

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

February 7, 2019

Bret Davis
Johnstone Supply
1207 Fesslers Lane
Nashville, TN 37210
Re: **RFQ # 1047663, HVAC Equipment, Parts, and Supplies**

Dear Mr. Davis:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1047663 for HVAC Equipment, Parts, and Supplies. This letter hereby notifies you of Metro's intent to award to Johnstone Supply, 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 Brad Wall by email at brad.wall@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

RFQ # 1047663 - HVAC Equipment, Parts, and Supplies		
	Aspen Refrigerants, Inc.	Johnstone Supply
Contract Acceptance	Accepted	Accepted
Cost (35 Points)	13.04	28.00
Qualifications and Experience (30 Points)	12	30
Capacity to Perform (35 points)	12	30
Total (100 Points)	37.04	88.00

Aspen Refrigerants, Inc.

Strengths - The vendor provided a detailed overview of their firm. The firm provided a detailed list of manufacturers for refrigerants that they are an authorized dealer/representative. The firm provided detailed information about their online system and how Metro would be able to research materials through their system.

Weaknesses - The firm's description of their knowledge in providing the services requested in the scope of work lacked detail. The firm failed to address the HVAC parts portion of the scope of work; they only addressed the refrigerant portion. The firm failed to provide a list of key individuals that will be involved in providing the services requested in the scope of work, as well as an emergency point of contact. The firm failed to provide an organizational chart. The firm's description of their backorder process lacked detail. The firm's description of their approach to filling emergency orders lacked detail. The firm's approach to problems such as backordered items, items delivered incorrectly, and invoicing issues lacked detail. The firm's description of how they would fulfill orders in the event their online portal is unavailable for an extended period of time lacked detail.

Johnstone Supply

Strengths - The vendor provided a detailed overview of their firm. The firm provided a detailed description of their knowledge and capacity in providing the services requested in the scope of work. The firm provided a detailed list of manufacturers for which they are an authorized dealer/representative. The firm provided a detailed list of key individuals that will be involved in providing the services requested in the scope of work, as well as an emergency point of contact. The firm provided a detailed description of their inventory capabilities. The firm provided detailed information about their online system and how Metro would be able to research materials through their system. The firm provided detail information pertaining to filling emergency orders. The firm provided alternative options for filling orders in the event their online portal is unavailable for an extended period of time.

Weaknesses - The firm failed to provide an organizational chart. The firm's description of their backorder process lacked detail. The firm's approach to problems such as backordered items, items delivered incorrectly, and invoicing issues lacked detail.

Solicitation Number & Title			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ # 1047663 HVAC Equipment, Parts, and Supplies			28	7	35
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Aspen Refrigerants, Inc.	\$36,500.00	\$0.00	13.04	0.00	13.04
Johnstone Supply	\$16,995.00	\$0.00	28.00	0.00	28.00

Wall, Brad (Finance - Procurement)

From: Watson, Jerval (Finance - Contract Compliance)
Sent: Wednesday, January 09, 2019 2:26 PM
To: Wall, Brad (Finance - Procurement)
Subject: RE: SBE/SDV Assessment for RFQ # 1047663 HVAC Equipment, Parts, and Supplies

Good Afternoon Brad -

I have reviewed the bid for the RFQ # 1047663 HVAC Equipment, parts, and Supplies and I have confirmed that there is no SBE participation. Let me know if you have any additional questions.

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: Wall, Brad (Finance - Procurement)
Sent: Thursday, January 3, 2019 3:28 PM
To: Watson, Jerval (Finance - Contract Compliance)
Subject: SBE/SDV Assessment for RFQ # 1047663 HVAC Equipment, Parts, and Supplies

Jerval,

RFQ # 1047663 closed with two bidders. The two bidders were **Aspen Refrigerants, Inc.** and **Johnstone Supply**. Neither firm proposed any SBE/SDV participation on the project. Will you please provide me with an official response from the BAO regarding the SBE/SDV cost incentive assigned on this project?

I have attached the bid tab to this email for your viewing. Please let me know if you need anything else from me.

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County