

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

August 1, 2018

S Todd Moore
Moore Industrial Electronics LLC
P O Box 23149
Nashville, TN 37202
Re: **RFQ # 1036661, Electronic Parts Supplies and Equipment**

Dear Mr. Moore:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1036661 for Electronic Parts Supplies and Equipment. This letter hereby notifies you of Metro's intent to award to Moore Industrial Electronics 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 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 Jerval Watson, BAO Representative, at 615-862-5461 or at jerval.watson@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 Christina Alexander by email at christina.alexander@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, reading "Michelle A. Hernandez Lane", is positioned above the typed name.

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.

Electronic Parts Supplies and Equipment; RFQ# 1036661	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	3.00%	97.00%	\$345,262.56	\$355,620.44	\$345,262.56
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Moore Industrial Electronics LLC	\$345,262.56	\$0.00	\$0	\$0	\$345,262.56	Awarded

From: [Watson, Jerval \(Finance - Contract Compliance\)](#)
To: [Alexander, Christina \(Finance - Purchasing\)](#)
Subject: RE: BAO Compliance Review Request for RFQ 1036661 Electronic Parts Supplies and Equipment
Date: Wednesday, July 25, 2018 10:47:14 AM
Attachments: [image001.png](#)
[image002.png](#)

Good Morning Christina -

I have reviewed the bid for RFQ# 103661 Electronic Parts Supplies and Equipment and I have confirmed that the bidder, has no SBE participation on this solicitation.
Please let me know if you need anything additional. – JW

Best,

Jerval Watson
Business Development Officer
Department of Finance
Office of Minority and Women Business Assistance (BAO)
Metropolitan Nashville Davidson County Government
730 2nd Avenue South, 1st Floor; PO Box 196300
Nashville, TN 37219-6300
(P)615-862-5461; (F)615-862-6175



From: Alexander, Christina (Finance - Purchasing)
Sent: Wednesday, July 18, 2018 2:28 PM
To: Watson, Jerval (Finance - Contract Compliance)
Cc: Pittman, Genario (Finance - Procurement)
Subject: BAO Compliance Review Request for RFQ 1036661 Electronic Parts Supplies and Equipment

Jerval,

RFQ 1036661 Electronic Parts Supplies and Equipment closed, July 18, 2018, will you provide a Preliminary BAO Compliance Review.

See attached Bid Tab(s) as a reference.

Thanks

Christina Alexander

Procurement Officer
Department of Finance Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office - 615.862.6637

Alexander, Christina (Finance - Purchasing)

From: Lane, Michelle (Finance - Procurement)
Sent: Wednesday, August 1, 2018 11:48 AM
To: Cantlon, Judy (Finance - Contract Compliance); Alexander, Christina (Finance - Purchasing)
Subject: RE: RFQ 1036661 Electronic Parts, Supplies and Equipment Intent to Award Letter Signature Request

Award to a single offeror is approved. Judy, please prepare the award letter.

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: Cantlon, Judy (Finance - Contract Compliance)
Sent: Tuesday, July 31, 2018 1:10 PM
To: Lane, Michelle (Finance - Procurement)
Subject: FW: RFQ 1036661 Electronic Parts, Supplies and Equipment Intent to Award Letter Signature Request

From: Alexander, Christina (Finance - Purchasing)
Sent: Tuesday, July 31, 2018 1:09 PM
To: Cantlon, Judy (Finance - Contract Compliance)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RFQ 1036661 Electronic Parts, Supplies and Equipment Intent to Award Letter Signature Request

Judy,

Please see attached updated Intent to Award letter and below single offer approval request for Michelle:

Michelle,

RFQ 1036661 Electronic Parts, Supplies and Equipment closed with a fair and reasonable single offer, the department approved the fair and reasonable single offer, (see below email correspondence).

Do you approve the fair and reasonable single offer?

I have attached the Intent to Award letter and Award Justification files for RFQ 1036661 Electronic Parts, Supplies and Equipment. The Intent to Award letter is ready for your signature.

From: Alexander, Christina (Finance - Purchasing)
Sent: Wednesday, July 18, 2018 2:57 PM

To: Cuccia, Sal (MNPDP)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RE: 1036661 Electronic Parts Supplies and Equipment - Single Offer Acceptance

Sal,

Thanks, I will proceed with the procurement process.

Christina Alexander

Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.862.6637

From: Cuccia, Sal (MNPDP)
Sent: Wednesday, July 18, 2018 2:49 PM
To: Alexander, Christina (Finance - Purchasing)
Subject: Re: 1036661 Electronic Parts Supplies and Equipment - Single Offer Acceptance

Hi Christina,
Single reasonable offer is accepted.
Thank you for the assistance, Sal

On Jul 18, 2018, at 2:22 PM, Alexander, Christina (Finance - Purchasing) <Christina.Alexander@nashville.gov> wrote:

Sal,

RFQ 1036661 Electronic Parts Supplies and Equipment closed today July 18, 2018, with a fair and reasonable single offer.
Do you accept the single offer for RFQ 1036661 Electronic Parts Supplies and Equipment?

Christina Alexander

Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.862.6637

From: Cantlon, Judy (Finance - Contract Compliance)
Sent: Tuesday, July 31, 2018 11:53 AM
To: Alexander, Christina (Finance - Purchasing)
Subject: RE: RFQ 1036661 Electronic Parts, Supplies and Equipment Intent to Award Letter Signature Request

Chris,

Michelle asked that you use the new letter from the p drive and send a single offeror request.

Thanks,
Judy

From: Alexander, Christina (Finance - Purchasing)
Sent: Monday, July 30, 2018 9:45 AM
To: Cantlon, Judy (Finance - Contract Compliance)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RFQ 1036661 Electronic Parts, Supplies and Equipment Intent to Award Letter Signature Request

Judy,

I have attached the Intent to Award letter and Award Justification files for RFQ 1036661 Electronic Parts, Supplies and Equipment. The Intent to Award letter is ready for Michelle's signature.

Please let me know if there are any questions or concerns.

Christina Alexander

Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.862.6637

From: Pittman, Genario (Finance - Procurement)
Sent: Monday, July 30, 2018 9:37 AM
To: Alexander, Christina (Finance - Purchasing)
Subject: FW: RFQ 1036661 Electronic Parts, Supplies and Equipment Intent to Award Letter Signature Request

Christina,

The Award Justification is approved.

Genario Pittman
Senior Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.880.2641
genario.pittman@nashville.gov

From: Alexander, Christina (Finance - Purchasing)
Sent: Thursday, July 26, 2018 8:04 AM
To: Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>
Subject: RFQ 1036661 Electronic Parts, Supplies and Equipment Intent to Award Letter Signature Request

Genario,

See below ready to send to Judy for Michelle's signature:

Judy,

I have attached the Intent to Award letter and Award Justification files for RFQ 1036661 Electronic Parts, Supplies and Equipment. The Intent to Award letter is ready for Michelle's signature.

Please let me know if there are any questions or concerns.

Christina Alexander

Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615.862.6637