



**Notice of Intent to Award**

Solicitation Number	243246	Award Date	8/9/2022   6:34 AM CDT
Solicitation Title	Mobile Crane and Utility Bucket Truck Safety Inspections		
Buyer Name	Marissa Conklin	Buyer Email	Marissa.conklin@nashville.gov
BAO Rep	Christopher Wood	BAO Email	Christopher.wood@nashville.gov

**Awarded Supplier(s)**

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Diversified Inspections/Independent Testing Labs Inc. dba IIA - Fire Department Testing S	Company Contact	Brian Molcany	
Street Address	16140 N Arrowhead Fountain Center			
City	Peoria	State	AZ	Zipcode 85382

Company Name		Company Contact		
Street Address				
City		State		Zipcode

Company Name		Company Contact		
Street Address				
City		State		Zipcode

**Certificate of Insurance**

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

**Equal Business Opportunity Program**

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.  No, the EBO Program is not applicable.

**Monthly Reporting**

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.  No, monthly reporting is not applicable.

**Public Information and Records Retention**

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

**Right to Protest**

Per MCL 4.36.010 – 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.

MLL Supervisor (Initial)

Michelle A. Hernandez Lane  
Michelle A. Hernandez Lane  
Purchasing Agent & Chief Procurement Officer

Enter Solicitation Title & Number Below						
Mobile Crane and Utility Bucket Truck Safety Inspections; RFQ# 243246	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	0.00%	0.00%		\$0.00	\$2,495.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Diversified Inspections Independent Testing Labs Inc.	\$ 2,495.00	\$0.00	\$0	\$0.00	\$2,495.00	Awarded

\*\*Bid is based on an annual amount\*\*

## Conklin, Marissa (Finance-Procurement)

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**From:** Lane, Michelle (Finance - Procurement)  
**Sent:** Thursday, July 28, 2022 6:03 PM  
**To:** Conklin, Marissa (Finance-Procurement)  
**Cc:** Clay, Gary (Finance)  
**Subject:** RE: Approval of Single Offer RFQ# 243246 Mobile Crane and Utility Bucket Truck Safety Inspections

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:** Friday, July 15, 2022 11:22 AM  
**To:** Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>  
**Subject:** FW: Approval of Single Offer RFQ# 243246 Mobile Crane and Utility Bucket Truck Safety Inspections

Michelle,

RFQ# 243246 closed with a single bidder, Mobile Crane and Utility Bucket Truck Safety Inspections. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Diversified Inspections Independent Testing Labs Inc. dba IIA – Fire Department Testing Services . 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.

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**From:** Tinsley, Andrew J (Fleet Management) <[Andrew.Tinsley@nashville.gov](mailto:Andrew.Tinsley@nashville.gov)>  
**Sent:** Friday, July 15, 2022 6:40 AM  
**To:** Conklin, Marissa (Finance-Procurement) <[Marissa.Conklin@nashville.gov](mailto:Marissa.Conklin@nashville.gov)>  
**Subject:** RE: RFQ# 243246 Mobile Crane and Utility Bucket Truck Safety Inspections

Appears good.

Thanks  
Andrew

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**From:** Conklin, Marissa (Finance-Procurement) <[Marissa.Conklin@nashville.gov](mailto:Marissa.Conklin@nashville.gov)>  
**Sent:** Thursday, July 14, 2022 6:32 PM  
**To:** Tinsley, Andrew J (Fleet Management) <[Andrew.Tinsley@nashville.gov](mailto:Andrew.Tinsley@nashville.gov)>  
**Subject:** RFQ# 243246 Mobile Crane and Utility Bucket Truck Safety Inspections

Andrew,

Please review the attached Bid form for the above solicitation. This closed with a single offer, so please let me know if you find this fair and reasonable.

Also they acknowledge the below about being licensed and certifications.

Diversified Inspections technicians are SNT-TC-1A Level II (equivalent to ASNT)

Marissa Conklin  
Procurement Officer II  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
615-880-3130

**Certificate Of Completion**

Envelope Id: 7C2A51193472477A864121F9F1555475	Status: Completed
Subject: Intent to Award - RFQ # 243246 Mobile Crane and Utility Bucket Truck Safety Inspections	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Marissa Conklin
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	marissa.conklin@nashville.gov
	IP Address: 170.190.198.190


**Record Tracking**

Status: Original	Holder: Marissa Conklin	Location: DocuSign
8/3/2022 10:38:36 AM	marissa.conklin@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Gary Clay		Sent: 8/3/2022 10:39:59 AM
gary.clay@nashville.gov		Viewed: 8/3/2022 11:08:31 AM
Asst. Purchasing Agent		Signed: 8/3/2022 11:12:38 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Uploaded Signature Image	
	Using IP Address: 170.190.198.185	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Michelle A. Hernandez Lane		Sent: 8/3/2022 11:12:39 AM
michelle.lane@nashville.gov		Viewed: 8/9/2022 6:33:22 AM
Chief Procurement Officer/Purchasing Agent		Signed: 8/9/2022 6:34:03 AM
Metro	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 104.176.252.12	
	Signed using mobile	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	8/3/2022 10:39:59 AM
Certified Delivered	Security Checked	8/9/2022 6:33:22 AM
Signing Complete	Security Checked	8/9/2022 6:34:03 AM
Completed	Security Checked	8/9/2022 6:34:03 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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