



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

April 5, 2019

Todd Fentress
Omni Management, LLC
2574 Deere Road
Decatur, AL 35603
Re: **RFQ # 1102657, Maintenance and Repairs of Autoclaves**

Dear Mr. Fentress:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1102657 for Maintenance and Repairs of Autoclaves. This letter hereby notifies you of Metro's intent to award to Omni Management, LLC, 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 Brad Wall by email at brad.wall@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						
Maintenance and Repairs of Autoclaves; RFQ # 1102657	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.00%	10.00%	90.00%	\$19,414.00	\$21,355.40	\$19,414.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Omni Management, LLC	\$19,414.00	\$0.00	\$0.00	\$0.00	\$19,414.00	Awarded

Wall, Brad (Finance - Procurement)

From: Watson, Jerval (Finance - Contract Compliance)
Sent: Thursday, April 04, 2019 10:34 AM
To: Wall, Brad (Finance - Procurement)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RE: SBE/SDV Assessment for RFQ # 1102657 Maintenance and Repairs of Autoclaves

Good Morning Brad -

I have reviewed the bid for the RFQ # 1102657 Maintenance and Repair of Autoclaves 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: Wall, Brad (Finance - Procurement)
Sent: Tuesday, March 26, 2019 10:38 AM
To: Watson, Jerval (Finance - Contract Compliance)
Cc: Pittman, Genario (Finance - Procurement)
Subject: SBE/SDV Assessment for RFQ # 1102657 Maintenance and Repairs of Autoclaves

Jerval,

RFQ # 1102657 closed with a single bid. The sole bidder was **Omni Management, LLC**. The firm didn't propose any SBE/SDV participation on the project. Will you please provide me with an official response from the BAO regarding the SBE/SDV cost incentive assigned on this project?

I have attached the bid tab to this email for your viewing. Please let me know if you need anything else from me.

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division

Wall, Brad (Finance - Procurement)

From: Belcher, Stephanie (WS)
Sent: Tuesday, March 26, 2019 10:44 AM
To: Wall, Brad (Finance - Procurement)
Subject: RE: RFQ # 1102657 Maintenance and Repairs of Autoclaves

The Department considers this a fair and reasonable offer.
We approve moving forward with award.

Thank you Brad.

From: Wall, Brad (Finance - Procurement)
Sent: Tuesday, March 26, 2019 10:34 AM
To: Belcher, Stephanie (WS)
Subject: RFQ # 1102657 Maintenance and Repairs of Autoclaves

Stephanie,

RFQ # 1102657 closed with a single bid. The bid form and bid tab are attached for your viewing. Does the department think the offer for this ITB is fair and reasonable? Please let me know if I have the department's approval to move forward with awarding the single bidder.

Thanks,

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
(615) 862-4273 (Office)

Wall, Brad (Finance - Procurement)

From: Lane, Michelle (Finance - Procurement)
Sent: Friday, April 05, 2019 1:19 PM
To: Pittman, Genario (Finance - Procurement)
Cc: Wall, Brad (Finance - Procurement)
Subject: Re: Sole Bidder Approval for RFQ # 1102657 Maintenance and Repairs of Autoclaves

Award to a single offeror is approved.

Michelle A. Hernandez Lane
Chief Procurement Officer/Purchasing Agent
Metropolitan Nashville Davidson County
730 2nd Ave., South
[Nashville, TN 37201](#)
Office- [615.862.5471](tel:615.862.5471)
Cell-615.418.0685

Sent from my iPhone

On Apr 5, 2019, at 10:20 AM, Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov> wrote:

Michelle,

I have reviewed the attached Intent to Award Justification PDF file and I approve the attached Intent to Award Justification PDF file. Will you review the Intent to Award Justification PDF file to determine if it is acceptable to move forward in the procurement process?

Respectfully,
Genario Pittman
Senior Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.880.2641
genario.pittman@nashville.gov

From: Wall, Brad (Finance - Procurement) <Brad.Wall@nashville.gov>
Sent: Friday, April 5, 2019 10:15 AM

To: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>

Subject: Sole Bidder Approval for RFQ # 1102657 Maintenance and Repairs of Autoclaves

Genario,

RFQ # 1102657 closed with a single bidder, **Omni Management, LLC**. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding **Omni Management, LLC**. This ITB was solicited to registered vendors under the commodity code 85160000 (Medical Surgical Equipment Maintenance Refurbishment and Repair Services). 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, then I will save her response with the solicitation documents and move forward.

Brad Wall

Procurement Officer III

Department of Finance

Procurement Division

Metropolitan Nashville Davidson County

730 2nd Avenue South, Ste. 101

Nashville, TN 37210

(615) 862-4273 (Office)

<Intent to Award Justification.pdf>

<Intent to Award Letter.doc>