



**Notice of Intent to Award**

Solicitation Number	360248	Award Date	1/30/2024   10:28 PM CST
Solicitation Title	Passenger Shuttle Buses		
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	Mid South Bus Center Inc	Company Contact	Jerry K. Remus	
Street Address	3512 Bill Smith Dr.			
City	Murfreesboro	State	TN	Zipcode 37129

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.

MC Supervisor (Initial)

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

Enter Solicitation Title & Number Below

Passenger Shuttle Buses; RFQ# 360248

Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid	
0.0%	0.00%	0.00%	\$1,897,440.99	\$0.00	\$1,897,440.99	
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Mid South Bus Center Inc	\$ 1,897,440.99	\$0.00	\$0	\$0.00	\$1,897,440.99	Awarded

## Conklin, Marissa (Finance-Procurement)

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**From:** Lane, Michelle (Finance - Procurement)  
**Sent:** Monday, January 29, 2024 2:31 PM  
**To:** Conklin, Marissa (Finance-Procurement)  
**Subject:** RE: Approval of single offer for RFQ# 360248 Passenger Shuttle Buses

Award to a single offeror is approved.

Michelle A. Hernandez Lane, NIGP-CPP, ECMCA  
Deputy Finance Director  
Chief Procurement Officer/Purchasing Agent  
Department of Finance  
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:** Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>  
**Sent:** Monday, January 29, 2024 2:29 PM  
**To:** Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>  
**Subject:** Approval of single offer for RFQ# 360248 Passenger Shuttle Buses

Michelle,

RFQ# 360248 closed with a single bidder, Mid South Bus Center Inc. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Mid South Bus Center Inc. This ITB was solicited to registered vendors under the commodity code 25101509. 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 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
615-880-3130

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**From:** Lett, Kenneth (MAC) <[Kenneth.Lett@nashville.gov](mailto:Kenneth.Lett@nashville.gov)>  
**Sent:** Thursday, January 25, 2024 12:42 PM  
**To:** Conklin, Marissa (Finance-Procurement) <[Marissa.Conklin@nashville.gov](mailto:Marissa.Conklin@nashville.gov)>  
**Subject:** RE: RFQ# 360248 Passenger Shuttle Buses

Yes, please proceed.

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**From:** Conklin, Marissa (Finance-Procurement) <[Marissa.Conklin@nashville.gov](mailto:Marissa.Conklin@nashville.gov)>  
**Sent:** Thursday, January 25, 2024 9:18 AM  
**To:** Lett, Kenneth (MAC) <[Kenneth.Lett@nashville.gov](mailto:Kenneth.Lett@nashville.gov)>  
**Subject:** FW: RFQ# 360248 Passenger Shuttle Buses  
**Importance:** High

Kenneth,

I need a response for this solicitation. I can not move forward until I hear from you. Please review all attachments and let me know if the bid is fair and reasonable and you want to award or not move forward.

Thank You.

Marissa Conklin  
Procurement Officer II  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
615-880-3130

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**From:** Conklin, Marissa (Finance-Procurement)  
**Sent:** Wednesday, January 17, 2024 10:30 AM  
**To:** Lett, Kenneth (MAC) <[Kenneth.Lett@nashville.gov](mailto:Kenneth.Lett@nashville.gov)>  
**Subject:** FW: RFQ# 360248 Passenger Shuttle Buses

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**From:** Conklin, Marissa (Finance-Procurement)  
**Sent:** Tuesday, January 9, 2024 3:14 PM  
**To:** Lett, Kenneth (MAC) <[Kenneth.Lett@nashville.gov](mailto:Kenneth.Lett@nashville.gov)>  
**Subject:** FW: RFQ# 360248 Passenger Shuttle Buses

Good Afternoon,

I just wanted to see what the status was on the below and make sure you received all the attachments for review.

Thanks.

Marissa Conklin  
Procurement Officer II  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101

Nashville, TN 37210  
615-880-3130

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**From:** Conklin, Marissa (Finance-Procurement)  
**Sent:** Thursday, January 4, 2024 2:30 PM  
**To:** Lett, Kenneth (MAC) <[Kenneth.Lett@nashville.gov](mailto:Kenneth.Lett@nashville.gov)>  
**Subject:** RFQ# 360248 Passenger Shuttle Buses

Good Afternoon Kenneth,

The above solicitation closed today with a single offer. Please review the attached Cost Spreadsheet, Specifications sheet and the warranty sheets.

Let me know if you find this offer fair and reasonable and would like to move forward with awarding them.

Thank You.

Marissa Conklin  
Procurement Officer II  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
615-880-3130