



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

March 9, 2020

Chris Witte
Commonwealth Blinds and Shades, Inc
152 Space Park South Dr.
Nashville, TN 37211

Re: **RFQ# 42021, Window Treatment Services for Metro**

Dear Mr. Witte:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 42021, Window Treatment Services for Metro. This letter hereby notifies you of Metro's intent to award to **Commonwealth Blinds and Shades, 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						
Window Treatment Services for Metro; RFQ# 42021	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	4.00%	96.00%	\$237,300.00	\$246,792.00	\$237,300.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Commonwealth Blinds and Shades, In	\$ 237,300.00	\$0.00	\$0	\$0.00	\$237,300.00	Awarded

BAO Small Business Assessment Sheet

BAO Specialist: Victoria Norfleet
Contract Specialist: Marrissa Conklin
Date: 3/4/2020

Department Name: Metro General Services
RFP/ITB Number: 42021

Project Name: Window Treatment Services for Metro
--

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Commonwealth Blinds and Shades, Inc.	\$ 237,300.00	\$0.00	No	0%	The prime is not an approved SBE and will self perform 100% of the work.

Conklin, Marissa (Finance-Procurement)

From: Lane, Michelle (Finance - Procurement)
Sent: Wednesday, March 04, 2020 1:26 PM
To: Conklin, Marissa (Finance-Procurement)
Subject: RE: Approval of Single Offer for RFQ# 42021 Window Treatment Services for Metro

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: Wednesday, March 04, 2020 9:05 AM
To: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>
Subject: Approval of Single Offer for RFQ# 42021 Window Treatment Services for Metro

RFQ #42021 closed with a single bidder, Window Treatment Services for Metro. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Commonwealth Blinds and Shades, Inc. . This ITB was solicited to registered vendors under the commodity code 52130000, 52131700. 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: Elsaghir, Ava (General Services) <Ava.Elsaghir@nashville.gov>
Sent: Monday, March 02, 2020 12:00 PM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Subject: RE: RFQ# 42021 Window Treatment Services for Metro

Thank you Marissa – Please proceed with the award.
Appreciate you
Ava

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Friday, February 28, 2020 2:56 PM
To: Elsaghir, Ava (General Services) <Ava.Elsaghir@nashville.gov>
Subject: RE: RFQ# 42021 Window Treatment Services for Metro

Please see attached

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: Elsaghir, Ava (General Services) <Ava.Elsaghir@nashville.gov>
Sent: Friday, February 28, 2020 2:53 PM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Subject: RE: RFQ# 42021 Window Treatment Services for Metro

Thanks Marissa – is it possible to see the Exhibit Price?

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Friday, February 28, 2020 2:51 PM
To: Elsaghir, Ava (General Services) <Ava.Elsaghir@nashville.gov>
Subject: RFQ# 42021 Window Treatment Services for Metro

Ava,

The solicitation for RFQ# 42021 Window Treatment Services for Metro closed today. Please see the below bid from the single bidder we had.

Total being \$237,300.00

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