



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

March 1, 2019

Karen Harrold  
Williams Scotsman, Inc.  
111 Forbus Drive  
Christiana, TN 37037  
Re: **RFQ # 1043807, Mobile Office Trailers and Modular Offices**

Dear Ms. Harrold:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1043807 for Mobile Office Trailers and Modular Offices. This letter hereby notifies you of Metro's intent to award to Williams Scotsman, Inc., 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 Tina Burt, BAO Representative, at 615-880-3783 or at [tina.burt@nashville.gov](mailto:tina.burt@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 Scott Ghee by email at 615-880-3130 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](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 1043807 - Mobile Office Trailers and Modular Offices			32	8	40
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	SBE/SDV Points	Total Cost Points
Storage Solutions	\$152,800.00	\$0.00	19.42	0.00	19.42
Williams Scotsman, Inc.	\$92,750.00	\$0.00	32.00	0.00	32.00

	William Scotsman, Inc.	Storage Solutions
Cost Criteria (40 points)	32.00	19.42
Experience (30 points)	19	20
Qualifications and Capacity (30 points)	28	19
<b>Total (100 points)</b>	<b>79</b>	<b>58.42</b>

**Williams Scotsman, Inc.**

Strengths – Firm demonstrated their experience overseeing office trailer installations on five (5) projects of similar scope. Firm described in detail their ability to provide the trailers and all services described in the scope of work. Firm described their team's organizational structure, including an organizational chart and resumes of key personnel. Firm described their organization, years' in business, business plan and services offered. Firm described in detail their firm's warranty period.

Weaknesses - Firm failed to provide the contact name, address, phone number, and email address on similar projects. Firm's demonstration of previous work with a governmental organization and how they effectively met scheduling requirements lacked specific detail. Firm failed to describe in detail what sustainable energy practices their firm currently uses.

**Storage Solutions**

Strengths – Firm demonstrated their experience overseeing office trailer installations on five (5) projects of similar scope. Firm described in detail what sustainable energy practices their firm currently uses.

Weaknesses – The information provided for each of the five (5) similar projects lacked specific detail. Firm's demonstration of previous work with a governmental organization and how they effectively met scheduling requirements lacked specific detail. Firm's qualifications and capacity lacked specific detail.

BAO SBE Assessment Sheet

**BAO Specialist: Tina R. Burt**  
**Contract Specialist: Scott Ghee**  
**Date: 02/07/2019**

**Department Name: General Services**  
**RFP/ITB Number: 1043807**

**Project Name: Mobile Office Trailers and Modular Offices**

	Prime Bid Amount	Total Proposed SBE (\$)	SBEs Approved?	SBE (%)	Comments
Storage Solutions	\$ 152,800.00	\$0	No	0%	Prime is not an approved SBE/SDV firm and does not propose utilization of SBE/SDV firms.
Williams Scotsman, Inc.	\$ 92,750.00	\$0	No	0%	Prime is not an approved SBE/SDV firm and does not propose utilization of SBE/SDV firms.

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