



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

May 21, 2020

William Horton  
Utility Equipment Service, Inc  
4584 Tom Lunn Road  
Spring Hill, TN 37174

Re: **RFQ# 56095, New 40 Ton Free Swing Boom Truck Conventional Chassis Cab**

Dear Mr. Horton:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 56095, New 40 Ton Free Swing Boom Truck Conventional Chassis Cab. This letter hereby notifies you of Metro's intent to award to **Utility Equipment Service, 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 **Cierra Rowe**, BAO Representative, at [Cierra.rowe@nashville.gov](mailto:Cierra.rowe@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 **Marissa Conklin** by email at [Marissa.conklin@nashville.gov](mailto:Marissa.conklin@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

Enter Solicitation Title & Number Below

New 40 Ton Free Swing Boom Truck  
 Conventional Chassis Cab; RFQ#  
 56095

	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	3.00%	97.00%	\$499,878.00	\$514,874.34	\$499,878.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Utility Equipment Service, Inc	\$ 499,878.00	\$52,328.00	\$0	\$50,758.16	\$449,119.84	Awarded

## BAO Small Business Assessment Sheet

<b>BAO Specialist:</b> Cierra Rowe
<b>Contract Specialist:</b> Marissa Conkilyn
<b>Date:</b> 5/19/2020

<b>Department Name:</b> General Services
<b>RFP/ITB Number:</b> 56095

<b>Project Name:</b> New 40 Ton Free Swing Boom Truck Conventional Chassis Cab
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Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Utility Equipment Services, Inc.	\$499,878.00	\$52,328.00	No	10%	The prime is an approved SBE and will self-perform 10% of the work. The prime did not propose to utilize any approved SBE subcontractors.

## Conklin, Marissa (Finance-Procurement)

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**From:** Lane, Michelle (Finance - Procurement)  
**Sent:** Thursday, May 14, 2020 1:27 PM  
**To:** Conklin, Marissa (Finance-Procurement)  
**Subject:** RE: Approval of Single Offer for RFQ# 56095 New 40 Ton Free Swing Boom Truck Conventional Chassis Cab

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:** Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>  
**Sent:** Wednesday, May 13, 2020 3:29 PM  
**To:** Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>  
**Subject:** Approval of Single Offer for RFQ# 56095 New 40 Ton Free Swing Boom Truck Conventional Chassis Cab

RFQ# 56095 closed with a single bidder, New 40 Ton Free Swing Boom Truck Conventional Chassis Cab. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Utility Equipment Service, Inc. This ITB was solicited to registered vendors under the commodity code 22100000. An adequate pool of offerors had an opportunity to submit a response to the solicitation. Please review this single offer for approval.

Thank You.

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

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**From:** Yancey, Charles (Fleet Management) <Charles.Yancey@nashville.gov>  
**Sent:** Wednesday, May 13, 2020 7:19 AM  
**To:** Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>  
**Subject:** RE: RFQ# 56095 New 40 Ton Free Swing Boom Truck Conventional Chassis Cab

Marissa,

Thank you for following up with the offeror. The exceptions being minimal, we feel that the bid price is fair and reasonable. Please move forward with the award process.  
As always, it's a pleasure to work with you.

Best,  
Chuck

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**From:** Conklin, Marissa (Finance-Procurement) <[Marissa.Conklin@nashville.gov](mailto:Marissa.Conklin@nashville.gov)>  
**Sent:** Tuesday, May 12, 2020 3:23 PM  
**To:** Yancey, Charles (Fleet Management) <[Charles.Yancey@nashville.gov](mailto:Charles.Yancey@nashville.gov)>  
**Subject:** RE: RFQ# 56095 New 40 Ton Free Swing Boom Truck Conventional Chassis Cab

Chuck,

Below is the exceptions that you were looking for. Once you review let me know if you find the offer fair and reasonable and able to move forward.

Re: BID# 56095 Exceptions  
New 40 Ton Free Swing Boom Truck  
Specs Exception  
3.1.34 – Self-cancelling turn signal Not available on this model  
5.4 – Year Extended Warranty Four (4) additional years or 7,500 total hours or whichever comes first. Five (5) Total.

Thanks.

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