

Finance & Administration Committee Meeting
February 20, 2024
4:00 p.m.

1. Bid Approval for Roof & Soffit - 209 W. Pleasant Ave.
2. Hotel/Motel Occupancy Tax – Form for Review
3. Surplus Nomination Form for Approval
4. Discussion - TextMyGov

Recommendation to the Finance and Administration Committee – 2-20-2024 meeting

Project location - 209 W Pleasant Ave.

Roofing – Bid was advertised in Leader 1-25-24.

Soffit/Fascia/Brick Freeze - Bid was advertised in Leader 1-25-24.

Bid openings were held on 2-12-24 for both projects.

Roofing Project:

Maxwell Exterior Design – \$15,000

Southern Roofing and Renovations – \$9,659.89

Soffit/Fascia/Brick Freeze Project:

Maxwell Exterior Design - \$22,000

Southern Roofing and Renovations - \$17,766.82

Certificate of Liability Insurance and State Contractor License have been provided.

City Attorney Witherington will review any and all agreement documents prior to the City signing.

Purchasing Officer Tina Dunn and Code Director Lessie Fisher recommend approval of Southern Roofing and Renovations to perform both of the projects listed above.

PROJECT

DETAILS

Name: Roof
Location: 209 W Pleasant Ave
Code: Lessie Fisher

Date: February 12, 2024
Time: 1:30 PM
Location: 200 West Washington - 2nd floor Board room

ORDER

REC'D

BIDDERS

LUMP SUM

ORDER REC'D	BIDDERS	LUMP SUM
1	Maxwell Extens ^{Design}	\$22,000
2	Southern Roofing & Restoration	\$17,766.82

BID ENVELOPE REQUIREMENTS:

- Bid Envelope must be sealed.
- Name of Bidder
- Address and Phone Number of Bidder
- Bidder's License Number & Expiration Date
- License Classification (if bid is >\$25,000)
- Name of Project
- Bid Envelope should be addressed to:
Lessie Fisher
City of Covington
200 West Washington
Covington, TN 38019

BID PROPOSAL
ROOFING SCOPE OF WORK

Date: 2-9-24

Property Identification: 209 West Pleasant Ave
Covington, TN 38019
Map: 041C/ Group: A/ Parcel 011.00

I, the undersigned Contractor, having inspected the subject property and familiarized myself with the requirements of the Bid Document, have had sufficient time to direct inquiries and understand the extent and character of the work to be done.

As the Contractor, all labor, materials and equipment necessary to complete all the listed Roofing Scope of Work for the subject property for the sum of Twenty Two Thousand Dollars (\$ 22,000).

Work will commence within five (5) days from the date of the Notice to Proceed and will complete the work within fifteen (15) calendar days from the Notice to Proceed date.

NOTE: Incomplete Bid Documents will not be accepted.

Maxwell Exterior Design
Construction Company

D Maxwell
Authorized Signature

TN State Contractor's License
(if applicable)

License Expiration Date

BID PROPOSAL
ROOFING SCOPE OF WORK

Date: 2/9/24

Property Identification: 209 West Pleasant Ave
Covington, TN 38019
Map: 041C/ Group: A/ Parcel 011.00

I, the undersigned Contractor, having inspected the subject property and familiarized myself with the requirements of the Bid Document, have had sufficient time to direct inquiries and understand the extent and character of the work to be done.

As the Contractor, all labor, materials and equipment necessary to complete all the listed Roofing Scope of Work for the subject property for the sum of Seventeen thousand Seven Hundred sixty-six Dollars (\$ 17,766.82) and eighty-two cents.

Work will commence within five (5) days from the date of the Notice to Proceed and will complete the work within fifteen (15) calendar days from the Notice to Proceed date.

NOTE: Incomplete Bid Documents will not be accepted.

Southern Roofing & Renovations Clint Conrad
Construction Company Authorized Signature

73775
TN State Contractor's License
(if applicable)

08/31/25
License Expiration Date

(City of Covington

ROOFING SCOPE OF WORK

Location of work to be performed : 209 West Pleasant Ave

Bid Opening Date & time: Monday, February 12, 2024, at 1:30 pm

Bid Opening Location: Covington City Hall
200 West Washington Ave,
Board Room (second floor)
Covington, TN 38019

Tear off approximately 4,479 sq ft of 3-tab shingles

Remove and replace any damaged wood decking

Install ice & water shield in approximately 90' of valleys

Over clean decking install synthetic felt underlayment

Install 6 new 1 ½" pipe boots

Install 3 new 4" pipe boots

Install 3 new roof vents

Replace 1 damaged 5" double wall insulated pipe and rain cap

Remove 2'X2'X7' chimney below roof line & deck over

Install new architectural shingle roof including drip edge, starter shingles & ridge-cap

Haul away all debris

Use Thirty (30) year materials and provide five (5) year labor warranty

All Bids must be received, and time stamped at the Covington Code Compliance office, prior to the stated opening date and time listed above. Bids received after the specific date and time are considered late and will not be opened.

Bids must be received in a sealed envelope.

Time and date of Bid Opening must be clearly marked on face of sealed envelope as well as Contractors License information (if applicable).

The following Bidder Information must be on the outside of the sealed envelope:
company name, address, phone number, project (Roofing – 209 West Pleasant Ave).

The City of Covington reserves the right to accept or reject any and all or any portion of any bid and to waive any informality in the bid process. The City of Covington is an equal opportunity employer, drug-free workplace with policies of non-discrimination based on race, sex, religion, color, national or ethnic origin, age, disability, or military service.

PROJECT

DETAILS

Name: Soffit/Fascia/Brick Freeze
Location: 209 W Pleasant Ave
Code: Lessie Fisher

Date: February 12, 2024
Time: 2:00 PM
Location: 200 West Washington - 2nd floor Board room

ORDER

REC'D

BIDDERS

LUMP SUM

1	Manuel Antonio Design	\$ 15,000. ⁰⁰ / ₁₀₀
2	Southern Roofing & Renovations	\$ 9,659.89

BID ENVELOPE REQUIREMENTS:

- Bid Envelope must be sealed.
- Name of Bidder
- Address and Phone Number of Bidder
- Bidder's License Number & Expiration Date
- License Classification (if bid is >\$25,000)
- Name of Project
- Bid Envelope should be addressed to:
Lessie Fisher
City of Covington
200 West Washington
Covington, TN 38019

BID PROPOSAL

SOFFIT/FASCIA/BRICK FREEZE SCOPE OF WORK

Date: 2-9-24

Property Identification: 209 West Pleasant Ave
Covington, TN 38019
Map: 041C/ Group: A/ Parcel 011.00

I, the undersigned Contractor, having inspected the subject property and familiarized myself with the requirements of the Bid Document, have had sufficient time to direct inquiries and understand the extent and character of the work to be done.

As the Contractor, all labor, materials and equipment necessary to complete all the listed Soffit/Fascia/Brick Freeze Scope of Work for the subject property for the sum of fifteen thousands Dollars (\$ 15,000).

Work will commence within five (5) days from the date of the Notice to Proceed and will complete the work within fifteen (15) calendar days from the Notice to Proceed date.

NOTE: Incomplete Bid Documents will not be accepted.

Maxwell Exterior Design
Construction Company

D. Mahell
Authorized Signature

TN State Contractor's License
(if applicable)

License Expiration Date

BID PROPOSAL

SOFFIT/FASCIA/BRICK FREEZE SCOPE OF WORK

Date: 2/9/24

Property Identification: 209 West Pleasant Ave
Covington, TN 38019
Map: 041C/ Group: A/ Parcel 011.00

I, the undersigned Contractor, having inspected the subject property and familiarized myself with the requirements of the Bid Document, have had sufficient time to direct inquiries and understand the extent and character of the work to be done.

As the Contractor, all labor, materials and equipment necessary to complete all the listed Soffit/Fascia/Brick Freeze Scope of Work for the subject property for the sum of Nine Thousand Six Hundred Fifty-nine Dollars (\$ 9,659.89).
and Eighty-nine cents

Work will commence within five (5) days from the date of the Notice to Proceed and will complete the work within fifteen (15) calendar days from the Notice to Proceed date.

NOTE: Incomplete Bid Documents will not be accepted.

Southern Roofing & Renovations
Construction Company

CCO / Clint Conrad
Authorized Signature

73775
TN State Contractor's License
(if applicable)

03/31/25
License Expiration Date

City of Covington

SOFFIT/FASCIA/BRICK FREEZE SCOPE OF WORK

Location of work to be performed : 209 West Pleasant Ave

Bid Opening Date & time: Monday, February 12, 2024, at 2:00 pm

Bid Opening Location: Covington City Hall
200 West Washington Ave,
Board Room (second floor)
Covington, TN 38019

Remove & replace damaged wood soffit & fascia

Install approximately 319 linear ft of metal fascia

Install approximately 319 linear ft of metal brick freeze

Install approximately 665 sq ft of vinyl soffit which includes porch ceilings

Haul away all debris

Use limited lifetime materials and provide a five (5) year warranty

All Bids must be received, and time stamped at the Covington Code Compliance office, prior to the stated opening date and time listed above. Bids received after the specific date and time are considered late and will not be opened.

Bids must be received in a sealed envelope.

Time and date of Bid Opening must be clearly marked on face of sealed envelope as well as Contractors License information (if applicable).

The following Bidder Information must be on the outside of the sealed envelope:
company name, address, phone number, project (Soffit/Fascia/Brick Freeze – 209 West Pleasant Ave).

The City of Covington reserves the right to accept or reject any and all or any portion of any bid and to waive any informality in the bid process. The City of Covington is an equal opportunity employer, drug-free workplace with policies of non-discrimination based on race, sex, religion, color, national or ethnic origin, age, disability, or military service.

CITY OF COVINGTON TENNESSEE

**Hotel/Motel Occupancy Tax
City of Covington Ordinance
1767; Adopted 14NOV2023**

City of Covington
P.O. Box 768
200 W Washington
Covington, TN 38019
Telephone: 901-476-9613



Account Number _____			Reporting Month _____			Year _____					
Mailing name _____						Business name _____					
Mailing address _____						Business address _____					
City _____		State _____		Zip _____		City _____		State _____		Zip _____	
Owners name _____						E-Mail Address _____			# of rooms _____		

Section 1 –Occupancy Tax

1. Gross Rental Receipts from Occupancy of Rooms.....	\$ _____
2. Allowed Deductible and/or Excludable Receipts	\$ _____
3. Taxable Receipts (line 1 less line 2).....	\$ _____
4. Tax Due (4% of line 3).....	\$ _____
5. OPERATION COMPENSATION: Deduct 2% of line 4 (allowable only if return is filed and tax is paid by due date).....	\$ _____
<u>COMPUTATION OF INTEREST AND PENALTY FOR DELINQUENT RETURN:</u>	
6. Interest @ 12% per annum.....	\$ _____
7. Penalty @ 1% per month.....	\$ _____
8. Total Occupancy Tax Due (line 4 less line 5 if NOT DELINQUENT; if delinquent add lines 4, 6 and 7)....	\$ _____

RETURN AND REMITTANCE MUST BE POSTMARKED ON OR BEFORE THE 20TH DAY OF THE MONTH FOLLOWING THE MONTH FOR WHICH THE REPORT IS SUBMITTED.

Make remittance payable to:
City of Covington

Mail to: City of Covington
PO Box 768
Covington, TN 38019

Under the penalties for perjury prescribed by law, I swear (or affirm) that this return (including any related schedules, statements, or other documents) is, to the best of my knowledge, a true, correct and complete return.

SIGNED _____ TITLE _____ DATE _____

Please make copy of this form for your records.

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Fire

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Portable building

Description: 16 x 10 portable building

Serial Number: 0

Age: _____ Estimated remaining useful life (years) _____

Purchase price: _____

Estimated Current Value: ?

Reasons for making the nomination: _____

Replaced with new structure

Bruce Sims
Signature

2-16-24
Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Park & Rec

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Ford Ranger

Description: 2009 Ford Ranger

Serial Number: FTYR14E98PA5992 146000 miles

Age: 14 Estimated remaining useful life (years) 0

Purchase price: _____

Estimated Current Value: 1000.00

Reasons for making the nomination: Old truck, been passed through all departments


Signature

2-8-24
Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Seized Vehicle

Description: 2006 Kia Optima

Serial Number: KNAG E124465067344

Age: 18 Estimated remaining useful life (years) 0

Purchase price: 0

Estimated Current Value: 500⁰⁰

Reasons for making the nomination: Seized Vehicle

Brad Kim
Signature

2-16-24
Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Seized Vehicle

Description: 2008 Infiniti G37

Serial Number: JNKCV64F48M125321

Age: 15 Estimated remaining useful life (years) 0

Purchase price: 0

Estimated Current Value: 1500⁰⁰

Reasons for making the nomination: Seized Vehicle


Signature

2-16-24
Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Police Patrol Explorer

Description: 2018 Police Explorer

Serial Number: 1FM5K8ARXHG E14610

Age: 6 Estimated remaining useful life (years) 0

Purchase price: 28,000

Estimated Current Value: 2500.00

Reasons for making the nomination: Engine/Trans/Driveline

Bruce King

Signature

2-8-24

Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Patrol Explorer

Description: 2018 Ford Explorer

Serial Number: 1FM5K8AR8HGE14606

Age: 7 Estimated remaining useful life (years) 0

Purchase price: 28,000

Estimated Current Value: 1000

Reasons for making the nomination: Totaled / Sidelined

Braed Linn
Signature

2-8-24
Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Patrol Explorer

Description: 2017 Ford Explorer


Serial Number: 1FM5K8ARXHGE14607

Age: 8 Estimated remaining useful life (years) 0-2

Purchase price: 27,000

Estimated Current Value: 3-5000

Reasons for making the nomination: Been in 2 wrecks, and has been underwater on Main Street, Unit now needs 7000-9000 in powertrain work.


Signature

2-8-24
Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Patrol Explorer

Description: 2016 Ford Explorer

Serial Number: 1FM5K8AR1GGC37203

Age: 8 yrs Estimated remaining useful life (years) 0

Purchase price: 28,000

Estimated Current Value: 1500.⁰⁰

Reasons for making the nomination: Wreck / Sidelined
Side Torn off

Braed Ham
Signature

2-8-24
Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Patrol Car

Description: 2014 Ford Police Sedan

Serial Number: 1FAHPJMK9EG185921

Age: 10yrs Estimated remaining useful life (years) 0

Purchase price: \$18,000

Estimated Current Value: 500.⁰⁰

Reasons for making the nomination: Wrecked/Totaled


Signature

2-8-24
Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Police Tahoe

Description: 2023 Chevrolet Tahoe

Serial Number: 1GNSKLED2PR246173

Age: 1yr Estimated remaining useful life (years) 0

Purchase price: 38,723.00

Estimated Current Value: \$10 - 25,000

Reasons for making the nomination: Vehicle was Totaled in Accident, Salvage title

Braed Linn
Signature

2-8-24
Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Dodge Charger Patrol Car

Description: 2013 Dodge Charger

Serial Number: 2C3 CDXAG50H532114

Age: 11 Estimated remaining useful life (years) 0

Purchase price: 18,000

Estimated Current Value: 1000.⁰⁰

Reasons for making the nomination: Sidelined / Engine

Brad Lewis
Signature

2-8-24
Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Police

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Patrol Explorer

Description: 2016 Ford Explorer

Serial Number: 1FM5K8PAR3GGC37204

Age: 9 Estimated remaining useful life (years) 0

Purchase price: 25000

Estimated Current Value: 1000.⁰⁰

Reasons for making the nomination: Wrecked / sidelined / Major Powertrain


Signature

2-8-24
Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Ford Explorer

Description: 2011 Ford Explorer

Serial Number: 1FMEU7DY88AUB16233

Age: 13 Estimated remaining useful life (years) _____

Purchase price: Gift

Estimated Current Value: 300 - 500

Reasons for making the nomination: Not worth spending money on
Donated from TC 513

Braedon
Signature

2-8-24
Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Case Backhoe

Description: Case 580 IV

Serial Number: JJG0279018

Age: _____ Estimated remaining useful life (years) 0

Purchase price: _____

Estimated Current Value: 3-5000.00

Reasons for making the nomination: Needs Engine

Bruce Lewis
Signature

2-8-24
Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Lawn Mower

Description: Kubota 70327


Serial Number: _____

Age: 10 Estimated remaining useful life (years) 0

Purchase price: 9900.00

Estimated Current Value: 800-1000

Reasons for making the nomination: Blown Engine


Signature

2-8-24
Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Electric Golf Cart

Description: 2009 Club Car LSU


Serial Number: 5V5LC22B19A055836

Age: 15 Estimated remaining useful life (years) 0

Purchase price: 9900.⁰⁰

Estimated Current Value: 3-500

Reasons for making the nomination: Replaced with Truck.


Signature

2-8-24
Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Trailer

Description: Falcon Hot Mix Trailer

Serial Number: _____

Age: 13 Estimated remaining useful life (years) 0

Purchase price: 14,000

Estimated Current Value: _____

Reasons for making the nomination: Trailer Heating System is Burned out,

Bruce Kern
Signature

2-8-24
Date

**SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE**

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Dump Truck

Description: 1998 FORD F650

Serial Number: 1FDX F80C3 WVA 31630

Age: 26 Estimated remaining useful life (years) 0

Purchase price: _____

Estimated Current Value: 5000.⁰⁰

Reasons for making the nomination: Replaced with new dump truck.


Signature

2-8-24
Date

SURPLUS PROPERTY NOMINATION FORM
CITY OF COVINGTON, TENNESSEE

DEPARTMENT: Public Works

The following items are hereby nominated for designation as surplus city property pursuant to City of Covington Resolution No. _____.

Item: Ford Truck

Description: 2005 Ford F250 4X4 190,204 miles

Serial Number: 1FT5W21Y95EA97037

Age: 19 Estimated remaining useful life (years) 0

Purchase price: _____

Estimated Current Value: 1500.00

Reasons for making the nomination: Sidelined / Old Dog Truck

Bruce Lewis
Signature

2-8-24
Date