

| Enter Solicitation Title & Number Below | | | | | | |
|---|----------------------------|----------------------|-----------------------------------|-------------------------|-----------------------------|---------------------|
| RFQ # 1023733 (Wheel Alignment Machine) | Min. SBE/SDV Participation | Incentive Percentage | Incentive Calculator | Lowest Bid | MACP | Winning Bid |
| | 0.0% | 9.00% | 91.00% | \$29,999 | \$32,699 | \$29,999 |
| Offeror's Name | Bids | SBE | Participation Incentive Threshold | Participation Incentive | Incentive Evaluation Amount | Status of ITB Award |
| Par Equipment Co., LLC | \$29,999 | \$29,999 | \$0 | \$27,299 | \$2,700 | Awarded |

BAO SBE Assessment Sheet

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|--------------------------------|
| BAO Specialist: Jerval Watson |
| Contract Specialist: Brad Wall |
| BAO Specialist: Jerval Watson |

| |
|-------------------------|
| Department Name: Fleet |
| RFP/ITB Number: 1023733 |

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|---------------------------------------|
| Project Name: Wheel Alignment Machine |
|---------------------------------------|

| Primary Contractor* | Prime Bid Amount | Total Offered SBE (\$) | SBEs approved? | Total Approved SBE (\$) | SBE (%) | Comments |
|---------------------------|------------------|------------------------|----------------|-------------------------|---------|--|
| Par Equipment Company LLC | \$29,999.00 | \$29,999.00 | YES | \$ 29,999.00 | 100.00% | The primary contractor is confirmed as Metro approved SBE |
| | | | | | | |
| | | | | | | |

*For ITBs, only apparent low bidder will be listed.

From: [Lansky, Jay \(Fleet Management\)](#)
To: [Wall, Brad \(Finance - Procurement\)](#)
Subject: RE: RFQ # 1023733 (Wheel Alignment Machine)
Date: Thursday, October 19, 2017 8:40:26 AM

Approved

From: Wall, Brad (Finance - Procurement)
Sent: Thursday, October 12, 2017 7:54 AM
To: Lansky, Jay (Fleet Management)
Subject: RFQ # 1023733 (Wheel Alignment Machine)

Jay,

RFQ # 1023733 Wheel Alignment Machine closed yesterday at 1:00 P.M. with a single bidder. The single bid came in at \$29,999. Do I have the department's approval to move forward and release the Intent to Award.

Thanks,

Brad Wall
Contract Specialist
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
(615) 862-4273 (Office)

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Wall, Brad \(Finance - Procurement\)](#)
Cc: [Pittman, Genario \(Finance - Procurement\)](#)
Subject: RE: Sole Bidder Approval for RFQ # 1023733 (Wheel Alignment Machine)
Date: Friday, October 27, 2017 5:07:25 PM

Brad, please forgive my delay in responding to you on this. Pursuant to the provisions of Procurement Regulation 4.12.011.03, the 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: Wall, Brad (Finance - Procurement)
Sent: Tuesday, October 24, 2017 1:28 PM
To: Lane, Michelle (Finance - Procurement)
Cc: Pittman, Genario (Finance - Procurement)
Subject: Sole Bidder Approval for RFQ # 1023733 (Wheel Alignment Machine)

Michelle,

RFQ # 1023733 (Wheel Alignment Machine) closed with a single bidder, **Par Equipment Co., LLC**. The department has reviewed the specifications for the alignment machine and considers the single offer as fair and reasonable and are in agreement to move forward in awarding **Par Equipment Co., LLC**. This ITB was solicited to registered vendors under the commodity code 25190000 (Transportation Services Equipment.) An adequate pool of offerors had an opportunity to submit a response to the solicitation. . If you approve of this single offer, then I will save your response with the solicitation documents and move forward.

Thanks,

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
(615) 862-4273 (Office)

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

October 30, 2017

Pallie Lanius
Par Equipment Co., LLC
1414 GREER RD
Goodlettsville, TN 37072

Re: **RFQ # 1023733, Wheel Alignment Machine**

Dear Mrs. Lanius:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1023733 for Wheel Alignment Machine. This letter hereby notifies you of Metro's intent to award to Par Equipment Co., LLC, contingent upon successful contract negotiations.

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Brad Wall by email at brad.wall@nashville.gov Monday through Friday between 8:30am and 3:30pm.

If the Procurement Nondiscrimination Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification. Should you have any questions concerning this requirement, please contact Jerval Watson, BAO Representative, at (615) 862-5461 or at jerval.watson@nashville.gov.

Thank you for participating in Metro's competitive procurement process.

Sincerely,



Michelle A. Hernandez Lane
Purchasing Agent

Cc: Solicitation File
Other Offerors

Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.

A. Right to Protest. 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.

Procurement Division

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