



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

March 1, 2019

Chad Gary
CB Collision
328 Fesslers Lane
Nashville, TN 37210
Re: **RFQ # 1053658, Automotive Wreck Repair**

Dear Mr. Gary:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1053658 for Automotive Wreck Repair. This letter hereby notifies you of Metro's intent to award to CB Collision, 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 John Shire, BAO Representative, at 615-862-6664 or at john.shire@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 scott.ghee@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 1053658 -Automotive Wreck Repair | Min. SBE/SDV Participation | Incentive Percentage | Incentive Calculator | Lowest Bid | MACP | Winning Bid |
| | 5.0% | 1.00% | 99.00% | \$1,130,000 | \$1,141,300 | \$1,130,000 |
| Offeror's Name | Bids | SBE | Participation Requirement | Participation Incentive | Incentive Evaluation Amount | Status of ITB Award |
| CB Collision | \$1,130,000.00 | \$56,500 | \$56,500 | \$55,935 | \$1,074,065 | Awarded |

BAO Small Business Assessment Sheet

BAO Specialist: John Shire

Contract Specialist: Scott Ghee

Date: 1/17/2019

Department Name: General Services

RFP/ITB Number: 1053658

Project Name: Automotive Wreck Repair

| Primary Contractor* | Prime Bid Amount | Total Proposed SBE (\$) | SBE Subs approved? | SBE (%) | Comments |
|---------------------|------------------|-------------------------|--------------------|---------|---|
| CB Collison | \$1,074,265.00 | \$56,500.00 | Yes | 5.00% | Prime is not registered as an SBE with Metro. He will be utilizing the following SBEs over the life of the contract: Greer Sign Company (1.67%)/ \$18,833.33, Chapmans Wrecker Service (1.67%)/ \$18,833.33, and S & J Tires (1.67%)/ \$18,833.33 |

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Ghee, Scott \(Finance - Procurement\)](#); [Cantlon, Judy \(Finance - Contract Compliance\)](#)
Cc: [Walker, Sandra \(Finance - Procurement\)](#)
Subject: RE: Award Justification for RFQ 1053658 - Automotive Wreck Repair
Date: Thursday, February 28, 2019 12:51:25 PM

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: Ghee, Scott (Finance - Procurement)
Sent: Thursday, February 28, 2019 10:51 AM
To: Cantlon, Judy (Finance - Contract Compliance)
Cc: Walker, Sandra (Finance - Procurement); Lane, Michelle (Finance - Procurement)
Subject: RE: Award Justification for RFQ 1053658 - Automotive Wreck Repair

Judy,

RFQ # 1053658 closed with a single bidder, CB Collision. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding **CB Collision**. This ITB was solicited to registered vendors under the commodity code 78180000. 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, I will then save her response with the solicitation documents and move forward with the award.

Thanks,

Scott Ghee
Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.880.3130

From: Walker, Sandra (Finance - Procurement)
Sent: Wednesday, February 27, 2019 9:15 AM
To: Ghee, Scott (Finance - Procurement)
Subject: RE: Award Justification for RFQ 1053658 - Automotive Wreck Repair

Approved. Please send Michelle the single bidder information.

From: Ghee, Scott (Finance - Procurement)
Sent: Tuesday, February 26, 2019 4:28 PM
To: Walker, Sandra (Finance - Procurement)
Subject: Award Justification for RFQ 1053658 - Automotive Wreck Repair

Sandra,

Take a look at the attached Award Justification and let me know if you approve.

Scott Ghee
Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.880.3130