



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

October 16, 2018

Roger Smith
Chilton Turf Center
607 Craighead Street, P. O. Box 40624
Nashville, TN 37204
Re: **RFQ # 1043752, Contract for Small Equipment**

Dear Mr. Smith:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1043752 for Contract for Small Equipment. This letter hereby notifies you of Metro's intent to award to Chilton Turf Center, 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 Sandra Walker by email at Sandra.walker@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

Enter Solicitation Title & Number Below						
RFQ: 1043752-Contract for Small Equipment	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
		0.00%	100.00%	\$19,475	\$19,475	\$19,475
Offeror's Name	Bids	SBE	Participation Incentive Threshold	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Chilton Turf Center	\$19,475	\$0	\$0	\$0	\$19,475	Awarded

Walker, Sandra (Finance - Procurement)

From: Watson, Jerval (Finance - Contract Compliance)
Sent: Thursday, October 11, 2018 2:41 PM
To: Walker, Sandra (Finance - Procurement)
Subject: RE: RFQ 1043752-Contract for Small Equipment

Good Afternoon Sandra –

I have reviewed the bid for the RFQ # 1043752 Contract for Small Equipment 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: Walker, Sandra (Finance - Procurement)
Sent: Friday, October 5, 2018 10:51 AM
To: Watson, Jerval (Finance - Contract Compliance)
Subject: RFQ 1043752-Contract for Small Equipment

Hi Jerval,

Please review the attached bid tab for SBE/SDV participation.

Thanks

Sandra Walker
Senior Procurement Officer

Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37219
Office- 615.862.6707

Walker, Sandra (Finance - Procurement)

From: Lane, Michelle (Finance - Procurement)
Sent: Tuesday, October 16, 2018 10:32 AM
To: Walker, Sandra (Finance - Procurement)
Cc: Cantlon, Judy (Finance - Contract Compliance)
Subject: FW: Single Bidder Information for RFQ:1043752 Contract for Small Equipment

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: Walker, Sandra (Finance - Procurement)
Sent: Thursday, October 11, 2018 3:56 PM
To: Cantlon, Judy (Finance - Contract Compliance)
Subject: Single Bidder Information for RFQ:1043752 Contract for Small Equipment

Judy,

RFQ #1043752 closed with a single bidder, Chilton Turf Center . The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Chilton Turf Center . This ITB was solicited to registered vendors under the commodity code 21100000. An adequate pool of offerors had an opportunity to submit a response to the solicitation.

Thanks

Sandra Walker
Senior Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37219
Office- 615.862.6707