



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

October 16, 2018

Henry Headden  
Carpenter Bus Sales  
132 Royal Oaks Blvd  
Franklin, TN 37067  
Re: **RFQ # 1043692, Contract for 25 Passenger Shuttles**

Dear Mr. Headden:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1043692 for Contract for 25 Passenger Shuttles. This letter hereby notifies you of Metro's intent to award to Carpenter Bus Sales, 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 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.

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 Brown by email at [vada.brown@nashville.gov](mailto:vada.brown@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, reading "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

RFQ# 1043692 Contract for 25 Passenger Shuttles	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	7.00%	93.00%	\$267,700	\$286,439	\$267,700
Offeror's Name	Bids	SBE	Participation Incentive Threshold	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
CARPENTER BUS LLC	\$267,700.00	\$0	\$0	\$0	\$267,700	Awarded

## **Brown, Vada (Finance - Purchasing)**

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**From:** Watson, Jerval (Finance - Contract Compliance)  
**Sent:** Monday, October 08, 2018 11:00 AM  
**To:** Brown, Vada (Finance - Purchasing)  
**Subject:** RE: NO SBE Confirmation RFQ# 1043692 Contract for 25 Passenger Shuttles

Good Morning Vada –

I have reviewed the bid for the RFQ # 1043692 Contract for 25 Passenger Shuttles 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:** Brown, Vada (Finance - Purchasing)  
**Sent:** Wednesday, September 26, 2018 1:13 PM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Subject:** NO SBE Confirmation RFQ# 1043692 Contract for 25 Passenger Shuttles

Good afternoon Jerval,

Please see the attached bid tab for the reference project. It appears there is no SBE participation. Please confirm.

Thank you,  
Vada

## **Brown, Vada (Finance - Purchasing)**

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**From:** Lane, Michelle (Finance - Procurement)  
**Sent:** Tuesday, October 16, 2018 10:46 AM  
**To:** Brown, Vada (Finance - Purchasing); Cantlon, Judy (Finance - Contract Compliance)  
**Subject:** FW: Intent to Award Letter RFQ# 1043692 Contract for 25 Passenger Shuttles  
**Attachments:** award docs1.pdf; Intent to Award Letter - Standard 07242018.doc

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:** Brown, Vada (Finance - Purchasing)  
**Sent:** Friday, October 12, 2018 3:22 PM  
**To:** Cantlon, Judy (Finance - Contract Compliance)  
**Cc:** Lane, Michelle (Finance - Procurement)  
**Subject:** Intent to Award Letter RFQ# 1043692 Contract for 25 Passenger Shuttles

RFQ # 1043692 Contract for 25 Passenger Shuttles, closed with a single bidder, Carpenter Bus Sales. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Carpenter Bus Sales. 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 for your signature as well, upon your approval of the sole bidder request.

Thank you,  
Vada

**Brown, Vada (Finance - Purchasing)**

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**From:** Walker, Sandra (Finance - Procurement)  
**Sent:** Friday, October 12, 2018 2:59 PM  
**To:** Brown, Vada (Finance - Purchasing)  
**Subject:** RE: Pre-approval award documentation for RFQ# 1043692 Contract for 25 Passenger Shuttles

Approved. Please use the single offer information when emailing to Judy.

Thanks  
Sandra

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**From:** Brown, Vada (Finance - Purchasing)  
**Sent:** Friday, October 12, 2018 2:56 PM  
**To:** Walker, Sandra (Finance - Procurement)  
**Subject:** Pre-approval award documentation for RFQ# 1043692 Contract for 25 Passenger Shuttles

Sandra,

Please see attached pre-award documents for the referenced project for your review.

Thank you,  
Vada