

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

10/5/2020 | 3:15 PM CDT

Troy Dickens
Rush Truck Center Nashville
900 Expo Dr
Smyrna, TN 37167

Re: RFQ# 71154, Proprietary Parts and Repairs for Peterbilt Trucks

Dear Mr. Dickens:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 71154, Proprietary Parts and Repairs for Peterbilt Trucks. This letter hereby notifies you of Metro's intent to award to **Rush Truck Center Nashville** 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,

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						
Proprietary Parts and Repairs for Peterbilt Trucks; RFQ# 71154	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	1.00%	99.00%	\$364,082.30	\$367,723.12	\$364,082.30
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Rush Truck Center Nashville	\$ 364,082.30	\$0.00	\$0	\$0.00	\$364,082.30	Awarded

Conklin, Marissa (Finance-Procurement)

From: Lane, Michelle (Finance - Procurement)
Sent: Tuesday, September 8, 2020 7:45 PM
To: Conklin, Marissa (Finance-Procurement)
Subject: RE: Single Offer Approval for RFQ# 71154 Proprietary Parts and Repairs for Peterbilt Trucks

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, September 02, 2020 10:37 AM
To: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>
Subject: Single Offer Approval for RFQ# 71154 Proprietary Parts and Repairs for Peterbilt Trucks

Michelle,

RFQ# 71154 closed with a single bidder, Proprietary Parts and Repairs for Peterbilt Trucks. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Rush Truck Center Nashville . This ITB was solicited to registered vendors under the commodity code 78180000. An adequate pool of offerors had an opportunity to submit a response to the solicitation. Please review this single offer for approval.

Thank You.

From: Tinsley, Andrew J (Fleet Management) <Andrew.Tinsley@nashville.gov>
Sent: Tuesday, September 1, 2020 9:20 AM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>; Yancey, Charles (Fleet Management) <Charles.Yancey@nashville.gov>
Subject: RE: RFQ# 71154 Proprietary Parts and Repairs for Peterbilt Trucks

It appears that this is in line with industry standards. Please move forward with the award.

Thanks

Andrew Tinsley
General Services – Fleet Management
1417 Murfreesboro Pike
P.O. Box 196300
Nashville, TN 37219-6300

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Tuesday, September 1, 2020 8:05 AM
To: Yancey, Charles (Fleet Management) <Charles.Yancey@nashville.gov>; Tinsley, Andrew J (Fleet Management) <Andrew.Tinsley@nashville.gov>
Subject: RE: RFQ# 71154 Proprietary Parts and Repairs for Peterbilt Trucks

Please see the attached.

From: Yancey, Charles (Fleet Management) <Charles.Yancey@nashville.gov>
Sent: Monday, August 31, 2020 7:20 AM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>; Tinsley, Andrew J (Fleet Management) <Andrew.Tinsley@nashville.gov>
Subject: RE: RFQ# 71154 Proprietary Parts and Repairs for Peterbilt Trucks

Marissa, can we get a copy of the completed Bid Sheet with the hourly rates and delivery fees for review also? Thanks

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Friday, August 28, 2020 12:05 PM
To: Yancey, Charles (Fleet Management) <Charles.Yancey@nashville.gov>; Tinsley, Andrew J (Fleet Management) <Andrew.Tinsley@nashville.gov>
Subject: RFQ# 71154 Proprietary Parts and Repairs for Peterbilt Trucks

Happy Friday guys!

I've attached the Bid Tab and solicitation request form for the above solicitation. There was a single bidder, they submitted an amendment to 2 sections of the terms and conditions. Please review the Bid Tab and the amendment and let me know if 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