



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

April 7, 2020

Allan Mayhugh  
Gateway Bobcat of Missouri, Inc dba Bobcat of Nashville  
401 West Outer Road  
Saint Louis, MO 63088

Re: **RFQ#37018, Mini Track Loader**

Dear Mr. Mayhugh:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 37018, Mini Track Loader. This letter hereby notifies you of Metro's intent to award to **Gateway Bobcat of Missouri, Inc dba Bobcat of Nashville**, 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 **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 **Vada M. Van Hook** by email at [vada.vanhook@nashville.gov](mailto:vada.vanhook@nashville.gov) Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

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

Enter Solicitation Title & Number Below						
RFQ - 37018 Minit Track Loader-Fleet	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	9.00%	91.00%	\$29,998.55	\$32,698.42	\$29,998.55
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Gateway Bobcat of Missouri, Inc dba Bobcat	\$29,998.55	\$0.00	\$0	\$0	\$29,998.55	Awarded

## Van Hook, Vada (Finance - Purchasing)

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**From:** Watson, Jerval (Finance - Contract Compliance)  
**Sent:** Monday, March 16, 2020 11:00 AM  
**To:** Van Hook, Vada (Finance - Purchasing)  
**Cc:** Walker, Sandra (Finance - Procurement)  
**Subject:** RE: No SBE participation confirmation RFQ# 37018 Mini Track Loader

Good Afternoon Vada -

I have reviewed the bid for the RFQ #37018 Mini Track Loader 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:** Van Hook, Vada (Finance - Purchasing) <Vada.VanHook@nashville.gov>  
**Sent:** Monday, March 16, 2020 8:46 AM  
**To:** Watson, Jerval (Finance - Contract Compliance) <Jerval.Watson@nashville.gov>  
**Cc:** Walker, Sandra (Finance - Procurement) <Sandra.Walker@nashville.gov>  
**Subject:** FW: No SBE participation confirmation RFQ# 37018 Mini Track Loader

Jerval,

Just following up on this request.

Thanks,  
Vada

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**From:** Van Hook, Vada (Finance - Purchasing)

**Sent:** Thursday, March 5, 2020 11:20 AM

**To:** Watson, Jerval (Finance - Contract Compliance) <[Jerval.Watson@nashville.gov](mailto:Jerval.Watson@nashville.gov)>

**Subject:** No SBE participation confirmation RFQ# 37018 Mini Track Loader

Good morning Jerval,

Please see the attached bid tab for the referenced project. It appears that Bobcat of Nashville does not have an SBE participation. Please confirm.

Thank you,

*Vada M. Van Hook*

*Procurement Officer II*

*615-862-6463*

## Walker, Sandra (Finance - Procurement)

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**From:** Lane, Michelle (Finance - Procurement)  
**Sent:** Monday, April 6, 2020 5:26 PM  
**To:** Walker, Sandra (Finance - Procurement)  
**Subject:** FW: Intent to award/single offer approval RFQ# 37018 Mini Track Loader  
**Attachments:** Award Justification 37018.pdf; Intent to Award Letter - 37018.doc

Award to a single offer 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) <Vada.VanHook@nashville.gov>  
**Sent:** Monday, March 16, 2020 11:49 AM  
**To:** Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>  
**Cc:** Cantlon, Judy (Finance - Contract Compliance) <Judy.Cantlon@nashville.gov>  
**Subject:** Intent to award/single offer approval RFQ# 37018 Mini Track Loader

Michelle,

RFQ # 37018 Mini Track Loader, closed with a single bidder Gateway Bobcat of Missouri, Inc dba Bobcat. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Gateway Bobcat of Missouri, Inc dba Bobcat. 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) <[Sandra.Walker@nashville.gov](mailto:Sandra.Walker@nashville.gov)>  
**Sent:** Monday, March 16, 2020 11:38 AM  
**To:** Van Hook, Vada (Finance - Purchasing) <[Vada.VanHook@nashville.gov](mailto:Vada.VanHook@nashville.gov)>  
**Subject:** RE: Pre-approval of award RFQ# 37018 Mini Track Loader

Approved.

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**From:** Van Hook, Vada (Finance - Purchasing) <[Vada.VanHook@nashville.gov](mailto:Vada.VanHook@nashville.gov)>  
**Sent:** Monday, March 16, 2020 11:21 AM  
**To:** Walker, Sandra (Finance - Procurement) <[Sandra.Walker@nashville.gov](mailto:Sandra.Walker@nashville.gov)>  
**Subject:** RE: Pre-approval of award RFQ# 37018 Mini Track Loader

Sandra,

Please see revised.

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**From:** Walker, Sandra (Finance - Procurement) <[Sandra.Walker@nashville.gov](mailto:Sandra.Walker@nashville.gov)>  
**Sent:** Monday, March 16, 2020 11:15 AM  
**To:** Van Hook, Vada (Finance - Purchasing) <[Vada.VanHook@nashville.gov](mailto:Vada.VanHook@nashville.gov)>  
**Subject:** RE: Pre-approval of award RFQ# 37018 Mini Track Loader

Hi Vada,

Please adjust the numbers that rounded up to the exact bid amount.

Thank you  
Sandra

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**From:** Van Hook, Vada (Finance - Purchasing) <[Vada.VanHook@nashville.gov](mailto:Vada.VanHook@nashville.gov)>  
**Sent:** Monday, March 16, 2020 11:04 AM  
**To:** Walker, Sandra (Finance - Procurement) <[Sandra.Walker@nashville.gov](mailto:Sandra.Walker@nashville.gov)>  
**Subject:** Pre-approval of award RFQ# 37018 Mini Track Loader

Sandra,

Please see the attached award justification for your review/approval. Upon your approval I will seek the single offer approval from Michelle.

Thanks,  
Vada