



### Notice of Intent to Award

Solicitation Number	RFQ 181236	Award Date	12/7/21
Solicitation Title	Morton Salt Culinox 999 or Approved Equal		
Buyer Name	Zak Kelley	Buyer Email	zak.kelley@nashville.gov
BAO Rep	N/A	BAO Email	N/A

### Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Brenntag Mid-South Inc	Company Contact	Kelly Watson		
Street Address	7145 Centennial Blvd				
City	Nashville	State	TN	Zipcode	37209

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

### Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

### Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.

No, the EBO Program is not applicable.

### Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.

No, monthly reporting is not applicable.

### Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

### Right to Protest

Per MCL 4.36.010 – 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.

MH Supervisor (Initial)

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane  
Purchasing Agent & Chief Procurement Officer



RFQ 181236 – Morton Salt Culinox 999 or Approved Equal	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MSCP	Winning Bid
	0% <sup>1</sup>	0.00%	0.00%	\$362.00	-	\$362.00
Offeror Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Brenntag Mid-South Inc	\$362.00	\$0.00	\$0	\$0	\$362.00	Awarded

<sup>1</sup> The BAO assignment for RFQ 181236 included no SBE/SDV cost incentive.



## Final Bid Submission Report for Morton Culinox 999 or Approved Equal

Started: 12/2/2021 10:00 AM (CST)

Ended: 12/2/2021 10:15 AM (CST)

### Sodium Chloride, Morton Salt Culinox 999

#### Sodium Chloride, Morton Salt Culinox 999 or Approved Equal, Delivered, per Specifications - Price per TON

Rank	Company	Value	Date/Time
1	Brenntag Mid-South	\$362.00	12/2/2021 10:12:01 AM

RE: Action Required - Single Offer - RFQ 181236 - Morton Salt Culinox 999 or Approved Equal



Lane, Michelle (Finance - Procurement)  
To ● Kelley, Zachary (Finance Director's Office)

Approved.

Michelle A. Hernandez Lane  
Chief Procurement Officer/Purchasing Agent  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37201  
Office- 615.862.5471

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**From:** Kelley, Zachary (Finance Director's Office) <[Zak.Kelley@Nashville.gov](mailto:Zak.Kelley@Nashville.gov)>  
**Sent:** Monday, December 6, 2021 12:19 PM  
**To:** Lane, Michelle (Finance - Procurement) <[Michelle.Lane@nashville.gov](mailto:Michelle.Lane@nashville.gov)>  
**Subject:** Action Required - Single Offer - RFQ 181236 - Morton Salt Culinox 999 or Approved Equal  
**Importance:** High

Michelle,

RFQ 181236 closed with a single bidder, Brenntag Mid-South Inc. Will you approve the single offer?

The offer is fair and reasonable according to the budget provided by the procuring department.

The ITB was solicited to 629 registered vendors under the commodity code 47100000 – water and wastewater treatment supply and disposal. An adequate pool of offerors had an opportunity to submit a response.

Best,

**Zak Kelley** (he/him/his)  
Department of Finance  
Metropolitan Government –  
Nashville & Davidson County  
(O) 615-862-6153  
(C) 731-413-7392



## CERTIFICATE OF INSURANCE CHECKLIST

Within ten (10) days, please provide a certificate of insurance reflecting the coverage(s) checked below:

- General Liability Insurance** in the amount of one million (\$1,000,000.00) dollars;
- Professional Liability Insurance** in the amount of one million (\$1,000,000.00) dollars;
- Product Liability Insurance** in the amount of one million (\$1,000,000.00) dollars (if being manufactured by Offeror);
- Cyber Liability Insurance** in the amount of one million (\$1,000,000.00) dollars (for companies that have access to personal information (SSN's Addresses of employees, customers or students));
- Technological Errors and Omissions Insurance** in the amount of one million (\$1,000,000.00) dollars (for software and hardware manufacturers & website designers);
- Automobile Liability Insurance** in the amount of one million (\$1,000,000.00) dollars (if supplier will coming on Metro Property or making onsite deliveries);
- Worker's 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. (Workman's Comp Insurance is not required for companies with fewer than five (5) employees.);
- Abuse and molestation Insurance** in the amount of one million (\$1,000,000.00) dollars.

The COI "description" should read:

**Metropolitan Government of Nashville and Davidson County, its officials, officers, employees, and volunteers are named as additional insureds per general liability additional insured endorsement and automobile liability additional insured endorsement.**

**RFQ Number** \_\_\_\_\_

The "certificate holder" should read

**Purchasing Agent  
Metropolitan Government of Nashville and Davidson County  
Metro Courthouse,  
Nashville, TN 37201**



## Vendor Checklist

Buyer Name		Buyer Email	
Please Return By		Solicitation #	

**Please provide the information below to the buyer listed above by the designated date.**

### Who is the point of contact for this contract?

*This is the individual who will provide information and assistance regarding your contract.*

Name		Email	
Title		Phone #	
Mailing Address			

### Who is the signatory for this contract?

*This is the individual who will sign the contract to create a legal obligation for your business.*

Name		Email	
Title		Phone #	
Mailing Address			

### Who is the agent of service for this contract? *(The registered address listed by the registered agent must be in Tennessee)*

*This is the individual who will receive lawsuits and other legal documents on behalf of your business.*

Name		Email	
Title		Phone #	
Mailing Address			

### What is the legal name of your business?

*This is the name registered with the state filing office and used for contract development.*

Name	
DBA	

### Is your iSupplier profile and contact directory up to date?

Have you provided, if applicable, proof of current certification as a minority owned (MBE), women owned (WBE), queer owned (LGBTBE), or service disabled veteran owned (SDV) business?

Have you updated iSupplier with your banking information, including W-9 and ACH?

Does the tax-id number on your W-9, ACH, and iSupplier profile match?

Have you provided a certificate of insurance with all coverage(s) and language requirements indicated in the solicitation?

Have you provided, if applicable, the required bond(s) in the amount of \$ \_\_\_\_\_?

*For questions related to iSupplier, please email [iSupplier@Nashville.Gov](mailto:iSupplier@Nashville.Gov). For security purposes, please provide your taxpayer number with your inquiry.*