CJIS requirement, the DocuWare on-premise solution is needed. The solution is to be installed in the provided GCC.

Licensing includes: DocuWare professional Server, Docuware Professional Server M&S, 1-9 DocuWare Named Client Licenses, 1-9 DocuWare Client License Manual M&S, DocuWare, Connect to Outlook, DocuWare Connect to Outlook M&S, DocuWare Import, DocuWare Import M&S, DocuWare Barcode & Forms, DocuWare Barcode & Forms Annual M&S, and DocuWare AutoIndex & DocuWare AutoIndex Annual M&S

³ Microsoft Azure Government Cloud is an Annual Subscription (Subscription includes: Virtual Machines, SQL, Windows, Azure, All Infrastructure and Vendor Support).

⁴ This category is included in the Licensing section. RJY will provide Microsoft Azure Government Cloud (1 TB storage per machin [quantity 2])

On-board training is included in RJY's package

Hosting

Vendor-supplied hosting of the documents/data should be available if specified in the scope of work document.

RJY will comply.

Support

The successful vendor will provide the City of Red Bank product support and maintenance on an annual basis. Support should be available during normal business hours to authorized City staff. Requests for service should be available telephonically, via e-mail, or through a remote online session with a minimum response time target of 2 hours or less.

Service Agreement

RJY offers two support level options: **Premium Support** and **Standard Support** for end-users who chose to purchase directly from RJY and to not chose to utilize the basic support that comes through the Software Vendor.

Support is entitled to the end-user of the specific product or software. End-user is defined as the individual or organization that purchases products and services through RJY.

Support Service Entitlement	Premium Support	Standard Support
Normal Business Hours Email Support	Top Priority	After Premium Holders
Normal Business Hours Phone Support	Top Priority	After Premium Holders
Accessibility to Minor Software Updates	Included with Installation Services	Included
Upgrade Assistance for Major Upgrades	1 Upgrade Per Year including Pro Services	Accessibility to software with valid M/S, Pro Services are extra.
Remote Assistance	Unlimited during business hours	15 Minutes Free, then \$150/Per Hour *
8 hours training per year	Included	Not included

Maintenance and Support Agreement

Service Scope

Support includes the following:

- Manned telephone support.
- Monitored email support.
- Remote Assistance.
- Providing access to servers and RJY software for remote troubleshooting if required.

Support does not include the following:

- ✗ Configuring a new department or process to use the solutions.
- ✗ Creating new users and security policies.
- ✗ Disaster recovery and restore from a backup.
 - Deploying a test server.
 - Migrating test server changes to production.

Service Assumptions

Assumptions related to in-scope services and/or components include:

- End-user provides network infrastructure within their own environment – no RJY responsibility.
- End-user provides reasonable assistance to help diagnose problems (log files, access to end-user network if required/desired, etc.)

Service Parameters

Email Support: 1st Level of Contact

- *Monitored 8:00 AM-5:00 PM Monday-Friday (CDT/CST)*
- *Emails received during non-business hours will be responded to during regular business hours.*
- *Contact Softwaresupport@rjyoung.com*

Telephone Support: 2nd Level of Contact

- *8:00 AM-5:00 PM Monday-Friday (CDT/CST)*
- *Calls received during non-business hours will be forwarded to voicemail and responded to during regular business hours.*
- *Contact 1-800-255-1955*

Service Block Hours

Support hours are calculated on 15-minute increments. Additional hours can be purchased when needed. Unused hours are non-refundable.

Problem Acknowledgement

RJY to log end-user issue(s) and supply trouble-ticket case number, within specified service response timeframe.

Problem Resolution

- RJY to document and attempt to replicate end-user issue.
- Engineering resources to be engaged contingent upon issue severity, at RJY's discretion.
- Resolution times will be dependent on problem and severity and complexity

Service Response

In support of services, RJY will endeavor to respond to service-related incidents and/or requests submitted by the Customer within the following time frames.

Severity 1	Severity 2	Severity 3
Critical Priority-System Down	High Priority-Partial Functionality	Minor Limitations
Within 4 Hours	Same Day	Next Day
(During Normal Business Hours)	(During Normal Business Hours)	(During Normal Business Hours)

Problem Escalation

- End-user reports an issue or outage to RJY Support.
- End-user provides the following: Description of the problem.
- Description of how the issue impacts your End User's business.
- Detailed description of how to reproduce the problem.
- Log files.
- Error codes received.
- Screenshot of errors or failures (where applicable).
- Other information as deemed necessary to troubleshoot the problem.
- Contact information, software versions, model, OS versions, etc.
- RJY assists to triage the issue and assess severity level and priority.
- RJY will undertake to resolve the issue through troubleshooting.
- RJY to engage engineering resources if applicable to resolve the problem.
- Issue Severity will determine delivery of a fix to address problem in applicable timeframe. RJY reserves the right to determine priority and timing and delivery of fixes to end-user.

Severity Levels

Severity 1 (Critical)

- A mission critical supported product service is down, and no workaround is immediately available.
- The supported production system is down or unavailable.
- The supported components within the end-user production infrastructure crash, corrupt data or there is a significant risk of loss or corruption.
- A crucial supported component is not functioning, resulting in the halt of all operations and critical business impact.

Severity 2 (High)

- An end-user is unable to use an entire critical component or business-critical feature as described in the documentation and the issue affects a significant number of end-user.
- A significant performance degradation of the end-user technical services due to supported components that causes a high impact on business operations for a significant number of end-users.

Severity 3 (Limited Functionality)

- End-user can use the software; however, there is a non-critical loss of functionality.
- Issue affects some, but not all the users (e.g. inability to print a certain file, incorrect font rendering, and document preview functionality missing).
- Functionality of some components is impaired but allows the users to continue using the software.
- Issue is not always reproducible, or the issue is intermittent.

Service Terms & Conditions

RJY shall not be responsible for the failure to meet a Service Level commitment if the failure is caused by: (i) any breach or non-compliance, or the negligence or intentional acts or omissions of an end-user or its employees or agents; (ii) a fault with any equipment, software or systems not furnished by RJY, (iii) problems, or configuration or integration issues with an end-user's own systems, computers or network facilities, (iv) unavailability of the internet or failure of communication networks or power services, or (v) force majeure events, including without limitation, causes beyond RJY's reasonable control, including but not limited to act of God, man-made or natural disasters, material shortages, war, riot, terrorist acts, strikes, delays in transportation, viruses, utility failures, interruption of telecommunications or the Internet service, or inability to obtain labor or materials through its regular sources.

Document Management

In the administrative view, the system must provide a facility to add, modify, and delete images that would be available to content providers as they add documents, build departmental directories, etc.

Authorized users of the system will have the ability to:

- *View a listing of all existing directories*
- *Create a new directory or subdirectory for images or save the image to an existing directory.*
- *Create an image name.*
- *Provide a description of the image*
- *Designate a directory as available for view as a slide show from the public view.*

RJY understands and will comply.

Within a directory or slideshow gallery authorized users must have the ability to perform the following tasks on individual pictures:

- *Select a size for the picture that is in concordance with predefined file size requirements as set forth by the system administrator. o Scale the size of the graphic without altering the file.*
- *Add text to a graphic and place it within the graphic frame and provide for a selectable font, font size and font color.*
- *Cropping the graphic.*
- *Place simple borders around a graphic if desired.*

DocuWare provides CORB with the ability to have tiered authorization for access limitation based on role.

Pricing Proposal

Description of Services		Qty	MEETS EXPECTATIONS Y/N	Pricing
Physical Labor	Scanning Services – Storage Building -150 boxes, estimated 853,000 images, 1270 hours prep. Files to be scanned at 300 dpi (minimum), black and white. Red Bank will provide boxes. Proposer to provide pickup.	1	Y	\$ 92,857.00
Physical Labor	Scanning Services – Office Area -10 boxes, estimated 53,000 images, 84 hours prep. Files to be scanned at 300 dpi (minimum), black and white. Red Bank will provide boxes. Proposer to provide pickup.	1	Y	\$ 6,428.00
Physical Labor	Professional Services -Fixed fee for project services to include installation for on premise hardware	1	Y ¹	\$ 6,000.00
	Fixed Project Labor (20 hours) -One time fee covering setup and configuration of Azure/Windows/SQL	1	Y	\$ 3,600.00
Support	Software – Premium Support – 10 hours	1	Y	\$ 2,000.00
Licensing	DocuWare Cloud 4 DocuWare Cloud 4 (4 Named Users and 20 GB Storage Space), 1 year Subscription	1	Y ²	
	DocuWare Professional Server	1	Y	\$ 7,289.00
	DocuWare Professional Server Annual Maintenance & Service	1	Y	\$ 1,490.00
	1-9 DocuWare Named Client Licenses	4	Y	\$ 2,400.00
	1-9 DocuWare Named Client Licenses Annual Maintenance & Service	4	Y	\$ 600.00
	DocuWare Connect to Outlook	1	Y	\$ 2,737.00
	DocuWare Connect to Outlook Annual Maintenance & Service	1	Y	\$ 548.00
	DocuWare Import	1	Y	\$ 2,737.00
	DocuWare Import Annual Maintenance & Service	1	Y	\$ 548.00
	DocuWare Barcode & Forms	1	Y	\$ 5,254.00
	DocuWare Barcode & Forms Annual Maintenance & Service	1	Y	\$ 1,040.00
	DocuWare AutoIndex	1	Y	\$ 3,560.00
	DocuWare AutoIndex Annual Maintenance & Service	1	Y	\$ 708.00
	Microsoft Azure Government Cloud, Annual	1	Y	\$ 11,783.81
Licensing/Storage	DW CLD 4 AS DocuWare Cloud 4 DocuWare Cloud 4 (4 Named Users and 20 GB Storage Space) 1 year Subscription Microsoft Azure Government Cloud	-	Y ³	-
Training	Training -any additional Costs of onsite training for Train-the-Trainer and Administrative training	1	Y ⁴	\$ 1,200.00

¹ Project labor is an additional one time, fixed fee set at 20 hours. The time allotted is for setup and configuration of Azure/Windows/SQL

² Due to CJIS requirement, the DocuWare on-premise solution is needed. The solution is to be installed in the provided GCC.

Licensing includes: DocuWare professional Server, Docuware Professional Server M&S, 1-9 DocuWare Named Client Licenses, 1-9 DocuWare Client License Manual M&S, DocuWare, Connect to Outlook, DocuWare Connect to Outlook M&S, DocuWare Import, DocuWare Import M&S, DocuWare Barcode & Forms, DocuWare Barcode & Forms Annual M&S, and DocuWare AutoIndex & DocuWare AutoIndex Annual M&S

*Microsoft Azure Government Cloud is an Annual Subscription (Subscription includes: Virtual Machines, SQL, Windows, Azure, All Infrastructure and Vendor Support).

³ This category is included in the Licensing section. RJY will provide Microsoft Azure Government Cloud (1 TB storage per machine (quantity 2))

⁴ On-board training is included in RJY's package

Microsoft Azure Estimate

Your Estimate

Service category	Service type	Custom name	Region	Description	Estimated monthly cost	Estimated upfront cost
Compute	Virtual Machines		East US	1 B4ms (4 Cores, 16 GB RAM) x 1 Month (Pay as you go), Windows (Licence included), OS only; 1000 X 1 GB Disks, 1 Month, 3000 IOPS, 125 MB/s Throughput; Inter-region transfer type, 5 GB outbound data transfer from East US to East Asia	\$213.16	\$0.00
Compute	Virtual Machines		East US	1 B4ms (4 Cores, 16 GB RAM) x 1 Month (Pay as you go), Windows (Licence included), SQL Standard (Pay as you go); 1000 X 1 GB Disks, 1 Month, 3000 IOPS, 125 MB/s Throughput; Inter-region transfer type, 5 GB outbound data transfer from East US to East Asia	\$505.16	\$0.00
Support			Support		\$100.00	\$0.00
Labor *(RJY MNS)	Fixed Project Labor (20 hours)				\$0.00	\$3,600.00
Licensing Program				Microsoft Customer Agreement (MCA)		
Billing Account						
Billing Profile						
Total					\$818.32	\$3,600.00

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DocuWare Brochures



The DocuWare Platform

Content services for document management
and workflow automation

docuware.com

RJ Young
4626 Resource Dr. Suite 106
Chattanooga, TN 37416



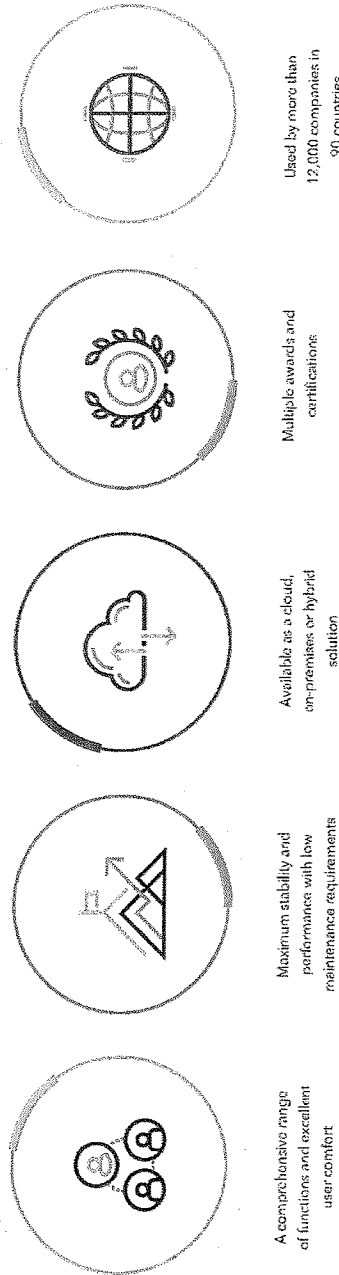
Prepared by
John Picklesimer
Account Executive
(423) 933-1639
John.Picklesimer@rjyoung.com



Everything you need for successful office automation

DocuWare is a state-of-the-art platform that allows you to manage, process and utilize business information – centrally, quickly and effectively. The comprehensive capabilities and functions of our document management and workflow solutions can be integrated into any IT system to digitize manual or paper-based business processes from any department.

Boost your company's productivity and make every day work easier for your team. Get started with DocuWare and see for yourself.



A comprehensive range of functions and excellent user comfort

Maximum stability and performance with low maintenance requirements

Available as a cloud, on-premises or hybrid solution

Multiple awards and certifications

Used by more than 12,000 companies in 90 countries

DocuWare leads the way



The DocuWare Client in overview

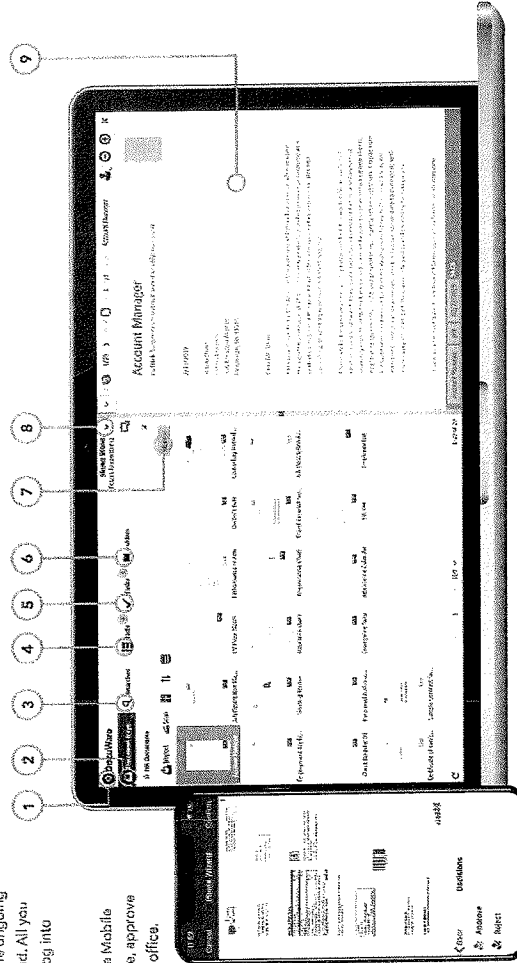
The DocuWare Client is where you will complete most of your document-related work. Switch between your work areas to archive, find and edit documents. Numerous functions and automated processes help you perform all your tasks quickly and in a structured way. You can also open the configuration manager directly from the DocuWare Client, allowing you to customize applications or add new ones.

Independent, mobile working

Access the information you need anytime, anywhere. Stay part of the ongoing workflow and keep working on your tasks from home or on the road. All you need is the browser of your choice and an internet connection to log into DocuWare.

Switch to touch mode for working on a tablet or use our DocuWare Mobile App for iOS or Android to retrieve information on your smartphone, approve documents or perform any other tasks when you're away from the office.

1. Open DocuWare in your browser
2. Capture and pre-sort documents
3. Find information quickly
4. Organize daily office tasks
5. Perform workflow tasks and collaborate productively
6. Use folder structures for projects
7. Index and securely archive documents
8. Menu to adapt and extend functions
9. View, edit, annotate and share documents



DocuWare within your IT ecosystem

Integrate with SAP, SharePoint, Outlook and hundreds of other applications

Data exchange in any direction	17
User interface screening	17
URL integration	17
Platform Service	17
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Highest security standards

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Secure from loss	19
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Features and capabilities

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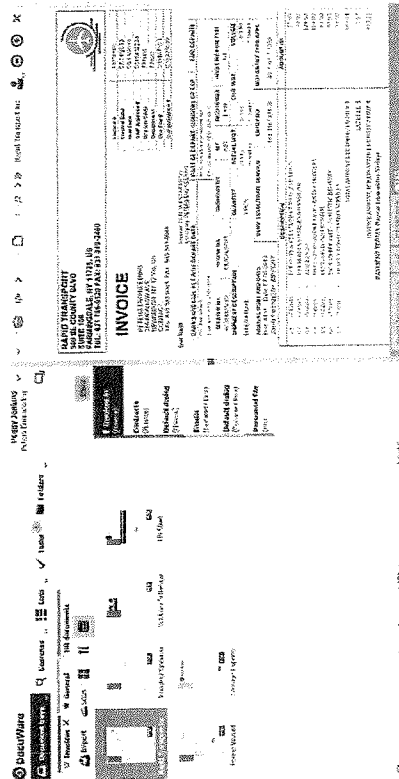
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Process documents and control workflows

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DocuWare | Collect and organize information

File cabinets as a central information platform

Store scans, Microsoft Office documents, PDFs, ERP records, web forms and email together in easily searchable file cabinets and access them instantly from any device. Bundle information in a structured way and create file cabinets for any business area, such as accounting, personnel files, sales and marketing. Intelligent indexing, full-text indexing and sorting capabilities give authorized users the right information in the blink of an eye. Parallel searches in several archives are possible.

User-specific dialogs for storing, searching and results

When storing in a file cabinet, each document is enriched with structured index data. Use a simple modular system to define which index fields and dialogs you want to use. Configure individual dialogs for storage, search and result view and assign them to individual users or user groups. So everyone has exactly the user interface they need to manage their specific tasks.

Document capture from all sources

Capture and classify paper documents directly by scanning. For files, PDFs and email, use Import, Drag & Drop or a straight command in the relevant enterprise application. Store documents directly in a file cabinet without user action or capture scans and files first in a digital document tray.

A document tray in DocuWare is a temporary storage that can be used alone or together to view, staple and sort documents before they are archived. Documents are archived in their original format or as PDF/A files.

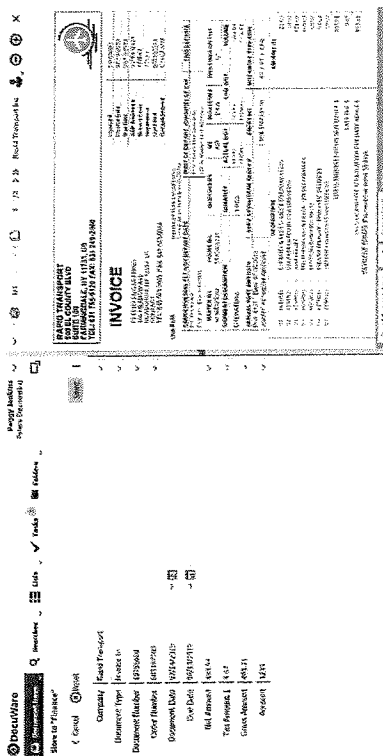
Before securely storing documents in digital file cabinets, simply import, scan or drag and drop them into digital document trays.

Indexing without manual data entry

DocuWare turns document capture into a highly efficient process by automatically reading document content, for example for a full-text index, or importing index information from external sources such as text files, databases or address books. The methods for enriching documents with correct index data are as varied as effective:

Machine learning

Intelligent Indexing automatically recognizes key information in documents and uses it to fill the fields of a store dialog. As soon as you correct an index value, the machine learning service learns from your feedback and the indexing quality increases with each additional document.



Content transfer by marking

With the **One Click Indexing** function, you mark a term, date or amount within a document opened in DocuWare Viewer to promptly fill the content into an index field. So even complicated invoice or IBAN numbers can be entered effortlessly.

Import from print stream

With the universal **DocuWare Printer**, you can import documents into DocuWare from almost any application using a print command. For standardized documents such as outgoing invoices, DocuWare Printer automatically identifies storage criteria such as customer number, date and contact for indexing.

File import with monitored folders

DocuWare Import instantly brings documents such as scanned invoices or PDFs from your ERP system into DocuWare. As soon as they are stored in a defined folder of your file system, DocuWare Import archives them automatically using specific metadata. In addition, module **Barcode & Forms** reads barcodes to sort, separate and move scanned documents.

Data synchronization

AutoIndex retrieves information from external data sources and uses it to enrich data records in DocuWare. Find out more about AutoIndex under Integration on page 17.

No manual data input necessary. Intelligent indexing automatically extracts index values and completes the fields of a filing dialog.

Features and capabilities

DocuWare | Collect and organize information

Connection to your email client

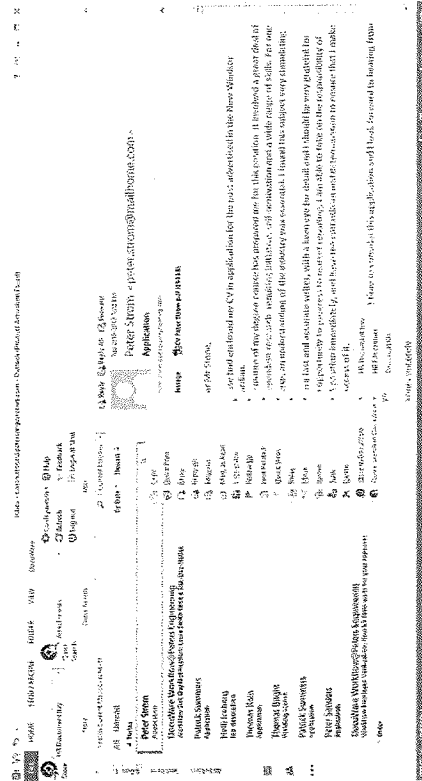
Email messages often contain key information that is essential for making your decisions. Manage your email along with associated business documents and make them available to all authorized colleagues. DocuWare collects email and attachments individually or together from any clients. Archived email are flagged appropriately and can be answered or forwarded directly from DocuWare in your local email application, such as Microsoft Outlook.

Email from Outlook

Import email and attachments from Outlook into DocuWare or start a search in the secure archive directly from the mailbox. **Connect to Outlook** enables you to seamlessly integrate DocuWare into Outlook. At the time of storage index values such as sender, subject and email address are automatically taken from the email information. Personal and company names can be added from external sources such as address books or CRM.

Email from other accounts

Save email from Google, Yahoo, Web.de and many other webmail clients with **Connect to Mail** securely in DocuWare and retrieve all documents relating to a project at the same time – not only email but also sketches or contracts, for example. DocuWare monitors a folder in your email client, imports the incoming messages into the archive and enriches them with the necessary index data such as sender or subject.



DocuWare integrates seamlessly into Outlook.
 You can store or search for email in the DocuWare ribbon or via context menus.

DocuWare | Collect and organize information

Web forms for data capture

Create web-based forms and share them via URL to capture information quickly, easily and legibly. Even people who have no access to your DocuWare system can fill out the forms on any device and transfer them directly to DocuWare by submitting them. The delivered data can then be used to trigger business processes directly or be imported into other programs such as your ERP or CRM.

DocuWare Forms allows you to create web-based forms with no programming required to quickly process applications, orders or registrations. Or enable integrated HR services on your internet by including forms for vacation or sick leave requests that are immediately processed in the DocuWare workflow.



Easily create and publish web-based forms with an intuitive editor. No programming skills are necessary. Published forms can be opened, filled and submitted in any browser on any device.

Features and capabilities

09

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Access, display and edit content

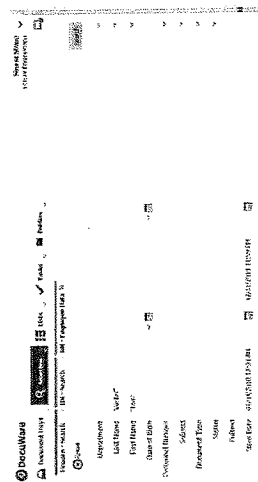
To carry out and complete your tasks effectively, you need to have the required information on hand.

DocuWare provides your teams with comprehensive picture about a customer, project or business process within seconds.

DocuWare | Access, display and edit content

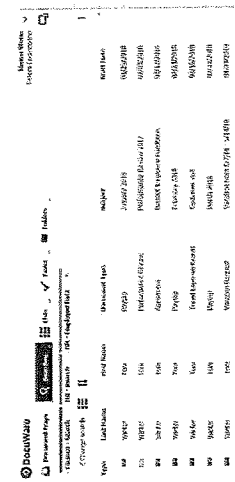
Flexible search

Enter individual search terms or select keywords from dropdown lists, use placeholders and logical links, and search the document content as well as the index data. The result is immediately available as a list that you can sort as you wish. Related documents are linked to one another as needed.



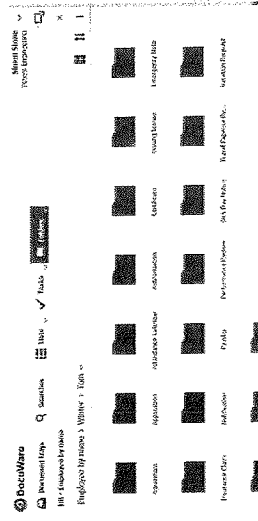
Flexible keyword search:
 all personnel documents for an
 employee from a specific period.

Quick search result:
 all document types found in an
 employee in one overview,
 sorted by date.



Folder view

If you also prefer to sort your documents into folders, you can easily do that with DocuWare. Map your documents in any folder structure and work with multiple project files at the same time, each containing the same version of a document without multiple occurrences.



Intuitive search via folders:
 all document types found in an
 employee's personnel file.

Features and capabilities

11

DocuWare | Access, display and edit content

Search from other programs:

Maximum efficiency can be achieved by integrating the powerful DocuWare search function directly into other programs. For example, you can access invoices and delivery notes directly from ERP, personnel files directly from your HR software, customer correspondence from CRM, or archived emails and related information from Outlook.

Display

In the DocuWare Viewer, you can open documents via any browser on Mac, PC or Linux, regardless of the program used to create them. Page through the document, rotate or zoom the pages, or copy text to the clipboard. Numerous editing functions are also available.

Editing

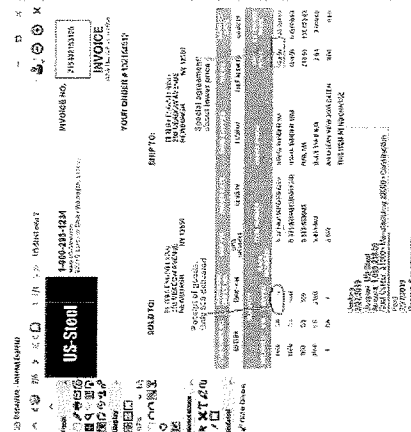
Attach notes, comments or stamps to documents or highlight important content. The document itself remains unchanged by the overlay technique. Alternatively, open and edit documents in the original program and save them directly back into the archive. Depending on the setting, DocuWare automatically creates a new version.

Share information

Download documents, print them out and forward them in an email that opens directly from within DocuWare. Or send and share links to individual documents or lists instead of large email attachments. This also ensures that only those who are authorized to view the content can access it.

Standardize archive

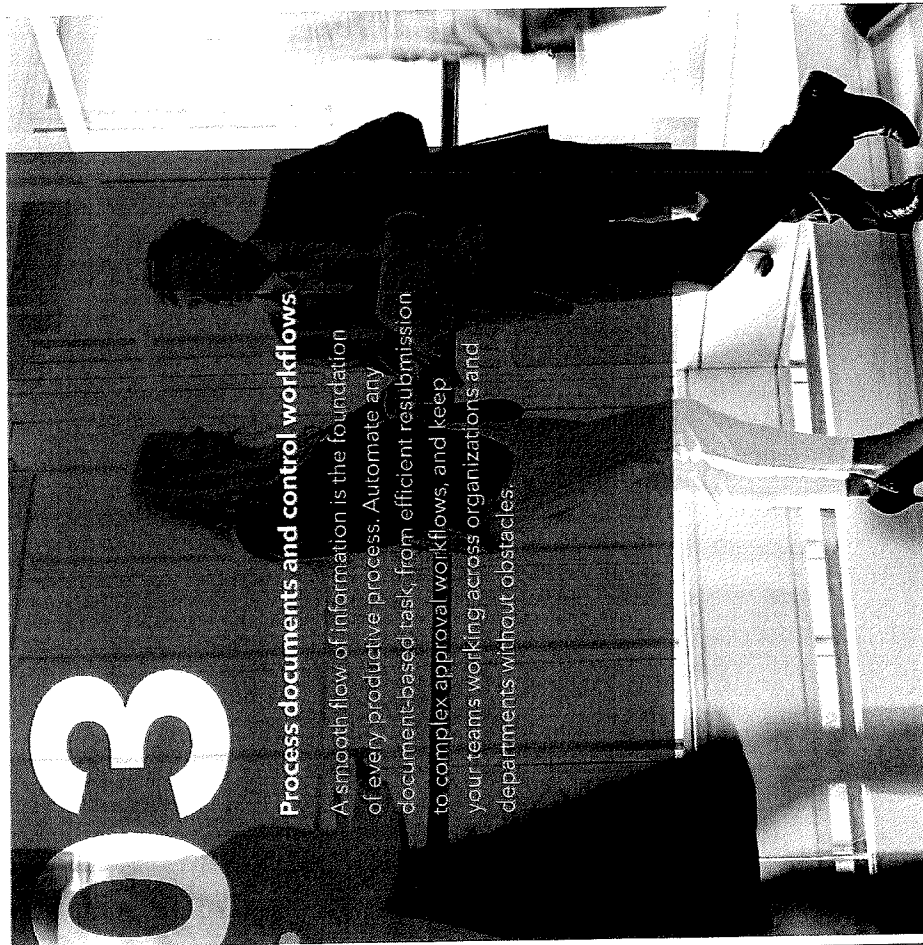
Assemble documents specifically or select entire file cabinets with DocuWare Request to provide them to auditors, external staff or other service providers. With the integrated browser, they can search for and view documents – without DocuWare or other additional software.



The DocuWare Viewer toolbar offers numerous functions for convenient viewing and editing documents. Digital stamps and annotations make decisions easy to track.

Features and capabilities

12





DocuWare | Process documents and control workflows

Task Management with Lists

Simplify and accelerate recurring tasks with notifications and lists that automatically aggregate current information. Lists in DocuWare update as soon as, for example, a new delivery note arrives or if a contract expires within the next 12 weeks.

This ensures that you keep sight of the latest developments and deadlines. Simple information processes in the team can be organized efficiently with the **DocuWare Task Manager**.

Workflow Manager for complex processes

Business processes with branched decision points and multi-level if-then rules can be controlled with **DocuWare Workflow Manager**. Automate comprehensive and complex business processes in twice processing, HR or sales through an intuitive visual designer and define what should happen when certain document processing situations occur. Install automated control and calculation functions, organize tasks in parallel, configure conditions, set deadlines, appoint representatives and limit the scope of action of individual agents or user groups individually.

The task to be performed automatically appears in your DocuWare tasks, which you can also carry out on the move without restrictions.

DocuWare

Document Lists

Search

Contract type

End date

Account

Type	Company	Contract type	End date	Account
W1	The Office People	Vendor Contract	02/12/2019	1226
W2	Office People	Vendor Contract	05/12/2019	1226
W3	The Office People	Vendor Contract	02/12/2019	1226

DocuWare

Document Lists

Search

Contract type

End date

Account

Type	Company	Contract type	End date	Account
W1	The Office People	Vendor Contract	02/12/2019	1226
W2	Office People	Vendor Contract	05/12/2019	1226
W3	The Office People	Vendor Contract	02/12/2019	1226

Digital lists keep you on track, giving you a well-organized overview of your pending tasks right on your desktop.

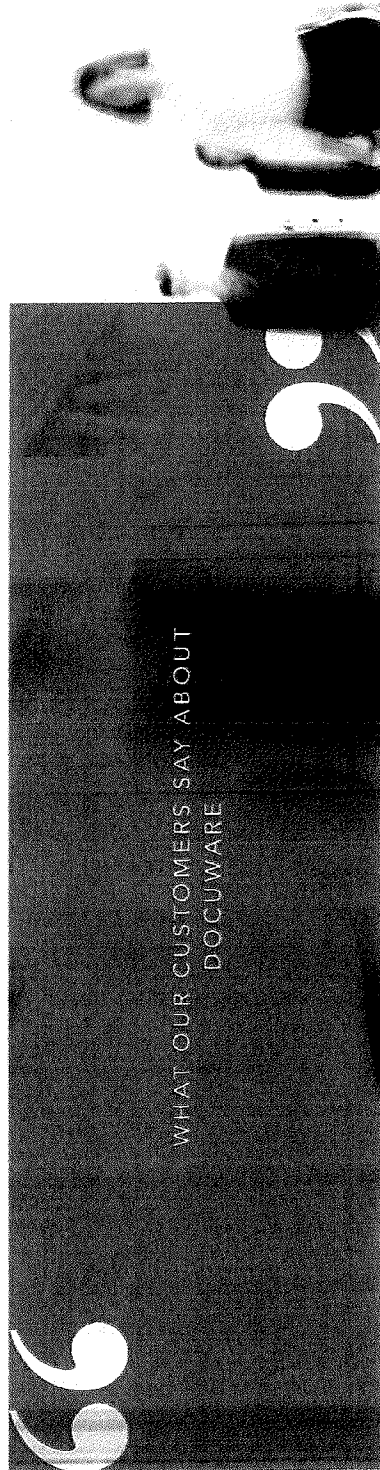
All pending workflow tasks are shown in lists that update automatically. Use stamps and data fields to initiate next steps and add context to a document.

Features and capabilities

14

RFP Title
Proposer
Page Number

Document Management
RJ Young
42



"Managers in our satellite stores did not have the ability to research prices and even those at the headquarters store were limited in the amount of cost research they could do with a paper system. DocuWare is a game changer. It has empowered our employees with the research tool they needed and helps them negotiate the best possible price."

MIKE DECHETIS
FARM CREDIT SERVICES, INC.

"We've eliminated a couple of hours per employee per week by getting rid of manual paper processes. It's hard to quantify how many hours we've saved but the bigger benefit is that we've been able to add more stores and grow our business without adding operational costs such as more staff in accounting."

CELA PEREIRA
COLUMBIA GAS SYSTEM

"If we were still manually indexing information in tract books, we would not be able to keep up with the volume of information we receive. DocuWare has improved our efficiency and allows us to effortlessly keep up with volume of documents we receive from the courthouses to add to our database."

JAN VETTER
REPRESENT AND CARRIES COMMUNITY TITLE RECORDS

04

Integrate with SAP, SharePoint, Outlook and hundreds of other applications

DocuWare is designed to connect with any application within your IT ecosystem. Stable integration with CRM, ERP or HR systems makes it possible to digitize processes without interruption and keep data synchronized. This ensures you get the information you need quickly and securely, regardless of what program you use to create, receive and process content.



DocuWare | Integrate with SAP, SharePoint, Outlook and hundreds of other applications

From simple step-by-step configurations to custom programming, DocuWare offers numerous ways to seamlessly communicate with other applications. It makes no difference whether these methods are deployed locally or in the cloud. Data exchange in any direction.

Extensive information for index and workflow actions is already available in your IT system. Import the data into DocuWare with **Autoindex** and eliminate annoying manual entries, for example by automatically filling your ERP with data from invoice processing during posting. DocuWare **Autoindex** can access various data sources, a database or a limited database view, a DocuWare file cabinet or a simple CSV file.

User interface screening

Access archived documents from any program with just one click. DocuWare **Smart Connect** reads predefined content from program interfaces and uses it for searching or indexing. For seamless document access and targeted information, an overview field is displayed in the application. Configure the required settings in just a few steps. Programming is not necessary.

URL integration

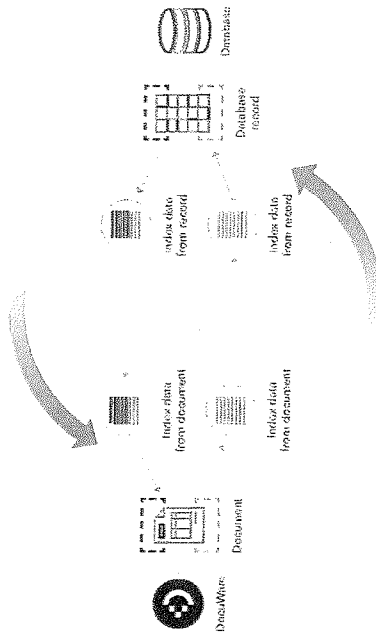
Create URL links to DocuWare elements such as search fields and lists and embed them in any application or in your intranet for quick information.

Platform Services

Use the REST-based gateway to DocuWare for custom programming. For example, integrate DocuWare archives across any platform via XML or JSON, integrating them into the program code of a third-party application.

Connect-to modules

Seamlessly integrate SAP, SharePoint, Outlook and many other mail services with powerful connector modules.



Productive circle: DocuWare gets index data from an external data source and enriches automatically the archived documents. Conversely you can use DocuWare data to populate your other systems.

DocuWare within your IT ecosystem

Highest security standards

The DocuWare platform offers a sophisticated digital infrastructure to ensure the confidentiality, integrity and availability of information. Control what happens to your documents and data and rest assured that they will be captured, processed and stored safe from misuse or loss.

DocuWare | Highest security standards

Business continuity

Make sure that business-critical data and documents can be restored in the event of a hardware crash or natural disaster. Maximum availability and reliability are guaranteed by DocuWare as a cloud solution. Based on Microsoft Azure, all data are AES encrypted, stored in high-performance data centers in the EU or the US and mirrored three times. DocuWare supports common databases and automated backup technologies for on-premises solutions. DocuWare services can be installed on multiple server computers in parallel for enhanced load distribution and reliability.

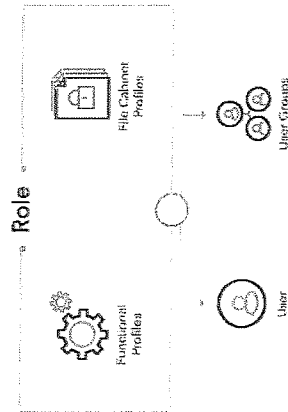
Secure from loss

Documents archived in DocuWare do not disappear into the wrong files, chaotic file directories, or personal email accounts. Central archiving with structured index data combined with powerful full-text indexing ensures that information is always reliable and complete. Even employees have no chance of rendering information unusable in DocuWare. Because of the carefully designed architecture, even an infected client machine cannot cause any damage to the archive during document access.



Access rights

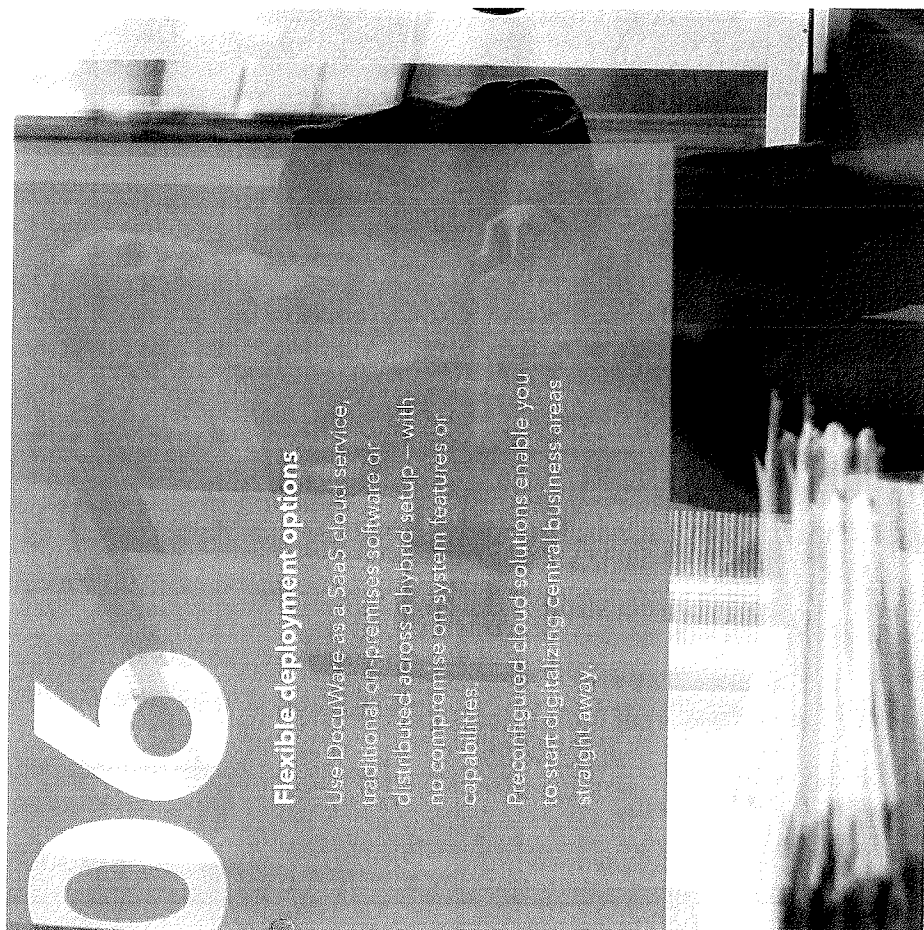
Give your employees the exact rights they need for their respective tasks and control who is allowed to view, edit, export and delete which documents and in which context. For easy implementation, DocuWare provides predefined groups, roles and profiles that you assign to each user. Highly confidential data can also be encrypted so that even the system administrator cannot access it.



Traceability and data protection

Meet compliance requirements such as HIPAA, Sarbanes-Oxley or the GDPR. DocuWare offers reliable procedures to ensure the integrity of your business information. Powerful logging and analysis functions give you control over document versions, changes, and workflows. A sophisticated rights structure, secure data capture, clearly controlled processes and unchangeable system entries protect against document loss, abuse and manipulation.

DocuWare within your IT ecosystem



06

Flexible deployment options

Use DocuWare as a SaaS cloud service, traditional on-premises software or distributed across a hybrid setup — with no compromise on system features or capabilities.

Preconfigured cloud solutions enable you to start digitalizing central business areas straight away.



DocuWare within your IT ecosystem

DocuWare | Flexible deployment options



DocuWare Cloud

With DocuWare Cloud, you get full use of our content services as an uncompromising SaaS solution, without worrying about server hardware, complex IT responsibilities or high initial investment.

DocuWare Cloud is available with flexible licenses for different sizes of enterprises and offers you maximum security, scalability and availability. Automatic updates and backups ensure that your system is always up to date. Every subscription includes the full range of features, including Intelligent Indexing, Workflow Manager, DocuWare Forms and all other applications. You only have to decide how many user licenses and how much storage you need.



Preconfigured cloud solutions

Very fast, targeted entry into office automation is made possible by our preconfigured solutions for specific teams or key applications such as invoice processing or digital files and workflows in personnel management.

Instead of planning the digitization of these processes yourself and configuring an "empty" DocuWare system, you start with a best practice solution based on DocuWare Cloud that you can adapt to your own requirements in just a few steps. Implementation usually takes no longer than a few days. With every preconfigured solution you get the full range of DocuWare Cloud services.



DocuWare as an on-premises solution

If your business has strong IT resources of its own, it may make sense to deploy and maintain your document management and workflow solution with other applications in your own data center. DocuWare supports Microsoft SQL, MySQL, and Oracle databases in multiple load-sharing configurations.

Depending on the requirements and size of your enterprise, choose the right server license for you and expand the included standard functions with additional modules if required.



Cloud, on-premises and hybrid

A hybrid model is another possibility, combining services in the cloud with local on-premises software.

For example, DocuWare Cloud can be used as document storage backup for a local system, or an on-premises system can use Intelligent Indexing in the cloud, or a DocuWare Cloud deployment can integrate with an on-premises ERP.

Information moves smoothly and seamlessly without compromising productivity.

 DocuWare | Flexible deployment options

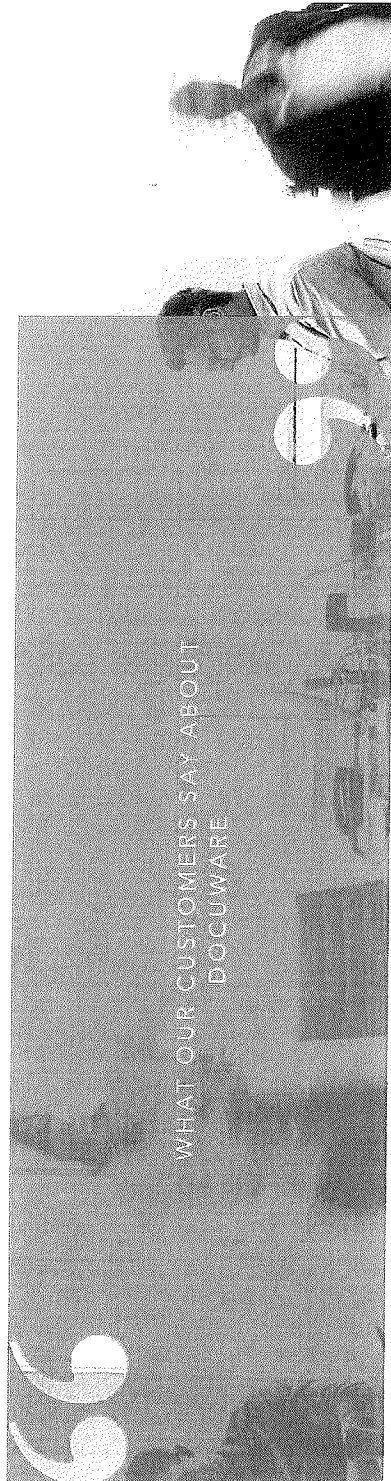
Summary of the functions

DocuWare maintains core feature parity across cloud and on-premises deployments. All document management and workflow automation capabilities are available in DocuWare Cloud and when DocuWare is delivered on-premises.



Central functions	DocuWare Cloud	DocuWare on-premises
Standard capture: scan, import, print, drag & drop	✓	✓
One Click Indexing	✓	✓
Full-text Index	✓	✓
Self-learning, automated indexing	✓	✓ Intelligent indexing
Capture and index by folder monitoring	✓	✓ DocuWare Import
Web forms for data collection	✓	✓ DocuWare Forms
Integrated email capture	✓	✓ Connect to Outlook, Exchange, iCloud
Read barcodes	✓	✓ Barcode capture
System-independent access via any web browser	✓	✓
Search via keywords, full-text, folder structures	✓	✓
Access via mobile app	✓	✓ DocuWare Mobile
Editing with and without changing the original; versioning	✓	✓
Task management with lists and rule-based notifications	✓	✓ Task Manager
Multi-level, comprehensive process automation	✓	✓ Workflow Manager
Information and participation in workflows via mobile app	✓	✓ DocuWare Mobile
Easily configurable search field integration into any application	✓	✓ Smart Connect
Automated data synchronization and exchange with other applications	✓	✓ Archive
Integration via URL or programming	✓	✓
Integration with SAP	✓ Connect to SAP	✓ Connect to SAP

DocuWare within your IT ecosystem



"Moving from a pure archive solution to an integrated workflow-based document management system has been an incredible improvement for our organization. As a result, we have significantly improved processing times and the quality of service provided by our group."

SEPT VAN OY
OPERATIONS MANAGER, HBS INTERIOR GROUP

"As we look to the future, we know that more and more of our business-critical information will be stored in DocuWare. We are already seeing the positive results from bringing in DocuWare as a key element in our IT environment."

PAULIE HALDRE
VICE PRESIDENT, SYSTEMS AND PROGRAMS, WELLS
FARGO BANK, N.A.

"We chose to implement DocuWare Cloud to avoid taxing our internal IT staff and be able to quickly deploy and implement the solution to the corporate office as well as 30 remote locations. Implementing a cloud system was the quickest way to get something in place and have it be as seamless and easy to use as possible."

SHARLA COHEN
ACCOUNTING MANAGER, COLUMBIA UNIVERSITY CHICAGO

BECOME PART OF THE DOCUWARE COMMUNITY

More than 500,000 users worldwide rely on our solutions to dynamically organize their business processes, collaborate more effectively and secure their data and documents.

We are grateful for this trust and eager to support all of our customers with the best information and services. Whether you are starting out with DocuWare or an experienced user looking to try out new applications: we are always here for you and ready to answer your questions.



Learn more: docuware.com



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info@docuware.com | docuware.com

CITY OF RED BANK

City Hall, 3105 Dayton Blvd, 37415
Telephone (423) 877-1103
www.redbanktn.gov

APPLICATION FOR BOARD APPOINTMENT

City government depends on its citizens for knowledge and insight. That is why the City of Red Bank urges its citizens to apply to serve as members on city boards (also referred to as committees and commissions). Board members contribute greatly to the operation of sound, responsive government through their review and recommendations regarding issues that impact the operation of effective and responsive city government. The following questionnaire has been developed to assist the City Commission and the City Manager to assess interests, eligibility and qualifications of those applying for board appointments. All residents are eligible and applications will remain on file for a year. For information on specific boards and their responsibilities, visit the city website and click on "Boards".

Questions to consider before applying for board membership:

- *What is my motivation for applying for membership?*
- *Do I fully understand what this board expects from me?*
- *Am I committed to the purpose, duties and responsibilities of the board?*
- *Can I afford the demands on my time, resources and energy?*
- *Can I attend meetings regularly, making them a priority for the duration of my appointment?*
- *Am I willing to perform a reasonable amount of work outside of regularly scheduled meetings?*
- *Can I work effectively with members of the board, city manager, staff and commissioner?*
- *Am I committed to serving even if the going gets rough and controversy arises?*
- *Am I willing to participate in necessary training, education and development activities to improve my effectiveness on the board?*

APPLICANT INFORMATION

Applicant Name (please print):

Jordan Hayes

Home Address:

[REDACTED]

City: Red Bank State: TN Zip: 37415

Phone: (H) [REDACTED] (C) [REDACTED] E-mail [REDACTED]

Occupation: Engineer Retired: ☐ Yes ☒ No

- a) How long have you been a resident of the City of Red Bank? 2 Years and 4 Months
- b) Are you a registered voter of the City of Red Bank? ☐ Yes ☒ No
- c) Are you current with all financial obligations (taxes, permit fees, etc.) owed to the City? ☐ Yes ☒ No
- d) For which board are you applying? Red Bank Floodplain Review Board
- e) Have you attended meetings of the board for which you wish to serve? ☐ Yes ☒ No How many? _____

f) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No

g) The board members are required to attend regular meetings, missing no more than (3) consecutive meetings in a row during any calendar year and also staying current with the issues before the board. Are you able to meet these requirements? ☒ Yes ☐ No

h) Do you know of any circumstances or conflicts of interest that may cause you to abstain from voting on any action before the board? ☐ Yes ☒ No If yes, please explain:

i) Do you, your employer, your spouse, children or their employers, do business with the City of Red Bank?

☐ Yes ☒ No If yes, please explain: _____

j) Do you have any employment or contractual relationship with the City of Red Bank that would create a continuing or frequently recurring conflict with regard to your participation on a board? ☐ Yes ☒ No If yes, please explain:

k) Please explain your reasons for wishing to serve on a particular board:

I have been very involved in creating and communicating hydrologic and hydraulic models for flood risk and mitigation actions for over 10 years. I am very passionate about ensuring these models and corresponding maps are accurate and useful to communities. Being able to apply these skills within my own community would allow me to share my knowledge about the process and products to ensure we continue to develop in intelligent and resilient ways.

CITY OF RED BANK BOARD APPLICATION

Page 3 of 3

l) What goals and objectives do you wish to achieve on that board?

I would like to ensure our current and upcoming maps are accurate and meet our needs as a developing community. Furthermore, I would like to help us communicate and mitigate our flood risk throughout our community.

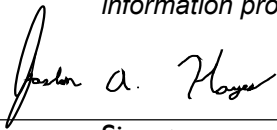
m) Please provide a personal history, including education, experience, previous civic, community or other service involvement that would help the city make an informed decision regarding your board application.

My wife and I bought this house after her grandparents lived here for 50 years and her mom grew up in Red Bank. I earned my bachelor and masters degrees from the University of Tennessee in Civil and Environmental Engineering, respectively, with a focus in water resources. I have worked for over 10 years in the flood risk, mitigation, and resilience fields where I specialize in developing H&H models and maps to communicate to stakeholders and community members. I am a hydrology subject matter expert and an active member of numerous national and state floodplain management societies and also for the National Hydrologic Warning council.

n) Would you be willing to be considered for appointment to any of the other boards if a position is not available on the board of your first choice? If so, please list other boards for which you would like to be considered in order of interest:

I believe my skills best agree with the floodplain review board. I would be willing to consider other boards, but would need deliberation time to assess my ability and time investment opportunity.

Applicant Statement: I understand that I am applying to the City of Red Bank to volunteer for a board appointment; that such application may require an interview prior to consideration for appointment; that if appointed, I will be required to take an oath of office to uphold the United States and Tennessee Constitutions and to support the purpose and responsibilities of the board; that I will be required to meet the attendance and training requirements for board membership; and, that failure to do so or any other reason designated by law or City Charter may cause my removal from office. I agree to comply with all requirements of the board for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.



Signature

Jordan A Hayes

Printed Name

21Oct2024

Date

Please return completed and signed application to:

Martin Granum, City Manager
CITY OF RED BANK
3105 Dayton Blvd
Red Bank, TN 37415
Telephone: (423) 877-1103
Website: www.redbanktn.gov



**Exhibit A, Scope of Work
Dayton Boulevard Road Diet Study
Signal Mountain Road to Gadd Road
City of Red Bank
August 8, 2024**

Barge Design Solutions, Inc. (Barge) will provide the following scope of services for the City of Red Bank (City) for the Dayton Boulevard Road Diet Study from Signal Mountain Road to Gadd Road, in accordance with the Professional Services Agreement for On-Call Traffic Engineering (Agreement) dated January 25, 2024. The scope of work is presented in the following elements:

- I. Project Understanding
- II. Scope of Services
- III. Schedule
- IV. Services Not Included

I. Project Understanding

The City of Red Bank has expressed interest in understanding the potential roadway reconfiguration of Dayton Boulevard from Signal Mountain Road to Gadd Road. Dayton Boulevard currently operates as a 5-lane roadway with a center turn lane. The City is interested in restriping the roadway to a 3-lane section and adding buffered bicycle lanes in both directions along the roadway.

Barge Design Solutions will assist Red Bank in evaluating the roadway in question and determining what roadway cross section is most feasible for all users of Dayton Boulevard. The project will also identify potential improvements to the signalized/unsignalized intersections within the study area as it relates to all modes of travel. Additional design studies will be provided to include planting, hardscape, stormwater polishing features, and streetscape improvements.

In accordance with TDOT's Road Diet Guidance Manual, this study is anticipated to be a Level 2 study. Following is an outline of the tasks that need to be completed for this project:

II. Scope of Services

Task 1 – Project Management and Coordination

Barge will work with Red Bank to establish a clear and complete Project Management Plan and scope consisting of a clear line of communication from a single point of contact that includes progress meetings and reports, invoicing, scheduling, resource and quality management to name a few. The following is an outline of tasks handled by the Project manager:

- A. Project Management
 - a. Scope Management
 - b. Budget and Cost Management
 - c. Communications / Project Meetings
 - d. Schedule Management
 - e. Priorities Management



B. Resource Management

- a. Staffing
- b. Personnel

C. Quality Management

The Barge team will work closely with Red Bank to ensure the direction of the projects are understood and coordinated throughout the various tasks.

Deliverables:

- 1. Kick-off Meeting
- 2. Project Schedule
- 3. Monthly Progress Reports
- 4. Monthly invoices

Task 2 – Data Collection and Field Review

Turning movement counts (TMC) will be collected at nine (9) existing signalized intersections for an 8-hour period (6:00 – 9:00 AM, 11:00 – 1:00 PM, and 3:30 – 6:30 PM). The following study intersections are:

- Dayton Boulevard at Signal Mountain Road / Spring Road
- Dayton Boulevard at Hedgewood Drive
- Dayton Boulevard at Memorial Drive
- Dayton Boulevard at Martin Road
- Dayton Boulevard at Newberry Street
- Dayton Boulevard at Leawood Avenue
- Dayton Boulevard at Morrison Springs Road
- Dayton Boulevard at Ashland Terrace
- Dayton Boulevard at Wickley Road / Browntown Road

TDOT Historical Annual Average Daily Traffic (AADT) count stations will also be assessed to understand the historic growth in traffic near the vicinity of the project intersection.

Barge will conduct a site visit of the study corridor to inventory existing conditions. The inventory will include an evaluation of existing conditions as well as identifying potential improvements related to vehicle, pedestrian, and bicycle infrastructure. This will include appropriate documentation and photos of locations where recommendations are expected.

Red Bank shall supply any known plans or projects in the study area, including the City's comprehensive plan, that will be reviewed by the team to gain better understanding of the study corridor. Identified recommendations will be evaluated to determine they are compatible with any upcoming planned projects in the study area.



Crash data will be evaluated from the latest 5 years along the study corridor. TDOT's ETRIMS platform will be utilized to access the most recent 5 years of crash data. Vehicle, pedestrian, and bicycle accidents of all severity levels will be assessed.

Deliverables

1. Field notes and photos (if requested by Red Bank)

Task 3 – Analysis, Report, and Exhibits

A crash analysis will be conducted using ETRIMS safety data to identify hot spot locations and overall crash rate of the corridor segments. Crash diagrams will be developed to highlight where specific crash locations and conditions at the intersection.

A model of the study intersections will be developed using Synchro software to evaluate capacity / LOS vehicular traffic operations during the AM and PM peak hour periods. Per the TDOT Road Diet Guidance Manual, the following scenarios will be analyzed:

- Existing 2024
- No Build 2034
- Build 2024
- Build 2034

After the analysis and recommendations are complete, Barge will prepare a concise report to support the conceptual plans presenting the recommendations. The conceptual plans will include recommendations on aerial layout sheets. Landscape Architectural design recommendations for streetscape, hardscape, plantings, and stormwater polishing improvements will be provided for review and comment. Concept sketches, plans and sections, will be provided.

Recommendations will require full design and/or survey for actual construction. Development of design plans requiring survey are not included as part of this scope.

Review Process

The City will review the recommendations and provide feedback to Barge. Barge will address The City's comments and provide final recommendation exhibits for construction.

Deliverables

1. Crash Diagrams
2. Synchro Models – AM and PM Peak Hours
3. Draft / Final Report
4. Draft / Final Conceptual Plans on Aerials



III. Schedule

Once a Notice to Proceed (NTP) is given to Barge, work can begin within one (1) week. Below is the proposed schedule for this project. Task 1 will run concurrently with Tasks 2 and Task 3. Task 2 will run sequentially with Task 3. The completion time entails the amount of time needed to complete the effort for each task and does not include necessary time for review.

Task	Description of Work	Completion Time
1	Project Management	11 weeks
2	Data Collection and Field Review	3 weeks
3	Analysis, Reports, and Exhibits	8 weeks
TOTAL		11 weeks

IV. Services Not Included in the Scope of Work

The following items are not anticipated to be required at this time and are therefore specifically excluded from the scope. These services may be added on request as an extra service.

- Design Renderings above Concepts (anything requiring Survey)
- Marketing Materials
- Press Releases and Social Media Posts
- Meetings not within the scope of services
- Addressing comments not included in scope of services
- Revisions to document after acceptance by Red Bank
- Public Meetings
- Post design or 'on-call' services after project work has been accepted and completed
- Bid Document preparation and bid assistance
- NEPA Assessments and Documentation
- Utility Relocation Design Services and Plans
- Geotechnical work
- Permit Fees, any application fees, advertising expenses or Mitigation plans.
- Right-of-way or easement acquisition, exhibits, descriptions or other related services
- Post Design or 'on call' services after project work has been accepted and completed

EXHIBIT B
TENNESSEE DEPARTMENT OF HEALTH –
HEALTHY BUILT ENVIRONMENTS GRANT CLAUSES

The Grantee refers to the City of Red Bank.

Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER

EXHIBIT B
TENNESSEE DEPARTMENT OF HEALTH –
HEALTHY BUILT ENVIRONMENTS GRANT CLAUSES

TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S
TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.



Work Order No. 02
Dayton Boulevard Road Diet Study
Signal Mountain Road to Gadd Road
City of Red Bank
August 8, 2024

This Work Order is made as of the date last signed below by and between City of Red Bank (Client) and Barge Design Solutions, Inc. (Barge) for the **Dayton Boulevard Road Diet Study Signal Mountain Road to Gadd Road** (Project) in accordance with the terms and conditions of the Master Professional Services Agreement (Agreement) dated January 25, 2024, all of which terms and conditions are incorporated herein by reference; and in accordance with the provisions of Exhibit B - Tennessee Department of Health – Healthy Built Environments Grant Clauses attached.

The Project is described in **Exhibit A – Scope of Services**, attached.

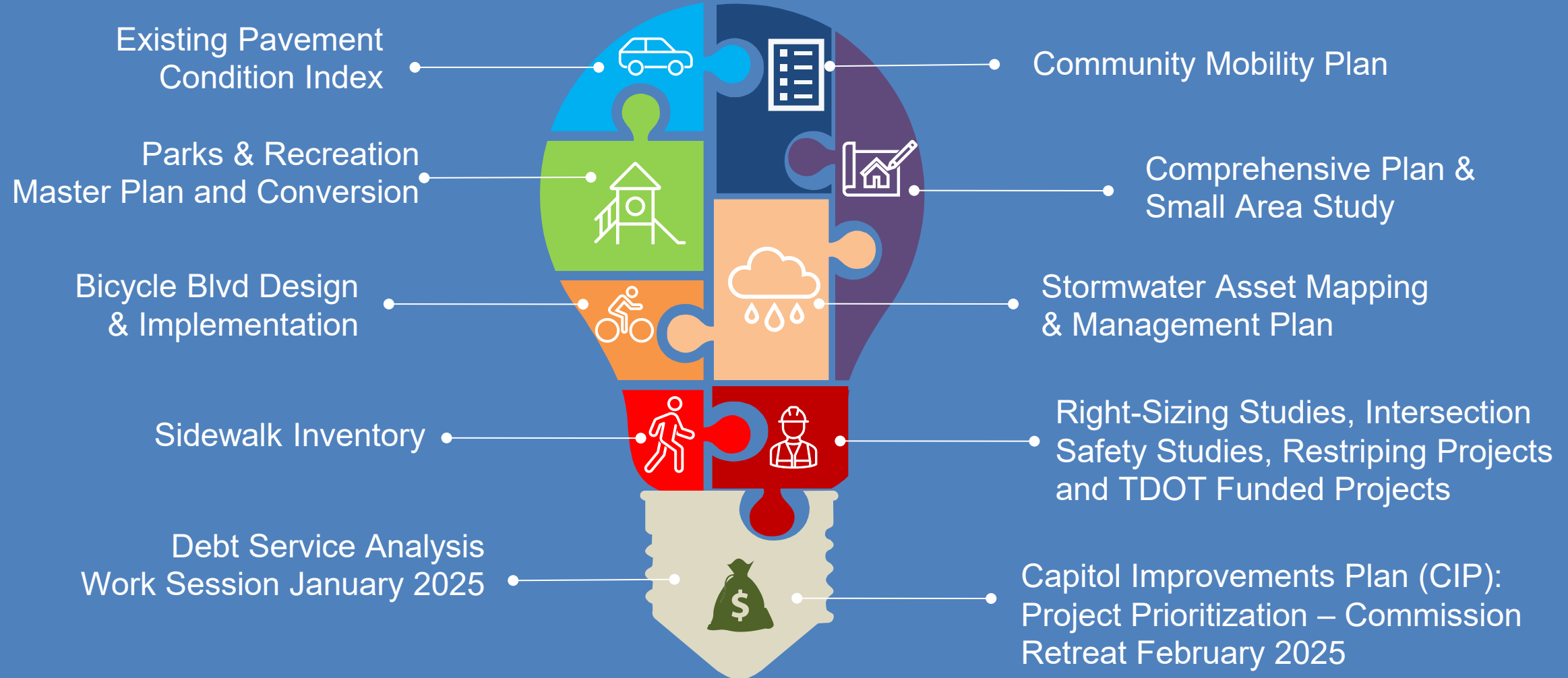
Client agrees to pay Barge a Lump Sum Fee as listed in the table below to complete the scope of work as defined in **Exhibit A**. Barge will submit monthly invoices based on percent of work completed to date. The project status will be summarized monthly in our progress report and invoice submittal.

Fee Summary Table

Items	Fee Type	Fee Amount
Task 1 Project Management	Lump Sum	\$6,500.00
Task 2 Data Collection and Field Review	Lump Sum	\$16,500.00
Task 3 Analysis, Reports, and Exhibits	Lump Sum	\$36,100.00
TOTAL		\$59,100.00

City of Red Bank	Barge Design Solutions, Inc.
By:	By:
Printed Name:	Printed Name: Matthew S. Stovall, PLA, ASLA, LEED AP
Title:	Title: Sr. Vice President
Address:	Address: 1110 Market Street, Ste 200 Chattanooga, Tennessee 37402
Date Signed:	Date Signed:

Red Bank Planning Initiatives: Lighting the Way for Multi-Modal Transportation Improvements



Gregory Tate
Public Works Director
City of Red Bank
3105 Dayton Boulevard
Red Bank, Tennessee 37415

November 6, 2024

**RE: Red Bank Traffic On-Call – Work Order #5 Proposal
Ashland Terrace Safety and School Zone Study
Dayton Boulevard to Knollwood Drive / Crestview Drive
Red Bank, Tennessee**

Dear Mr. Tate,

On behalf of Barge Design Solutions (Barge), I am pleased to submit this proposal and scope of services for the above referenced project. The attached information outlines the scope of engineering services to prepare a Safety and School Zone Study for Ashland Terrace from Dayton Boulevard to Knollwood Drive/Crestview Drive.

We appreciate the opportunity to work with you on this project. If you have any questions or need any additional information, please contact us.

Sincerely,

Barge Design Solutions, Inc.

Matthew S. Stovall
ASLA, LEED AP
Sr. Vice President
Client Service Leader

cc: Leslie Johnson, City of Red Bank
Geneva Dowdy, PE, Project Manager, Barge Design Solutions, Inc.
Jonathan Mills, PE, Traffic Director, Barge Design Solutions, Inc.

This Work Order is made as of the date last signed below by and between City of Red Bank (**Client**) and Barge Design Solutions, Inc. (**Barge**) for the **Ashland Terrace and Dayton Boulevard and other arterial roads within the proposed school zone Safety and School Zone Study** (Project) in accordance with the terms and conditions of the Master Professional Services Agreement (Agreement) dated January 25, 2024 all of which terms and conditions are incorporated herein by reference.

The Project is described in **Exhibit A – Scope of Services**, attached.

Client agrees to pay Barge a Lump Sum Fee as listed in the table below to complete the scope of work as defined in **Exhibit A**. Barge will submit monthly invoices based on percent of work completed to date. The project status will be summarized monthly in our progress report and invoice submittal. **Fee Summary Table**

Items	Fee Type	Fee Amount
Task 1 Project Management and Coordination	Lump Sum	\$7,100.00
Task 2 Data Collection and Field Review	Lump Sum	\$10,000.00
Task 3 Analysis, Report and Exhibits	Lump Sum	\$27,400.00
TOTAL	Lump Sum	\$44,500.00

City of Red Bank	Barge Design Solutions, Inc.
By:	By:
Printed Name:	Printed Name: Matthew S. Stovall, PLA, ASLA, LEED AP
Title:	Title: Sr. Vice President
Address:	Address: 1110 Market Street, Ste 200 Chattanooga, Tennessee 37402
Date Signed:	Date Signed:

Barge Design Solutions, Inc. (Barge) will provide the following scope of services for the City of Red Bank (City) for the Ashland Terrace and Dayton Boulevard Safety and School Zone Study from the proposed school safety zone limits which include Dayton Boulevard to Knollwood Drive/Crestview Drive, in accordance with the Professional Services Agreement for On-Call Traffic Engineering (Agreement) dated January 25, 2024. The scope of work is presented in the following elements:

- I. Project Understanding
- II. Scope of Services
- III. Schedule
- IV. Services Not Included

I. Project Understanding

The City of Red Bank expressed interest in understanding the potential roadway reconfiguration of Ashland Terrace from Dayton Boulevard to Knollwood Drive / Crestview Drive. Ashland Terrace currently operates as a 3-lane undivided roadway and a 4-lane undivided roadway through the study area. The City is interested in potentially repaving and restriping the roadway to a 3-lane section with a center turn up to the City limits.

Additionally, the City is interested in establishing a school zone for Point Christian Academy, located on the corner of Ashland Terrace and Dayton Boulevard. In addition to a school zone speed limit, an evaluation of the current posted speed limits will also be assessed on Ashland Terrace and Dayton Boulevard within the project limits. Access points around Point Christian Academy such as Lawton Street and Bank Street will be evaluated to determine what, if any, vehicular access control should be implemented. A pick-up / drop-off circulation concept will be prepared to enhance traffic and safety operations around Point Christian Academy during school hours.

Barge Design Solutions will assist Red Bank in evaluating the study area and determining what roadway cross section is most feasible for all users of Ashland Terrace. The project will also identify potential improvements to pedestrian safety and vehicle access within the study area and provide a concept plan of pick-up/drop-off circulation operations.

Following is an outline of the tasks included in this project:

II. Scope of Services

Task 1 – Project Management and Coordination

Barge will plan, manage, and execute the work in accordance with the schedule and budget established herein. The project management task will generally include the following activities:

- Facilitate project initiation meeting with Client to identify key project stakeholders for distribution of project information, discuss pertinent data, project staffing, and organization, and present project work plan and initial schedule.
- Perform general project management duties including supervising and coordinating the project team and monitoring of project progress, costs, schedule, and work to complete.
- Coordinate regular status meetings with Client staff, prepare meeting agenda, and prepare meeting summaries with action items and decisions. These meetings will occur as part of each project task.
- Prepare and submit monthly invoices and project status reports. Communicate potential scope changes, schedule impacts, and cost risks to allow for timely guidance from client staff to manage change.

Deliverables:

The following deliverables will be provided as part of this task:

- Meeting Agenda and Summaries
- Monthly Progress Reports and Invoices

Task 2 – Data Collection and Field Review

Turning movement counts (TMC) will be collected at five (5) existing signalized / unsignalized intersections for a 12-hour period (6:00 AM – 6:00 PM). The following study intersections are:

- Dayton Boulevard at Ashland Terrace
- Dayton Boulevard at Bank Street
- Ashland Terrace at Knollwood Drive / Crestview Drive
- Ashland Terrace at Tacoma Avenue
- Ashland Terrace at Bank Street

Additionally, a 24-hour tube count will be collected along Ashland Terrace and Dayton Boulevard to capture vehicle traveling speed. TDOT Historical Annual Average Daily Traffic (AADT) count stations will also be assessed to understand the historic growth in traffic near the vicinity of the study area.

Barge will conduct a site visit of the study corridor to inventory existing conditions. The inventory will include an evaluation of existing conditions as well as identifying potential improvements related to vehicle, pedestrian, and bicycle infrastructure. Observations will also be made along the roadway network during the school pick-up/drop-up periods to understand the current school circulation operations. This will include appropriate documentation and photos of locations where recommendations are expected.

Red Bank shall supply any known plans or projects in the study area, including the City's Community Mobility Plan, that will be reviewed by the team to gain better understanding of the study corridor.

Identified recommendations will be evaluated to determine they are compatible with any upcoming planned projects in the study area.

Crash data will be evaluated from the latest 5 years along the study corridor. TDOT's ETRIMS platform will be utilized to access the most recent 5 years of crash data. Vehicle, pedestrian, and bicycle accidents of all severity levels will be collected.

Task 3 – Analysis, Report, and Exhibits

Using the collected crash data, a crash analysis will be conducted to identify hot spot locations and overall crash rate along Ashland Terrace. Crash diagrams will be developed to highlight fatal and severe injury crash locations and conditions in the study area.

A model of the study intersections along Ashland Terrace will be developed using HCS software to evaluate capacity / LOS vehicular traffic operations for proposed lane reconfiguration during the AM and PM peak hour periods for the following scenarios:

- Existing 2024
- Future 2034 (without roadway reconfiguration)
- Future 2034 (with roadway reconfiguration)

A school zone analysis around Point Christian Academy will also be evaluated to determine a school zone length and speed limit in accordance with the MUTCD, as well as hours of operation along Dayton Boulevard and Ashland Terrace. Additionally, the existing posted speed limit along Ashland Terrace and along Dayton Boulevard in the proposed school zone limits will be assessed through the study area and recommendations, if any, will be made for a speed limit change.

A concept circulation plan will be developed to provide suggestions for improvement for school pick-up / drop-off operations at Point Christian Academy.

After the analysis and recommendations are complete, Barge will prepare a brief report to support the conceptual plans presenting the recommendations. The conceptual plans will include recommendations on aerial layout sheets.

In order to implement the recommendations made in this Study, final design and construction plans including field survey will be required. Development of final design, construction plans and field survey are not included as part of this scope.

Review Process

The City will review the recommendations and provide feedback to Barge. Barge will address the City's comments and provide a final report and conceptual plan exhibits.

Deliverables

1. Draft / Final Report
2. Draft / Final Conceptual Plans on Aerials

III. Schedule

Once a Notice to Proceed (NTP) is given to Barge, work can begin within one (1) week. Below is the proposed schedule for this project. Task 1 will run concurrently with Tasks 2 and Task 3. Task 2 will run sequentially with Task 3. The completion time entails the amount of time needed to complete the effort for each task and does not include necessary time for review.

Task	Description of Work	Completion Time
1	Project Management	12 weeks
2	Data Collection and Field Review	4 weeks
3	Analysis, Reports, and Exhibits	8 weeks
TOTAL		12 weeks

IV. Services Not Included in the Scope of Work

The following items are not anticipated to be required at this time and are therefore specifically excluded from the scope. These services may be added on request as an extra service.

- Design Renderings above Concepts (anything requiring Survey)
- Marketing Materials
- Press Releases and Social Media Posts
- Meetings not within the scope of services
- Addressing comments not included in scope of services
- Revisions to document after acceptance by Red Bank
- Public Meetings
- Post design or 'on-call' services after project work has been accepted and completed
- Bid Document preparation and bid assistance
- NEPA Assessments and Documentation
- Utility Relocation Design Services and Plans
- Geotechnical work

- Permit Fees, any application fees, advertising expenses or Mitigation plans.
- Right-of-way or easement acquisition, exhibits, descriptions or other related services
- Post Design or 'on call' services after project work has been accepted and completed

BARGE DESIGN SOLUTIONS, INC.

AMENDMENT 1 TO THE PROFESSIONAL SERVICES AGREEMENT DATED 10/2/23

This is an amendment to the professional services agreement between the City of Red Bank (**Client**) and Barge Design Solutions, Inc. (**BARGE**). Except as set forth in this Amendment, the Agreement is unaffected and shall continue and effect in accordance with its terms.

Project: Red Bank Stormwater Asset Management Plan

Location: Red Bank, TN

Description of Additional Services Provided under Amendment 1:

The Client requested Barge provide a 3D survey of the encapsulated portion of Stringer's Branch in Red Bank between Unaka Street and East Meadowbrook Drive so that a structural condition assessment of the encapsulation.

Barge will perform 3D laser scanning services utilizing simultaneous localization and mapping (SLAM) technology to survey and map the interior of the encapsulated portion of Stringers Branch between Unaka Street and East Meadow Drive. A Lieca BLK2GO handheld 3D Mobile Laser Scanner will be used to produce a 3D Point Cloud of the interior of the encapsulated stream, where possible.

Barge will follow confined space entry requirements by preparing a plan and utilizing gas monitors to test air quality within the confines of the encapsulated stream.

Deliverable will be 3D Point Cloud of the encapsulated stream to be used for location and associated pipe ties.

Barge will complete this additional survey work for the lump sum fee of \$12,500.

Summary Table of Fee Changes with Contract

Description	Fee
Original Contract Amount	\$1,190,000.00
Amendment 1	\$12,500.00
New Contract Total	\$1,202,500.00

City of Red Bank	Barge Design Solutions, Inc.
By:	By:
Printed Name:	Printed Name:
Title:	Title:
Address:	Address:
Date Signed:	Date Signed:

BARGE DESIGN SOLUTIONS, INC.

AMENDMENT 2 TO THE PROFESSIONAL SERVICES AGREEMENT DATED 10/2/23

This is an amendment to the professional services agreement between the City of Red Bank (**Client**) and Barge Design Solutions, Inc. (**BARGE**). Except as set forth in this Amendment, the Agreement is unaffected and shall continue and effect in accordance with its terms.

Project: Red Bank Stormwater Asset Management Plan

Location: Red Bank, TN

Description of Additional Services Provided under Amendment 2:

Barge is proposing to provide surveying services to Client for the Stringers Branch project to determine the existence of easements over and across parcels along Dayton Boulevard and situated in Red Bank, Tennessee.

Barge will acquire title work from local title companies for approximately 20 parcels being situated along the eastern right-of-way of Dayton Boulevard from East Meadowbrook Drive to Unaka Street and having underground stormwater facilities over and across said parcels. Further, once title work has been acquired, Barge will review deeds and plats to determine if there are any easements related to the underground stormwater facilities that burden any of the parcels along the project corridor as described above. Finally, Barge will provide a .pdf base map of the parcels that have an easement for stormwater related to the Stringers Branch underground stormwater facilities.

Special Conditions/Assumptions/Exclusions:

1. Fees associated with the acquisition of title work is the responsibility of the Client.
2. Should additional title work be needed beyond the standard 30 – 50 year mark to determine older deeds that may or may not have easements associated with them then a change order for additional services would be necessary.
3. The surveyor is not proposing to precisely position easements on the parcels along the project corridor. The surveyor is proposing only to determine if a parcel is affected by an easement that is related to stormwater facilities.
4. The surveyor is not proposing to do any field surveying to determine parcel or right-of-way lines. All lines shown on the .pdf base map will be based on GIS data and are approximate.
5. The .pdf base map will be prepared using AutoCAD software with US Survey Foot units.
6. Should there be a deviation in the number or location of the parcels by the Client that would cause additional work, then a change order may be necessary.

Barge will complete this additional survey work for the lump sum fee of \$23,250.

Summary Table of Fee Changes with Contract

Description	Fee
Original Contract Amount	\$1,190,000.00
Amendment 1	\$12,500.00
Amendment 2	\$23,250.00
New Contract Total	\$1,225,750.00

City of Red Bank	Barge Design Solutions, Inc.
By:	By:
Printed Name:	Printed Name:
Title:	Title:
Address:	Address:
Date Signed:	Date Signed:

BARGE DESIGN SOLUTIONS, INC.

AMENDMENT 3 TO THE PROFESSIONAL SERVICES AGREEMENT DATED 10/2/23

This is an amendment to the professional services agreement between the City of Red Bank (**Client**) and Barge Design Solutions, Inc. (**BARGE**). Except as set forth in this Amendment, the Agreement is unaffected and shall continue and effect in accordance with its terms.

Project: Red Bank Stormwater Asset Management Plan

Location: Red Bank, TN

Description of Additional Services Provided under Amendment 3:

The Client has two existing retention ponds at White Oak Park, Figure 1, which are overgrown with vegetation, filled with sedimentation and debris, are difficult to maintain, and are not functioning as designed. The Client has requested that Barge provide design and construction phase services for the restoration of the two existing retention ponds and changing the outlet structures for to be detention ponds. Restoration of the ponds includes:

1. Removal of sedimentation and debris.
2. Regrading banks to a slope that can be mowed.
3. Installing new outlet structures and reinforced concrete pipes (RCP) so pond functions as a detention pond.
4. Removal of vegetation within the banks of the berm.
5. Armoring the spillway between ponds with rip rap

The Client plans to use the remaining funding available within the original Tennessee Department of Environment and Conservation (TDEC) American Resource Plan Act (ARPA) grant for this additional work.



Figure 1: Detention Ponds at White Oak Parks

Barge will conduct land surveying to locate marked utilities, topographic features, the edge of pavement, tree lines, and other above-ground features with the project area. The survey will extend 25-feet outside of the top of bank. At a minimum, the items located will include those necessary for design and land disturbance permitting. The topographic survey will be prepared relative to NAVD 88 elevations. The area to be surveyed is assumed to be 4 acres or less, 5 survey points will be collected throughout each pond, and no boundary or easement delineation is required.

The detailed design task will include development of a 90% design deliverable and final sealed contract documents. Barge will provide the Client with the 90% design packages for review and comment and will facilitate a virtual design review meeting with the Client to review the design. A Tennessee Department of Environment and Conservation (TDEC) Construction Grading Permit is assumed to be the only permit required for the project. Barge's standard front-end documents including funding required documents (Division 0) and standard technical specifications (Divisions 01 through 49) will be used and will be provided with the 90% and final sealed contract documents. Design is assumed to be completed concurrently with the remaining work of the Asset Management Plan (AMP). The AMP estimated completion date is April 2025.

Barge will provide an opinion of probable construction cost (OPCC) based on the 90% design documents. The Client understands that Barge has no control over the cost or availability of labor, equipment materials, over-market conditions, or the Contractor's method of pricing, and that Barge's OPCC is made on the basis of Barge's professional judgment and experience. Barge makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from Barge's OPCC.

Bid phase services are excluded from this scope of work.

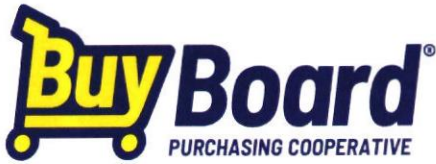
During construction, Barge will review submittals and responded to requests for information from the contractor. Barge will perform up to two site visits during construction and will perform one substantial completion site visit for the new work. Resident project representation is not included in amendment 3.

Barge will complete this additional design and construction administration work for the lump sum fee of \$40,500.00.

Summary Table of Fee Changes with Contract

Description	Fee
Original Contract Amount	\$1,190,000.00
Amendment 1	\$12,500.00
Amendment 2	\$23,250.00
Amendment 3	\$40,500.00
New Contract Total	\$1,266,250.00

City of Red Bank	Barge Design Solutions, Inc.
By:	By:
Printed Name:	Printed Name:
Title:	Title:
Address:	Address:
Date Signed:	Date Signed:



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Jennifer.Lansden@buyboard.com

512.483.7105 (office) 423-322-3765 (cell)

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- COMMERCIAL WASHERS AND DRYERS
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- FOOD SERVICES SUPPLIES/EQUIPMENT
- FUEL
- FUELING SYSTEMS INCLUDING PROPANE
- FURNITURE-CHURCH, COURTROOM, DORMITORY, LIBRARY, OFFICE, SCHOOL, AND SCIENCE
- GENERAL RESTORATION AND DISASTER SERVICES
- GROUNDS MAINTENANCE SUPPLIES/EQUIPMENT
- HIGHWAY SAFETY/TRAFFIC CONTROL PRODUCTS
- HOLIDAY LIGHTING AND DECORATIONS-OUTDOOR
- HVAC SUPPLIES/EQUIPMENT
- INSTRUCTIONAL MATERIALS/CURRICULUM
- IRRIGATION SUPPLIES/EQUIPMENT
- JOB ORDER CONTRACTING (JOC)
- LIBRARY BOOKS/SUPPLIES/EQUIPMENT
- MOBILE COMMAND/EMERGENCY MANAGEMENT VEHICLES
- MODULAR BUILDINGS/PERMANENT MODULAR BUILDINGS
- MODULAR BUILDINGS/WALKWAYS AND RAMPS
- MOVING SERVICES AND SUPPLIES INCLUDING PORTABLE STORAGE UNITS
- MUSICAL INSTRUMENT SUPPLIES/EQUIPMENT INCLUDING REPAIR SERVICES
- OFFICE SUPPLIES/EQUIPMENT
- OUTDOOR LIGHTING-STREET/LANDSCAPE
- PAPER AND TONER-OFFICE AND COPIER
- PARKS AND RECREATION SUPPLIES
- PEST CONTROL MANAGEMENT SERVICES
- PIPE-BURSTING EQUIPMENT
- POLICE MOTORCYCLES
- PUBLIC SAFETY SUPPLIES/EQUIPMENT
- RADIO, COMMUNICATIONS, AND SURVEILLANCE SUPPLIES/EQUIPMENT
- REFUSE CONTAINERS-COMMERCIAL AND RESIDENTIAL
- REFUSE TRUCK BODIES AND TRAILERS
- SAND-SPREADING EQUIPMENT
- SCHOOL BUSES AND PARTS
- SEWER INSPECTION AND CLEANING EQUIPMENT
- SPORTS LIGHTING
- SPORTS SURFACES-OUTDOOR/TURF-TESTING SERVICES
- STAGE AND THEATER SUPPLIES/EQUIPMENT, LIGHTING, AND SOUND SYSTEMS
- STREET SWEEPERS
- SWIMMING POOL CHEMICALS/EQUIPMENT
- TECHNOLOGY EQUIPMENT/SOFTWARE/SUPPLIES
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- VOTING SYSTEMS
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REQUIRED FIELDS ON THE REGISTRATION FORM, AND SUBMIT. FOR NONPROFIT AGENCIES TO JOIN, SIMPLY COMPLETE THE SUBSCRIBER AGREEMENT AND E-MAIL OR FAX IT DIRECTLY TO BUYBOARD.

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3. CLICK THE "VENDOR PAGE" LINK, COMPLETE THE FORM, AND CREATE A UNIQUE PASSWORD.
4. RECEIVE A CONFIRMATION E-MAIL ONCE YOUR COMPANY HAS BEEN ADDED TO THE REGISTRATION LIST.

ALL RFPs ARE POSTED AT BUYBOARD.COM/VENDOR. CLICK ON THE "TAKE A LOOK AT OUR CURRENT PROPOSAL LIST" BOX TO VIEW CURRENT REQUESTS FOR PROPOSALS.

NOTICE: REGISTERING DOES NOT PLACE YOUR COMPANY ON THE BUYBOARD. VENDORS MUST FIRST BE AWARDED A BUYBOARD PROPOSAL.



Contact: Jennifer Lansden
Phone: 512-483-7105
Email: Jennifer.Lansden@buyboard.com

From: [Kate Hackney](#)
To: [Gregory Tate](#); [Tracey Perry](#); [Martin Granum](#)
Subject: FW: APPROVAL NOTIFICATION - DRIVER GRANT
Date: Monday, November 4, 2024 3:06:46 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

YIPPIEE!!

From: Tahtia Mitchell <TMitchell@PEpartners.org>
Sent: Monday, November 4, 2024 3:05 PM
To: Kate Hackney <khackney@redbanktn.gov>
Subject: APPROVAL NOTIFICATION - DRIVER GRANT



11/4/2024

City of Red Bank
Kate Hackney
3105 Dayton Blvd
Chattanooga, TN 37415

Subject: DRIVER GRANT PROGRAM - APPROVED

Congratulations! This letter serves as official notification to the City of Red Bank that you have been **approved** for the 2024-2025 James L. Richardson Driver Matching Grant Program, for which you applied.

A Grant in the amount of \$4,000.00 was approved for your requested items. The PAID receipts for the approved items along with the invoices for the approved items must amount to at least \$8,000.00 to be eligible to receive the full reimbursement of \$4,000.00. Your 2024-2025 Priority Classification Rating is Class II.

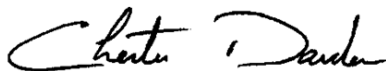
Important! The deadline for all reimbursement receipts is April 1, 2025. If you have already sent us **proof of payment** for approved purchases, you will be receiving your Grant check shortly. If you have not sent this information, please do so by **April 1, 2025**, along with a copy of this notification. Please keep in mind that if we do not receive reimbursement items in a timely manner you may jeopardize your eligibility to receive funding the following fiscal year. If proof of payment is not received by this date, your reimbursement dollars may be reappropriated. Your check will not be processed until we have verification of payment. Please see list of mandatory items needed for reimbursement below.

GRANT REIMBURSEMENT CHECKLIST:

1. "Notification of Approval" letter
2. Signed Resolution/Motion
3. Cover sheet listing description of items purchased, quantities, and grand total of all purchases. All receipts must follow in order of cover sheet.
4. Two proofs of payment which must include the following:
 - A. CANCELLED check/bank statement OR credit card receipt/credit card statement OR Automated Clearing House (ACH) OR Automated Funds Transfer (AFT)
 - B. Copy of invoice OR purchase order (serving as the backup to the cancelled check or credit card receipt). Submitting invoices alone will not be accepted.

Forward all receipts/documentation to:
Tahtia Mitchell
Grant & Scholarship Program
Email: Tmitchell@PEpartners.org or Fax: 615-371-9212

Best Regards,



Chester Darden
Director of Loss Control

Support for arts projects and activities across all disciplines that focus on community vitality and engagement in urban counties.

Funding will depend upon an organization's rating in the review process and upon the total amount of funds available to the Commission for grant allocation. This grant program is competitive, and most grant requests are not fully funded.

Funds awarded to a single organization in these categories range from **\$1,000 to \$18,000** for non-arts organizations, arts organizations, and entities of local government.

Tennessee Urban Counties

Anderson	Madison	Shelby
Blount	Maury	Sullivan
Bradley	Montgomery	Sumner
Davidson	Putnam	Washington
Hamilton	Rutherford	Williamson
Knox	Sevier	Wilson

Description

An organization may submit only one Arts Project Support application for any given fiscal year. Arts Project Support applicants may **not** apply for operational support or a Rural Arts Project Support grant. If eligible, an organization may also submit applications in the Arts Access, Arts Education, and Creative Placemaking categories for distinct projects. Organizations eligible to apply in more than one grant category in a single fiscal year must submit applications for unrelated, separate and distinct projects. Organizations may not apply in different categories to support different activities of the same project or event.

Funds requested may be listed in up to four different expense categories in the Commission Funds Requested column in the budget. However, applicants are encouraged to request to spend the grant funding in as few expense categories as possible.

The organization must be able to match the requested grant amount in cash, dollar-for-dollar. Applicant Cash Participation may be listed in multiple expense categories. **The budget section requires that you include your entire projected budget rather than just an exact match to the grant request.** Please itemize all expenses and income sources that support the proposed project under the appropriate categories. Note: these figures can be projected figures assuming the project is approved. [See Budget Line Item Definitions for guidance on how to fill out the application budget.](#)

Affirmative Duty to Report Major Organizational Change

Any grantee shall promptly notify the state in writing of any significant changes in the organization's structure, leadership or financial circumstances that could affect services provided under the grant contract resulting from this application. See other [Grantee Reporting Requirements](#).

Eligibility

First time applicants to this category are encouraged to contact Commission's [program staff](#) prior to submitting an application to verify eligibility.

Unique Entity ID (UEI): All applicants are required to have a Unique Entity ID. Information and application instructions can be found [here](#).

K-12 schools are not eligible under this category. Arts education-based projects, especially those primarily serving youth, must be submitted in one of the Arts Education grant categories.

Applicant organizations must be chartered in Tennessee. National or regional 501(c)3 organizations, chartered in Tennessee, and serving as an umbrella organization applying for funds for another group are restricted to **one** application **only** per fiscal year (see below).

Arts organizations that receive revenue directly from a "New Specialty Earmarked Plate" under T.C.A 55-4-301 (a)(1) are ineligible for Commission grant funding.

Debarment and Suspension. Grantees are required to sign contracts certifying to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency.

Appropriate Activities

Proposed arts projects must involve one or more Commission recognized art forms, including: visual arts, craft, media, design, music, theater, dance, folk and ethnic, or literary arts. The following are example activities and expenditures that are consistent with the funding philosophy for APS & RAPS:

- **Projects that involve and promote professional artists, especially Tennessee artists**
- Visiting artists conducting master classes
- Specific aspects of workshops, festivals, and conferences
- Public performances, productions, and exhibitions produced by the applicant
- Exhibitions of art by professional and folk artists, especially Tennessee artists
- Projects involving and promoting folk and traditional artists
- Promotion, publicity, and newsletters
- Administrative and artistic staff support
- Research and documentation as part of an arts project or program development
- Consultancies and residencies for administrative and artistic activities
- The development of long-range planning documents

- Improved program accessibility for underserved constituencies, e.g. children, people living in rural communities or isolated settings, people with living with disabilities, people of color, and senior citizens
- Art in public places
- Extensions of literary projects, journals with continuing publication, or juried anthologies
- Apprenticeship programs
- Computer software/training
- Technical/production support
- Technical assistance projects
- Touring/presenting projects that bring professional and/or traditional folk performers to communities across the state

Inappropriate Activities

The following are examples of activities and expenditures **not** fundable for arts projects. For further information see Funding Restrictions on [Legal Requirements](#).

- Insurance premiums
- Endowments
- Office space rental
- Janitorial service and general physical plant maintenance
- Food and hospitality
- Permanent equipment purchases
- Scholarships
- Payment of accumulated deficits
- Capital improvements
- Vanity publications
- Out-of-state travel
- Scholarly arts-related research and writing
- Cash awards
- Purchase of local public art
- Legal fees
- Planned fundraising activities

- Events to which the general public is not invited
- Payments to members of the organization's board
- Payments to an employee or official of the State of Tennessee (exceptions exist – contact TAC for details)

Additional eligibility requirements and funding restrictions may apply. Please see [Legal Requirements](#) for further details.

Evaluation Criteria

The Tennessee Arts Commission reserves the right to deny any application, if the proposed activity is outside of the scope or spirit of the agency's mission, purpose, or this grant program.

Commission staff will contact all applicants and inform them of the advisory panel review schedule. Advisory panels reviewing grant applications for this program use the following evaluation criteria citing evidence that the:

- proposed project demonstrates artistic, cultural and/or educational value to the community being served (10 points)
- proposed project advances the organization's mission to the community being served (10 points)
- organization understands and is responsive to the diverse interests and needs of the community it serves (10 points)
- proposed project supports the work of artists through payment of fees, services or appropriate benefits (10 points)
- organization understands and acts as an advocate for the public value of the arts in the community (10 points)
- planning procedures are comprehensive, inclusive and communicated (10 points)
- organization understands principles of documentation and evaluation and results are used to guide future planning and programming (10 points)
- organization understands and demonstrates the value of public and private partnerships (5 points)
- organization demonstrates financial stability and a broad base of financial support (5 points)
- organization's ability to carry out proposed project based on history of TAC funding (10 points)
- organization's application is well planned, addresses all questions, and is correct and complete in all information provided (10 points)

Additionally, panelists may ask applicants to address other topics, including but not exclusive to:

- how the organization meets the evaluation criteria

- specific information found in the grant application
- community outreach activities
- unique services offered by the organization
- evidence of local, state, regional, or national recognition and impact
- general arts advocacy efforts in Tennessee and nationally
- organizational long-range goals and objectives
- detailed information about major productions, presentations, or exhibitions in the recent past, the present, and the next two years
- preservation, conservation, or restoration activities
- the space(s) in which your organization conducts its artistic and administrative activities
- recent and anticipated major equipment acquisitions
- program evaluation process
- board and committee responsibilities
- board/staff relationships
- board diversity
- educational programming
- salary information for administrative and artistic personnel, if applicable
- hiring practices and personnel policies
- policy and procedures relevant to financial activities, such as planning and fund-raising

Accessibility

All Commission sponsored programs, services and facilities are fully accessible to all Tennessee artists and citizens. Organizations are urged to consider contracting with diverse artists, artists living with disabilities, and/or artists representing Tennessee's diverse artistic and cultural heritage. No person on the basis of race, color, national origin, disability, age, religion or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs and employment provided by the Commission and its contracting agencies. If an individual believes they have been subjected to discrimination, they should contact the Commission's Director of Arts Access, [Kim Johnson](#) (615) 532-9797.

Deadline & How to Apply

1. [Register](#) to use the Online Grants System as an individual or on behalf of an organization to receive a username and password. Individuals who represent organizations should get their own, individual accounts and not share or "pass down" the username or password among staff. **You are strongly advised to register well in advance to the application deadline.** Anyone

registering close to the deadline date can expect delays in the processing of their grant application.

2. Those with a username and password should log into the Online Grants System to complete or update your “Organization” profile and begin an application for an Arts Project Support grant.
3. Use the “Organizations” tab on the left-hand menu to ensure that the profile is complete, accurate and updated. This information is as important as the application itself. Incomplete or erroneous data will impact your chances for funding. To edit the profile, click the “Edit” button at the top of the Organization screen.
4. Use the “People” tab on the left-hand menu to ensure that your “People” profile is complete, accurate and updated. This information will also be used in the review of the application. To edit the profile, click the “Edit” button at the top of the screen.
5. When both your “Organization” and “People” profiles are complete, accurate and updated, select the “Apply for Grants” tab again and choose the Annual Grant application link.
6. Complete all of the application fields.
7. Create and upload required attachments.
8. Submit by **Monday, January 13, 2025, by 11:59 p.m. (CST).**

NOTE: The forms in this portal do not auto-save. Always click the “Save” button before navigating away from the form you are editing to save your work.

Beware that clicking the back navigation button on your web browser will exit you from the system and you will lose your work.

Association or Connection to Multiple Organizations: If you are associated with more than one organization, the organization that you were originally associated with will prepopulate in the organization name field on any newly opened application. To change to another associated organization, simply delete the prepopulated name and type in the correct organization.

Required Documents

You will be prompted to create and upload the following documents in the Required Documents section of your APS/RAPS Application in the Online Grants System.

1. **Proof of Arts Advocacy.** Advocacy is educating and communicating to the public, including public officials, the importance of the arts and how public support of the arts can and has impacted your community. Examples of arts advocacy proof may include membership in Tennesseans for the Arts, copies of **recent** letters or emails (within the last 12 months) to state legislators and other state/local elected officials, photos of state/local elected officials at the applicant’s arts events, newspaper articles or social media posts that create awareness about public support for the arts through the organization’s activities (news articles that primarily market events are not acceptable), promoting the Specialty License Plate program and other pertinent print materials. **Proof of advocacy must be demonstrated by the applicant organization.** Applicants may **not** submit advocacy efforts conducted by contracted personnel.

Multiple examples of arts advocacy will strengthen the application, but only one example that proves advocacy is required.

2. **List of Board of Directors. Only nonprofit organizations with 501(c)3 status will be prompted to upload this document.** The board list (at the time of application) must include the following:

- - Full Name
 - Email address
 - Number of years on the board
 - Length of term(s)

NOTE: Double check your board list to make sure it has all 4 pieces of the required information. If your organization's bylaws do not require term limits, include a statement on the Board List indicating this. **Legal requirements state that Commission funds granted to an organization may not be used as a payment of any kind, for any purpose, to members of an organization's board.**

3. **Corporation Annual Report: Only nonprofit organizations with 501(c)3 status will be prompted to upload this document** (as required to be filed annually with the Secretary of State's Office). In lieu of the report, you may also submit a copy of the email verification issued by the Secretary of State's office or a copy of the online verification sheet maintained by the Secretary of State's Office found [here](#). Entities of government do NOT submit.

Additional Documents

You will **NOT** be prompted to upload these documents in the system, but these documents may be required based on your applicant type.

Optional Materials. These include proof of advocacy, project examples, artistic samples. These documents can be uploaded in the "**Documents**" section below the "**Required Documents**" section of your application.

Accepted file types include .pdf, .jpg, or .png. For video and audio samples, provides links to projects in the section labeled "Optional Material Link(s)" below the "Documents" section.

Recent Bylaws. All Nonprofit, 501(c)3 applicants must upload the most recent copy of their bylaws to their online organization profile during registration, prior to submitting their application.