



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

February 5, 2018

Mr. Jamie Shelley  
D & S Remodelers, Inc. dba SERVPRO of Madison/Goodlettsville  
813 Madison Industrial Rd.  
Madison, TN 37115

Re: **RFQ # 1025682, Air Duct Cleaning Services**

Dear Mr. Shelley:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1025682 for Air Duct Cleaning Services. This letter hereby notifies you of Metro's intent to award to D & S Remodelers, Inc. dba SERVPRO of Madison/Goodlettsville, contingent upon successful contract negotiations.

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 Christina Alexander by email at [christina.alexander@nashville.gov](mailto:christina.alexander@nashville.gov) Monday through Friday between 8:30am and 3:30pm.

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. Should you have any questions concerning this requirement, please contact Tina Burt, BAO Representative, at 615-880-2783 or at [tina.burt@nashville.gov](mailto:tina.burt@nashville.gov).

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

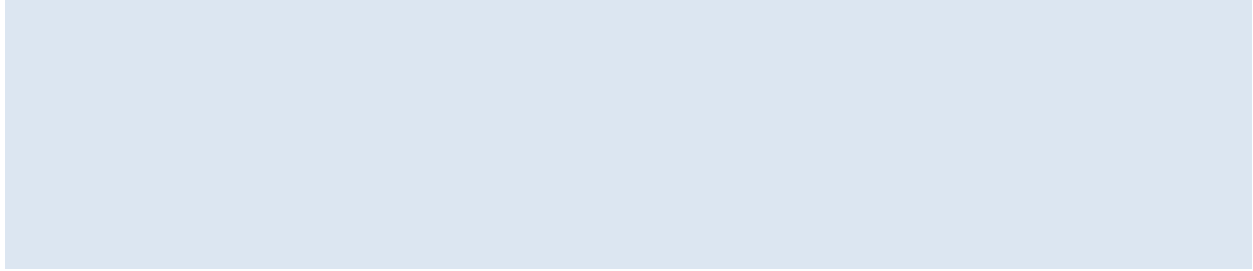
Cc: Solicitation File  
Other Offerors

**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.

<b>Solicitation Title &amp; Number</b>	<b>RFP Cost Points</b>
RFQ 1025682 - Air Duct Cleaning Services	<b>35</b>

<b>Offeror's Name</b>	<b>Total Bid Amount</b>	<b>RFP Cost Points</b>
SERVPRO	\$8,550.00	<b>35.00</b>
Gulf GeoExchange & Consulting	\$11,562.50	<b>25.88</b>



**RFQ# 1025682 - Air Duct Cleaning Services**

**Evaluation Team Score Sheet**

Offeror	SERVPRO of Madison/Goodlettsville	Gulf GeoExchange & Consulting Services Inc
Contract Acceptance (Yes/No)	Yes	Yes
Cost Criteria (35)	35.00	25.88
Firm Qualifications (25)	23.00	20.00
Team Qualifications (20)	18.00	16.00
Reference Projects (10)	10.00	10.00
Project approach & Process and Project Schedule Risk/Risk Mitigations (10)	8.00	7.00
<b>Total Evaluation Scores</b>	<b>94.00</b>	<b>78.88</b>

## Evaluation Comments

### SERVPRO of Madison/Goodlettsville

#### Strengths

Firm provided detailed organizational structure with sufficient team experience and assigned responsibilities. Firm provided references with detailed information for firm's experience. Firm provided detailed project scheduling and approach. Firm provided detailed information for similar projects in size, scope and complexity. Firm provided a detailed plan addressing project risk mitigation. Firm proposed use of robotic HD camera for scope of work in this solicitation.

#### Weaknesses

Firm did not provide proposed subcontractor defined responsibilities in team qualifications or project approach.

### Gulf GeoExchange & Consulting Services Inc

#### Strengths

Firm provided detailed organizational structure. Firm provided detailed information for similar projects in size, scope and complexity. Firm provided proposed subcontractor information in team qualifications or project approach.

#### Weaknesses

Firm failed to provide employee certification documentation from National Air Duct Cleaners Association (NADCA). Firm lacked specific details in project approach. Firm lacked detail in schedule risk and risk mitigation. Firm's proposed Program Manager does not have HVAC experience.

BAO SBE Assessment Sheet

BAO Specialist: Tina R. Burt  
 Contract Specialist: Christina Alexander  
 Date: 01/19/2018

Department Name: General Services  
 RFP/ITB Number: 1025682

Project Name: Air Duct Cleaning Services

Primary Contractor*	Prime Bid Amount	Total Offered SBE/SDV (\$)	SBE/SDV approved?	Total Approved SBE/SDV (\$)	SBE/SDV (%)	Comments
D & S Remodelers, Inc. dba SERVPRO of Madison/Goodlettsville	\$8,550	IDIQ	Yes	IDIQ	15.0%	SBE/SDV Plan: Prime acknowledged the 15% SBE/SDV participation expectation over the life of the project as required by the solicitation and proposed SDV firm Ready Serv LLC for the performance of the work.

\*For ITBs, only apparent low bidder will be listed.

**PNP Compliance Results Form**

**Department Name: General Services**  
**RFP/ITB Number: 1025682**  
**Air Duct Cleaning Services**

Primary Contractor	PNP Compliant (Yes/No)	
D & S Remodelers, Inc. dba SERVPRO of Madison/Goodlettsville	Yes	Proposer is compliant with the Procurement Nondiscrimination Program requirements having reached out to three certified MWBE firms: JaniKing (MBE) - Accepted - 15%, Express Employment Professionals (WBE) - Accepted - 15%, and Jake Marshall Service (WBE) - Declined.

\*Denotes Contractor with whom follow up was required  
 Date: 01/19/2018  
 Metro Buyer: Christina Alexander  
 BAO Rep: Tina R. Burt