



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

November 6, 2019

Robert Cullen
Stuart C. Irby Co.
1284 Heil Quaker Blvd.
La Vergne, TN 37086
Re: **19051, Provide Allen Bradley Products, Parts and Service**

Dear Mr. Cullen:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ 19051, Provide Allen Bradley Products, Parts and Service. This letter hereby notifies you of Metro's intent to award to **Stuart C. Irby Co.**, 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 Buyer **Scott Ferguson** by email at scott.ferguson@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						
Provide Allen Bradley Products, Parts and Services; RFQ 19051	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	1.00%	99.00%	\$1,032,576.90	\$1,042,902.67	\$1,032,576.90
Offeror's Name	Bids	SBE/SDV Business Participation	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Stuart C. Irby Co.	\$1,032,576.90	\$0.00	\$0	\$0.00	\$1,032,576.90	Awarded

Ferguson, Scott (Finance)

From: Watson, Jerval (Finance - Contract Compliance)
Sent: Monday, November 4, 2019 10:21 AM
To: Ferguson, Scott (Finance)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RE: final BAO compliance Review - Single Brand Offer - RFQ# 19051- Provide Allen Bradley Products, Parts and Service

Good Morning Scott -

I have reviewed the bid for the RFQ # 19051 Provide Allen Bradley Products, Parts and Service and I have confirmed that there is no SBE participation.

Let me know if you have any additional questions.

Best,

Jerval Watson
Metro Nashville Government
615-862-5461

For more information about the
Equal Business Opportunity Program
Contact BAO at bao@nashville.gov



From: Ferguson, Scott (Finance)
Sent: Wednesday, October 30, 2019 3:19 PM
To: Watson, Jerval (Finance - Contract Compliance)
Cc: Pittman, Genario (Finance - Procurement)
Subject: final BAO compliance Review - Single Brand Offer - RFQ# 19051- Provide Allen Bradley Products, Parts and Service

Jerval,

This Sole Brand ITB has been approved to Award. The supplier did not attach their Subcontractor Form to the solicitation but I got it from them and it's attached .

Will you conduct a final BAO compliance review?

Please let me know if you need additional information.

Vendor:

Stewart C. Irby Co.

Thanks,

Scott Ferguson

From: Lane, Michelle (Finance - Procurement)
Sent: Wednesday, October 30, 2019 1:14 PM
To: Ferguson, Scott (Finance)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RE: Single Brand Offer - RFQ# 19051- Provide Allen Bradley Products, Parts and Service

Scott, thanks for this information. 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: Ferguson, Scott (Finance)
Sent: Wednesday, October 23, 2019 3:29 PM
To: Lane, Michelle (Finance - Procurement)
Cc: Pittman, Genario (Finance - Procurement)
Subject: FW: Single Brand Offer - RFQ# 19051- Provide Allen Bradley Products, Parts and Service

Michelle,

RFQ # 19051 closed with a single bidder, Stuart C. Irby Co. for Metro Water Services. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Stuart C. Irby Co. This ITB was solicited to registered vendors under the commodity code 39120000. An adequate pool of offerors had an opportunity to submit a response to the solicitation. Please review this single offer for approval.

Thanks!

Scott Ferguson

Procurement Officer III

Department of Finance
Procurement Division

<https://www.nashville.gov/Finance/Procurement.aspx>

Metro Nashville Government
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
615-862-6670
615-862-6179 - FAX
e-mail: Scott.Ferguson@Nashville.gov

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From: Belcher, Stephanie (WS)
Sent: Wednesday, October 23, 2019 2:14 PM
To: Ferguson, Scott (Finance)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RE: Single Brand Offer - RFP# 19051- Provide Allen Bradley Products, Parts and Service

The Department has reviewed and finds the offer acceptable.
Please proceed with award.

From: Ferguson, Scott (Finance)
Sent: Monday, October 21, 2019 2:50 PM
To: Belcher, Stephanie (WS)
Cc: Pittman, Genario (Finance - Procurement)
Subject: Single Brand Offer - RFP# 19051- Provide Allen Bradley Products, Parts and Service

Stephanie,

The solicitation for RFQ# 19051 – Provide Allen Bradley Products, Parts and Services closed on Friday afternoon 10/18/2019. Please see the attached Bid Form from the single bidder we had.

Also see attached the Discount Category Form that was submitted so you can see the discount percentages per category.

Finally, the vendor has only offered one (1) Year Warranty on Parts instead of two (2) and did not include any warranty for service instead of one (1) year as required.

Do you find the offer fair and reasonable?

Thank You.

Thanks!

Scott Ferguson

Procurement Officer III

Department of Finance
Procurement Division

<https://www.nashville.gov/Finance/Procurement.aspx>

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