



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

December 29, 2017

Princella Ridley
M & P Services, Inc
1107 Acklen
Nashville, TN 37203

Re: **RFQ # 1027700, Knowles Home Maintenance and Repair**

Dear Mrs. Ridley:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1027700 for Knowles Home Maintenance and Repair. This letter hereby notifies you of Metro's intent to award to M & P Services, Inc, 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 Stephen Pitman by email at Stephen.Pitman@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 Bryan Gleason, BAO Representative, at 615-862-6710 or at Bryan.Gleason@Nashville.gov.

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

Sincerely,

A handwritten signature in blue ink that reads "Michelle A. Hernandez Lane".

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.

Solicitation Title & Number	SBE/SDV Requirement Percentage	Discount/MACP Percentage	Lowest Total Bid Amount	MACP	Winning Bid
Knowles Home Maintenance and Repair; RFQ# 1027700	15.0%	20.00%	\$46,051	\$55,261	\$46,051
Offeror's Name	Total Bid Amount	SBE Participation	SBE Percentage	Status of Award	
M & P Services, Inc	\$46,051.00	\$17,875.00	38.82%	Awarded	

PNP Compliance Results Form

Department Name: Knowles Home RFP/ITB Number: 1027700 Procurement Name: Knowles Home Maintenance and Repair		
Primary Contractor	PNP Compliant (Yes/No)	Determination Comments/% of Participation Proposed or Bid
M & P Services, Inc.	Yes	The prime contractor successfully reached out to the following in order to satisfy the GFE: Corbrooks, LLC, A-Action Air, and Elite Roofing. No response from MWBE's

*Denotes Contractor with whom follow up was required
 Date: 12/2/17
 Metro Buyer: Stephen Pitman
 BAO Rep: JoeAnn Carr

BAO SBE Assessment Sheet

BAO Specialist: Carr, JoeAnn
Contract Specialist: Stephen Pitman
Date: 12/28/17

Department Name: Knowles Home
RFP/ITB Number: 1027700

Project Name: Knowles Home Maintenance and Repairs

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
M & P Services, Inc.	\$46,051.00	\$17,875.00	yes	39%	Prime is an approved SBE and will perform 24% of the work and Wheeler, Inc. and approved SBE will perform 15%

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

Pitman, Stephen (Finance - Procurement)

From: Toby McIntosh <tobymcintosh@capitalps.com>
Sent: Friday, December 15, 2017 1:55 PM
To: Pitman, Stephen (Finance - Procurement)
Subject: Re: 1027700 Knowles Home Maintenance and Repair

Yes sir we would like to move forward with awarding the project.

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From: Pitman, Stephen (Finance - Procurement) <Stephen.Pitman@nashville.gov>
Sent: Friday, December 15, 2017 1:38:24 PM
To: Toby McIntosh
Subject: RE: 1027700 Knowles Home Maintenance and Repair

Toby,

We received one bid for this RFQ and the total bid price came in at \$46,051. Do you and the department approve us moving forward with the award to M&P?

Thank you,
Stephen Pitman

From: Toby McIntosh [<mailto:tobymcintosh@capitalps.com>]
Sent: Wednesday, December 06, 2017 9:51 AM
To: Pitman, Stephen (Finance - Procurement)
Subject: RE: 1027700 Knowles Home Maintenance and Repair

No worries. Thanks Stephen

From: Pitman, Stephen (Finance - Procurement) [<mailto:Stephen.Pitman@nashville.gov>]
Sent: Wednesday, December 6, 2017 9:48 AM
To: Toby McIntosh <tobymcintosh@capitalps.com>
Subject: RE: 1027700 Knowles Home Maintenance and Repair

As of now, just the vendors. I will try to get out there if I can but tomorrow is a busy day over here.

From: Toby McIntosh [<mailto:tobymcintosh@capitalps.com>]
Sent: Wednesday, December 06, 2017 9:48 AM
To: Pitman, Stephen (Finance - Procurement)
Subject: RE: 1027700 Knowles Home Maintenance and Repair

Sounds good. Will you be in attendance or just the vendors?

From: Pitman, Stephen (Finance - Procurement) [<mailto:Stephen.Pitman@nashville.gov>]
Sent: Wednesday, December 6, 2017 9:29 AM
To: Toby McIntosh <tobymcintosh@capitalps.com>
Subject: RE: 1027700 Knowles Home Maintenance and Repair

I just updated the solicitation to reflect this. I told vendors to meet you at the main entrance at 10AM.

Thank you,
Stephen Pitman

From: Toby McIntosh [<mailto:tobymcintosh@capitalps.com>]
Sent: Wednesday, December 06, 2017 9:24 AM
To: Pitman, Stephen (Finance - Procurement)
Subject: RE: 1027700 Knowles Home Maintenance and Repair

If tomorrow December 7th at 10 am works for you it works for me.

From: Pitman, Stephen (Finance - Procurement) [<mailto:Stephen.Pitman@nashville.gov>]
Sent: Wednesday, December 6, 2017 7:29 AM
To: Toby McIntosh <tobymcintosh@capitalps.com>
Subject: 1027700 Knowles Home Maintenance and Repair

Would you be able to facilitate a walk through this week for this one? Some of the vendors have requested a walk through. If so, let me know the date and time and I will update the solicitation.

Thank you,

Stephen Pitman
Contract Specialist

Department of Finance
Procurement Division
Metropolitan Government of Nashville and Davidson County
730 Second Avenue South, Ste. 101
Nashville, TN 37210
Phone: 615-862-6670
Fax: 615-862-6179

Pitman, Stephen (Finance - Procurement)

From: Lane, Michelle (Finance - Procurement)
Sent: Friday, December 29, 2017 10:16 AM
To: Pitman, Stephen (Finance - Procurement); Cantlon, Judy (Finance - Contract Compliance)
Subject: RE: 1027700 Knowles Home Maintenance and Repair

Stephen, if the offer is considered fair and reasonable and we have provided adequate opportunity to other suppliers to bid on the solicitation, then pursuant to the provisions of Procurement Regulation 4.12.011.03, the award to a single offeror is approved. You should have the award letter.

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: Pitman, Stephen (Finance - Procurement)
Sent: Thursday, December 28, 2017 11:25 AM
To: Cantlon, Judy (Finance - Contract Compliance)
Cc: Lane, Michelle (Finance - Procurement); Troup, Terri (Finance - Procurement)
Subject: 1027700 Knowles Home Maintenance and Repair
Importance: High

Judy,

This one is urgent. As soon as you and Michelle are back in can you have Michelle:

- 1) Approve the award to a single bidder.
- 2) Review and sign the attached Intent to Award letter.

Thank you,

Stephen Pitman
Contract Specialist

Department of Finance
Procurement Division
Metropolitan Government of Nashville and Davidson County
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Nashville, TN 37210
Phone: 615-862-6670
Fax: 615-862-6179

