



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

November 20, 2019

Tony Ford  
Neely Coble Company, Inc.  
319 Fesslers Lane  
Nashville, TN 37210

Re: **RFQ#10009, Extended Cab Chassis Tandem Tractor**

Dear Mr. Ford:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 10009, Extended Cab Chassis Tandem Tractor. This letter hereby notifies you of Metro's intent to award to **Neely Coble Company, 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 Equal Business Opportunity (EBO) 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 **Evans Cline**, BAO Representative, at **615-862-6137** or at **evans.cline@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 Buyer **Vada M. Van Hook** by email at **vada.vanhook@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 Files, 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

Enter Solicitation Title & Number Below						
RFQ# 10009- Extended Cab Chassis Tandem Tractor	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	4.00%	96.00%	\$156,853	\$163,127	\$156,853.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Nelly Coble Company, Inc.	\$156,853.00	\$0.00	\$0	\$0	\$156,853	Awarded

## BAO Small Business Assessment Sheet

**BAO Specialist:** Cline, Evans

**Contract Specialist:** Vada Van Hook

11/19/2019

**Department Name:** General Services/Fleet

**RFP/ITB Number:** 10009

**Project Name:** Extended Cab Chassis Tandem Contract

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Neely Coble Company, Inc.	\$156,853.00	\$0.00	N/A	100	The prime is not an approved SBE and did not propose any additional Metro-approved SBE/SDV subs.

## Van Hook, Vada (Finance - Purchasing)

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**From:** Lane, Michelle (Finance - Procurement)  
**Sent:** Wednesday, November 20, 2019 12:36 PM  
**To:** Van Hook, Vada (Finance - Purchasing)  
**Cc:** Cantlon, Judy (Finance - Contract Compliance)  
**Subject:** RE: Intent to award letter/single offer approval RFQ# 10009 Extended Cab Chassis Tandem Tractor

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 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37201  
Office- 615.862.5471

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**From:** Van Hook, Vada (Finance - Purchasing)  
**Sent:** Wednesday, November 20, 2019 10:22 AM  
**To:** Lane, Michelle (Finance - Procurement)  
**Cc:** Cantlon, Judy (Finance - Contract Compliance)  
**Subject:** Intent to award letter/single offer approval RFQ# 10009 Extended Cab Chassis Tandem Tractor

Michelle,

RFQ # 10009 Extended Cab Chassis Tandem Tractor, closed with a single bidder Neely Coble Inc. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Nelly Coble Inc. This ITB was solicited to registered vendors under the commodity code 25100000. An adequate pool of offerors had an opportunity to submit a response to the solicitation.

In addition I have included the Intent to Award letter for your signature as well, upon your approval of the sole bidder request.

Thank you,  
Vada

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**From:** Walker, Sandra (Finance - Procurement)  
**Sent:** Wednesday, November 20, 2019 10:12 AM  
**To:** Van Hook, Vada (Finance - Purchasing)  
**Subject:** RE: Pre-approval of award justification RFQ# 10009 Extended Cab Chassis Tandem Tractor

Approved.

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**From:** Van Hook, Vada (Finance - Purchasing)  
**Sent:** Wednesday, November 20, 2019 9:23 AM  
**To:** Walker, Sandra (Finance - Procurement)  
**Subject:** Pre-approval of award justification RFQ# 10009 Extended Cab Chassis Tandem Tractor

Sandra,

Please see attached award justification for the referenced project. Upon your approval I will send the intent to award and single offer approval to Michelle.

Thanks,  
Vada