

# LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 05/19/26

Resolution  Ordinance

Contact/Prepared By: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Title (Caption): A resolution approving Amendment Number 1 to a sole source contract between the Metropolitan Government of Nashville and Davidson County and Guthrie Sales and Services Co., Inc., for the provision of SSI Aeration, Limitorque, Brentwood Industries (Polychem), General Rubber products, parts and services for the Department of Water and Sewerage Services.

Submitted to Planning Commission?  N/A  Yes-Date: \_\_\_\_\_ Proposal No: \_\_\_\_\_

Proposing Department: \_\_\_\_\_ Requested By: \_\_\_\_\_

Affected Department(s): \_\_\_\_\_ Affected Council District(s): \_\_\_\_\_

**Legislative Category (check one):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Bonds                | <input type="checkbox"/> Contract Approval           | <input type="checkbox"/> Intergovernmental Agreement   |
| <input type="checkbox"/> Budget - Pay Plan    | <input type="checkbox"/> Donation                    | <input type="checkbox"/> Lease                         |
| <input type="checkbox"/> Budget - 4%          | <input type="checkbox"/> Easement Abandonment        | <input type="checkbox"/> Maps                          |
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Easement Accept/Acquisition | <input type="checkbox"/> Master List A&E               |
| <input type="checkbox"/> Capital Outlay Notes | <input type="checkbox"/> Grant                       | <input type="checkbox"/> Settlement of Claims/Lawsuits |
| <input type="checkbox"/> Code Amendment       | <input type="checkbox"/> Grant Application           | <input type="checkbox"/> Street/Highway Improvements   |
| <input type="checkbox"/> Condemnation         | <input type="checkbox"/> Improvement Acc.            | <input type="checkbox"/> Other: _____                  |

<b>FINANCE</b> Amount +/-: \$ _____ <b>Funding Source:</b> Capital Improvement Budget Capital Outlay Notes Departmental/Agency Budget Funds to Metro General Obligation Bonds Grant Increased Revenue Sources	<b>Match: \$</b> _____ Judgments and Losses Local Government Investment Project Revenue Bonds Self-Insured Liability Solid Waste Reserve Unappropriated Fund Balance 4% Fund Other: _____
Approved by OMB: <u>Daniel Harden</u> Approved by Finance/Accounts: _____ Approved by Div Grants Coordination: _____	Date to Finance Director's Office: <u>5/4/2026   11:49 AM CDT</u> <b>APPROVED BY</b> <b>FINANCE DIRECTOR'S OFFICE:</b> <u>Jennifer Redmyer</u>

<b>ADMINISTRATION</b>	
Council District Member Sponsors: _____	
Council Committee Chair Sponsors: _____	
<b>Approved by Administration:</b> _____	<b>Date:</b> _____

<b>DEPARTMENT OF LAW</b>	
Date to Dept. of Law: _____	Approved by Department of Law: _____
<b>Settlement Resolution/Memorandum Approved by:</b> _____	
Date to Council: _____	For Council Meeting: _____ <input type="checkbox"/> E-mailed Clerk
<input type="checkbox"/> All Dept. Signatures <input type="checkbox"/> Copies <input type="checkbox"/> Backing <input type="checkbox"/> Legislative Summary <input type="checkbox"/> Settlement Memo <input type="checkbox"/> Clerk Letter <input type="checkbox"/> Ready to File	

Department of Law – White Copy

Administration –Yellow Copy

Finance Department - Pink Copy

RESOLUTION NO. \_\_\_\_\_

A resolution approving Amendment Number 1 to a sole source contract between the Metropolitan Government of Nashville and Davidson County and Guthrie Sales and Services Co., Inc., for the provision of SSI Aeration, Limatorque, Brentwood Industries (Polychem), General Rubber products, parts and services for the Department of Water and Sewerage Services.

WHEREAS, The Metropolitan Government of Nashville and Davidson County ("Metro") previously entered into Contract 6549102, with Guthrie Sales and Services Co., Inc., for the provision of SSI Aeration, Limatorque, Brentwood Industries (Polychem), General Rubber products, parts and services; and,

WHEREAS, the parties desire to enter into Amendment Number 1 to this contract to add Carter Pump Brand products, parts, and services, and replace Exhibit A – Pricing to reflect the addition of Carter Pump; and,

WHEREAS, approval of the contract amendment attached hereto and incorporated herein with Guthrie Sales and Services Co., Inc. will benefit the citizens of the Metropolitan Government of Nashville and Davidson County.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. That Amendment Number 1 to a contract between The Metropolitan Government of Nashville and Davidson County and Guthrie Sales and Services Co., Inc. (contract number 6549102), to add Carter Pump Brand products, parts, and services, and replace Exhibit A – Pricing to reflect the addition of Carter Pump, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Metropolitan Mayor is authorized to execute the same.

Section 2. That this Resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

RECOMMENDED BY:

Dennis Rowland  
Dennis Rowland  
Purchasing Agent

INTRODUCED BY:

\_\_\_\_\_  
\_\_\_\_\_

APPROVED AS TO AVAILABILITY OF FUNDS:

Jenneen Reed/mjw  
Jenneen Reed, Director  
Department of Finance

\_\_\_\_\_  
Member(s) of Council

APPROVED AS TO FORM AND LEGALITY:

Kelli Woodward  
Assistant Metropolitan Attorney

# Contract Amendment Abstract

## Contract Amendment Information

Contract Title: SSI Aeration, Limitorque, Brentwood Industries (Polychem), Carter Pump and General Rubber products, parts, and services.

Amendment Summary: Amend clause 2.1 Duties and Responsibilities to Add Carter Pump Brand and remove and replace Exhibit A-Pricing to reflect addition of Carter Pump.

Contract Number: 6549102 Amendment Number: 1 Request Number: A2026119

Type of Contract: IDIQ Contract **Requires Council Legislation:** Yes

**High Risk Contract** (Per Finance Department Contract Risk Management Policy): Yes

**Sexual Harassment Training Required** (per BL2018-1281): Yes

Contract Start Date: 03/20/2024 Contract Expiration Date: 03/19/2029 Contract Term: 60 Months

Previous Estimated Contract Life Value: \$20,000,000.00

Amendment Value: \$0

Fund: 67331\*

New Estimated Contract Life Value: \$20,000,000.00

Cost Center: 1065558020\*

\* ( Depending on contract terms, actual expenses may hit across various departmental BUs and Funds at PO Levels)

Payment Terms: Net 15 Selection Method: Sole Source

Procurement Staff: John Stewart BAO Staff: Jeremy Frye

Procuring Department: Water Services

Department(s) Served: Water Services

## Prime Contractor Information

Prime Contracting Firm: Guthrie Sales and Service Co., Inc ISN#: 102

Address: 7003 Chadwick Dr, #300 City: Brentwood State: TN Zip: 37027

Prime Contractor is a Certified/Approved: SBE  SDV  MBE  WBE  LGBTBE  (select/check if applicable)

Prime Company Contact: Tom Guthrie Email Address: tom@jtguthrie.com Phone #: 615-377-3952

Prime Contractor Signatory: Tom Guthrie Email Address: tomjtguthrie.com

## Business Participation for Entire Contract

*Small Business and Service Disabled Veteran Business Program:* SBE/SDV Participation

Amount: N/A

Percent, if applicable: 100%

*Equal Business Opportunity Program:*

No M/WBE Participation

MBE Amount: N/A

MBE Percent, if applicable: N/A

WBE Amount: N/A

WBE Percent, if applicable: N/A

*Federal Disadvantaged Business Enterprise:*

No

Amount: N/A

Percent, if applicable: N/A

Note: Amounts and/or percentages are not exclusive.

B2GNow (Contract Compliance Monitoring): No



**AMENDMENT NUMBER 1 TO CONTRACT NUMBER 6549102  
BETWEEN  
THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY  
AND GUTHRIE SALES AND SERVICES CO., INC**

This Amendment is entered into on the day this document is filed with the Metropolitan Clerk's Office, by and between THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY (METRO) and GUTHRIE SALES AND SERVICES CO., INC located in BRENTWOOD, TN .

WITNESSETH

**WHEREAS**, the parties desire to modify the terms and conditions and to add or delete certain other terms and conditions to their original agreement dated March 20, 2024, Metro Contract numbered 6549102, hereinafter the "CONTRACT", the parties hereby agree as set forth below:

This amendment affects the following changes to the contract:

1. Amend clause 2.1 Duties and Responsibilities to add Carter Pump Brand. Amended clause shall read as follows:  
  
"CONTRACTOR agrees to provide SSI Aeration, Limitorque, Brentwood Industries (Polychem), Carter Pump and General Rubber products, parts, and services."
2. Remove and replace Exhibit A-Pricing to reflect the addition of Carter Pump.

This amendment shall not be binding upon the parties until it has been signed by the CONTRACTOR and authorized representatives of the Metropolitan Government and filed in the office of the Metropolitan Clerk.

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Contract Number 6549102

Amendment Number 1

**THE METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**

**APPROVED AS TO PROJECT SCOPE:**

Scott Potter TV  
Dept. / Agency / Comm. Head or Board Chair. Dept. Fin.

**APPROVED AS TO COMPLIANCE WITH  
PROCUREMENT CODE:**

Dennis Rowland DR  
Purchasing Agent Purchasing

**APPROVED AS TO AVAILABILITY OF FUNDS:**

Jennifer Reed/MLL DH  
Director of Finance BA

**APPROVED AS TO FORM AND LEGALITY:**

Kelli Woodward B  
Metropolitan Attorney Insurance

\_\_\_\_\_  
Metropolitan Mayor COO

**ATTESTED:**

\_\_\_\_\_  
Metropolitan Clerk Date

**CONTRACTOR**

GUTHRIE SALES AND SERVICE CO., INC.

\_\_\_\_\_  
Company Name

Tom Guthrie  
Signature of Company's Contracting Officer

Tom Guthrie  
Officer's Name

VP  
Officer's Title

**Contract 6549102**

**Exhibit A-(Pricing)**

ITEM DESCRIPTION	UNIT	CURRENT UNIT PRICE
Brentwood Industries Equipment, Products and Parts	Percentage Discount	0.00%
General Rubber Equipment, Products and Parts	Percentage Discount	0.00%
Limitorque Equipment, Products and Parts	Percentage Discount	0.00%
SSI Aeration Equipment, Products and Parts	Percentage Discount	0.00%
Carter Pump, Products and Parts	Percentage Discount	0.00%

**Brentwood Industries Equipment Service Rates**

Standard Service Labor Rate (Work between Monday-Friday (7am -5pm))	Hourly Per Person	\$263.14
After Hours Standard Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	\$388.90
Specialty Service Labor Rate (Confined Spaces, High Voltage, or Hazardous Environment) (Work between Monday-Friday (7am -5pm))	Hourly Per Person	N/A
After Hours Specialty (Confined Spaces, High Voltage, or Hazardous Environment) Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	N/A

**General Rubber Equipment Service Rates**

Standard Service Labor Rate (Work between Monday-Friday (7am -5pm))	Hourly Per Person	\$143.72
After Hours Standard Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	\$267.37
Specialty Service Labor Rate (Confined Spaces, High Voltage, or Hazardous Environment) (Work between Monday-Friday (7am -5pm))	Hourly Per Person	N/A
After Hours Specialty (Confined Spaces, High Voltage, or Hazardous Environment) Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	N/A

**Limitorque Equipment Equipment Service Rates**

Standard Service Labor Rate (Work between Monday-Friday (7am -5pm))	Hourly Per Person	\$251.51
After Hours Standard Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	\$433.28
Specialty Service Labor Rate (Confined Spaces, High Voltage, or Hazardous Environment) (Work between Monday-Friday (7am -5pm))	Hourly Per Person	N/A
After Hours Specialty (Confined Spaces, High Voltage, or Hazardous Environment) Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	N/A

**SSI Aeration Equipment Service Rates**

Standard Service Labor Rate (Work between Monday-Friday (7am -5pm))	Hourly Per Person	\$176.48
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After Hours Standard Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	\$337.11
Specialty Service Labor Rate (Confined Spaces, High Voltage, or Hazardous Environment) (Work between Monday-Friday (7am -5pm))	Hourly Per Person	N/A
After Hours Specialty (Confined Spaces, High Voltage, or Hazardous Environment) Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	N/A

**Carter Pump Equipment Service Rates**

Standard Service Labor Rate (Work between Monday-Friday (7am -5pm))	Hourly Per Person	\$385.00
Overtime - Excess of 8 hours per day. NOT including Weekends/Holidays	Hourly Per Person	\$470.00
After Hours Standard Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	\$619.00
Specialty Service Labor Rate (Confined Spaces, High Voltage, or Hazardous Environment) (Work between Monday-Friday (7am -5pm))	Hourly Per Person	N/A
After Hours Specialty (Confined Spaces, High Voltage, or Hazardous Environment) Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	N/A

1. Maximum Percentage of Escalation is 6% and is ONLY applicable to "Hourly Service Labor Rates".

2. Travel is included in Hourly Service Labor Rates list above.

NOTES: 1 NIGHT HOTEL AND INCIDENTALS IS INCLUDED. IF EXTRA NIGHTS ARE REQUIRED ADDITIONAL PRICING WILL

2- DAY MINIMUM MAY APPLY TO ABOVE PRICES

THESE ARE HEAVILY DISCOUNTED HOURLY RATES AND NEED TO BE SCHEDULED 4+ WEEKS IN ADVANCE.



## Additional Named Insureds

### Other Named Insureds

Inc Dba J T Guthrie & Son

Insured Multiple Names



# Contract Amendment Request Form

Request an Amendment to a Metro Contract

An amendment is appropriate when the duration, value, scope, terms, or other aspects of an existing Metro contract need to be modified.

Questions? Email [PRG@nashville.gov](mailto:PRG@nashville.gov).

## Departmental Information

**What is your name?** Stephanie Belcher

**What is your department?** Water Services

**What is your email address?** stephanie.belcher@nashville.gov

**What is your phone number?** (615) 862-4513

**What is the number of the contract being amended?** 6549102

**What is the title of the contract being amended?** SSI Aeration Limitorque Brentwood Industries (Polychem) and General Rubber Products Parts and Services

**What is this amendment number?**

## Supplier Information

**Who is the supplier?** Guthrie Sales & Service Co Inc

**What is the supplier's address?** 7003 Chadwick Drive #300  
Brentwood, TN, 37027

**Is the supplier registered in iSupplier?**

**If yes, what is the supplier's ISN?** 102

**Who is contract signatory for the supplier?** Tom Guthrie

**What is the supplier contract signatory's email address?** tom@jtguthrie.com

**What is the supplier contract signatory's phone number?**

(615) 347-6348

## Amendment Information

Select all that apply & upload supplemental information as appropriate.

**Will this amendment change the duration of the existing contract?**

No.

**Will this amendment change the value of the existing contract?**

No.

**Will this amendment change the scope of work of the existing contract?**

Yes.

**If yes, briefly explain the revised scope of work including any subcontractor changes that may be necessary.**

This amendment will add Carter Pump Products, Parts and Service to this sole source contract.

**Will this amendment change the terms & conditions of the existing contract?**

Yes.

**Upload changes to terms & conditions, including redlines as appropriate.**



20260217103803547\_8494.pdf



Exhibit A (Pricing) DRAFT adding Cart... .xlsx

## Financial & Accounting Information

Requests that do not include full or accurate accounting information will be returned.

Prior to submitting an amendment request, please confirm both appropriate accounting information and budget availability with your finance manager and/or OMB budget analyst.

**What is the fund number for this purchase?**

67331

**What is the business unit (BU) number for this purchase?**

1065558020

**What is the object account number for this purchase?**

503603

**I have confirmed with both my department finance manager and/or OMB budget analyst the accuracy of the financial information provided and sufficient fund availability for this request.**

Yes

**I affirm that I am authorized by the appropriate individuals in my department, including my director or their designee, to submit this amendment request.**

Yes

RESOLUTION NO. RS2024 - 315

A resolution approving a contract between the Metropolitan Government of Nashville and Davidson County and Guthrie Sales and Services Co., Inc for the provision of SSI Aeration, Limitorque, Brentwood Industries (Polychem), General Rubber Products, parts and services for the Central and Dry Water Reclamation Facility.

WHEREAS, Section 4.12.060 of the Metropolitan Code of Laws authorizes the Metropolitan Purchasing Agent to enter into sole source contracts when the Purchasing Agent determines in writing according to standards adopted by the Procurement Standards Board that there is only one source for the supply or services required; and,

WHEREAS, the Purchasing Agent determined that the services to be provided by Guthrie Sales and Services Co., Inc meet the requirements for the use of a sole source contract; and,

WHEREAS, Section 4.12.060 of the Metropolitan Code of Laws calls for Council approval by resolution of sole source contracts "with a total contract amount in excess of two hundred fifty thousand dollars (\$250,000.00)."

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1: That the Contract between The Metropolitan Government of Nashville and Davidson County and Guthrie Sales and Services Co., Inc, attached hereto and incorporated herein, is hereby approved.

Section 2: That this resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

RECOMMENDED BY:

INTRODUCED BY:

*Michelle R. Hernandez-Lane*

*Delishia J. Porterfield*

Michelle Hernandez-Lane  
Purchasing Agent

APPROVED AS TO AVAILABILITY OF FUNDS:

Members of Council

*Kevin Crumbo*

Kevin Crumbo  
Director of Finance

APPROVED AS TO FORM AND  
LEGALITY:

*Tara Ladd*

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Assistant Metropolitan Attorney

# Contract Abstract

## Contract Information

Contract & Solicitation Title:

Contract Summary:

Contract Number:  Solicitation Number:  Requisition Number:

Replaces Expiring or Expired Contract? (Enter "No" or Contract No and Expiration Date):

Type of Contract/PO:  **Requires Council Legislation:**

**High Risk Contract** (Per Finance Department Contract Risk Management Policy):

**Sexual Harassment Training Required** (per BL2018-1281):

Estimated Start Date:  Estimated Expiration Date:  Contract Term:

Estimated Contract Life Value:  Fund:\*  BU:\*

(\*Depending on contract terms, actual expenses may hit across various departmental BUs and Funds at PO Levels)

Payment Terms:  Selection Method:

Procurement Staff:  BAO Staff:

Procuring Department:  Department(s) Served:

## Prime Contractor Information

Prime Contracting Firm:  ISN#:

Address:  City:  State:  Zip:

Prime Contractor is a : SBE  SDV  MBE  WBE  LGBTBE  (select/check if applicable)

Prime Company Contact:  Email Address:  Phone #:

**Prime Contractor Signatory:**  **Email Address:**

## Business Participation for Entire Contract

*Small Business and Service Disabled Veteran Business Program:*

Amount:  Percent, if applicable:

*Equal Business Opportunity (EBO) Program:*

MBE Amount:  MBE Percent, if applicable:

WBE Amount:  WBE Percent, if applicable:

*Federal Disadvantaged Business Enterprise:*

Amount:  Percent, if applicable:

Note: Amounts and/or percentages are not exclusive.

B2GNow (Contract Compliance Monitoring):

## Summary of Offer

Offeror Name	MBE	WBE	SBE	SDV	LGBTBE	Score	Evaluated Cost	Result
	(check as applicable)					(RFP Only)		
<input type="text" value="Guthrie Sales and Service"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="Approved Sole Source Form"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select from the Following:"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select from the Following:"/>



## Terms and Conditions

### 1. GOODS AND SERVICES CONTRACT

#### 1.1. Heading

This contract is initiated by and between **The Metropolitan Government of Nashville and Davidson County (METRO)** and **Guthrie Sales and Services Co., Inc (CONTRACTOR)** located at **7003 Chadwick Dr, #300, Brentwood, TN 37027**, resulting from an approved sole source signed by Metro's Purchasing Agent (made a part of this contract by reference). This Contract consists of the following documents:

- *Any properly executed contract amendment (most recent with first priority),*
- *This document, including exhibits,*
  - *Exhibit A - Pricing*
  - *Exhibit B – Affidavits*
  - *Exhibit C – Guthrie Sales Terms*
- *Purchase Orders (and PO Changes),*

In the event of conflicting provisions, all documents shall be construed in the order listed above.

### 2. THE PARTIES HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

#### 2.1. Duties and Responsibilities

CONTRACTOR agrees to provide SSI Aeration, Limitorque, Brentwood Industries (Polychem), and General Rubber products, parts, and services.

#### 2.2. Delivery and/or Installation.

All deliveries (if provided by the performance of this Contract) are F.O.B. Destination, Prepaid by Supplier, Inside Delivery, as defined by METRO.

METRO assumes no liability for any goods delivered without a purchase order. All deliveries shall be made as defined in the solicitation or purchase order and by the date specified on the purchase order.

Installation, if required by the solicitation and/or purchase order shall be completed by the date specified on the purchase order.

### 3. CONTRACT TERM

#### 3.1. Contract Term

The Contract Term will begin on the date (the "Effective Date") this Contract is approved by all required parties and filed in the Metropolitan Clerk's Office. This Contract Term will end sixty (60) months from the Effective Date.

This Contract may be extended by Contract Amendment. The option to extend may be exercised by and at the discretion of the Purchasing Agent. However, in no event shall the term of this Contract exceed sixty (60) months from the Effective Date, unless executed by amendment.

## **4. COMPENSATION**

### **4.1. Contract Value**

This Contract has an estimated value of \$20,000,000.00. The pricing details are included in Exhibit A and are made a part of this Contract by reference. CONTRACTOR shall be paid as work is completed and METRO is accordingly, invoiced.

### **4.2. Other Fees**

There will be no other charges or fees for the performance of this Contract. METRO will make reasonable efforts to make payments within 30 days of receipt of invoice but in any event shall make payment within 60 days. METRO will make reasonable efforts to make payments to Small Businesses within 15 days of receipt of invoice but in any event shall make payment within 60 days.

### **4.3. Payment Methodology**

Payment in accordance with the terms and conditions of this Contract shall constitute the entire compensation due CONTRACTOR for all goods and/or services provided under this Contract.

METRO will compensate CONTRACTOR in accordance with Exhibit A of this Contract. Subject to these payment terms and conditions, CONTRACTOR shall be paid for delivered/performed products and/or services properly authorized by METRO in accordance with this Contract. Compensation shall be contingent upon the satisfactory provision of the products and/or services as determined by METRO.

### **4.4. Escalation/De-escalation**

This Contract is eligible for annual escalation/de-escalation adjustments for service fees. Any request for escalation/de-escalation is capped at 6% annually and should be supported by the Consumer Price Index (CPI). The request for adjustment must be in accordance with Exhibit A and submitted by CONTRACTOR to the Purchasing Agent no less than sixty (60) days prior to the annual anniversary of the Effective Date of this Contract. Any such adjustment, if approved by the Purchasing Agent, shall become effective on the anniversary of the Effective Date of this Contract.

### **4.5. Electronic Payment**

All payments shall be effectuated by ACH (Automated Clearing House).

### **4.6. Invoicing Requirements**

CONTRACTOR shall submit invoices for payment in a format acceptable to METRO and shall submit invoices no more frequently than monthly for satisfactorily and accurately performed services. CONTRACTOR shall be paid as work is completed and invoices are approved by METRO. Invoices shall detail this Contract Number accompanied by any necessary supporting documentation as required by METRO. CONTRACTOR shall submit all invoices no later than ninety (90) days after the services have been delivered/performed.

Payment of an invoice by METRO shall not waive METRO's rights of revocation of acceptance due to non-conformity or the difficulty of discovery of the non-conformance. Such revocation of acceptance shall occur within a reasonable time after METRO discovers or should have discovered the non-conforming product and/or service but prior to any substantial change in condition of the products and/or services caused by METRO.

### **4.7. Subcontractor/Subconsultant Payments**

When payment is received from METRO, CONTRACTOR shall within fourteen (14) calendar days pay all subcontractors, subconsultants, laborers, and suppliers the amounts they are due for the work covered by such payment. In the event METRO becomes informed that CONTRACTOR has not paid a subcontractor, subconsultant, laborer, or supplier as provided herein, METRO shall have the right, but not the duty, to issue future checks and payments to CONTRACTOR of amounts otherwise due hereunder naming CONTRACTOR and any such subcontractor,

subconsultant, laborer, or supplier as joint payees. Such joint check procedure, if employed by METRO, shall create no rights in favor of any person or entity beyond the right of the named payees to payment of the check and shall not be deemed to commit METRO to repeat the procedure in the future. If persistent, this may be determined to be a material breach of this Contract.

## **5. TERMINATION**

### **5.1. Breach**

Should CONTRACTOR fail to fulfill in a timely and proper manner its obligations under this Contract or if it should violate any of the terms of this Contract, METRO shall identify the breach and CONTRACTOR shall cure the performance within thirty (30) days. If CONTRACTOR fails to satisfactorily provide cure, METRO shall have the right to immediately terminate this Contract. Such termination shall not relieve CONTRACTOR of any liability to METRO for damages sustained by virtue of any breach by CONTRACTOR.

### **5.2. Lack of Funding**

Should funding for this Contract be discontinued, METRO shall have the right to terminate this Contract immediately upon written notice to CONTRACTOR.

### **5.3. Notice**

METRO may terminate this Contract at any time upon thirty (30) days written notice to CONTRACTOR. Should METRO terminate this Contract, CONTRACTOR shall immediately cease work and deliver to METRO, within thirty (30) days, all completed or partially completed satisfactory work, and METRO shall determine and pay to CONTRACTOR the amount due for satisfactory work.

## **6. NONDISCRIMINATION**

### **6.1. METRO's Nondiscrimination Policy**

It is the policy of METRO not to discriminate on the basis of race, creed, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities.

### **6.2. Nondiscrimination Requirement**

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in METRO's contracted programs or activities, on the grounds of race, creed, color, national origin, age, sex, disability, or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with METRO or in the employment practices of METRO's CONTRACTORS. **CONTRACTOR certifies and warrants that it will comply with this nondiscrimination requirement.** Accordingly, all offerors entering into contracts with METRO shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places that are available to all employees and applicants, notices of nondiscrimination.

### **6.3. Equal Business Opportunity (EBO) Program Requirement**

The Equal Business Opportunity (EBO) Program is not applicable to this Contract.

### **6.4. Covenant of Nondiscrimination**

All offerors have committed to the Covenant of Nondiscrimination when registering with METRO to do business. To review this document, go to METRO's website.

**6.5. Americans with Disabilities Act (ADA)**

CONTRACTOR assures METRO that all services provided shall be completed in full compliance with the Americans with Disabilities Act ('ADA') 2010 ADA Standards for Accessible Design, enacted by law March 15, 2012, as has been adopted by METRO. CONTRACTOR will ensure that participants with disabilities will have communication access that is equally effective as that provided to people without disabilities. Information shall be made available in accessible formats, and auxiliary aids and services shall be provided upon the reasonable request of a qualified person with a disability.

**7. INSURANCE****7.1. Proof of Insurance**

During the term of this Contract, for any and all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension(s), the types and amounts of insurance identified below. Proof of insurance shall be required naming METRO as additional insured and identifying Contract number on the ACORD document.

**7.2. Products Liability Insurance**

In the amount of one million (\$1,000,000.00) dollars.

**7.3. Automobile Liability Insurance**

In the amount of one million (\$1,000,000.00) dollars.

**7.4. General Liability Insurance**

In the amount of one million (\$1,000,000.00) dollars.

**7.5. Worker's Compensation Insurance (if applicable)**

CONTRACTOR shall maintain workers' compensation insurance with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee.

**7.6. Such insurance shall:**

Contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this Contract, CONTRACTOR's insurance coverage shall be primary insurance with respects to METRO, its officials, officers, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be in excess of CONTRACTOR's insurance and shall not contribute with it.

Automotive Liability insurance shall include vehicles owned, hired, and/or non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

CONTRACTOR shall maintain Workers' Compensation insurance (if applicable) with statutory limits as required by the State of Tennessee or other applicable laws and Employers' Liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR's Workers' Compensation insurance coverage.

### **7.7. Other Insurance Requirements**

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements effecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

**PROCUREMENTCOI@NASHVILLE.GOV**

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services.

Maintain such insurance from the time services commence until services are completed. Failure to maintain or renew coverage and to provide evidence of renewal may be treated by METRO as a material breach of this Contract.

Said insurance shall be with an insurer licensed to do business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of this Contract, Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/ Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR's insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall require subcontractor's to have all necessary insurance and maintain the subcontractor's certificates of insurance.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO **prior to the commencement of services.**

If CONTRACTOR has or obtains primary and excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

## **8. GENERAL TERMS AND CONDITONS**

### **8.1. Taxes**

METRO shall not be responsible for any taxes that are imposed on CONTRACTOR. Furthermore, CONTRACTOR understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to METRO.

### **8.2. Warranty**

Guthrie Sales & Service Co. Inc. shall provide a standard warranty which will be provided to you. In the event of failure of the material or mechanical parts within one year of installation or 15 months from the date of delivery (whichever occurs first), and if such failure is attributable to defects in the material furnished found to have existed at the time of delivery, the manufacturer's liability is limited to furnishing necessary replacement material or parts. Guthrie Sales & Service Co., Inc. shall not be responsible or liable for installation, labor or materials or any costs or expenses associated with the installation of materials or for any incidental or consequential damages.

During the warranty period, METRO may, at its option, request that CONTRACTOR repair or replace any defective goods, by written notice to CONTRACTOR. Before any determination of fault is established, the CONTRACTOR shall perform an equipment inspection and document any damage or defects prior to repair or replacement. If determined to be an MANUFACTUER defect, the CONTRACTOR shall repair or replace the defective goods, as required by METRO.

### **8.3. Confidentiality**

Tennessee Code Annotated § 10-7-504(i) specifies that information which would allow a person to obtain unauthorized access to confidential information or to government property shall be maintained as confidential. "Government property" includes electronic information processing systems, telecommunication systems, or other communications systems of a governmental entity subject to this chapter. Such records include: (A) Plans, security codes, passwords, combinations, or computer programs used to protect electronic information and government property; (B) Information that would identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the services provided by a governmental entity; and (C) Information that could be used to disrupt, interfere with, or gain unauthorized access to electronic information or government property.

The foregoing listing is not intended to be comprehensive, and any information which METRO marks or otherwise designates as anything other than "Public Information" will be deemed and treated as sensitive information, which is defined as any information not specifically labeled as "Public Information". Information which qualifies as "sensitive information" may be presented in oral, written, graphic, and/or machine-readable formats. Regardless of presentation format, such information will be deemed and treated as sensitive information.

CONTRACTOR, and its Agents, for METRO, may have access to sensitive information. CONTRACTOR, and its Agents, are required to maintain such information in a manner appropriate to its level of sensitivity. All sensitive information must be secured at all times including, but not limited to, the secured destruction of any written or electronic information no longer needed. The unauthorized access, modification, deletion, or disclosure of any METRO information may compromise the integrity and security of METRO, violate individual rights of privacy, and/or constitute a criminal act.

Upon the request of METRO, CONTRACTOR shall return all information in whatever form in a format chosen by METRO. In the event of any disclosure or threatened disclosure of METRO information, METRO is further authorized and entitled to immediately seek and obtain injunctive or other similar relief against CONTRACTOR, including but not limited to emergency and ex parte relief where available.

### **8.4. Information Ownership**

All METRO information is and shall be the sole property of METRO. CONTRACTOR hereby waives any and all statutory and common law liens it may now or hereafter have with respect to METRO information. Nothing in this Contract or any other agreement between METRO and CONTRACTOR shall operate as an obstacle to such METRO's right to retrieve any and all METRO information from CONTRACTOR or its agents or to retrieve such information or place such information with a third party for provision of services to METRO, including without limitation, any outstanding payments, overdue payments and/or disputes, pending legal action, or arbitration. Upon METRO's request, CONTRACTOR shall supply METRO with an inventory of METRO information that CONTRACTOR stores and/or backs up.

Any information provided to the CONTRACTOR, including information provided by METRO customers or citizens, is only to be used to fulfill the contracted services. Any additional information that is inferred or determined based on primary information that is provided to the CONTRACTOR, i.e. "second-order data", is only to be used to fulfill the contracted services. This information is not to be used for marketing or commercial purposes and the CONTRACTOR asserts no rights to this information outside of fulfilling the contracted services. Storage of this information is not allowed outside United States' jurisdiction.

### **8.5. Information Security Breach Notification**

In addition to the notification requirements in any Business Associate Agreement with METRO, when applicable, CONTRACTOR shall notify METRO of any data breach within 24 hours of CONTRACTOR's knowledge or reasonable belief (whichever is earlier) that such breach has occurred (Breach Notice) by contacting the METRO ITS Help Desk. The Breach Notice should describe the nature of the breach, the scope of the information compromised, the date the breach occurred, and the identities of the individuals affected or potentially affected by the breach as well as specific information about the data compromised so that METRO can properly notify those individuals whose information was compromised. CONTRACTOR shall periodically update the information contained in the Breach Notice to METRO and reasonably cooperate with METRO in connection with METRO's efforts to mitigate the damage or harm of such breach.

### **8.6. Virus Representation and Warranty**

CONTRACTOR represents and warrants that Products and/or Services, or any media upon which the Products and/or Services are stored, do not have, nor shall CONTRACTOR or its Agents otherwise introduce into METRO's systems, network, or infrastructure, any type of software routines or element which is designed to or capable of unauthorized access to or intrusion upon, disabling, deactivating, deleting, or otherwise damaging or interfering with any system, equipment, software, data, or the METRO network.

For CONTRACTOR managed systems, CONTRACTOR shall install and maintain ICSA Labs certified or AV-Test approved Antivirus Software and, to the extent possible, use real time protection features. CONTRACTOR shall maintain the Anti-virus Software in accordance with the Antivirus Software provider's recommended practices. In addition, CONTRACTOR shall ensure that:

- Anti-virus Software checks for new Anti-virus signatures no less than once per day, and;
- Anti-virus signatures are current and no less recent than two versions/releases behind the most current version/release of the Anti-virus signatures for the Anti-virus Software.

### **8.7. Copyright, Trademark, Service Mark, or Patent Infringement**

CONTRACTOR shall, at its own expense, be entitled to and shall have the duty to defend any suit that may be brought against METRO to the extent that it is based on a claim that the products or services furnished infringe a Copyright, Trademark, Service Mark, or Patent. CONTRACTOR shall further indemnify and hold harmless METRO against any award of damages and costs made against METRO by a final judgment of a court of last resort in any such suit. METRO shall provide CONTRACTOR immediate notice in writing of the existence of such claim and full right and opportunity to conduct the defense thereof, together with all available information and reasonable cooperation, assistance and authority to enable CONTRACTOR to do so. No costs or expenses shall be incurred for the account of CONTRACTOR without its written consent. METRO reserves the right to participate in the defense of any such action. CONTRACTOR shall have the right to enter into negotiations for and the right to effect settlement or compromise of any such action, but no such settlement or compromise shall be binding upon METRO unless approved by the METRO Department of Law Settlement Committee and, where required, the METRO Council.

If the products or services furnished under this Contract are likely to, or do become, the subject of such a claim of infringement, then without diminishing CONTRACTOR's obligation to satisfy the final award, CONTRACTOR may at its option and expense:

- Procure for METRO the right to continue using the products or services
- Replace or modify the alleged infringing products or services with other equally suitable products or services that are satisfactory to METRO, so that they become non-infringing
- Remove the products or discontinue the services and cancel any future charges pertaining thereto Provided; however, that CONTRACTOR will not exercise the Remove option above until CONTRACTOR and METRO have determined that the Procure and/or Replace options are impractical. CONTRACTOR shall have no liability to METRO; however, if any such infringement or claim thereof is based upon or arises out of:

- The use of the products or services in combination with apparatus or devices not supplied or else approved by CONTRACTOR;
- The use of the products or services in a manner for which the products or services were neither designated nor contemplated; or,
- The claimed infringement in which METRO has any direct or indirect interest by license or otherwise, separate from that granted herein.

### **8.8. Maintenance of Records**

CONTRACTOR shall maintain documentation for all charges against METRO. The CONTRACTOR'S books, records, and documents charged against METRO, as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of final payment and will be subject to audit, at any reasonable time and upon reasonable notice by METRO or its duly appointed representatives. The records shall be maintained in accordance with generally accepted accounting principles. In the event of litigation, working papers and other documents shall be produced in accordance with applicable laws and/or rules of discovery. Breach of the provisions of this paragraph is a material breach of this Contract.

All documentation for charges against METRO, which are in the possession of CONTRACTOR or any subcontractor or subconsultant shall be made available to METRO for inspection and copying upon written request from METRO. Said documents shall also be made available for inspection and/or copying by any state, federal or other regulatory authority, upon request from METRO. Said records include all drawings, plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, and videos.

### **8.9. Monitoring**

Only upon written approval from Guthrie Sales & Service Inc. or its Legal Representative, which approval shall not be unreasonably withheld, activities conducted and records maintained pursuant to this Contract shall be subject to monitoring and evaluation by METRO, the Department of Finance, the Division of Internal Audit, or their duly appointed representatives.

Only upon written approval from Guthrie Sales & Service Inc. or its Legal Representative, which approval shall not be unreasonably withheld, METRO shall have the option of reviewing and performing a security assessment of the information security management practices of CONTRACTOR. METRO shall have the right, at its expense, during normal business hours and with reasonable advance notice, to evaluate, test, and review at CONTRACTOR's premises the Products and/or Services to ensure compliance with the terms and conditions of this Contract. METRO shall have the right to conduct such audits by use of outside consultants and auditors as agreed upon by all Parties.

### **8.10. METRO Property**

Any METRO property, including but not limited to books, records, and equipment that is in CONTRACTOR's possession shall be maintained by CONTRACTOR in good condition and repair, and shall be returned to METRO by CONTRACTOR upon termination of this Contract. All goods, documents, records, and other work product and property produced during the performance of this Contract are deemed to be METRO property. METRO property includes, but is not limited to, all documents which make up this Contract; all other documents furnished by METRO; all goods, records, reports, information, data, specifications, computer programs, technical reports, operating manuals and similar work or other documents, conceptual drawings, design documents, closeout documents, and other submittals by CONTRACTOR of any of its subcontractors; and, all other original works of authorship, whether created by METRO, CONTRACTOR or any of its subcontractors embodied in any tangible medium of expression, including, without limitation, pictorial, graphic, sculptural works, two (2) dimensional works, and three (3) dimensional works. Any of Contractor's or its subcontractors' works of authorship comprised within the Work Product (whether created alone or in concert with Metro or a third party) shall be deemed to be "works made for hire" and made in the course of services rendered and, whether pursuant to the provisions of Section 101 of the U.S. Copyright Act or other Applicable Law, such Work Product shall belong exclusively to Metro. Contractor and its subcontractors grant Metro a non-exclusive, perpetual, worldwide, fully paid up, royalty-free license, with rights to sublicense through multiple levels of sublicenses, to reproduce, make, have made, create derivative works of, distribute, publicly perform and publicly display by all means, now known or later developed, such rights.

Except as to Contracts involving sensitive information, CONTRACTOR may keep one (1) copy of the aforementioned documents upon completion of this Contract; provided, however, that in no event shall CONTRACTOR use, or permit to be used, any portion of the documents on other projects without METRO's prior written authorization. CONTRACTOR shall maintain sensitive information securely and if required by METRO, provide secured destruction of said information. Distribution and/or reproduction of METRO sensitive information outside of the intended and approved use are strictly prohibited unless permission in writing is first received from the METRO Chief Information Security Officer. The storage of METRO sensitive information to third-party hosted network storage areas, such as Microsoft Skydrive, Google Docs, Dropbox, or other cloud storage mechanisms, shall not be allowed without first receiving permission in writing from the METRO Chief Information Security Officer.

#### **8.11. Modification of Contract**

This Contract may be modified only by written amendment executed by all parties and their signatories hereto. All change orders, where required, shall be executed in conformance with section 4.24.020 of the Metropolitan Code of Laws.

#### **8.12. Partnership/Joint Venture**

This Contract shall not in any way be construed or intended to create a partnership or joint venture between the Parties or to create the relationship of principal and agent between or among any of the Parties. None of the Parties hereto shall hold itself out in a manner contrary to the terms of this paragraph. No Party shall become liable for any representation, act, or omission of any other Party contrary to the terms of this Contract.

#### **8.13. Waiver**

No waiver of any provision of this Contract shall affect the right of any Party to enforce such provision or to exercise any right or remedy available to it.

#### **8.14. Employment**

CONTRACTOR shall not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age, sex, or which is in violation of applicable laws concerning the employment of individuals with disabilities.

CONTRACTOR shall not knowingly employ, permit, dispatch, subcontract, or instruct any person who is an undocumented and/or unlawful worker to perform work in whole or part under the terms of this Contract.

Violation of either of these contract provisions may result in suspension or debarment if not resolved in a timely manner, not to exceed ninety (90) days, to the satisfaction of METRO.

#### **8.15. Compliance with Laws**

CONTRACTOR agrees to comply with all applicable federal, state and local laws and regulations.

#### **8.16. Iran Divestment Act**

In accordance with the Iran Divestment Act, Tennessee Code Annotated § 12-12-101 et seq., CONTRACTOR certifies that to the best of its knowledge and belief, neither CONTRACTOR nor any of its subcontractors are on the list created pursuant to Tennessee Code Annotated § 12-12-106. Misrepresentation may result in civil and criminal sanctions, including contract termination, debarment, or suspension from being a contractor or subcontractor under METRO contracts.

#### **8.17. Boycott of Israel**

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

**8.18. Taxes and Licensure**

CONTRACTOR shall have all applicable licenses and be current on its payment of all applicable gross receipt taxes and personal property taxes.

**8.19. Ethical Standards**

It shall be a breach of the Ethics in Public Contracting standards in the Metropolitan Code of Laws for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It shall be a breach of the Ethics in Public Contracting standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical and legal standards which may result in civil or criminal sanction and/or debarment or suspension from being a contractor or subcontractor under METRO contracts.

Pursuant to Metropolitan Code of Laws, Section 4.48.020, entities and persons doing business with, or proposing to do business with, the Metropolitan Government of Nashville & Davidson County must adhere to the ethical standards prescribed in Section 4.48 of the Code. By signing this contract, you agree that you have read the standards in Section 4.48 and understand that you are obligated to follow them. Violation of any of those standards is a breach of contract and a breach of legal standards that may result in sanctions, including those set out in Section 4.48.

**8.20. Indemnification and Hold Harmless**

CONTRACTOR shall indemnify and hold harmless METRO, its officers, agents, and employees from:

- A. Any claims, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of CONTRACTOR, its officers, employees, and/or agents, including its sub or independent contractors, in connection with the performance of the contract.
- B. Any claims, damages, penalties, costs, and attorney fees arising from any failure of CONTRACTOR, its officers, employees, and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- C. In any and all claims against METRO, its officers, agents, or employees, by any employee of CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for CONTRACTOR or any subcontractor under workers' compensation acts, disability acts, or other employee benefit acts.
- D. METRO will not indemnify, defend, or hold harmless in any fashion CONTRACTOR from any claims arising from any failure, regardless of any language in any attachment or other document that CONTRACTOR may provide.
- E. CONTRACTOR shall pay METRO any expenses incurred as a result of CONTRACTOR's failure to fulfill any obligation in a professional and timely manner under this Contract.

**8.21. Attorney Fees**

CONTRACTOR agrees that in the event either party takes legal action to enforce any provision of this Contract or to obtain a remedy for any breach of this Contract, and in the event METRO prevails in such action, CONTRACTOR shall pay all expenses of such action incurred at any and all stages of the litigation, including costs, and reasonable attorney fees for METRO.

**8.22. Assignment--Consent Required**

The provisions of this Contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to CONTRACTOR under this Contract, neither this Contract nor any of the rights and obligations of CONTRACTOR hereunder shall be assigned or transferred in whole or in part without the prior written consent of METRO. Any such assignment or transfer shall not release CONTRACTOR from its obligations hereunder.

NOTICE OF ASSIGNMENT OF ANY RIGHTS TO MONEY DUE TO CONTRACTOR UNDER THIS CONTRACT MUST BE SENT TO THE ATTENTION OF:

**PRG@NASHVILLE.GOV (Preferred Method)**

**OR**

**METRO'S PURCHASING AGENT**

**PROCUREMENT DIVISION**

**DEPARTMENT OF FINANCEP**

**O BOX 196300**

**NASHVILLE, TN 37219-6300**

Funds Assignment Requests should contain complete contact information (contact person, organization name, address, telephone number, and email) for METRO to use to request any follow up information needed to complete or investigate the requested funds assignment. To the extent permitted by law, METRO has the discretion to approve or deny a Funds Assignment Request.

**8.23. Entire Contract**

This Contract sets forth the entire agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties.

**8.24. Force Majeure**

No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by *force majeure*, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.

**8.25. Governing Law**

The validity, construction, and effect of this Contract and any and all extensions and/or modifications thereof shall be governed by the laws of the State of Tennessee. Tennessee law shall govern regardless of any language in any attachment or other document that CONTRACTOR may provide.

**8.26. Venue**

Any action between the Parties arising from this Contract shall be maintained in the courts of Davidson County, Tennessee.

**8.27. Severability**

Should any provision of this Contract be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this Contract.

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Contract Number: 6549102

**Notices and Designation of Agent for Service of Process**

All notices to METRO shall be mailed or hand delivered to:

**PURCHASING AGENT  
PROCUREMENT DIVISION  
DEPARTMENT OF FINANCE  
PO BOX 196300  
NASHVILLE, TN 37219-6300**

Notices to CONTRACTOR shall be mailed or hand delivered to:

CONTRACTOR: Guthrie Sales and Service Co., Inc

Attention: Tom Guthrie  
Address: 7003 Chadwick Dr #300 Brentwood, TN 37207  
Telephone: 615-377-3952  
Fax: N/A  
E-mail: tom@jtguthrie.com

CONTRACTOR designates the following as the CONTRACTOR's agent for service of process and will waive any objection to service of process if process is served upon this agent:

Designated Agent: Bradley  
Attention: Joe Gibbs  
Address: 1600 Division Street #700, Nashville, TN 37203  
Email: jgibbs@bradley.com

**[SPACE INTENTIONALLY LEFT BLANK]**

**Notices & Designations  
Department & Project Manager**

<b>Contract Number</b>	6549102
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The primary DEPARTMENT/AGENCY responsible for the administration of this contract is:

<b>DEPARTMENT</b>	Water Services
<b>Attention</b>	Stephanie Belcher
<b>Address</b>	1600 2nd Avenue North, Nashville, TN 37208
<b>Telephone</b>	615-862-4513
<b>Email</b>	stephanie.belcher@nashville.gov

The primary DEPARTMENT/AGENCY responsible for the administration of this contract designates the following individual as the PROJECT MANAGER responsible for the duties outlined in APPENDIX – Z CONTRACT ADMINISTRATION:

<b>Project Manager</b>	John Barnett
<b>Title</b>	Engineer 3
<b>Address</b>	1700 D 3rd Avenue North, Nashville, TN 37208
<b>Telephone</b>	615-719-2488
<b>Email</b>	john.barnett@nashville.gov

## **Appendix Z – Contract Administration**

Upon filing with the Metropolitan Clerk, the PROJECT MANAGER designated by the primary DEPARTMENT/AGENCY is responsible for contract administration. Duties related to contract administration include, but are not necessarily limited to, the following:

### **Vendor Performance Management Plan**

For contracts in excess of \$50,000.00, the project manager will develop a vendor performance management plan. This plan is managed by the primary department/agency and will be retained by the department/agency for their records. At contract close out, copies of all vendor performance management documents will be sent to [PRG@nashville.gov](mailto:PRG@nashville.gov).

For best practices related to vendor performance management, project managers will consult chapter eight of the PROCUREMENT MANUAL found on the division of purchases internal resources page: <https://metronashville.sharepoint.com/sites/IMFinanceProcurement>.

### **Amendment**

For all contracts, the project manager will notify [PRG@nashville.gov](mailto:PRG@nashville.gov) if changes to the term, value, scope, conditions, or any other material aspect of the contract are required. The email notification will include a complete CONTRACT AMENDMENT REQUEST FORM found on the division of purchases internal resources page: <https://metronashville.sharepoint.com/sites/IMFinanceProcurement>.

### **Escalation**

For contracts that include an escalation/de-escalation clause, the project manager will notify [PRG@nashville.gov](mailto:PRG@nashville.gov) when any request for escalation/de-escalation is received. The email notification will include any documentation required by the contract to support the request.

### **Contract Close Out – Purchasing**

For all contracts, the project manager will notify [PRG@nashville.gov](mailto:PRG@nashville.gov) when the work is complete and has been accepted by the department/agency. The email notification will include the contract number, contract title, date of completion, warranty start date and warranty end date (if applicable), and copies of all vendor performance management documents (if applicable).

### **Contract Close Out – BAO**

For contracts with compliance monitored by the Business Assistance Office (BAO), the project manager will notify the designated contract compliance officer via email when the contract is complete and final payment has been issued. The email notification will include the contract number, contract title, and the date final payment was issued.

### **Best Practices**

Project managers are strongly encouraged to consult chapter eight of the PROCUREMENT MANUAL for best practices related to contract administration. The manual is found on the division of purchases internal resources page:

<https://metronashville.sharepoint.com/sites/IMFinanceProcurement>

Contract Number 6549102

**Effective Date**

This contract shall not be binding upon the parties until it has been fully electronically approved by the CONTRACTOR, the authorized representatives of the Metropolitan Government, and filed in the office of the Metropolitan Clerk.

**THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

**APPROVED AS TO PROJECT SCOPE:**

Scott Potter ADM  
Dept. / Agency / Comm. Head or Board Chair. Dept. Fin.

**APPROVED AS TO COMPLIANCE WITH PROCUREMENT CODE:**

Michelle A. Hernandez Lane MLL  
Purchasing Agent Purchasing

**APPROVED AS TO AVAILABILITY OF FUNDS:**

Kevin Crumbolt AC  
Director of Finance BA

**APPROVED AS TO FORM AND LEGALITY:**

Tara Ladd LBZ  
Metropolitan Attorney Insurance

**FILED BY THE METROPOLITAN CLERK:**

Austin Kyle  
Metropolitan Clerk

MAR 20 2024  
Date

**CONTRACTOR:**

GUTHRIE SALES AND SERVICE CO., INC.  
Company Name

Tom Guthrie  
Signature of Company's Contracting Officer

Tom Guthrie  
Officer's Name

VP  
Officer's Title

<b>Exhibit A-(Pricing)</b>		
<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>UNIT PRICE (\$)</b>
Brentwood Industries Equipment, Products and Parts	Percentage Discount	0.00%
General Rubber Equipment, Products and Parts	Percentage Discount	0.00%
Limitorque Equipment, Products and Parts	Percentage Discount	0.00%
SSI Aeration Equipment, Products and Parts	Percentage Discount	0.00%
<b><u>Brentwood Industries Equipment Service Rates</u></b>		
Standard Service Labor Rate (Work between Monday-Friday (7am -5pm))	Hourly Per Person	\$249.00
After Hours Standard Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	\$368.00
Specialty Service Labor Rate (Confined Spaces, High Voltage, or Hazardous Environment) (Work between Monday-Friday (7am -5pm))	Hourly Per Person	N/A
After Hours Specialty (Confined Spaces, High Voltage, or Hazardous Environment) Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a	Hourly Per Person	N/A
<b><u>General Rubber Equipment Service Rates</u></b>		
Standard Service Labor Rate (Work between Monday-Friday (7am -5pm))	Hourly Per Person	\$136.00
After Hours Standard Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	\$253.00
Specialty Service Labor Rate (Confined Spaces, High Voltage, or Hazardous Environment) (Work between Monday-Friday (7am -5pm))	Hourly Per Person	N/A
After Hours Specialty (Confined Spaces, High Voltage, or Hazardous Environment) Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a	Hourly Per Person	N/A
<b><u>Limitorque Equipment Equipment Service Rates</u></b>		
Standard Service Labor Rate (Work between Monday-Friday (7am -5pm))	Hourly Per Person	\$238.00
After Hours Standard Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	\$410.00
Specialty Service Labor Rate (Confined Spaces, High Voltage, or Hazardous Environment) (Work between Monday-Friday (7am -5pm))	Hourly Per Person	N/A
After Hours Specialty (Confined Spaces, High Voltage, or Hazardous Environment) Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a	Hourly Per Person	N/A
<b><u>SSI Aeration Equipment Service Rates</u></b>		
Standard Service Labor Rate (Work between Monday-Friday (7am -5pm))	Hourly Per Person	\$167.00
After Hours Standard Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a holiday)	Hourly Per Person	\$319.00
Specialty Service Labor Rate (Confined Spaces, High Voltage, or Hazardous Environment) (Work between Monday-Friday (7am -5pm))	Hourly Per Person	N/A
After Hours Specialty (Confined Spaces, High Voltage, or Hazardous Environment) Service Labor Rate (Work between 5 p.m. & 7 a.m., on a weekend day, or on a	Hourly Per Person	N/A

1. Maximum Percentage of Escalation is 6% and is ONLY applicable to "Hourly Service Labor Rates".

2. Travel is included in Hourly Service Labor Rates list above.

NOTES: 1 NIGHT HOTEL AND INCIDENTALS IS INCLUDED. IF EXTRA NIGHTS ARE REQUIRED ADDITIONAL PRICING WILL NEED TO BE DISCUSSED.

2- DAY MINIMUM MAY APPLY TO ABOVE PRICES

THESE ARE HEAVILY DISCOUNTED HOURLY RATES AND NEED TO BE SCHEDULED 4+ WEEKS IN ADVANCE.

## Affidavits

**Compliance with Laws:** After first being duly sworn according to law, the undersigned (Affiant) states that he/she and the contracting organization is presently in compliance with, and will continue to maintain compliance with, all applicable federal, state, and local laws.

**Taxes and Licensure:** Affiant states that Contractor has all applicable licenses, including business licenses. Affiant also states that Contractor is current on its payment of all applicable gross receipt taxes and personal property taxes. M.C.L. 4.20.065

**Nondiscrimination:** Affiant affirms that by its employment policy, standards and practices, it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age or sex, and are not in violation of, and will not violate, any applicable laws concerning the employment of individuals with disabilities. M.C.L. 4.28.020

**Employment Requirement:** Affiant affirms that Contractor's employment practices are in compliance with applicable United States immigrations laws. M.C.L. 4.40.060.

**Covenant of Nondiscrimination:** Affiant affirms that in consideration of the privilege to submit offers in response to this solicitation, we hereby consent, covenant, and agree as follows:

To adopt the policies of the Metropolitan Government relating to equal opportunity in contracting on projects and contracts funded, in whole or in part, with funds of the Metropolitan Government;

- To attempt certain good faith efforts to solicit Minority-owned and Woman-owned business participation on projects and contracts in addition to regular and customary solicitation efforts;

- Not to otherwise engage in discriminatory conduct;

- To provide a discrimination-free working environment;

- That this Covenant of Nondiscrimination shall be continuing in nature and shall remain in full force and effect without interruption;

- That the Covenant of Nondiscrimination shall be incorporated by reference into any contract or portion thereof which the Supplier may hereafter obtain; and

- That the failure of the Supplier to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract. M.C.L. 4.46.070

**Contingent Fees:** It is a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a Metro contract upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. After first being duly sworn according to law, the undersigned Affiant states that the Contractor has not retained anyone in violation of the foregoing. M.C.L. 4.48.080

**Iran Divestment Act Affidavit:** By submission of this offer and in response to the solicitation, Contractor(s) and each person signing on behalf of Contractor(s) affirm, under penalty of perjury, that to the best of their knowledge and belief, neither the Contractor(s), nor proposed subcontractors, subconsultants, partners and any joint venturers, are on the list created pursuant to the Tennessee Code Annotated § 12-12-106 (Iran Divestment Act). Referenced website:

<https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/2022/>

List\_of\_persons\_pursuant\_to\_Tenn.\_Code\_Ann.\_12-12-106\_Iran\_Divestment\_Act\_updated\_with%20NY05.04.22.pdf

**Sexual Harassment:** Affiant affirms that should it be awarded a contract with the Metropolitan Government for a period of more than twelve (12) months and/or valued at over five hundred thousand (\$500,000) dollars, affiant shall be required to provide sexual harassment awareness and prevention training to its employees if those employees:

1. Have direct interactions with employees of the Metropolitan Government through email, phone, or in-person contact on a regular basis;
2. Have contact with the public such that the public may believe the contractor is an employee of the Metropolitan Government, including but not limited to a contractor with a phone number or email address associated with Metropolitan government or contractors with uniforms or vehicles bearing insignia of the Metropolitan Government; or
3. Work on property owned by the metropolitan government.

Such training shall be provided no later than (90) days of the effective date of the contract or (90) days of the employee's start date of employment with affiant if said employment occurs after the effective date of the contract. M.C.L. 2.230.020.

Affiant affirms that Contractor is not currently, and will not for the duration of the awarded Contract, engage in a boycott of Israel for any awarded contract that meets the following criteria:

- Has total potential value of two hundred fifty thousand (\$250,000) or more;
- Affiant has ten (10) or more employees.

Affiant affirms that offeror is and will remain in compliance with the provisions of Chapter 4.12 of the Metro Procurement Code and the contents of its offer as submitted. Affiant further affirms that offeror understands that failure to remain in such compliance shall constitute a material breach of its agreement with the Metropolitan Government.

**And Further Affiant Sayeth Not:**

Organization Name: GUTHRIE SALES & SERVICE CO., INC

Organization Officer Signature: 

Name of Organization Officer: TOM GUTHRIE

Title: VP

Contract Number: 6549102

**Notices and Designation of Agent for Service of Process**

All notices to METRO shall be mailed or hand delivered to:

**PURCHASING AGENT  
PROCUREMENT DIVISION  
DEPARTMENT OF FINANCE  
PO BOX 196300  
NASHVILLE, TN 37219-6300**

Notices to CONTRACTOR shall be mailed or hand delivered to:

CONTRACTOR: GUTHRIE SALES + SERVICE CO., INC  
Attention: TOM GUTHRIE  
Address: 7003 CHADWICK DR. #300 BRENTWOOD, TN 37027  
Telephone: 615. 377. 3952  
Fax: 615. 373. 2701  
E-mail: TOM@JTGUTHRIE.COM

CONTRACTOR designates the following as the CONTRACTOR's agent for service of process and will waive any objection to service of process if process is served upon this agent:

Designated Agent: SAME AS ABOVE  
Attention:  
Address:  
Email:

**[SPACE INTENTIONALLY LEFT BLANK]**

**Guthrie Sales & Service Co., Inc**  
**Standard Terms and Conditions of Sale**

The following Terms and Conditions are an integral part and material terms of any agreement of Guthrie Sales & Service Company's offer to sell the equipment offered in this proposal.

- A. SHIPMENT: If Drawings for approval are required: After receipt of complete information at factory, Drawings can be prepared in approximately \_\_\_\_\_ weeks and after approval of Drawings, shipment can be made in approximately \_\_\_\_\_ weeks. Prices maintained firm for a period of \_\_\_\_\_ days from date of this proposal.
- B. TERMS: The prices quoted by Guthrie Sales & Service Co., Inc. are subject to the following payment terms:  
100% OF FULL INVOICE PAID AS OUTLINED IN THE MASTER CONTRACT.  
Failure to pay 100% of amount of invoice within 30 days will result in:  
1. Account turned over for collection.
- C. TAXES: We do not include in this quotation any Federal, State, or Municipal Sales, Use or Gross Income Tax which may be chargeable against the equipment offered. Any such tax with Guthrie Sales & Service Co., Inc. shall be liable for the payment or collection of shall be paid by the Buyer, although not specifically set out as an item in the price herein. Notwithstanding the foregoing, Buyer is tax exempt and upon evidence of such, this section shall not apply to Buyer.
- D. PENALTIES: TO THE EXTENT PERMITTED BY STATE LAW, Guthrie shall in no event be responsible or liable for any penalties or liquidated damages.
- E. CLAIMS FOR LOSS OR DAMAGE IN TRANSIT: Since material is sold "F.O.B. works" or "F.O.B. works, freight allowed to destination" the responsibility for filing claims for loss or damage in transit is the Buyer's. We will assist and cooperate with the Buyer in handling such problems. Guthrie Sales & Service Co., Inc. shall not be liable for any damages relating to any losses or damage incurred in transit.
- F. WARRANTY: The manufacturer or factory provides a standard warranty which will be provided to you. In the event of failure of the material or mechanical parts within one year of installation or 15 months from the date of delivery (whichever occurs first), and if such failure is attributable to defects in the material furnished found to have existed at the time of delivery, the manufacturer's liability is limited to furnishing necessary replacement material or parts. Guthrie Sales & Service Co., Inc. shall not be responsible or liable for installation, labor or materials or any costs or expenses associated with the installation of materials or for any incidental or consequential damages.
- G. ACCEPTANCE OF THE PROPOSAL: This proposal is subject to Buyer's offer to purchase and to the subsequent acceptance by an Officer of Guthrie Sales & Service Co., Inc. at Brentwood, TN. Thereupon it will become part of the agreement between the Buyer and Guthrie Sales & Service Co., Inc. including and be incorporated into the master contract. The parties intend to be legally bound hereby and to be governed by Tennessee law upon the execution this instrument as a contract and approval of the master contract by the Metropolitan Council. In the event the Buyer issues his own purchase order or prepares a contract based on this proposal, the conditions contained herein shall be deemed to be incorporated in the said purchase order or contract unless specifically agreed in writing by Guthrie Sales & Service Co., Inc.
- H. SPECIAL CONDITIONS: No back charges or delay in payment for equipment shipped will be accepted by Guthrie Sales & Service Co., Inc. unless authorized in advance and confirmed in writing by Guthrie Sales & Service Co., Inc. The delivery of products as stated is based upon the knowledge of the availability of raw materials at the time of our quotation. Delays by our supplier due to shortages of raw materials together with delays in manufacturing and deliveries of other necessity and other reasons may impair the ability to ship within times quoted. We wish to assure you Guthrie Sales & Service Co., Inc. will do its utmost to meet your required delivery dates during these uncertain times. However, we cannot be held responsible for delays and shortages of materials caused by conditions beyond our control, and Guthrie Sales & Service Co., Inc. shall not be liable for any damages resulting from any delays.
- I. The services of a factory-trained service engineer will be provided for initial checkout, start up and operational checks and to instruct the operating personnel on the operation and maintenance of the equipment. The time required for this shall not exceed \_\_\_\_\_ Days.

Exhibit C – Guthrie Sales Terms

Contract 6549102

This start up service does not include instructions on the installation of the equipment, testing the equipment, nor operator instruction other than what can be accomplished in the above allotted time.

If field service is required other than at start up, the cost for this additional service will be at the prevailing service rates.

Service calls made on equipment not ready for start up shall be counted as additional service and invoiced accordingly.

Service calls/start up requests must be made at least two (2) weeks prior to the requested date. Requests must be cancelled a minimum of forty-eight (48) hours prior to the scheduled arrival time of the service engineer to avoid being charged for the call.

- J. If any action is brought by either Party relating to these Terms and Conditions, the parties agree to and shall bring such action in the courts in Davidson County, Tennessee, and the parties consents to the personal jurisdiction of the courts in Davidson County, Tennessee.

We offer to purchase the material and equipment quoted in accordance with the terms and conditions herein.

We offer to purchase the material and equipment quoted in accordance with the terms and conditions herein.

BUYER:

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respectfully Submitted,

GUTHRIE SALES & SERVICE CO., INC.

By: \_\_\_\_\_  
\_\_\_\_\_

Offer to Purchase is accepted.

GUTHRIE SALES & SERVICE CO., INC. (Seller)

By: \_\_\_\_\_  
\_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/07/2024

**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).**

<b>PRODUCER</b> Brown & Brown of Tennessee, Inc. 6 Cadillac Drive, Suite 200  Brentwood TN 37027	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>CONTACT NAME:</b> Meredith Burkhart</td> </tr> <tr> <td><b>PHONE (A/C, No, Ext):</b> (615) 385-2860</td> <td><b>FAX (A/C, No):</b> (615) 385-8360</td> </tr> <tr> <td colspan="2"><b>E-MAIL ADDRESS:</b> mburkhart@bbtennessee.com</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b></td> </tr> <tr> <td><b>INSURER A:</b> Westfield Insurance Company</td> <td><b>NAIC #</b> 24112</td> </tr> <tr> <td colspan="2"><b>INSURER B:</b></td> </tr> <tr> <td colspan="2"><b>INSURER C:</b></td> </tr> <tr> <td colspan="2"><b>INSURER D:</b></td> </tr> <tr> <td colspan="2"><b>INSURER E:</b></td> </tr> <tr> <td colspan="2"><b>INSURER F:</b></td> </tr> </table>	<b>CONTACT NAME:</b> Meredith Burkhart		<b>PHONE (A/C, No, Ext):</b> (615) 385-2860	<b>FAX (A/C, No):</b> (615) 385-8360	<b>E-MAIL ADDRESS:</b> mburkhart@bbtennessee.com		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>INSURER A:</b> Westfield Insurance Company	<b>NAIC #</b> 24112	<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER F:</b>																					
<b>INSURED</b>  Guthrie Sales & Service Co 7003 Chadwick Dr Ste 300 Brentwood TN 37027																					

**COVERAGES** **CERTIFICATE NUMBER:** CL23121939305 **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	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CWP124052J	01/01/2024	01/01/2025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$ 500,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 5,000</td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
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A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			CWP124052J	01/01/2024	01/01/2025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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	\$																				
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	124070G	01/01/2024	01/01/2025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> PER STATUTE</td> <td><input type="checkbox"/> OTH-ER</td> <td></td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td></td><td style="text-align: right;">\$ 500,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td style="text-align: right;">\$ 500,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td style="text-align: right;">\$ 500,000</td></tr> </table>	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER		E.L. EACH ACCIDENT		\$ 500,000	E.L. DISEASE - EA EMPLOYEE		\$ 500,000	E.L. DISEASE - POLICY LIMIT		\$ 500,000		
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E.L. DISEASE - POLICY LIMIT		\$ 500,000																			

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

RFQ/Contract # 6549102  
 Metropolitan Government of Nashville and Davidson County, its officials, officers, employees, andvolunteers are included as additional insured with respects General Liability and Automobile Liability when required by written contract executed prior to a loss.

<b>CERTIFICATE HOLDER</b>  Purchasing Agent/Metro Government of Nashville and Davidson County Metro Courthouse Nashville TN 37201	<b>CANCELLATION</b>  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 
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## Additional Named Insureds

### Other Named Insureds

Inc Dba J T Guthrie & Son

Insured Multiple Names

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY  
DEPARTMENT OF FINANCE – PROCUREMENT  
SOLE SOURCE JUSTIFICATION FORM



SS #: SS2024018

Date Received: July 21, 2023

Send an email to [PRG@nashville.gov](mailto:PRG@nashville.gov) and attach completed sole source form and supporting documentation.

**Proposed supplier MUST be Registered in iProcurement**

Date: 7/21/2023 Requesting Department/Agency/Commission: Water Services

Requesting Official: Stephanie Belcher Telephone #: 615-862-4513 This is for a multi-year contract.

Product/Service Description: Contract for SSI Aeration, Limitorque, Brentwood Industries (Polychem), and General Rubber Products, Parts and Services

Total Purchase (Enter the value for the entire contract life) Price: \$20,000,000

BU Number: 65558020 Fund #: 67331 Object Account: 503600 Any Other Accounting Info: \_\_\_\_\_

Proposed Supplier: Guthrie Sales and Service Proposed Supplier Contact: Seth Dobyns

Supplier Address: 7003 Chadwick Drive STE 30 City: Brentwood ST: TN Zip: 37027

Supplier Telephone #: 615-478-8190 Supplier Email: seth@jtguthrie.com

**Metro Code: 4.12.060 Sole Source Procurement.**

A contract may be awarded for a supply, service or construction item without competition when, under regulations promulgated by the standards board, the purchasing agent determines in writing that there is only one source for the required supply, service or construction item. The standards board may, by regulation, establish specific categories of supplies, services, or construction items as sole source items. (Ord. 92-210 § 1 (3-205), 1992)

**R4.12.060.02 Conditions for Use of Sole Source Procurement.**

Other, see explanation below

If Other, Explain Request: Metro Water Services has the products listed above at its Central and Dry Creek Water Reclamation Facilities. SSI Aeration - Fine Bubble System, Limitorque - Gate/Valve Actuators, General Rubber - Expansion joints, Brentwood Industries - Primary clarifier parts (sprockets). Guthrie Sales and Service is the sole source for these products in Tennessee. The Department requests an initial 5-year term with one additional optional 5 year term.

Signatures will be gotten by Procurement in DocuSign

Department Requester's Initials: SB

Requesting Department Director's Signature of Approval: Amanda Deston-Mayer

Date: 7/22/2023 | 8:16 AM PDT

**Limitorque** *Making Valve Control Easier™*



Flow Control Division

Date: May 16, 2023

To: John Barnett, Metro Water Services

Subject: Authorized Municipal Sales Representation - Limitorque Actuation Products

Please be advised that Guthrie Sales & Services is the only authorized Municipal Sales Representative for Limitorque products and genuine replacement parts in the state of Tennessee. Their staff is factory trained and supported to provide you with the best service available.

Thank you for your interest in Limitorque products and please do not hesitate to contact me if you require further information.

Regards,

*B. Scott Wilkerson*

B. Scott Wilkerson  
Limitorque –Flowserve FCD  
Flowserve Corporation  
Cell: 434-258-3334  
[swilkerson@flowserve.com](mailto:swilkerson@flowserve.com)

SS2024018

SS #: \_\_\_\_\_

July 21, 2023

Date Received: \_\_\_\_\_

**To be completed by the Procurement Division**

**Vetting & Research Needed; Date Requested by Purchasing Agent** \_\_\_\_\_

**Sole Source is Approved for:** multi-year contract \_\_\_\_\_

**Sole Source is Denied (See determination summary for denial reason)**

**PURCHASING AGENT:** Michelle R. Hernandez Lane **Date:** 8/2/2023 | 4:27 PM C





**SSI Aeration**  
**4 Tucker Drive**  
**Poughkeepsie, NY 12603**

**May 16, 2023**

Dear John Barnett, Metro Water Services,

Guthrie Sales & Service of 7003 Chadwick Dr #300, Brentwood, TN 37027 is the sole source provider to sell SSI Aeration equipment in the state of Tennessee.

If there are any questions regarding the contract between SSI Aeration and Guthrie Sales & Service please feel free to contact me.

Regards,

*Thomas W. Devine*

Tom Devine

Regional Sales Manager North America

[Tom.devine@ssiaeration.com](mailto:Tom.devine@ssiaeration.com)

Phone: 845-454-8171 ext. 325



May 16, 2023

To John Barnett, Metro Water Services:

Polychem and NRG are brands of Brentwood Industries, Inc. located at 500 Spring Ridge Drive, Reading, PA 19610 USA.

Brentwood Industries is the original equipment manufacturer of non-metallic chain and flight collector system components and the sole supplier of replacement parts either manufactured by Polychem Systems or NRG Products, or that are specially manufactured for use by our vendors to our rigorous quality standards, drawings, and specifications, all of which fall under the guidelines of Brentwood Industries' ISO 9001:2015 certification. Polychem chain is regularly tested for ultimate strength, proof loading, elongation, and estimated wear life to uphold Brentwood's high quality standards. Brentwood Industries is the sole supplier of Polychem GritShield stainless steel barrel wrapped chain protection which combats grit, reduces barrel wear and extends chain and sprocket life.

Our sole authorized representative/distributor in Tennessee is Guthrie Sales & Service.

If you have any questions or concerns regarding this information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Ryan Putt".

Polychem Solutions & Upgrades Specialist  
Brentwood Industries, Inc.  
PH: 610-347-8663  
[ryan.putt@brentwoodindustries.com](mailto:ryan.putt@brentwoodindustries.com)



Brentwood Industries, Inc.

500 Spring Ridge Drive, Reading, PA 19610, USA

[brentwoodindustries.com](http://brentwoodindustries.com)

Phone: 610.374.5109

Fax: 610.685.0137



**general rubber**

From the Simple to the Simply Amazing

ISO 9001 | 14001 CERTIFIED

May 30, 2023

Attn: John Barnett  
Metro Water Services

Since 1950, General Rubber LLC has been proud to be at the forefront of innovative rubber expansion joint and other mechanical rubber product designs. Our rich history of applications-based solutions and projects as well as commitment to using advanced materials and technologies has earned us a place as an industry leader and product innovator. With our ISO 9001 and 14001 certified, state-of-the-art, US based manufacturing facility, we leverage our capabilities to lower operating costs while remaining environmentally responsible. Together, with our world-class engineers and technical sales team, we provide powerful solutions to even the most demanding applications across multiple industries and sectors.

We are pleased to confirm Guthrie Sales & Service as our rep distributor and sole provider of our rubber expansion joints for the municipal market in Tennessee.

Thank you for your support and please contact me with any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelvin Mayrina', written in a cursive style.

Kelvin Mayrina  
Director of Sales

### Sole Source Review

<b>Reviewed By:</b>	Zak Kelley		
<b>Recommendation:</b>	Approve	<b>Department:</b>	Water
<b>Supplier:</b>	Guthrie Sales & Service	<b>Pricing:</b>	\$20,000,000.00
<b>Description:</b>	Products, Parts & Services for Limitorque, SSI, Polychem, NRG, General Rubber	<b>Method:</b>	Multi-Year Contract <sup>1</sup>

Procurement Code: MC 4.12.060

Procurement Regulations: R4.12.060.02 – Other

Department Justification: Compatibility of Equipment, Accessories, or Replacement Parts.

**Review:** Under section R4.12.060.05 of the procurement regulations, a contract may be awarded without competition when compatibility of equipment, accessories, or replacement parts is the paramount consideration.

This is a request to sole source products, parts and services for the following brands:

- Limitorque
- SSI
- Polychem
- NRG
- General Rubber

The department currently utilizes the listed brands at both the Central & Dry Creek water reclamation facilities. To maintain the integrity of the systems, it is vital to use brand name parts and services from approved suppliers. If, therefore, Guthrie Sales & Service (GSS) is found to be the only supplier available for these brand name products, parts, and services, a sole source may be recommended. If other suppliers are available, a sole source may not be recommended.

Limitorque confirms via letter that GSS is their only authorized dealer for the Tennessee territory.

SSI confirms via letter that GSS is their only provider for the Tennessee territory.

Polychem/NRG confirms via letter that GSS is their only distributor for the Tennessee territory.

General Rubber confirms via letter that GSS is their only provider for the Tennessee territory.

Based on the above, a sole source is recommended pursuant to R4.12.060.02(B).

<sup>1</sup> Per the request, the contract term would be an initial five years with an option to renew for one additional five year term.

### Certificate Of Completion

Envelope Id: E1A9122AD20542F39234EC1A54CB34FE	Status: Completed
Subject: Updated Sole Source Form for Water - SS2024018 Guthrie Sales & Service	
Source Envelope:	
Document Pages: 7	Signatures: 2
Certificate Pages: 16	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.190

### Record Tracking

Status: Original 7/21/2023 2:24:47 PM	Holder: Procurement Resource Group prg@nashville.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

### Signer Events

Signer Events	Signature	Timestamp
Judy Cantlon Judy.Cantlon@nashville.gov Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 170.190.198.190	Sent: 7/21/2023 2:27:18 PM Viewed: 7/21/2023 2:27:53 PM Signed: 7/21/2023 2:28:25 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 7/21/2023 2:27:53 PM  
ID: be8d670a-2385-42bc-a2d8-52673c2ee84a

Stephanie Belcher Stephanie.belcher@nashville.gov Security Level: Email, Account Authentication (None)	<i>SB</i>  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.192	Sent: 7/21/2023 2:28:27 PM Viewed: 7/21/2023 2:29:22 PM Signed: 7/21/2023 2:29:42 PM
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**Electronic Record and Signature Disclosure:**  
Accepted: 7/21/2023 2:29:22 PM  
ID: 32105445-e2c2-40c8-a7a4-fa1ab4c5414d

Amanda Deaton-Moyer Amanda.Deaton-Moyer@nashville.gov Security Level: Email, Account Authentication (None)	<i>Amanda Deaton-Moyer</i>  Signature Adoption: Pre-selected Style Using IP Address: 68.52.190.86 Signed using mobile	Sent: 7/21/2023 2:29:44 PM Viewed: 7/21/2023 2:59:47 PM Signed: 7/22/2023 10:16:57 AM
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**Electronic Record and Signature Disclosure:**  
Accepted: 7/21/2023 2:59:47 PM  
ID: f7472ec4-f8ec-48a6-8b84-8ce7032e220c

Zak Kelley Zak.Kelley@Nashville.gov Finance Manager Metro Nashville Government Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 170.190.198.185	Sent: 7/31/2023 8:27:58 AM Viewed: 8/1/2023 3:14:00 PM Signed: 8/1/2023 3:32:27 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	<i>Michelle A. Hernandez Lane</i>  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.190	Sent: 7/22/2023 10:16:59 AM Resent: 8/1/2023 3:32:29 PM Viewed: 7/23/2023 7:25:42 AM Signed: 8/2/2023 4:27:14 PM

**Electronic Record and Signature Disclosure:**  
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In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Amber Gardner amber.gardner@nashville.gov Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 8/2/2023 4:27:17 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 7/7/2023 3:24:54 PM ID: 3def98b6-5298-4b05-9853-0b526c719a1b		

PRG prg@nashville.gov Metropolitan Government of Nashville and Davidson County Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 8/2/2023 4:27:18 PM Resent: 8/2/2023 4:27:26 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Terri L. Ray Terri.Ray@nashville.gov Finance Manager Metropolitan Government of Nashville and Davidson County Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 8/2/2023 4:27:20 PM Viewed: 8/2/2023 4:56:08 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	7/31/2023 8:27:57 AM
Envelope Updated	Security Checked	7/31/2023 8:27:57 AM
Envelope Updated	Security Checked	7/31/2023 8:27:57 AM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Updated	Security Checked	7/31/2023 8:27:57 AM
Certified Delivered	Security Checked	7/23/2023 7:25:42 AM
Signing Complete	Security Checked	8/2/2023 4:27:14 PM
Completed	Security Checked	8/2/2023 4:27:20 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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# ORIGINAL

***METROPOLITAN COUNTY COUNCIL***

**Resolution No. RS2024-315**

2024 MAR 12 PM 12:24  
FILED METROPOLITAN CLERK


A resolution approving a contract between the Metropolitan Government of Nashville and Davidson County and Guthrie Sales and Services Co., Inc for the provision of SSI Aeration, Limitorque, Brentwood Industries (Polychem), General Rubber Products, parts and services for the Central and Dry Water Reclamation Facility.

*Introduced* MAR 19 2024

*Amended* \_\_\_\_\_

*Adopted* MAR 19 2024

*Approved* MAR 20 2024

By   
*Metropolitan Mayor*



**Carbon Copy Events****Status****Timestamp**

Alla Cross

alla.cross@nashville.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Accepted: 3/21/2024 4:31:02 PM

ID: a017e47b-1380-459e-849d-e67c64936b27

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Sent: 3/25/2024 10:21:01 AM

Tom Guthrie

Tom@jtguthrie.com

VP

GUTHRIE SALES AND SERVICE CO., INC.

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Accepted: 2/26/2024 9:10:28 AM

ID: 57e10917-4402-494f-bab8-2fc0b3f8394b

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Michelle A. Hernandez Lane

michelle.lane@nashville.gov

Chief Procurement Officer/Purchasing Agent

Metro

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(None)**Electronic Record and Signature Disclosure:**

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Scott Potter

scott.potter@nashville.gov

Director

Security Level: Email, Account Authentication  
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Kevin Crumbo/tlo

talia.lomaxodneal@nashville.gov

Dep Dir of Finance

Security Level: Email, Account Authentication  
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Kevin Crumbo/mjw

MaryJo.Wiggins@nashville.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Accepted: 3/21/2024 11:00:07 AM

ID: 07617c7f-df70-42b9-a98a-9f443d1f060e

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Lora Fox

lora.fox@nashville.gov

Security Level: Email, Account Authentication  
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ID: 1c4d8714-412f-4ad1-a582-34b817fb8ceb

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Carbon Copy Events	Status	Timestamp
<p>Tara Ladd                      tara.ladd@nashville.gov                      Assistant Metropolitan Attorney                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Accepted: 3/14/2024 10:32:08 AM                      ID: af7475a4-acea-44e3-884a-07399a4ba11f</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 3/25/2024 10:21:02 AM</p>
<p>Sally Palmer                      sally.palmer@nashville.gov                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Accepted: 3/21/2024 8:11:58 AM                      ID: 0c13bc5b-3625-4d16-bbde-56c501b927fc</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 3/25/2024 10:21:03 AM</p>
<p>Tara Ladd                      tara.ladd@nashville.gov                      Assistant Metropolitan Attorney                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Accepted: 3/14/2024 10:32:08 AM                      ID: af7475a4-acea-44e3-884a-07399a4ba11f</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 3/25/2024 10:21:03 AM</p>
<p>Jemery Frye                      jeremy.frye@nashville.gov                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Accepted: 3/14/2024 8:19:38 AM                      ID: 81bda5e9-601f-479a-bf99-144bac270f1a</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 3/25/2024 10:21:03 AM</p>
<p>John Barnett                      john.barnett@nashville.gov                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Accepted: 10/16/2023 12:36:18 PM                      ID: b097bba8-7e03-4688-8ebe-7ccdb334ed04</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 3/25/2024 10:21:03 AM</p>
<p>Amber Gardner                      Amber.Gardner@nashville.gov                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Accepted: 2/29/2024 8:09:04 AM                      ID: cd8aa37d-a7aa-4bf0-b2b8-ccdcdcb0adb</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 3/25/2024 10:21:04 AM</p>
<p>Seth Dobyns                      seth@jtguthrie.com                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 3/25/2024 10:21:04 AM</p>
<p>Austin Kyle                      publicrecords@nashville.gov                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Accepted: 3/21/2024 9:01:21 AM                      ID: be81b9d5-a917-45cf-8e9a-266b7d879bb7</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 3/25/2024 10:21:04 AM</p>

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Zak Kelley Zak.Kelley@Nashville.gov Finance Manager Metro Nashville Government Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 3/25/2024 10:21:05 AM
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Stephanie Belcher Stephanie.belcher@nashville.gov Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 3/25/2024 10:21:05 AM
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**Electronic Record and Signature Disclosure:**  
Accepted: 3/18/2024 2:43:54 PM  
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Notary Events	Signature	Timestamp
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Signing Complete	Security Checked	3/25/2024 10:21:05 AM
Completed	Security Checked	3/25/2024 10:21:05 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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**6. PRICING AND PER USE PURCHASES** The prices, features, and options of the Subscription Service available for an Account depend on the Service Plan selected by Subscriber. Subscriber may also purchase optional services on a periodic or per-use basis. DocuSign may add or change the prices, features or options available with a

Service Plan without notice. Subscriber's usage under a Service Plan is measured based on the actual number of Seats as described in the Service Plan on the Site. Once a per-Seat Service Plan is established, the right of the named Authorized User to access and use the Subscription Service is not transferable; any additional or differently named Authorized Users must purchase per-Seat Service Plans to send Envelopes. Extra seats, users and/or per use fees will be charged as set forth in Subscriber's Service Plan if allowed by such Service Plan. If a Services Plan defines a monthly Envelope Allowance (i.e. # Envelopes per month allowed to be sent), all Envelopes sent in excess of the Envelope Allowance will incur a per-Envelope charge. Any unused Envelope Allowances will expire and not carry over from one billing period to another under a Service Plan. Subscriber's Account will be deemed to have consumed an Envelope at the time the Envelope is sent by Subscriber, regardless of whether Envelopes were received by recipients, or whether recipients have performed any actions upon any eContract in the Envelope. Powerforms are considered Envelopes within an Envelope Allowance Service Plan, and will be deemed consumed at the time they are "clicked" by any end user regardless of whether or not any actions are subsequently performed upon such Envelope. For Service Plans that specify the Envelope Allowance is "Unlimited," Subscriber is allowed to send a reasonable number of Envelopes from the number of Seats purchased. If DocuSign suspects that the number of Envelopes sent from a particular Seat or a group of Seats is abusive and/or unduly burdensome, DocuSign will promptly notify Subscriber, discuss the use-case scenario with Subscriber and any continued monitoring, additional discussions and/or information required to make a final determination on the course of action based on such information. In the event Subscriber exceeds, in DocuSign's sole discretion, reasonable use restrictions under a Service Plan, DocuSign reserves the right to transfer Subscriber into a higher-tier Service Plan without notice. If you misrepresent your eligibility for any Service Plan, you agree to pay us the additional amount you would have been charged under the most favorable pricing structure for which you are eligible. DocuSign may discontinue a Service Plan at any time, and with prior notice to you, may migrate your Account to a similar Service Plan that may carry a different fee. You agree to allow us to charge your credit card for the fees associated with a substitute Service Plan, even if those fees are higher than those you agreed to when you registered your Account. Optional asures, are measured at the time of use, and such charges are specific to the number of units of the service(s) used during the billing period. Optional services subject to periodic charges, such as additional secure storage, are charged on the same periodic basis as the Service Plan fees for the Subscription Service.

**7. SUBSCRIBER SUPPORT** DocuSign will provide Subscriber support to Subscriber as specified in the Service Plan selected by Subscriber, and that is further detailed on DocuSign's website.

**8. STORAGE** DocuSign will store eContracts per the terms of the Service Plan selected by Subscriber. For Service Plans that specify the Envelope storage amount is "Unlimited," DocuSign will store an amount of Envelopes that is not abusive and/or unduly burdensome, in DocuSign's sole discretion. Subscriber may retrieve and store copies of eContracts for storage outside of the System at any time during the Term of the Service Plan when Subscriber is in good financial standing under these Terms and Conditions, and may delete or purge eContracts from the System at its own discretion. DocuSign may, at its sole discretion, delete an uncompleted eContract from the System immediately and without notice upon earlier of: (i) expiration of the Envelope (where Subscriber has established an expiration for such Envelope, not to exceed 365 days); or (ii) expiration of the Term. DocuSign assumes no liability or responsibility for a party's failure or inability to electronically sign any eContract within such a period of time. DocuSign may retain Transaction Data for as long as it has a

business purpose to do so. 9. BUSINESS AGREEMENT BENEFITS You may receive or be eligible for certain pricing structures, discounts, features, promotions, and other benefits (collectively, "Benefits") through a business or government Subscriber's agreement with us (a "Business Agreement"). Any and all such Benefits are provided to you solely as a result of the corresponding Business Agreement and such Benefits may be modified or terminated without notice. If you use the Subscription Service where a business or government entity pays your charges or is otherwise liable for the charges, you authorize us to share your account information with that entity and/or its authorized agents. If you are enrolled in a Service Plan or receive certain Benefits tied to a Business Agreement with us, but you are liable for your own charges, then you authorize us to share enough account information with that entity and its authorized agents to verify your continuing eligibility for those Benefits and the Service Plan. 10. FEES AND PAYMENT TERMS The Service Plan rates, charges, and other conditions for use are set forth in the Site. Subscriber will pay DocuSign the applicable charges for the Services Plan as set forth on the Site. If you add more Authorized Users than the number of Seats you purchased, we will add those Authorized Users to your Account and impose additional charges for such additional Seats on an ongoing basis. Charges for pre-paid Service Plans will be billed to Subscriber in advance. Charges for per use purchases and standard Service Plan charges will be billed in arrears. When you register for an Account, you will be required to provide DocuSign with accurate, complete, and current credit card information for a valid credit card that you are authorized to use. You must promptly notify us of any change in your invoicing address or changes related to the credit card used for payment. By completing your registration for the Services Plan, you authorize DocuSign or its agent to bill your credit card the applicable Service Plan charges, any and all applicable taxes, and any other charges you may incur in connection with your use of the Subscription Service, all of which will be charged to your credit card. Each time you use the Subscription Service, or allow or cause the Subscription Service to be used, you reaffirm that we are authorized to charge your credit card. You may terminate your Account and revoke your credit card authorization as set forth in the Term and Termination section of these Terms and Conditions. We will provide you with one invoice in a format we choose, which may change from time to time, for all Subscription Service associated with each Account and any charges of a third party on whose behalf we bill. Payment of all charges is due and will be charged to your credit card upon your receipt of an invoice. Billing cycle end dates may change from time to time. When a billing cycle covers less than or more than a full month, we may make reasonable adjustments and/or prorations. If your Account is a qualified business account and is approved by us in writing for corporate billing, charges will be accumulated, identified by Account identification number, and invoiced on a monthly basis. You agree that we may (at our option) accumulate charges incurred during your monthly billing cycle and submit them as one or more aggregate charges during or at the end of each cycle, and that we may delay obtaining authorization from your credit card issuer until submission of the accumulated charge(s). This means that accumulated charges may appear on the statement you receive from your credit card issuer. If DocuSign does not receive payment from your credit card provider, you agree to pay all amounts due upon demand. DocuSign reserves the right to correct any errors or mistakes that it makes even if it has already requested or received payment. Your credit card issuer's agreement governs your use of your credit card in connection with the Subscription Service, and you must refer to such agreement (not these Terms and Conditions) with respect to your rights and liabilities as a cardholder. You are solely responsible for any and all fees charged to your credit card by the issuer, bank, or financial institution including, but not limited to, membership,

overdraft, insufficient funds, and over the credit limit fees. You agree to notify us about any billing problems or discrepancies within 20 days after they first appear on your invoice. If you do not bring them to our attention within 20 days, you agree that you waive your right to dispute such problems or discrepancies. We may modify the price, content, or nature of the Subscription Service and/or your Service Plan at any time. If we modify any of the foregoing terms, you may cancel your use of the Subscription Service. We may provide notice of any such changes by e-mail, notice to you upon log-in, or by publishing them on the Site. Your payment obligations survive any termination of your use of the Subscription Service before the end of the billing cycle. Any amount not paid when due will be subject to finance charges equal to 1.5% of the unpaid balance per month or the highest rate permitted by applicable usury law, whichever is less, determined and compounded daily from the date due until the date paid. Subscriber will reimburse any costs or expenses (including, but not limited to, reasonable attorneys' fees) incurred by DocuSign to collect any amount that is not paid when due. DocuSign may accept any check or payment in any amount without prejudice to DocuSign's right to recover the balance of the amount due or to pursue any other right or remedy. Amounts due to DocuSign under these Terms and Conditions may not be withheld or offset by Subscriber for any reason against amounts due or asserted to be due to Subscriber from DocuSign. Unless otherwise noted and Conditions are denominated in United States dollars, and Subscriber will pay all such amounts in United States dollars. Other than federal and state net income taxes imposed on DocuSign by the United States, Subscriber will bear all taxes, duties, VAT and other governmental charges (collectively, "taxes") resulting from these Terms and Conditions or transactions conducted in relation to these Terms and Conditions. Subscriber will pay any additional taxes as are necessary to ensure that the net amounts received and retained by DocuSign after all such taxes are paid are equal to the amounts that DocuSign would have been entitled to in accordance with these Terms and Conditions as if the taxes did not exist. 11. **DEPOSITS, SERVICE LIMITS, CREDIT REPORTS, AND RETURN OF BALANCES** You authorize us to ask consumer reporting agencies or trade references to furnish us with employment and credit information, and you consent to our rechecking and reporting personal and/or business payment and credit history if, in our sole discretion, we so choose. If you believe that we have reported inaccurate information about your account to a consumer reporting agency, you may send a written notice describing the specific inaccuracy to the address provided in the Notices section below. For you to use the Subscription Service, we may require a deposit or set a service limit. The deposit will be held as a partial guarantee of payment. It cannot be used by you to pay your invoice or delayed payment. Unless otherwise required by law, deposits may be mixed with other funds and will not earn interest. We reserve the right to increase your deposit if we deem appropriate. You may request that we reevaluate your deposit on an annual basis, which may result in a partial or total refund of the deposit to you or credit to your account. If you default or these Terms and Conditions are terminated, we may, without notice to you, apply any deposit towards payment of any amounts you owe to us. After approximately 90 days following termination of these Terms and Conditions, any remaining deposit or other credit balance in excess of amounts owed will be returned without interest, unless otherwise required by law, to you at your last known address. You agree that any amounts under \$15 will not be refunded to cover our costs of closing your account. If the deposit balance is undeliverable and returned to us, we will hold it for you for one year from the date of return and, during that period, we may charge a service fee against the deposit balance. You hereby grant us a security interest in any deposit we require to secure the performance of your obligations under these Terms and

Conditions. 12. TERM AND TERMINATION The term of these Terms and Conditions for each Account begins on the date you register for an Account and continues for the term specified by the Service Plan you purchase (the "Term"). You may terminate your Account at any time upon 10 days advance written notice to DocuSign following the Notice procedures set forth in these Terms and Conditions. Unless you terminate your Account or you set your Account to not auto renew, your Service Plan will automatically renew at the end of its Term (each a "Renewal Term"), and you authorize us (without notice) to collect the then-applicable fee and any taxes for the renewed Service Plan, using any credit card we have on record for you. Service Plan fees and features may change over time. Your Service Plan for a Renewal Term will be the one we choose as being closest to your Service Plan from the prior Term. For any termination (including when you switch your Account), you will be responsible for payment of all fees and charges through the end of the billing cycle in which termination occurs. If you terminate your annual Service Plan Account within the first 30 days of the Term, you may submit written request to DocuSign following the Notice procedures set forth in these Terms and Conditions, for a full refund of the prepaid fees paid by you to DocuSign. You will be limited to one refund. You agree that termination of an annual Service Plan after the first 30 days will not entitle you to any refund of prepaid fees. You will be in default of these Terms and Conditions if you: (a) fail to pay any amount owed to us or an affiliate of ours or any amount appearing on your invoice; (b) have amounts still owing to us or an affiliate of ours from a prior account; (c) breach any provision of these Terms and Conditions; (d) violate any policy applicable to the Subscription Service; (e) are subject to any proceeding under the Bankruptcy Code or similar laws; or (f) if, in our sole discretion, we believe that your continued use of the Subscription Service presents a threat to the security of other users of the Subscription Service. If you are in default, we may, without notice to you, suspend your Account and use of the Subscription Service, withhold refunds and terminate your Account, in addition to all other remedies available to us. We may require reactivation charges to reactivate your Account after termination or suspension. The following provisions will survive the termination of these Terms and Conditions and your Account: Sections 3, 9-11, and 15-23. 13. SUBSCRIBER WARRANTIES You hereby represent and warrant to DocuSign that: (a) you have all requisite rights and authority to use the Subscription Service under these Terms and Conditions and to grant all applicable rights herein; (b) the performance of your obligations under these Terms and Conditions will not violate, conflict with, or result in a default under any other agreement, including confidentiality agreements between you and third parties; (c) you will use the Subscription Service for lawful purposes only and subject to these Terms and Conditions; (d) you are responsible for all use of the Subscription Service in your Account; (e) you are solely responsible for maintaining the confidentiality of your Account names and password(s); (f) you agree to immediately notify us of any unauthorized use of your Account of which you become aware; (g) you agree that DocuSign will not be liable for any losses incurred as a result of a third party's use of your Account, regardless of whether such use is with or without your knowledge and consent; (h) you will not use the Subscription Service in any manner that could damage, disable, overburden or impair the System, or interfere with another's use of the Subscription Service by others; (i) any information submitted to DocuSign by you is true, accurate, and correct; and (j) you will not attempt to gain unauthorized access to the System or the Subscription Service, other accounts, computer systems, or networks under the control or responsibility of DocuSign through hacking, cracking, password mining, or any other unauthorized means. 14. DOCUSIGN WARRANTIES DocuSign represents and warrants that: (a) the Subscription Service as delivered to Subscriber

and used in accordance with the Specifications will not infringe on any United States patent, copyright or trade secret; (b) the Subscription Service will be performed in accordance with the Specifications in their then-current form at the time of the provision of such Subscription Service; (c) any DocuSign Products that are software shall be free of harmful or illicit code, trapdoors, viruses, or other harmful features; (d) the proper use of the Subscription Service by Subscriber in accordance with the Specifications and applicable law in the formation of an eContract not involving any consumer will be sufficient under the Electronic Signatures in Global and National Commerce Act, 15 U.S.C. Â§Â§ 7001 et seq. (the "ESIGN Act") to ESIGN Act; (e) the proper use of the Subscription Service by Subscriber in accordance with the Specifications and applicable law in the formation of an eContract involving a consumer will be sufficient under the ESIGN Act to support the validity of such formation, to the extent provided in the ESIGN Act, so long as and provided that Subscriber complies with all special requirements for consumer eContracts, including and subject to those referenced in Section 4.(f) and (g) above; and (f) DocuSign has implemented information security policies and safeguards to preserve the security, integrity, and confidentiality of eContracts and to protect against unauthorized access and anticipated threats or hazards thereto, that meet the objectives of the Interagency Guidelines Establishing Standards for Safeguarding Subscriber Information as set forth in Section 501 (b) of the Gramm-Leach-Bliley Act.

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**16. SUBSCRIBER INDEMNIFICATION OBLIGATIONS** You will defend, indemnify, and hold us, our affiliates, officers, directors, employees, suppliers, consultants, and agents harmless from any and all third party claims, liability, damages, and costs (including, but not limited to, attorneys' fees) arising from or related to: (a) your use of the Subscription Service; (b) your violation of these Terms and Conditions; (c) your infringement, or infringement by any other user of your Account, of any intellectual property or other right of any person or entity; or (d) the nature and content of all materials, works, data, statements, and other visual, graphical, written, or audible communications of any nature submitted by any Authorized User of your Account or otherwise processed through your Account.

**17. LIMITATIONS OF LIABILITY NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THESE TERMS AND CONDITIONS, DOCUSIGN WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE TO SUBSCRIBER**

FOR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL, OR EXEMPLARY DAMAGES ARISING OUT OF OR RELATED TO THE TRANSACTIONS CONTEMPLATED UNDER THESE TERMS AND CONDITIONS, INCLUDING BUT NOT LIMITED TO LOST PROFITS OR LOSS OF BUSINESS, EVEN IF APPRISED OF THE LIKELIHOOD OF SUCH DAMAGES OCCURRING. UNDER NO CIRCUMSTANCES WILL DOCUSIGN'S TOTAL LIABILITY OF ALL KINDS ARISING OUT OF OR RELATED TO THESE TERMS AND CONDITIONS OR SUBSCRIBER'S USE OF THE SUBSCRIPTION SERVICE (INCLUDING BUT NOT LIMITED TO WARRANTY CLAIMS), REGARDLESS OF THE FORUM AND REGARDLESS OF WHETHER ANY ACTION OR CLAIM IS BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE TOTAL AMOUNT PAID BY SUBSCRIBER TO DOCUSIGN UNDER THESE TERMS AND CONDITIONS DURING THE 3 MONTHS PRECEDING THE DATE OF THE ACTION OR CLAIM. EACH PROVISION OF THESE TERMS AND CONDITIONS THAT PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES, OR EXCLUSION OF DAMAGES REPRESENTS AN AGREED ALLOCATION OF THE RISKS OF THESE TERMS AND CONDITIONS BETWEEN THE PARTIES. THIS ALLOCATION IS REFLECTED IN THE PRICING OFFERED BY DOCUSIGN TO SUBSCRIBER AND IS AN ESSENTIAL ELEMENT OF THE BASIS OF THE BARGAIN BETWEEN THE PARTIES. EACH OF THESE PROVISIONS IS SEVERABLE AND INDEPENDENT OF ALL OTHER PROVISIONS OF THESE TERMS AND CONDITIONS, AND EACH OF THESE PROVISIONS WILL APPLY EVEN IF THE WARRANTIES IN THESE TERMS AND CONDITIONS HAVE FAILED OF THEIR ESSENTIAL PURPOSE. Because some states and jurisdictions do not allow limitation of liability in certain instances, portions of the above limitation may not apply to you.

18. CONFIDENTIALITY – Confidential Information means any trade secrets or other information of DocuSign, whether of a technical, business, or other nature (including, without limitation, DocuSign software and related information), that is disclosed to or made available to Subscriber. Confidential Information does not include any information that: (a) was known to Subscriber prior to receiving it from DocuSign; (b) is independently developed by Subscriber without use of or reference to any Confidential Information; (c) is acquired by Subscriber from another source without restriction as to use or disclosure; or (d) is or becomes part of the public domain through no fault or action of Subscriber. During and after the Term of these Terms and Conditions, Subscriber will: (i) use the Confidential Information solely for the purpose for which it is provided; (ii) not disclose such Confidential Information to a third party; and (iii) protect such Confidential Information from unauthorized use and disclosure to the same extent (but using no less than a reasonable degree of care) that it protects its own Confidential Information of a similar nature. If Subscriber is required by law to disclose the Confidential Information or the terms of these Terms and Conditions, Subscriber must give prompt written notice of such requirement before such disclosure and assist the DocuSign in obtaining an order protecting the Confidential Information from public disclosure. Subscriber acknowledges that, as between the parties, all Confidential Information it receives from DocuSign, including all copies thereof in Subscriber's possession or control, in any media, is proprietary to and exclusively owned by DocuSign. Nothing in these Terms and Conditions grants Subscriber any right, title, or interest in or to any of the Confidential Information. Subscriber's incorporation of the Confidential Information into any of its own materials shall not render Confidential Information non-confidential. Subscriber acknowledges that any actual or threatened violation of this confidentiality provision may cause

irreparable, non-monetary injury to the disclosing party, the extent of which may be difficult to ascertain, and therefore agrees that DocuSign shall be entitled to seek injunctive relief in addition to all remedies available to DocuSign at law and/or in equity. Absent written consent of DocuSign, the burden of proving that the Confidential Information is not, or is no longer, confidential or a trade secret shall be on Subscriber.

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## Certificate Of Completion

Envelope Id: 024F29FC-CC61-86CE-80E1-B15A581EFC26

Status: Sent

Subject: Metro Contract 6549102 Amendment 1 with Guthrie Sales and Service Co., Inc (Water Services)

Source Envelope:

Document Pages: 66

Signatures: 10

Envelope Originator:

Certificate Pages: 17

Initials: 4

Procurement Resource Group

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US & Canada)

prg@nashville.gov

IP Address: 170.190.198.190

## Record Tracking

Status: Original

Holder: Procurement Resource Group

Location: DocuSign

4/27/2026 7:41:56 AM

prg@nashville.gov

Security Appliance Status: Connected

Pool: StateLocal

## Signer Events

### Signature

### Timestamp

Gary Clay

gary.clay@nashville.gov

Asst. Purchasing Agent

Security Level: Email, Account Authentication  
(None)

Sent: 4/27/2026 7:48:23 AM

Viewed: 4/27/2026 10:14:56 AM

Signed: 4/27/2026 10:15:06 AM

Signature Adoption: Uploaded Signature Image

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Tony Vlasic

Tony.Vlasic@nashville.gov

Security Level: Email, Account Authentication  
(None)

Sent: 4/27/2026 10:15:09 AM

Viewed: 4/27/2026 10:38:39 AM

Signed: 4/27/2026 10:39:49 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Accepted: 4/27/2026 10:38:39 AM

ID: cb3902c0-adab-423c-a583-406b36f321b4

Daniel Harden

daniel.harden@nashville.gov

Security Level: Email, Account Authentication  
(None)

Sent: 4/27/2026 10:39:54 AM

Viewed: 4/27/2026 10:42:31 AM

Signed: 4/27/2026 10:42:37 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Tom Guthrie

Tom@jtguthrie.com

VP

GUTHRIE SALES AND SERVICE CO., INC.

Security Level: Email, Account Authentication  
(None)

Sent: 4/27/2026 10:42:40 AM

Viewed: 4/27/2026 11:15:37 AM

Signed: 4/27/2026 11:17:56 AM

Signature Adoption: Pre-selected Style

Using IP Address: 104.2.4.137

### Electronic Record and Signature Disclosure:

Accepted: 4/27/2026 11:15:37 AM

ID: f44cccdb-506d-4bf0-9a51-bcfe7806c69b

Signer Events	Signature	Timestamp
<p>Dennis Rowland  dennis.rowland@nashville.gov  Purchasing Agent &amp; Chief Procurement Officer  Security Level: Email, Account Authentication (None)</p>	<p><i>Dennis Rowland</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 170.190.198.185</p>	<p>Sent: 4/27/2026 11:18:00 AM  Viewed: 4/27/2026 12:07:31 PM  Signed: 4/27/2026 12:07:49 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Scott Potter  scott.potter@nashville.gov  Director  Security Level: Email, Account Authentication (None)</p>	<p><i>Scott Potter</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 170.190.198.192</p>	<p>Sent: 4/27/2026 12:07:53 PM  Viewed: 4/27/2026 12:29:27 PM  Signed: 4/27/2026 12:29:38 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 4/27/2026 12:29:27 PM  ID: 36d02f6e-7b8a-4d8c-b3df-c9c53e1a0ef0</p>		
<p>Jenneen Reed/MAL  michelle.lane@nashville.gov  Deputy Director of Finance  Metro  Security Level: Email, Account Authentication (None)</p>	<p><i>Jenneen Reed/MAL</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 170.190.198.100</p>	<p>Sent: 4/27/2026 12:29:41 PM  Viewed: 4/28/2026 3:54:08 PM  Signed: 4/28/2026 3:54:41 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Jenneen Reed/mjw  MaryJo.Wiggins@nashville.gov  Security Level: Email, Account Authentication (None)</p>	<p><i>Jenneen Reed/mjw</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 170.190.198.100</p>	<p>Sent: 4/28/2026 3:54:44 PM  Viewed: 5/4/2026 11:47:00 AM  Signed: 5/4/2026 11:49:29 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 5/4/2026 11:47:00 AM  ID: 20a155c3-febd-44f1-b400-8cdbf0f30688</p>		
<p>Sally Palmer  sally.palmer@nashville.gov  Security Level: Email, Account Authentication (None)</p>	<p><b>Completed</b></p> <p>Using IP Address: 170.190.198.100</p>	<p>Sent: 5/4/2026 11:49:34 AM  Viewed: 5/4/2026 12:57:13 PM  Signed: 5/4/2026 1:02:28 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 5/4/2026 12:57:13 PM  ID: 888431af-0ad5-40ab-9f4b-1fc8631ab288</p>		
<p>Balogun Cobb  balogun.cobb@nashville.gov  Insurance Division Manager  Security Level: Email, Account Authentication (None)</p>	<p><i>B</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 170.190.198.185</p>	<p>Sent: 5/4/2026 1:02:32 PM  Viewed: 5/4/2026 3:12:35 PM  Signed: 5/4/2026 3:12:50 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 5/4/2026 3:12:35 PM  ID: 940d03b7-8288-40f0-8744-5debd244c982</p>		

Signer Events	Signature	Timestamp
<p>Kelli Woodward  Kelli.Woodward@nashville.gov  Security Level: Email, Account Authentication (None)</p>	<p><i>Kelli Woodward</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 170.190.198.185</p>	<p>Sent: 5/4/2026 3:12:54 PM  Viewed: 5/4/2026 5:00:18 PM  Signed: 5/4/2026 5:00:55 PM</p>

**Electronic Record and Signature Disclosure:**  
Accepted: 5/4/2026 5:00:18 PM  
ID: 02c4a778-e481-4b66-8468-f958e3596272

Procurement Resource Group  
prg@nashville.gov  
Metropolitan Government of Nashville and Davidson County  
Security Level: Email, Account Authentication (None)

Sent: 5/4/2026 5:01:00 PM

**Electronic Record and Signature Disclosure:**  
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

John Stewart  
john.stewart@nashville.gov  
Procurement Officer 2  
Metropolitan Government-Nashville & Davidson County  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
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Austin Kyle  
publicrecords@nashville.gov  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Accepted: 5/1/2026 2:52:25 PM  
ID: 4de65c9a-dd00-46a1-af2a-eb499147f80b



Jeremy Frye  
jeremy.frye@nashville.gov  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Accepted: 5/4/2026 2:45:39 PM  
ID: b2a9ce98-37ea-4730-9ee8-ac542a02e2e1

Carbon Copy Events	Status	Timestamp
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Stephanie Belcher  
Stephanie.belcher@nashville.gov  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Accepted: 4/16/2026 9:51:53 AM  
ID: 8c6800e4-1748-4ca4-a43b-1488b7341feb

Amber Gardner  
Amber.Gardner@nashville.gov  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
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Terri Ray  
terri.ray@nashville.gov  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/27/2026 7:48:23 AM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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Service Plan without notice. Subscriber's usage under a Service Plan is measured based on the actual number of Seats as described in the Service Plan on the Site. Once a per-Seat Service Plan is established, the right of the named Authorized User to access and use the Subscription Service is not transferable; any additional or differently named Authorized Users must purchase per-Seat Service Plans to send Envelopes. Extra seats, users and/or per use fees will be charged as set forth in Subscriber's Service Plan if allowed by such Service Plan. If a Services Plan defines a monthly Envelope Allowance (i.e. # Envelopes per month allowed to be sent), all Envelopes sent in excess of the Envelope Allowance will incur a per-Envelope charge. Any unused Envelope Allowances will expire and not carry over from one billing period to another under a Service Plan. Subscriber's Account will be deemed to have consumed an Envelope at the time the Envelope is sent by Subscriber, regardless of whether Envelopes were received by recipients, or whether recipients have performed any actions upon any eContract in the Envelope. Powerforms are considered Envelopes within an Envelope Allowance Service Plan, and will be deemed consumed at the time they are "clicked" by any end user regardless of whether or not any actions are subsequently performed upon such Envelope. For Service Plans that specify the Envelope Allowance is "Unlimited," Subscriber is allowed to send a reasonable number of Envelopes from the number of Seats purchased. If DocuSign suspects that the number of Envelopes sent from a particular Seat or a group of Seats is abusive and/or unduly burdensome, DocuSign will promptly notify Subscriber, discuss the use-case scenario with Subscriber and any continued monitoring, additional discussions and/or information required to make a final determination on the course of action based on such information. In the event Subscriber exceeds, in DocuSign's sole discretion, reasonable use restrictions under a Service Plan, DocuSign reserves the right to transfer Subscriber into a higher-tier Service Plan without notice. If you misrepresent your eligibility for any Service Plan, you agree to pay us the additional amount you would have been charged under the most favorable pricing structure for which you are eligible. DocuSign may discontinue a Service Plan at any time, and with prior notice to you, may migrate your Account to a similar Service Plan that may carry a different fee. You agree to allow us to charge your credit card for the fees associated with a substitute Service Plan, even if those fees are higher than those you agreed to when you registered your Account. Optional asures, are measured at the time of use, and such charges are specific to the number of units of the service(s) used during the billing period. Optional services subject to periodic charges, such as additional secure storage, are charged on the same periodic basis as the Service Plan fees for the Subscription Service.

**7. SUBSCRIBER SUPPORT** DocuSign will provide Subscriber support to Subscriber as specified in the Service Plan selected by Subscriber, and that is further detailed on DocuSign's website.

**8. STORAGE** DocuSign will store eContracts per the terms of the Service Plan selected by Subscriber. For Service Plans that specify the Envelope storage amount is "Unlimited," DocuSign will store an amount of Envelopes that is not abusive and/or unduly burdensome, in DocuSign's sole discretion. Subscriber may retrieve and store copies of eContracts for storage outside of the System at any time during the Term of the Service Plan when Subscriber is in good financial standing under these Terms and Conditions, and may delete or purge eContracts from the System at its own discretion. DocuSign may, at its sole discretion, delete an uncompleted eContract from the System immediately and without notice upon earlier of: (i) expiration of the Envelope (where Subscriber has established an expiration for such Envelope, not to exceed 365 days); or (ii) expiration of the Term. DocuSign assumes no liability or responsibility for a party's failure or inability to electronically sign any eContract within such a period of time. DocuSign may retain Transaction Data for as long as it has a

business purpose to do so. 9. BUSINESS AGREEMENT BENEFITS You may receive or be eligible for certain pricing structures, discounts, features, promotions, and other benefits (collectively, "Benefits") through a business or government Subscriber's agreement with us (a "Business Agreement"). Any and all such Benefits are provided to you solely as a result of the corresponding Business Agreement and such Benefits may be modified or terminated without notice. If you use the Subscription Service where a business or government entity pays your charges or is otherwise liable for the charges, you authorize us to share your account information with that entity and/or its authorized agents. If you are enrolled in a Service Plan or receive certain Benefits tied to a Business Agreement with us, but you are liable for your own charges, then you authorize us to share enough account information with that entity and its authorized agents to verify your continuing eligibility for those Benefits and the Service Plan. 10. FEES AND PAYMENT TERMS The Service Plan rates, charges, and other conditions for use are set forth in the Site. Subscriber will pay DocuSign the applicable charges for the Services Plan as set forth on the Site. If you add more Authorized Users than the number of Seats you purchased, we will add those Authorized Users to your Account and impose additional charges for such additional Seats on an ongoing basis. Charges for pre-paid Service Plans will be billed to Subscriber in advance. Charges for per use purchases and standard Service Plan charges will be billed in arrears. When you register for an Account, you will be required to provide DocuSign with accurate, complete, and current credit card information for a valid credit card that you are authorized to use. You must promptly notify us of any change in your invoicing address or changes related to the credit card used for payment. By completing your registration for the Services Plan, you authorize DocuSign or its agent to bill your credit card the applicable Service Plan charges, any and all applicable taxes, and any other charges you may incur in connection with your use of the Subscription Service, all of which will be charged to your credit card. Each time you use the Subscription Service, or allow or cause the Subscription Service to be used, you reaffirm that we are authorized to charge your credit card. You may terminate your Account and revoke your credit card authorization as set forth in the Term and Termination section of these Terms and Conditions. We will provide you with one invoice in a format we choose, which may change from time to time, for all Subscription Service associated with each Account and any charges of a third party on whose behalf we bill. Payment of all charges is due and will be charged to your credit card upon your receipt of an invoice. Billing cycle end dates may change from time to time. When a billing cycle covers less than or more than a full month, we may make reasonable adjustments and/or prorations. If your Account is a qualified business account and is approved by us in writing for corporate billing, charges will be accumulated, identified by Account identification number, and invoiced on a monthly basis. You agree that we may (at our option) accumulate charges incurred during your monthly billing cycle and submit them as one or more aggregate charges during or at the end of each cycle, and that we may delay obtaining authorization from your credit card issuer until submission of the accumulated charge(s). This means that accumulated charges may appear on the statement you receive from your credit card issuer. If DocuSign does not receive payment from your credit card provider, you agree to pay all amounts due upon demand. DocuSign reserves the right to correct any errors or mistakes that it makes even if it has already requested or received payment. Your credit card issuer's agreement governs your use of your credit card in connection with the Subscription Service, and you must refer to such agreement (not these Terms and Conditions) with respect to your rights and liabilities as a cardholder. You are solely responsible for any and all fees charged to your credit card by the issuer, bank, or financial institution including, but not limited to, membership,

overdraft, insufficient funds, and over the credit limit fees. You agree to notify us about any billing problems or discrepancies within 20 days after they first appear on your invoice. If you do not bring them to our attention within 20 days, you agree that you waive your right to dispute such problems or discrepancies. We may modify the price, content, or nature of the Subscription Service and/or your Service Plan at any time. If we modify any of the foregoing terms, you may cancel your use of the Subscription Service. We may provide notice of any such changes by e-mail, notice to you upon log-in, or by publishing them on the Site. Your payment obligations survive any termination of your use of the Subscription Service before the end of the billing cycle. Any amount not paid when due will be subject to finance charges equal to 1.5% of the unpaid balance per month or the highest rate permitted by applicable usury law, whichever is less, determined and compounded daily from the date due until the date paid. Subscriber will reimburse any costs or expenses (including, but not limited to, reasonable attorneys' fees) incurred by DocuSign to collect any amount that is not paid when due. DocuSign may accept any check or payment in any amount without prejudice to DocuSign's right to recover the balance of the amount due or to pursue any other right or remedy. Amounts due to DocuSign under these Terms and Conditions may not be withheld or offset by Subscriber for any reason against amounts due or asserted to be due to Subscriber from DocuSign. Unless otherwise noted and Conditions are denominated in United States dollars, and Subscriber will pay all such amounts in United States dollars. Other than federal and state net income taxes imposed on DocuSign by the United States, Subscriber will bear all taxes, duties, VAT and other governmental charges (collectively, "taxes") resulting from these Terms and Conditions or transactions conducted in relation to these Terms and Conditions. Subscriber will pay any additional taxes as are necessary to ensure that the net amounts received and retained by DocuSign after all such taxes are paid are equal to the amounts that DocuSign would have been entitled to in accordance with these Terms and Conditions as if the taxes did not exist. 11. DEPOSITS, SERVICE LIMITS, CREDIT REPORTS, AND RETURN OF BALANCES You authorize us to ask consumer reporting agencies or trade references to furnish us with employment and credit information, and you consent to our rechecking and reporting personal and/or business payment and credit history if, in our sole discretion, we so choose. If you believe that we have reported inaccurate information about your account to a consumer reporting agency, you may send a written notice describing the specific inaccuracy to the address provided in the Notices section below. For you to use the Subscription Service, we may require a deposit or set a service limit. The deposit will be held as a partial guarantee of payment. It cannot be used by you to pay your invoice or delayed payment. Unless otherwise required by law, deposits may be mixed with other funds and will not earn interest. We reserve the right to increase your deposit if we deem appropriate. You may request that we reevaluate your deposit on an annual basis, which may result in a partial or total refund of the deposit to you or credit to your account. If you default or these Terms and Conditions are terminated, we may, without notice to you, apply any deposit towards payment of any amounts you owe to us. After approximately 90 days following termination of these Terms and Conditions, any remaining deposit or other credit balance in excess of amounts owed will be returned without interest, unless otherwise required by law, to you at your last known address. You agree that any amounts under \$15 will not be refunded to cover our costs of closing your account. If the deposit balance is undeliverable and returned to us, we will hold it for you for one year from the date of return and, during that period, we may charge a service fee against the deposit balance. You hereby grant us a security interest in any deposit we require to secure the performance of your obligations under these Terms and

Conditions. 12. TERM AND TERMINATION The term of these Terms and Conditions for each Account begins on the date you register for an Account and continues for the term specified by the Service Plan you purchase (the "Term"). You may terminate your Account at any time upon 10 days advance written notice to DocuSign following the Notice procedures set forth in these Terms and Conditions. Unless you terminate your Account or you set your Account to not auto renew, your Service Plan will automatically renew at the end of its Term (each a "Renewal Term"), and you authorize us (without notice) to collect the then-applicable fee and any taxes for the renewed Service Plan, using any credit card we have on record for you. Service Plan fees and features may change over time. Your Service Plan for a Renewal Term will be the one we choose as being closest to your Service Plan from the prior Term. For any termination (including when you switch your Account), you will be responsible for payment of all fees and charges through the end of the billing cycle in which termination occurs. If you terminate your annual Service Plan Account within the first 30 days of the Term, you may submit written request to DocuSign following the Notice procedures set forth in these Terms and Conditions, for a full refund of the prepaid fees paid by you to DocuSign. You will be limited to one refund. You agree that termination of an annual Service Plan after the first 30 days will not entitle you to any refund of prepaid fees. You will be in default of these Terms and Conditions if you: (a) fail to pay any amount owed to us or an affiliate of ours or any amount appearing on your invoice; (b) have amounts still owing to us or an affiliate of ours from a prior account; (c) breach any provision of these Terms and Conditions; (d) violate any policy applicable to the Subscription Service; (e) are subject to any proceeding under the Bankruptcy Code or similar laws; or (f) if, in our sole discretion, we believe that your continued use of the Subscription Service presents a threat to the security of other users of the Subscription Service. If you are in default, we may, without notice to you, suspend your Account and use of the Subscription Service, withhold refunds and terminate your Account, in addition to all other remedies available to us. We may require reactivation charges to reactivate your Account after termination or suspension. The following provisions will survive the termination of these Terms and Conditions and your Account: Sections 3, 9-11, and 15-23. 13. SUBSCRIBER WARRANTIES You hereby represent and warrant to DocuSign that: (a) you have all requisite rights and authority to use the Subscription Service under these Terms and Conditions and to grant all applicable rights herein; (b) the performance of your obligations under these Terms and Conditions will not violate, conflict with, or result in a default under any other agreement, including confidentiality agreements between you and third parties; (c) you will use the Subscription Service for lawful purposes only and subject to these Terms and Conditions; (d) you are responsible for all use of the Subscription Service in your Account; (e) you are solely responsible for maintaining the confidentiality of your Account names and password(s); (f) you agree to immediately notify us of any unauthorized use of your Account of which you become aware; (g) you agree that DocuSign will not be liable for any losses incurred as a result of a third party's use of your Account, regardless of whether such use is with or without your knowledge and consent; (h) you will not use the Subscription Service in any manner that could damage, disable, overburden or impair the System, or interfere with another's use of the Subscription Service by others; (i) any information submitted to DocuSign by you is true, accurate, and correct; and (j) you will not attempt to gain unauthorized access to the System or the Subscription Service, other accounts, computer systems, or networks under the control or responsibility of DocuSign through hacking, cracking, password mining, or any other unauthorized means. 14. DOCUSIGN WARRANTIES DocuSign represents and warrants that: (a) the Subscription Service as delivered to Subscriber

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1.866.219.4318. Neither party will be liable for, or be considered to be in breach of or default on account of, any delay or failure to perform as required by these Terms and Conditions as a result of any cause or condition beyond such party's reasonable control, so long as such party uses all commercially reasonable efforts to avoid or remove such causes of non-performance or delay. These Terms and Conditions are governed in all respects by the laws of the State of Washington as such laws are applied to agreements entered into and to be performed entirely within Washington between Washington residents. Any controversy or claim arising out of or relating to these Terms and Conditions, the Hosted Service, or the Site will be settled by binding arbitration in accordance with the commercial arbitration rules of the American Arbitration Association. Any such controversy or claim shall be arbitrated on an individual basis, and shall not be consolidated in any arbitration with any claim or controversy of any other party. The arbitration will be conducted in King County, Washington, and judgment on the arbitration award may be entered into any court having jurisdiction thereof. The award of the arbitrator shall be final and binding upon the parties without appeal or review except as permitted by Washington law. Notwithstanding the foregoing, either party may seek any interim or preliminary injunctive relief from any court of competent jurisdiction, as necessary to protect the party's rights or property pending the completion of arbitration. By using the Site or the Subscription Service, you consent and submit to the exclusive jurisdiction and venue of the state and federal courts located in King County, Washington. Any legal action by Subscriber arising under these Terms and Conditions must be initiated within two years after the cause of action arises. The waiver by either party of any breach of any provision of these Terms and Conditions does not waive any other breach. The failure of any party to insist on strict performance of any covenant or obligation in accordance with these Terms and Conditions will not be a waiver of such party's right to demand strict compliance in the future, nor will the same be construed as a novation of these Terms and Conditions. If any part of these Terms and Conditions is found to be illegal, unenforceable, or invalid, the remaining portions of these Terms and Conditions will remain in full force and effect. If any material limitation or restriction on the grant of any license to Subscriber under these Terms and Conditions is found to be illegal, unenforceable, or invalid, the license will immediately terminate. Except as set forth in Section 2 of these Terms and Conditions, these Terms and Conditions may not be amended except in writing signed by both you and us. In the event that we make such a change that has a material adverse impact on your rights or use of the Service, you may terminate these Terms and Conditions by giving us notice within 20 days of the date we notify you, and you will not be charged any cancellation fee. These Terms and Conditions are the final and complete expression of the agreement between these parties regarding the Subscription Service. These Terms and Conditions supersede, and the terms of these Terms and Conditions govern, all previous oral and written communications regarding these matters.

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