

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

2/11/2021 | 6:44 PM CST

Shelby Cunningham  
Mid Tenn Ford Truck Sales, Inc  
1319 Foster Ave  
Nashville, TN 37210

**Re: RFQ# 98217, Proprietary Parts and Repair Services for Ford Vehicles and Ford Trucks**

Dear Mrs. Cunningham:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 98217, Proprietary Parts and Repair Services for Ford Vehicles and Ford Trucks. This letter hereby notifies you of Metro's intent to award to **Mid Tenn Ford Truck Sales Inc** for the portion of Ford Trucks 20,000 lb. GVW and above, 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.

Please Note, I have reviewed the responses submitted pursuant to the above issued solicitation. I have also reviewed all procurement documents related thereto. Please note that as Purchasing Agent, I am exercising discretion under the Metropolitan Procurement Code and Procurement Regulations, and consistent with the provisions of the solicitation itself to reject a portion of the offer presented by Mid Tenn Ford Truck Sales, Inc. Specifically, the portion of the offer that is being rejected is the Bid for Ford Vehicles (Trucks and Cars) up to 20,000 lb. GVW, as the bid is not in Metro's best interest to award this item.

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](mailto: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](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

Enter Solicitation Title & Number Below						
Proprietary Parts and Repair Services for Ford Vehicles and Ford Trucks; RFQ# 98217 (Over 20,000 lb GVW)	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	1.00%	99.00%	\$693,885.74	\$700,824.60	\$693,885.74
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Mid Tenn Ford Truck Sales Inc	\$ 693,885.74	\$0.00	\$0	\$0.00	\$693,885.74	Awarded

## Conklin, Marissa (Finance-Procurement)

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**From:** Yancey, Charles (Fleet Management)  
**Sent:** Monday, February 1, 2021 12:49 PM  
**To:** Conklin, Marissa (Finance-Procurement)  
**Subject:** RE: RFQ# 98217 Proprietary Parts and Repair Services for Ford Vehicles and Ford Trucks

Marissa,

Yes, we find the bid for the OVER 20,000 lb. Ford Vehicles fair and reasonable.

Thanks,  
Chuck

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**From:** Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>  
**Sent:** Monday, February 1, 2021 12:35 PM  
**To:** Yancey, Charles (Fleet Management) <Charles.Yancey@nashville.gov>  
**Subject:** RFQ# 98217 Proprietary Parts and Repair Services for Ford Vehicles and Ford Trucks

Chuck,

On the single bid for OVER 20,000 lb, do you find fair and reasonable?

Thank You.

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

## Conklin, Marissa (Finance-Procurement)

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**From:** Lane, Michelle (Finance - Procurement)  
**Sent:** Tuesday, February 9, 2021 4:32 PM  
**To:** Conklin, Marissa (Finance-Procurement)  
**Subject:** RE: Single Offer Approval request for RFQ# 98217 Proprietary Parts and Repair Services for Ford Vehicles and Ford 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 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37201  
Office- 615.862.5471

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**From:** Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>  
**Sent:** Monday, February 8, 2021 11:37 AM  
**To:** Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>  
**Subject:** Single Offer Approval request for RFQ# 98217 Proprietary Parts and Repair Services for Ford Vehicles and Ford Trucks

Michelle,

RFQ# 98217 closed with a single bidder, Proprietary Parts and Repair Services for Ford Vehicles and Ford Trucks. The department considers the single offer as fair and reasonable for the OVER 20,000 lb. bid on Ford Vehicles and are in agreement to move forward in awarding to Mid Tenn Ford Truck Sales Inc. 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.

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