



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

May 9, 2018

Scott Meinert  
Wagner-Meinert, LLC  
7617 Freedom Way  
Fort Wayne, IN 46818

Re: **RFQ # 1033767, Ice Rink Refrigeration System Maintenance**

Dear Mr. Meinert:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1033767 for Ice Rink Refrigeration System Maintenance. This letter hereby notifies you of Metro's intent to award to Wagner-Meinert, 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](mailto: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](mailto:jerval.watson@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.

**RFQ # 1033767 - Ice Rink Refrigeration System Maintenance  
Evaluation Team Score Sheet**

Offeror	<b>Wagner-Meinert, LLC.</b>
Contract Acceptance	Accepted
Cost (35 Points)	28
Experience and Qualifications (35 Points)	35
Project Approach and Capacity (30 Points)	30
<b>Total Evaluation Scores (100 Points Total)</b>	<b>93</b>

**Wagner-Meinert, LLC.**

<b>Strengths</b>
<p>Firm provided a detailed overview of their firm. Firm displayed a detailed understanding of the requirement that all technicians must be certified by R.E.T.A. (Refrigerating Engineers and Technicians Association) as industrial refrigeration operators. Firm is in their third year of Refrigeration System Preventative Maintenance at the Ford Ice Center. Firm provided detailed experience performing work of similar size, scope, and complexity. Firm provided detailed information about performing quarterly and annual maintenance on the ice rink refrigeration system. Firm provided detailed information about their ability to provide 24 hour, 7 days a week on call service. The firm has three (3) R.E.T.A. certified technicians in Nashville that will be dispatched for any routine or emergency service calls. The firm's three (3) certified R.E.T.A. certified technicians would be onsite working within two hours of an emergency situation. Each technician would have tools on their service truck that would allow them to begin work immediately for emergency service calls.</p>
<b>Weaknesses</b>
N/A

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Ice Rink Refrigeration System Maintenance; RFQ # 1033767			28	7	35
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Wagner-Meinert, LLC	\$135,550.00	\$0.00	28.00	0.00	28.00

**From:** [Watson, Jerval \(Finance - Contract Compliance\)](#)  
**To:** [Wall, Brad \(Finance - Procurement\)](#)  
**Cc:** [Pittman, Genario \(Finance - Procurement\)](#)  
**Subject:** RE: SBE/SDV Assessment for RFQ # 1033767 Ice Rink Refrigeration System Maintenance  
**Date:** Wednesday, May 02, 2018 9:37:44 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Good Morning Brad –

I have reviewed the bid for RFQ# 1033767 Ice Rink Refrigeration System Maintenance and I have confirmed that there is no SBE participation on this solicitation. Please let me know if you need anything additional. – JW

Best,

Jerval Watson  
Business Development Officer  
Department of Finance  
Office of Minority and Women Business Assistance (BAO)  
Metropolitan Nashville Davidson County Government  
730 2nd Avenue South, 1st Floor; PO Box 196300  
Nashville, TN 37219-6300  
(P)615-862-5461; (F)615-862-6175



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**From:** Wall, Brad (Finance - Procurement)  
**Sent:** Wednesday, May 02, 2018 9:12 AM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Subject:** RE: SBE/SDV Assessment for RFQ # 1033767 Ice Rink Refrigeration System Maintenance

Jerval,

Do you have an update regarding the email below? Wagner – Meinert didn't propose any SBE/SDV participation on this project. Could you provide me with the finalized SBE/SDV assessment for this solicitation?

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

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**From:** Wall, Brad (Finance - Procurement)  
**Sent:** Friday, April 13, 2018 1:36 PM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Subject:** SBE/SDV Assessment for RFQ # 1033767 Ice Rink Refrigeration System Maintenance

Jerval,

Attached you will find the Bid Tab and the Subcontractor Form for Wagner-Meinert, LLC. Can you please provide me with the finalized SBE Assessment for this solicitation?

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

**From:** [Taylor, Rick \(Parks\)](#)  
**To:** [Wall, Brad \(Finance - Procurement\)](#); [Jones, Phillip \(Public Works\)](#); [Wright, Frank \(Parks\)](#)  
**Subject:** RE: RFQ # 1033767 Ice Rink Refrigeration System Maintenance  
**Date:** Wednesday, May 02, 2018 9:45:31 AM

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Yes. This is a fair price.

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**From:** Wall, Brad (Finance - Procurement)  
**Sent:** Wednesday, May 2, 2018 9:02 AM  
**To:** Taylor, Rick (Parks) <Rick.Taylor@nashville.gov>; Jones, Phillip (Public Works) <Phillip.Jones@nashville.gov>; Wright, Frank (Parks) <Frank.Wright@nashville.gov>  
**Subject:** RFQ # 1033767 Ice Rink Refrigeration System Maintenance

Good Morning,

RFQ # 1033767 closed with a single bid from **Wagner-Meinert, LLC**. The bid tab is attached for your viewing. The bid came in at \$135,550.00 for five years. Does the department think the offer is fair and reasonable? Please let me know if I have the department's approval to move forward with awarding the single bidder.

Thanks,

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

**From:** [Lane, Michelle \(Finance - Procurement\)](#)  
**To:** [Pittman, Genario \(Finance - Procurement\)](#); [Wall, Brad \(Finance - Procurement\)](#); [Cantlon, Judy \(Finance - Contract Compliance\)](#)  
**Subject:** FW: Sole Bidder Approval for RFQ # 1033767 Ice Rink Refrigeration System Maintenance  
**Date:** Wednesday, May 09, 2018 3:10:47 PM  
**Attachments:** [Intent to Award Justification.pdf](#)  
[Intent to Award Letter.doc](#)

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In so much as the offer is considered fair and reasonable, the award to a single offer is approved. Judy, please proceed with the award letter.

Michelle A. Hernandez Lane  
Chief Procurement Officer/Purchasing Agent  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37201  
Office- 615.862.5471

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**From:** Pittman, Genario (Finance - Procurement)  
**Sent:** Wednesday, May 09, 2018 3:06 PM  
**To:** Lane, Michelle (Finance - Procurement)  
**Cc:** Wall, Brad (Finance - Procurement)  
**Subject:** FW: Sole Bidder Approval for RFQ # 1033767 Ice Rink Refrigeration System Maintenance

Michelle,

Please see the email correspondence below regarding the single offeror approval request from Brad for RFQ # 1033767 Ice Rink Refrigeration System Maintenance and provide a response when time permits.

Respectfully,  
Genario Pittman  
Senior Procurement Officer  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
Office- 615.880.2641  
[genario.pittman@nashville.gov](mailto:genario.pittman@nashville.gov)

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**From:** Wall, Brad (Finance - Procurement)

**Sent:** Wednesday, May 2, 2018 10:50 AM

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

**Subject:** Sole Bidder Approval for RFQ # 1033767 Ice Rink Refrigeration System Maintenance

Genario,

RFQ # 1033767 closed with a single bidder, **Wagner-Meinert, LLC**. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding **Wagner-Meinert, LLC**. This RFP 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 2<sup>nd</sup> Avenue South, Ste. 101

Nashville, TN 37210

(615) 862-4273 (Office)