



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

October 23, 2018

Chris Starks
Starks Appraisal Service
P O Box 1994
Goodlettsville, TN 37070
Re: **RFQ # 1043657, Wreck Appraisal Services**

Dear Mr. Starks:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1043657 for Wreck Appraisal Services. This letter hereby notifies you of Metro's intent to award to Starks Appraisal Service, contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

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.

Additionally the awardee will be required to submit evidence of participation of and contractor's payment to all Small, Minority, and Women Owned Businesses participation in any resultant contract. This evidence shall be submitted monthly and include copies of subcontracts or purchase orders, the Prime Contractor's Application for Payment, or invoices, and cancelled checks or other supporting payment documents. Should you have any questions concerning this requirement, please contact Jerval Watson, BAO Representative, at 615-862-5461 or at Jerval.watson@nashville.gov.

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 Christina Alexander by email at Christina.alexander@nashville.gov Monday through Friday between 8:30am and 3:30pm.

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.

Procurement Division

730 Second Avenue South, Suite 112
P.O. Box 196300
Nashville, Tennessee 37219-6300

www.Nashville.gov
Phone: 615-862-6180
Fax: 615-862-6179

Wreck Appraisal Services; RFQ# 1043657	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	9.00%	91.00%	\$36,729	\$40,035	\$36,729.25
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Starks Appraisal Service	\$36,729.25	\$0.00	\$0	\$0	\$36,729	Awarded

Alexander, Christina (Finance - Purchasing)

From: Watson, Jerval (Finance - Contract Compliance)
Sent: Friday, October 12, 2018 10:17 AM
To: Alexander, Christina (Finance - Purchasing)
Subject: RE: RFQ 1043657 Wreck Appraisal Services - BAO Compliance Review Request

Good Morning Chris -

I have reviewed the bid for the RFQ # 1043657 Wreck Appraisal Services and I have confirmed that there is no SBE participation. Let me know if you have any additional questions.

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



From: Alexander, Christina (Finance - Purchasing)
Sent: Thursday, September 27, 2018 1:37 PM
To: Watson, Jerval (Finance - Contract Compliance)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RFQ 1043657 Wreck Appraisal Services - BAO Compliance Review Request

Jerval,

RFQ 1043657 Wreck Appraisal Services closed September 18, 2018, will you provide a BAO compliance review.

I have attached the bid form for reference.

Thanks

Christina Alexander

Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County

730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.862.6637

Alexander, Christina (Finance - Purchasing)

From: Lane, Michelle (Finance - Procurement)
Sent: Tuesday, October 23, 2018 10:40 AM
To: Alexander, Christina (Finance - Purchasing)
Cc: Cantlon, Judy (Finance - Contract Compliance)
Subject: RE: RFQ 1043657 Wreck Appraisal Services - Single Offer Acceptance & Intent to Award Signature Request

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: Alexander, Christina (Finance - Purchasing)
Sent: Friday, October 12, 2018 2:21 PM
To: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>
Subject: RFQ 1043657 Wreck Appraisal Services - Single Offer Acceptance & Intent to Award Signature Request

Genario,

See below ready to send to Judy for Michelle's signature:

Judy,

Please see attached Intent to Award letter and below single offer approval request for Michelle:

Michelle,

RFQ 1043657 Wreck Appraisal Services closed with a fair and reasonable single offer the department approved the fair and reasonable single offer, (see below email correspondence).

Do you approve the fair and reasonable single offer?

I have attached the Intent to Award letter and Award Justification files for RFQ 1043657 Wreck Appraisal Services. The Intent to Award letter is ready for your signature.

Christina Alexander
Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County

730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.862.6637

From: Alexander, Christina (Finance - Purchasing)
Sent: Monday, October 1, 2018 9:51 AM
To: Lansky, Jay (Fleet Management) <Jay.Lansky@nashville.gov>
Subject: RE: RFQ 1043657 Wreck Appraisal Services - Single Offer Acceptance

Jay,

Thanks, I will move forward with process.

Christina Alexander

Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.862.6637

From: Lansky, Jay (Fleet Management)
Sent: Monday, October 1, 2018 9:50 AM
To: Alexander, Christina (Finance - Purchasing) <Christina.Alexander@nashville.gov>
Subject: RE: RFQ 1043657 Wreck Appraisal Services - Single Offer Acceptance

Please approve for award

Thank You

J

From: Alexander, Christina (Finance - Purchasing)
Sent: Monday, October 1, 2018 9:39 AM
To: Lansky, Jay (Fleet Management)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RE: RFQ 1043657 Wreck Appraisal Services - Single Offer Acceptance

Jay,

See attached.

Christina Alexander

Procurement Officer
Department of Finance

Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.862.6637

From: Lansky, Jay (Fleet Management)
Sent: Monday, October 1, 2018 8:42 AM
To: Alexander, Christina (Finance - Purchasing) <Christina.Alexander@nashville.gov>
Subject: RE: RFQ 1043657 Wreck Appraisal Services - Single Offer Acceptance

Please send the yes/ no doc

From: Alexander, Christina (Finance - Purchasing)
Sent: Thursday, September 27, 2018 11:31 AM
To: Lansky, Jay (Fleet Management)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RFQ 1043657 Wreck Appraisal Services - Single Offer Acceptance

Jay,

RFQ 1043657 Wreck Appraisal Services closed with a single offer of \$36,729.25.

Given the scope of work sought by the solicitation, do you consider this offer fair and reasonable?

Do you accept the single offer for RFQ 1043657 Wreck Appraisal Services?

Christina Alexander

Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.862.6637