

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

2/4/2021 | 10:43 AM CST

Sharon Everest  
Smith Turf & Irrigation  
525 Fairground Court  
Nashville, TN 37211TN 37210

Re: RFQ 98211 Proprietary Parts and Repair Services for Toro Equipment

Dear Sharon Everest:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ 98211 Proprietary Parts and Repair Services for Toro Equipment. This letter hereby notifies you of Metro's intent to award Smith Turf & Irrigation, 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.

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, Daniel Drumwright, by email at Daniel.Drumwright2@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 cursive script 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](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

Enter Solicitation Title & Number Below						
RFQ 98211 Proprietary Parts and Repair Services for Toro Equipment.	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	0.00%	0.00%	\$1,467,611	\$1,467,611	\$1,467,611.12
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Smith Turf & Irrigation	\$1,467,611.12	\$0.00	\$0	\$0	\$1,467,611	Awarded

\* There was no BAO Assignment for this solicitation.

## **Drumwright, Daniel (Finance - Purchasing)**

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**From:** Lane, Michelle (Finance - Procurement)  
**Sent:** Tuesday, February 2, 2021 5:28 PM  
**To:** Drumwright, Daniel (Finance - Purchasing)  
**Cc:** Walker, Sandra (Finance - Procurement)  
**Subject:** RE: Single Bidder Award Approval: RFQ 98211 Proprietary Parts and Repair Services for Toro Equipment.

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 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37201  
Office- 615.862.5471

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**From:** Drumwright, Daniel (Finance - Purchasing) <Daniel.Drumwright2@nashville.gov>  
**Sent:** Tuesday, February 2, 2021 1:25 PM  
**To:** Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>  
**Cc:** Walker, Sandra (Finance - Procurement) <Sandra.Walker@nashville.gov>  
**Subject:** FW: Single Bidder Award Approval: RFQ 98211 Proprietary Parts and Repair Services for Toro Equipment.

Michelle,

RFQ #98212 closed with a single bidder, Smith Turf & Irrigation. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Smith Turf & Irrigation. This ITB was solicited to registered vendors under the commodity code 21100000. An adequate pool of offerors had an opportunity to submit a response. Do you approve the single offer?

Thanks,

### **Daniel Drumwright**

Procurement Officer II  
Department of Finance  
(615)862-6632  
[Daniel.Drumwright2@nashville.gov](mailto:Daniel.Drumwright2@nashville.gov)

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**From:** Walker, Sandra (Finance - Procurement) <[Sandra.Walker@nashville.gov](mailto:Sandra.Walker@nashville.gov)>  
**Sent:** Tuesday, February 2, 2021 10:42 AM  
**To:** Drumwright, Daniel (Finance - Purchasing) <[Daniel.Drumwright2@nashville.gov](mailto:Daniel.Drumwright2@nashville.gov)>  
**Subject:** RE: Single Bidder Award Approval: RFQ 98211 Proprietary Parts and Repair Services for Toro Equipment.

Approved.

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**From:** Drumwright, Daniel (Finance - Purchasing) <[Daniel.Drumwright2@nashville.gov](mailto:Daniel.Drumwright2@nashville.gov)>

**Sent:** Monday, February 1, 2021 3:14 PM

**Cc:** Walker, Sandra (Finance - Procurement) <[Sandra.Walker@nashville.gov](mailto:Sandra.Walker@nashville.gov)>

**Subject:** Single Bidder Award Approval: RFQ 98211 Proprietary Parts and Repair Services for Toro Equipment.

Sandra,

Please see the attached and advise.

Michelle,

RFQ #98212 closed with a single bidder, Smith Turf & Irrigation. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Smith Turf & Irrigation. This ITB was solicited to registered vendors under the commodity code 21100000. An adequate pool of offerors had an opportunity to submit a response. Do you approve the single offer?

Thanks,

**Daniel Drumwright**

Procurement Officer II

Department of Finance

(615)862-6632

[Daniel.Drumwright2@nashville.gov](mailto:Daniel.Drumwright2@nashville.gov)