



Farragut Board of Mayor & Aldermen Meeting
Thursday, November 13, 2025 at **6:00 PM**

Beer Board Meeting 5:50pm

Farragut Town Hall
11408 Municipal Center Drive

AGENDA

- I. Roll Call, Silent Prayer, Pledge of Allegiance
- II. Approval of Agenda
- III. Approval of Minutes
 - A. October 9, 2025 Board of Mayor and Aldermen Meeting Minutes
- IV. Mayor's Report
- V. Ordinances & Resolutions
 - A. Ordinances
 1. First Reading
 - a. Approval of Ordinance 25-19 on first reading, to amend Fiscal Year 2025-2026 Capital Investment Program Fund and American Rescue Plan Act (ARPA) Fund Budgets, Passed by Ordinance 25-10.
 - b. Approval of Ordinance 25-15 on first reading, an ordinance to amend various provisions of the Farragut Code of Ordinances, Chapter 22., Article 5. - Driveways and Other Access Ways (Town of Farragut, Applicant)
 - B. Resolutions
 1. Approval of Resolution R-2025-20, Appointment of Town Treasurer
 2. Approval of Resolution R-2025-21, Appointment of Town Recorder
- VI. Business Items
 - A. Approval of Upgrades to the Farragut Community Center Camera System using

11408 MUNICIPAL CENTER DRIVE | FARRAGUT, TN 37934 | 865.966.7057 |
WWW.TOWNOFFARRAGUT.ORG

It is the policy of the Town of Farragut not to discriminate on the basis of race, color, natural origin, gender, gender identity, sexual orientation, age, religion, disability or veteran status pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs. To request accommodations due to disabilities, please call 865-966-7057 in advance of the meeting

OMNIA Contract Number #R220701

- B. Approval of Contract 2026-15 with Leap Spark LLC for the Visit Farragut Website Re-design
- C. Approval of Phase 1 Wayfinding Sign Fabrication and Installation Contract Number 2026-14
- D. Approval of Professional Services Agreement with Barge Design Solutions, Inc. for Preliminary Design of Sugarwood Drive Access to Kingston Pike
- E. Approval of Change Order 2, Contract 2025-06, McFee Park Phase 4
- F. Approval of Proposal and Award of Contract 2026-13, Janitorial Services
- G. Approval of the purchase of a Diamond 20 Foot Heavy Duty Hitch Boom from Sourcewell Co-op Contract number 032525
- H. Appointments to the Visual Resources Review Board
- I. Appointment to the Parks & Athletics Council

VII. Citizens Forum

VIII. Town Administrator's Report

- A. Budget Transfer Request

IX. Town Attorney's Report

X. Adjournment

The Board of Mayor and Aldermen welcomes and invites Farragut residents to participate in public meetings.

Public Participation Guidelines for Farragut Board of Mayor and Aldermen meetings

At the end of each business meeting, there will be time reserved for public comment under the Citizen Forum agenda item. If you are interested in speaking, please fill out a blue comment card and turn it in to the Town Recorder or staff member. This time is set aside specifically for comments on items that are not on the Board of Mayor and Aldermen regular agenda for the meeting. Each speaker will be given three (3) minutes to speak on his/her topic.

The Board also seeks public comment on regular agenda items during the portion of the meeting devoted to discussion and consideration of the specific agenda item.

The Mayor may recognize individuals for public comment during both the regular agenda and Citizen Forum portions of the meeting based on the following guidelines.

1. The Mayor shall maintain and control the meeting to provide a professional and objective environment conducive to presentation and discussion of the agenda items;
2. Any Farragut resident interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn it in to the Town Recorder or a staff member;
3. Speakers shall come to the podium and identify themselves by name and street address;
4. Public comment shall be limited to three (3) minutes per individual. Time for public comment may be amended at the discretion of the Mayor; provided that when additional time is allowed, speakers with differing points of view are allowed the same amount of time if requested. Time is not transferable to other speakers;
5. Speakers should strive to avoid redundancy; different considerations than expressed by previous speakers on a subject are encouraged;
6. Comments that threaten violence or imminent physical harm toward any individual will not be tolerated.
7. Comments may support or oppose issues or measures;
8. Personal attacks on the character of individuals who hold different points of view that have no relationship to the merits of the matter or issue raised for discussion will not be tolerated.
9. An applicant, and/or their representative(s), for an item on the regular agenda shall be afforded the time necessary to present their request and respond to questions. The three (3) minute limitation shall not apply. However, the Mayor may ask an applicant to stay on point in order to facilitate the efficiency of the meeting.

Each speaker will be asked if they can agree to abide by the Comment Protocol. If so, please be prepared to speak when your name is called.

Tennessee Code Annotated 39-17-306. Disrupting meetings or processions.

1. A person commits an offense if, with the intent to prevent or disrupt a lawful meeting, procession, or gathering, the person substantially obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.
2. A violation of this section is a Class A misdemeanor.



**Town of Farragut, Tennessee
Farragut Board of Mayor & Aldermen
Meeting**

Farragut Town Hall
11408 Municipal Center Drive
Thursday, October 9, 2025 at 6:00 PM

MINUTES

I. Roll Call, Silent Prayer, Pledge of Allegiance

II. Oath of Office Ceremony

- A. Swearing in of Alderman Joe LaCroix by Tennessee Deputy Speaker of the House of Representatives Jason Zachary

III. Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman LaCroix; voting nay, None; motion Passed.

IV. Approval of Minutes

A. September 25, 2025 Meeting Minutes

Motion was made to approve the minutes from September 25, 2025 meeting. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer; voting nay, None; abstaining from the vote, Alderman LaCroix; motion Passed.

V. Mayor's Report

VI. Ordinances & Resolutions

A. Ordinances

1. Second Reading & Public Hearing

- a. Approval of Ordinance 25-18, on second reading and Public Hearing, to amend Fiscal Year 2025-2026 Capital Investment Fund and ARPA Fund Budgets, Passed by Ordinance 25-10.

Motion was made to approve Ordinance 25-18, on second reading and Public Hearing, to amend Fiscal Year 2025-2026 Capital Investment Fund and ARPA Fund Budgets, Passed by Ordinance 25-10.. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman LaCroix; voting nay, None; motion Passed.

VII. Business Items

A. Approval of the Special Event Permit for the Veterans Run, November 8, 2025

Motion was made to approve the Special Event Permit for the Veterans Run, November 8, 2025. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman LaCroix; voting nay, None; motion Passed.

B. Approval of the Special Event Permit for Hot to Trot Run, November 27, 2025

Motion was made to approve the Special Event Permit for Hot to Trot Run, November 27, 2025. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman LaCroix; voting nay, None; motion Passed.

C. Appointment of Farragut High School Education Foundation Representative to the Farragut Education Relations Committee

Motion was made to approve appointment of Toni Scott, Farragut High School Education Foundation Representative to the Farragut Education Relations Committee. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Alderman Cain, Vice-Mayor Meyer, Alderman LaCroix; voting nay, None; motion Passed.

VIII. Citizens Forum

Greg Wiberley - 12603 Evans Rd
Louise Povlin - 11920 West Kings Gate Road

IX. Town Administrator's Report

The Town Administrator gave an update on Town Survey results, a recent Intro to Farragut tour which included the history Campbell Station Inn and thanked the Board for allowing us to have a wonderful Employee picnic on Friday, October 3. Mr. Smoak also gave an update that a legal proceeding in Federal Court in which the Town was a Defendant was recently dismissed.

X. Town Attorney's Report

The Town Attorney provided an update on the case of Murphy v. Town of Farragut, et al. The Plaintiff had appealed the dismissed Complaint to the US Supreme Court who denied the appeal and the case is now concluded.

XI. Adjournment

The meeting adjourned at 6:51pm.

Ron Williams, Mayor

Town Recorder

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN**Prepared By:** Michelle Pence, Director of Administrative Services**Subject:** Approval of Ordinance 25-19 on first reading, to amend Fiscal Year 2025-2026 Capital Investment Program Fund and American Rescue Plan Act (ARPA) Fund Budgets, Passed by Ordinance 25-10.**Introduction & Background:** The purpose of this agenda item is to approve Ordinance 25-19 on first reading to amend Fiscal Year 2025-2026 Capital Investment Program Fund and American Rescue Plan Act (ARPA) Fund Budgets, Passed by Ordinance 25-10.**Discussion & Recommendations:** The **Capital Investment Program Fund Budget (CIP)** will be amended by transferring \$6,089,416.29, from the Capital Fund Available Fund Balance into the CIP Expenditures for FY 2026 for the following projects:

Account	Name	Rollover Balance
310-41640-2370	Audio/Visual Main	\$ 20,422.92
310-43720-2540	Union Rd-Eng	\$ 31,256.76
310-43720-8000	Union Rd-ROW acq	\$ 191,221.25
310-43934-9277	McFee Phase 5- Dog Park & Restroom	\$ 1,153,125.00
310-43939-9170	MBLP Pickelball Complex	\$ 1,373,425.00
310-43939-9150	MBLP Walk Trail & ADA Repairs	\$ 170,725.00
310-43934-9340	McFee Splash Pad	\$ 50,000.00
310-43984-2540	Virtue/Boyd RD Improvements	\$ 253,945.04
310-43984-8000	Virtue/Boyd ROW Acquisition	\$ 925,000.00
310-43985-9060	Signal System Upgrade	\$ 1,338,708.41
310-46230-9610	Campbell Station Inn Improvements	\$ 349,098.90
310-43720-8000	Union Rd ROW Acquisition	\$ 191,221.25
310-43720-2540	Union Rd Improvements-Eng	\$ 41,266.76

These funds are not additional funds but funds that were allocated in the FY

2025 budget and were not fully expended at the end of the fiscal year. This allocation from the Reserve to the Expenditure Funds is a standard annual process.

FINANCIAL SECTION: Capital Investment Program Fund

Account Number: CIP Reserve Fund Balance

<u>FY2026 Amended</u> <u>Budget</u>	<u>Requested</u> <u>Amendment</u>	<u>FY2026 Amended Budget</u>
\$10,164,068.00	\$6,089,416.29	\$4,074,651.71

Approved By: Michelle Pence, Interim Finance
Director-Treasurer

Account Number: CIP Expenditures

<u>FY2026 Amended</u> <u>Budget</u>	<u>Requested</u> <u>Amendment</u>	<u>FY2025 Amended Budget</u>
\$18,735,764.00	\$6,089,416.29	\$24,825,180.29

Approved By: Michelle Pence, Interim Finance
Director-Treasurer

The **American Rescue Plan Act Fund (ARPA) Budget** will be amended by transferring \$132,589.25 from the ARPA Fund Reserve Balance into ARPA Expenditures for FY 2026 for the following projects:

Account	Name	Rollover Balance
316-43150-4810	Stormwater Imp Master Plan	\$ 132,589.25

Additionally, \$25,000 will be transferred from the ARPA Fund Reserve Balance into ARPA Expenditures for 316-41830-9311-Stormwater Parking Facilities (McFee Phase 4) for Change Order #2.

FINANCIAL SECTION: ARPA Fund

Account Number: ARPA Fund Reserves

<u>FY2026 Amended</u> <u>Budget</u>	<u>Requested</u> <u>Amendment</u>	<u>FY2026 Amended Budget</u>
\$404,979.00	\$157,589.25	\$247,389.75

Approved By: Michelle Pence, Interim Finance

Director-Treasurer

Account Number: ARPA Fund Expenditures		
<u>FY2026 Amended</u>	<u>Requested</u>	<u>FY2025 Amended Budget</u>
<u>Budget</u>	<u>Amendment</u>	
\$883,162.00	\$157,589.25	\$1,040,751.25
Approved By: Michelle Pence, Interim Finance		
Director-Treasurer		

Recommended By: Michelle Pence, Director of Administrative Services, David Smoak, Town Administrator for approval.

Proposed Motion: To approve Ordinance 25-19 on first reading, to amend Fiscal Year 2025-2026 Capital Investment Program Fund and American Rescue Plan Act (ARPA) Fund Budgets, Passed by Ordinance 25-10.

ORDINANCE	25-19
PREPARED BY	Pence
1 ST READING	November 13, 2025
2 ND READING	December 11, 2025
PUBLISHED IN	Farragut Press
DATE	

**AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING THE
FISCAL YEAR 2025-2026 CAPITAL INVESTMENT PROGRAM FUND
AND AMERICAN RESCUE PLAN ACT FUND BUDGETS, PASSED BY
ORDINANCE 25-10**

WHEREAS, the Town of Farragut adopted the fiscal year 2025-26 budget by passage of Ordinance 25-10 on June 26, 2025; and

WHEREAS, pursuant to the Tennessee State Constitution, Section 24 of Article II, no public money shall be expended except pursuant to appropriations made by law; and

WHEREAS, expenses will be greater than budgeted in the Capital Investment Program Fund and American Rescue Plan Act Fund Budgets; and

NOW THEREFORE BE IT ENACTED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2025-2026 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 25-10 is hereby amended by:

The Capital Investment Program (CIP) Budget will be amended to increase expenditures from \$18,735,764.00 to \$24,825,180.29, reflecting an increase of \$6,089,416.29. This adjustment accounts for the transfer of multiple project costs from the CIP Reserve Fund Balance to CIP Expenditure.

The American Rescue Plan Act (ARPA) Budget will be amended to increase expenditures from \$883,162.00 to \$1,040,751.25, reflecting an increase of \$157,589.25. This adjustment accounts for the transfer of project costs for Stormwater Improvement Master Plan from the ARPA Reserve Fund to the ARPA Expenditures in the amount of \$132,589.25. This adjustment also includes \$25,000 to be allocated from the fund balance.

SECTION 2. The Board of Mayor and Aldermen authorize the Finance Director to make said changes in the accounting system.

SECTION 3. This ordinance shall take effect after its final passage and publication, the public welfare requiring it.

Ron Williams, Mayor

David Smoak, Interim Town Recorder

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Mark Shipley, Community Development Director

Subject: Approval of Ordinance 25-15 on first reading, an ordinance to amend various provisions of the Farragut Code of Ordinances, Chapter 22., Article 5. - Driveways and Other Access Ways (Town of Farragut, Applicant)

**Introduction &
Background:**

This item was discussed at two separate Planning Commission workshops. As noted during those sessions, the original Driveways and Other Access Ways Ordinance dates back to 1997. Many provisions in the current ordinance are out of date and should be updated to better reflect current practice. There are also some provisions where the review and approval process could be streamlined to take into consideration site-specific conditions that may warrant a simpler approval process.

Over the years, different sections of this ordinance have been updated. The most recent involved traffic impact studies and the need for those to specifically take into consideration impacts on pedestrians and bicyclists. Recent traffic impact studies have included these considerations, and this has helped enhance safety for all users of the transportation system.

**Discussion &
Recommendations:**

The amendments that are reflected in Ordinance 25-15 would replace and/or modify a number of sections. This is illustrated in the packet with a copy of the existing language showing where the changes are proposed. The updates include a more robust purpose, intent, and general scope section that ties the ordinance to strategies identified in the Comprehensive Land Use Plan. There are also updates to address conflicting language and clarify that the strictest standard shall apply. Furthermore, updates on severability include provisions that if specific sections of the ordinance be held invalid that this would not invalidate the entire ordinance. These are all legal enhancements to the ordinance which, along with the remainder of the provisions in Ordinance

25-15, have been reviewed and approved by the Town Attorney.

Most notably, Ordinance 25-15 removes outdated language related to access submittal and approval processes and clearly outlines how different types of accesses are approved and what is required for an access-related application. Some language has also been added to clarify requirements for deceleration lanes and the width and composition of single-family residential driveways. The processes included and requirements provided for in Ordinance 25-15 are consistent with how they are generally applied in current practice. The ordinance also focuses on streamlining, where appropriate, the review and approval process for certain types of access requests. For example, on streets classified as "collector" on the Major Road Plan (some examples of such streets are Turkey Creek Road, Hobbs Road, Herron Road, Evans Road, Allen Kirby Road, Boring Road), the Planning Commission may approve a variance from the distance between driveways as part of a site plan or subdivision plat approval where the nearest driveway within the minimum distance required serves only one dwelling unit. Currently, this would have to be approved by both the Planning Commission and the Board of Mayor and Aldermen. Over the past few years, there have been 15 variance requests involving this ordinance, most of which were very straightforward and could have been more efficiently approved by only the Planning Commission as part of its role of reviewing development-related projects to ensure their compliance with Town requirements.

At their meeting on September 18, 2025, the Planning Commission unanimously recommended approval of Ordinance 25-15 through Resolution PC-25-07. A copy of both the resolution and ordinance are included in the packet.

Recommended By: Mark Shipley, Community Development Director

Proposed Motion: To approve Ordinance 25-15, an ordinance to amend various provisions of the Farragut Code of Ordinances, Chapter 22., Article 5. - Driveways and Other Access Ways, on first reading.

RESOLUTION PC-25-07

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO RECOMMEND APPROVAL OF AMENDMENTS TO THE FARRAGUT MUNICIPAL CODE, CHAPTER 22., ARTICLE 5. – DRIVEWAYS AND OTHER ACCESS WAYS, TO DELETE THE EXISTING LANGUAGE IN SECTIONS 22-145, 22-146, 22-148, 22-149, 22-151 AND 22-153 AND REPLACING WITH NEW LANGUAGE; MODIFYING EXISTING SECTIONS 22-150, 22-152 AND 22-154; AND RE-NUMBERING ALL AFFECTED SECTIONS

WHEREAS, the Tennessee Code Annotated, Section 6-2-201, delegates the authority to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of their citizenry; and

WHEREAS, the Tennessee Code Annotated, Section 13-4-201et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

WHEREAS, the Driveways and Other Access Ways Ordinance is, among other objectives, intended to provide for access control to promote public safety and distribute access opportunities that acknowledge variations in property use; and

WHEREAS, a public hearing was held on this request on September 18, 2025;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval to the Farragut Board of Mayor and Aldermen an ordinance, Ordinance 25-15, amending the Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways.

ADOPTED this 18th day of September 2025.

Ron Pinchok, Chairman

Shannon Preston, Secretary

ORDINANCE:
PREPARED BY:
REQUESTED BY:
1ST READING:
2ND READING:
PUBLISHED IN:
DATE:

25-15
Shipley
Staff

AN ORDINANCE TO AMEND THE FARRAGUT MUNICIPAL CODE, CHAPTER 22., ARTICLE 5. – DRIVEWAYS AND OTHER ACCESS WAYS, TO DELETE THE EXISTING LANGUAGE IN SECTIONS 22-145, 22-146, 22-148, 22-149, 22-151 AND 22-153 AND REPLACING WITH NEW LANGUAGE; MODIFYING EXISTING SECTIONS 22-150, 22-152 AND 22-154; AND RE-NUMBERING ALL AFFECTED SECTIONS

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend various provisions of the Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Municipal Code is hereby amended as follows:

SECTION 1.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by deleting the existing language in Section 22-145 and Section 22-146 and replacing with the following language and sections:

Sec. 22-145. Purpose, intent, and general scope.

(a) The purpose and intent of this chapter is the following:

- (1) Promote safety by ensuring that access requests take into consideration sight distance, topography, nearby access points, nearby intersections, street classifications and design speeds.
- (2) Evaluate the trip generation and trip distribution associated with a project and its access points in terms of impacts to all users of the transportation system (motorists, pedestrians, bicyclists).
- (3) Coordinate access to provide for connectivity options and account for future development and/or road improvement projects.
- (4) Promote aesthetic considerations in relation to access, particularly in residential developments.

Sec. 22-146. Provisions declared to be minimum requirements.

The provisions of this chapter are considered to be minimum requirements. Wherever there is a discrepancy between the minimum standards noted in this chapter and those contained in any other lawfully adopted regulation or ordinance of the town, the strictest standard shall apply.

Sec. 22-147. Severability.

If any section, subsection, sentence, clause, or phrase of this chapter is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter.

SECTION 2.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by renumbering the existing Section 22-147 to Section 22-148.

SECTION 3.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by deleting the existing language in Section 22-148 and Section 22-149 and replacing with the following language and sections:

Sec. 22-149. Access Approval Process.

- (a) In addition to the applicable traffic impact study requirements in Section 22-148, the provisions in this section outline the access approval process. The process varies depending on the nature of the access, the street classification on which the access is requested, what the access is associated with, and whether the access can comply with the provisions of this chapter without a request for a variance.
 - (1) **Local Street Access Approval.** On streets that are classified as local on the adopted Major Road Plan, new access associated with a residential lot shall be shown on the residential site plan required for a building permit and approved through the building permit process. New access or modifications to existing access associated with a residential lot that is not part of a building permit, shall be submitted to the Town's engineering and planning staff for review and approval. Depending on the scope of work, such modifications may require a right-of-way permit submitted through the Town's electronic permitting system. A variance request from any provision of this chapter involving a street classified as local on the adopted Major Road Plan shall be reviewed and approved by the planning commission.
 - (2) **Town Engineer Approval.** Site plans involving residential drives onto non-local streets that serve only one dwelling unit may be reviewed and approved by the Town engineer. Minor revisions to existing drives involving non-local streets may also be reviewed and approved by the Town engineer. Where a concern is raised by the Town engineer regarding

an access request that the Town engineer could otherwise approve, such request may be presented to the planning commission for approval.

- (3) **Planning Commission Approval.** For streets that are classified as collector or arterial on the adopted Major Road Plan, new or modified access associated with a site plan or subdivision plat that requires a review from the Town's planning commission shall be approved as part of the site plan or subdivision plat process. An access that serves more than one dwelling unit or a non-residential use but is not part of a larger site plan or subdivision plat shall also be reviewed and approved by the planning commission.
- (4) **Board of Mayor and Aldermen Approval.** Except as provided for in this part, board of mayor and aldermen approval of access shall only be required where a variance from any provision of this chapter is requested in association with a property's access to a non-local street. In such case, the planning commission shall make a recommendation to the board of mayor and aldermen.

On streets that are classified as "collector" on the adopted Major Road Plan, the planning commission may approve a variance from the distance between driveways as part of a site plan or subdivision plat approval where the nearest driveway that is within the minimum distance required serves only one dwelling unit. In this case, such variance does not require approval from the board of mayor and aldermen.

- (5) **Tennessee Department of Transportation (TDOT) Approval.** New or modified access involving a State of Tennessee highway shall be approved by TDOT in addition to any required town approval.
- (6) **Temporary Access Approval.** Temporary construction access ways may be granted by the Town engineer or his designee to facilitate construction. The length of time shall be determined by the Town engineer based on the specifics of the project. Where a concern is raised by the Town engineer regarding a temporary access request that the Town engineer could otherwise approve, such request shall be presented to the planning commission for approval.

Sec. 22-150. Access Submittal Requirements.

- (a) The provisions in this section address the general submittal requirements for different types of access requests. Additional information may be required, as applicable, depending on the nature of the requested access.
 - (1) **Local Street Access.** Where associated with a building permit, the residential site plan shall include the driveway and turn around location (where proposed), and dimensions and square footage of the driveway, turning radii, and turn around. For corner lots, the distance of the driveway edge, exclusive of turning radius, from the nearest intersecting curb or pavement edge (where curbing does not exist) shall be provided.
 - (2) **Local Street Access (non-building permit).** A new or modified residential access to a local street that is not associated with a building permit shall include the same information that would apply to a residential site plan along with an update on the total lot coverage that would result from the access addition or modification. This may be approved by the

engineering or planning staff and uploaded into the project address. If the scope of the project requires a right-of-way permit the site plan will be submitted through the Town's electronic permitting system.

- (3) **Non-Local Street Access – Town Engineer Approval.** Where the Town engineer may approve an access or a modified access to a non-local street, a site plan shall be submitted that shows the location and dimensions of the proposed access and the distance from the proposed access to the nearest access on both sides of the street. This dimension shall be measured from the nearest edges of driveway pavement, excluding the turning radius of each access. The site plan shall also include an update on the total lot coverage that would result from the access addition or modification.
- (4) **Non-Local Street Access – Planning Commission Approval.** Where an access to a non-local street requires planning commission approval or is part of a site plan or subdivision plat that requires a review from the Town's planning commission, the access shall reflect and be consistent with the requirements associated with site plan and subdivision plat submittals. This would include the location and dimensions of the proposed access and the distance from the proposed access to the nearest access on both sides of the street. This dimension shall be measured from the nearest edges of driveway pavement, excluding the turning radius of each access.

SECTION 4.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by renumbering the existing Section 22-150 to Section 22-151 and amending the introductory paragraph with the following new section:

- (a) The following constitutes minimum specifications for access to streets, roads, and highways within the town and additional reasonable specifications may be imposed as required for public safety through the corresponding approval process.

SECTION 5.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by deleting the existing Subsections (3) and (4) in the existing Section 22-150 and adding to the new Section 22-151 the following:

- (3) **Deceleration Lanes and Requirements for Access Between Properties.** Access to a collector or arterial street shall generally require a deceleration lane and reviewed as part of the site plan or subdivision plat approval process. Also, to help lessen the number of access points to a collector or arterial street and provide more route options, cross access to abutting properties shall be required (unless topographically prohibitive or impossible due to the layout of an existing development on an adjacent property) and shall be reviewed as part of the site plan or subdivision plat approval process. Appropriate access easements shall be platted once the access is complete. All accesses approved through the site plan or

subdivision platting process shall comply with applicable provisions in the Subdivision Regulations and Zoning Ordinance.

(4) **Single Family Residential Driveway Dimension and Composition Requirements.** In addition to other requirements in this chapter, new or modified accesses associated with a single-family residential lot shall comply with the following requirements associated with their dimensions and composition:

- a. **Width.** The maximum width of a driveway for a single-family dwelling shall be 24 feet within the public right of way. The maximum flare or radius at the access to the street shall be between three feet and five feet.
- b. **Composition.** Within the public right of way, a single-family residential driveway shall be paved with concrete or bituminous material. For purposes of this chapter, the right of way shall be a distance of at least 12 feet from the curb or street pavement edge (where curbing does not exist).

SECTION 6.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by deleting the existing Section 22-152 and substituting it with the following:

Section 22-152. Variance.

A variance request from any provision of this chapter shall be in accordance with the Access Approval Process outlined in Section 22-149.

SECTION 7.

The Farragut Municipal Code, Chapter 22., Article 5. – Driveways and Other Access Ways, is amended by deleting the existing Section 22-153 and re-numbering the existing Section 22-154 to Section 22-153 and replacing it with the following:

Section 22-153. Appeals.

- (a) An appeal from an access related denial from the Town engineer or planning commission shall be to the board of mayor and aldermen. The appeal request shall be in writing to the Town recorder within 30 days of the denial. The applicant shall include specific justification for the appeal. The request will then be placed on a board of mayor and alderman agenda for their consideration. The determination by the board of mayor and aldermen is administratively final.

SECTION 8.

This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Ron Williams, Mayor

David Smoak, Interim Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this _____ day of _____, 2025,
with approval recommended.

Ron Pinchok, Chairman

Shannon Preston, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION

ARTICLE 5. DRIVEWAYS AND OTHER ACCESS WAYS

EXISTING ORDINANCE WITH PROPOSED CHANGES SHOWN (New provisions are in red)

Sec. 22-145. Policy.

The efficiency and safety of a street, road, or highway is greatly affected by vehicles entering, leaving, or crossing the roadway. Commercial, office, and residential developments are major contributors to increased volume of traffic upon municipal streets, roads, and highways. Such developments also give rise to increased traffic volume of a type and pattern characterized by frequent ingress and egress to the same. Therefore, such development significantly affects the efficiency and safety of streets, roads, or highways within the municipality. In the interests of safety, the town must regulate access to the streets, roads, and highways within its town limits in a uniform manner that is fair to the general public, land-owners, and developers.

(Code 2007, § 16-401; Ord. No. 96-30, 1-1997)

Sec. 22-146. General provisions.

- (a) All access ways shall meet the minimum access requirements of this article or as determined by a traffic impact study.
- (b) The town municipal planning commission shall review access requests through the site plan review process and forward its recommendation to the board of mayor and aldermen.
- (c) The town municipal planning commission shall review new proposed roadway accesses to an existing public road through the subdivision platting process. These roadway accesses shall meet the minimum access requirements of this article or as determined by a traffic impact study.
- (d) The board of mayor and aldermen shall review access applications as provided in this article, except new roadway accesses to an existing public road created through the subdivision platting process.
- (e) Developments requiring the submittal of a site plan or a preliminary subdivision plat may require a traffic impact study.
- (f) The town municipal planning commission may require a traffic impact study as part of the rezoning submittal process when the requested zoning change increases the overall density from the base zone.

~~(g) State department of transportation access permits shall be the responsibility of the applicant.~~

~~(Code 2007, § 16-402; Ord. No. 96-30, 1-1997; Ord. No. 14-18, § 2, 12-11-2014)~~

Sec. 22-145. Purpose, intent, and general scope.

(a) The purpose and intent of this chapter is the following:

- (1) Promote safety by ensuring that access requests take into consideration sight distance, topography, nearby access points, nearby intersections, street classifications and design speeds.
- (2) Evaluate the trip generation and trip distribution associated with a project and its access points in terms of impacts to all users of the transportation system (motorists, pedestrians, bicyclists).
- (3) Coordinate access to provide for connectivity options and account for future development and/or road improvement projects.
- (4) Promote aesthetic considerations in relation to access, particularly in residential developments.

Sec. 22-146. Provisions declared to be minimum requirements.

The provisions of this chapter are considered to be minimum requirements. Wherever there is a discrepancy between the minimum standards noted in this chapter and those contained in any other lawfully adopted regulation or ordinance of the town, the strictest standard shall apply.

Sec. 22-147. Severability.

If any section, subsection, sentence, clause, or phrase of this chapter is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter.

Sec. 22-147~~8~~. Traffic impact study requirements.

(a) ***Generally.***

- (1) The submission of a traffic impact study shall be required with rezoning, site plan and preliminary plat requests in accordance with the following table:

24-Hour Trip Generation	Traffic Study Scope
0—750 ADT	Level I
750—6,000 ADT	Level II
> 6,000 ADT	Level III

-
- (2) Trip generation rates for proposed uses shall be calculated using the ITE trip generation manual, latest edition.
 - (3) Upon being provided proof by the developer's traffic engineer that a lower level traffic impact study would be adequate for a proposed development, or that a traffic study is not warranted, the town engineering staff may reduce the level of study required or waive the requirement.

(b) ***Traffic impact study guidelines and procedures.***

- (1) These traffic impact study guidelines and procedures define when proposed rezoning, site plans and preliminary plat requests warrant a detailed traffic study and what information should be included in it. All applicants will be required to follow the town guidelines.
- (2) The purpose of performing a traffic impact study, as defined by the institute of traffic engineers (ITE), is to:
 - a. Provide guidance for short term and long term planning of site access;
 - b. Provide guidance for on-site circulation and the interface between on-site circulation and off-site traffic;
 - c. Provide guidance for off-site improvements needed to permit the roadway system to function satisfactorily so as to accommodate site and non-site traffic;
 - d. Provide guidance on measures to improve the safety and efficiency of pedestrian and bicycle facilities impacted by the proposed action for which the traffic impact study is being prepared.
 - e. Assist developers and land owners in making land use site planning decisions regarding traffic;
 - f. Identify the contribution a particular development makes to roadway system traffic volumes;
 - g. Provide a basis for estimating roadway improvement requirements attributable to a particular project;
 - h. Assess the compatibility with local transportation plans;
 - i. Enable staff to better evaluate zoning changes and development plans; and
 - j. Allow appointed and elected officials to know implications of their voting decisions.

(c) ***Scope of required traffic impact studies.*** Three levels of study have been identified based on the number of trips that a development is projected to generate in a 24-hour period:

-
- (1) Level I studies require analysis of each access, per engineering staff, that the development has to an existing roadway. Access points to be analyzed include public and private roads, joint permanent easements, and private drives.
 - (2) Level II studies require analysis of each access that the development has to an existing roadway, and to the first control point beyond those access points. A control point is an intersection controlled by a traffic signal or stop sign on the existing roadway onto which the development has access. For cases where a traffic control device does not exist, engineering staff will determine the extent of the study. If a freeway interchange is near the property to be developed and is not signalized, engineering staff will determine if the ramps need to be included in the study. This level of study is commonly required for larger residential subdivisions, commercial developments, and office complexes.
 - (3) Level III studies require a complete traffic impact study. This study must address each access point, the first control point beyond each access point, and the nearest collector intersection or street of higher classification or as determined by the engineering staff. The exact area to be studied will be determined by the engineering staff with input from the study preparer. Level III studies are uncommon, as they are usually warranted only with very large mixed-use and commercial developments.
- (d) ***Submission and review procedures for traffic impact studies.***
- (1) Applicants should conduct a preliminary trip generation assessment of any proposed rezoning, site plan or preliminary plat request to determine if a traffic impact study will be required. This preliminary assessment should be conducted well in advance of the actual submission of plans.
 - (2) If the preliminary assessment indicates that a traffic impact study will be required, the applicant should consult as early as possible in the plan-development process with the town's engineering staff to verify a development's projected trip generation, and to confirm whether or not a study will be required. If a study is required, the required level can be determined at that time.
 - (3) The applicant shall then select a licensed traffic or transportation engineer to prepare the study, who may need to consult with the engineering staff periodically to review the collected data and any assumptions made in the draft report.
 - (4) An electronic copy of the completed draft traffic impact study shall be submitted along with the development application and all other materials required for submission.
 - (5) The engineering staff shall review the draft traffic impact study in conjunction with the other elements of the development application. If the draft traffic impact study is not of the proper scope or is executed improperly, the applicant shall be notified of the deficiencies and be required to submit corrections on the same schedule that applies to the other elements of the development application. Failure to submit

corrections in a timely manner may lead to a postponement of the application until the next regularly scheduled planning commission meeting.

Since a completed traffic impact study must be submitted at the same time as the application for a development, it is critical that the applicant conduct steps one through three early in their planning of a proposed development. Failure to submit a traffic impact study, or submission of an inadequate study, is likely to slow the review process and may lead to postponements.

(e) ***Required qualifications for preparers of traffic impact studies.*** Traffic impact studies shall be prepared under the supervision of a qualified engineer who has specific training in traffic and transportation engineering and experience related to preparing traffic studies for existing or proposed developments. The study shall be signed and sealed by the supervising engineer. The ability to forecast and analyze traffic needs for both developments and roadway systems is essential. All design work implementing the recommendations of the traffic impact study shall be completed under the supervision of a registered professional engineer.

(f) ***Required specifications for traffic impact studies.***

(1) *Report requirements: Level I studies.*

a. *Intersection.*

1. Description of site including a location map.
2. Type of project.
 - (i) If residential, number and type of units.
 - (ii) If commercial or office, include square footage and occupancy.
3. Site plan with access points shown to scale.

b. *Existing conditions.*

1. Distance from nearest intersection in both directions.
2. Distance to nearest drive or access points in both directions.
3. Location shown relative to opposing street, driveways, or access points.
4. Existing pedestrian and bicycle facilities in the study area.

c. *Proposed conditions.*

1. Width, radius, and markings of proposed street, driveway, or access point.
2. Proposed improvements adjacent to access point, including, but not limited to, acceleration, deceleration lanes, and pavement marking adjustments.
3. Additional pedestrian and bicycle facilities or modifications to existing facilities to improve safety and/or user experience.

-
4. Improvements to pedestrian crossings to lessen potential conflicts with motorists.

(2) *Report requirements: Level II studies.*

a. *Introduction.*

1. Description of site including a location map.
2. Type of project.
 - (i) If residential, number and type of dwelling units.
 - (ii) If commercial or office, square footage and type of occupancy.
3. Map of project with proposed access points shown.

b. *Existing conditions.*

1. Directional traffic counts on roads adjacent to property with access to development: Traffic counts should be no more than one year old.
2. Level of service of intersections (if applicable):
 - (i) Highway capacity software is recommended.
 - (ii) Other nationally recognized software can be used.
3. Existing pedestrian and bicycle facilities in the study area.

c. *Trip generation rates.*

1. Listing of trip generation rates.
2. Listing of sources for rates used.
 - (i) ITE trip generation manual, latest edition.
 - (ii) If the type of proposed development is not addressed in the ITE manual, then other rates may be used as long as they are documented and have been approved by engineering staff.
3. Calculation of trip ends by type of generator.
 - (i) Traffic generated by phase.
 - (ii) One hundred percent occupancy and development.
4. An assessment of whether site-generated traffic will have any adverse impacts to pedestrians and/or bicyclists.

d. *Trip distribution.*

1. Assumptions as to the directional distribution of traffic to and from the development.
2. Assumptions as to the peak hour percentages.

-
3. Assumptions as to the peak hour directional splits.
 4. Assumptions as to the pass-by trips, if applicable, must be approved by engineering staff.
 5. An assessment of whether modifications to site generated trip distribution will have any adverse impacts to pedestrians and/or bicyclists.
- e. *Analysis.*
1. Level of service (LOS) and capacity analysis for peak periods.
 - (i) Compute the projected LOS and capacity analysis for each access point and control point to the adjacent road system based on the development by phase.
 - A. Highway capacity software is recommended.
 - B. Other nationally recognized software can be used.
 - (ii) Compare LOS before development to LOS after development if applicable.
 - (iii) Link analysis if applicable.
 2. Intersection and roadway geometry; existing and proposed.
 - (i) Distances from existing streets, driveways, and/or median cuts.
 - (ii) Alignment with existing streets, driveways, and/or median cuts.
 - (iii) Intersection layouts.
 - (iv) Sight distance.
 - (v) Right-of-way width.
 - (vi) Lane width.
 3. Site circulation.
 4. Pedestrian facilities.
 - (i) Sidewalks, walking trails.
 - (ii) Crosswalks, crossing distance, pedestrian signals and associated timing.
 - (iii) Transit stops.
 - (iv) School bus stops.
 5. Bicycle facilities.
- f. *Recommendations.*
1. Site access.

2. Intersection improvements.

- (i) Traffic control devices: modify existing or need for new.
- (ii) Left and/or right turn lanes.
- (iii) Acceleration and/or deceleration lanes.
- (iv) Length of storage bays.
- (v) Additional pedestrian and bicycle facilities or modifications to existing facilities to improve safety and/or user experience.
- (vi) Improvements to pedestrian crossings to lessen potential conflicts with motorists.

3. Off-site improvements.

- (i) Modification to existing traffic control devices.
- (ii) Additional traffic control devices.
- (iii) Additional lanes at major intersections.
- (iv) Additional roads.
- (v) Additional pedestrian and bicycle facilities or modifications to existing facilities to improve safety and/or user experience.
- (vi) Improvements to pedestrian crossings to lessen potential conflicts with motorists.

4. Improvements by phasing (if applicable).

g. *Appendix.*

- 1. Raw traffic count data.
- 2. Documentation of analysis.

- (3) *Report requirements: Level III studies.* In addition to the preceding information for Level I and II, the following information on trip assignment shall be provided in the report prior to the analysis and recommendation section:

Trip assignment.

- 1. Show existing ADTs, proposed development traffic, and total traffic for all affected links on map which identifies the project and surrounding roads.
- 2. Show a.m. and p.m. peak hour turning movements for the existing traffic, the proposed development traffic, and the combined traffic at all project entrance intersections, and effected intersections within the study area.
- 3. Discuss the effects of phasing of the proposed project.

-
- (g) **Additional information.** Additional information on traffic impact studies can be obtained from the institute of transportation engineers (ITE), among other reputable sources.

(Code 2007, § 16-403; Ord. No. 96-30, 1-1997; Ord. No. 14-18, § 3, 12-11-2014; Ord. No. 24-11, § 1, 7-25-2024)

Sec. 22-148. Permit required.

- (a) ~~No driveway or other means of access to any right-of-way of any road, street, or highway within the limits of the town shall be constructed nor shall any existing driveway or other means of access be altered except pursuant to a permit issued by the town. The submission of an access permit application shall be required.~~
- (b) ~~For minor revisions to existing drives and residential drives onto non-local streets, an application for an access permit shall be accompanied by four copies of a plan of access which shall as a minimum, consist of clear drawings or a sketch showing the general layout and dimensions necessary to prove compliance with this article, and a brief description of the proposed use of the property.~~
- (c) ~~For residential drives onto local streets, an application for an access permit shall be accompanied with the building permit and shown on the required site plan.~~

(Code 2007, § 16-404; Ord. No. 96-30, 1-1997)

Sec. 22-149. Permit approval.

- (a) ~~The planning commission and the board of mayor and aldermen shall review, as provided for in this article, applications for access requiring the submittal of a site plan. Site plans involving residential drives onto non-local streets that serve only one dwelling unit may be reviewed and approved by the town's engineering staff. Minor revisions to existing drives may also be reviewed and approved by the town's engineering staff. Where a concern is raised by the town's engineering staff regarding an access request that they could otherwise approve, such request shall be presented to the planning commission and board of mayor and aldermen for approval.~~
- (b) ~~The planning commission, the board of mayor and alderman, and town staff shall review applications for access for compliance with the requirements of this article. The planning commission, the board of mayor and alderman, or the town staff may require such revisions, corrections, and additions to the plans of access and such additional supporting documentation of the plan of access as may be reasonable considering the locations of proposed and existing access, the traffic impact study if required, and considerations of public safety and welfare. All revisions, corrections, and additions required shall be recorded on a final copy of a subdivision plat, site plan, or "drawing or sketch" of the access requested for approval before issuance of a permit.~~
- (c) ~~An access permit shall be secured before issuance of a building permit.~~

~~(d) No final certificate of occupancy or certificate of completion shall be issued until all applicable access control requirements as outlined in this article and other requirements of the individual access permit have been completed.~~

~~{Code 2007, § 16-405; Ord. No. 96-30, 1-1997; Ord. No. 23-02, § 1, 2-23-2023}~~

Sec. 22-149. Access Approval Process.

(a) In addition to the applicable traffic impact study requirements in Section 22-148, the provisions in this section outline the access approval process. The process varies depending on the nature of the access, the street classification on which the access is requested, what the access is associated with, and whether the access can comply with the provisions of this chapter without a request for a variance.

(1) **Local Street Access Approval.** On streets that are classified as local on the adopted Major Road Plan, new access associated with a residential lot shall be shown on the residential site plan required for a building permit and approved through the building permit process. New access or modifications to existing access associated with a residential lot that is not part of a building permit, shall be submitted to the Town's engineering and planning staff for review and approval. Depending on the scope of work, such modifications may require a right-of-way permit submitted through the Town's electronic permitting system. A variance request from any provision of this chapter involving a street classified as local on the adopted Major Road Plan shall be reviewed and approved by the planning commission.

(2) **Town Engineer Approval.** Site plans involving residential drives onto non-local streets that serve only one dwelling unit may be reviewed and approved by the Town engineer. Minor revisions to existing drives involving non-local streets may also be reviewed and approved by the Town engineer. Where a concern is raised by the Town engineer regarding an access request that the Town engineer could otherwise approve, such request may be presented to the planning commission for approval.

(3) **Planning Commission Approval.** For streets that are classified as collector or arterial on the adopted Major Road Plan, new or modified access associated with a site plan or subdivision plat that requires a review from the Town's planning commission shall be approved as part of the site plan or subdivision plat process. An access that serves more than one dwelling unit or a non-residential use but is not part of a larger site plan or subdivision plat shall also be reviewed and approved by the planning commission.

(4) **Board of Mayor and Aldermen Approval.** Except as provided for in this part, board of mayor and aldermen approval of access shall only be required where a variance from any provision of this chapter is requested in association with a property's access to a non-local street. In such case, the planning commission shall make a recommendation to the board of mayor and aldermen.

On streets that are classified as “collector” on the adopted Major Road Plan, the planning commission may approve a variance from the distance between driveways as part of a site plan or subdivision plat approval where the nearest driveway that is within the minimum distance required serves only one dwelling unit. In this case, such variance does not require approval from the board of mayor and aldermen.

- (5) **Tennessee Department of Transportation (TDOT) Approval.** New or modified access involving a State of Tennessee highway shall be approved by TDOT in addition to any required town approval.
- (6) **Temporary Access Approval.** Temporary construction access ways may be granted by the Town engineer or his designee to facilitate construction. The length of time shall be determined by the Town engineer based on the specifics of the project. Where a concern is raised by the Town engineer regarding a temporary access request that the Town engineer could otherwise approve, such request shall be presented to the planning commission for approval.

Sec. 22-150. Access Submittal Requirements.

- (a) The provisions in this section address the general submittal requirements for different types of access requests. Additional information may be required, as applicable, depending on the nature of the requested access.
 - (1) **Local Street Access.** Where associated with a building permit, the residential site plan shall include the driveway and turn around location (where proposed), and dimensions and square footage of the driveway, turning radii, and turn around. For corner lots, the distance of the driveway edge, exclusive of turning radius, from the nearest intersecting curb or pavement edge (where curbing does not exist) shall be provided.
 - (2) **Local Street Access (non-building permit).** A new or modified residential access to a local street that is not associated with a building permit shall include the same information that would apply to a residential site plan along with an update on the total lot coverage that would result from the access addition or modification. This may be approved by the engineering or planning staff and uploaded into the project address. If the scope of the project requires a right-of-way permit the site plan will be submitted through the Town’s electronic permitting system.
 - (3) **Non-Local Street Access – Town Engineer Approval.** Where the Town engineer may approve an access or a modified access to a non-local street, a site plan shall be submitted that shows the location and dimensions of the proposed access and the distance from the proposed access to the nearest access on both sides of the street. This dimension shall be measured from the nearest edges of driveway pavement, excluding the turning radius of each access. The site plan shall also include an update on the total lot coverage that would result from the access addition or modification.

-
- (4) **Non-Local Street Access – Planning Commission Approval.** Where an access to a non-local street requires planning commission approval or is part of a site plan or subdivision plat that requires a review from the Town’s planning commission, the access shall reflect and be consistent with the requirements associated with site plan and subdivision plat submittals. This would include the location and dimensions of the proposed access and the distance from the proposed access to the nearest access on both sides of the street. This dimension shall be measured from the nearest edges of driveway pavement, excluding the turning radius of each access.

Sec. 22-150~~1~~. Specifications; permanent access.

- (a) The following constitutes minimum specifications for access to streets, roads, and highways within the town and additional reasonable specifications may be imposed as required for public safety **through the corresponding approval process**. ~~Such additional specifications shall be required upon recommendation of the town engineer, his designee, or the planning commission and approval by the board of mayor and aldermen.~~

(1) **Distance requirements.**

a. *Distance from intersections.*

1. The minimum distance of an access point from an intersection, measured from intersecting right-of-way to the edge of the driveway pavement, shall be as follows:

Street Classification	Minimum Distance
Arterial streets	400 feet
Collector streets	200 feet
Local streets ¹	100 feet
Local Streets ²	50 feet

Note:

¹ Denotes commercial and office zoned properties.

² Denotes residential and agricultural zoned properties.

2. Access shall be located and constructed so as to provide adequate stopping sight distance for drivers entering and exiting the property using a design speed of ten miles above the legal speed limit as determined by the town engineer or his designee in accordance with current AASHTO (A Policy on Geometric Design of Highways and Streets, American Association of State Highway and Transportation Officials) and adopted ITE (Institute of Traffic Engineers) standards.

- b. *Distance between driveways.* For the following street classifications, the following requirements specify the minimum allowed distances between driveways¹:

Street classification	Distance between driveways
Arterial streets	400 feet
Collector streets	200 feet
Local streets ²	100 feet

Note:

¹ Town may require joint permanent access easements to minimize the number of curb cuts.

² Residential properties are exempt from local street requirement for the distance between driveways.

- c. *Joint permanent access easements.* Controlled access to a joint permanent access easement shall be maintained for a minimum length of 40 feet perpendicular from the right-of-way or as determined by the traffic impact study.

(2) Access to and from property being developed.

- a. *Number of access points.* The number of access points of a property shall be determined by its road frontage. Lots which front on more than one street shall add total street frontage lengths together to determine total road frontage to calculate the number of driveways permitted.

Street classification	Length of road frontage	Number of access points
Arterial streets	0—400 feet	1
Arterial streets	401—800 feet	2
Collector streets	0—200 feet	1
Collector streets	201—800 feet	2
Local streets	0—200 feet	1 or a circular drive subject to the circular

		drive criteria provided for herein
Local streets	201—800 feet	2 with a circular drive counting as two access points but not subject to the circular drive criteria provided for herein
Local streets corner lot	350 feet and above	2 with 1 of the accesses permitted as a circular drive subject to the circular drive criteria provided for herein
All streets	801 feet and above	2 + 1/each 800 feet of additional road frontage

- b. *Circular drive provisions for lots with less than 200 feet of frontage.* In lieu of one single access point, a lot which fronts a local street for less than 200 feet may be permitted a circular drive provided the following criteria are met:
- (i) The property is zoned residential and the street on which the property fronts is located within a residential subdivision;
 - (ii) The maximum lot coverage in the front yard (area in front of the house): 35 percent;
 - (iii) The maximum driveway width: 15 feet;
 - (iv) The minimum distance between the driveways: 60 feet; and
 - (v) The setback from the side property lines: A total on two sides of at least 40 feet, but not less than ten feet on any one side.
- c. *Circular drive provisions for qualifying corner lots.* A lot with more than 350 feet of frontage and that fronts on more than one local street may be permitted a circular drive on one of the street frontages in lieu of one single access point provided the criteria noted above for circular drives are met.

(3) Deceleration Lanes and Requirements for Access Between Properties. Access to a collector or arterial street shall generally require a deceleration lane and reviewed as part of the site plan or subdivision plat approval process. Also, to help lessen the number of access points to a collector or arterial street and provide more route options, cross access to abutting properties shall be required (unless topographically prohibitive or impossible due to the layout of an existing development on an adjacent property) and shall be reviewed as part of the site plan or subdivision plat approval process.

Appropriate access easements shall be platted once the access is complete. All accesses approved through the site plan or subdivision platting process shall comply with applicable provisions in the Subdivision Regulations and Zoning Ordinance.

(4) **Single Family Residential Driveway Dimension and Composition Requirements.** In addition to other requirements in this chapter, new or modified accesses associated with a single-family residential lot shall comply with the following requirements associated with their dimensions and composition:

- a. **Width.** The maximum width of a driveway for a single-family dwelling shall be 24 feet within the public right of way. The maximum flare or radius at the access to the street shall be between three feet and five feet.
- b. **Composition.** Within the public right of way, a single-family residential driveway shall be paved with concrete or bituminous material. For purposes of this chapter, the right of way shall be a distance of at least 12 feet from the curb or street pavement edge (where curbing does not exist).

~~(3) *Paved acceleration and deceleration lane requirement.* Paved acceleration and deceleration lanes may be required along any arterial or collector street or highway at the determination of the board of mayor and alderman upon the recommendation of the town engineer or his designee.~~

~~(4) *Circulation drives and frontage roads.* Circulation drives (drives which interconnect all lot access points with all vehicle parking, loading, servicing, and like areas and structures) and frontage roads (roads which parallel the public streets giving access and which extend along the entire frontage of a particular property) shall be constructed in order to provide safe and efficient vehicular movement between specified access points as specified in subsection (2) of this section. The location, width, and design of all circulation drives and frontage roads shall be approved by the board of mayor and aldermen upon recommendation of the town engineer or his designee. All frontage roads shall be dedicated as public streets and shall be maintained by the public.~~

~~(5) *Subdivision standards for circulation drives and frontage roads.* Frontage roads and circulation drives shall be constructed in conformance with the subdivision regulations standards. Dedicated right-of-way for frontage roads shall be ten feet greater than the width of the newly constructed frontage road. All circulation drives shall be clearly defined and marked appropriately to assist public circulation into, on, and out of the property and through parking lot areas.~~

~~(Code 2007, § 16-406; Ord. No. 96-30, 1-1997; Ord. No. 09-14, § 1, 8-27-2009; Ord. No. 20-14, § 1, 9-24-2020)~~

Sec. 22-151. Access to two or more roads, streets, or highways.

In the event a parcel of land abuts and lies adjacent to two or more separate roads, streets, or highways, the board of mayor and alderman may limit or prohibit access to one or more such roads (provided that access to at least one such road shall always be permitted) if the safety and welfare of the public will be promoted by so doing. In so limiting or prohibiting access, consideration shall be first given to limiting or prohibiting access to the more heavily traveled abutting or adjacent road, street, or highway. Any party aggrieved by any action taken under the provisions of this section shall have the burden of establishing that such action taken does not promote the safety and welfare of the public.

(Code 2007, § 16-407; Ord. No. 96-30, 1-1997)

Sec. 22-152. Variance.

A variance request from any provision of this chapter shall be in accordance with the Access Approval Process outlined in Section 22-149.

Notwithstanding anything contained herein to the contrary, the board of mayor and aldermen may grant approval for access and/or frontage roads other than as specifically herein permitted, provided such an access is reviewed with a recommendation by the town engineer or his designee and the planning commission.

(Code 2007, § 16-408; Ord. No. 96-30, 1-1997)

Sec. 22-153. Temporary access.

- (a) Temporary access ways may be granted by the board of mayor and alderman upon review with a recommendation by the town engineer or his designee and the planning commission at locations other than specified for permanent access where it is expedient for the purpose of staged development. Temporary access ways shall cease to exist at such time that any other means of access to a property occurs which more nearly conforms to the requirements of this article.
- (b) Temporary construction access ways may be granted by the town engineer or his designee to facilitate construction. The length of time shall be based on the duration of the grading permit.

(Code 2007, § 16-410; Ord. No. 96-30, 1-1997)

Sec. 22-154³. Appeals.

- (a) ~~An appeal from~~ adverse determinations on any application for an access permit shall be to the board of mayor and aldermen. Any party aggrieved or refused issuance of an access permit shall notify in writing the town recorder of applicant's desire to appeal the action taken. Such notice shall be given within 30 days of denial of the permit. ~~an access related denial from the Town engineer or planning commission shall be to the board of mayor and aldermen. The appeal request shall be in writing to the Town recorder within 30 days of the denial. The applicant shall include specific justification for the appeal. The request will then be placed on a board of mayor and alderman agenda for their consideration.~~
- (b) ~~Upon receipt of notice of appeal the town recorder shall place the appeal for consideration before the board of mayor and aldermen within 30 days of receipt of notice of appeal. The town engineer or his designee shall appear at such scheduled meeting, and the applicant may appear, to present the matter to the board of mayor and aldermen. The~~ determination by the board of mayor and aldermen is administratively final.

~~{Code 2007, § 16-411; Ord. No. 96-30, 1-1997}~~

Secs. 22-155—22-176. Reserved.

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator

Subject: Approval of Resolution R-2025-20, Appointment of Town Treasurer

Introduction & Background: The purpose of this agenda item is to approve Resolution R-2025-20, appointing a Town Treasurer for the Town of Farragut

Discussion & Recommendations: The Town Treasurer/Recorder position was separated by the Board of Mayor and Aldermen on September 25, 2025 into two roles, one of Town Recorder and another of Town Treasurer/Finance Director. The Town Treasurer's duties and responsibilities will include maintaining all financial records in compliance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB). It will also be responsible for preparing the annual budget, providing financial reports, overseeing purchasing and many other duties as assigned.

Staff opened the position for applications to seek the most qualified candidate to fill the role of Town Treasurer. After an extensive search process, staff recommends the Board approve Resolution R-2025-20 appointing Tessa Cortes as Town Treasurer. Tessa is a Certified Public Accountant (CPA) with extensive experience in both financial reporting and budgeting (see attached resume).

Recommended By: David Smoak, Town Administrator, Michelle Pence, Director of Administrative Services for approval.

Proposed Motion: Approval of Resolution R-2025-20, Appointment of Tessa Cortes as Town Treasurer



TOWN OF FARRAGUT

RESOLUTION R-2025-20

APPOINTMENT OF TOWN TREASURER

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, recognizes the importance of sound financial management and oversight of public funds; and

WHEREAS, the position of Town Treasurer is essential to maintaining fiscal responsibility, ensuring transparency, and supporting the financial operations of the Town; and

WHEREAS, pursuant to Farragut Municipal Code, Article 3, Division 3, Section 2-103(c), the Town Treasurer shall be appointed by majority vote of the Board of Mayor and Aldermen and may be supervised on a day-to-day basis by the Town Administrator; and

WHEREAS, after an extensive search process, Tessa Cortes has demonstrated the qualifications and experience as outlined in the Farragut Municipal Code, to fulfill the duties of Town Treasurer;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Farragut that:

1. Tessa Cortes is hereby appointed to the position of Town Treasurer, effective December 2, 2025.
2. The Town Treasurer shall perform all duties as prescribed by law and by the ordinances and policies of the Town of Farragut and the State of Tennessee.

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 13th day of November 2025.

Ron Williams, Mayor

David Smoak, Interim Town Recorder

Tessa Cortes, CPA



Professional Summary

Certified Public Accountant (CPA) with over 14 years of experience in financial reporting, auditing, and tax preparation. Currently serving as Controller at Maryville College, leading a team of six and overseeing all business office functions. Holds an MBA with a management emphasis and a strong track record of implementing systems, improving processes, and ensuring compliance with GAAP, GASB, and FASB standards.

Core Competencies

- Financial Analysis & Forecasting
- Team Leadership & Staff Development
- GAAP & FASB Compliance
- Tax Preparation & Audit
- Microsoft Office & Accounting Systems
- Self-Motivated & Independent Worker
- Strong Communication Skills

Professional Experience

Controller, Maryville College, Maryville, TN (Dec 2022 – Present)

- Lead and manage a team of 6 staff members
- Oversee all functions of the College business office including accounts payable, student billing, and receivables
- Implemented new accounting system called Jenzabar, a cloud-based system
- Onboard and train staff
- Monitor the College's cash position and monitor financial stability
- Perform all duties previously held as Assistant Controller and listed below

Assistant Controller, Maryville College, Maryville, TN (Dec 2016 – Dec 2022)

- Prepared monthly and annual financial statements
- Forecasted budget and financial position; monitored debt covenants
- Prepared nonprofit 990 and annuitant trust tax returns
- Reconciled payroll, investments, and federal financial aid
- Maintained fixed asset records and depreciation schedules
- Coordinated audits and ensured compliance with GAAP and FASB

- Assisted with annual budget processes including communicating the College's monthly budget to actual performance to Cabinet and other staff
- Prepared monthly liquor by the drink and sales tax returns as well as any other necessary annual returns
- Reconciled and recorded investments and endowments for the College
- Managed the College's annuity accounts including annual reporting, monthly reconciling, and quarterly constituent payments
- Prepared annuitant Trust tax returns
- Acted as the College's primary check signatory
- Reconciled and tracked all federal, state, and private grant funds including assisting with implementation and compliance of grants, as well as completing required financial reporting of grants
- Participated in Title IX investigation team

Staff Accountant, Brown, Jake, and McDaniel, P.C., Knoxville, TN (May 2007 – Nov 2016)

- Audited municipalities, utilities, and schools
- Prepared individual, corporate, nonprofit, estate, and trust tax returns
- Drafted and reviewed financial statements per GASB and FASB standards
- Performed risk assessments and internal control evaluations
- Managed audit engagements and supervised new staff

Junior Accountant (Part-Time), Hearthstone Homes, Inc., Dandridge, TN (Mar 2005 – May 2006)

- Posted invoices and journal entries using Made to Manage and QuickBooks
- Processed weekly payroll and 401k information
- Reconciled monthly bank statements and prepared Excel reports

Education & Certifications

Lincoln Memorial University, Harrogate, TN

MBA with an emphasis in Management | GPA: 3.85/4.0

Carson-Newman College, Jefferson City, TN

Double Major: Accounting and Languages (French, Spanish) | GPA: 3.85/4.0 (Accounting GPA: 3.5/4.0)

Certifications & Affiliations

- Certified Public Accountant (CPA)
- Member of Tennessee Society of Certified Public Accountants (TSCPA)

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator

Subject: Approval of Resolution R-2025-21, Appointment of Town Recorder

**Introduction &
Background:**

The purpose of this agenda item is to approve Resolution R-2025-21, appointing a Town Recorder for the Town of Farragut

**Discussion &
Recommendations:**

The Town Treasurer/Recorder position was separated by the Board of Mayor and Aldermen on September 25, 2025 into two roles, one of Town Recorder and another of Town Treasurer/Finance Director. The Town Recorder's duties and responsibilities include keeping an accurate record of business transacted by the Board of Mayor and Aldermen, be the custodian of official records of the Town, keep copies and certifications of ordinances, and other duties as assigned.

Staff opened the position for applications to seek the most qualified candidate to fill the role of Town Recorder. After an extensive search process, staff recommends the Board approve Resolution R-2025-21 appointing Christine Fletcher as Town Recorder. Christine has extensive experience as a City Clerk, including her certifications as a Certified International Municipal Clerk and International Master Municipal Clerk (see attached resume).

Recommended By:

David Smoak, Town Administrator for approval.

Proposed Motion:

Approve Resolution R-2025-21, Appointment of Christine Fletcher as Town Recorder



TOWN OF FARRAGUT

RESOLUTION R-2025-21

APPOINTMENT OF TOWN RECORDER

WHEREAS, the Town of Farragut recognizes the importance of maintaining accurate records of official proceedings, ordinances, resolutions and other municipal documents; and

WHEREAS, the position of Town Recorder is essential to ensuring transparency, accountability and the orderly administration of town affairs; and

WHEREAS, pursuant to Farragut Municipal Code, Article 3, Division 3, Section 2-99 the Town Recorder shall be appointed by a majority vote of the Board of Mayor and Aldermen; and

WHEREAS, after an extensive search process, Christine Fletcher possesses the qualifications and experience as outlined in the Farragut Municipal Code to fulfill the responsibilities of Town Recorder;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Farragut, that:

1. Christine Fletcher is hereby appointed to the position of Town Recorder, effective December 1, 2025.
2. The Town Recorder shall perform all the duties and responsibilities as prescribed by law and by the ordinances and policies of the Town of Farragut.

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 13th day of November 2025.

Ron Williams, Mayor

David Smoak, Interim Town Recorder



PROFESSIONAL SUMMARY

Dedicated and highly experienced administrative professional with over 25 years of progressive responsibility in government and legal office operations. Proven ability to manage complex administrative functions, lead teams, develop and implement procedures, and support executive leadership. Recognized for excellence in communication, organization, confidentiality, and leadership. Seeking to bring expertise in administration and human resources to a mission-driven organization.

PROFESSIONAL EXPERIENCE

Discovery Analyst

Adams Law Firm, PLLC, Hopkinsville, KY

March 2025 – Present

- Ensure attorneys have all discovery related to criminal proceedings.
- Review case material and prepare summaries.
- Draft, submit, and monitor open records requests.
- Assist with trial preparation.

Paralegal (Contract – Remote)

Cotthoff and Willen, Hopkinsville, KY

March 2024 – June 2025

- Perform research to prepare legal documents related to foreclosure proceedings.
- Create and maintain spreadsheets to accurately track and organize case filings.

Office Administrator

3rd Judicial Circuit Commonwealth's Attorney, Hopkinsville, KY

November 2023 – March 2024

- Managed day-to-day operations of the Commonwealth's Attorney Office.
- Created and implemented employee handbook and standard operating procedures.
- Monitored employee leave balances, verified timesheets, and oversaw office supply procurement.
- Drafted correspondence, managed discovery, and coordinated legal case research.

City Clerk | Assistant City Clerk | Deputy City Clerk | Secretary

City of Hopkinsville, Hopkinsville, KY

December 1996 – August 2023

- Coordinate and direct operations of the City Clerk's office.

- Serve as official records custodian to include attestation, certification, maintenance, destruction, retrieval, and archival of records in compliance with local policy and state records retention schedule.
- Prepare formal responses to approximately 300 open records requests annually to include the redaction of information protected by law.
- Develop SOPs for compliance and training.
- Prepare ordinances, municipal orders, agendas, executive orders, and supporting materials for legislative meetings.
- Attend legislative meetings to assist in maintaining order and preparing minutes.
- Manage board, agency, and committee appointments, resignations, and term limits.
- Spearhead programs such as the City Diplomat Program, code enforcement, and disaster buyout grants.
- Ensure publication requirements are met for ordinances, hearings, and other legal notices.
- Provide orientation and transition planning for newly elected officials.

President (6-Year Tenure)

Kentucky Municipal Clerks Association

- Planned and executed statewide conferences and weeklong training sessions, including hotel contracts, meals, speakers, and entertainment.
- Oversaw budgets, secured funding, and served as a legislative advocate, testifying before state lawmakers.
- Represented the association through public speaking, board leadership, and statewide networking.

EDUCATION

Austin Peay State University, Clarksville, TN

Bachelor of Science in Public Management

Completed 80 hours | GPA: 4.0

CERTIFICATIONS

Certified Kentucky Municipal Clerk

Kentucky Master Municipal Clerk

Certified International Municipal Clerk

International Master Municipal Clerk

HONORS & AFFILIATIONS

Leadership Hopkinsville Graduate

Pennyrile Region Outstanding City Clerk-Administrator of the Year

KMCA City Clerk of the Year

Three-Term President, Kentucky Municipal Clerks Association

Three-Term Board Member, Kentucky League of Cities

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Travis Ramsey, IT Manager

Subject: Approval of Upgrades to the Farragut Community Center Camera System using OMNIA Contract Number #R220701

Introduction & Background: As part of the ongoing upgrades to the Town’s security systems, there is a need to install updated security cameras at the Town's Community Center.

Discussion & Recommendations: The Information Technology Department has engaged Everon for this project through Omnia Contract #R220701. Everon will provide all necessary materials and perform the complete installation.

Project funding is allocated from the Fiscal Year 2026 Capital Investment Program (CIP) under the Town Facilities Security Plan.

These enhancements address previously identified coverage gaps at the Farragut Community Center, ensuring comprehensive interior and exterior camera coverage. The proposed system aligns with the standardized camera platform currently utilized at Public Works and Town Hall, maintaining consistency and uniformity across Town facilities.

Recommended By: Travis Ramsey, IT Manager for approval.

Proposed Motion: Approval of purchase for the Farragut Community Center camera system using OMNIA Contract #R220701 in the amount of \$31,548.17.



Proposal prepared for:

Town of Farragut

Presented by:

Wayne Kelley

9.16.2025

Sales Agreement ID: 892159450

Reference use of OMNIA Partners Contract: R220701 "Facility Technology Integration & Security System Services"

Equipment and Investment Statement for: Community Center Camera

Site Information: FARRAGUT COMMUNITY CENTER, 239 JAMESTOWNE BLVD., FARRAGUT, TN 37934

Scope of Work:

The terms and conditions of OMNIA Partners Master Contract R220701 "Facility Technology Integration & Security System Services" apply in addition to the ADT Commercial standard terms and conditions. In the event of a conflict of terms, the OMNIA Partners Master Contract R220701 terms will prevail.

"EVERON" WILL INSTALL THE FOLLOWING COMMERCIAL GRADE IP CCTV SYSTEM EQUIPMENT AS FOLLOWS:

14 CAMERAS TOTAL

14 License

THIS SYSTEM WILL USE ONBOARD CLOUD STORAGE AFTER 30DAYS ALONG WITH

BUILT-IN SD CARDS IN EACH CAMERA FOR AN ESITMATED 42-44 DAYS OF STORAGE

- INSTALL 10 AVIGILON INDOOR DOME CAMERAS community center - marked on drawing.

- INSTALL 2 AVIGILON OUTDOOR DOME CAMERAS 5Mp, 30 Day, Alta, 3 Head H5A multi-sensor. marked on drawing.

- INSTALL 3 WALL MOUNTS OUTSIDE DOME CAMERAS - H5MP - outdoor cameras - marked on drawing.

- Potential outside conduit required for outside run around yoga room, due to open ceiling.

- SETUP/PROGRAM

- SET UP REMOTE VIEWING

"CUSTOMER" IS RESPONSIBLE FOR PROVIDING:

MOUNTING SPACE AND NETWORK TIE-INS ASSOCIATED HEADEND EQUIPMENT.

ACCESS TO PERMANENT A/C POWER FOR ALL SYSTEM COMPONENTS AS REQUIRED.

FREE ACCESS TO SITE FOR EVERON PERSONNEL FOR THE DURATION OF THE INSTALLATION.

IT HELP FOR OPENING PORTS

Reference use of OMNIA Partners Contract: R220701 "Facility Technology Integration & Security System Services"

Reference use of OMNIA Partners Contract: R220701 "Facility Technology Integration & Security System Services"

Reference use of OMNIA Partners Contract: R220701 "Facility Technology Integration & Security System Services"

Inclusions/Exclusions:

Clarifications & Exclusions – Video

1. Video storage calculations BASED ON AVIGILON SD CARDS AND CLOUD STORAGE
2. Equipment changes or location changes due to CUSTOMER request, or if necessary for the system to operate properly, will be considered a change order from the original scope of work and billed accordingly at the labor and material rates already in effect on this contract.
3. Connection To Existing Equipment: It is mutually understood and agreed that Everon assumes no responsibility whatsoever for the maintenance, operation, non-operation, actuation, non-actuation or needless or erroneous actuation of the existing equipment; that service may be terminated by Everon in the event the existing equipment is not in good working operating condition and Everon Shall not be liable for any damage of subject to any penalty as a result of such termination. Any repairs to or replacement of existing equipment at the time of reconnection will be charged to the customer on a time and materials basis at the prevailing rates.
4. CUSTOMER will be responsible for providing any 110VAC required for the proper operation of the video equipment.
5. CUSTOMER will be responsible for providing IT support for Firewall and Port opening on their network when using

an IP device.

6. The estimated cost for the electrical permit or lift rental is not included in the final prices. These costs will be billed to the CUSTOMER separately.
7. CUSTOMER will be responsible for providing updated drawings of the facilities. If the new drawings reflect changes not identified in the original proposal additional charges will be incurred by the CUSTOMER.
8. Idle time incurred by Everon employees due to absence of required escorts, clearances, inability to enter the workspace, or other factors beyond our control, will be considered a change order from the original scope of work and billed accordingly at the labor and material rates already in effect on this contract.
9. Everon will perform the installation, conduct tests and inspections during normal business hours and days: 8AM to 5 PM Mon- Fri. using standard labor rates excluding Union and prevailing wage rates.
10. Everon is not responsible for daily cleaning of project site on multi-day jobs, unless specifically listed in the scope of work. A general cleanup- removal of trash, boxes, scrap parts and a general clean up of debris will be conducted at the end of the project. Detailed cleaning, dusting and/or carpet cleaning beyond local sweeping/vacuuming to be completed by the customer at their discretion.
11. Everon will be responsible for mounting the cameras and focusing per the CUSTOMERS request. Any changes after the CUSTOMER signed off on the view will be a change order to the original job.
12. CUSTOMER agrees that at this time, the availability and price of certain Materials and Commodities ("Material") worldwide, including but not limited to, chip components, oil, gasoline, steel, aluminum and plastic products can be extremely volatile. Everon guarantees the pricing in this proposal for no more than the next thirty (30) days from the date of this Proposal. Customer further agrees that should the cost to Everon of the Materials required for this Project rise after the thirty (30) day period, Everon reserves the right to reasonably reassess the cost differential and add any increase to the above pricing.
13. Customer is responsible for any patching, painting, replacement of ceiling tiles, and wall coverings.

Equipment List:

Quantity	Description	Unit Amount	Extended Amount
2	5Mp, 30 Day, Alta, 3 Head H5A Multisensor Camera; Up To 10 Y	\$1,983.47	\$3,966.94
3	5Mp, 30Day,Alta,Wdr, Day/Night, Outdoor Dome, 3.4-10.5Mm 10	\$1,035.42	\$3,106.26
2	Outdoor Pendant Mount Adapter for H5A Multisensor Camera	\$187.58	\$375.16
10	3MP Indoor Dome 3.4-10mm IR WDR Alta	\$687.09	\$6,870.90
2	Wall Mount for large pendant camera	\$105.46	\$210.92
3	Clear Dome Bubble and Cover for Outdoor Surface Mount or Pen	\$187.58	\$562.74
1000	23/4PR CAT6+ CMR 1M RLBX YLW	\$244.10	\$244.10
Sub Total Equipment Cost:			\$15,337.02

Labor & Other Summary:

Description	Amount
Contingencies	\$250.00
bid and performance bond	\$666.25
Conduit	
Labor	\$5,062.50
Sub Total Labor & Other Cost:	\$5,978.75

Installation Price				\$21,315.77
Total Monthly Recurring Services Charges*				\$0.00
				*Plus applicable tax
Schedule of Values	30/30/30/10	30% of Contract Value Upon Contract Acceptance		
		30% of Contract Value at Progress Billing		
		30% of Contract Value at Substantial Completion		
		10% of Contract Value at Final Acceptance		

Equipment and Investment Statement for: Community Center Camera-License

Site Information: FARRAGUT COMMUNITY CENTER, 239 JAMESTOWNE BLVD., FARRAGUT, TN 37934

Scope of Work:

The terms and conditions of OMNIA Partners Master Contract R220701 "Facility Technology Integration & Security System Services" apply in addition to the ADT Commercial standard terms and conditions. In the event of a conflict of terms, the OMNIA Partners Master Contract R220701 terms will prevail.

12- Ava Aware License 5 Year Subscription to Ava Aware Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.

Reference use of OMNIA Partners Contract: R220701 "Facility Technology Integration & Security System Services"

Equipment List:

Quantity	Description	Unit Amount	Extended Amount
15	Ava Aware License 5 Year Subscription to Ava Aware Cloud, per camera. Real-time video-analytics. Including 30 days cloud storage.	\$682.16	\$10,232.40
Sub Total Equipment Cost:			\$10,232.40

Summary of Charges for: Community Center Camera-License			
Installation Price			\$10,232.40
Total Monthly Recurring Services Charges*			\$0.00
*Plus applicable tax			
Schedule of Values	30/50/20	30% of Contract Value Upon Contract Acceptance	
		50% of Contract Value at Progress Billing	
		20% of Contract Value at Final Acceptance	

Investment Summary

Summary of Charges for: Community Center Camera

Installation Price	\$21,315.77
Total Installation Price*	\$21,315.77

Total Monthly Recurring Services Charges* \$0.00

*Plus applicable tax

Summary of Charges for: Community Center Camera-License

Installation Price	\$10,232.40
Total Installation Price*	\$10,232.40

Total Monthly Recurring Services Charges* \$0.00

*Plus applicable tax

Total Proposal Option

Installation Price \$31,548.17

Total Monthly Recurring Services Charges* \$0.00

*Plus applicable tax

Pricing above is as of the date of this Proposal and Rider and valid for 30 days unless a change in equipment cost occurs. Government tariffs or levies may cause these prices to increase, even if such tariffs or levies are enacted after the date of this Proposal and Rider. Please speak to your sales representative for solutions to minimize risk of tariff-related price increases.

If Everon and Customer are parties to a mutually signed, written agreement, then the terms of that agreement control. If Everon and Customer are not parties to a signed contract, then the scope of work and prices set forth above are based upon and subject to the Everon Terms and Conditions ("Terms") available at <https://www.everonsolutions.com/terms-and-conditions-sale>. Any modifications to the Terms may result in pricing changes. Any other terms and conditions are rejected by Everon unless in a document signed by an authorized representative of Everon.

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Hallie Riddle, Tourism Manager
Ronald Oestreich, Parks & Recreation Director

Subject: Approval of Contract 2026-15 with Leap Spark LLC for the Visit Farragut Website Re-design

Introduction & Background:

One of the key tools the Tourism team uses to reach visitors is the VisitFarragut.org website. This platform serves as a central hub for up-to-date listings of hotels, restaurants, shops, attractions, and regional events to make it easy for visitors to explore everything Farragut has to offer. While the current site has been a valuable resource, it has begun to show its age and no longer meets modern standards for accessibility, design, and mobile functionality. To ensure the website continues to serve as an effective marketing tool, a full redesign is needed to improve user experience and performance across devices.

Discussion & Recommendations:

Given the scope of the update, the Tourism team chose to initiate a Request for Proposals (RFP) process to determine whether a new vendor would be the best fit to meet the goals of the Website redesign. Nine companies submitted proposals and the selection committee determined Leap Spark's proposal best fit the Town's requirements. The Tourism team selected Leap Spark for not only their design ideas, but their experience, their service history, and the price point of their proposal (\$26,425, which is \$3,575 under the \$30,000 budget). Note: The cost sheet is attached for reference and includes an additional website hosting fee which is not part of this contract. This will be a 6-month re-design process, culminating with a staging site for development and beta testing, allowing the Leap Spark team to test without affecting our current live site. Staff recommends approval of Contract 2026-15 with Leap Spark for the re-design of the Visit Farragut website.

Financial Section
Account Number:122-47210-2540

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date:</u>	<u>Remaining Amount</u>
---------------------	-------------------------	------------------------------	-------------------------

\$30,000

\$26,425

\$0

\$3,575

Approved by: Michelle Pence, Interim Finance Director-Treasurer

Recommended By:

Christopher Sheffield, Director of Public Services for approval.

Proposed Motion:

Motion to approve Contract 2016-15 with Leap Spark LLC for \$26,425 for the re-design of the Visit Farragut Website.

TOWN OF FARRAGUT
PROFESSIONAL SERVICES AGREEMENT

This Agreement is made by and between **Town of Farragut** (“Client”) and **Leap Spark LLC** (“Contractor”) for professional services for the assignment described as follows:

Project: Visit Farragut.org Website Redesign

Location: Farragut, TN

Description of Project: Redesign and hosting of the VisitFarragut.org Website

1. **Professional Services.** Contractor agrees to perform the following Basic Services under this Agreement:

See **Attachment A (RFP Instructions and Addendums)** to this Agreement for a description of Basic Services.

2. **Compensation.** Client shall compensate Contractor for the Basic Services as based on the RFP 2026-15 VisitFarragut.org Website Redsign

3. **Schedule.** Contractor shall begin work upon notification of approval of this Agreement by the Board of Mayor and Aldermen and shall complete the work by submitting the final deliverables on or before March 31st, 2026. The schedule for the various meetings and presentations as outlined in the Basic Services shall be agreed upon by the Client and Contractor before beginning work.

4. **Invoicing and Payments.** Invoices or payment requests shall be submitted to the Client no more than monthly and shall include such information, documentation or data as the Town Administrator may require including, but not limited to, the amount and breakdown of the payment requested, the period covered by the request, and the work performed during the period covered by the payment request. After review, the Town Administrator will indicate his approval of the payment request, or shall explain to Contractor, in writing, his reasons for not approving any portion or all of the request, and authorize payment of the amount approved. In the event the Town Administrator does not approve any portion of a payment request, and has communicated the reasons to Contractor, Contractor will then take the necessary action to satisfy the reasons for non-approval and resubmit the payment request. Client shall endeavor to remit payment of payment requests or portions thereof which are approved by the Town Administrator within thirty (30) days of receipt by Client. From time to time approval of a payment request may require action by the Board of Mayor and Aldermen which meets on the second and fourth Thursday of most months.

5. **Time.** Contractor will perform its services in a timely manner commensurate with the exercise of due professional care which it acknowledges can be done consistent with the schedule provided for in Paragraph 3. Time for performance shall be extended as necessary for delays or suspensions due to circumstances beyond Contractor's control. If such delay or suspension extends more than six (6) months (cumulatively), Contractor's compensation shall be equitably adjusted; provided, however, such adjustment and amendment to this Agreement must be approved by the Board of Mayor and Aldermen before Client is bound.

6. **Suspension of Services.** If Client fails to pay any invoice when due or otherwise is in material breach of this Agreement, Contractor may, at its sole discretion, suspend performance of services upon five (5) days' written notice to Client. Contractor shall have no liability to Client and Client agrees to make no claim for any delay or damage as a result of such suspension, unless (i) the Town Administrator has refused to approve payment, (ii) his reasons are justified pursuant to this Agreement, and (iii) Contractor has failed to satisfy the reasons as required by Paragraph 4 hereof. Upon cure of the cause of a justified suspension, Contractor shall resume services within a reasonable time, and there shall be equitable adjustments of the project schedule and fees to reflect the effects of such suspension, if such adjustments are deemed reasonable and appropriate by the parties.

7. **Standard of Care.** Notwithstanding any other provision of this Agreement or any other document describing the services produced by Client, Contractor shall perform its services in accordance with the standard of professional care ordinarily exercised under similar circumstances by reputable members of its profession in the same locality at the time the services are provided. Beyond the foregoing and unless otherwise provided herein or in other documents produced, generated or provided by Contractor, no warranty, expressed or implied, is made or intended by Contractor. The parties further agree that Contractor is not a fiduciary of Client.

8. **Termination.** The obligation to provide further services under this Agreement may be terminated with or without cause by either party upon ten (10) days' written notice to the other party. On termination by either Client or Contractor, Client shall pay Contractor all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred) as Contractor's sole and exclusive remedy, subject to any setoffs to which the Client is entitled as a result of Contractor's failure to perform as required by this Agreement.

9. **Reuse of Documents.** All documents, including drawings, specifications, and reports, prepared by Contractor pursuant to this Agreement are instruments of professional service and shall become the property of the Client. They are not intended or represented to be suitable for reuse by Client or others for additions or modifications of the Project or on any other project. Any reuse without written consent, verification or adaption by Contractor for the specific purposes intended shall be at Client's sole risk and without liability or legal exposure to Contractor. Any such verification and adaption will entitle Contractor to further compensation at rates to be agreed upon by Client and Contractor.

10. **Access to the Site/Jobsite Safety.** Unless otherwise stated, Contractor will have access to the site for activities necessary for the performance of its services. Client agrees that Contractor shall have no responsibility for the means, methods, sequences, procedures, techniques, and scheduling of construction, as these decisions are solely the responsibility of the contractors. Contractor further shall have no authority or duty to supervise the construction workforce and shall not be responsible for jobsite safety or for any losses or injuries that occur at the Project site.

11. **Insurance.** Prior to any access to the Project site, Contractor shall deliver to Client a certificate of insurance evidencing general liability coverage with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury and property damage. If such insurance contains a general aggregate limit, it shall apply separately to the work/location of the Project in this Agreement or be no less than \$2,000,000. In addition, Contractor shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect itself from claims of professional negligence arising from the performance of services under this Agreement. Such insurance shall:

a. Contain or be endorsed to contain a provision that includes Client, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work performed by or on behalf of the Contractor. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

b. For any claims related to this Project, the Contractor's insurance coverage shall be primary insurance as respects the Client, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering the Client, its officials, officers, employees, and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

12. **Risk Allocation.** In recognition of the relative risks, rewards, and benefits of the Project to both Client and Contractor, to the fullest extent permitted by law, the parties agree to allocate the risks such that Contractor's total liability to Client for any and all injuries, claims, losses, expenses, damages, and/or claim expenses arising out of Contractor's services under this Agreement from any cause or causes shall not exceed the amount of Contractor's fee, or One Hundred Thousand Dollars (\$100,000), or the amount of insurance coverage Contractor has, or is required to have, covering the risk or claim that is the basis for the injury, claim, loss, expense or damages, recovery for which is sought, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

13. **Dispute Resolution.** It is agreed that all claims, disputes, or other matters in question arising out of or related to this Agreement shall be submitted to nonbinding mediation before any legal proceedings is commenced. The parties shall equally bear the fees and expenses charged by the mediator.

14. **Opinions of Construction Cost.** Any opinion of probable construction cost prepared by Contractor represents the judgment of one or more Contractor design professionals and is supplied for general guidance of Client. Since Contractor has no control over the construction marketplace and does not use the same pricing methods used by contractors, Contractor does not guarantee the accuracy of such opinions.

15. **Indemnification.**

a. The Contractor shall defend, indemnify and hold harmless the Client, its officers, employees and agents from any and all liabilities which may arise or be claimed against the Client, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of the Contractors, its employers, agents or contractors in performance of this Agreement or from the Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the Client, its agents or employees.

b. The Contractor shall save, indemnify and hold the Client harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the Client alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the Client; and the Contractor shall assume and take over the defense of the Client in any such claim, demand, suit, or cause of action upon written notice and demand for same by the Client. The Contractor will have the right to defend the Client with notice and demand for same by the Client. The Contractor will have the right to defend the Client with counsel of its choice that is satisfactory to the Client and the Client will provide reasonable cooperation in the defense as the Contractor may request. The Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the Client, such consent not to be unreasonably withheld or delayed. The Client shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

c. The Contractor shall save, indemnify and hold Client harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against Client alleging liability referenced above.

d. The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

16. **Miscellaneous.**

a. The Contractor will not assign or transfer any interest in this Agreement without obtaining the prior written approval of the Client.

b. The Contractor will not enter into a subcontract for any of the services performed under this Agreement without obtaining the prior written approval of the Client.

c. The contract between the parties consists of this Agreement, its attachments, any written request for services issued by Client and any response thereto made by Contractor, including any addenda thereto. To the extent there is a conflict between the terms of any of the documents that constitute the contract between the parties, the terms that are most specific to the matter in dispute shall govern over the more general. In the event the conflicting terms cannot be characterized as specific vs. general, then the terms that provide the greater benefit to the Client and/or impose the greater obligation on the Contractor shall control.

d. This Agreement may be modified only by a written amendment or addendum that has been executed and approved by the appropriate officials shown on the signature page of this Agreement.

e. If any provision of this Agreement is determined to be unenforceable or invalid, such determination will not affect the validity of the other provisions contained in this Agreement. Failure to enforce any provision of this Agreement does not affect the rights of the parties to enforce such provision in another circumstance, nor does it affect the rights of the parties to enforce any other provision of this Agreement at any time.

f. In the event legal action is necessary to enforce the terms of the contract between the parties, the prevailing party shall be entitled to recovery of its attorney's fees, court costs, and other expenses of the legal action.

g. In the performance of this contract, Contractor will comply with all applicable laws, ordinances, rules, regulations and orders of local, state and federal governments, including, but not limited to, the President's Executive Order No. 11246 and 11375, which prohibit discrimination in employment regarding race, color, religion, sex or national origin, Title VI of the Civil Rights Act of 1964, Copeland Anti-Kick Back Act, the Contract Work Hours and Safety Standards Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974, Section 503 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, all of which are herein incorporated by reference.

h. This Agreement will be governed and construed in accordance with the laws of the state of Tennessee.

CLIENT:

Town of Farragut

By: _____

Printed
Name: _____

Title: _____

Date: _____

CONTRACTOR:

Leap Spark LLC

By: D. Knapp

Printed
Name: Daniel Knapp

Title: Group CEO

Date: 10/21/2025

Town of Farragut PSA Signature

Final Audit Report

2025-10-21

Created:	2025-10-21
By:	Michael Noble (mnoble@leapgroupnetwork.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcTXZys8kWs3uTuj0Bh6xLXBUaqig9M4q

"Town of Farragut PSA Signature" History

-  Document created by Michael Noble (mnoble@leapgroupnetwork.com)
2025-10-21 - 7:12:52 PM GMT
-  Document emailed to Daniel Knapp (dknapp@leapgroupnetwork.com) for signature
2025-10-21 - 7:12:56 PM GMT
-  Email viewed by Daniel Knapp (dknapp@leapgroupnetwork.com)
2025-10-21 - 8:19:08 PM GMT
-  Document e-signed by Daniel Knapp (dknapp@leapgroupnetwork.com)
Signature Date: 2025-10-21 - 8:19:51 PM GMT - Time Source: server
-  Agreement completed.
2025-10-21 - 8:19:51 PM GMT

Section 5 – Proposed Solution/Strategic Planning

Narrative Demonstrating Understanding of the Required Scope of Work

The Town of Farragut is seeking a comprehensive redesign of **VisitFarragut.org** to serve as a modern, user-focused platform that promotes local tourism, supports economic partners, and engages both residents and visitors. (spark) fully understands the importance of this project in positioning Farragut as a destination and ensuring that the website functions not only as an informational hub but as a measurable driver of engagement and visitation.

We recognize that this project requires more than a refreshed design—it must deliver a **strategic, mobile-optimized, ADA-accessible, and conversion-oriented website** with intuitive content management tools for Town staff. Our approach is designed to deliver on all aspects of the scope of work, with an emphasis on accessibility, usability, performance, and long-term maintainability.

Key elements of our understanding include:

Website Development and Redesign

The new VisitFarragut.org will present a visually compelling, modern, and responsive design aligned with the Town's existing brand palette. While the design will bring a fresh user experience, it will remain consistent with established brand identity, logo, and color schemes.

ADA Accessibility and User Experience

Ensuring that all visitors can access and interact with the site is a priority. The redesigned site will meet WCAG 2.2 AA accessibility standards, with intuitive navigation, clear hierarchies of information, and responsive layouts optimized for desktop, tablet, and mobile users.

Content Support and Flexibility

The site will provide robust content management capabilities for staff to update blogs, event listings, dining, shopping, and attractions. A partner-submission form will enable community stakeholders to provide event information, which can be moderated by staff before publishing.

Event Calendar Integration

We understand the Town's need for a dynamic, easy-to-use event calendar that syncs with Google and iOS calendar applications, supports recurring or long-term events, and allows users to receive notifications. Highlighted featured events will ensure priority visibility for signature attractions.

Hosting, Support, and Maintenance

Ongoing reliability is essential. Our solution includes secure hosting, routine updates, proactive monitoring, and customer support to ensure the site remains stable and high-performing. We will also provide training for Town staff, combining live sessions with recorded modules and written documentation for lasting reference.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document. | 36

Search Engine Optimization and Marketing

SEO will be integrated into the site build to improve organic visibility, complemented by quarterly SEM campaigns designed to grow awareness, drive targeted traffic, and convert visitors into measurable outcomes. Campaigns will be built from the ground up, ensuring performance is optimized for current tourism goals rather than relying on outdated past campaigns.

Analytics, Reporting, and KPIs

We understand that the Town seeks measurable results. Our reporting framework will include monthly dashboards tracking website sessions, top-performing pages, visitor flows, and referral clicks to partner websites. Reports will include actionable recommendations to improve ongoing performance. These reports directly align with the Town's stated KPIs: Visitor Guide downloads, Newsletter Sign-Ups, and Referral Partner link clicks.

Training and Support for Town Staff

Beyond the launch, success depends on Town staff being able to manage and grow the site effectively. We will deliver a blended training program that includes live demonstrations, recorded modules, and user-friendly documentation, ensuring staff feel confident managing content and analytics.

In short, (spark) views the redesign of VisitFarragut.org as an opportunity to not only modernize the Town's digital presence but also to create a high-performing, data-driven platform that supports local tourism growth, fosters community engagement, and delivers measurable results. Our methodology balances design creativity with technical expertise, ensuring that the final product is reliable, accessible, and aligned with the Town's long-term goals.

Detailed Plan for Providing Services, Including Staffing Levels and Quality Control Measures

(spark) has developed a structured, phased methodology for website redesign projects that ensures transparency, accountability, and measurable progress. This plan is designed to meet the Town of Farragut's scope, schedule, and quality requirements while delivering a seamless experience for staff and the public.

(spark) employs **more than 25 full-time staff** across strategy, creative, development, and support roles. All work is performed in-house by our team—**no subcontracting or outsourcing is used**. This ensures accountability, consistency in quality, and direct access to the subject matter experts who will deliver the project.

Phase 1: Discovery and Research

- Conduct stakeholder interviews with Town staff and economic partners to clarify objectives, needs, and user expectations.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document. | 37

- Review analytics and existing content to determine current performance.
- Audit VisitFarragut.org for accessibility, SEO, and technical issues.

Deliverables: Discovery summary, research findings, updated sitemap, and prioritized requirements.

Staffing: Project Manager, Account Manager, UX Researcher, Analyst

Quality Control: Kickoff agenda and meeting notes formally documented; internal peer review of audit findings; client approval before advancing.

Phase 2: Strategy and Planning

- Develop content strategy with clear KPIs focused on Visitor Guide downloads, newsletter sign-ups, and partner referral clicks.
- Build a functional roadmap including event calendar integration, partner submission workflows, and content management requirements.
- Create technical blueprint including hosting, security, SEO framework, and accessibility compliance.

Deliverables: Strategy brief, wireframes, functionality roadmap, and content plan.

Staffing: Project Manager, UX Strategist, Content Strategist, Technical Lead

Quality Control: Draft plans reviewed by internal QA team and presented in a milestone meeting; Town feedback incorporated before moving forward.

Phase 3: Architecture, UX, and Visual Design

- Create responsive wireframes and intuitive navigation structures.
- Develop user interface (UI) design consistent with Town branding while improving modern appeal.
- Incorporate accessibility features (contrast ratios, alt text, ARIA tags, screen reader compatibility).

Deliverables: Figma-based design comps, interactive prototype, accessibility compliance checklist.

Staffing: UX Designer, UI Designer, Accessibility Specialist

Quality Control: Internal usability testing of prototypes; ADA/WCAG checklist reviewed by compliance lead; client approval on all designs prior to development.

Phase 4: Development and Integration

- Code website in WordPress (or other CMS, if approved).
- Integrate event calendar with Google/iOS syncing.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document. | 38

- Implement partner submission form with staff moderation functionality.
- Deploy SEO framework, analytics tagging, and reporting dashboards.

Deliverables: Fully functional development site, testing environment, integrations installed.

Staffing: Front-End Developer, Back-End Developer, SEO Specialist, QA Analyst

Quality Control: Version control via Git; automated QA testing; cross-device/browser testing; weekly demos to Town staff.

Phase 5: Content Integration and Training

- Populate existing and new content (blogs, listings, attractions, events).
- Deliver training program including virtual walkthroughs, recorded tutorials, and written documentation.

Deliverables: Content migration checklist, user guides, training materials.

Staffing: Content Specialist, Trainer, Project Manager

Quality Control: Dual-review process for migrated content; training sessions evaluated by participant feedback; recorded sessions archived for future reference.

Phase 6: Testing, Launch, and Optimization

- Perform final ADA compliance audit.
- Conduct performance testing (speed, load handling, security).
- Launch site with no downtime for users.

Deliverables: Final site launch, go-live checklist, immediate 30-day monitoring report.

Staffing: QA Lead, Developer, Project Manager

Quality Control: Pre-launch staging sign-off from Town staff; documented go-live procedure; post-launch monitoring with immediate fixes for any issues.

Phase 7: Ongoing Support and Quality Control

- Provide hosting, security updates, plugin management, and backups.
- Conduct quarterly SEM campaigns to increase visibility and engagement.
- Deliver monthly reporting dashboards with analysis and actionable recommendations.

Staffing: Support Specialist, SEO/SEM Specialist, Account Manager

Quality Control: Proactive monitoring with defined response times; scheduled reporting cadence; quarterly review calls with Town staff.

Quality Control Summary

(spark) employs a **multi-layered quality assurance model**:

- **Internal Peer Review:** Every deliverable is reviewed by at least two subject matter experts before submission.
- **Milestone Sign-Offs:** Each phase requires client approval before moving to the next stage.
- **Accessibility & Compliance Checks:** Dedicated testing for WCAG, SEO, and security benchmarks.
- **Project Oversight:** The Project Manager ensures all deliverables remain on schedule and within budget, reporting weekly to Town staff.

This structured process, supported by (spark)'s **25+ in-house professionals**, ensures that VisitFarragut.org is not only completed on time and within budget, but also optimized for long-term success, sustainability, and measurable outcomes.

Section 6 – Proposed Research Analysis

Approach to Research and Analysis

At (spark), research and analysis serve as the foundation of every website redesign project. We believe that effective digital platforms are built on insight, not assumptions, and our approach combines qualitative input, quantitative data, and competitive benchmarking to ensure the new **VisitFarragut.org** meets the Town's goals and the expectations of its visitors.

Our approach is structured in three stages:

1. Discovery and Data Collection

- **Stakeholder Input:** Conduct interviews with Town staff, tourism partners, and other key stakeholders to understand priorities, audience needs, and operational requirements.
- **Current-State Review:** Analyze existing website performance, including traffic sources, bounce rates, session durations, and conversion metrics.
- **Accessibility Audit:** Evaluate the current site against WCAG 2.2 AA standards to identify areas requiring remediation.
- **Content Inventory:** Catalog existing pages, media, and listings to identify gaps, redundancies, or opportunities for reorganization.

2. Competitive and Market Benchmarking

- **Peer Municipality Review:** Examine other tourism-driven websites across Tennessee and nationally to identify best practices in event promotion, listings, and user engagement.
- **SEO & Keyword Research:** Use industry tools to uncover high-value search terms related to dining, shopping, attractions, and events in Farragut and surrounding markets.
- **SEM Opportunity Analysis:** Develop a baseline for quarterly paid campaigns by identifying seasonal trends, audience targeting opportunities, and past campaign performance.
- **Audience Insights:** Where available, incorporate visitor demographics, geographic reach, and device usage patterns to ensure the design and content strategy is visitor-centric.

3. Synthesis and Strategic Recommendations

- **Data-Driven Priorities:** Translate findings into clear recommendations for site architecture, navigation, and content hierarchy.
- **KPI Alignment:** Ensure that recommendations directly support the Town's stated KPIs—visitor guide requests, newsletter sign-ups, and referral clicks to partners.
- **Reporting Framework:** Establish ongoing monthly analytics reporting with comparative benchmarks (month-over-month, year-over-year), insights from Google Search Console, and action steps to continually improve performance.

How Research Is Conducted at (spark)

(spark) employs a dedicated team of researchers, strategists, and analysts who work in tandem with our project managers and designers to ensure insights are not siloed, but actively shape the creative and technical execution.

- **In-House Expertise:** Our research team consists of **full-time analysts and strategists**—no work is outsourced. This ensures consistency, confidentiality, and direct communication between researchers and project teams.
- **Cross-Disciplinary Collaboration:** Analysts collaborate closely with UX designers, content strategists, and developers, allowing insights to be immediately reflected in wireframes, content plans, and SEO structures.
- **Tools and Methodologies:** We utilize a blend of Google Analytics, Search Console, SEMrush, heat mapping tools, and accessibility evaluation platforms to capture both user behavior and technical performance.
- **Iterative Validation:** Findings are validated through peer review within our team, then refined into deliverables that are shared with clients for feedback before they become part of the project roadmap.

This integrated research process ensures that the new **VisitFarragut.org** is not only visually compelling but also strategically aligned with user behavior, market dynamics, and the Town's tourism objectives.

Section 7 – Creative Concepting

Process for Brainstorming, Ideation, and Collaborative Work

At (spark), we view creative concepting as a highly collaborative process that blends structured ideation sessions with open exploration. Our goal is to ensure that both our internal team and the Town of Farragut's stakeholders have an active role in shaping the design and functionality of the new **VisitFarragut.org**.

1. Structured Brainstorming

- We begin with facilitated workshops that bring together project stakeholders, strategists, designers, and developers.
- During these sessions, we map user journeys, define core messages, and identify opportunities to highlight Farragut's attractions, events, dining, and shopping experiences.
- We encourage a "yes, and" mindset to build on ideas collectively rather than narrowing too quickly, ensuring that a wide range of creative options are explored.

2. Ideation Through Prototyping

- Initial concepts are sketched and translated into **low-fidelity wireframes** to quickly capture structural ideas.
- These evolve into **visual moodboards** that explore typography, imagery, and color applications consistent with the Town's existing brand palette.
- Ideas are tested against project goals—particularly accessibility, mobile usability, and conversion-focused design—to ensure creative directions are not only engaging but also functional.

3. Collaboration in Figma

- (spark) leverages **Figma** as the central collaboration platform for design and prototyping.
- Figma allows Town stakeholders to review live designs, leave in-context comments, and track iterations in real time.
- Because Figma is cloud-based, both our team and Town staff can collaborate seamlessly without version control issues or delays in communication.
- This platform also supports interactive prototypes, enabling the Town to experience user flows before development begins.

4. Iterative Refinement

- Ideas are refined through multiple feedback loops—first internally, then collaboratively with the Town.
- Each round incorporates usability, accessibility, and stakeholder feedback, ensuring that concepts are practical as well as visually compelling.
- By combining stakeholder insights with our expertise, we co-create solutions that feel authentic to Farragut while meeting the technical and functional requirements of the project.

5. Creative Alignment with Strategic Goals

- Throughout brainstorming and ideation, we continuously tie creative concepts back to the Town's KPIs (visitor guide downloads, newsletter sign-ups, and referral clicks).

This ensures that the final creative direction not only reflects the Town's identity but also supports measurable outcomes.

In summary, our creative process is both **structured and collaborative**, making space for fresh ideas while ensuring they are grounded in the Town's tourism objectives. With Figma as our collaboration hub, (spark) provides transparency, speed, and inclusivity, allowing stakeholders to play an active role in shaping a creative direction that is modern, accessible, and uniquely reflective of Farragut.

Section 8 –Digital Design

Utilizing Existing Content Assets to Enhance Overall Website Design

(spark) understands that the Town of Farragut has already invested in a strong foundation of content and brand materials, including photography, brand palette, and existing written content. Our design approach is not to reinvent these assets, but to **strategically repurpose and elevate them** within a modern, user-centered framework.

Visual Integration of Brand Assets

- We will use the Town's existing **brand kit and photography library** to maintain consistency with the established identity.
- High-quality photos of local events, attractions, and landmarks will be prominently featured in hero banners, event listings, and gallery elements, ensuring the site visually communicates Farragut's character.
- Color palettes and typography will remain consistent with the Town's established branding, integrated into modern layouts that improve legibility and accessibility.

Content Optimization for Engagement

- Existing **event, dining, shopping, and attraction listings** will be reorganized for ease of use, with design enhancements such as card-based layouts, filtering options, and featured highlights.
- **Blog content and visitor guides** will be redesigned with stronger visual hierarchy, making it easier for users to discover stories, itineraries, and downloadable resources.
- Interactive design patterns—such as accordions, tabs, and hover states—will help present existing text-heavy content in a more engaging, scannable format.

Accessibility and Mobile Responsiveness

- All existing content will be reviewed and reformatted for **ADA compliance**, including alternative text for images, improved heading structures, and sufficient color contrast.
- The design will ensure that existing content is fully **responsive across devices**, with layouts adapted for both mobile and desktop experiences.

Content-Driven Calls to Action

- Existing assets will be tied directly to conversion goals—for example, embedding **newsletter sign-up prompts** into blog pages, or adding **download CTAs** to visitor guide content.
- Partner referral links will be highlighted within relevant content sections, driving measurable engagement with local businesses.

Future-Ready Design Framework

- Beyond launch, the design system will allow Town staff to easily repurpose and expand existing assets into new content modules—whether highlighting a seasonal event, promoting a new dining listing, or publishing a blog post.
- This ensures that the Town's current investment in content remains a **living library**, continually enhanced by the site's design to serve both short-term campaigns and long-term tourism goals.

In summary, (spark) will enhance the overall design of VisitFarragut.org by making **strategic use of the Town's existing content assets**—elevating them through modern layouts, accessibility updates, and responsive design—while aligning them with the project's broader goals of increased engagement, brand consistency, and measurable visitor outcomes.

Section 9 – Copy Writing

Copywriting Standards and Processes

(spark) approaches copywriting with the same rigor as design and development, ensuring that every word supports the Town of Farragut's tourism goals. Our copywriting standards emphasize **clarity, accessibility, and engagement**, with content crafted to be concise, action-oriented, and aligned with brand voice.

Our process includes:

- **Audit & Alignment:** Review existing content to identify gaps, redundancies, and opportunities to improve tone, readability, and SEO performance.
- **User-Centered Writing:** Draft copy that is intuitive, engaging, and accessible for diverse audiences, ensuring compliance with ADA guidelines.
- **SEO Integration:** Apply keyword research and metadata best practices to maximize search visibility.
- **Quality Assurance:** All copy is peer-reviewed by our editorial team for consistency, accuracy, and alignment with the Town's messaging.

This ensures that the final website content is not only polished and professional but also optimized to drive measurable outcomes like **visitor guide downloads, newsletter sign-ups, and partner referrals**.

Section 10 – All forms required by the Town to be filled out and signed. (see section 1.7)

Proposal Cost Form

Cost is to be filled out on the Proposal Cost form in this RFP and submitted in a sealed separate envelope with the proposals.

Please see attached Proposal Cost form in enclosed sealed separate envelope.



RFP No. 2026-15 VisitFarragut.org Website Redesign

Proposal Cost Form

Item/Deliverable	Description	Estimated Hours	Hourly Rate	Total Cost
Strategic Planning	Development of communications strategy	20	\$176	\$3520.00
Research and Analysis	In-depth analysis of past media campaigns and strategic research to inform planning and decision making	15	\$152	\$2280.00
Creative Concepting	Brainstorming and developing campaign themes and messages	20	\$185	\$3700.00
Digital Design	Design and Preparation of visual assets, templates, layouts for use across digital platforms	40	\$135	\$5400.00
Copy Writing	Writing content for ads, social media, newsletters, blog posts, or web pages	25	\$135	\$3375.00
Other (Specify):	Development	50	\$163	\$8150.00
Website Hosting (Annually):				\$3,000
Total Proposal Amount (Not to Exceed):				\$29,425.00

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Hallie Riddle, Tourism Manager
 Ronald Oestreich, Parks & Recreation Director

Subject: Approval of Phase 1 Wayfinding Sign Fabrication and Installation Contract Number 2026-14

Introduction & Background: Phase one of Visit Farragut’s project to install improved signage in Farragut is currently underway. It will include stronger gateway signage that is positioned for maximum readability and fits the character of Farragut. The project also includes wayfinding signage to better orient visitors and residents and direct them to Farragut’s Town Center.

Discussion & Recommendations: Since 2023, the Tourism Team has been working with a design firm (GUIDE Studios) on a comprehensive townwide wayfinding and placemaking project. After completion of the initial wayfinding designs and plans, staff presented to the Visual Resources Review Board, Farragut Municipal Planning Commission, and the Board of Mayor and Aldermen. After design adjustments and final budgetary projections, the team divided implementation into three phases. Phase 1 is projected for Fiscal Year 2026 and went to bid in September. Phase 1 includes town gateway signage as well as wayfinding and placemaking signs throughout the Town Center area. Five fabrication and installation firms submitted bids. Rite Lite Signs Inc. was the lowest bid received at \$357,620, (\$2,380) under the phase 1 budget of \$360,000). Bid tabulation is attached for reference. Staff recommends approval.

Financial Section
Account Number:122-47210-9490

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date:</u>	<u>Remaining Amount</u>
\$360,000	\$357,620	\$0	\$2,380

Approved by: Michelle Pence, Interim Finance Director-Treasurer

Recommended By: Hallie Riddle, Tourism Manager, Ronald Oestreich, Parks &

Recreation Director for approval.

Proposed Motion:

Approval of Phase 1 Wayfinding Sign Fabrication and Installation
Contract Number 2026-14



Bid Title: Wayfinding Signs Fabrication and Installation

Bid No. 2026-14

Opening Date & Time: October 23rd, 2025 @ 2:00pm

ITEM NO.	DESCRIPTION	UNIT	QTY.	SSC Signs & Lighting		Creative Sign Designs		Waybaytay Holdings Inc, DBA Signs Etc.		Rite Lite Signs, Inc		Knight Sign Industries, Inc	
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
A1a	Gateway Horizontal	EA.	2	\$64,611.00	\$ 129,222.00	\$ 41,091.25	\$ 82,182.50	\$ 62,000.00	\$ 124,000.00	\$ 49,736.00	\$ 99,472.00	\$ 91,961.30	\$ 183,922.61
A1b	Gateway Vertical	EA.	2	\$37,956.00	\$ 75,912.00	\$ 23,645.35	\$ 47,290.70	\$ 60,000.00	\$ 120,000.00	\$ 25,322.00	\$ 50,644.00	\$ 36,041.36	\$ 72,082.72
A2	Secondary Gateway (Limited Space)	EA.	6	\$12,697.00	\$ 76,182.00	\$ 18,719.75	\$ 112,318.50	\$ 12,500.00	\$ 75,000.00	\$ 9,791.00	\$ 58,746.00	\$ 9,268.47	\$ 55,610.82
G1	Town Center Gateway	EA.	4	\$19,002.00	\$ 76,008.00	\$ 21,146.88	\$ 84,587.52	\$ 15,750.00	\$ 63,000.00	\$ 14,888.00	\$ 59,552.00	\$ 15,869.43	\$ 63,477.71
L1a	Town Center Street ID Post	EA.	10	\$ 2,540.00	\$ 25,400.00	\$ 3,401.63	\$ 34,016.30	\$ 1,500.00	\$ 15,000.00	\$ 1,525.00	\$ 15,250.00	\$ 1,955.68	\$ 19,556.84
L1b	Town Center Street ID Mast Arm	EA.	8	\$ 2,540.00	\$ 20,320.00	\$ 3,250.05	\$ 26,000.40	\$ 450.00	\$ 3,600.00	\$ 1,885.00	\$ 15,080.00	\$ 1,363.73	\$ 10,909.77
L1b.1	Town Center Street ID Mast Arm (Oversized)	EA.	4	\$ 2,540.00	\$ 10,160.00	\$ 7,106.40	\$ 28,425.60	\$ 850.00	\$ 3,400.00	\$ 2,344.00	\$ 9,376.00	\$ 2,028.23	\$ 8,112.93
Q1	Town Center Permanent Banners	EA.	30	\$ 1,545.00	\$ 46,350.00	\$ 4,180.65	\$ 121,419.50	\$ 1,375.00	\$ 41,250.00	\$ 1,650.00	\$ 49,500.00	\$ 1,386.85	\$ 41,605.60
TOTAL				\$	459,554.00		\$ 536,241.02		\$ 445,250.00		\$ 357,620.00		\$ 455,279.00
Additional Information on Cost Form						GC, Eng, Permits, Lane Closures, Bond Fees		\$	106,121.55				
								\$	642,362.57				

Bids are Under Evaluation

Arissa Pratte

Contract No. 2026-14
Wayfinding Sign Fabrication and Installation

This agreement made as of the _____ day of _____ in the year 2025 by and between the;

TOWN OF FARRAGUT (Hereinafter called Owner) and
11408 Municipal Center Drive
Farragut, TN 37934

Rite Lite Signs, Inc. (Hereinafter called Contractor)
1000 Biscayne Drive
Concord, NC 28027

WITNESSETH THAT OWNER and CONTRACTOR in consideration of the mutual covenants hereinafter set forth agree as follows:

ARTICLE 1. WORK

The Contractor shall perform all Work as specified or indicated in the Contract Documents for the completion of the project generally described as follows: Wayfinding Sign Fabrication and Installation

ARTICLE 2. ADMINISTRATOR

The Parks & Recreation Director will act as Administrator in connection with completion of the work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME

1. Substantial Completion

The Contractor shall achieve *Substantial Completion* of the project within **180 calendar days** from the date of the Notice to Proceed. Substantial Completion is defined as the point at which the signage is in place and is used for its intended purpose, subject only to minor punch list items that do not affect functionality or safety.

2. Final Completion and Payment

The Contractor shall achieve *Final Completion* of all work, including correction of punch list items, final cleanup, and submission of all required documentation, within **30 calendar days** from the date of the Notice to Proceed. Final payment will be processed upon the Engineer's acceptance of all contract deliverables and confirmation that all work has been completed in accordance with the contract documents.

3. Liquidated Damages

If the Contractor fails to complete the work, or any specified portion thereof, within the time prescribed in the contract, including any authorized extensions of time, the Contractor shall pay to the Owner, as liquidated damages and not as a penalty, the amount of **\$100.00** per calendar day for each day of delay beyond the agreed completion date.

This amount is agreed upon by both parties as a reasonable estimate of the damages the Owner will incur due to such delay, including but not limited to administrative costs, loss of use, disruption to other scheduled work, and inspection costs. The parties acknowledge that actual damages would be difficult to ascertain at the time of contract execution.

The total amount of liquidated damages shall be **deducted from any payments due or to become due** to the Contractor under this contract. Assessment of liquidated damages shall not relieve the Contractor from any other contractual obligations.

Nothing in this clause shall limit the Owner's right to terminate the contract or seek other remedies as provided in this Agreement.

Grace periods for work to begin may be permitted before liquidated damages begin to accrue, at the sole discretion of the Owner

ARTICLE 4. CONTRACT PRICE

The Owner will pay the Contractor for the performance of the contract in current funds for the total quantities of work performed at the prices stipulated in the bid for the several respective items of work completed, the total amount to be due upon completion and final acceptance of the Work, and the receipt of lien releases from the Contractor and all Subcontractors.

ARTICLE 5. CONTRACT DOCUMENTS

The Contract Documents which comprise the contract between Owner and Contractor are attached hereto and made a part hereof and consist of the following:

- A. Agreement
- B. Instructions to Bidders
- C. Special Conditions
- D. General Conditions
- E. Exhibits and Plans
- F. Specifications for Wayfinding Sign Fabrication and Installation
- G. Contractor's Bid
- H. Addenda Numbers 1 & 2
- I. Affidavits and Certifications

ARTICLE 6. MISCELLANEOUS

- A. Neither Owner nor Contractor shall, without the prior written consent of the other, assign or sublet in whole or in part his interest under any of the Contract Documents; and, specifically, Contractor shall not assign any monies due or to become due without the prior written consent of the Owner.
- B. Owner and Contractor each binds himself, his partners, successors, assigns and legal representatives to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents.
- C. The Contract Documents constitute the entire agreement between Owner and Contractor and may be altered, amended or repealed only by a written instrument signed by the party to be charged.
- D. **Guarantee and Correction of Work After Final Payment:** Neither the final certificate nor payment nor any provisions in the Contract Documents shall relieve the Contractor of responsibility for faulty materials or workmanship and, unless otherwise specified, he shall remedy any defects due thereto and pay for any damage to other work resulting there from, which shall appear within a period of one year from the date of final acceptance of the work by the Owner.

The Owner shall give notice of observed defects with reasonable promptness. The Engineer subject to arbitration shall decide all questions arising under this article.

The Contractor and through it each Subcontractor, in accepting the contract for this construction or respective portions of the construction covered by this contract and specifications, does hereby agree to replace and make good, without expense to the Owner, any work or material which may be found to be defective within one year from the date of the final certificate of payment to said Contractor. The deterioration due to ordinary use and normal wear is accepted from this guarantee.

The Contractor shall reimburse the Owner for cost of damage, if any, as well as cost of replacing defective materials or workmanship. If replacements are not made within fourteen days after notice is given of such defect in workmanship, or thirty days in case of materials, then the Owner shall have the right to make replacements and charge cost of same to Contractor or his bondsman.

- E. The Contractor shall comply with the Department of Labor Safety and Health Regulations for construction promulgated under the Occupational and Health Act of 1970 (PL 91-596) and under Section 107 of the Contract Work Hours and Safety Standards Act (PL 92-54).
- F. Subcontracting. The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the Town. If such subcontracts are approved by the Town, each shall contain, at a minimum, sections of this contract pertaining to "Lobbying" and "Nondiscrimination," (as identified by the section headings).

Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work performed.

G. Lobbying. The Contractor 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 Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The Contractor 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 sub-recipients 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 section 1352, title 31, *U.S. Code*.

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

The undersigned, having become familiar with the existing and proposed conditions of the project affecting the cost of the work, hereby proposes to furnish all supervision, technical personnel, labor, machinery, tools, appurtenances, equipment and services, including utility and transportation services required of Contract 2026-14 Wayfinding Sign Fabrication and Installation all in accordance with the bid specifications and Contract Documents listed above at and for the unit prices for work in place for the following items and quantities:

Per Bid Form signed and submitted on _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

OWNER:

Town of Farragut

11408 Municipal Center Drive

Farragut, TN 37934

BY:

(Printed or Typed)

Title _____

ATTEST:

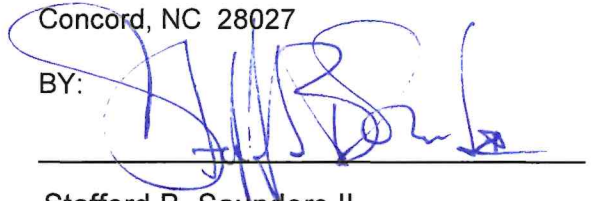
CONTRACTOR:

Rite Lite Signs, Inc.

1000 Biscayne Drive

Concord, NC 28027

BY:



Stafford B. Saunders II

(Printed or Typed)

Title General Manager

ATTEST:





**ITB No. 2026-14 WayFinding Sign Fabrication and Installation
Bid Cost Form**

ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	EXTENDED PRICE
A1a	Gateway Horizontal	EA.	2	\$ 49,736.00	\$ 99,472.00
A1b	Gateway Vertical	EA.	2	\$ 25,322.00	\$ 50,644.00
A2	Secondary Gateway (Limited Space)	EA.	6	\$ 9,791.00	\$ 58,746.00
G1	Town Center Gateway	EA.	4	\$ 14,888.00	\$ 59,552.00
L1a	Town Center Street ID Post	EA.	10	\$ 1,525.00	\$ 15,250.00
L1b	Town Center Street ID Mast Arm	EA.	8	\$ 1,885.00	\$ 15,080.00
L1b.1	Town Center Street ID Mast Arm (Oversized)	EA.	4	\$ 2,344.00	\$ 9,376.00
Q1	Town Center Permanent Banners	EA.	30	\$ 1,650.00	\$ 49,500.00
Total					\$ 357,620.00

Price is to include all fabrication, delivery, installation, and permitting.

TOTAL BID \$ 357,620.00

TOTAL BID IN WORDS

Three hundred thousand fifty-seven six hundred twenty dollars.

In submitting this bid, the bidder recognizes that the right is reserved by the Town of Farragut to accept the total bid or any part, to negotiate with any bidder, waive any formalities in the bidding, or to reject any or all bids.

NOTE: All Work items not specifically mentioned above, but required by the Contract Documents, shall be considered incidental to the other Work and not be paid for directly.

Notes in response to deviations included in addenda:

*A2 Signs: Fabricated decorative base to be provided per design intent including inlaid, tiled (engraved) panels within the decorative frame.

*G1 + A2 Signs: 1" deep box in lieu of 1/4" aluminum panel is included in bid price.

*G1 + A2 Signs: Back side of panels will be frisket painted with acrylic polyurethane coatings (Akzo Nobel) for better appearance and longevity.



**ITB No. 2026-14 WayFinding Sign Fabrication and Installation
Bid Cost Form**

Substitutions for this contract must be submitted with bid form.

List any items that are intended to be used as a substitute for specified items (if necessary):

Notes in response to deviations included in addenda:

*A2 Signs: Fabricated decorative base to be provided per design intent including inlaid, tiled (engraved) panels within the decorative frame.

*G1 + A2 Signs: 1" deep box in lieu of 1/4" aluminum panel is included in bid price.

*G1 + A2 Signs: Back side of panels will be frisket painted with acrylic polyurethane coatings (Akzo Nobel) for better appearance and longevity.

References for this contract must be submitted with bid form.

References listed below should be for completed projects of similar size and scope: (Please list Company, Contact Name, Phone Number, Email address)

1. Town of Strasburg, VA; Olivia Hilton; 540-465-9197; ohilton@strasburgva.com

2. Rowan County Tourism; Sarah Michalec; 704-638-3100; sarah@visitrowancountync.com

3. City of Parkersburg, WV; Adam Stout; 304-424-8559; Adam.Stout@parkersburgwv.gov

Name and Address of Bidder: Rite Lite Signs, Inc.
1000 Biscayne Drive
Concord, NC 28027

Telephone: 704-788-7097

Email Address: RHartsell@ritelitesigns.com

Signature:  Stafford B. Saunders II

Title: General Manager Date: 10/21/2025



Town of Farragut

Invitation to Bid No. 2026-14
For
Wayfinding Sign Fabrication and Installation

All Bids Must be Submitted To:
Farragut Town Hall
11408 Municipal Center Dr., 2nd Floor
Farragut, TN 37934

Deadline for Proposal Submissions: Date: October 21st, 2025, Time: 2:00pm

PLEASE COMPLETE AND SUBMIT THIS FORM WITH YOUR BID

Company Name Rite Lite Signs, Inc.	DBA, If Applicable
Street Address 1000 Biscayne Drive	Phone Number 704-788-7097
City, State, Zip Code Concord, NC 28027	Email Address RHartsell@ritelitesigns.com
FEIN: 56-2110311	

Are quotes firm for 60 days?

Yes ☒ No ☐ Other ☐

List of Deviations (if any) attached?

Yes ☐ No ☒ Other ☐

If submitting a "No Proposal" state reason _____

Authorized Signature

Stafford B. Saunders II

Name (Printed)

General Manager

Title (Printed)

10/21/2025

Date

BID BOND

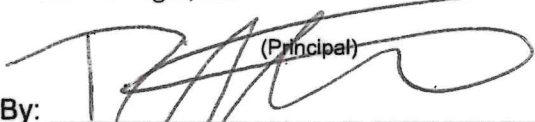
KNOWN ALL BY THESE PRESENTS, That we, Rite Lite Signs, Inc.,
as Principal, and Travelers Casualty and Surety Company of America, as Surety, are
held and firmly bound unto Town of Farrugut, as
Obligee, in the sum of -----5% of bid amount-----
Dollars (-----5% of bid amount-----) for the payment of which we bind ourselves, and our
successors and assigns, jointly and severally, as provided herein.

WHEREAS, Principal has submitted or is about to submit a bid to the Obligee on a
contract for ITB No. 2026-14 Wayfinding Sign Fabrication & Installation: manufacture and install
various types of wayfinding signage ("Project").

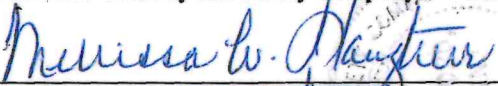
NOW, THEREFORE, the condition of this bond is that if Obligee accepts Principal's bid,
and Principal enters into a contract with Obligee in conformance with the terms of the
bid and provides such bond or bonds as may be specified in the bidding or contract
documents, then this obligation shall be void; otherwise Principal and Surety will pay to
Obligee the difference between the amount of Principal's bid and the amount for which
Obligee shall in good faith contract with another person or entity to perform the work
covered by Principal's bid, but in no event shall Surety's and Principal's liability exceed
the penal sum of this bond.

Signed this 17th day of October, 2025.

Rite Lite Signs, Inc.

By:  (Principal)
David R. Catchpole, Jr., Vice-President

Travelers Casualty and Surety Company of America

By: 
Melissa W. Slaughter, Attorney-in-Fact



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Melissa Slaughter** of **GASTONIA, North Carolina**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

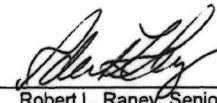
IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **17th** day of **January**, **2019**.



State of Connecticut

City of Hartford ss.

By: _____


Robert L. Raney, Senior Vice President

On this the **17th** day of **January**, **2019**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, **2021**




Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **17th** day of **October**, **2025**.




Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which this Power of Attorney is attached.

Town of Farragut
ADDENDA ACKNOWLEDGEMENT & BID CERTIFICATION

ADDENDA ACKNOWLEDGEMENT:

By submitting this Bid, the Bidder represents that the Bidder has examined copies of all the Contract Documents and hereby acknowledges they have verified that the Bidder is in receipt of the Addenda listed below and that the proposed price reflects the inclusion of these Addenda. *(Check the box next to each addendum received and applicable)*

☒ Addendum No. 1	☐ Addendum No. 6
☒ Addendum No. 2	☐ Addendum No. 7
☐ Addendum No. 3	☐ Addendum No. 8
☐ Addendum No. 4	☐ Addendum No. 9
☐ Addendum No. 5	☐ Addendum No. 10

The Bidder further acknowledges that should it be determined at the time of the bid opening that the Bidder has failed to acknowledge receipt of **ALL** issued addenda; the Bid submission shall be rejected. The Bidder understands that any verbal representation made or assumed to be made during any oral discussion held between Bidder's representatives and any Town personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

BID CERTIFICATION:

By signing below, I certify that I have reviewed this Bid Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or Bid constitutes an offer to the Town of Farragut that cannot be unilaterally withdrawn; that the products and services proposed meet the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Bidder accepts the terms and conditions contained in the Bid Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or Bid for review and consideration; that I am authorized by the Bidder to execute and submit this bid, offer, or proposal, or any documents related thereto on Bidder's behalf; that I am authorized to bind the Bidder in a contractual relationship; and the Bidder has properly registered with any State, County and Town agency that may require registration.

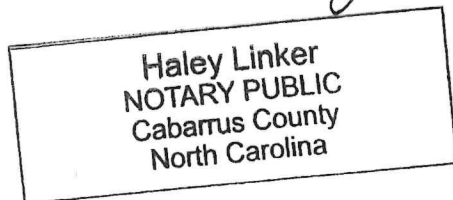
I further certify that my company is in compliance with all State of Tennessee laws.

Project Name: **2026-14 Wayfinding Sign Fabrication and Installation** Date: 10/21/2025

Name of Bidder's Company: Rite Lite Signs, Inc.

Signature of Responsible Bidder:  **Stafford B. Saunders II**

Notary's Signature: 



Notary Seal

DRUG-FREE WORKPLACE AFFIDAVIT

The undersigned, principal officer of Rite Lite Signs, Inc., an employer of five (5) or more employees contracting with Town of Farragut government to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of Rite Lite Signs, Inc. (hereinafter referred to as the "Company", and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state of any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with title 50, Chapter 9, of the Tennessee Code Annotated.
3. The undersigned also attests that the requirements of the drug-free workplace program or drug and alcohol testing program operated by the bidder are at least as stringent as the program operated by the Town of Farragut.
4. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Stafford B. Saunders II
Name of Officer

General Manager
Title of Officer

State of North Carolina, County of Cabarrus

Before me personally appeared Stafford B. Saunders II, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 21st day of October, 20 25.

Notary Public

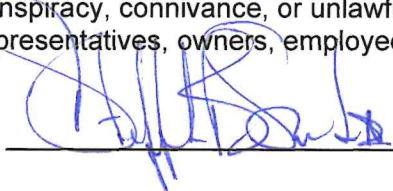
My commission expires: Nov. 21st, 2028

Haley Linker
NOTARY PUBLIC
Cabarrus County
North Carolina

NON-COLLUSION AFFIDAVIT

Stafford B. Saunders II, being first duly sworn, deposes and says that:

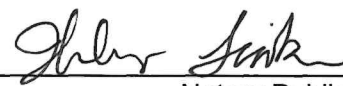
- (1) He/She is the General Manager of Rite Lite Signs, Inc., the firm that has submitted the attached Bid;
- (2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm or person to submit collusive or sham Bid in connection with the contract or agreement for which the attached Bid has been submitted or to refrain from making a Bid in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Town of Farragut or any person interested in the proposed contract or agreement; and
- (5) The Bid of service outlined in the Bid is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties including this affiant.

(Signed): 

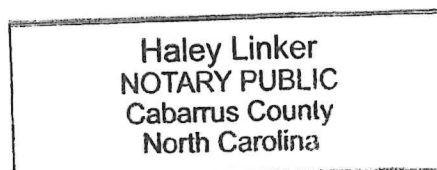
Title: General Manager

Before me personally appeared Stafford B. Saunders II, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 21st day of October, 20 25.


Notary Public

My commission expires: Nov. 21st, 2028

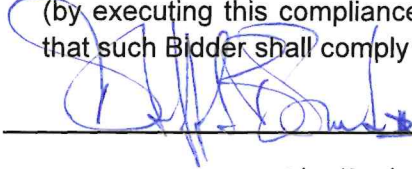


STATEMENT OF COMPLIANCE CERTIFICATE ILLEGAL IMMIGRANTS

EACH CONTRACTOR BIDDING SHALL FILL IN AND SIGN THE FOLLOWING

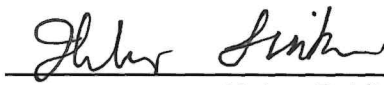
This is to certify that Rite Lite Signs, Inc. have
fully complied with all the requirements of Tennessee Code Annotated § 12-4-124.

- All Bidders for services on this project shall be required to submit an affidavit
(by executing this compliance document) as part of their bid that attests
that such Bidder shall comply with requirements T.C.A. § 12-4-124.

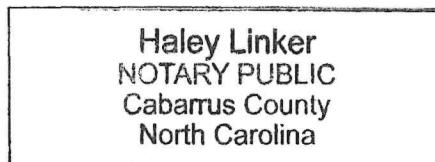
Signed:  Stafford B. Saunders II, General Manager

Before me personally appeared Stafford B. Saunders II, with whom I am personally
acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged
that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 21st day of October, 20 25.


Notary Public

My commission expires: Nov. 21st, 2028



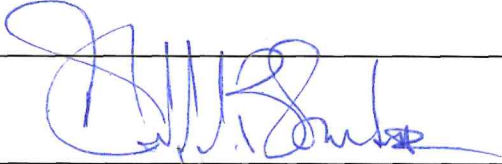


STATE OF TENNESSEE
NON-BOYCOTT OF ISRAEL CERTIFICATION

The Bidder 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.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

	10/21/2025
Signature of Authorized Representative	Date
Stafford B. Saunders II, General Manager	704-788-7097 bsaunders@ritelitesigns.com
Printed Name	Phone Number / Email Address

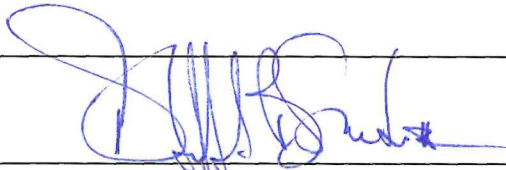
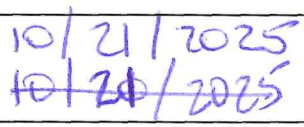


STATE OF TENNESSEE
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- ☒ Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- ☒ Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- ☒ Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- ☒ Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

	
Signature of Authorized Representative	Date
Stafford B. Saunders II, General Manager	704-788-7097 bsaunders@ritelitesigns.com
Printed Name	Phone Number / Email Address

☐ I am unable to certify to the above statements. Explanation is attached.



STATE OF TENNESSEE
BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352.

Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

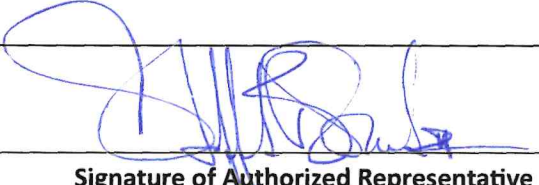
APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING – REQUIRED FOR CONTRACTS OVER \$100,000 *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

- ☒ No Federal 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.
- ☒ If any funds other than Federal 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 Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- ☒ The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, 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. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

	10/21/2025
Signature of Authorized Representative	Date
Stafford B. Saunders II, General Manager	704-788-7097 bsaunders@ritelitesigns.com
Printed Name and Title	Phone Number / Email Address

Owner's Ethnicity and Gender of Contracts and Sub-Contractors

Ethnicity	Male	Female
Black/African American		
American Indian and Alaskan Native		
Asian		
Caucasian		✓
Hispanic		
Native Hawaiian/Other Pacific Islander		
Other (Please Specify)		

Name of
Company Rite Lite Signs, Inc.

Owner's
Name Tasha Catchpole

Type of
Business Sign Manufacturing & Installation



STATE OF TENNESSEE
IRAN DIVESTMENT ACT CERTIFICATION

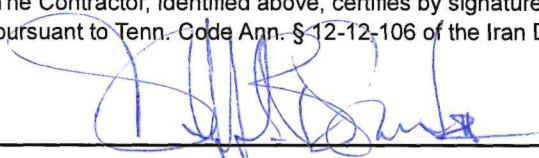
SUBJECT CONTRACT NUMBER(S):	Bid No. 2026-14 for Wayfinding Sign Fabrication and Installation
CONTRACTOR LEGAL ENTITY NAME:	Rite Lite Signs, Inc.
EDISON SUPPLIER IDENTIFICATION NUMBER:	0000249771

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/generalservices/procurement/centralprocurement-office-cpo-/library-/public-information-library.html>

The 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.

Stafford B. Saunders II, General Manager

PRINTED NAME AND TITLE OF SIGNATORY

10/21/2025

DATE

TITLE VI ASSURANCE

As required by the contractual agreement, Rite Lite Signs, Inc. will comply with the applicable laws and regulations relative to nondiscrimination in federally or state assisted programs.

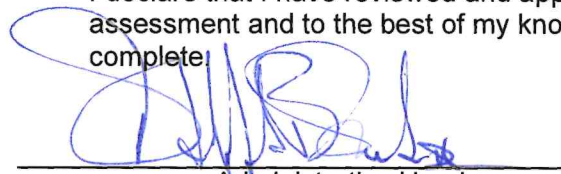
Rite Lite Signs, Inc. assures that no person shall on the grounds of race, color, or national origin, as provided by **Title VI of the Civil Rights Act of 1964** and as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Rite Lite Signs, Inc. further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

Rite Lite Signs, Inc. will also encourage interested certified Disadvantaged Business Enterprise (DBE) firms, as well as other minority-owned and women-owned, to work as subcontractors.

Declaration of Administrative Head

I declare that I have reviewed and approved the information provided in this assessment and to the best of my knowledge and believe it is true, correct, and complete.



Administrative Head

10/21/2025

Date

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of (Company Name Rite Lite Signs, Inc.) not to discriminate against any applicant for employment, or present employee, because of race, color, religion, national origin, age, sex, disability, or veteran status.

(Company Name Rite Lite Signs, Inc.) will take affirmative action to ensure that the Equal Employment Opportunity/Affirmative Action Policy (EEO /AA) is implemented with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, termination, transfer, upgrade, working conditions and selection for training to include apprenticeship, pre- apprenticeship and on-the-job training.

(Company Name Rite Lite Signs, Inc.) will continue to make it understood to the employment sources/agencies with which it deals, and in employment opportunity announcements/ads, the above mentioned EEO/AA Policy and that all of the company's employment decisions are based on individual merit only.

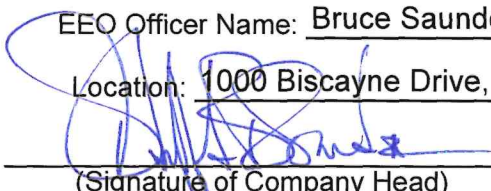
All current employees of (Company Name Rite Lite Signs, Inc.) are requested to encourage qualified disabled persons, minorities, females, special disabled veterans, and Vietnam Era veterans to apply for employment, on-the-job training or for union apprenticeship.

It is the policy of (Company Name Rite Lite Signs, Inc.) to satisfy reasonable special accommodations for qualified disabled individuals. It is the policy of (Company Name) that all company activities, facilities, and job sites are non-segregated. Separate or single-user toilet and changing facilities are provided for privacy between genders. Disabled parking spaces may be assigned to accommodate accessibility needs.

It is the policy of (Company Name Rite Lite Signs, Inc.) to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor or the Company EEO Officer identified below:

EEO Officer Name: Bruce Saunders II Address/Office

Location: 1000 Biscayne Drive, Concord, NC 28027 704-788-7097 Telephone #


(Signature of Company Head)

10/21/2025
(Date)

STATE OF TENNESSEE
DEPARTMENT OF
COMMERCE AND INSURANCE

RITE LITE SIGNS, INC

415661

ID NUMBER: 69823
LIC STATUS: ACTIVE
EXPIRATION DATE: April 30, 2026

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR

THIS IS TO CERTIFY THAT ALL REQUIREMENTS
OF THE STATE OF TENNESSEE HAVE BEEN MET

ATTN:DAVID CATCHPOLE, JR
RITE LITE SIGNS, INC
1000 BISCAYNE DR.
CONCORD, NC 28027

State of Tennessee

415664

14024955

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR
RITE LITE SIGNS, INC

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 69823
LIC STATUS: ACTIVE
EXPIRATION DATE: April 30, 2026
\$3,000,000; BC-B; CE UNDER 70 VOLTS



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE



North Carolina
Department of Administration
Office for Historically Underutilized Businesses

Pamela B. Cashwell
Secretary

Tammie Hall
Director

September 14, 2022

Tasha Catchpole
Rite Lite Signs, Inc. (Woman Owned)
1000 Biscayne Drive
Concord, NC 28027

Dear Tasha Catchpole:

The Office for Historically Underutilized Businesses (HUB Office) is pleased to inform you that your company is now certified as a Historically Underutilized Business. Your firm is listed in the Statewide Uniform Certification (SWUC) Program database. This certification will remain in effect for four (4) years from the date of this letter.

You must notify the HUB Office in writing within 30 days of any changes affecting your compliance with SWUC Program eligibility requirements, including changes in ownership, day-to-day management and operational control. Failure to notify the HUB Office of these changes or reapply for certification in a timely manner may cause your HUB Certification to be revoked. In addition, please be advised your status may be changed if there is a 3rd party challenge granted against your firm. The link to the HUB Office 3rd party challenge form can be located at <https://files.nc.gov/ncdoa/documents/ThirdpartyEligibilityChallengerev080811.pdf>. All information submitted to the Office for Historically Underutilized Business is subject to audit and review.

The HUB Office collaborates with local Minority/Women/Small Business (M/W/SBE) Offices who offer assistance to certified HUB firms with identifying contract opportunities with state and local government. Many of these offices also offer assistance with business development. Please visit our website at <http://www.doa.nc.gov/hub/programs.aspx?pid=swuc> to locate the local office near you. Another great resource is the Small Business and Technology Development Center at www.sbtcd.org for free personalized business assistance and counseling.

It is important to note that although your status as a certified HUB firm greatly improves your access to state and local government contracts, this certification does not guarantee contract awards. Your ability to research opportunities and bid competitively will be important to your success in this program. We are committed to assisting you through the process with the completion of the Preliminary Business Development and Supportive Services Assessment Survey, located on the HUB Office website under the Certification Tab. The information will provide an overview of your company which will assist us in appropriately aligning contract opportunities that you are ready, willing and able to pursue.

Thank you for your interest and participation in the SWUC Program as a Historically Underutilized Business firm with the State of North Carolina.

Sincerely,
Tammie Hall

Tammie Hall
Director

Experience:

City of Parkersburg, WV Gateway Signs

Description: (3) Gateway Signs

Client contact: Adam Stout 304-424-8559 Adam.Stout@parkersburgwv.gov

Combined Contract: \$ 77,639.00

Completion: 2021 & 2022

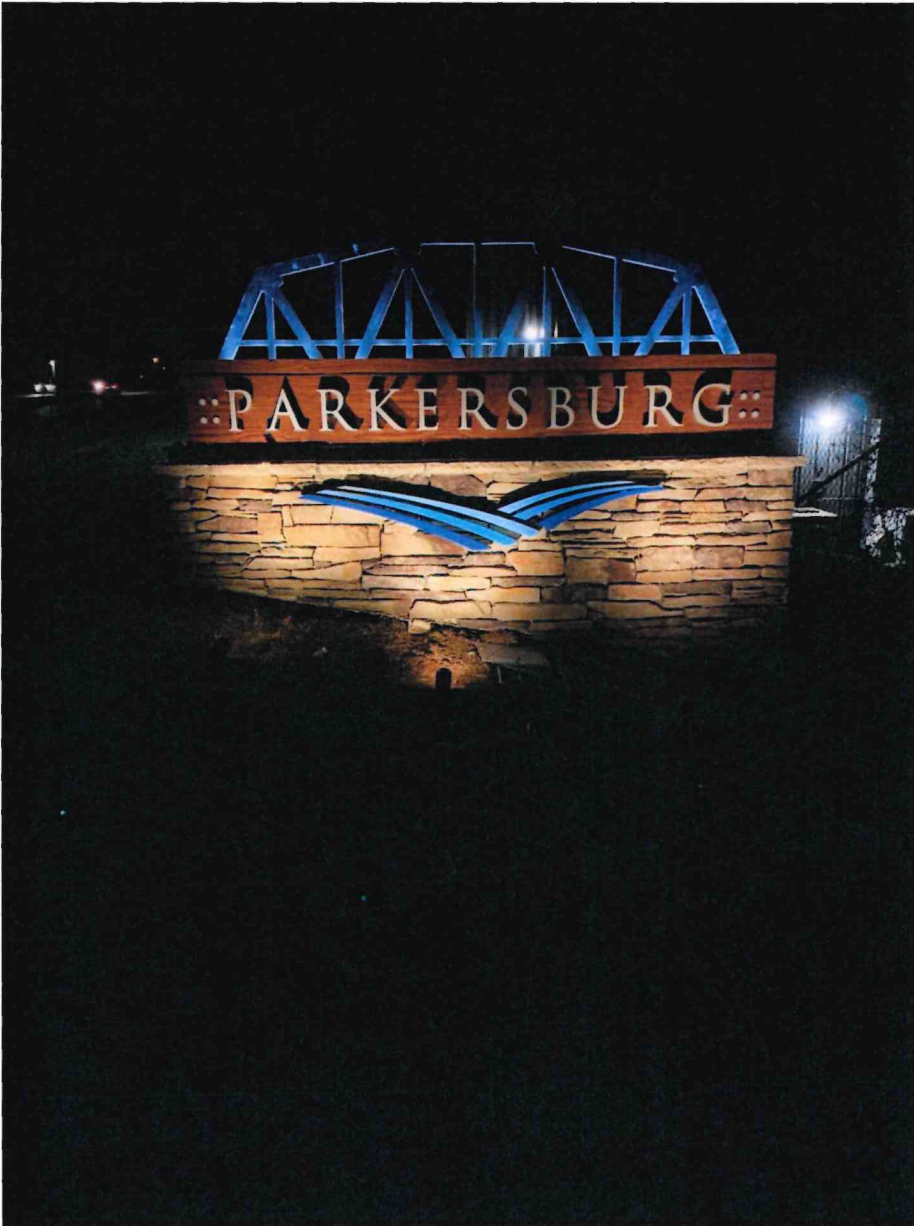
Project Executive: Renae Hartsell (still employed)

Project Manager: Amy Martin (still employed)

Superintendent: Jessie Love (still employed)

Estimator: John Sullivan (still employed)





RITE LITE SIGNS, INC.

Experience:

Town of Strasburg, VA

Description: Various Wayfinding Signs: Gateway/Vehicular Directional/Pedestrian Kiosks/Parking

Client contact: Olivia Hilton 540-465-9197 ohilton@strasburgva.com

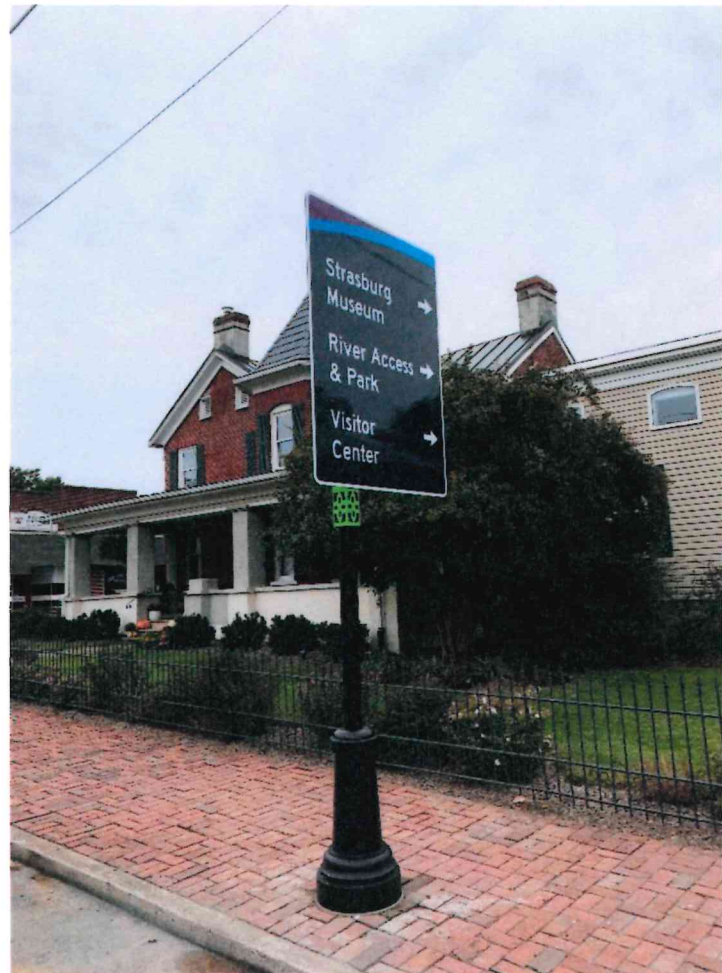
Contract: \$ 294,069.00

Project Completed: 10/28/2022

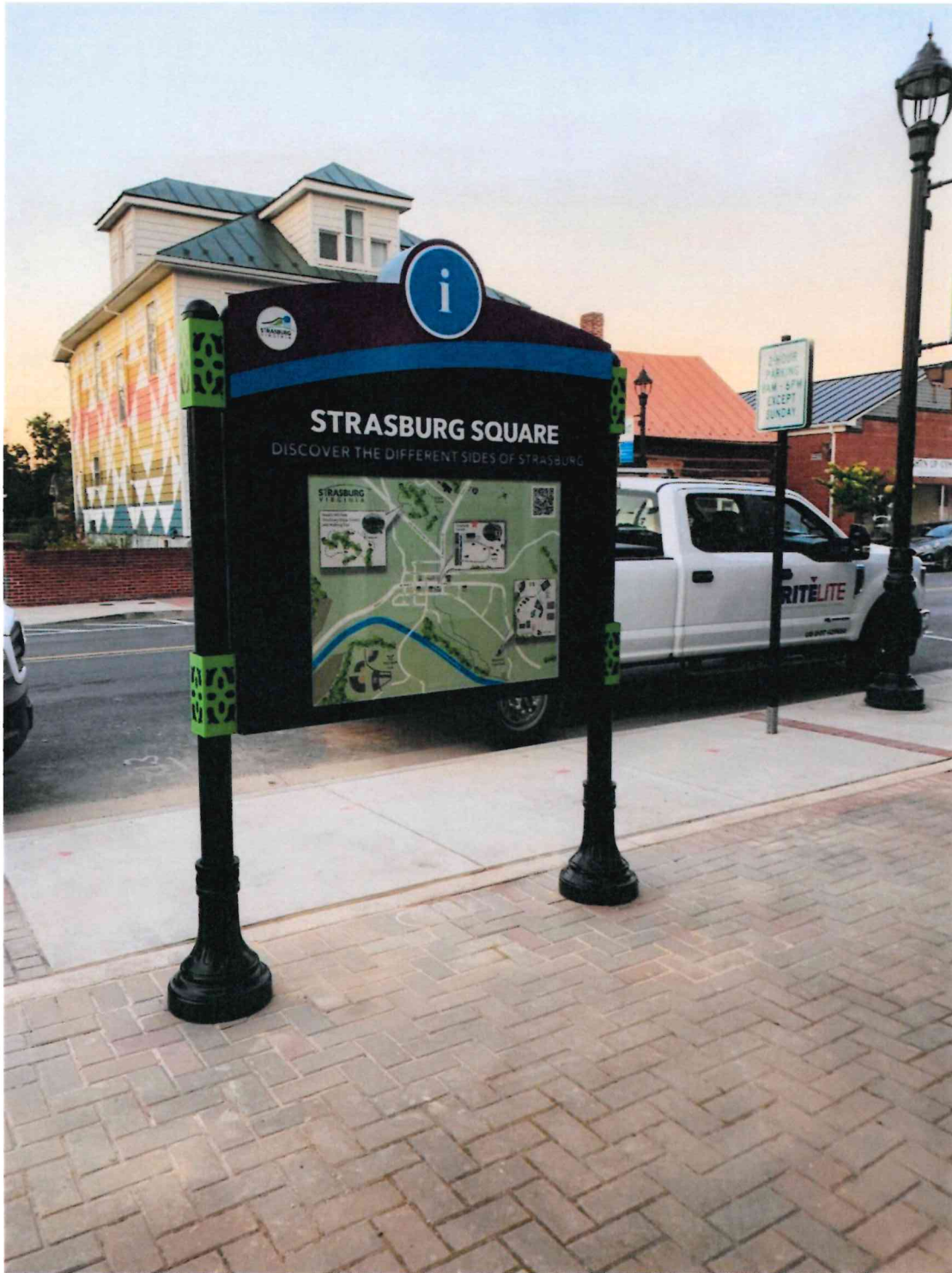
Project Executive: John Sullivan (still employed)

Project Manager: Amy Martin (still employed)

Superintendent: Jessie Love (still employed)







Project: City of Martinsburg

Location: 232 N Queen St, Martinsburg, WV, 25401

Award date: 4/22/2019

Completion date: 1/28/2020

Project Amount: \$458,336.12

Scope: Manufacture and install various types of gateway and wayfinding signage

Client Representative: Sandy Hanger

540-886-6230

shanger@frazierassociates.com

Services: Manufacture and install wayfinding sign system





Project: City of Rocky Mount

Location: Rocky Mount, NC

Project Amount: \$243,468.00

Scope: Manufacture and install gateway sign & various types of wayfinding signage for park/greenway

Client Representative: Kelvin Yarrell

252-467-4927

Kelvin.yarrell@rockymountnc.gov





REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Darryl Smith, Town Engineer

Subject: Approval of Professional Services Agreement with Barge Design Solutions, Inc. for Preliminary Design of Sugarwood Drive Access to Kingston Pike

Introduction & Background:

The purpose of this item is approval of a Professional Services Agreement with Barge Design Solutions, Inc. for preliminary design of an access road from Sugarwood Drive to the traffic signal at Smith Road and Kingston Pike.

Discussion & Recommendations:

Knox County Schools is currently constructing a new K-5 elementary school at Village Commons Boulevard. Village Commons Boulevard is located on Kingston Pike approximately 950 feet east of Smith Road, which is only 400 feet east of Sugarwood Drive (see map). Eastbound traffic on Kingston Pike currently backs up during peak hours to points west of Sugarwood Drive, making access to Kingston Pike extremely difficult from Sugarwood Drive. Construction of the new school at Village Commons Boulevard will add further congestion near Smith Road during peak hours. An access road from Sugarwood Drive to the CVS Pharmacy will allow Sugarwood residents to access Kingston Pike at the Smith Road traffic signal.

Staff has attached a Professional Services Agreement with Barge Design Solutions, Inc. for development of preliminary engineering plans for an access road from Sugarwood Drive to CVS/Kingston Pike. Please note that since the corridor of the roadway has been selected based upon conversations with property owners and residents, staff has elected to request the proposal (and fee) be based upon development of preliminary plans, not just concept plans that were described in Barge's previous proposal to the Board. The intended route will be an access road from Sugarwood Drive crossing the vacant property to the east (adjacent to Kingston Pike). Once preliminary plans are complete, we will have a clearer understanding of the impact to the adjacent properties and probable construction cost. With that information, we can determine whether it is worthwhile to proceed with Right

of Way and Construction Plans. Barge's fee for preparation of the preliminary plans and opinion of probable construction cost is \$75,200, with completion by May 31, 2026.

Financial Section

Account Number: 310-43400-2540

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$600,000	\$75,200	\$0	\$524,800

Approved by: Michelle Pence, Interim Finance Director-Treasurer

Recommended By: Darryl Smith, Town Engineer for approval.

Proposed Motion: Approval of a Professional Services Agreement with Barge Design Solutions, Inc. for design of Sugarwood Drive access to Kingston Pike, for a lump sum fee of \$75,200.



Sugarwood Access Road

Knoxville - Knox County - KUB Geographic Information System

KGIS makes no representation or warranty as to the accuracy of his map and its information nor to its fitness for use. Any user of this map product accepts the same AS IS ,WITH ALL FAULTS, and assumes all responsibility for the use thereof, and futher covenants and agrees to hold KGIS harmless from any and all damage, loss, or liability arising from any use of this map product.



Printed: 9/9/2025 at 4:26:43 PM

050100200

ft

October 31, 2025

Darryl Smith, P.E.
Town Engineer
Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

RE: Sugarwood Drive Connector

Dear Mr. Smith:

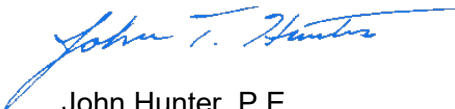
Barge Design Solutions, Inc. (Barge) encloses the details of our revised proposal in the Professional Services Agreement and our proposed scope of work for the project named above.

This proposal was prepared based on my understanding of the project description. If we have not fully addressed your project requirements, or if you have any other questions regarding the proposal, please advise me immediately by calling 865-934-4171.

We anticipate the preliminary design to be completed May 31, 2026.

Once the enclosed Agreement has been executed, please forward us a copy along with your authorization to proceed.

Sincerely,



John Hunter, P.E.
Vice President, Client Service Leader

Copy to: Chris Jenkins, P.E. – Barge
Andrea Hall, P.E. – Barge

TOWN OF FARRAGUT
PROFESSIONAL SERVICES AGREEMENT

This Agreement is made by and between **Town of Farragut** (“Client”) and **Barge Design Solutions, Inc.** (“Contractor”) for professional services for the assignment described as follows:

Project: Sugarwood Drive Connector to Kingston Pike/Smith Road Intersection

Location: Near Kingston Pike/Smith Road Intersection

Description of Project: Design new alignment connector to Sugarwood Drive that provides access to the traffic signal at the existing Kingston Pike/Smith Road Intersection.

1. **Professional Services.** Contractor agrees to perform the following Basic Services under this Agreement:

See **Attachment A** to this Agreement for a description of Basic Services.

2. **Compensation.** Client shall compensate Contractor for the Basic Services as follows: A lump sum fee of \$75,200.00, including reimbursable expenses. In addition, Client shall pay Contractor for additional services that may be requested by the Client beyond the Basic Services in accordance with the hourly rate schedule attached as **Attachment B** to this Agreement.

3. **Schedule.** Contractor shall begin work upon notification of approval of this Agreement by the Board of Mayor and Aldermen and shall complete the work by submitting the preliminary plans on or before May 31, 2026. The schedule for the various meetings and presentations as outlined in the Basic Services shall be agreed upon by the Client and Contractor before beginning work.

4. **Invoicing and Payments.** Invoices or payment requests shall be submitted to the Client no more than monthly and shall include such information, documentation or data as the Town Administrator may require including, but not limited to, the amount and breakdown of the payment requested, the period covered by the request, and the work performed during the period covered by the payment request. After review, the Town Administrator will indicate his approval of the payment request, or shall explain to Contractor, in writing, his reasons for not approving any portion or all of the request, and authorize payment of the amount approved. In the event the Town Administrator does not approve any portion of a payment request, and has communicated the reasons to Contractor, Contractor will then take the necessary action to satisfy the reasons for non-approval and resubmit the payment request. Client shall endeavor to remit payment of payment requests or portions thereof which are approved by the Town Administrator within thirty (30) days of receipt by Client. From time to time approval of a payment request may require action by the Board of Mayor and Aldermen which meets on the second and fourth Thursday of most months.

5. **Time.** Contractor will perform its services in a timely manner commensurate with the exercise of due professional care which it acknowledges can be done consistent with the schedule provided for in Paragraph 3. Time for performance shall be extended as necessary for delays or suspensions due to circumstances beyond Contractor's control. If such delay or suspension extends more than six (6) months (cumulatively), Contractor's compensation shall be equitably adjusted; provided, however, such adjustment and amendment to this Agreement must be approved by the Board of Mayor and Aldermen before Client is bound.

6. **Suspension of Services.** If Client fails to pay any invoice when due or otherwise is in material breach of this Agreement, Contractor may, at its sole discretion, suspend performance of services upon five (5) days' written notice to Client. Contractor shall have no liability to Client and Client agrees to make no claim for any delay or damage as a result of such suspension, unless (i) the Town Administrator has refused to approve payment, (ii) his reasons are justified pursuant to this Agreement, and (iii) Contractor has failed to satisfy the reasons as required by Paragraph 4 hereof. Upon cure of the cause of a justified suspension, Contractor shall resume services within a reasonable time, and there shall be equitable adjustments of the project schedule and fees to reflect the effects of such suspension, if such adjustments are deemed reasonable and appropriate by the parties.

7. **Standard of Care.** Notwithstanding any other provision of this Agreement or any other document describing the services produced by Client, Contractor shall perform its services in accordance with the standard of professional care ordinarily exercised under similar circumstances by reputable members of its profession in the same locality at the time the services are provided. Beyond the foregoing and unless otherwise provided herein or in other documents produced, generated or provided by Contractor, no warranty, expressed or implied, is made or intended by Contractor. The parties further agree that Contractor is not a fiduciary of Client.

8. **Termination.** The obligation to provide further services under this Agreement may be terminated with or without cause by either party upon ten (10) days' written notice to the other party. On termination by either Client or Contractor, Client shall pay Contractor all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred) as Contractor's sole and exclusive remedy, subject to any setoffs to which the Client is entitled as a result of Contractor's failure to perform as required by this Agreement.

9. **Reuse of Documents.** All documents, including drawings, specifications, and reports, prepared by Contractor pursuant to this Agreement are instruments of professional service and shall become the property of the Client. They are not intended or represented to be suitable for reuse by Client or others for additions or modifications of the Project or on any other project. Any reuse without written consent, verification or adaption by Contractor for the specific purposes intended shall be at Client's sole risk and without liability or legal exposure to Contractor. Any such verification and adaption will entitle Contractor to further compensation at rates to be agreed upon by Client and Contractor.

10. **Access to the Site/Jobsite Safety.** Unless otherwise stated, Contractor will have access to the site for activities necessary for the performance of its services. Client agrees that Contractor shall have no responsibility for the means, methods, sequences, procedures, techniques, and scheduling of construction, as these decisions are solely the responsibility of the

contractors. Contractor further shall have no authority or duty to supervise the construction workforce and shall not be responsible for jobsite safety or for any losses or injuries that occur at the Project site.

11. **Insurance.** Prior to any access to the Project site, Contractor shall deliver to Client a certificate of insurance evidencing general liability coverage with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury and property damage. If such insurance contains a general aggregate limit, it shall apply separately to the work/location of the Project in this Agreement or be no less than \$2,000,000. In addition, Contractor shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect itself from claims of professional negligence arising from the performance of services under this Agreement. Such insurance shall:

a. Contain or be endorsed to contain a provision that includes Client, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work performed by or on behalf of the Contractor. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

b. For any claims related to this Project, the Contractor's insurance coverage shall be primary insurance as respects the Client, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering the Client, its officials, officers, employees, and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

12. **Risk Allocation.** In recognition of the relative risks, rewards, and benefits of the Project to both Client and Contractor, to the fullest extent permitted by law, the parties agree to allocate the risks such that Contractor's total liability to Client for any and all injuries, claims, losses, expenses, damages, and/or claim expenses arising out of Contractor's services under this Agreement from any cause or causes shall not exceed the amount of Contractor's fee, or One Hundred Thousand Dollars (\$100,000), or the amount of insurance coverage Contractor has, or is required to have, covering the risk or claim that is the basis for the injury, claim, loss, expense or damages, recovery for which is sought, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

13. **Dispute Resolution.** It is agreed that all claims, disputes, or other matters in question arising out of or related to this Agreement shall be submitted to nonbinding mediation before any legal proceedings is commenced. The parties shall equally bear the fees and expenses charged by the mediator.

14. **Opinions of Construction Cost.** Any opinion of probable construction cost prepared by Contractor represents the judgment of one or more Contractor design professionals and is supplied for general guidance of Client. Since Contractor has no control over the construction marketplace and does not use the same pricing methods used by contractors, Contractor does not guarantee the accuracy of such opinions.

15. **Indemnification.**

a. Except for Professional Liability claims, the Contractor shall defend, indemnify and hold harmless the Client, its officers, employees and agents from any and all liabilities which may arise or be claimed against the Client, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of the Contractors, its employers, agents or contractors in performance of this Agreement or from the Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the Client, its agents or employees.

b. a. Except for Professional Liability claims, the Contractor shall save, indemnify and hold the Client harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the Client alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the Client; and the Contractor shall assume and take over the defense of the Client in any such claim, demand, suit, or cause of action upon written notice and demand for same by the Client. The Contractor will have the right to defend the Client with notice and demand for same by the Client. The Contractor will have the right to defend the Client with counsel of its choice that is satisfactory to the Client and the Client will provide reasonable cooperation in the defense as the Contractor may request. The Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the Client, such consent not to be unreasonably withheld or delayed. The Client shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

c. The Contractor shall save, indemnify and hold Client harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against Client alleging liability referenced above.

d. For Professional Liability claims, the Contractor shall indemnify and hold the Client and the Client's officers and employees harmless, but not defend, from and against damages, losses, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law but only to the extent they are caused by the negligent acts or omissions of the Contractor, its employees, and its consultants in the performance of professional services under this Agreement.

e. The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

16. **Miscellaneous.**

a. The Contractor will not assign or transfer any interest in this Agreement without obtaining the prior written approval of the Client.

b. The Contractor will not enter into a subcontract for any of the services performed under this Agreement without obtaining the prior written approval of the Client.

c. The contract between the parties consists of this Agreement, its attachments, any written request for services issued by Client and any response thereto made by Contractor, including any addenda thereto. To the extent there is a conflict between the terms of any of the documents that constitute the contract between the parties, the terms that are most specific to the matter in dispute shall govern over the more general. In the event the conflicting terms cannot be characterized as specific vs. general, then the terms that provide the greater benefit to the Client and/or impose the greater obligation on the Contractor shall control.

d. This Agreement may be modified only by a written amendment or addendum that has been executed and approved by the appropriate officials shown on the signature page of this Agreement.

e. If any provision of this Agreement is determined to be unenforceable or invalid, such determination will not affect the validity of the other provisions contained in this Agreement. Failure to enforce any provision of this Agreement does not affect the rights of the parties to enforce such provision in another circumstance, nor does it affect the rights of the parties to enforce any other provision of this Agreement at any time.

f. In the performance of this contract, Contractor will comply with all applicable laws, ordinances, rules, regulations and orders of local, state and federal governments, including, but not limited to, the President's Executive Order No. 11246 and 11375, which prohibit discrimination in employment regarding race, color, religion, sex or national origin, Title VI of the Civil Rights Act of 1964, Copeland Anti-Kick Back Act, the Contract Work Hours and Safety Standards Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974, Section 503 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, all of which are herein incorporated by reference.

g. This Agreement will be governed and construed in accordance with the laws of the state of Tennessee.

CLIENT:

Town of Farragut

By: _____

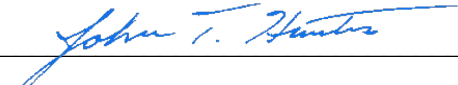
Printed
Name: _____

Title: _____

Date: _____

CONTRACTOR:

Barge Design Solutions, Inc.

By:  _____

Printed
Name: John T. Hunter, P.E.

Title: Vice President/Client Service Leader

Date: October 31, 2025

Barge Design Solutions, Inc. (Barge) will provide the following scope of services for The Town of Farragut (Client) for a new alignment connector road between Sugarwood Drive and the traffic signal at Kingston Pike/Smith Road. The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Time of Performance
- IV. Compensation
- V. Additional Services

I. Project Description

Client is proposing a new connector road providing connectivity between Sugarwood Drive and the traffic signal at Kingston Pike/Smith Road. Barge will provide preliminary engineering design services (through Preliminary Design Phase) for the proposed connector road as shown in Figure 1 below. Aspects of the new connector road include:

- 2@12' travel lanes, with additional width in the curve
- Concrete curbs similar to the existing curbs along Sugarwood Drive
- Storm drainage, including potential conversion of existing flume to a curb inlet
- Possible modifications to CVS business entrance
- Possible traffic signal modifications, depending on phasing



Figure 1

This scope and fee proposal is intended to only provide surveying and preliminary design services. Barge will later develop the scope and fee for the remaining design phases with the intent of supplementing this agreement.

II. Scope of Services

The scope of services is summarized in the following major tasks:

Task 1 – Property and Topographic Survey

Task 2 – Preliminary Plan Development and Project Meetings

The following sections provide a description of the purpose, activities, and deliverables anticipated for each of the tasks. Throughout the following tasks, Barge will manage the activities of our staff, coordinate status meetings with Client, and submit monthly invoices with updated schedules and budgets as applicable.

Task 1 – Property and Topographic Survey

Barge will provide the following survey:

- Topographic survey tied to state plane coordinates
- Establishment of existing property lines, Right-of-Way, and easements. This will include the necessary property research to determine property lines, Right-of-Way, and easements.
- Planimetric and Utility information necessary for design.

NOTE: Once a decision is made to move forward with subsequent design phases (after the Preliminary Design Phase), a future supplement can add services for Barge to provide exhibits and legal descriptions. The exhibits and legal descriptions will be developed to illustrate fee simple right-of-way, slope easement, drainage easement, and temporary construction easement for determining the valuation of temporary and permanent project impacts. The legal descriptions will be provided for the Right-of-Way acquisition agent's use in negotiation and property closing activities.

Task 2 – Preliminary Plans Development

Barge will develop Preliminary Plans for the connector road as illustrated in Figure 1 for purposes of establishing the project footprint. These preliminary plans will be used to illustrate the impacts from the project to property owners as well as Town of Farragut Planning Commission. The design will likely require a retaining wall due to the grade differential along the drainage way. The design is anticipated to require slight modifications to the approach to Kingston Pike.

Meetings included in this task will include the following:

- One (1) meeting with impacted property owners
- One (1) meeting with Town Staff for Preliminary Plan Review
- One (1) meeting with Town of Farragut Planning Commission to present project

Deliverables for this task include:

- Topographic Survey
- Preliminary Plans (approx. 30% design)
- Preliminary Opinion of Probable Construction Cost (OPCC)

III. Time of Performance

The estimated project schedule is shown in the table below.

Project Activities	Duration
A. Survey	1 month
B. Provide Preliminary Plans	3 months
C. Provide ROW Plans, Exhibits and Legal Descriptions	2 months
D. ROW Acquisition and Utility Coordination/Relocation	6-12 months
E. Provide Final Construction Plans and OPCC	1 month
F. Bidding/Contracting (By Town)	1-2 months
G. Construction	6-9 months
TOTAL DURATION	20-30 Months

Greyed portions of project schedule are shown for illustration purposes only.

Barge and Client are aware that many factors outside Barge's control may affect Barge's ability to complete the services to be provided under this Scope of Services. Barge will perform these services with reasonable diligence and expediency, consistent with sound professional practices. Additional time may be necessary due to obtaining TDOT approvals, given Kingston Pike is both a state and federal highway.

IV. Compensation

The cost to complete the scope of work as defined in the tasks above is provided in the fee summary table below. Client agrees to pay Barge a Lump Sum Fee of \$75,200 to complete the scope of work as defined above for Tasks 1-2, which will be billed monthly based on percentage of work completed to date. The project status will be summarized monthly in our progress report and invoice submittal.

Barge will be permitted to move budget between project tasks so long as the total fee is not exceeded. Barge will notify the Client if the work is projected to exceed the cost ceiling for this project and will request a contract amendment as appropriate.

Fee Summary Table

Items	Fee Type	Fee Amount
1. Property and Topographic Survey	Lump Sum	\$20,000
2. Preliminary Plans Development	Lump Sum	\$55,200
TOTAL		\$75,200

V. Project Understanding, Assumptions, and Exclusions

A. Barge will provide the above-noted services based upon a given set of assumptions. These assumptions are as follows.

1. The information on existing utilities available from the utility owners combined with the field survey of horizontal location of existing utilities is expected to be sufficient information for design purposes. If after further review this information is not adequate, then Subsurface Utility Engineering (SUE) services may be needed.
2. Client-provided design concept represents the functional intent of the proposed connector.
3. Any design activities required by TDOT not mentioned in the scope above will be an undefined scope item and will need to be completed using additional funds.
4. Barge will have access to the site and adjoining areas, as required.
5. No new traffic data will be collected, and no traffic studies will be performed.
6. Design fee is based upon the delineated area (Figure 1) provided by the Client. Modification or changes to the project area may require additional services, depending upon the scope and timing of changes.
7. In providing opinions of probable construction cost (OPCC) and construction cost estimates, 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 construction cost estimates are made on the basis of Barge's professional judgment and experience; as well as TDOT average unit prices available from the TDOT Construction Division web page. Barge makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from Barge's estimate.
8. Schedule is dependent upon the timely receipt of critical information, project reviews, and coordination. Information to be provided by others will be received in a timely manner that corresponds to the project design schedule. If the information is not received in a timely manner, then additional design fees may be required and/or time may be required.
9. Barge will attend one (1) property owner meeting. The meeting will be for the purpose of communicating the intent of the project and communicating impacts to the impacted owners.
10. No geotechnical, soil survey or pavement evaluation surveys will be performed in the preliminary phase of the project development.
11. TDOT standards & details will be referenced but will not be included individually in the plans.
12. This scope of work for the entire project development assumes an 18-25 month schedule. Durations for tasks may be changed due to TDOT Encroachment Permit requirements.
13. Scope does not include Right-of-Way cost estimates or Right-of-way Acquisition services.
14. This scope does not include traffic signal timing plans including preparation of signal timing plans, field implementation of timing plans and/or fine tuning/field adjustments of signal timings.
15. Assume no state or federal owned properties exist within the areas where ROW and/or easement acquisitions may be required.
16. Assume the project will be 100% locally Funded. No use of state or federal funds. Thus, the project will not require NEPA documentation. Phase 1 or Phase 2 ESA/Haz Mat Survey will not be required. If required, work will be performed by others or added to scope at a later date and an additional cost.

17. It is assumed NPDES permit, G-ARAP permit, and possibly NWP for culvert crossing will be required. However, this preliminary phase does not include those services. They will be evaluated and included in a future supplement.

B. The following excluded services can be provided as an additional service with an appropriate adjustment in fees.

1. Right-of-Way Acquisition Services, appraisals, and appraisal reviews
2. Traffic data collection and/or traffic analysis
3. Lighting photometric analysis and design
4. Additional field surveying beyond described project limits
5. Subsurface Utility Engineering (SUE)
6. Federal environmental permits (USACE Section 404, etc.)
7. Phase I & II Environmental Site Assessment
8. Geotechnical and soil surveys, wall foundation investigations, bore holes for signal pole foundations
9. Utility relocation design and/or cost estimating services
10. Bidding phase services
11. Additional Meetings beyond those specified in this scope, i.e. separate stakeholder meetings
12. Construction Staking
13. Subsequent design phase deliverables including ROW Plans and Construction Plans.



ATTACHMENT B

SCHEDULE OF STANDARD CHARGES

HOURLY RATE BASIS

Hourly Rates:

Principal Engineer, Scientist, Planner, or Architect	\$250 to \$380
Professional Engineer, Scientist, Planner, Architect, Landscape Architect, or Land Surveyor	\$160 to \$300
Graduate Engineer, Scientist, Planner, or Architect	\$110 to \$170
Designer or Technician	\$100 to \$150
Drafter, Administrative Assistant, etc.	\$95 to \$150
Construction Representative	\$95 to \$150
Surveyor	\$60 to \$120

Outside services contracted for a specific project, such as professional and technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the subcontractor's statement plus 15 percent.

Other expenses which are properly chargeable to the work will be invoiced as follows:

- a. Travel by company or private vehicle at the IRS approved standard mileage rate.
- b. In-house printing, reproduction, and photography charges at commercial rates.
- c. Travel and living expenses for all personnel when required to be away from their home office in connection with the work at cost.

Invoices will be issued monthly.

NOTE: The average three-member survey crew rate ranges from \$140 to \$200 per hour, depending upon the mix of personnel used.

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Darryl Smith, Town Engineer

Subject: Approval of Change Order 2, Contract 2025-06, McFee Park Phase 4

**Introduction &
Background:**

The purpose of this item is the approval of a series of potential change orders (PCOs) combined into one change order for Contract 2025-06, McFee Park Phase 4. The Board of Mayor and Aldermen awarded Contract 2025-06, McFee Park Phase 4 to The Franklin Group, LLC in September 2024. The project includes the construction of a 127-space permeable paver parking lot around the western end of the loop at McFee Park, along with a trailhead pavilion and associated site improvements including irrigation, lighting and landscaping.

**Discussion &
Recommendations:**

A total of six PCO's are presented for approval, along with revision of Change Order 1. Staff, along with our Construction Engineering and Inspection team (Ross Fowler) recommend approval of the following PCO's:

CO 001: The date of Substantial Completion is corrected to June 14, 2025.

PCO 010-012: The Franklin Group is requesting an additional 20 days of contract time due to adverse weather conditions during March, April and May, 2025.

PCO 013: The Franklin Group is requesting \$18,364.50 for additional work to construct asphalt aprons at two entrances into parking lots, with an additional 20 days of contract time.

PCO 15: The Franklin Group is requesting \$14,111.35 for additional work to redirect proposed irrigation in coordination with repair of existing irrigation lines and valves, with no additional days of contract time.

PCO 17: Revisions to proposed irrigation deleted the requirement of an additional backflow preventer and cover, with a net savings of \$4,390.00.

Financial Section

Account Number: 316-41830-9311

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to</u>	<u>Remaining Amount</u>
		<u>Date:</u>	
\$2,738,913.00	\$28,085.85	\$2,735,434.39	\$392.76

Approved By: Michelle Pence, Interim Finance Director-Treasurer

Recommended By: Darryl Smith, Town Engineer for approval.

Proposed Motion: Approval of Change Order 2, Contract 2025-06, McFee Park
Phase 4

McFee Park Phase 4

October 30, 2025

Change Order 002**Attachment A**

Re: Change Order 001

Proposed Change Orders: 010, 011, 012, 013, 015, 017

We are enclosing herewith changes to the subject project. We have reviewed the contractor's proposed changes and find the proposed changes in the Contract Sum to be appropriately documented and reasonable.

The following changes are requested:

C.O. 001 Contract Time: The date of Substantial Completion is incorrect. The correct date of Substantial Completion is June 14, 2025.

PCO 010-012 Contract Time

For Weather delays from March, April and May 2025, the Contract Time is increased 20 days.

PCO 013 Asphalt Patching \$18,364.50

Provide asphalt patching and burn-in at two driveway locations.
20 days recommended

PCO 015 Existing Conditions Adaptations at Event Lawn \$14,111.35

0 days requested

PCO 017 Backflow Preventer and Cover (\$4,390.00)

Delete requirement for irrigation backflow and cover.

These proposed changes increase the Contract Sum \$28,085.85

The Contract Time is extended by forty (40) days.

#



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
McFee Park Phase 4
Farragut, TN

CONTRACT INFORMATION:
Contract For: General Construction
Date: 09-12-2024

CHANGE ORDER INFORMATION:
Change Order Number: 002
Date: 10-30-2025

OWNER: *(Name and address)*
Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

ARCHITECT: *(Name and address)*
Ross/Fowler, P.C.
5103 Kingston Pike Suite 105
Knoxville, TN 37919

CONTRACTOR: *(Name and address)*
The Franklin Group LLC
P.O. Box 31606
Knoxville, TN 37930

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The changes in the work as described in Attachment A dated October 30, 2025

The original Contract Sum was	\$ 2,674,000.00
The net change by previously authorized Change Orders	\$ 2,172.83
The Contract Sum prior to this Change Order was	\$ 2,676,172.83
The Contract Sum will be increased by this Change Order in the amount of	\$ 28,085.85
The new Contract Sum including this Change Order will be	\$ 2,704,258.68

The Contract Time will be increased by Forty (40) days.

The new date of Substantial Completion will be 07-24-2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*

BY: David W. Craig, Principal
*(Printed name, title, and license
number if required)*

Date

CONTRACTOR *(Signature)*

BY: Cary Franklin President
(Printed name and title)

Date

OWNER *(Signature)*

BY: David Smoak Town
Administrator
(Printed name and title)

Date

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Will Wiley, Public Works Director

Subject: Approval of Proposal and Award of Contract 2026-13, Janitorial Services

Introduction & Background:

The purpose of this item is to award contract 2026-13, Janitorial Services to the selected respondent. The Town sought proposals with pricing from qualified firms or entities for engagement to perform all janitorial services at Town Hall, the Towns area of responsibility at the Community Center, Public Works, and Campbell Station Inn. The pricing includes all labor, equipment, and supplies pertaining to this contract.

Discussion & Recommendations:

We received three responsive proposals on September 25, 2025. Caseco Team LLC proposal with supplies: \$137,760.00, Jowers Cleaning Services proposal with supplies: \$104,000.08, and American Facility Services proposal with supplies: \$93,300.00 (see attached bid tabulation). American Facility Services scored the highest in the Committee Evaluation (see attached evaluation tabulation overall score sheet). Contract costs for the remainder of this fiscal year are \$54,425. *Note: all bids are for an annual contract.*

Financial Section

Account Number: Town Hall and Public Works 110-41800-2690, Community Center 110-44200-2690, Campbell Station Inn 122-47210-2690

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$78,600	\$54,425 (7 months)	\$93,300.00 (annual)	\$24,175

Approved By: Michelle Pence. Interim Finance Director-Treasurer

Recommended By: Will Wiley, Public Works Director for approval.

Proposed Motion: To approve proposals and award Contract 2026-13, Janitorial Services to American Facility Services in the amount of \$93,300.00.

Bid Evaluation Tabulation Overall Score Sheet

RFP#2026-13

Janitorial Services

Proposal Scores

10/6/25 Meeting

Proposers	Qualification & Experience	Company Information	Scope of Services & Work Plan	Staffing & Supervision	Financial Stability & Insurance	Pricing Summary	TOTAL
Jowers Cleaning Services	105	66	88	57	66	40	422
American Facility Services	120	72	88	66	72	50	468
Caseco Team LLC	110	54	84	60	63	30	401

	American Facility Services		Jowers Cleaning Services		Caseco Team LLC	
	Annual Price with supplies	Annual Price without Supplies	Annual Price with supplies	Annual Price without Supplies	Annual Price with supplies	Annual Price without Supplies
Town Hall	\$ 42,000.00	\$ 34,200.00	\$ 36,400.00	\$ 33,600.00	\$ 58,800.00	\$ 52,200.00
Community Center	\$ 31,800.00	\$ 25,800.00	\$ 46,800.00	\$ 43,200.00	\$ 64,800.00	\$ 57,900.00
Public Works	\$ 11,700.00	\$ 9,420.00	\$ 5,200.08	\$ 4,800.00	\$ 7,800.00	\$ 6,900.00
Campbell Station Inn	\$ 7,800.00	\$ 6,300.00	\$ 15,600.00	\$ 14,400.00	\$ 6,360.00	\$ 5,700.00
TOTAL ANNUAL COST	\$ 93,300.00	\$ 75,720.00	\$ 104,000.08	\$ 96,000.00	\$ 137,760.00	\$ 122,700.00
	American Facility Services		Jowers Cleaning Services		Caseco Team LLC	
	Monthly Price with supplies	Monthly Price without Supplies	Monthly Price with supplies	Monthly Price without Supplies	Monthly Price with supplies	Monthly Price without Supplies
Town Hall	\$ 3,500.00	\$ 2,850.00	\$ 3,033.33	\$ 2,800.00	\$ 4,875.00	\$ 4,350.00
Community Center	\$ 2,650.00	\$ 2,150.00	\$ 3,900.00	\$ 3,600.00	\$ 5,400.00	\$ 4,825.00
Public Works	\$ 975.00	\$ 785.00	\$ 433.34	\$ 400.00	\$ 650.00	\$ 575.00
Campbell Station Inn	\$ 650.00	\$ 525.00	\$ 1,300.00	\$ 1,200.00	\$ 530.00	\$ 475.00
TOTAL MONTHLY COST	\$ 7,775.00	\$ 6,310.00	\$ 8,666.67	\$ 8,000.00	\$ 11,455.00	\$ 10,225.00

American *Facility* SERVICES

RFP #2026-13
Farragut Tennessee
Janitorial Services *ORIGINAL*

GOVERNMENT



ATHLETICS



EDUCATION



COMMERCIAL



IND./MFG.



HEALTHCARE



Bid Envelope Cover



**Town of Farragut
11408 Municipal Center Dr
Farragut, TN 37772**

Confidential

Request for Proposals

SEALED Proposal – DO NOT OPEN

ITB No. 2026-13 Janitorial Services

Bid Opening Date & Time: September 25th, 2025 @ 2:00pm

Company Name: American Facility Services, Inc.

Company Address: 1325 Union Hill Industrial Court Ste A Alpharetta, GA 30004

Contact Name: Harold Angel

Telephone Number: 770-740-1613

Email Address: jyoung@amfacility.com

Vendors are highly encouraged to carefully review all solicitation documents related to this project



September 25, 2025

Town of Farragut
Town Hall
Finance Department, Anissa Pratte
11408 Municipal Center Dr. 2nd Fl
Farragut, TN 37934

RE: 2026-13 Janitorial Services

On behalf of American Facility Services, Inc., I am pleased to present our proposal for the Town of Farragut Janitorial Services. We are excited about the opportunity to partner with your team and confident in our ability to deliver the high standards of cleanliness and reliability your facilities deserve.

With our corporate headquarters in Alpharetta, Georgia, your organization will benefit from the full backing of our experienced administrative team. Additionally, we have already assigned dedicated, on-the-ground support to ensure a seamless onboarding process and continued responsiveness throughout the contract term.

Your primary point of contact will be your Contract Manager, Jay Hobbs:

Jay Hobbs
Email: jhobbs@amfacility.com
Phone: 678-640-4047

At American Facility Services, Inc., we don't just fulfill service contracts—we build long-term partnerships grounded in trust, accountability, and excellence. Our team is dedicated to providing exceptional janitorial services tailored to the specific needs of the Town of Farragut, backed by proactive communication and rigorous quality control measures.

We are eager to bring our proven expertise to your organization and would welcome the opportunity to discuss how we can exceed your expectations. Please feel free to reach out to me directly at (770) 740-1613 with any questions or to schedule a meeting at your convenience.

We look forward to the possibility of working together.

Sincerely,

A handwritten signature in blue ink that reads "Harold Angel".

Harold Angel
Vice President

American Facility Services, Inc.
1325 Union Hill Industrial Court, Suite A, Alpharetta, GA 30004
Office: 770.740.1613 Fax: 770.475.7720
www.americanfacilityservices.com



TABLE OF CONTENTS

Cover Letter	1
Section 1 – Company Information	2
Section 2 – Qualifications and Experience	3
Section 3 – Scope of Services and Work Plan	4
Section 4 – Staffing and Supervision	5
Section 5 – Financial Information	6
Section 6 – Required Forms and Certifications	7



Section 1- Company Information

American Facility Services, Inc. (AFS) is pleased to present our qualifications for the Town of Farragut Janitorial Services contract. We have carefully reviewed the solicitation and thoroughly examined the outlined requirements. Based on our extensive experience and operational capabilities in the janitorial industry, we are confident in our ability to successfully deliver the requested services to The Town of Farragut.

Founded on May 15, 1991, with 34 years in business, American Facility Services, Inc. is a Georgia corporation headquartered at 1325 Union Hill Industrial Court, Suite A, Alpharetta, GA 30004. Originally established as Atlanta Building Maintenance Company, Inc., the firm began by providing janitorial and custodial services to both private and public sector clients. In 2007, the company name was changed to American Facility Services, Inc. to reflect our expanding national footprint. AFS is a well-established and respected commercial janitorial firm with a strong operational presence across the Southeast. We are a proud member of ISSA and maintain good standing with federal, state, and local agencies.

AFS operates in nine southeastern states, employs approximately 2,000 permanent staff members, and manages over 700 active contracts covering more than 60 million square feet of facilities. Over the past five years, our customer base has remained consistent, reflecting long-term client satisfaction and contract renewals. Our clients range from small office spaces to large, multi-facility campuses with diverse and complex needs.

AFS currently holds contracts with several public agencies, including the cities of Atlanta, Tampa, Austin, Fort Worth, and Columbia (SC), as well as with numerous county governments, higher education institutions, and K–12 school districts. These engagements span a variety of building types and service specifications, showcasing our versatility and proven track record.

For the Town of Farragut Janitorial Services contract, our top priority will be to perform all services on schedule and in full compliance with the scope of work, ensuring complete client satisfaction. We fully accept all terms and conditions outlined in the RFP and are prepared to deliver high-quality, cost-effective janitorial services that meet and exceed expectations.

American Facility Services, Inc. can assure our clients that any incident or concern occurring on a contract job is handled professionally and promptly. In a situation where something is damaged, broken, or reported missing, AFS will take the necessary steps to investigate and remedy it as quickly as possible. Any other type of incident that involves other matters is reported directly to Headquarters and handled based on the situation.

Our employees are instructed to immediately report to their direct Supervisor any situation that results in damage or broken property of the customer where they are working. Incidents of missing or discarded items may also be reported to the Contract Manager or Headquarters staff directly by the customer. Emergency and office contact information is provided to all clients at the start of the contract.

The AFS Contract Manager is responsible for documenting the incident, using all information available from the cleaning staff and/or the customer. This report is used to conduct a formal



investigation into the matter, which may include formal interviews, inspecting the place of occurrence, and then further documenting any additional information that may be obtained.

Based on the final incident report, a determination is made by Headquarters as to how to proceed to resolve the situation. If possible, AFS will work directly with the customer to remedy the incident if that is appropriate and acceptable to the customer. In some major instances, an insurance claim may be filed or a claim filed against the AFS Fidelity Bond that will be in place to protect the customer against any loss.

At AFS, we take responsibility for our employees and their actions. AFS strives to employ personnel with the highest levels of integrity and experience. Because of our stringent hiring practices, we have a very low occurrence of incidents on our contract jobs.

Resolution of Concerns

The AFS Contract Manager will always be available to receive calls regarding quality of work concerns. The Contract Manager will respond by investigating the concerns and making sure that the Site Supervisor understands the concerns and addresses them to the crew to correct them immediately. The Contract Manager will then re-inspect and confirm the corrections have been completed. He will also re-inspect at random intervals to ensure that the problem does not reoccur. Please refer to our extensive Quality Control Plan.

Communication with Facility Administrators

AFS encourages direct communication between your facilities' administrations and our Site Supervisors, Project Manager, or Contract Manager, who are all available 24/7 via e-mail or phone. Our extensive training, scheduling, management, inspections, inventory management, and quality control measures are designed to minimize the need for substantial communication with the administration. Our goal is to provide a service that will minimize any impact on your employees and customers.



STATE OF TENNESSEE
Tre Hargett, Secretary of State
Division of Business Services
William R. Snodgrass Tower
312 Rosa L. Parks AVE, 6th FL
Nashville, TN 37243-1102

Filing Information

Name: **AMERICAN FACILITY SERVICES, INC.**

General Information

SOS Control # 000579900
Filing Type: For-profit Corporation - Foreign
06/23/2008 11:04 AM
Status: Active
Duration Term: Perpetual
Formation Locale: GEORGIA
Date Formed: 05/15/1991
Fiscal Year Close 6

Registered Agent Address

C T CORPORATION SYSTEM
STE 2021
800 S GAY ST
KNOXVILLE, TN 37929-9710

Principal Address

STE A
1325 UNION HILL INDUSTRIAL CT
ALPHARETTA, GA 30004-5791

The following document(s) was/were filed in this office on the date(s) indicated below:

Date Filed	Filing Description	Image #
06/16/2015	2015 Annual Report	B0113-4507
06/16/2014	2014 Annual Report	7347-3111
07/05/2013	2013 Annual Report	7220-0623
06/15/2012	2012 Annual Report	7062-2659
	Principal Address 2 Changed From: SUITE A To: STE A	
	Principal Postal Code Changed From: 30004 To: 30004-5791	
06/10/2011	2011 Annual Report	6902-0121
08/31/2010	2010 Annual Report	6764-0731
	Principal Address 1 Changed From: 1325 UNION HILL To: 1325 UNION HILL INDUSTRIAL CT	
	Principal Address 2 Changed From: INDUSTRIAL CT To: SUITE A	
07/28/2009	2009 Annual Report	6575-2510
06/23/2008	Initial Filing	6334-0517

Active Assumed Names (if any)

Date

Expires

AMERICAN FACILITY SERVICES, INC.

Entity Type: Foreign For-profit Corporation
Formed in: GEORGIA
Term of Duration: Perpetual

Status: Active
Control Number: 000579900
Initial Filing Date: 6/23/2008 11:04:00 AM
Fiscal Ending Month: June
AR Due Date: 10/01/2025

<u>Registered Agent</u>		<u>Principal Office Address</u>	<u>Mailing Address</u>
C T CORPORATION SYSTEM		1325 UNION HILL INDUSTRIAL CT STE A	1325 UNION HILL INDUSTRIAL CT STE A
300 MONTVUE RD		ALPHARETTA, GA 30004-5791	ALPHARETTA, GA 30004-5791
KNOXVILLE, TN 37919-5546			
AR Standing: Good		RA Standing: Good	Other Standing: Good
Revenue Standing: Not Good			
History (24) 			



Section 2- Qualifications and Experience

AFS brings extensive experience in delivering janitorial services to public-sector clients, including municipal governments, K–12 school districts, higher education institutions, and healthcare facilities. Our proven track record aligns closely with the requirements of the The Town of Farragut solicitation, and highlights our ability to meet a variety of facility needs with flexibility and precision. AFS currently maintains contracts with several public agencies, including the cities of Austin, Fort Worth, and Columbia (SC), as well as numerous county governments. These engagements span a wide range of building types and service scopes, showcasing our adaptability and consistent performance across diverse environments. Many of our client relationships have been in place for over a decade with those such as those with Synovus Bank, Atlanta Public Schools, United Parcel Service, and the Texas Facilities Commission, demonstrating our long-standing commitment to service excellence. Our broad experience allows us to effectively adapt to evolving requirements while maintaining high standards of quality and client satisfaction.

AFS has a well-defined process in place to ensure that Town of Farragut Janitorial Services quality concerns are resolved promptly and thoroughly. The Contract Manager is readily available to receive calls at any time and immediately initiates an investigation when a concern is reported. Upon identifying the issue, the Site Supervisor is briefed and instructed to correct the problem with the crew without delay. Follow-up inspections by the Contract Manager confirm that corrective actions have been completed, with additional random checks conducted to ensure lasting resolution. These procedures are a core part of our broader Quality Control Plan. AFS encourages direct communication between The Town of Farragut facilities administrations and our Site Supervisors, Project Manager, or Contract Manager, who are all available 24/7 via e-mail or phone. Our extensive training, scheduling, management, inspections, inventory management, and quality control measures are designed to minimize the need for substantial communication with the administration. Our goal is to provide a service that will minimize any impact on your employees and customers.

In addition to our broad client base, AFS has a strong history of managing complex, citywide janitorial portfolios involving dozens of buildings with varying service requirements. These contracts have included detailed performance metrics, strict quality standards, and high-volume staffing needs challenges we have consistently met with flexibility and precision. Our ability to meet deadlines, adapt to client feedback, and maintain reliable service levels has resulted in high client satisfaction and ongoing contract renewals. This proven performance reflects our readiness to meet the expectations of the Town of Farragut with the same level of excellence.

References

The following references below reflect our recent experience providing contract services to government agencies. They are provided for your use in validating our ability to deliver long-term, outstanding janitorial service.



Synovus Banks

Multiple Locations N. Alabama, NW. Georgia, Tennessee, and Florida

Contact: Kayla N. Ragsdale, Facilities Manager

Phone: 334-444-6133

Email: kaylarafgsdale@synovus.com

AFS provides janitorial services for over 150 locations in GA, FL, AL, TN, and SC, totaling over 1,750,000 SF. AFS cleans appx 40 Synovus buildings that fall under Kayla's management responsibility, totaling over 200,000 sf.

Cookeville Tennessee

Public Works

1115 E. Spring Street Cookeville, TN 38501

Contact: Stacy Willis Manager

Phone: 931-520-5249

Email: swillis@cookeville-tn.gov

Knoxville Community Development Corporation

901 N Broadway St. Knoxville, TN 37917

Contact: Gene Littlejohn, Facility Technician

Phone: 865-403-1133

Email: elittlejohn@kcdc.org

This project consisted of providing custodial services for KCDC for over 28,000sf All services were delivered in alignment with school safety protocols, minimizing disruption to academic activities and promoting a healthy learning environment.

Qualifications of Key Personnel

Harold Angel, our Director of Operations, and Jay Hobbs, our Contract Manager, will hold full responsibility for overseeing every aspect of the Town of Farragut Janitorial Services contract. Together, they bring over 30 years of combined industry experience, providing them with a deep and practical understanding of the janitorial services field. Their extensive backgrounds have equipped them with the insight necessary to comprehend the full scope of work required and to consistently deliver proactive, high-quality service tailored to meet the specific needs of the client.

Harold Angel, Vice-President and Director of Operations at American Facility Services, brings more than 30 years of successful experience in operations and human resource management within the janitorial industry. He has a strong history of contributing to business growth, retention, and profitability by driving product, process, and customer service improvements. Harold oversees all aspects of sales, operations, and customer service across the company, managing diverse teams to ensure seamless coordination and superior service delivery. His expertise in estimating, developing, and managing large-scale accounts makes him an invaluable leader for this contract.

Jay Hobbs, Contract Manager, brings over ten years of experience managing commercial janitorial services in corporate account environments. Serving as the primary customer contact,



Jay excels at resolving issues promptly while building and maintaining long-term client relationships. He manages all personnel functions including hiring, training, scheduling, payroll, and quality control inspections, ensuring smooth daily operations that consistently meet contract requirements. Jay's hands-on management style and dedication to quality control make him a vital asset to the success of the Town of Farragut Janitorial Services.

At American Facility Services, we firmly believe that having highly skilled and experienced management personnel is essential to delivering superior service and ensuring client satisfaction. Mr. Angel and Mr. Hobbs embody the leadership and expertise that we consider critical to successfully managing this contract, particularly one that demands rigorous hiring standards, comprehensive employee training, systematic execution of periodic maintenance tasks, and, most importantly, ongoing customer communication and follow-up. We will implement clear, well-defined methods to communicate what services will be performed and the timeline for their completion. Additionally, our robust inspection protocols will provide transparent reporting on our findings, identify any areas requiring correction, and outline specific steps, timelines, and responsible parties for addressing those issues. This structured approach guarantees accountability, consistent quality, and responsiveness throughout the contract term.

Detailed resumes highlighting their qualifications and accomplishments can be found on the following pages.



Harold Angel

Vice President – American Facilities Services

Years of Experience

Firm- 33 Total 39

Education

Lake High School —Illinois
High School Diploma

Licenses/Certifications

CIMS Certification -ISSA

Summary

Harold Angel is an experienced facilities operations executive with over 35 years of leadership in janitorial services, large-scale contract oversight, and team development. As Vice President at American Facility Services, Inc.—a company with more than 33 years in the industry. Mr. Angel is responsible for delivering high-quality custodial services across diverse sectors, including government, education, transportation, and commercial facilities. His focus on service excellence, cost-effective operations, and long-term client satisfaction has earned him recognition as a trusted and results-driven leader.

Experience

Metropolitan Knoxville Airport Authority: This project consisted of AFS performing scheduled janitorial services between the hours of 6 a.m. and midnight across designated MKAA facilities. Services were delivered in accordance with industry standards by qualified personnel and included all necessary supervision, labor, equipment, and materials. AFS staff were restricted to assigned work areas unless otherwise required and maintained open communication with on-site MKAA staff. All work was performed in a timely, efficient, and professional manner, with an emphasis on minimizing disruptions to tenants and the public. Entrances were required to be cleaned prior to daily building openings. AFS complied with all security protocols, including the provision of background checks upon request, and promptly reported and assisted with the resolution of any issues or emergency conditions in coordination with MKAA personnel.

Atlanta Public Schools: AFS was responsible for delivering consistent, high-quality cleaning using best practices in sanitation, housekeeping, safety, and public engagement. Services included daily sweeping, mopping, dusting, disinfecting, and maintenance of interior and exterior areas to ensure a safe, clean, and efficient environment. Custodians conducted routine inspections, responded to maintenance needs, handled custodial supplies, and supported special event setups. Additional responsibilities included carpet care, floor stripping and waxing, restroom sanitation, furniture polishing, and equipment upkeep. All work was scheduled to avoid disruptions to administrative and instructional activities, with an emphasis on first-rate workmanship, professional standards, and compliance with APS policies.

Dekalb Public Schools: This project consisted of providing complete custodial services. AFS was responsible for delivering consistent, high-quality cleaning using best practices in sanitation, housekeeping, safety, and public engagement. Services included daily sweeping, mopping, dusting, disinfecting, and maintenance of interior and exterior areas to ensure a safe, clean, and efficient environment. Custodians conducted routine inspections, responded to maintenance needs, handled custodial supplies, and supported special event setups. Additional responsibilities included carpet care, floor stripping and waxing, restroom sanitation, furniture polishing, and equipment upkeep. All work was scheduled to avoid disruptions to administrative and instructional activities, with an emphasis on first-rate workmanship, professional standards, and compliance with APS policies.



Jay Hobbs

Contract Manager – American Facilities Services

Years of Experience

Firm- 20 Total 25

Education

Mercer University – Bach
Arts in Communications

Licenses/Certifications

CIMS Certification – ISSA

Summary

Jay Hobbs is a facilities services professional with over 22+ years of experience managing commercial janitorial operations within corporate and multi-site environments. Jay is known for delivering high-quality service, maintaining strong client relationships, and overseeing daily operations with a focus on efficiency, compliance, and team development. Experienced in supervising large custodial teams, managing budgets and purchasing, conducting quality control inspections, and ensuring safety and training standards are met. Serves as the primary point of contact for clients resolving issues promptly while maintaining long-term satisfaction and retention.

Mr. Hobbs is responsible for supervising staff, managing purchasing budgets, coordinating inspections, and implementing quality control measures across all assigned accounts. He serves as the main client contact, promptly resolving issues.

Experience

City of Lewisburg TN – Janitorial Services

This project consisted of providing full-service janitorial and facility maintenance support, including all necessary labor, supervision, equipment, materials, and supplies. AFS was responsible for maintaining clean, safe, and presentable environments across multiple municipal facilities through regularly scheduled daily, weekly, and periodic cleaning activities. Services encompassed general interior cleaning, restroom sanitation, floor care, trash removal, and surface disinfection, with attention to both public and staff areas. AFS maintained consistent service quality, responded promptly to client needs, and ensured all work supported the City's operational and cleanliness standards.

University of TN (Chattanooga) – Janitorial Supplies

This project consisted of delivering affordable, high-quality janitorial services in a timely and efficient manner across multiple buildings and departments. AFS was responsible for maintaining clean, safe, and welcoming environments in a variety of campus facilities, including residential halls, student centers, academic buildings, recreational spaces, and health service areas. Services were tailored to meet the unique needs of each department, with an emphasis on consistency, reliability, and cost-effective execution. AFS ensured that all custodial operations were performed to the highest standards, supporting the university's commitment to cleanliness, health, and student satisfaction.

WC Bradley/Synovus – Janitorial Services

AFS provided janitorial services by ensuring a clean, safe, and professional environment for staff and visitors while maintaining consistent service delivery and promptly addressing site-specific needs and client requests.



Section 3 - Scope of Services and Work Plan

To facilitate a seamless transition from the former janitorial service provider to AFS, we will utilize the following Management Transition Plan, which helps to ensure all aspects of the contract requirements are being managed efficiently and effectively from the beginning of the contract term. AFS also utilizes a detailed Schedule of Tasks and a comprehensive Quality Control Plan to ensure all work is completed on time and to the highest standards.

American Facility Services will provide an orientation session for all current and new service workers and supervisors to introduce them to our company and excite them about joining the American Facility Services team. Following this orientation session, and within the first two weeks after the contract start date, all employees will be given cleaning procedure classes, safety training, and hazardous waste training. The Contract Manager will prepare the cleaning schedules for tasks outside the daily requirements. Log forms and inspection forms will be reviewed with the supervisors and cleaning crew and implemented for use.

All employees will have a job designation, and the work description will encompass all tasks within the scope of work. Every cleaner will understand the scope of work and will understand their daily duties will change to fully and completely clean the building. This will also include project and weekly work. Any absenteeism or time off will be covered by our floater staff. Our Floor Techs as well as our staff will have like-new or brand-new equipment to start the contract. The floor staff will have a working knowledge of all facilities and have a complete understanding of the scope of work. All floor burnishing, restroom scrubbing, and any carpet cleaning will proactively be scheduled so the Contract Manager as well as each site representative will know when that work has been scheduled.

IMPLEMENTATION PLAN

Week 1 following Notice of Award: (Days 1-5)

- Review contract documents
- Request insurance certificates
- Project Principal meets with Contracting Officer and supporting staff
- Perform site surveys with management, staff, and customers to provide overall planning and coordination for the implementation
- Obtain recommendations for hiring existing custodial personnel
- Begin personnel selection for additional staffing needs
- Assessment of office space and janitorial closets provided by the client
- Administrative staff is available to provide all needed technical assistance, payroll, Human Resources, purchasing and contract administration

Week 2: (Days 8-12)

- Begin processing employment applications
- Identify remaining personnel needs and start recruiting and processing
- Review equipment and supply needs
- Submit a detailed list of equipment and chemicals for approval
- Review uniform needs and requirements and proceed with procurement
- Procure communication devices, equipment, and chemicals not currently on hand

**Week 3: (Days 15-19)**

- Run background checks and E-Verify reports
- Finalize employee hiring
- Establish and confirm delivery dates & location for delivery of equipment & chemicals
- Detail the backup plan, contingency plans, and inspection reports
- Establish janitorial task schedules for each building
- Review security and key control requirements
- Training for new crew members and supervisors by management and suppliers
- Confirm equipment & supply delivery
- Supply MSDS sheets in the binder of all approved chemicals and ensure all manuals applicable to the effort are available when needed.
- Ensure that all prerequisites have been fulfilled before the implementation date

Week 4: (Days 22-26)

- Re-inspect facilities with management & supervisor
- Pre-service conference with client's management and AFS management
- Review billing and invoicing requirements
- Begin services
- Training, supervision, and daily inspections to ensure compliance with a task list
- Ensure staff is working as a team and supervisors are supported to provide the necessary leadership

Week 5: (Days 29-33)

- Re-inspect facilities with management & supervisor
- Meetings with client's management and AFS to go over any issues
- Management will continue training sessions and task inspections to ensure compliance
- Management and supervisors ensure equipment is performing as required
- Management and supervisors ensure compliance with proper chemical use

Week 6: (Days 36-40)

- Re-inspect facilities with management & supervisor
- Communicate with client's management to ensure all service goals are met
- Monitor staff levels and compliance with duties, tasks, and techniques
- Ensure logs and checklists are adequate and serve the staff as designed
- Provide additional training to staff that are out of compliance and make changes if necessary

Weeks 7 and 8: (Days 43-54)

- Project Principal inspections continue a random basis
- Monitor staff levels and compliance with duties, tasks, and techniques
- Ensure logs and checklists are adequate and serve the staff as designed
- Provide additional training to staff that are out of compliance and make changes if necessary
- The Project Manager verifies that the client is satisfied with the services



EQUIPMENT

AFS utilizes the following equipment. Some Machines will not be necessary as each contract requirements are different.

Manufacturer	Proposed Quantity	Description	Model Number
ProTeam	as needed	Back Pack Vacuums Super Coach	107303
ProTeam Pro Force	as needed	Dust Free Vacuum Cleaners	1500XP
Sanitaire	as needed	Up-right Vacuums	SC684G
Clarke	as needed	Wet/Dry Vacs	10764037
Betco	as needed	Stealth 26" Rider Scrubber	E2992700
Nace	as needed	High-Speed Burnishers with Dust Control	2370
Tennant	as needed	SS500 Walk Behind Scrubber	Speed Scrub 500
Tennant	as needed	Low Speed Buffers, 20", 1.5 HP Motor	9001768
Clarke	as needed	Low Speed Burnisher 20"	10764037
Clarke Air Mover	as needed	Air Blower	50000390
Nobles	as needed	Walk Behind Carpet Extractors	608571
Nobles	as needed	T7 Rider Scrubber	various
Onyx	as needed	DX26 Auto Rider Scrubber	DX26
Kaivac	as needed	Kaivac Restroom Machine	1250
Tennant	as needed	SS300 Walk Behind Scrubber-20"	9003062
Viper	as needed	28" Ride on Floor Scrubber	50000318
Onyx	as needed	20", 24" Walk Behind Floor Scrubbers	Various
Dietq	as needed	27" Eagle Propane Burnisher	2700 Contractor
Rubbermaid	as needed	Maid Carts	Various
Rubbermaid	as needed	Tilt Carts	Various
Rubbermaid	as needed	Brute Trash Cans w/dolly	Various
Rubbermaid	as needed	Mop Buckets	Various
Clorox 360 Machine	as needed	Electro-Static Sprayer	Clorox Total 360



SPARTAN CHEMICALS

MANUFACTURER	PRODUCT NAME	USAGE	PRODUCT NUMBER
SPARTAN	Halt 5	Disinfectant cleaner	102902
SPARTAN	Bio-renew Glass Cleaner	Glass Cleaner	483502
SPARTAN	Clean On the Go by Peroxy	All-purpose Cleaner	482002
SPARTAN	NABC Disinfectant Bathroom Cleaner	Disinfectant Restroom Cleaner	471602
SPARTAN	Xcelente	Multi-purpose Cleaner	480302
SPARTAN	Consume Eco-Lyzer Bacteria Enzyme	Restroom Urine Remover	31036
SPARTAN	Tribase	Multi-purpose Restroom Cleaner	383004
SPARTAN	Shine-line Multi-Service	Floor Scrubbing	004004
SPARTAN	Spray-Buff	Floor Buffing	304003
SPARTAN	Dura Gloss Laminate	Wax	406005
SPARTAN	Ishine High Gloss	Wax	405505
SPARTAN	Shineline Emulsifier Plus	Stripper	008405
SPARTAN	Sparcreme	Liquid Crème Cleanser	732003
SPARTAN	Superior Oil Base	Stainless Steel Cleaner	629000
SPARTAN	Citro Sheild	Furniture Polish	612000
SPARTAN	Chewing Gum Remover	Gum Remover	644500
SPARTAN	SC200	Degreaser	220004
SPARTAN	Contempo	Spot & Stain Remover	303704
SPARTAN	Defoamer	Defoamer	302404
SPARTAN	Bonnet & Traffic Lane	Bonnet Shampoo	308504
SPARTAN	Tree-Z	Graffiti Remover	317103
SPARTAN	NABC Non-Acid	Bowl Cleaner	711603

Posting of SDS Sheets will be done at job site as required.



BETCO CHEMICALS

MANUFACTURER	PRODUCT NAME	USAGE	PRODUCT NUMBER
BETCO	AF315	Disinfectant Cleaner	31547-00
BETCO	PH7 Ultra	Neutral Floor Cleaner	138
BETCO	Clear Image	Glass & Surface Cleaner	1921200
BETCO	Spectaculoso	Odor Eliminator	1003
BETCO	Fiberpro TLC	Carpet Shampoo	4060400
BETCO	Hard As Nails	Floor Finish	659B5
BETCO	Ax-it Plus	Floor Stripper	154B5
BETCO	Fiber-Pro Defoamer	Defoamer	4030400
BETCO	Untouchable W/SRT	Floor Finish	606B5-00
BETCO	Fiberpro Spot & Stain Remover	Spot & Stain Remover	4251200
BETCO	AF79	Bowl Cleaner	0791200
BETCO	Kling	Toilet Bowl Cleaner	0751200
BETCO	Best Bet Liquid Crème	Bowl cleaner	0771200
BETCO	Heavy Duty Floor Cleaner	Floor Cleaner	1884800
BETCO	Push	All-purpose Cleaner, Odor Eliminator	#L05411
BETCO	Ultra 2000	Degreaser	1360400
BETCO	One Step	Floor restorer	Restorer#618
BETCO	Restorer	Floor	V01492
BETCO	GE-Fight-Bac	Anti-Bacterial Cleaner	3111200
BETCO	Bonnet Cleaner Fiber-pro	Carpet Shampoo	4080400
CLOROX	Clorox 360 Machine	Electro-Static Cleaner	Clorox Total 360
CLOROX	Clorox Commercial Solutions Clorox Total 360 ORANGE Chemical	Disinfectant Cleaner1 Disinfectant to kill Covid/Virus/etc.	67619-38, 10917882
Diversey	Carpet Spotter	Carpet Spotter	101109763
Quest Specialty	Brilliance	Stainless Steel Cleaner	20095736
Quest Specialty	Freeze-It	Chewing Gum Remover	228000001-12AR
Quest specialty	Lemon Luster	Furniture Polish	20081618

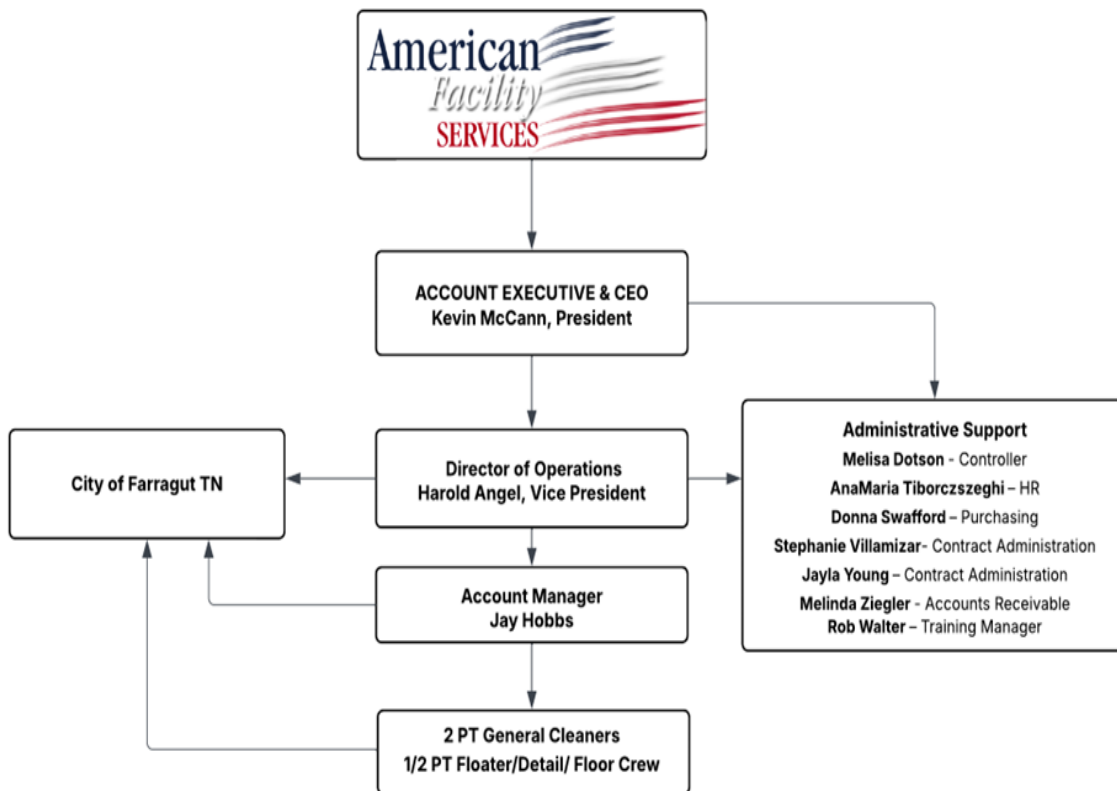
Posting of SDS Sheets will be done at job site as required.



Section 4- Staffing and Supervision

Org Chart

AFS's organizational structure is designed to promote effective communication and seamless coordination, ensuring consistent, high-quality service.



Staffing Plan

Immediately upon notification of contract award for Town of Farragut Janitorial Services, AFS will fill all positions required. AFS will make every effort to retain the current staff if they continue to meet our qualifications. All personnel must have at least two years experience in the janitorial field; be able to communicate in writing and orally in English language; be a U.S. Citizen or possess an Alien registration receipt card form 1051 and be legally able to work in the United States. E-verify confirmation of the documentation presented by an applicant is performed, as well as personal and previous employment reference checks. After all the above is verified to our satisfaction, all new hires undergo a criminal background check including fingerprinting. Any additional checks required by our clients will be conducted with results available if required.



The (SS) Site Supervisors /Leads will have working knowledge of the facilities and work closely with your facilities management team. The Site Supervisors will have at least three years of experience in the janitorial industry. Through our extensive Quality Control Plan, we can assure our clients that their facilities are going to be cleaned to the highest standards. AFS requires all its Site Supervisors to provide inspection reports to the Project Manager. These inspections can be forwarded to the Facilities Manager as well for review.

The SS will be on call 24/7 and will carry a smartphone to receive calls and e-mails. The SS will give guidance, instruction, and training to the supervisors, and general cleaners, and oversee the completion of the work assignments in a quality and timely manner. The SS will monitor the efforts of the crew throughout the day and help where needed. As areas are completed it will be the Site Supervisors' main task to check the work and bring deficiencies to the crews' attention for immediate corrective action.

The General Cleaners will perform all general facility and restroom cleaning functions using the cleaning industry's best methods during the process. AFS makes it a point to hire those with at least two + year's experience from the local employment pool to supplement our crews. All employees will have a job description with daily as well as periodic tasks. All periodic tasks will complement those tasks in terms of the scope of work to ensure completion. All periodic floor and carpet tasks will be scheduled, completed, and inspected by the SS.

Backup Personnel

AFS will create a project-specific file of local backup personnel (referred to as "floaters"). These additional resources will be maintained in our management office and will allow us to swiftly respond to personnel requirements. Qualifications of floaters will be at least equal to those requirements outlined above. All floaters will go through our intense hiring and training procedures.

Training

Over the years, American Facility Services, Inc. (AFS) has developed proven and standardized training methods to let employees know exactly what is expected at each job and within each task. We have found that when shortcomings occur, inadequate training is usually the cause. That's why training plays such an important role in our contract management system. We take considerable pride in ensuring that only a properly trained cleaning staff is involved in the maintenance of your property.

In new contract jobs where our client's existing service workers are retained, AFS will provide an orientation session to introduce them to our company and excite them about joining the AFS team.

Orientation: A new employee is welcomed to the company through our orientation program. We recognize that the first two weeks on the job create a powerful and lasting impression, and orientation training is designed to teach basic cleaning techniques and to show new workers the meaning of teamwork.



In addition to hands-on training, all employees are required to pass the following courses given online by Betco University. We have found that their training program incorporates all of the most important features necessary to ensure that the proper techniques are taught which results in superior cleaning. Each employee is also given a set of written rules and specific information on their job assignments.

Required Training

- Basic Cleaning Techniques
- Restroom Sanitation
- Dilution Control
- Tools and Equipment
- HAZCOM
- OSHA Blood Borne Pathogens
- Worker Safety
- Disinfection Basics
- Infection Control Basics

Additionally, we will train the employees on site-specific tasks, such as securing the facility at night and proper use of any security systems. At the beginning of each six months, AFS's management team will perform additional assessments of the work being performed to determine if additional training is needed.

Advanced Techniques: Following our initial training efforts, AFS will incorporate additional training techniques into our daily working environment. These will include:

- **Simulation Training:** Under this program, AFS duplicates exactly the cleaning situation – either on an actual job site or in a simulation room. Such simulations are conducted at times other than specified cleaning hours.
- **Classroom Training:** Conducted by a Contract Manager, shift manager, supervisor, or corporate officer, AFS training classes include slide presentations, videotapes, and other professional training aids. Special presentations are tailored to demonstrate special needs – such as clean room environments, medical areas, and electronic manufacturing plants.
- **Job Rotation:** To ensure that service workers develop a broader array of skills than those required merely to execute their assigned tasks, AFS has created a series of planned job rotations. Under this program, employees will become proficient in many areas, making AFS's overall service more flexible to the special or changing needs of clients and more valuable, too.
- **On-The-Job Coaching:** This is a form of continuing apprenticeship for workers who have already achieved all the basic skills necessary to fulfill their job assignments. Such coaching constitutes continuing education designed to raise skills above the basic levels and to improve worker productivity.



Additional Training Topics

Powered Equipment
Resilient Floor Care
Slip and Fall Prevention
Carpet Care
Patient Room Disinfection
Educational Facility Disinfection
Wood Floor Care
Basic Chemistry Knowledge
Sustainable Cleaning
ISSA CIMS Certification

Quality Control

AFS is dedicated to controlling quality at every level of functional and administrative activity, across the project lines. As a result of our commitment to providing our clients with superior service, AFS has recently implemented a state-of-the-art, web-based Quality Assurance program to facilitate our inspection, reporting, and corrective action procedures. With our detailed, standardized, app-based system, we can inspect document deficiencies, assign corrective actions, and document the resolution of issues with real-time reporting capabilities. All QC reports can be viewed immediately by our management and clients.

Our Quality Control Plan (QCP) for the referenced solicitation will be custom designed to promote and maintain superior contract performance. It will combine traditional, inspection-oriented processes with progressive, education and training-oriented protocols to form a Total Quality Management (TQM) package that will meet or exceed all contract requirements. Along with our processes and training programs that show our accountability to the quality of our services, we guarantee the satisfaction of our customers.

For this project, our primary TQM objectives will be to ensure that on a regular and routine basis, all services are performed:

- On schedule and to the complete satisfaction of our client
- In a manner that continually improves the quality and timeliness of services.

The overriding objective of TQM is Continuous Process Improvement (CPI). The key to CPI is a carefully planned, rigorously enforced inspection program, carried out by qualified and motivated team leaders at every functional level of program activity. The result of CPI is enhanced productivity, improved performance, and exceptional customer relations. The following sections provide a snapshot look at the policies and procedures we will implement.

General

Quality Control is the formal and informal process of inspections, deficiency reports, and corrective action cycles used to quantitatively, systematically, and accurately verify the quality and timeliness of services provided to our customers by AFS contract personnel. Our traditional quality control directives combine self-inspection by motivated, qualified Site Supervisors with random, informal observations and scheduled, formal inspections by an independent Quality



Control program faction. In this way, we reaffirm the responsibility of supervision to provide quality services while validating those services through separate and independent channels.

Management

Our Contract Manager and Site Supervisors will head our Quality Control Program. They will report directly to our Director of Operations, Mr. Harold Angel while maintaining a "dotted line" relationship with our customers. This ensures quality control integrity while maintaining a daily dialog between managers. The Contract Manager will make frequent visits to the project to ensure that the QC Program is being executed properly and that the Site Supervisor is receiving all required corporate support.

Each manager and crew leader supports the Contract Manager. They act as supplemental inspectors for recurring work and work orders. They also conduct and participate in preparedness drills for safety and security. All levels of supervisory leadership participate actively in the TQM process.

Inspection System

AFS will employ two specific methods for identifying and correcting deficiencies:

1. Quality Control Inspections
2. Quality Assurance Audits

Quality control inspections are examinations and observations performed by management and supervisory personnel to determine completeness of work and conformance to established standards. Inspections may be formal (using App-based inspection checklists) or informal (consisting of professional observations). Whereas QC inspections examine work, QA audits examine work processes and supporting documentation. Quality Assurance audits entail extensive reviews of logs, reports, checklists, methods, and procedures, performed at specific intervals by our Site Supervisor. Of the two methods discussed above, by far the most prevalent is inspections.

Our Site Supervisor will implement and oversee the day-to-day operations of our inspection program. Our inspection program is designed to:

- Detect and correct minor deficiencies.
- Establish a protocol for reporting, documenting, and tracking discrepancies; and
- Provide training and education to prevent reoccurrence.

The specific types of inspections AFS will employ on the project include:

- **100% Inspection:** This method ensures that all program activities during a pre-determined performance period are evaluated for completeness, timeliness, and quality. Our Contract Manager will perform 100% inspections not less than four times each contract year, nor less than once each quarter. CO-approved checklists will be employed. Results will be documented and maintained in the QC file at the Work Control Office. In addition, our Contract Manager will perform a 100% inspection of all work tasks that affect personnel safety or property security.



- **Random Sampling:** Random sampling is used when the work being checked is repetitive and sufficiently voluminous to make 100% inspection impractical or unaffordable. Recurring work, such as daily cleaning, will be inspected on a random basis.
- **Periodic Inspections:** In-process inspections of all tasks occur continuously by the Site Supervisor. Checklists are used to identify what to look for during the inspection and to provide a method for determining whether the work in progress is acceptable or unacceptable. Determination is based on the number of checklist items that do or do not meet stated standards.
- **Corrective Action Inspection:** All corrected deficiencies are inspected by the Site Supervisor to ensure conformance with program standards. The Contract Manager reviews all inspection records and deficiency reports.

Inspection Frequencies

Quality inspections are conducted at various frequencies, depending on the facility or system to be inspected. Based upon the specific requirement, our quality inspectors perform scheduled, unscheduled, and random visits to work sites. During these visits, each aspect of the system, equipment, or facility is subject to detailed observation to determine operability, adherence to required maintenance frequencies, safety procedures utilized, and adherence to specifications. Inspection frequencies range from daily observation performed by lead personnel and management to quarterly inspections by the corporate office. A series of checklists that break down each basic function being performed concerning its component requirements are used in the evaluation process. Quality inspections are conducted on all prime contracts work as well as on incoming materials and equipment. During phase-in, our Contract Manager will finalize the formal (scheduled) QC inspection frequencies for all required tasks and functions. Once done, all inspections will be included in our Annual Work Plan and Master Schedule of Activities.

Inspection Checklists

QC Inspection Checklists are all App-based and are used for evaluating procedures and assessing quality and timeliness of service. Our Contract Manager, when conducting formal inspections of both work-in-progress and completed tasks, uses them. Checklists are specifically tailored to the task or service being performed. Checklists are designed to:

1. Identify step-by-step procedures that make up a specific task;
2. Provide evaluation criteria;
3. Document deficiencies and corrective action; and
4. Provide an official record for AFS and our customers.

Detailed, site-specific QC checklists will be finalized during phase-in and submitted for approval before the contract starts. A sample inspection form can be found below:

Reports and record-keeping

Our Quality Control program offers a variety of reporting options. All information is cloud-based, and therefore reports are available immediately after inspections. The reports are designed to assist Site Supervisors when assigning duties, supervising workers, and conducting inspections of work, both in progress and completed. We combine these formal methods with consideration of all customer comments on responsiveness and performance. We have found that a combination of proactive attention to detail, adherence to the principles of Total Quality Management, and swift decisive response to customer feedback is key to providing high-quality services.

Any person involved in the evaluation of an activity may generate QC records. All periodic and regularly scheduled inspections require the use of a checklist which, when completed, becomes a QC record. Records are identified to permit tracking. For example, records of inspection indicate the inspection procedure used, the performance date, which performed the inspection, the area/section inspected, and the results of the inspection.

The primary report associated with the QC Program is our Quality Control Details Report (See Figure 1). All work not conforming to project standards is considered a deficiency. The Inspector creates a Quality Control Details Report which is e-mailed to the appropriate supervisor for immediate action. In addition, the Contract Manager may, at his discretion, recommend further action to ensure recurrence.

Such recommendations might include additional training, procedural changes, improved work techniques, equipment changes, scheduling or location changes, personnel or responsibility changes, or even disciplinary action. The report will be dated and signed by the Contract Manager and filed in the Work Control Office. Our Contract Manager reviews all Discrepancy Reports.

Dashboard

More...

Edit Quality Inspection : Sequence No 18

Save

Cancel

Date: 3/22/2018 12:38:57 PM
Supervisor:
Employee: Select an employee...
Inspection List: Cafeteria
Inspector: Malcom
Grade: 92.0%

Building: Carver HS
Area: Cafeteria
Area Type: Cafeteria
Floor Type: All
Building Level: 1

Completed

Line Items:

Step	Name	Corrective Action Required	Item Grade	Detail Code	Weight
1.	Floors clean and buffed	☐	5	Select a Detail Code.	2
2.	Trash picked up	☐	5	Select a Detail Code.	1
3.	Tables clean	☐	5	Select a Detail Code.	1
4.	Glass clean	☐	3	Select a Detail Code.	1

Current Grading Scale (0 - 5) - Editable in Account Configuration
Signature: Choose File No file chosen
Image: Choose Library Image

Comments: Edit Delete
Add a Comment
Images:

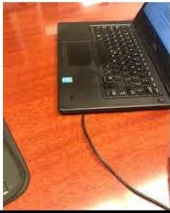

Cafe window sill

Add an Image
Reinspect

Save

Cancel

Figure 1 - Quality Control Details Report

Quality Inspection Details Report			
Date Range: 3/13/2018 - 3/28/2018			
Signature: _____			
Grade: 95%	Building: Benteen	Account: Atlanta Public Schools	
Insp. Date: 3/28/2018 1:36 PM	Room Id: Classrooms	Inspector: Kevin	
Sequence #: 24	Area Type: Classrooms	Employee:	
Shift:	Floor Type: All	Supervisor:	
Insp. List: Classrooms	Floor Level: 1	Cost Center: BAM Cleaning Services	
Inspection Item	Weight	Score	Detail Code
Tile floors clean and buffed. Rugs vacuumed.	4	5	-
Desks, furniture, walls and doors clean	1	4	-
Lights clean and working	1	5	-
Trash receptacles clean and empty	1	4	-
Windows and blinds clean, vertical surfaces	1	5	-
Comment:			
			
Smudge marks on table			

Inspection Coordination

Our Contract Manager participates in planning all aspects of the contract to properly provide the required functions, but just as importantly, to ensure that quality control is factored into all activities. The Contract Manager has the authority and responsibility to institute remedial and preventive actions, as necessary, to safeguard an effective QC program. We pursue a multi-faceted approach to quality control, regardless of which service area (management, maintenance, environmental compliance, etc.) is being evaluated. The process begins with a thorough evaluation of work specifications and related contractual requirements. The second phase of our program relates to actual inspection and analysis.

We consider employee sensitivity, awareness of facility conditions, and user preferences to be an integral part of employee training on all our projects. As part of our quality process, TQM, and on-site training programs, our staff is required to be observant of potentially dangerous, wasteful, or other undesirable conditions, and to notify a supervisor or lead when such conditions are detected.

We instruct our workers to note minor problems such as burned-out lights or dripping faucets while engaged in routine activities. Workers note the location, and the time observed and relay this information to Work Control during or at the end of the shift. These items are then coordinated with the customer and added to the service call backlog for correction. Our employee training includes awareness of facility conditions, team responsibility, and procedures



for identifying problem areas. Each supervisor is responsible for conducting quality checks of all work performed (scheduled and unscheduled) in his or her respective area of performance.

Deficiency Identification

Informal inspections are conducted to ensure contract compliance and the effective delivery of quality service. Monitoring is expedited by reviewing specially developed, pre-printed checklists. Deficiencies discovered during routine inspections are then discussed with the appropriate worker and corrected, if possible, on the spot. Persistent problem areas are addressed at weekly meetings in the spirit of collectively arriving at a solution. Our experience at other installations reveals that the uniqueness of having quality control built into the performance of work, and not merely as a matter of after-the-fact follow-up produces a higher level of quality service. Moreover, because of the high-quality standards set and adhered to, we believe our customer surveillance tasks are being significantly reduced as well.

The Site Supervisor conducts the documented inspections on a random, unannounced basis. Once completed, the report is immediately available to the Contract Manager for review.

Documentation

The Site Supervisor generates a summary of all quality inspections performed for that period and that information is submitted to our contact. A monthly report is generated and e-mailed to the Project Manager with a copy furnished to our corporate management and our contact if desired. This report includes an Inspection Summary and a copy of all inspection sheets and checklists. The Inspection Summary provides each of the areas inspected; the number of inspections performed; the number of deficiencies identified; and if the service was satisfactory or unsatisfactory. A summary analysis of all customer complaints and re-work orders also will be included in the report.

Review and Analysis

Monthly meetings are held between the Contract Manager and our corporate management. These meetings provide the management team with an opportunity to compare the most recently completed month's performance to all previous months. Areas with potential problems receive immediate attention to prevent the service from being unsatisfactory and to circumvent negative trend development.

Annual Updates

Updates will be made to the Quality Control Plan at least annually. All changes to the plan will be incorporated with a formal submittal made to our customer during the month of contract renewal for each year. All changes are subject to approval.

Quality Assurance

Each manager and employee are asked to cooperate with and assist with the performance of this contract. This includes working with them to ensure that they are kept abreast of routine and/or changing conditions, as well as assisting them during their inspections or surveillance.



Evaluation Meetings

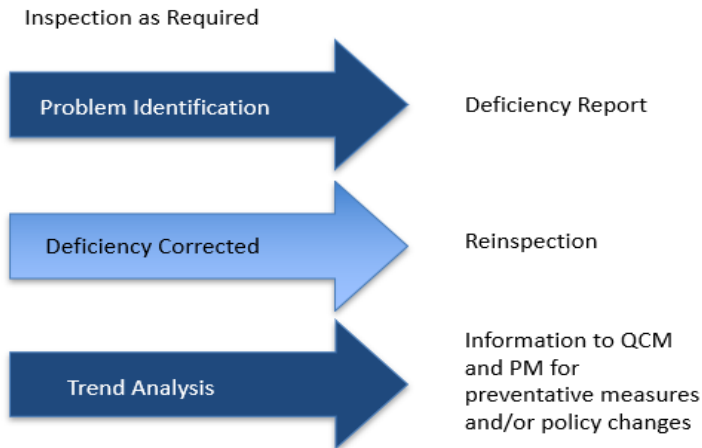
The Contract Manager will meet at monthly intervals with our contract contact to discuss project performance. These meetings will provide a forum for discussing mutual matters of concern; however, they will not be a substitute for daily interface with our customers.

Tracking/Prevention of Performance Deficiencies

To reiterate, AFS uses a total quality management effort to update and ensure that our QCP is functioning properly (see Figure 2). We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. As part of the QCP, Deficiency Reports will be segregated by functional areas to provide for ease of tracking, as well as to identify negative trends and systematic problems by functional area. All inspection findings are documented so that the following subsequent actions can be taken:

- Employees are recognized when their level of work performance is considered "noteworthy;"
- Employees are informed when their level of work performance has diminished below previous levels yet is still being performed at a "satisfactory" level.
- A Deficiency Report is initiated to correct any task where the performance level has diminished below previous levels.
- A Corrective Action Request is initiated to correct any task that has been rated less than "satisfactory;"
- Inspection Reports will be submitted to the Contract Manager, our Corporate Office, and the Client.
- Routine monitoring activities, such as our continuous inspections, also significantly reduce the potential for future situations by signaling the need for timely corrective actions.
- A combination of these activities, carefully supplemented by the previously identified methods, will be applied to prevent deficiencies and, where necessary, attain the earliest possible correction.

Corrective Action Cycle



Corrective Actions, Short & Long-Term

When a deficiency is identified, AFS implements a two-tiered corrective action process. The Site Supervisor promptly generates a Deficiency Report and initiates immediate corrective measures, followed by a reinspection to ensure compliance with client and company standards. The report is then finalized to document the actions taken. Simultaneously, the Contract Manager reviews the report to identify trends or systemic issues and recommends long-term solutions, such as procedural changes or additional staff training. For example, he may recommend:

- Additional training.
- Procedural changes.
- Improved work techniques.
- Equipment changes.
- Personnel or responsibility changes.
- As a last resort, disciplinary action.

Documenting and Enforcing QC Operations

Our Site Supervisor will monitor the cloud-based record of inspections. The record will provide evidence that the scheduled quality control inspections are being performed. The records will contain:

- A copy of our QCP.
- Records of all completed quality control inspections.
- Records of all distributed quality control reports.
- Records of all corrective actions taken.
- Documentation of all service calls.

Inspection records will be regularly analyzed to prevent, detect, and correct quality issues. The Site Supervisor will ensure these records are available for review at any time during the contract.



Section 5 - Financial Information

Our financial strength is demonstrated by our annual sales volume, which exceeds \$70,000,000. We have grown at an annual rate of approximately 10% over the past five years and anticipate the same growth in the future by maintaining, monitoring, and improving the quality of our services. Additionally, we have a \$20M bonding capacity with insurance coverage that exceeds industry standards. We are registered with Dunn & Bradstreet, under DUNS Number 78-451-9977. The Bank of North Georgia has been a primary banking institution since 1991 and will provide a reference letter upon request.

AFS owns our office building and warehouse at our corporate headquarters and has been at this location for over twelve years. AFS has the financial resources to ensure that we can provide the necessary equipment, chemicals, cleaning supplies, and personnel to maintain this contract for custodial services and will be ready to proceed upon receipt of a notice to proceed. Also, AFS has the financial means to ensure our employees and any subcontractors are paid on time each pay period.

Background checks on all new employees are performed using S2Verify. Their service checks national criminal records, driving records, SSN/address verifications, credit histories, national civil records, federal district court records, education verification, workers' compensation histories, personal/ business references, and previous employment history. As an additional layer of security to our clientele, AFS maintains a Fidelity Bond on all employees.

American Facility Services, Inc. can assure our clients that any incident or concern occurring on a contract job is handled professionally and promptly. In a situation where something is damaged, broken, or reported missing, AFS will take the necessary steps to investigate and remedy it as quickly as possible. Any other type of incident that involves other matters is reported directly to Headquarters and handled based on the situation.

Our employees are instructed to immediately report to their direct Supervisor any situation that results in damage or broken property of the customer where they are working. Incidents of missing or discarded items may also be reported to the Contract Manager or Headquarters staff directly by the customer. Emergency and office contact information is provided to all clients at the start of the contract.

The AFS Contract Manager is responsible for documenting the incident, using all information available from the cleaning staff and/or the customer. This report is used to conduct a formal investigation into the matter, which may include formal interviews, inspecting the place of occurrence, and then further documenting any additional information that may be obtained.

Based on the final incident report, a determination is made by Headquarters as to how to proceed to resolve the situation. If possible, AFS will work directly with the customer to remedy the incident if that is appropriate and acceptable to the customer. In some major instances, an insurance claim may be filed or a claim filed against the AFS Fidelity Bond that will be in place to protect the customer against any loss. At AFS, we take responsibility for our employees and their actions. AFS strives to employ personnel with the highest levels of integrity and experience. Because of our stringent hiring practices, we have a very low occurrence of incidents on our contract jobs.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff, a Marsh & McLennan Agency LLC Company 3400 Overton Park Drive SE Suite 300 Atlanta, GA 30339	CONTACT NAME: Linda Crocker PHONE (A/C, No, Ext): 404 497-7500 E-MAIL ADDRESS: Linda.Crocker@mcgriff.com FAX (A/C, No):														
INSURED American Facility Services, Inc. 1325 Union Hill Ind Court Suite A Alpharetta, GA 30004	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A :The Travelers Indemnity Company of America</td><td>25666</td></tr><tr><td>INSURER B :Travelers Property Casualty Company of America</td><td>25674</td></tr><tr><td>INSURER C :The Standard Fire Insurance Company</td><td>19070</td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :The Travelers Indemnity Company of America	25666	INSURER B :Travelers Property Casualty Company of America	25674	INSURER C :The Standard Fire Insurance Company	19070	INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A :The Travelers Indemnity Company of America	25666														
INSURER B :Travelers Property Casualty Company of America	25674														
INSURER C :The Standard Fire Insurance Company	19070														
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER:RK2MNTR5

REVISION NUMBER:

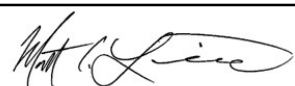
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																								
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			P-630-B0616786-TIA-25	05/19/2025	05/19/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$</td><td>1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$</td><td>1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$</td><td>10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$</td><td>1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$</td><td>2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$</td><td>2,000,000</td></tr><tr><td></td><td>\$</td><td></td></tr></table>	EACH OCCURRENCE	\$	1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	1,000,000	MED EXP (Any one person)	\$	10,000	PERSONAL & ADV INJURY	\$	1,000,000	GENERAL AGGREGATE	\$	2,000,000	PRODUCTS - COMP/OP AGG	\$	2,000,000		\$				
EACH OCCURRENCE	\$	1,000,000																													
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	1,000,000																													
MED EXP (Any one person)	\$	10,000																													
PERSONAL & ADV INJURY	\$	1,000,000																													
GENERAL AGGREGATE	\$	2,000,000																													
PRODUCTS - COMP/OP AGG	\$	2,000,000																													
	\$																														
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			810-B0616737-25-43-G	05/19/2025	05/19/2026	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td><td>1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td><td></td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td><td></td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td><td></td></tr><tr><td></td><td>\$</td><td></td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000	BODILY INJURY (Per person)	\$		BODILY INJURY (Per accident)	\$		PROPERTY DAMAGE (Per accident)	\$			\$										
COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000																													
BODILY INJURY (Per person)	\$																														
BODILY INJURY (Per accident)	\$																														
PROPERTY DAMAGE (Per accident)	\$																														
	\$																														
B	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$0			CUP-B0620044-25-43	05/19/2025	05/19/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$</td><td>5,000,000</td></tr><tr><td>AGGREGATE</td><td>\$</td><td>5,000,000</td></tr><tr><td></td><td>\$</td><td></td></tr></table>	EACH OCCURRENCE	\$	5,000,000	AGGREGATE	\$	5,000,000		\$																
EACH OCCURRENCE	\$	5,000,000																													
AGGREGATE	\$	5,000,000																													
	\$																														
C	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			UB-B0616725-25-43-G	05/19/2025	05/19/2026	<table><tr><td>☒ PER STATUTE ☐ OTH-ER</td><td></td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td><td>1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td><td>1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td><td>1,000,000</td></tr><tr><td></td><td>\$</td><td></td></tr><tr><td></td><td>\$</td><td></td></tr><tr><td></td><td>\$</td><td></td></tr><tr><td></td><td>\$</td><td></td></tr></table>	☒ PER STATUTE ☐ OTH-ER			E.L. EACH ACCIDENT	\$	1,000,000	E.L. DISEASE - EA EMPLOYEE	\$	1,000,000	E.L. DISEASE - POLICY LIMIT	\$	1,000,000		\$			\$			\$			\$	
☒ PER STATUTE ☐ OTH-ER																															
E.L. EACH ACCIDENT	\$	1,000,000																													
E.L. DISEASE - EA EMPLOYEE	\$	1,000,000																													
E.L. DISEASE - POLICY LIMIT	\$	1,000,000																													
	\$																														
	\$																														
	\$																														
	\$																														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of Farragut, its agents, representatives, officers, directors, officials, and employees are included as Additional Insured on the General Liability as respects insured's ongoing & completed operations and on the Automobile Liability as required by written contract. Where Additional Insured status is given, the Auto and General Liability coverages provided said Additional Insured is primary and non-contributory over any other in force and collectible coverage as required by written contract. Waiver of Subrogation is in favor of the Additional Insured for the General Liability, Auto and Workers' Compensation policies as required by written contract.

CERTIFICATE HOLDER

Town of Farragut 11408 Municipal Center Drive Farragut, TN 37934	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

AGENCY CUSTOMER ID: _____

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE****Page 2 of 2**

PRODUCER McGriff, a Marsh & McLennan Agency LLC Company		INSURED American Facility Services, Inc.
POLICY NUMBER		
CARRIER	NAIC CODE	ISSUE DATE: 09/11/2025

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** _____ **FORM TITLE:** _____**CRIME**

Policy Number: J06206931

Carrier: Federal Insurance Company

Effective Dates: 05/19/2025 - 05/19/2026

Limits of Liability:

Employee Theft Coverage: \$250,000

Client Theft: \$250,000

Premises Coverage: \$250,000

In Transit Coverage: \$250,000

Forgery Coverage: \$250,000

Computer Fraud Coverage: \$250,000

Funds Transfer Fraud Coverage: \$250,000

Money Order and Counterfeit Currency Fraud Coverage: \$250,000

Credit Card Fraud Coverage: \$250,000

Retentions: \$100,000



WHY AFS IS THE BEST CHOICE

- **Proven Experience:** With over 34 years of industry expertise, AFS consistently delivers high-quality janitorial services tailored to diverse client needs.
- **Versatile Client Portfolio:** We serve a wide range of customers. From small offices to large, multi-facility contracts, each requiring specialized attention.
- **Diverse Project Capability:** Our experience spans various building types and operational specifications.
- **Exceptional Client Retention:** A high rate of contract renewals reflects our ability to exceed expectations while maintaining cost efficiency.
- **Trusted Vendor Partnerships:** Long-standing relationships with suppliers enable us to use top-quality products and equipment on every project.
- **Reliable Quality Control:** Our proven quality assurance practices ensure consistent, high-level performance by all staff.
- **Dedicated Management Oversight:** Our seasoned management team will actively support this contract to ensure the Town of Farragut receives reliable, professional service and becomes a long-term satisfied partner.



Town of Farragut

Request for Proposals #2026-13
For
Janitorial Services

All Proposals Must be Submitted To:
Town Hall
11408 Municipal Center Dr, 2nd Floor
Farragut, TN 37934

Deadline for Proposal Submissions: Date: September 25th, 2025, Time: 2:00 PM

PLEASE COMPLETE AND SUBMIT THIS FORM WITH YOUR BID

Company Name American Facility Services, Inc.	DBA, If Applicable
Street Address 1325 Union Hill Industiral Court, Ste A	Phone Number 770-740-1613
City, State, Zip Code Alpharetta, GA 30004	Email Address jyoung@amfacility.com
FEIN: 58-1950842	

Are quotes firm for 120 days?
List of Deviations (if any) attached?

Yes ☒ No ☐ Other ☐
Yes ☐ No ☒ Other ☐

If submitting a "No Proposal" state reason _____



Authorized Signature

Harold Angel

Name (Printed)

Vice President

Title (Printed)

09/10/2025

Date

Town of Farragut
ADDENDA ACKNOWLEDGEMENT & PROPOSAL CERTIFICATION

ADDENDA ACKNOWLEDGEMENT:

By submitting this Proposal, the Proposer represents that the Proposer has examined copies of all the Contract Documents and hereby acknowledges they have verified that the Proposer is in receipt of the Addenda listed below and that the proposed price reflects the inclusion of these Addenda. *(Check the box next to each addendum received and applicable)*

☒ Addendum No. 1	☐ Addendum No. 6
☐ Addendum No. 2	☐ Addendum No. 7
☐ Addendum No. 3	☐ Addendum No. 8
☐ Addendum No. 4	☐ Addendum No. 9
☐ Addendum No. 5	☐ Addendum No. 10

The Proposer further acknowledges that should it be determined at the time of the Proposal opening that the Proposer has failed to acknowledge receipt of **ALL** issued addenda; the Proposal submission shall be rejected. The Proposer understands that any verbal representation made or assumed to be made during any oral discussion held between Proposer's representatives and any Town personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

PROPOSAL CERTIFICATION:

By signing below, I certify that I have reviewed this Proposal Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this Proposal, offer or Proposal constitutes an offer to the Town of Farragut that cannot be unilaterally withdrawn; that the products and services proposed meet the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Proposer accepts the terms and conditions contained in the Proposal Solicitation, unless otherwise stated herein; that I am submitting this Proposal, offer or Proposal for review and consideration; that I am authorized by the Proposer to execute and submit this Proposal, offer, or proposal, or any documents related thereto on Proposer's behalf; that I am authorized to bind the Proposer in a contractual relationship; and the Proposer has properly registered with any State, County and Town agency that may require registration.

I further certify that my company is in compliance with all State of Tennessee laws.

Project Name: **2026-13 Janitorial Services**

Date: 09/10/2025

Name of Proposer's Company: American Facility Services, Inc.

Signature of Responsible Proposer: _____

Notary's Signature: _____





Town of Farragut

Addendum 1

RFP No. 2026-13

Janitorial Services

09/18/2025

The proposer acknowledges this addendum shall modify and become a part of the original solicitation document. The Proposer further acknowledges that should it be determined at the time of the bid opening that the Proposer has failed to acknowledge receipt of **ALL** issued addenda; the Proposer's Bid submission shall be rejected. The Proposer understands that any verbal representation made or assumed to be made during any oral discussion held between Proposer's representatives and any Town personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Q1. Paper Towel, Toilet Paper, Seat Covers, etc. Do you have an estimated amount of each product that is used throughout the year or possibly month?

A1. We don't. We have 74 current staff. But the Community Center and Town Hall host events all the time. I just do not have foot traffic study in the buildings.

Q2. Can you please provide the current pricing for janitorial services?

A2. Yes, our current vendor is TMA Services.

The Current price is as follows (Monthly):

Town Hall \$2,250.00

Community Center \$3,250.00

Public Works \$291.67

Q3. Can we get a few more details about the Campbell Station Inn...mainly number of windows to clean semi-annually?

A3. There are 28 total windows in the building to be cleaned from the inside.

Q4. I believe it was said that the Campbell Station Inn has both natural wood floors and LVT. Is this correct and is there any additional flooring types, such as carpet?

A4. Yes, the restrooms are LVT, all other surfaces are real wood.

All communications regarding this RFP must be submitted via email to the Finance Department representative identified below:

Anissa Pratte, Staff Accountant apratte@townoffarragut.org

The Staff Accountant will be the sole point of contact for this RFP.

DRUG-FREE WORKPLACE AFFIDAVIT

The undersigned, principal officer of American Facility Services, Inc., an employer of five (5) or more employees contracting with Town of Farragut government to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of American Facility Services, Inc. (hereinafter referred to as the "Company", and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with title 50, Chapter 9, of the Tennessee Code Annotated.
3. The undersigned also attests that the requirements of the drug-free workplace program or drug and alcohol testing program operated by the bidder are at least as stringent as the program operated by the Town of Farragut.
4. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Harold Angel

Name of Officer

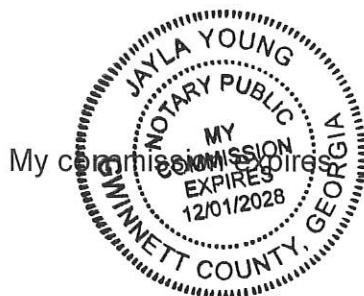
Vice President

Title of Officer

State of Georgia, County of Fulton

Before me personally appeared Harold Angel, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 10th day of September, 2025.



My commission expires

Jayla Young
Notary Public
12-1-28

NON-COLLUSION AFFIDAVIT

Harold Angel, being first duly sworn, deposes and says that:

- (1) He/She is the Vice President of American Facility Services, Inc., the firm that has submitted the attached Bid;
- (2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm or person to submit collusive or sham Bid in connection with the contract or agreement for which the attached Bid has been submitted or to refrain from making a Bid in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Town of Farragut or any person interested in the proposed contract or agreement; and
- (5) The Bid of service outlined in the Bid is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties including this affiant.

(Signed):

[Signature]

Title: Vice President

Before me personally appeared Harold Angel, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 10th day of September, 20 25.

[Signature]
Notary Public

My commission expires: 12-1-28



STATEMENT OF COMPLIANCE CERTIFICATE ILLEGAL IMMIGRANTS

EACH CONTRACTOR BIDDING SHALL FILL IN AND SIGN THE FOLLOWING

This is to certify that American Facility Services, Inc. have
fully complied with all the requirements of Tennessee Code Annotated § 12-4-124.

- All Bidders for services on this project shall be required to submit an affidavit
(by executing this compliance document) as part of their bid that attests
that such Bidder shall comply with requirements T.C.A. § 12-4-124.

Signed: _____

Before me personally appeared Harold Angel, with whom I am personally
acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged
that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 10th day of September, 20 25.

Notary Public

My commission expires: 12-1-28





STATE OF TENNESSEE
NON-BOYCOTT OF ISRAEL CERTIFICATION

The Bidder 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.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

	09/10/2025
Signature of Authorized Representative	Date
Harold Angel	770-740-1613 / jyoung@amfacility.com
Printed Name	Phone Number / Email Address



STATE OF TENNESSEE
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- ☒ Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- ☒ Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- ☒ Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- ☒ Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

	09/10/2025
Signature of Authorized Representative	Date
Harold Angel	770-740-1613 / jyoung@amfacility.com
Printed Name	Phone Number / Email Address

☐ I am unable to certify to the above statements. Explanation is attached.



STATE OF TENNESSEE
BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352.

Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING – REQUIRED FOR CONTRACTS OVER \$100,000 *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

- ☒ No Federal 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.
- ☒ If any funds other than Federal 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 Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- ☒ The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, 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. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

	09/10/2025
Signature of Authorized Representative	Date
Harold Angel	770-740-1613 / jyoung@amfacility.com
Printed Name and Title	Phone Number / Email Address

Owner's Ethnicity and Gender of Contracts and Sub-Contractors

Ethnicity	Male	Female
Black/African American		
American Indian and Alaskan Native		
Asian		
Caucasian	✓	
Hispanic		
Native Hawaiian/Other Pacific Islander		
Other (Please Specify)		

Name of
Company American Facility Services, Inc.

Owner's
Name Kevin McCann

Type of
Business Commercial Janitorial and Facility Cleaning



STATE OF TENNESSEE
IRAN DIVESTMENT ACT CERTIFICATION

SUBJECT CONTRACT NUMBER(S):	RFP #2026-13
CONTRACTOR LEGAL ENTITY NAME:	American Facility Services, Inc.
EDISON SUPPLIER IDENTIFICATION NUMBER:	N/A

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/generalservices/procurement/centralprocurement-office--cpo-/library-/public-informationlibrary.html>

The 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.

Harold Angel / Vice President

PRINTED NAME AND TITLE OF SIGNATORY

09/10/2025

DATE

TITLE VI ASSURANCE

As required by the contractual agreement, American Facility Services, Inc. will comply with the applicable laws and regulations relative to nondiscrimination in federally or state assisted programs.

Harold Angel assures that no person shall on the grounds of race, color, or national origin, as provided by **Title VI of the Civil Rights Act of 1964** and as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Harold Angel further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

Harold Angel will also encourage interested certified Disadvantaged Business Enterprise (DBE) firms, as well as other minority-owned and women-owned, to work as subcontractors.

Declaration of Administrative Head

I declare that I have reviewed and approved the information provided in this assessment and to the best of my knowledge and believe it is true, correct, and complete.



Administrative Head

09/10/2025

Date

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of (Company Name American Facility Services, Inc.) not to discriminate against any applicant for employment, or present employee, because of race, color, religion, national origin, age, sex, disability, or veteran status.

(Company Name American Facility Services, Inc.) will take affirmative action to ensure that the Equal Employment Opportunity/Affirmative Action Policy (EEO /AA) is implemented with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, termination, transfer, upgrade, working conditions and selection for training to include apprenticeship, pre- apprenticeship and on-the-job training.

(Company Name American Facility Services, Inc.) will continue to make it understood to the employment sources/agencies with which it deals, and in employment opportunity announcements/ads, the above mentioned EEO/AA Policy and that all of the company's employment decisions are based on individual merit only.

All current employees of (Company Name American Facility Services, Inc.) are requested to encourage qualified disabled persons, minorities, females, special disabled veterans, and Vietnam Era veterans to apply for employment, on-the-job training or for union apprenticeship.

It is the policy of (Company Name American Facility Services, Inc.) to satisfy reasonable special accommodations for qualified disabled individuals. It is the policy of (Company Name) that all company activities, facilities, and job sites are non-segregated. Separate or single-user toilet and changing facilities are provided for privacy between genders. Disabled parking spaces may be assigned to accommodate accessibility needs.

It is the policy of (Company Name American Facility Services, Inc.) to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor or the Company EEO Officer identified below:

EEO Officer Name: Harold Angel Address/Office

Location: 1325 Union Hill Industiral Court, Ste A Alpharetta, GA 30004 Telephone #



(Signature of Company Head)

09/10/2025

(Date)



RFP No. 2026-13 Janitorial Services
Proposal Cost Form

Buildings Monthly

1. Town Hall – Five (5) Cleaning days per Week

\$ <u>3500</u> per month with supplies	\$ <u>42000</u> annual cost with supplies
\$ <u>2850</u> per month without supplies	\$ <u>34200</u> annual cost without supplies

2. Community Center – Six (6) Cleaning days a week

\$ <u>2650</u> per month with supplies	\$ <u>31800</u> annual cost with supplies
\$ <u>2150</u> per month without supplies	\$ <u>25800</u> annual cost without supplies

3. Public Works – Five (5) Cleaning days a week

\$ <u>975</u> per month with supplies	\$ <u>11700</u> annual cost with supplies
\$ <u>785</u> per month without supplies	\$ <u>9420</u> annual cost without supplies

4. Campbell Station Inn - Three (3) Cleaning days a week

\$ <u>650</u> per month with supplies	\$ <u>7800</u> annual cost with supplies
\$ <u>525</u> per month without supplies	\$ <u>6300</u> annual cost without supplies

With Supplies: Payment for all labor, equipment, cleaning products and paper goods shall be included in the monthly service price.

Without Supplies: Payment for all labor and equipment (only) shall be included in the monthly service price.

In submitting this bid, the bidder recognizes that the right is reserved by the Town of Farragut to accept the total bid or any part, to negotiate with any bidder, waive any formalities in the bidding, or to reject any or all bids.

NOTE: All Work items not specifically mentioned above, but required by the Contract Documents, shall be considered incidental to the other Work and not be paid for directly.

Substitutions for this contract must be submitted with bid form.

List any items that are intended to be used as a substitute for specified items (if necessary):

N/A

References for this contract must be submitted with bid form.

References listed below should be for completed projects of similar size and scope: (Please list Company, Contact Name, Phone Number, Email address)

1. Public Works, Stacy Willis, 931-520-5249, swillis@cookeville-tn.gov
2. Knoxville Community Development Corporation, Gene Littlejohn, 865-403-1133, elittlejohn@kcdc.org
3. Synovus Banks—(TN, AL, GA.), Kayla Ragsdale, 334-444-6133, kaylarafigsdale@synovus.com

Name and Address of Bidder: American Facility Services, Inc.

1325 Union Hill Industrial Court, Ste A Alpharetta, GA 30004

Telephone: 770-740-1613

Email Address: jyoung@amfacility.com

Signature: 

Title: Vice President

Date: 09/18/2025

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Will Wiley, Public Works Director

Subject: Approval of the purchase of a Diamond 20 Foot Heavy Duty Hitch Boom from Sourcewell Co-op Contract number 032525

Introduction & Background: The purpose of this agenda item is to approve the purchase of a Diamond 20 Foot Heavy Duty Hitch Boom for the Public Works Department.

Discussion & Recommendations: Staff utilized the Sourcewell cooperative purchasing program to obtain pricing for a replacement unit for the Public Works Department's 2014 Boom. Sourcewell is an approved procurement method that uses pre-qualified competitive bids. Due to the department's emerging need to purchase this piece of equipment, Public Works will defer the purchase of tractor #14 and mower #22 until a future fiscal year. See the attached memo for reference.

On October 31, 2025, the Public Works Department received a quote from AG-Pro Companies (Knoxville) for a Diamond 20 Foot Heavy Duty Hitch Boom in the amount of \$44,769.00.

Financial Section

Account Number: 314-43949-9490

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to date</u>	<u>Remaining Amount</u>
\$585,000	\$44,769.00	\$197,421.79	\$342,809.21

Approved by: Michelle Pence, Interim Finance Director-Treasurer

Recommended By: Will Wiley, Public Works Director for approval.

Proposed Motion: To approve the purchase of a Diamond 20 Foot Heavy Duty Hitch Boom from Sourcewell Co-op Contract number 032525 in the amount of \$44,769.00



Bill To Name	AG-PRO COMPANIES (KNOXVILLE)	Ship To Name	AG-PRO COMPANIES (KNOXVILLE)
Bill To	6725 ASHEVILLE HWY KNOXVILLE, TN 37924 United States	Ship To	6725 ASHEVILLE HWY KNOXVILLE, TN 37924 United States
Customer	AG-PRO COMPANIES (KNOXVILLE)	Contact Name	barrett barnett
Date	10/31/2025	Primary Phone	(865) 216-6075

Quantity	Product Code	Product	List Price	Sales Price	Total Price
1.00	RBM-C-U	20 Foot Heavy Duty 3-Point Hitch Boom (11,500 lbs or larger tractor) - includes joystick controls and transport lock (Fits 1-3/8" Tractor PTO Shaft)	34,846.00	27,877.00	27,877.00
1.00	DBR050-H	50" Boom Rotary	16,855.00	13,484.00	13,484.00
1.00	44-0196	Hydraulic Oil Cooler Kit (3-pt Boom HD)	1,973.00	1,644.00	1,644.00

Total Price	43,005.00
Freight Estimate	1,764.00
Grand Total	44,769.00

*Year	2025	Lead Time	8 WEEKS+ SHIPPING
*Tractor Make	John Deere	Contract Name	Sourcewell 032525
*Tractor Model	6M 105		
*2WD / 4WD	2WD		

Operating Requirements Minimum ½" thick polycarbonate operator protection required. Some applications may require additional protection.

Prices reflect market conditions, including taxes, duties, and surcharges. The company may adjust prices if changes occur. This quote is good for 30 days.

Prepared By Spencer Wrightsman
 Email swrightsman@diamondmowers.com
 OP OP051250
 Quote Number 00057053

DIAMOND MOWERS, LLC
 350 E. 60th Street N
 Sioux Falls, SD 57104
 (605) 977-3300 ph | (605) 655-5870 fx
www.diamondmowers.com





DATE: November 06, 2025

TO: Michelle Pence, Interim Finance Director-Treasurer

FROM: Will Wiley, Public Works Director

RE: Budget Memo – Equipment Replacement Schedule

Michelle,

The following are recommended changes for this fiscal year:

- **Equipment Budget:**
 - Move two equipment replacements from this FY to next:
 - #14 – \$46,000
 - #22 – \$20,000
 - Move the GW880 trailer from FY28 (\$19,000) to this year
 - *(No equipment number – Sourcewell proposal: \$17,055.35)*
 - Purchase a boom-arm for the new ROW mower
 - *(Sourcewell proposal: \$44,769)*
 - We still have **\$36,962.00** left over from the purchase of Truck #7
 - *(Approved at BOMA Meeting on 9/25/25)*

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator

Subject: Appointments to the Visual Resources Review Board

Introduction & Background: The purpose of this agenda item is to appoint a member(s) to the Visual Resources Review Board.

Discussion & Recommendations: With the passing of Alderman White, the Board of Mayor and Aldermen will need to appoint a new member to serve as its representative on the Visual Resources Review Board (VRRB). Alderman LaCroix currently serves on the VRRB as a citizen member. If the Board of Mayor and Aldermen chooses to appoint Alderman LaCroix to the VRRB as its representative, a citizen member position would be open and need to be filled. There is one current application for citizen membership on the VRRB. That application is from Mr. Don Mann (attached).

Recommended By: David Smoak, Town Administrator for approval.

Proposed Motion: Motion 1., to appoint a selected member of the Board of Mayor and Aldermen to the Visual Resources Review Board as its representative.
Motion 2., if necessary, to appoint Don Mann to the Visual Resources Review Board to serve out Alderman LaCroix's unexpired term (June 2026).



Town of Farragut Citizen Board/Committee Application

First Name	Don
Last Name	Mann
Street Address	
City	Farragut
State	TN
Zip	37934
Primary Phone Number	
E-mail	
Occupation	Retired. Former Director of Sales for LSI Industries.
Education	Bachelor of Science in Business Administration from the University of Tennessee. Majored in Marketing.
Why would you like to serve on a Town of Farragut committee?	I have previously served on a number of steering committees for the Town of Farragut. I enjoy the challenges at hand and enjoy interacting with committee members. The committees included the Mixed-Use Town Center, Wayfinding, Property Maintenance, and Home Occupation. I would like to continue my involvement with the Town and sincerely believe in its growth and infrastructure direction. I believe my 33-year career in the signage and graphics industry will be an asset to the Visual Resources Review Board.
Intro to Farragut Program Graduate?	No
Board or Commission of first choice:	Visual Resources Review Board (VRRB)
I give my permission to the Town of Farragut to use my likeness on the web and/or Town publications. I have read and understand the Code of Ethics Ordinance and the applicable committee charter, ordinance or and/or by-laws.	I Agree.
Signature	Don Mann
Date	10/30/2025

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: David Smoak, Town Administrator

Subject: Appointment to the Parks & Athletics Council

**Introduction &
Background:**

The purpose of this agenda item is to appoint a member to the Parks & Athletics Council.

**Discussion &
Recommendations:**

Alderman LaCroix has stepped down from his citizen position on the Parks and Athletics Council, creating a vacancy. Mr. Benson Scott has recently applied for appointment to the Parks and Athletics Council. In his application, he states that he has been part of this community for over 40 years and his kids are currently students at Farragut High School. Farragut parks have been important in not only his life, but his family's as well. As the Town continues to grow, Benson wants to contribute and ensure that our parks, programs, and athletics remain a significant asset in our community. His application to serve on the Parks and Athletics Council is attached.

Recommended By:

David Smoak, Town Administrator for approval.

Proposed Motion:

To appoint Benson Scott to the Parks & Athletics Council.



Town of Farragut Citizen Board/Committee Application

First Name	Benson
Last Name	Scott
Street Address	
City	Farragut
State	TN
Zip	37934
Primary Phone Number	
E-mail	
Occupation	Physician - Knoxville Orthopedic Clinic
Education	FHS / UT / UT Med School graduate
Why would you like to serve on a Town of Farragut committee?	I have been a part of this community for over 40 years and my kids are currently at FHS. Parks and Athletics in our town were a huge part of my childhood and have also been a significant part of my three kids'. As our town continues to grow, I would love to be a part of making sure that this part of our community remains an important and protected asset that continues to set us apart as one of the top towns in the state
Intro to Farragut Program Graduate?	No
Board or Commission of first choice:	Parks & Athletics Council
I give my permission to the Town of Farragut to use my likeness on the web and/or Town publications. I have read and understand the Code of Ethics Ordinance and the applicable committee charter, ordinance or and/or by-laws.	I Agree.
Signature	
Date	10/29/2025

BUDGET TRANSFER REQUEST**Preparer:**

Ron Oestreich

Department:

Tourism

Fiscal Year: (YYYY)

2026

Date

10/20/2025

From			To			
Account Number	Line Item Description	Amount (\$)	Account Number	Line Item Description	Current Budget	Amended Budget (\$)
122-47210-9490	Major Equipment	31,425.00	122-47210-2540	Professional Services	53,000.00	84,425.00

Why money will not be needed for this line item:

Due to multiple projects coming in under budget, there are excess funds available.

Purpose of Transfer (Required):

Website hosting was budgeted for \$10,000. (Spark estimate), because of the delay in Website design, we have been using Madden's Website Hosting services @ \$3,000 per month. (not budgeted for).

We anticipate needing Madden to continue hosting services at least until April, but potentially the entire Fiscal Year.

Approval:**Transaction:**

10/30/2025



Town Administrator

Date

10-30-25

Transfer Date

Finance Director

BA 0600097