



**Notice of Intent to Award**

Solicitation Number	339274	Award Date	5/8/2023   9:44 AM CDT
Solicitation Title	Provide Parts and Repair Services for Utility Bucket Truck and Service Truck Cranes		
Buyer Name	Marissa Conklin	Buyer Email	Marissa.conklin@nashville.gov
BAO Rep	Christopher Wood	BAO Email	Christopher.wood@nashville.gov

**Awarded Supplier(s)**

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Stringfellow, Inc	Company Contact	Eddie Anderson
Street Address	2710 Locust St		
City	Nashville	State	TN
		Zipcode	37207

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

**Certificate of Insurance**

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

**Equal Business Opportunity Program**

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.  No, the EBO Program is not applicable.

**Monthly Reporting**

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.  No, monthly reporting is not applicable.

**Public Information and Records Retention**

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

**Right to Protest**

Per MCL 4.36.010 – 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.

MC Supervisor (Initial)

Michelle A. Hernandez Lane  
 Michelle A. Hernandez Lane  
 Purchasing Agent & Chief Procurement Officer

Enter Solicitation Title & Number Below						
RFQ# 339274; Provide Parts and Repair Services for Utility Bucket Truck and Service Truck Cranes	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	0.00%	0.00%	\$697,898	\$0	\$697,898
Offeror's Name	Bids	SBE	Participation Incentive Threshold	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Stringfellow, Inc	\$697,897.74	\$0	\$0	\$0		Awarded

## Conklin, Marissa (Finance-Procurement)

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**From:** Lane, Michelle (Finance - Procurement)  
**Sent:** Monday, May 1, 2023 7:00 PM  
**To:** Conklin, Marissa (Finance-Procurement)  
**Subject:** RE: Single Offer Approval for RFQ# 339274 Provide Parts and Repair Services for Utility Bucket Truck and Service Truck Cranes

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, April 26, 2023 9:12 AM  
**To:** Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>  
**Subject:** FW: Single Offer Approval for RFQ# 339274 Provide Parts and Repair Services for Utility Bucket Truck and Service Truck Cranes

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**From:** Conklin, Marissa (Finance-Procurement)  
**Sent:** Friday, April 14, 2023 11:45 AM  
**To:** Lane, Michelle (Finance - Procurement) <[Michelle.Lane@nashville.gov](mailto:Michelle.Lane@nashville.gov)>  
**Subject:** FW: Single Offer Approval for RFQ# 339274 Provide Parts and Repair Services for Utility Bucket Truck and Service Truck Cranes

Michelle,

RFQ# 339274 closed with a single bidder, Provide Parts and Repair Services for Utility Bucket Truck and Service Truck Cranes. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Stringfellow, Inc . This ITB was solicited to registered vendors under the commodity code 78181500 . An adequate pool of offerors had an opportunity to submit a response to the solicitation. Please review this single offer for approval.

Thank You.

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**From:** Adkisson, Brian (Fleet Management) <[Brian.Adkisson@nashville.gov](mailto:Brian.Adkisson@nashville.gov)>  
**Sent:** Friday, April 14, 2023 6:48 AM  
**To:** Conklin, Marissa (Finance-Procurement) <[Marissa.Conklin@nashville.gov](mailto:Marissa.Conklin@nashville.gov)>  
**Subject:** RE: RFQ# 339274 Provide Parts and Repair Services for Utility Bucket Truck and Service Truck Cranes

Good morning Marissa,

I believe that it is. We should be good with it.

Thank you

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**From:** Conklin, Marissa (Finance-Procurement) <[Marissa.Conklin@nashville.gov](mailto:Marissa.Conklin@nashville.gov)>

**Sent:** Thursday, April 13, 2023 3:56 PM

**To:** Adkisson, Brian (Fleet Management) <[Brian.Adkisson@nashville.gov](mailto:Brian.Adkisson@nashville.gov)>

**Subject:** RFQ# 339274 Provide Parts and Repair Services for Utility Bucket Truck and Service Truck Cranes

Brian,

The above solicitation closed yesterday, please review the attached bid tab/bid form and let me know if you find the single offer fair and reasonable.

Thank You.

Marissa Conklin  
Procurement Officer II  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
615-880-3130