



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

November 5, 2019

John Scott
CMI Equipment Sales Inc.
211 Depot Street
Goodlettsville, TN 37072
Re: **RFQ# 8020, Off Road Equipment Repair Contract**

Dear Mr. Scott:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 8020, Off Road Equipment and Repair Contract. This letter hereby notifies you of Metro's intent to award to **CMI Equipment Sales 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 **Evans Cline**, BAO Representative, at **615-862-6137** or at **evans.cline@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 **Vada M. Van Hook** by email at **vada.vanhook@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						
RFQ 8020 - Off Road Equipment Repair Contract	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	1.00%	99.00%	\$1,110,512.63	\$1,121,618	\$1,110,512.63
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
CMI Equipment Sales Inc	\$1,110,512.63	\$0.00	\$0	\$0	\$1,110,512.63	Awarded

BAO Small Business Assessment Sheet

BAO Specialist: Cline, Evans

Contract Specialist: Vada Van Hook

10/21/2019

Department Name: General Services/Fleet

RFP/ITB Number: 8020

Project Name: Off Road Equipment Repair Contract

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
CMI Equipment Sales, Inc.	\$1,110,512.63	\$1,110,512.63	N/A	100	The prime is an approved SBE and did not propose any additional Metro-approved SBE/SDV subs.

Van Hook, Vada (Finance - Purchasing)

From: Lane, Michelle (Finance - Procurement)
Sent: Monday, November 18, 2019 1:06 PM
To: Van Hook, Vada (Finance - Purchasing)
Cc: Cantlon, Judy (Finance - Contract Compliance)
Subject: Re: Intent to Award/Single Offer approval-RFQ# 8020 Off Road Equipment and Repair contract

Award to a single offeror is approved

Sent from my iPhone

On Nov 8, 2019, at 10:38 AM, Van Hook, Vada (Finance - Purchasing) <Vada.VanHook@nashville.gov> wrote:

Michelle,

May I please have your approval of the single offer? I have already received the intent to award letter from Judy.

Thanks,
Vada

From: Lane, Michelle (Finance - Procurement)
Sent: Wednesday, October 30, 2019 2:51 PM
To: Van Hook, Vada (Finance - Purchasing)
Cc: Cantlon, Judy (Finance - Contract Compliance)
Subject: RE: Intent to Award/Single Offer approval-RFQ# 8020 Off Road Equipment and Repair contract

Vada take another look at the evaluation incentive. It looks like it should be zero?

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: Van Hook, Vada (Finance - Purchasing)
Sent: Wednesday, October 30, 2019 1:10 PM
To: Lane, Michelle (Finance - Procurement)
Cc: Cantlon, Judy (Finance - Contract Compliance)
Subject: Intent to Award/Single Offer approval-RFQ# 8020 Off Road Equipment and Repair contract

Michelle,

I show that I forwarded Sandra's approval and Intent to Award to you on 10/23/2019 at 11:03 AM but it does not seem to be in my sent folder. Not sure what happened, but here it is again. Thanks.

RFQ # 8020 - Off Road Equipment and Repair contract, closed with a single bidder CMI Equipment Sales Inc. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to CMI Equipment Sales Ince. 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 letter for your signature as well, upon your approval of the sole bidder request.

Thank you,
Vada

From: Walker, Sandra (Finance - Procurement)
Sent: Wednesday, October 23, 2019 10:58 AM
To: Van Hook, Vada (Finance - Purchasing)
Subject: RE: Award justification review-RFQ# 8020 Off Road Equipement and Repair contract

Approved.

From: Van Hook, Vada (Finance - Purchasing)
Sent: Wednesday, October 23, 2019 9:20 AM
To: Walker, Sandra (Finance - Procurement)
Subject: Award justification review-RFQ# 8020 Off Road Equipement and Repair contract

Sandra,

Please see the attached award justification for your review. I will send Michelle the single offer approval upon your review.

Thanks,
Vada