



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

January 10, 2018

Dan McVicker
Norwood Properties, LLC
5344 Stanford Drive
Nashville, TN 37215

Re: **RFQ # 1026658, Biosolids Building Office Modifications**

Dear Mr. McVicker:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1026658 for Biosolids Building Office Modifications. This letter hereby notifies you of Metro's intent to award to Norwood Properties, LLC, 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 Brad Wall by email at brad.wall@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.

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.

Solicitation Title & Number	SBE/SDV Requirement Percentage	Discount/MACP Percentage	Lowest Total Bid Amount	MACP	Winning Bid
Biosolids Building Office Modifications; RFQ # 1026658	15.0%	20.00%	\$92,424	\$110,909	\$92,424
Offeror's Name	Total Bid Amount	SBE/SDV Requirement	Status of Award		
Norwood Properties, LLC	\$92,424	\$70,599	Awarded		

PNP Compliance Results Form

Department Name: Metro Water Services

RFP/ITB Number: 1026658

Biosolids Building Office Modifications

Primary Contractor	PNP Compliant (Yes/No)	
Norwood Properties	Yes	Norwood Properties is compliant with the Procurement Nondiscrimination Program requirements having reached out to three certified MWBE firms: A-Action Air HVAC (MBE) - (Accepted 15.8%), SRS Inc. (MBE) - (Accepted-0.8%), and Gipson Mechanical (MBE) - (Declined).

*Denotes Contractor with whom follow up was required

Date: 12/27/2017

Metro Buyer: Brad Wall

BAO Rep: Tina R. Burt

BAO SBE Assessment Sheet

BAO Specialist: Tina R. Burt
 Contract Specialist: Brad Wall
 Date: 12/27/2017

Department Name: Metro Water Services
 RFP/ITB Number: 1026658
 Project Name: Biosolids Building Office Modifications

Primary Contractor*	Prime Bid Amount	Total Offered SBE (\$)	SBEs approved?	Total Approved SBE (\$)	SBE (%)	Comments
Norwood Properties	\$92,424	\$70,599	Yes	\$70,599	76.4%	SBE/SDV Plan: Norwood Properties is an approved SBE firm and acknowledged the 15% SBE/SDV participation expectation over the life of the project as required by the solicitation. Prime proposed to self perform 76.4% of the work.

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

From: [Walsh, Rhonda \(WS\)](#)
To: [Wall, Brad \(Finance - Procurement\)](#)
Subject: RE: MWS - Bio-Solids Bid
Date: Tuesday, January 02, 2018 12:03:38 PM

Yes this project has been approved to move forward with the amount listed below.

Rhonda Walsh
Facilities Project Manager
Metro Nashville Water Services
Office – 615-880-2632
Cell – 615-920-1831

From: Wall, Brad (Finance - Procurement)
Sent: Wednesday, December 06, 2017 9:06 AM
To: Walsh, Rhonda (WS)
Subject: RE: MWS - Bio-Solids Bid

Rhonda,

For RFQ # 1026658 (Biosolids Building Office Modifications) there were two bidders. The low bid came in at \$46,450.00. However, the vendor reached out to me and stated that they made an error in their bid and that they could not complete this project for \$46,450 dollars. They are requested that their bid be withdrawn.

The next bid came in at \$92,424.00. This bid is over budget by \$17,424.00. Would the Department like to move forward with this solicitation even though it is over the budget?

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
(615) 862-4273 (Office)

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Pittman, Genario \(Finance - Procurement\)](#)
Cc: [Wall, Brad \(Finance - Procurement\)](#); [Cantlon, Judy \(Finance - Contract Compliance\)](#)
Subject: RE: Sole Bidder Approval for RFQ # 1026658 (Biosolids Building Office Modifications)
Date: Wednesday, January 10, 2018 2:49:43 PM

Brad, Pursuant to the provisions of Procurement Regulation 4.12.011.03, the award to a single offeror is approved. Judy is sending the letter.

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: Pittman, Genario (Finance - Procurement)
Sent: Tuesday, January 09, 2018 1:31 PM
To: Lane, Michelle (Finance - Procurement)
Cc: Wall, Brad (Finance - Procurement); Cantlon, Judy (Finance - Contract Compliance)
Subject: FW: Sole Bidder Approval for RFQ # 1026658 (Biosolids Building Office Modifications)

Michelle,

Please see the email correspondence below regarding the single offeror approval request from Brad for RFQ # 1026658 (Biosolids Office Modification) and provide a response when time permits.

Respectfully,
Genario Pittman
Senior Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.880.2641
genario.pittman@nashville.gov

From: Wall, Brad (Finance - Procurement)
Sent: Thursday, January 4, 2018 8:00 AM
To: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>
Subject: RE: Sole Bidder Approval for RFQ # 1026658 (Biosolids Building Office Modifications)

Genario,

Please see revised Intent to Award Justification. Will you please forward this information to Michelle?

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
(615) 862-4273 (Office)

From: Wall, Brad (Finance - Procurement)
Sent: Tuesday, January 2, 2018 12:47 PM
To: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>
Subject: Sole Bidder Approval for RFQ # 1026658 (Biosolids Building Office Modifications)

Genario,

RFQ # 1026658 (Biosolids Building Office Modifications) closed with a single bidder, **Norwood Properties, LLC**. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding **Norwood Properties, LLC**. This ITB was solicited to registered vendors under the commodity code 72100000 (Building Construction and Support and Maintenance and Repair Services) An adequate pool of offerors had an opportunity to submit a response to the solicitation. Will you please forward this request to Michelle, and if she approves of the single offer, then I will save her response with the solicitation documents and move forward.

Thanks,

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210