



**Notice of Intent to Award**

Solicitation Number	370457	Award Date	5/16/2024   6:36 PM CDT
Solicitation Title	Provide Automotive Light Vehicle Wreck Repair		
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	CB Collision	Company Contact	Chad Gary	
Street Address	328 Fesslers Lane			
City	Nashville	State	TN	Zipcode 37210

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.

RC Supervisor (Initial)

Dennis Rowland  
 Dennis Rowland  
 Purchasing Agent & Chief Procurement Officer

Enter Solicitation Title & Number Below

Provide Automotive Light Vehicle Wreck Repair; RFQ# 370457

Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid	
0.0%	0.00%	0.00%	\$1,628,000.00	\$0.00	\$1,628,000.00	
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
CB Collision	\$ 1,628,000.00	\$0.00	\$0	\$0.00	\$1,628,000.00	Awarded

## Conklin, Marissa (Finance-Procurement)

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**From:** Rowland, Dennis (Finance)  
**Sent:** Thursday, May 16, 2024 8:26 AM  
**To:** Conklin, Marissa (Finance-Procurement)  
**Cc:** Clay, Gary (Finance)  
**Subject:** RE: Single Offer approval for RFQ# 370457 Provide Automotive Light Vehicle Wreck Repair

Approved

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**From:** Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>  
**Sent:** Thursday, May 16, 2024 8:12 AM  
**To:** Rowland, Dennis (Finance) <Dennis.Rowland@nashville.gov>  
**Cc:** Clay, Gary (Finance) <Gary.Clay@nashville.gov>  
**Subject:** FW: Single Offer approval for RFQ# 370457 Provide Automotive Light Vehicle Wreck Repair

Dennis,

Just following up on this.

Thank You

Marissa Conklin, NIGP-CPP  
Procurement Officer II  
Department of Finance  
Procurement Division  
Metropolitan Government of Nashville and Davidson County  
Lindsley Hall  
730 President Ronald Reagan Way, Ste. 220  
Nashville, TN 37210  
615-880-3130

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**From:** Conklin, Marissa (Finance-Procurement)  
**Sent:** Monday, May 13, 2024 9:30 AM  
**To:** Rowland, Dennis (Finance) <[Dennis.Rowland@nashville.gov](mailto:Dennis.Rowland@nashville.gov)>  
**Cc:** Clay, Gary (Finance) <[Gary.Clay@nashville.gov](mailto:Gary.Clay@nashville.gov)>  
**Subject:** FW: Single Offer approval for RFQ# 370457 Provide Automotive Light Vehicle Wreck Repair

Dennis,

RFQ# 370457 closed with a single bidder, CB Collision. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to CB Collision. This ITB was solicited to registered vendors under the commodity code 78180000 and 78181500. An adequate pool of offerors had an opportunity to submit a response to the solicitation. Please review this single offer for approval.

Do you approve?

Thank You.

Marissa Conklin, NIGP-CPP  
Procurement Officer II  
Department of Finance  
Procurement Division  
Metropolitan Government of Nashville and Davidson County  
Lindsley Hall  
730 President Ronald Reagan Way, Ste. 220  
Nashville, TN 37210  
615-880-3130

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**From:** Adkisson, Brian (Fleet Management) <[Brian.Adkisson@nashville.gov](mailto:Brian.Adkisson@nashville.gov)>  
**Sent:** Monday, May 13, 2024 6:59 AM  
**To:** Conklin, Marissa (Finance-Procurement) <[Marissa.Conklin@nashville.gov](mailto:Marissa.Conklin@nashville.gov)>  
**Cc:** Gannon, Randy (General Services) <[Randy.Gannon2@nashville.gov](mailto:Randy.Gannon2@nashville.gov)>  
**Subject:** RE: Single Offer review for RFQ# 370457 Provide Automotive Light Vehicle Wreck Repair

Good morning Marissa,

This is fair and reasonable.

Thank you

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**From:** Conklin, Marissa (Finance-Procurement) <[Marissa.Conklin@nashville.gov](mailto:Marissa.Conklin@nashville.gov)>  
**Sent:** Friday, May 10, 2024 4:04 PM  
**To:** Adkisson, Brian (Fleet Management) <[Brian.Adkisson@nashville.gov](mailto:Brian.Adkisson@nashville.gov)>  
**Cc:** Gannon, Randy (General Services) <[Randy.Gannon2@nashville.gov](mailto:Randy.Gannon2@nashville.gov)>  
**Subject:** Single Offer review for RFQ# 370457 Provide Automotive Light Vehicle Wreck Repair

Brian,

Please review the attachments for the single offer on the above solicitation.

Let me know if you find this single offer fair and reasonable.

Thank You.

Marissa Conklin, NIGP-CPP  
Procurement Officer II  
Department of Finance  
Procurement Division  
Metropolitan Government of Nashville and Davidson County  
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730 President Ronald Reagan Way, Ste. 220  
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