



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

March 20, 2019

Kristi Milner  
WesTech Engineering Inc.  
P O Box 65068  
Salt Lake City, UT 84165  
Re: **RFQ # 1062657, Biosolids Load Cell Torque Boxes**

Dear Ms. Milner:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # **1062657** for **Biosolids Load Cell Torque Boxes**. This letter hereby notifies you of Metro's intent to award to **WesTech Engineering 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 Jerval Watson, BAO Representative, at 615-862-5461 or at [Jerval.watson@nashville.gov](mailto: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](mailto: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](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

Biosolids Load Cell Torque Boxes; RFQ# 1062657	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	9.00%	91.00%	\$33,600.00	\$36,624.00	\$33,600.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
WesTech Engineering Inc.	\$33,600.00	\$0.00	\$0	\$0	\$33,600.00	Awarded

## Alexander, Christina (Finance - Purchasing)

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**From:** Watson, Jerval (Finance - Contract Compliance)  
**Sent:** Wednesday, March 6, 2019 11:15 AM  
**To:** Alexander, Christina (Finance - Purchasing)  
**Cc:** Pittman, Genario (Finance - Procurement)  
**Subject:** RE: RFQ 1062657 Biosolids Load Cell Torque Boxes - Preliminary BAO Compliance Review request

Good Morning Chris –

I have reviewed the bid for the RFQ # 1062657 Biosolids Load Cell Torque Boxes 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



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**From:** Alexander, Christina (Finance - Purchasing)  
**Sent:** Tuesday, February 26, 2019 3:20 PM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Cc:** Pittman, Genario (Finance - Procurement)  
**Subject:** RFQ 1062657 Biosolids Load Cell Torque Boxes - Preliminary BAO Compliance Review request

Jerval,

RFQ 1062657 Biosolids Load Cell Torque Boxes closed February 13, 2019, will you provide a Preliminary BAO Compliance Review.

See attached Bid Tab and Subcontractor Report as a reference.

Thanks

*Christina Alexander*

Procurement Officer

Department of Finance

Procurement Division

Metropolitan Nashville Davidson County

730 2<sup>nd</sup> Avenue South, Ste. 101

Nashville, TN 37210

Office- 615.862.6637

## Alexander, Christina (Finance - Purchasing)

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**From:** Cantlon, Judy (Finance - Contract Compliance)  
**Sent:** Wednesday, March 20, 2019 2:32 PM  
**To:** Alexander, Christina (Finance - Purchasing)  
**Subject:** RE: RFQ 1062657 Biosolids Load Cell Torque Boxes - Intent to Award signature request  
**Attachments:** RFQ 1062657 Biosolids Load Cell Torque Boxes.pdf

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**From:** Lane, Michelle (Finance - Procurement)  
**Sent:** Monday, March 18, 2019 10:43 AM  
**To:** Alexander, Christina (Finance - Purchasing)  
**Cc:** Cantlon, Judy (Finance - Contract Compliance); Pittman, Genario (Finance - Procurement)  
**Subject:** RE: RFQ 1062657 Biosolids Load Cell Torque Boxes - Intent to Award signature request

Christina, the award to a single offeror is approved. Judy, please prepare the letter. Thanks

Michelle A. Hernandez Lane  
Chief Procurement Officer/Purchasing Agent  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37201  
Office- 615.862.5471

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**From:** Alexander, Christina (Finance - Purchasing)  
**Sent:** Monday, March 18, 2019 10:42 AM  
**To:** Lane, Michelle (Finance - Procurement)  
**Subject:** FW: RFQ 1062657 Biosolids Load Cell Torque Boxes - Intent to Award signature request

*Christina Alexander*  
Procurement Officer  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
Office- 615.862.6637

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**From:** Alexander, Christina (Finance - Purchasing)  
**Sent:** Wednesday, March 6, 2019 11:40 AM  
**To:** Pittman, Genario (Finance - Procurement) <[Genario.Pittman@nashville.gov](mailto:Genario.Pittman@nashville.gov)>  
**Subject:** RFQ 1062657 Biosolids Load Cell Torque Boxes - 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 ready for Michelle:

I have attached the Intent to Award letter and Award Justification files for RFQ 1062657 Biosolids Load Cell Torque Boxes. The Intent to Award letter is ready for Michelle's signature.

Michelle, RFQ 1062657 Biosolids Load Cell Torque Boxes closed on February 13, 2019 with a fair and reasonable single offer. Water Services approves the single offer (see email correspondence below). Do you approve the single offer?

*Christina Alexander*

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

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**From:** McNeal, Taft (WS) <[Taft.McNeal@nashville.gov](mailto:Taft.McNeal@nashville.gov)>  
**Sent:** Wednesday, February 13, 2019 3:24 PM  
**To:** Alexander, Christina (Finance - Purchasing) <[Christina.Alexander@nashville.gov](mailto:Christina.Alexander@nashville.gov)>  
**Cc:** Pittman, Genario (Finance - Procurement) <[Genario.Pittman@nashville.gov](mailto:Genario.Pittman@nashville.gov)>  
**Subject:** RE: RFQ 1062657 Biosolids Load Cell Torque Boxes - Single Offer Acceptance

The offer is acceptable.

Taft McNeal, P.E.  
Biosolids Site Engineer  
Metro Water Services  
1810 Cement Plant Road  
Nashville, Tn. 37208  
615-294-7509 (cell)  
[taft.mcneal@nashville.gov](mailto:taft.mcneal@nashville.gov)

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**From:** Alexander, Christina (Finance - Purchasing)  
**Sent:** Wednesday, February 13, 2019 3:15 PM  
**To:** McNeal, Taft (WS)  
**Cc:** Pittman, Genario (Finance - Procurement)  
**Subject:** RFQ 1062657 Biosolids Load Cell Torque Boxes - Single Offer Acceptance

Taft,

RFQ 1062657 Bio-solids Load Cell Torque Boxes closed today, February 13, 2019 with a single offer of \$33,600.00.

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 1062657 Bio-solids Load Cell Torque Boxes?

*Christina Alexander*

Procurement Officer

Department of Finance

Procurement Division

Metropolitan Nashville Davidson County

730 2<sup>nd</sup> Avenue South, Ste. 101

Nashville, TN 37210

Office- 615.862.6637