



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

February 18, 2020

Yvonne Collier
Collier Roofing Co., Inc
1523 Jones Ave
Nashville, TN 37207

Re: **RFQ# 27015, Replacement of Membrane Roof at West Park Sewer Pumping Station**

Dear Mrs. Collier:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 27015, Replacement of Membrane Roof at West Park Sewer Pumping Station. This letter hereby notifies you of Metro's intent to award to **Collier Roofing Co., 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 Equal Business Opportunity (EBO) 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 **Victoria Norfleet**, BAO Representative, at **615-880-2783** or at Victoria.norfleet@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.conklin@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
Phone: 615-862-6180
Fax: 615-862-6179

Enter Solicitation Title & Number Below

Replacement of Membrane Roof at
West Park Sewer Pumping Station;
RFQ# 27015

	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	4.00%	96.00%	\$178,207.00	\$185,335.28	\$178,207.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Collier Roofing Co., Inc	\$ 178,207.00	\$178,207.00	\$0	\$171,078.72	\$7,128.28	Awarded

BAO Small Business Assessment Sheet

BAO Specialist: Victoria Norfleet

Contract Specialist: Marissa Conklin

Date: 2/7/2020

Department Name: Metro Water Services

RFP/ITB Number: 27015

Project Name: Replacement of Membrane Roof at West Park Sewer Pumping Station

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Collier Roofing Co., Inc	\$178,207	\$178,207	Yes	100%	The prime is an approved SBE and will self perform 100% of the work performed.



Statement of M/WBE Utilization

Proposer's/Firm's Name: Collier Roofing Co., Inc. Proposer's Phone #: 615-226-2844
 Solicitation Title: Replacement of Membrane at West Park Sewer Pumping Station Proposer's Email Address: jerry@collierroofing.com
 Solicitation #: 27015 Amount Self-performed : 178,206.00
 Proposer's/Firm's Ownership: **WBE** Total Bid Amount: 178,206.00
Proposed EBO Goal (%): 10 MBE% 7 WBE% EBO Goal Met? (Y/N) **NO**

The following MWBE* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

Certificate Type (MBE or WBE)		* MBE/WBE Group Type *	Code # UNSPs/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
1	None.	Select				
2		Select				
3		Select				
4		Select				
5		Select				
6		Select				
7		Select				

I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.

Authorized Representative (Printed Name/Title/Signature)

Yvonne C. Collier, CEO

Date

02/05/2020

*Note: MWBE is defined as business enterprise maintaining a significant business presence in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

For Internal Office Use ONLY

Has Prime Complied with EBO Goal? **NO** If No, Good Faith Efforts Met? **YES**

BAO Representative: Victoria Norfleet

Date: 02/11/20

Total MBE Subcontracting 0 %
 Total WBE Subcontracting 0 %
 Total MBE/WBE Participation: 0 %

\$ 0
 \$ 0
 \$ 0

Conklin, Marissa (Finance-Procurement)

From: Lane, Michelle (Finance - Procurement)
Sent: Tuesday, February 11, 2020 9:14 AM
To: Conklin, Marissa (Finance-Procurement)
Subject: RE: RFQ# 27015 Replacement of Membrane Roof at West Park Sewer Pumping Station

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 2nd Avenue South, Ste. 101
Nashville, TN 37201
Office- 615.862.5471

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Friday, February 07, 2020 2:10 PM
To: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>
Subject: FW: RFQ# 27015 Replacement of Membrane Roof at West Park Sewer Pumping Station

RFQ #27015 closed with a single bidder, Replacement of Membrane Roof at West Park Sewer Pumping Station. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Collier Roofing Co., Inc. This ITB was solicited to registered vendors under the commodity code 72152600 and 72100000. An adequate pool of offerors had an opportunity to submit a response to the solicitation. Please review this single offer for approval. Thanks.

Marissa Conklin
Procurement
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
615.880.3130

From: Ashford, Walter (WS) <Walter.Ashford@nashville.gov>
Sent: Friday, February 07, 2020 11:17 AM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Subject: RE: RFQ# 27015 Replacement of Membrane Roof at West Park Sewer Pumping Station

In preparation we received three bids. Lowest was ~\$75K and the highest was ~\$147K. So, no this isn't reasonable, but we don't have a choice. We have to get this fixed.

Please proceed.

Thanks,

Walter "PJ" Ashford

From: Conklin, Marissa (Finance-Procurement)
Sent: Thursday, February 6, 2020 2:07 PM
To: Ashford, Walter (WS)
Subject: RFQ# 27015 Replacement of Membrane Roof at West Park Sewer Pumping Station

Walter,

The solicitation for RFQ# 27015 Replacement of Membrane Roof at West Park Sewer Pumping Station closed today. Please see the below bid from the single bidder we had.

Total being \$178,207.00

Do you find the offer Fair and Reasonable?

Thank You.

Marissa Conklin
Procurement
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
615.880.3130