



**Notice of Intent to Award**

Solicitation Number	361268	Award Date	2/14/2024   1:46 PM CST
Solicitation Title	Wreck Appraisal Services Automotive		
Buyer Name	Von L Bell	Buyer Email	von.bell@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	Starks Appraisal Services	Company Contact	Christopher Starks	
Street Address	2040 Hidden Cove Drive			
City	Greenbriar	State	TN	Zipcode 37073

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						
Wreck Appraisal Services Automotive RFQ 361268	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
.	0.0%	0.00%	0.00%	\$210,727.50	\$0.00	\$210,727.50
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Starks Appraisal Services Automotive	\$210,727.50		\$0	\$0.00	\$210,727.50	Awarded

No EBO goals, or SBE/SDV were applicable to this solicitation

**From:** [Lane, Michelle \(Finance - Procurement\)](#)  
**To:** [Bell, Von \(Finance\)](#)  
**Subject:** RE: RFQ 361268 Wreck Appraisal Services Automotive Bid Submission  
**Date:** Thursday, February 8, 2024 1:59:13 PM

---

Award to a single offeror 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

---

**From:** Bell, Von (Finance) <Von.Bell@nashville.gov>  
**Sent:** Thursday, February 1, 2024 7:47 AM  
**To:** Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>  
**Subject:** FW: RFQ 361268 Wreck Appraisal Services Automotive Bid Submission

---

**From:** Bell, Von (Finance)  
**Sent:** Thursday, January 25, 2024 8:43 AM  
**To:** Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>  
**Cc:** Clay, Gary (Finance) <Gary.Clay@nashville.gov>  
**Subject:** FW: RFQ 361268 Wreck Appraisal Services Automotive Bid Submission

Michelle,

RFQ 361268 Wreck Appraisal Services Automotive closed with a single bidder, **Starks Appraisal Service**. Please note, the department, considers the offer fair and reasonable and agrees to proceed. An adequate number of suppliers had an opportunity to submit responses to the solicitation as all suppliers registered under category code 78180000 that were sent the **ITB**.

**no EBO goals or SBE/SDV**

Do you approve the single offer?

Thanks,

Von

---

**From:** Gannon, Randy (General Services) <[Randy.Gannon2@nashville.gov](mailto:Randy.Gannon2@nashville.gov)>  
**Sent:** Wednesday, January 24, 2024 3:57 PM  
**To:** Bell, Von (Finance) <[Von.Bell@nashville.gov](mailto:Von.Bell@nashville.gov)>  
**Cc:** Adkisson, Brian (Fleet Management) <[Brian.Adkisson@nashville.gov](mailto:Brian.Adkisson@nashville.gov)>  
**Subject:** FW: RFQ 361268 Wreck Appraisal Services Automotive Bid Submission

Von,

The department considers the offer fair and reasonable. Please proceed.

Thanks,

*Randy Gannon*

General Services – Financials

Office (615) 862-8609

Cell (615) 566-8698

Fax (615) 880-3806

---

**From:** Bell, Von (Finance) <[Von.Bell@nashville.gov](mailto:Von.Bell@nashville.gov)>  
**Sent:** Wednesday, January 17, 2024 9:35 AM  
**To:** Gannon, Randy (General Services) <[Randy.Gannon2@nashville.gov](mailto:Randy.Gannon2@nashville.gov)>

**Subject:** RFQ 361268 Wreck Appraisal Services Automotive Bid Submission

<< File: Bid Form No Name.xlsx >>

Morning Randy,

The solicitation RFQ 361268 Wreck Appraisal Services Automotive closed yesterday with a single bid submission. Please review the attached pricing information and let me know if the department considers the offer fair and reasonable to proceed with the procurement process.

Thanks,

*Von L. Bell MBA, Ed.D*

Procurement Officer II (Buyer)

Department of Finance

Procurement Division

Metropolitan Government, Nashville Davidson County

730 2<sup>nd</sup> Avenue South, St 101

Nashville, TN 37201

Office-615-862-6463

<< OLE Object: Picture (Device Independent Bitmap) >>

*Do what you are supposed to do when you are supposed to do it; because when you don't, it impacts others!!!*

**Certificate Of Completion**

Envelope Id: 3BF628A9C4D74D8995EB7AEF8E06917F	Status: Completed
Subject: Intent to Award - RFQ # 361268 for Wreck Appraisal Services Automotive	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Von Bell
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	von.bell@nashville.gov
	IP Address: 170.190.198.185


**Record Tracking**

Status: Original 2/13/2024 8:50:52 AM	Holder: Von Bell von.bell@nashville.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Gary Clay Gary.Clay@nashville.gov Asst. Purchasing Agent Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 170.190.198.185	Sent: 2/13/2024 8:52:54 AM Viewed: 2/13/2024 9:15:08 AM Signed: 2/13/2024 9:17:54 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 2/13/2024 9:17:54 AM Viewed: 2/14/2024 1:46:22 PM Signed: 2/14/2024 1:46:36 PM
--	--	--

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	2/13/2024 8:52:54 AM
Certified Delivered	Security Checked	2/14/2024 1:46:22 PM
Signing Complete	Security Checked	2/14/2024 1:46:36 PM
Completed	Security Checked	2/14/2024 1:46:36 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------