



Notice of Intent to Award

Solicitation Number	223236	Award Date	5/23/2022 4:54 PM CDT
Solicitation Title	Wet Chemistry Discrete Analyzer and Maintenance		
Buyer Name	Marissa Conklin	Buyer Email	Marissa.conklin@nashville.gov
BAO Rep	Christopher Wood	BAO Email	Christopher.wood@nashville.gov

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	SEAL Analytical, Inc.	Company Contact	Stuart Smith
Street Address	10520-C Baehr Rd.		
City	Mequon	State	WI Zipcode 53092

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.

 Supervisor (Initial)

Michelle A. Hernandez Lane
Michelle A. Hernandez Lane
Purchasing Agent & Chief Procurement Officer

Enter Solicitation Title & Number Below						
Wet Chemistry Discrete Analyzer and Maintenance; RFQ# 223236	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	0.00%	0.00%	\$59,950.00	\$0.00	\$59,950.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
SEAL Analytical, Inc	\$ 59,950.00	\$0.00	\$0	\$0.00	\$59,950.00	Awarded

Conklin, Marissa (Finance-Procurement)

From: Lane, Michelle (Finance - Procurement)
Sent: Wednesday, May 18, 2022 2:18 PM
To: Conklin, Marissa (Finance-Procurement)
Subject: RE: Approval of Single Bidder for RFQ# 223236 Wet Chemistry Discrete Analyzer and Maintenance

Award to a single offeror is approved.

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

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Monday, May 16, 2022 3:48 PM
To: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>
Subject: Approval of Single Bidder for RFQ# 223236 Wet Chemistry Discrete Analyzer and Maintenance

Michelle,

RFQ# 223236 closed with a single bidder, Wet Chemistry Discrete Analyzer and Maintenance. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to SEAL Analytical, Inc. This ITB was solicited to registered vendors under the commodity code 4110, 4321 and 72151800. An adequate pool of offerors had an opportunity to submit a response to the solicitation. Please review this single offer for approval.

Thank You.

Marissa Conklin
Procurement Officer II
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210

From: Fish, Diana (WS) <Diana.Fish@nashville.gov>
Sent: Friday, May 13, 2022 2:11 PM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>; Taylor, Ted (WS) <Ted.Taylor@nashville.gov>
Subject: Re: RFQ# 223236 Wet Chemistry Discrete Analyzer and Maintenance

We are good with this bid thank you

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From: Fish, Diana (WS) <Diana.Fish@nashville.gov>
Sent: Friday, May 13, 2022 11:26:35 AM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>; Taylor, Ted (WS) <Ted.Taylor@nashville.gov>
Subject: Re: RFQ# 223236 Wet Chemistry Discrete Analyzer and Maintenance

Thank you for the clarification

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From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Friday, May 13, 2022 11:17:16 AM
To: Fish, Diana (WS) <Diana.Fish@nashville.gov>; Taylor, Ted (WS) <Ted.Taylor@nashville.gov>
Subject: RE: RFQ# 223236 Wet Chemistry Discrete Analyzer and Maintenance

So the vendor says the below, they just missed that section of putting a yes.

Complies. Two emergency onsite visits have been included in the price of the Premium Support Contract. The standard Premium Service Contract Includes one emergency visits, as noted in the brochure provided. The price of the Premium Service Contract has been adjusted for the additional emergency visit.

From: Fish, Diana (WS) <Diana.Fish@nashville.gov>
Sent: Friday, May 13, 2022 7:51 AM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Subject: Re: RFQ# 223236 Wet Chemistry Discrete Analyzer and Maintenance

It was the 2 on-site visits 4.10

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From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Friday, May 13, 2022 7:46:40 AM
To: Fish, Diana (WS) <Diana.Fish@nashville.gov>
Subject: RE: RFQ# 223236 Wet Chemistry Discrete Analyzer and Maintenance

What section was it and I can reach out to the vendor and get a confirmation on what they submitted

From: Fish, Diana (WS) <Diana.Fish@nashville.gov>
Sent: Friday, May 13, 2022 5:46 AM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Subject: Re: RFQ# 223236 Wet Chemistry Discrete Analyzer and Maintenance

One of the spots on the specification list is blank. Was there any indication as to why?

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From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Thursday, May 12, 2022 3:27:21 PM

To: Fish, Diana (WS) <Diana.Fish@nashville.gov>

Subject: RFQ# 223236 Wet Chemistry Discrete Analyzer and Maintenance

Diana,

Please see the attached Bid Form and Minimum Specifications Sheet from the single bidder we had for the above solicitation. Please let me know if you have any questions. If not, please let me know if you find this single offer fair and responsible and want to move forward with an award.

Thanks.

Marissa Conklin
Procurement Officer II
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210