



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

June 8, 2018

Carla Manzella
Orbis Corporation
1055 Corporate Center Drive
Oconomowoc, WI 53066

Re: **RFQ # 1033960, Earth Machine Compost Bins**

Dear Mrs. Manzella:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1033960 for Earth Machine Compost Bins. This letter hereby notifies you of Metro's intent to award to Orbis Corporation, 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,

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						
Earth Machine Compost Bins; RFQ # 1033960	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	5.00%	95.00%	\$118,125	\$124,031	\$118,125.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Orbis Corporation	\$118,125.00	\$0.00	\$0	\$0	\$118,125	Awarded

From: [Watson, Jerval \(Finance - Contract Compliance\)](#)
To: [Wall, Brad \(Finance - Procurement\)](#)
Subject: RE: RFQ # 1033960 Earth Machine Compost Bins
Date: Tuesday, June 05, 2018 2:39:05 PM
Attachments: [image001.png](#)
[image002.png](#)

Good Afternoon Brad -

I have reviewed the bid for RFQ# 1033960 Earth Machine Compost Bins and I have confirmed that the bidder, has no SBE participation on this solicitation. Please let me know if you need anything additional. – JW

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



From: Wall, Brad (Finance - Procurement)
Sent: Friday, June 01, 2018 7:26 AM
To: Watson, Jerval (Finance - Contract Compliance)
Subject: RFQ # 1033960 Earth Machine Compost Bins

Jerval,

RFQ # 1033960 closed yesterday at 2:00 P.M. with a single bid from Orbis Corporation. The vendor is proposing 100% SBE/SDV participation on this project. I have attached the Bid Tab for your viewing. Please let me know if you need anything else from me.

Thanks,

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County

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730 2 Avenue South, Ste. 101
Nashville, TN 37210
(615) 862-4273 (Office)

From: [Smith, Sharon \(Public Works\)](#)
To: [Wall, Brad \(Finance - Procurement\)](#)
Subject: RE: Earth Machine Compost Bins
Date: Tuesday, June 05, 2018 7:52:03 AM

Yes. This is perfect and we definitely want to move forward with awarding the single bidder as soon as possible. Thanks.

From: Wall, Brad (Finance - Procurement)
Sent: Tuesday, June 05, 2018 7:50 AM
To: Smith, Sharon (Public Works)
Subject: RE: Earth Machine Compost Bins

Sharon,

RFQ # 1033960 Earth Machine Compost Bins closed with a single bid. The low bidder came in at \$23,625.00 per year resulting in \$118,125.00 over five (5) years. The low bidder's SBE/SDV participation is still being evaluated by the Business Assistance Office (BAO) at this time.

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 2nd Avenue South, Ste. 101
Nashville, TN 37210
(615) 862-4273 (Office)

From: Smith, Sharon (Public Works)
Sent: Sunday, June 03, 2018 9:52 AM
To: Wall, Brad (Finance - Procurement)
Subject: Earth Machine Compost Bins

Brad,

Hope you are doing well. Just wanted to follow up to see if we did get a bid on the 31st for our Earth Machine Compost Bins. If so, can we turn around a contract really quickly so i can make the purchases ASAP? I need to have the purchase complete and delivered to Public Works by 6/30/18.

Thanks so much,

Sharon Smith, Assistant Director
Metro Nashville Public Works

th

750 S. 5 Street, Nashville, TN 37206

Phone: 615-862-8715

Fax: 615-862-8799

Twitter: [@nashvillepw](https://twitter.com/nashvillepw) | Facebook: facebook.com/MetroNashvillePublicWorks

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Pittman, Genario \(Finance - Procurement\)](#); [Wall, Brad \(Finance - Procurement\)](#); [Cantlon, Judy \(Finance - Contract Compliance\)](#)
Subject: Fwd: Sole Bidder Approval for RFQ # 1033960 Earth Machine Compost Bins
Date: Friday, June 08, 2018 9:46:06 AM
Attachments: [Intent to Award Justification.pdf](#)
[ATT00001.htm](#)
[Intent to Award Letter.doc](#)
[ATT00002.htm](#)

Award to a single offer is approved. Judy, please proceed with the letter.

Michelle A. Hernandez Lane
Chief Procurement Officer/Purchasing Agent
Metropolitan Nashville Davidson County
730 2nd Ave., South
[Nashville, TN 37201](#)
Office- [615.862.5471](#)
Cell-615.418.0685

Sent from my iPhone

Begin forwarded message:

From: "Pittman, Genario (Finance - Procurement)"
<Genario.Pittman@nashville.gov>
Date: June 8, 2018 at 9:43:50 AM CDT
To: "Lane, Michelle (Finance - Procurement)"
<Michelle.Lane@nashville.gov>
Cc: "Wall, Brad (Finance - Procurement)" <Brad.Wall@nashville.gov>
Subject: **FW: Sole Bidder Approval for RFQ # 1033960 Earth Machine Compost Bins**

Michelle,

Please see the email correspondence below regarding the single offeror approval request from Brad for RFQ # 1033960 Earth Machine Compost Bins 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, June 8, 2018 8:03 AM
To: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>
Subject: Sole Bidder Approval for RFQ # 1033960 Earth Machine Compost Bins

Genario,

RFQ # 1033877 closed with a single bidder, **Orbis Corporation**. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding **Orbis Corporation**. This RFP was solicited to registered vendors under the commodity code 76120000 (Refuse Disposal and Treatment). 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.

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)