



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

April 16, 2018

Jim Jackson
Llovet Filtration Company
490 Allied Drive
Nashville, TN 37211

Re: **RFQ # 1033725, Furnish and Install HVAC Filters**

Dear Mr. Jackson:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1033725 for Furnish and Install HVAC Filters. This letter hereby notifies you of Metro's intent to award to Llovet Filtration Company, 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 Joe Ann Carr, BAO Representative, at (615) 880-2338 or at joeann.carr@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.

Enter Solicitation Title & Number Below						
Furnish and Install HVAC Filters; RFQ# 1033725	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	15.0%	6.00%	94.00%	\$97,918.39	\$103,793	\$97,918.39
Offeror's Name	Bids	SBE	Participation Threshold	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Llovet Filtration Company	\$97,918.39	\$92,043.28	\$14,688	\$86,521	\$11,398	Awarded

PNP Compliance Results Form

Department Name: Metro General Services

RFP/ITB Number: 1033725

Procurement Name: Furnish and Install HVAC Filters

Primary Contractor	PNP Compliant (Yes/No)	Determination Comments/% of Participation Proposed or Bid
Llovet Filtration Company	Yes	Llovet Filtration Company is compliant with the requirements of the Procurement NonDiscrimination Program having engaged in good faith effort outreach to registered, certified MWBEs: E Solutions for Buildings (Declined), Trojan Labor (Declined) and XCI Building Services (Accepted @ 6%) to deliver and install filters.

*Denotes Contractor with whom follow up was required

Date: 04/13/18

Metro Buyer: Brad Wall

BAO Rep: JoeAnn Carr

BAO SBE Assessment Sheet

BAO Specialist: Carr, JoeAnn

Contract Specialist: Brad Wall

Date: 04/13/18

Department Name: Metro General Services

RFP/ITB Number: 1033725

Project Name: Furnish and Install HVAC Filters

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Llovet Filtration Company	\$97,918.39	\$92,043.28	N/A	94	Llovet Filtration Company is a Metro-approved SBE and proposes to self-perform 94% of this project. Llovet Filtration Company proposes no Metro-approved SBE/SDV subcontractors.

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

From: [Mohon, Glenn \(General Services\)](#)
To: [Wall, Brad \(Finance - Procurement\)](#); [Elsaghir, Ava \(General Services\)](#)
Cc: [Hunter, Velvet \(General Services\)](#)
Subject: RE: RFQ # 1033725 Furnish and Install HVAC Filters
Date: Friday, April 13, 2018 1:29:15 PM

Brad,

After conferring with Ava the pricing is inline so please move forward.

Thanks,

Glenn Mohon

HVAC & Lighting Technical Specialist 2
Office # 615-880-3356
Mobile # 615-948-5002
glenn.mohon@nashville.gov

From: Wall, Brad (Finance - Procurement)
Sent: Friday, April 13, 2018 1:21 PM
To: Elsaghir, Ava (General Services) <Ava.Elsaghir@nashville.gov>; Mohon, Glenn (General Services) <Glenn.Mohon@nashville.gov>
Subject: RFQ # 1033725 Furnish and Install HVAC Filters

Good Afternoon,

RFQ # 1033725 Furnish and Install HVAC Filters closed with a single bidder. The proposed cost for one year came in at \$97,918.39. Does the department think this offer is fair and reasonable? Do I have the Departments approval to move forward with awarding the single bidder?

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)

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Cantlon, Judy \(Finance - Contract Compliance\)](#); [Wall, Brad \(Finance - Procurement\)](#); [Pittman, Genario \(Finance - Procurement\)](#)
Subject: FW: Sole Bidder Approval for RFQ # 1033725 Furnish and Install HVAC Filters
Date: Monday, April 16, 2018 2:30:15 PM
Attachments: [Intent to Award Justification.pdf](#)
[Intent to Award Letter.doc](#)

Brad, given the information detailed below, the award to a single offeror is approved.

Judy will prepare the letter for signature. Thanks

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: Pittman, Genario (Finance - Procurement)
Sent: Friday, April 13, 2018 3:17 PM
To: Lane, Michelle (Finance - Procurement)
Cc: Wall, Brad (Finance - Procurement)
Subject: FW: Sole Bidder Approval for RFQ # 1033725 Furnish and Install HVAC Filters

Michelle,

Please see the email correspondence below regarding the single offeror approval request from Brad for RFQ # 1033725 (Furnish and Install HVAC Filters) and provide a response when time permits.

Respectfully,
Genario Pittman
Senior Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.880.2641
genario.pittman@nashville.gov

From: Wall, Brad (Finance - Procurement)

Sent: Friday, April 13, 2018 2:01 PM

To: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>

Subject: Sole Bidder Approval for RFQ # 1033725 Furnish and Install HVAC Filters

Genario,

RFQ # 1033725 closed with a single bidder, **Llovet Filtration Company**. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding **Llovet Filtration Company**. This ITB was solicited to registered vendors under the commodity code 72100000 (Building Construction and Support and Maintenance and Repair Services). An adequate pool of offerors had an opportunity to submit a response to the solicitation. Will you please forward this request to Michelle, and if she approves of the single offer, then I will save her response with the solicitation documents and move forward.

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)