



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

8/13/2021 | 2:22 PM CDT

Jonathan Frost  
Keystops LLC  
376 Reasonover Drive  
Franklin, KY 42134

Re: **RFQ # 121223, Purchase and Delivery for Bulk Fuel Services**

Dear Mr. Frost:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 121223 for Purchase and Delivery for Bulk Fuel Services. This letter hereby notifies you of Metro's intent to award to Keystops LLC, contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

If the Equal Business Opportunity (EBO) Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification.

Additionally, the awardee will be required to submit evidence of participation of and contractor's payment to all Small, Minority, and Women Owned Businesses participation in any resultant contract. This evidence shall be submitted monthly and include copies of subcontracts or purchase orders, the Prime Contractor's Application for Payment, or invoices, and cancelled checks or other supporting payment documents. Should you have any questions concerning this requirement, please contact Christopher Wood, BAO Representative, at (615) 862-6710 or at christopher.wood@nashville.gov.

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Brad Wall by email at brad.wall@nashville.gov Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

*Michelle A. Hernandez Lane*

Michelle A. Hernandez Lane  
Purchasing Agent

Cc: Solicitation File, Other Offerors

**Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.**

**A. Right to Protest.** Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing Agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

[Procurement Division](#)

730 Second Avenue South, Suite 112  
P.O. Box 196300  
Nashville, Tennessee 37219-6300

[www.Nashville.gov](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

RFQ #121223 - Purchase and Delivery for Bulk Fuel Services					
	Colonial Oil Industries, Inc.	JAT Oil, Inc.	Keystops LLC	Kimbro Oil Co.	Mansfield Oil Company
Contract Acceptance	Accepted with no exceptions	Accepted with no exceptions	Accepted with no exceptions	Accepted with no exceptions	Accepted with no exceptions
Contractor's Experience and Requirements (100 Points)	100.00	100.00	100.00	100.00	100.00
<b>Total (100 Points)</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>

	Parman Energy Group, LLC	Petroleum Traders Corporation	Tri-Star Energy, LLC
Contract Acceptance	Accepted with no exceptions	Accepted with no exceptions	Accepted with no exceptions
Contractor's Experience and Requirements (100 Points)	100.00	100.00	100.00
<b>Total (100 Points)</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>

**\*Note** - All offerors acknowledged Metro's requirements and responded "Yes" indicating they could perform all services on the "Contractor's Experience and Requirements" document. Based on the responses provided on the "Contractor's Experience and Requirements" document all offerors received a score of 100 points.

## **Cantlon, Judy (Finance - Contract Compliance)**

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**From:** Wall, Brad (Finance - Procurement)  
**Sent:** Wednesday, August 11, 2021 7:42 AM  
**To:** Cantlon, Judy (Finance - Contract Compliance)  
**Cc:** Walker, Sandra (Finance - Procurement); Lane, Michelle (Finance - Procurement)  
**Subject:** RE: Intent to Award Justification for RFQ #121223 Purchase and Delivery for Bulk Fuel Services  
**Attachments:** Intent to Award Justification.pdf; Intent to Award Letter (Colonial Oil Industries, Inc.).doc; Intent to Award Letter (JAT Oil, Inc.).doc; Intent to Award Letter (Keystops LLC).doc; Intent to Award Letter (Kimbrow Oil Co.).doc; Intent to Award Letter (Mansfield Oil Company).doc; Intent to Award Letter (Parman Energy Group, LLC).doc; Intent to Award Letter (Petroleum Traders Corporation).doc; Intent to Award Letter (Tri-Star Energy, LLC).doc

Judy,

Please see the approval below from Sandra. Will you begin routing the intent to award letter in DocuSign for Michelle's signature?

Thank you,

Brad Wall  
Procurement Officer III  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2nd Avenue South, Ste. 101  
Nashville, TN 37210

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**From:** Walker, Sandra (Finance - Procurement) <Sandra.Walker@nashville.gov>  
**Sent:** Tuesday, August 10, 2021 12:33 PM  
**To:** Wall, Brad (Finance - Procurement) <Brad.Wall@nashville.gov>  
**Subject:** RE: Intent to Award Justification for RFQ #121223 Purchase and Delivery for Bulk Fuel Services

Approved.

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**From:** Wall, Brad (Finance - Procurement) <[Brad.Wall@nashville.gov](mailto:Brad.Wall@nashville.gov)>  
**Sent:** Tuesday, August 10, 2021 12:23 PM  
**To:** Walker, Sandra (Finance - Procurement) <[Sandra.Walker@nashville.gov](mailto:Sandra.Walker@nashville.gov)>  
**Subject:** RE: Intent to Award Justification for RFQ #121223 Purchase and Delivery for Bulk Fuel Services

Sandra,

Attached is the updated intent to award justification for RFQ #121223. Will you let me know if I have your approval to move forward and release the intent to award?

Thank you,

Brad Wall  
Procurement Officer III  
Department of Finance

Procurement Division  
Metropolitan Nashville Davidson County  
730 2nd Avenue South, Ste. 101  
Nashville, TN 37210

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**From:** Wall, Brad (Finance - Procurement)  
**Sent:** Monday, August 9, 2021 4:46 PM  
**To:** Walker, Sandra (Finance - Procurement) <[Sandra.Walker@nashville.gov](mailto:Sandra.Walker@nashville.gov)>  
**Subject:** Intent to Award Justification for RFQ #121223 Purchase and Delivery for Bulk Fuel Services

Sandra,

Please see the attached intent to award justification for RFQ #121223. Will you let me know if I have your approval to move forward and release the intent to award? This solicitation didn't have any EBO goals or SBE/SDV programming assigned to it. Also, this RFP didn't have the typical evaluation criteria it only had a check list for the offerors to complete and they were score accordingly.

Thank you,

Brad Wall  
Procurement Officer III  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2nd Avenue South, Ste. 101  
Nashville, TN 37210