



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

July 3, 2019

Neil Howell  
H.L.Dalis Inc.  
35-35 24<sup>th</sup> Street  
Long Island City, Queens, New York 11106  
Re: **RFQ #1365658 , Handheld Garmin GPS Kits**

Dear Mr. Howell:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1365658 for **Handheld Garmin GPS Kits**. This letter hereby notifies you of Metro's intent to award to **H.L.Dalis 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 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) 862-5230** 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 Buyer **Marissa Conklin** by email at [Marissa.conkin@nashville.gov](mailto:Marissa.conkin@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						
Handheld Garmin GPS Kits- RFQ# 1365658	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	10.00%	90.00%	\$13,994.24	\$15,393.66	\$13,994.24
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
H.L.Dalis Inc.	\$ 13,994.24	\$0.00	\$0	\$0.00	\$13,994.24	Awarded

## Conklin, Marissa (Finance-Procurement)

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**From:** Watson, Jerval (Finance - Contract Compliance)  
**Sent:** Tuesday, July 02, 2019 9:33 AM  
**To:** Conklin, Marissa (Finance-Procurement)  
**Cc:** Pittman, Genario (Finance - Procurement)  
**Subject:** RE: BAO Compliance Review for RFQ# 1365658

Good Morning Marissa –

I have reviewed the bid for the RFQ # 1365658 Handheld Garmin GPS Kits and I have confirmed that there is no SBE participation. Let me know if you have any additional questions.

Best,

Jerval Watson  
Metro Nashville Government  
615-862-5461

**For more information about the  
Equal Business Opportunity Program  
Contact BAO at [bao@nashville.gov](mailto:bao@nashville.gov)  
Program goes live on July 5<sup>th</sup>**



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**From:** Conklin, Marissa (Finance-Procurement)  
**Sent:** Thursday, June 27, 2019 3:18 PM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Cc:** Pittman, Genario (Finance - Procurement)  
**Subject:** BAO Compliance Review for RFQ# 1365658

Jerval,

This RFQ# 1365658 closed June 27, 2019. Please see the attached bid tab and quote detail report as references for the BAO compliance review process. Will you perform a BAO compliance review H.L. Dalis, Inc .

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  
615.880.3130