



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

May 12, 2020

Jonathan Frost
Keystops LLC
376 Reasonover Drive
Franklin, KY 42134

Re: **RFQ# 54056, Provide Automotive and Commercial Equipment Oils, Fluids and Lubricants to Metro**

Dear Mr. Frost:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 54056, Provide Automotive and Commercial Equipment Oils, Fluids and Lubricants to Metro. This letter hereby notifies you of Metro's intent to award to **Keystops LLC**, 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 **Christopher Wood**, BAO Representative, at Christopher.wood@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

Provide Automotive and
Commercial Equipment Oils, Fluids
and Lubricants to Metro RFQ#
54056

	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	0.00%	100.00%	\$1,238,943.75	\$1,238,943.75	\$1,238,943.75
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Keystops LLC	\$ 1,238,943.75	\$0.00	\$0	\$0.00	\$1,238,943.75	Awarded

Groups 1,2,6,8-16,18-22,27,28 awarded
Groups 3-5 and 7 deleted by department
Groups 17,23-26 no bids

Conklin, Marissa (Finance-Procurement)

From: Lane, Michelle (Finance - Procurement)
Sent: Monday, May 11, 2020 9:25 PM
To: Conklin, Marissa (Finance-Procurement)
Subject: RE: Approval of Single Offer for RFQ# 54056 Provide Automotive and Commercial Equipment Oils, Fluids and Lubricants to 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: Monday, May 11, 2020 11:02 AM
To: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>
Subject: Approval of Single Offer for RFQ# 54056 Provide Automotive and Commercial Equipment Oils, Fluids and Lubricants to Metro

RFQ# 54056 closed with a single bidder, Provide Automotive and Commercial Equipment Oils, Fluids and Lubricants to Metro. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Keystops, LLC. This ITB was solicited to registered vendors under the commodity code 15120000. An adequate pool of offerors had an opportunity to submit a response to the solicitation. Please review this single offer for approval.

Thank You.

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

From: Lansky, Jay (Fleet Management) <Jay.Lansky@nashville.gov>
Sent: Wednesday, May 6, 2020 1:03 PM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Subject: RE: RFQ# 54056 Automotive and commercial equipment

Yes, we find the offer fair and reasonable.

Thanks

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Wednesday, May 6, 2020 8:05 AM
To: Lansky, Jay (Fleet Management) <Jay.Lansky@nashville.gov>
Subject: RE: RFQ# 54056 Automotive and commercial equipment

So you find the offer fair and reasonable?

From: Lansky, Jay (Fleet Management) <Jay.Lansky@nashville.gov>
Sent: Wednesday, May 6, 2020 7:36 AM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Subject: RE: RFQ# 54056 Automotive and commercial equipment

We are good to go – Thanks for your help.

Jay

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Monday, May 4, 2020 2:13 PM
To: Lansky, Jay (Fleet Management) <Jay.Lansky@nashville.gov>
Subject: RFQ# 54056 Automotive and commercial equipment

Jay,

I've attached the bid form and the specs for the above solicitation. We only had the one bid, please review the information and let me know if the bids that were made on the specs form and bid form are good for you to move forward.
