



Notice of Intent to Award

Solicitation Number	366374	Award Date	4/22/2024 1:52 PM CDT
Solicitation Title	Provide Maintenance, Parts, Repairs for Small Engines for Metro Parks		
Buyer Name	Marissa Conklin	Buyer Email	Marissa.Conklin@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	Sigma Organics, Inc dba Chilton Turf Center	Company Contact	Roger Smith	
Street Address	2475 Bransford Ave			
City	Nashville	State	TN	Zipcode 37204

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)

Dennis Rowland
 Dennis Rowland
 Purchasing Agent & Chief Procurement Officer

Enter Solicitation Title & Number Below						
Provide Maintenance, Parts, Repairs for Small Engines for Metro Parks; RFQ# 366374	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	0.00%	0.00%	\$11,050.00	\$0.00	\$11,050.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Sigma Organics Inc, dba Chilton Turf Center	\$ 11,050.00	\$0.00	\$0	\$0.00	\$11,050.00	Awarded

Conklin, Marissa (Finance-Procurement)

From: Rowland, Dennis (Finance)
Sent: Friday, April 19, 2024 1:56 PM
To: Conklin, Marissa (Finance-Procurement)
Cc: Clay, Gary (Finance)
Subject: RE: Single offer approval for RFQ# 366374 Provide Maintenance, Parts, Repairs for small engines for Metro Parks

Approved

From: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>
Sent: Friday, April 19, 2024 1:00 PM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>; Rowland, Dennis (Finance) <Dennis.Rowland@nashville.gov>
Cc: Clay, Gary (Finance) <Gary.Clay@nashville.gov>
Subject: Re: Single offer approval for RFQ# 366374 Provide Maintenance, Parts, Repairs for small engines for Metro Parks

Marissa please send to Dennis for his approval.

Michelle A Hernandez Lane, NIGP-CPP, ECMCA
Deputy Finance Director
Metropolitan Nashville Davidson County Govt.
615-862-6471

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Thursday, April 18, 2024 3:39:50 PM
To: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>
Cc: Clay, Gary (Finance) <Gary.Clay@nashville.gov>
Subject: FW: Single offer approval for RFQ# 366374 Provide Maintenance, Parts, Repairs for small engines for Metro Parks

Michelle,

RFQ# 366374 closed with a single bidder, Sigma Organics, Inc dba Chilton Turf Center. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Sigma Organics Inc dba Chilton Turf Center. This ITB was solicited to registered vendors under the commodity code 21100000. 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

From: Watkins, Mark D (Parks) <Mark.Watkins@nashville.gov>
Sent: Wednesday, April 17, 2024 3:21 PM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Subject: RE: Single offer for RFQ# 366374 Provide Maintenance, Parts, Repairs for small engines for Metro Parks

Yes I am fine with it.

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Wednesday, April 17, 2024 2:20 PM
To: Watkins, Mark D (Parks) <Mark.Watkins@nashville.gov>
Subject: FW: Single offer for RFQ# 366374 Provide Maintenance, Parts, Repairs for small engines for Metro Parks

From: Conklin, Marissa (Finance-Procurement)
Sent: Thursday, April 11, 2024 3:49 PM
To: Watkins, Mark D (Parks) <Mark.Watkins@nashville.gov>
Subject: Single offer for RFQ# 366374 Provide Maintenance, Parts, Repairs for small engines for Metro Parks

Mark,

Please see the attached bid form for the above solicitation. Do you find this single offer fair and reasonable and want to move forward with an award?

Thanks.

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