



Procurement Requisition

Form No. 3

Request for authorization to execute a City of Franklin purchase (other than for design or construction of new infrastructure and facilities), the total value of which is equal to or more than \$25,000

Requisition no. / Requisition date / Requisitioning department:	1229 / 3-8-17 / Water (431) Collections (52212) <small>(requisition number) (requisition date) (requisitioning department)</small>
Item quantity / Item description: (product and/or service to be purchased; provide itemized and detailed quote) If this requisition is for purchase of a service, would it be a one-time service or for a term of service? If for a term of service, for what term of service?	Qty: 2 / Rental, delivery, set-up and training on use of temporary pumping system for Emergency repair of sanitary sewer interceptor at Chestnut Bend Subdivision. Invoice's # 400679555 & # 400683810.
What is the preferred location for delivery of the product &/or service (if applicable)?	Chestnut Bend Subdivision - common ground behind the swimming pool.
Basis for pricing:	<input type="checkbox"/> Pricing established by previous competitive process conducted by <u>City of Franklin</u> (see documentation provided). <input type="checkbox"/> Pricing established by <u>Tennessee statewide contract</u> or <u>United States General Services Administration (GSA)</u> and authorized for use by the City (see documentation provided). <input type="checkbox"/> Pricing established by competitive process of <u>another Tennessee local government</u> (per T.C.A. § 12-3-1203(c)) (see documentation provided). <input type="checkbox"/> Pricing established by competitive process of a <u>cooperative purchasing arrangement</u> recognized by the City per T.C.A. § 12-3-1205(b) (see documentation provided). <input type="checkbox"/> Sole-source purchase (see explanation and documentation provided; note: requires either BOMA approval or reporting to BOMA). <input checked="" type="checkbox"/> Emergency purchase (circumstances impinging on public health, safety or welfare; see explanation provided; note: requires reporting to BOMA). <input type="checkbox"/> Purchase is of "secondhand" (used or demonstrator) goods, equipment, materials, supplies, or commodities from <u>any federal, state, or local governmental unit or agency</u> , per T.C.A. § 12-3-1202(a) (see details provided, including name of seller and detailed description of item). <input type="checkbox"/> Purchase is of "secondhand" (used or demonstrator) goods, equipment, materials, supplies, or commodities from <u>any private individual or entity</u> , per T.C.A. § 12-3-1202(b) (see details provided, including name of seller, detailed description of item, and documented general range of value).
Does this purchase involve a City contract?	<input type="checkbox"/> Yes, City contract number _____ <input checked="" type="checkbox"/> Yes, a City purchase order is to be issued for this purchase upon approval of this requisition. <input type="checkbox"/> No, no City contract pertains to this requisition.
Does a Certificate of Insurance pertain to this requisition?	<input checked="" type="checkbox"/> Yes, a Certificate of Insurance, provided to Purchasing and approved by Risk Management, either already has been obtained or is to be obtained before delivery commences. <input type="checkbox"/> No, no certificate of insurance pertains to this requisition.
Do both the requisitioning department and the recommended vendor anticipate that this purchase, or, if applicable, some separately invoiced portion of the purchase, would be received by the City by June 30 of the current City fiscal year?	<input checked="" type="checkbox"/> Yes, this purchase or some separately invoiced portion thereof would be received by the City by June 30 of the current City fiscal year. <input type="checkbox"/> No, none of this purchase would be received by the City until on or about _____.
Does the City's approved budget currently provide sufficient funding for this purchase or, if applicable, for the portion of the term of service to be allocated to the current City fiscal year?	<input checked="" type="checkbox"/> Yes, the City's approved budget currently provides sufficient funding for this purchase or portion thereof. <input type="checkbox"/> No, none of this purchase would be allocated to the current City fiscal year. The requisitioning department would therefore include sufficient funding for this purchase in its budget request for fiscal year(s) _____.
Recommended vendor:	Xylem Dewatering Solutions, Inc.



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Requisition no. / Requisition date / Requisitioning department:	1229 / 3-8-17 / Water (431) Collections (52212)
Item quantity / Item description:	Qty.: 2 / Rental, delivery, set-up and training on use of temporary pumping system for Emergency repair of sanitary sewer interceptor at Chestnut Bend Subdivision. Invoice's # 400679555 & # 400683810.
Total value of purchase / Date of pricing:	\$ 17,185.00 & \$17,151.65 = \$34,336.65 / 2/14/17 & 3/01/17
Budget amount / General ledger account no.:	\$ Not Budgeted / (budget amount) (fund) (function) (department)
If purchase is also budgeted in a second account, then budget amount / General ledger account no.:	\$ / (budget amount) (fund) (function) (department)
Allocation amount / General ledger account no.:	\$ 34,336.65 / 431 - 83682 - 52219 / (allocation amount) (fund) (function) (department)
If purchase is to be allocated to a second account, then allocation amt / General ledger account no.:	\$ / (allocation amount) (fund) (function) (department)
Purpose of recommended purchase: (Why is this purchase being recommended? What City program or service would benefit from the purchase? If this requisition is for purchase of a product, would this purchase enlarge the City's fleet or inventory of such items, or would it be replacing one or more that are scheduled to be taken out of service? If replacing, which one is / ones are to be replaced? How would the new item be used? If this requisition is for purchase of a service, what would be accomplished?)	This expenditure is an EMERGENCY - 54" Hobas interceptor line failure.
Intended method of payment¹:	<input type="checkbox"/> Invoice to be paid by City purchasing card ^{2 3} issued to _____ <input checked="" type="checkbox"/> Invoice to be paid by Accounts Payable ^{4 5} .
Requested:	<u>Debra Hatcher</u> / 3/8/17 (Authorized representative of requisitioning department) (Date)
Recommended for approval:	<u>Brian Wilcox</u> / 3/10/17 (City Purchasing Manager) (Date)
Approved:	<u>Kristine Jallard</u> / 3/10/17 (Assistant City Administrator or City Administrator) (Date)

¹ The City's preferred method of payment is by City purchasing card or, if the vendor declines to accept payment by Visa credit card without surcharge, then by direct deposit - such as "ACH" or "Electronic Funds Transfer."

² Please ask the Purchasing Office to adjust the single-transaction limit and, if necessary, the monthly credit limit on the identified City purchasing card.

³ Please ask the vendor to address invoices to be paid by purchasing card to the requisitioning department at P.O. Box 305, Franklin, TN 37065-0305.

⁴ If the vendor has not done business with the City within the last two (2) years, please ask the vendor to complete the City's Vendor Information Form and IRS Form W-9 (both forms available at Inside the City > Finance > Shared Documents > Finance (Payroll and AP) > Accounts Payable) and to return them to the Purchasing Office.

⁵ Please ask the vendor to address invoices other than those to be paid by purchasing card to: City of Franklin Accounts Payable, P.O. Box 295, Franklin, TN 37065-0295.



Sold by:

Invoice

Branch 044
4001 Murfreesboro Road
Antioch, TN 37013-2219
Tel: 615-471-4219
Fax: 615-471-4325

Remit to: Xylem Dewatering Solutions, Inc.
28611 Network Place
Chicago, IL 60673-1286
Phone: 856-467-3636

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City of Franklin WWTP
Purchasing Dept
PO Box 295
Franklin, TN 37065-0295

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City of Franklin WWTP
135 Claude Yates Dr
Franklin, TN 37064-2085

Cust. No.	Invoice Date	Invoice No.
00109596	02-14-2017	400679555

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Customer PO	Ordered By	Contract Date	Service Contract #	Sales Representative	Order Taken By	Payment Terms
54" Sewer Bypass	JR Lee	02-04-2017	244005011	William Beasley	William Beasley	Net 30
QTY	ITEM	DESCRIPTION			UNIT AMOUNT	EXTENDED AMOUNT
6	SUPERVISOR	Supervisor Standard Rate				
6	LABOR	Labor Standard Rate				
1.50	SUPERVISOROT	Supervisor Overtime Rate				
1.50	LABOROT	Labor Overtime Rate				
5.25	LABOROT	Labor Overtime Rate				
10	SERVICETRUCK	Godwin Service Truck				
ALL PAST DUE INVOICES ARE SUBJECT TO 1 1/2% PER MONTH SERVICE CHARGE		Rental	Labor	Shipping	Misc. Charges	Taxes
		\$ 4,643.00	\$ 10,500.00	\$ 0.00	\$ 2,042.00	\$ 0.00
Total Invoice					\$ 17,185.00	

Vendor # _____

Account # _____

Approved By g Lr

Check # _____ Date Pd. _____



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54" Sewer Bypass	JR Lee	02-04-2017	244005011	William Beasley	William Beasley	Net 30
QTY	ITEM	DESCRIPTION			UNIT AMOUNT	EXTENDED AMOUNT
1	FSWH180000R	Mcelroy Fusion Machine 6"-18" Wheel Mnt • S/N:9515080-2				
1	FSTR180004R	McElroy Tracstar 618 FusionMachine 6-18" • S/N C35431				
1	RRFORKLIFT	Fork Lift • S/N: 0160077477				
1	RRFORKLIFT	Fork Lift • S/N: GTH0608A-13024				
1	BOBCATUSAGE	BOBCAT				
488	MILEAGE	Mileage				
23	SUPERVISOROT	Supervisor Overtime Rate				
40.75	LABOROT	Labor Overtime Rate				
8	LABOR	Labor Standard Rate				
15	TRAVEL	Travel Charge				

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Cust. No.	Invoice Date	Invoice No.
00109596	03-01-2017	400683810

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Customer PG	Ordered By	Contract Date	Rental Contract #	Sales Representative	Order Taken By	Payment Terms
1703	JR Lee	02-04-2017	244005060	William Beasley	William Beasley	Net 30
QTY	ITEM	DESCRIPTION	PER	D/W/M	RATE	AMOUNT
2	BN0804517E000R	8" 45 Degree HDPE SDR17 B/W Bend	1	M	35.75	71.50
30'	PPPE080001BW17R	8" HDPE Pipe SDR17 (Per Foot)	1	M	0.55	16.50
4	MSBU120F1000R	12" HDPE 150#FL Back Up Ring	1	M	0.00	0.00
6	MSBU080F1000R	8" HDPE 150#FL Back Up Ring	1	M	0.00	0.00
1	FDELIVERYFRT044	DELIVERY MOTOR FRT BR 044 FULL LOAD			3,100.00	3,100.00
1	DZONEROLLBACK	Delivery Zone - Rollback			0.00	0.00
1	BAUERQDADAPTERR	Godwin Miscellaneous QD Adapter • Manifold 18 X 12 X 12	1	M	150.00	150.00
1	OTHERADAPTERR	Godwin Miscellaneous Adapter • blind flange	1	M	0.00	0.00

Vendor # _____
Account # _____
Approved By [Signature]
Check # _____ Date Pd. _____

ALL PAST DUE INVOICES ARE SUBJECT TO
1 1/2% PER MONTH SERVICE CHARGE

Rental	Labor	Shipping	Misc. Charges	Taxes
\$ 14,051.65	\$ 0.00	\$ 3,100.00	\$ 0.00	\$ 0.00

Total Invoice

\$ 17,151.65



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1703	JR Lee	02-04-2017	244005060	William Beasley	William Beasley	Net 30
QTY	ITEM	DESCRIPTION	PER	D/W/M	RATE	AMOUNT
1	HSCM080020F1NR	8" x 20' Composite Hose W/150#FL	1	M	321.75	321.75
1	HSCR080010F1NR	8" x 10' Cargo Hose W/150#FL	1	M	158.40	158.40
1	HSCM080010F1NR	8" x 10' Composite Hose W/150#FL	1	M	158.40	158.40
1	MSSD180PT001R	18" HDPE Saddle W/4" FNPT	1	M	82.50	82.50
4	AD120080F1F1F1R	12" 150#FL x 8" 150#FL Conc Adapter	1	M	64.35	257.40
850'	PPPE180001BW26R	18" HDPE Pipe SDR26 (Per Foot)	1	M	1.02	867.00
6	AD080080F117E0R	8" HDPE SDR17 150#FL Adapter	1	M	39.60	237.60
4	AD120120F117E0R	12" HDPE SDR17 150#FL Adapter	1	M	39.60	158.40
4	BN1209017E000R	12" 90 Degree HDPE SDR17 B/W Bend	1	M	32.45	129.80
3	BN0809017E000R	8" 90 Degree HDPE SDR17 B/W Bend	1	M	35.75	107.25
150'	PPPE120001BW17R	12" HDPE Pipe SDR17 (Per Foot)	1	M	0.55	82.50
2	BN1809017E000R	18" 90 Degree HDPE SDR17 B/W Bend	1	M	35.75	71.50

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QTY	ITEM	DESCRIPTION	PER	D/W/M	RATE	AMOUNT
Rental 02/04/2017 Thru 03/03/2017						
1	PMCD080DCN017R	Godwin CD225M 8" 4045T-PT SB 150G CS Diesel Pump • D-8257	1	M	2,639.70	2,639.70
1	PMCD080DCN014R	Godwin CD225M 8" 4045T-PT SB 125G CS Diesel Pump • D-8614	1	M	2,639.70	2,639.70
1	PMCD080DCN020R	Godwin CD225M 8" 4045T-SP SB 150G CS Diesel Pump • D-8432	1	M	2,639.70	2,639.70
1	PMCD080DCN017R	Godwin CD225M 8" 4045T-PT SB 150G CS Diesel Pump • D-8289	1	M	2,074.05	2,074.05
1	FTDB0500001R	528 Gal UL Transcube w/DbI wall & Skid • FTC50-480	1	M	272.25	272.25
1	CPMPDC0000000R	Auto Diesel Control 12V W/65' Floats A91 • MP-1398	1	M	297.00	297.00
1	CPMPDC0000000R	Auto Diesel Control 12V W/65' Floats A91 • MP-1396	1	M	297.00	297.00
1	HSCR080020F1NR	8" x 20' Cargo Hose W/150#FL	1	M	321.75	321.75

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