

ADDENDUM NO: 2

REQ NO: 153378

FINAL SUBMITTAL: July 19, 2017 2:00 PM EST

FINAL QUESTIONS: July 13, 2017 2:00 PM EST

Department: Purchasing, Mayor's Office

Changes to Bid No. 304743:

Per Pre-Bid Conference on June 28, 2017:

The bid for APCB will be an optional bid. Mock ups will be done for APCB's management to approve before being put on contract.

Attached are the APCB printed forms and stationary. The Burning Brochure will need to be sent by email, since the brochure was printed in black and white, and not color.

The letterhead and APCB business cards need to be as close to Pantone No. 295 as possible.

These will be on the updated bid form as Optional: APCB at the bottom of each Worksheet for Stationary and Printed Forms.

The attachments are: Business Cards (as noted on sheet), Letterhead, Compliant Incident Notification, Invoice, Receipt Book, Burning Violation Warning Notice, Burning Permit, and Burning Brochure.

Waiting on a decision to change Gold Foil to Digital Process Gold.

Req No: 153378 Printing Services

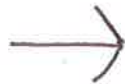
**PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE
PURCHASING DEPARTMENT. RETAIN THE OTHER COPY FOR YOUR
FILES.**

Name: _____

Company: _____

**CITY OF CHATTANOOGA
PURCHASING DEPARTMENT
Mark McKeel
City Hall Suite G13
CHATTANOOGA, TN 37402
TELE: (423) 643-7236
FAX: (423) 643-7244**

INVESTIGATOR
CARDS



**Chattanooga-Hamilton County
Air Pollution Control Bureau**
6125 Preservation Drive, Suite 140
Chattanooga, TN 37416-3740

JOHN SCHULTZ
Investigator

jschultz@chattanooga.gov
Cell: 423.421.7502
Main: 423.643.5970
FAX: 423.643.5972

APCB
CARDS



DAILY AIR QUALITY REPORT
Info Line



**Chattanooga-Hamilton County
Air Pollution Control Bureau**

6125 Preservation Drive Suite 140
Chattanooga, TN 37416-3740

423-643-5971
Fax 423-643-5972
www.apcb.org

AS CLOSE TO
PANTONE NO. 295



Chattanooga-Hamilton County Air Pollution Control Bureau

→ AS CLOSE TO
PANTONE NO. 295

INCIDENT NOTIFICATION

NO. 16 079

Date/Time Received: _____ Received By: _____

Date/Time Assigned: _____ Assigned To: _____

☐ Complaint ☐ Patrol ☐ Inspection ☐ Self-Reported ☐ Other _____

Reported By: _____ Phone #: _____

Address: _____

Contact with findings: ☐ Yes ☐ No Copy of Report: ☐ Yes ☐ No

Type of Incident:

☐ Burning ☐ Odor ☐ Nuisance ☐ Asbestos ☐ Visible Emissions ☐ Malfunction
☐ Chemical Spill/Release ☐ Stage 1 Other: _____

Location
Of Incident: _____

Comments: _____

Source _____

Address: _____

Findings/Action Taken:

☐ Unfounded ☐ No Further Action ☐ Verbal Warning ☐ Written Warning ☐ Written Report

☐ Referred To: _____

Findings: (if report is not written) _____

Investigator's Signature _____ Date: _____

Reviewed By: _____ Date: _____

**AIR POLLUTION CONTROL BUREAU**

Development Resource Center
6125 Preservation Drive • Chattanooga, TN 37416-3638
Phone (423) 643-5970 • Fax (423) 643-5972

INVOICE 010199

TO:

ITEM	AMOUNT
TOTAL	

1/2

FORM 3163 REV 3

Chattanooga-Hamilton County Air Pollution Control Bureau
6125 Preservation Drive
Chattanooga, TN 37416-3638 Phone (423) 643-5970

042517

DATE _____ 20____

RECEIVED FROM _____

DOLLARS \$ _____

FOR: Burning Permit # _____
Asbestos Permit # _____
Invoice # _____
Other _____

PAYMENT TYPE: Cash _____
Check _____
MO _____

By: _____

FORM 3163 REV 3

Chattanooga-Hamilton County Air Pollution Control Bureau
6125 Preservation Drive
Chattanooga, TN 37416-3638 Phone (423) 643-5970

042518

DATE _____ 20____

RECEIVED FROM _____

DOLLARS \$ _____

FOR: Burning Permit # _____
Asbestos Permit # _____
Invoice # _____
Other _____

PAYMENT TYPE: Cash _____
Check _____
MO _____

By: _____

FORM 3163 REV 3

Chattanooga-Hamilton County Air Pollution Control Bureau
6125 Preservation Drive
Chattanooga, TN 37416-3638 Phone (423) 643-5970

042519

DATE _____ 20____

RECEIVED FROM _____

DOLLARS \$ _____

FOR: Burning Permit # _____
Asbestos Permit # _____
Invoice # _____
Other _____

PAYMENT TYPE: Cash _____
Check _____
MO _____

By: _____

FORM 3163 REV 3

Chattanooga-Hamilton County Air Pollution Control Bureau
6125 Preservation Drive
Chattanooga, TN 37416-3638 Phone (423) 643-5970

042520

DATE _____ 20____

RECEIVED FROM _____

DOLLARS \$ _____

FOR: Burning Permit # _____
Asbestos Permit # _____
Invoice # _____
Other _____

PAYMENT TYPE: Cash _____
Check _____
MO _____

By: _____

CHATTANOOGA-HAMILTON COUNTY
AIR POLLUTION CONTROL BUREAU
6125 Preservation Drive, Suite 140, Chattanooga, TN 37416
423-643-5970

No. 1800

BURNING VIOLATION WARNING NOTICE

Detected by: ___ Complaint ___ Patrol

VIOLATOR INFORMATION

Violator		Phone	
Mailing Address	City/State	Zip	

VIOLATION INFORMATION

Date of Violation		Time of Violation		Permit Number	
Location of Violation			City/State		Zip
Jurisdiction		City of Chattanooga		City of Ridgeside	
		City of Collegedale		City of Signal Mountain	
		City of East Ridge		City of Soddy Daisy	
		City of Lakesite		Town of Walden	
		City of Lookout Mountain		Unincorporated Hamilton County	
		City of Red Bank			

Violation(s)		No permit		Burning on a non-burning day
		Burning illegal materials		Burning during a non-burning season
		After permitted hours		Failed to read / sign burning permit
		Leaving a fire unattended		Failure to notify fire department
		Exceeding pile size of 12' by 12' by 12'		Failure to obtain a permit from Forestry
		Creating a nuisance		Other

Comments:

**A VIOLATION OF THE AIR POLLUTION CONTROL ORDINANCE/REGULATION MAY
SUBJECT A VIOLATOR TO CIVIL PENALTIES UP TO \$25,000 PER DAY**

Issued by: _____ Date: _____ Time: _____

BURNING PERMIT FOR BURNING LESS THAN 2 ACRES

FORM 41-4 REV. 10 CASE PRINTING

I, the undersigned, have read, understand and agree to comply with all of the conditions below.

(PERMIT NOT VALID UNTIL SIGNED)

1. The applicant hereby agrees to burn only vegetation and clean, raw, untreated, non-manufactured wood materials on approved burning days only.
2. Burning is only allowed on approved burn days in the months of October, November, December, January, February, March and April subject to the following conditions.
3. Each day before you burn call 423.643.5971 after 8:30 am or go online to www.apcb.org to determine the burning status.
4. Contact your local fire department each day prior to burning. (All areas except City Limits of Soddy-Daisy - 423.622.7777, Soddy-Daisy City Limits - 423.332.5215)
5. Only burn if conditions are favorable to burn without creating a nuisance from smoke and ash.
6. Burn piles shall not be larger than 12' x 12' x 12'.
7. **Do not burn paper, cardboard, OSB, plywood, engineered products, vinyl siding, insulation, treated or painted wood, PVC pipes, tires, stumps, roofing materials, sheet rock, plastics, household garbage, or any other obviously polluting material.**
8. Burning is allowed between the following hours on approved burning days. The fire shall be completely extinguished by the termination times. No smoldering is allowed after the termination times. **Do not use dirt to try to extinguish a fire.**

October 1 to November 15	9 am to 4 pm	February 16 to April 3	9 am to 5 pm
November 16 to December 31	9 am to 3:30 pm	April 4 to April 30	9 am to 6 pm
January 1 to February 15	9 am to 4 pm	May 1 to September 30	NO BURNING ALLOWED
9. The burning shall be attended at all times and the permit must be at the burn site and readily available for inspection.
10. Permit valid only for materials removed/generated from the burn site address. No materials from off-site can be burned.
11. This permit can be suspended or revoked at any time by the Director.
12. From October 15th through April 30th, a Forestry permit must also be obtained from the Tennessee Division of Forestry for any burning within 500 feet from forests, woodlands or grasslands within the unincorporated area of Hamilton County. A forestry permit can be obtained free of charge at www.burnsafetn.org or by calling 423.332.3228 (West of the TN River) or 423.478.0337 (East of the TN River). Forestry permits for Saturday and/or Sunday will be issued by Forestry on Friday.

WARNING: Non-Compliance with any of the above conditions could result in civil penalties up to \$25,000 per day.

Burning Information

Burning leaves, brush, and other vegetation creates smoke. Smoke contains a number of hazardous air pollutants, increasing ground-level ozone and fine particle pollution. These pollutants cause health effects ranging from allergies to cancer.



Restricting burning is a primary control measure in reducing summertime pollution by at least four tons per day, allowing Hamilton County to meet federal health standards set by the EPA.

Seasonal Burning with a Permit

- Burning to dispose of natural vegetation is allowed October 1st to April 30th, with a current permit. This includes burning in a pit or barrel.
- Only vegetation and clean, untreated, raw, non-manufactured wood (*generated from the burn location*) may be burned.
- Burning is restricted to certain daylight hours, depending on the time of the year.
- Anyone burning during the seasonal ban, during the burn season without a permit, or fails to comply with the conditions could be assessed a civil penalty up to \$25,000 per day.

No burning is allowed from May 1—Sept. 30 each year.

Get a Permit

A permit to burn *must* be obtained each burn season (October 1 to April 30.) Permits are issued for those planning to burn:

- vegetation and clean, untreated, raw, non-manufactured wood, and
- a total amount of allowed material less than two acres in a burn season.

Fees and Inspections

Burn Location	Fee	Inspection
Chattanooga Collegedale East Ridge Red Bank	\$50	Yes
Lakesite Lookout Mountain Signal Mountain Soddy Daisy Uninc. Hamilton County	\$5	No

A **Controlled Burning Permit** must be obtained when clearing and burning two acres or more of land. The fee is \$400 and requires a blower.

Recreational Fire

Only recreational fires are allowed during the seasonal burning ban. A recreational fire is a cooking or campfire that uses charcoal or firewood, is no more than three feet in diameter, and is for cooking, enjoyment, or ceremonial purposes.

Burning Checklist

Burning permit application fees are non-refundable. Below is a pre-inspection checklist.

Answer Yes or No to the following questions:

1. Is burning the only practical method of disposal?
2. Is the material to be burned vegetation, and/or raw, untreated, non-manufactured wood?
3. Is the burn site more than 100 feet from my neighbor's structure?
4. Can I burn between the designated hours?
5. Can I burn without creating a nuisance to my neighbors?

If you answered NO to any of these questions, we recommend finding an alternative method of disposal. Possible alternatives are listed on the back of this brochure.

Materials Illegal to Burn

- paper
- cardboard
- plywood/OSB
- engineered wood products
- vinyl siding
- insulation
- painted or stained wood
- pressure treated wood
- PVC pipe
- tires
- stumps
- "green" wood
- roofing materials
- sheet rock
- plastics
- household garbage
- other obviously polluting items



Alternatives to Burning

PICKUP

Use curbside brush pickup offered by:

- Chattanooga
- Collegedale
- East Ridge
- Lookout Mountain
- Red Bank
- Signal Mountain



DROP OFF

City of Chattanooga Landfill

9327 Birchwood Pike
Harrison, TN 37341
423- 326-1566

RECYCLE

Chip or grind brush - reuse the chips for mulch



Wood Recycling Center

3925 North Hawthorne Street
Chattanooga, TN 37406
(423) 697-9702

SHRED

Dispose of paper by shredding it.

Orange Grove Document Shredding

Monday - Friday, 8 a.m. - 3 p.m.
\$5 per banker box
460 Dodson Avenue
Chattanooga, TN 37404
(423) 493-2925

**Better Business Bureau's Semi-Annual
"Secure Your ID Day" in April & October**
Call for exact dates and times.
(423) 266-6144



Chattanooga-Hamilton County Air Pollution Control Bureau

LEARN MORE



www.apcb.org



[www.facebook.com/
ChattanoogaAirPollutionControl](http://www.facebook.com/ChattanoogaAirPollutionControl)



www.twitter.com/ChattanoogaAir

**Chattanooga-Hamilton County
Air Pollution Control Bureau**

6125 Preservation Dr., STE 140,
Chattanooga, TN 37416-3740

Phone: 423-643-5970

Fax: 423-643-5972

Don't Get Burned

Know the Law Before
Burning in Hamilton County



Chattanooga-Hamilton County
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