



Notice of Intent to Award

Solicitation Number	348263	Award Date	8/29/2023 11:08 AM CDT	
Solicitation Title	East Convenience Center Guard Booth and Installation			
Buyer Name	Daniel Drumwright	Buyer Email	Daniel.Drumwright2@nashville.gov	
BAO Rep	Angie Martin	BAO Email	Angie.Martin@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	Jarvis Handling Equipment Co.	Company Contact	Susan Smith		
Street Address	380 Anthony Branch Dr.				
City	Mt. Juliet	State	TN	Zipcode	37122

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.

MLL Supervisor (Initial)

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

Enter Solicitation Title & Number Below	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
RFQ 348263 East Convenience Center Guard Booth and Installation	0.0%	5.00%	95.00%	\$129,380.25	\$135,849.26	\$129,380.25
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Jarvis Handling Equipment Co.	\$129,380.25	\$0.00	\$0	\$0	\$129,380	Awarded
Norwood Properties, LLC (deemed nonresponsive)	-	-	-	-	-	-



Notice of Rejection

Solicitation Number	348263	Date	
Solicitation Title	East Convenience Center Guard Booth and Installation		
Buyer Name	Daniel Drumwright	Buyer Email	Daniel.Drumwright2@nashville.gov
BAO Rep	Angie Martin	BAO Email	Angie.Martin@nashville.gov

The Metropolitan Government of Nashville and Davidson County has determined the offer submitted by the following supplier is not minimally responsive to the requirements of the referenced solicitation:

Company Name	Norwood Properties, LLC	Company Contact	Bill Bundy		
Street Address	3504 Murphy Road				
City	Nashville	State	TN	Zipcode	37205
Reason	Offer does not meet the requirements of the solicitation and is unacceptable. <input type="checkbox"/>				
Other/Notes	Offer fails to meets the Minimum Specifications requirements.				

Public Information and Records Retention

Solicitation and award documentation will be available upon request after the intent to award is issued. 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.

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Drumwright, Daniel \(Finance - Purchasing\)](#)
Subject: RE: Single Bidder Award Approval for RFQ 346263 East Convenience Center Guard Booth and Installation
Date: Thursday, August 24, 2023 3:30:39 PM
Attachments: [image001.png](#)

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: Drumwright, Daniel (Finance - Purchasing) <Daniel.Drumwright2@nashville.gov>
Sent: Thursday, August 24, 2023 2:26 PM
To: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>
Subject: Single Bidder Award Approval for RFQ 346263 East Convenience Center Guard Booth and Installation

Michelle,

RFQ # 346263 closed with a single bidder, Jarvis Handling Equipment Co. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Jarvis Handling Equipment Co. This ITB was solicited to registered vendors under the commodity code 30000000. An adequate pool of offerors had an opportunity to submit a response. Do you approve of this offer?

Thanks,

Daniel Drumwright
Senior Procurement Officer
Department of Finance - Division of Procurement
Metropolitan Nashville Davidson County Government
730 2nd Avenue South, PO Box 196300
Nashville, TN 37219-6300
(p) 615-862-6632
Daniel.Drumwright2@nashville.gov



From: Gilley, Valorie C. (WS) <Valorie.Gilley@nashville.gov>
Sent: Tuesday, August 8, 2023 4:02 PM
To: Drumwright, Daniel (Finance - Purchasing) <Daniel.Drumwright2@nashville.gov>
Cc: Boissiere, Anthanese (WS) <Anthanese.Boissiere2@nashville.gov>; Qualey, Robert (WS - Vendor) <Robert.Qualey@nashville.gov>
Subject: RE: Submissions for East Convenience Center Common Guard Shack with Restroom Model #24

Yes, sir, correct, Offer # 2.

Thank you,

Valorie C. Gilley
Metro Water Services Facility Manager
1600 Second Ave North
Nashville, TN 37208
Mobile 615.569.4190

From: Drumwright, Daniel (Finance - Purchasing) <Daniel.Drumwright2@nashville.gov>
Sent: Tuesday, August 8, 2023 2:47 PM
To: Gilley, Valorie C. (WS) <Valorie.Gilley@nashville.gov>
Cc: Boissiere, Anthanese (WS) <Anthanese.Boissiere2@nashville.gov>; Qualey, Robert (WS - Vendor) <Robert.Qualey@nashville.gov>
Subject: RE: Submissions for East Convenience Center Common Guard Shack with Restroom Model #24

To clarify, we are awarding Offer #2. Is this correct?

Thanks,

Daniel Drumwright
Senior Procurement Officer
Department of Finance - Division of Procurement
Metropolitan Nashville Davidson County Government
730 2nd Avenue South, PO Box 196300
Nashville, TN 37219-6300
(p) 615-862-6632
Daniel.Drumwright2@nashville.gov



From: Gilley, Valorie C. (WS) <Valorie.Gilley@nashville.gov>
Sent: Tuesday, August 8, 2023 1:30 PM
To: Drumwright, Daniel (Finance - Purchasing) <Daniel.Drumwright2@nashville.gov>
Cc: Boissiere, Anthanese (WS) <Anthanese.Boissiere2@nashville.gov>; Qualey, Robert (WS - Vendor) <Robert.Qualey@nashville.gov>
Subject: RE: Submissions for East Convenience Center Common Guard Shack with Restroom Model #24

Yes, sorry for the delay. Please proceed with the award.

Thank you, Daniel!

Valorie C. Gilley
Metro Water Services Facility Manager
1600 Second Ave North
Nashville, TN 37208
Mobile 615.569.4190

From: Drumwright, Daniel (Finance - Purchasing) <Daniel.Drumwright2@nashville.gov>
Sent: Tuesday, August 8, 2023 12:49 PM
To: Gilley, Valorie C. (WS) <Valorie.Gilley@nashville.gov>
Cc: Boissiere, Anthanese (WS) <Anthanese.Boissiere2@nashville.gov>
Subject: RE: Submissions for East Convenience Center Common Guard Shack with Restroom Model #24

Hey Valorie. Just following up on your previous email. Let me know if you have any update.

Thanks,

Daniel Drumwright
Senior Procurement Officer
Department of Finance - Division of Procurement
Metropolitan Nashville Davidson County Government
730 2nd Avenue South, PO Box 196300
Nashville, TN 37219-6300
(p) 615-862-6632
Daniel.Drumwright2@nashville.gov



From: Gilley, Valorie C. (WS) <Valorie.Gilley@nashville.gov>

Sent: Monday, July 31, 2023 12:29 PM

To: Drumwright, Daniel (Finance - Purchasing) <Daniel.Drumwright2@nashville.gov>

Cc: Boissiere, Anthanese (WS) <Anthanese.Boissiere2@nashville.gov>

Subject: RE: Submissions for East Convenience Center Common Guard Shack with Restroom Model #24

Daniel,

We will review the budget to find the additional funds. Give us a couple of days.

Thank you,

Valorie C. Gilley

Metro Water Services Facility Manager

1600 Second Ave North

Nashville, TN 37208

Mobile 615.569.4190

From: Drumwright, Daniel (Finance - Purchasing) <Daniel.Drumwright2@nashville.gov>

Sent: Monday, July 31, 2023 10:43 AM

To: Boissiere, Anthanese (WS) <Anthanese.Boissiere2@nashville.gov>; Gilley, Valorie C. (WS) <Valorie.Gilley@nashville.gov>

Cc: Gilley, Valorie C. (WS) <Valorie.Gilley@nashville.gov>

Subject: RE: Submissions for East Convenience Center Common Guard Shack with Restroom Model #24

Good Morning Art,

We received two submissions for this solicitation. Offeror #1 was the lowest offer received, but they did not meet all Minimum Specifications (The supplier has provided clarification at the bottom of their Minimum Specifications document). **Offeror #2** did meet all Minimum Specifications.

I have attached the Bid Form (with pricing) and Minimum Specifications sheet for both offer for your review.

Please review and let me know if Offeror #1's Minimum Specifications are acceptable. If not, please let me know if you all Approve of Offeror #2's submission.

Thanks,

Daniel Drumwright

Senior Procurement Officer

Department of Finance - Division of Procurement

Metropolitan Nashville Davidson County Government

730 2nd Avenue South, PO Box 196300

Nashville, TN 37219-6300

(p) 615-862-6632

Daniel.Drumwright2@nashville.gov

