



### Notice of Intent to Award

|                     |                         |             |                            |
|---------------------|-------------------------|-------------|----------------------------|
| Solicitation Number | 269241                  | Award Date  | 11/30/2022   2:32 PM CST   |
| Solicitation Title  | Bagged Ice and Freezers |             |                            |
| Buyer Name          | Von L. Bell             | Buyer Email | von.bell@nashville.gov     |
| BAO Rep             | Angie Martin            | BAO Email   | Angie.Martin@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   | Jerry Cavender's Ice Services   | Company Contact | Jerry Cavender |
| Street Address | 1302 Baptist World Center Drive |                 |                |
| City           | Nashville                       | State           | TN             |
|                |                                 | Zipcode         | 37207          |

|                |  |                 |  |
|----------------|--|-----------------|--|
| 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 |                      |                      |                           |                         |                             |                     |
|---|----------------------|----------------------|---------------------------|-------------------------|-----------------------------|---------------------|
| Min. SBE/SDV Participation              | Incentive Percentage | Incentive Calculator | Lowest Bid                | MACP                    | Winning Bid                 |                     |
| <b>0.0%</b>                             | <b>10.00%</b>        | <b>0.00%</b>         | <b>\$15,195.49</b>        | <b>\$0.00</b>           | <b>\$15,195.49</b>          |                     |
| Offeror's Name                          | Bids                 | SBE                  | Participation Requirement | Participation Incentive | Incentive Evaluation Amount | Status of ITB Award |
| Jerry Cavender's Ice Service            | \$15,195.49          | \$0.00               | \$0                       | \$0                     | \$15,195.49                 | <b>Awarded</b>      |

**BAO Small Business Assessment Sheet**

BAO Specialist: Angie Martin

Contract Specialist: Von Bell

Date: 11/14/22

Department Name: MWS

RFP/ITB Number: 269241

Project Name: Bagged Ice and Freezers

| Primary Contractor*          | Prime Bid Amount | Total Proposed SBE (\$) | SBE Subs approved? | SBE (%) | Comments   |
|------------------------------|------------------|-------------------------|--------------------|---------|--|
| Jerry Cavender's Ice Service | \$ 15,195        | \$0.00                  | NA                 | 0%      | Prime is not a metro approved SBE and will perform 100% of the work. |

**From:** [Lane, Michelle \(Finance - Procurement\)](#)  
**To:** [Bell, Von \(Finance\)](#)  
**Subject:** Re: RFQ 269241 Bagged Ice and Freezers  
**Date:** Tuesday, November 29, 2022 9:55:01 AM  
**Attachments:** [image001.png](#)

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Award to a single bidder is approved

Get [Outlook for iOS](#)

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**From:** Bell, Von (Finance) <Von.Bell@nashville.gov>  
**Sent:** Monday, November 14, 2022 9:26:37 AM  
**To:** Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>; Cantlon, Judy (Finance - Contract Compliance) <Judy.Cantlon@nashville.gov>  
**Cc:** Clay, Gary (Finance) <Gary.Clay@nashville.gov>  
**Subject:** FW: RFQ 269241 Bagged Ice and Freezers

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Per **R4.12.011.03.1. RFQ 269241** Bagged Ice and Freezers with a single bidder, Jerry Cavender's Ice Services. Please note, the department contact Stephanie Belcher considers the offer is fair and reasonable and agrees to proceed with the procurement process. I have also attached the required documentation for determination; bid tab and bao final assessment.

Thanks,

*Von L. Bell*  
Procurement Officer II (Buyer)  
Department of Finance  
Procurement Division  
Metropolitan Government, Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, St 101  
Nashville, TN 37201  
Office-615-862-6463

*Do what you are supposed to do when you are supposed to do it; because when you don't, it impacts others!!!*

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**From:** Belcher, Stephanie (WS) <stephanie.belcher@nashville.gov>

**Sent:** Monday, October 17, 2022 7:43 AM  
**To:** Bell, Von (Finance) <Von.Bell@nashville.gov>  
**Subject:** RE: RFQ 269241 Bagged Ice and Freezers

This offer is fair and reasonable.  
Thank you Von!!

Stephanie Belcher  
Business & Finance Division  
1600 2<sup>nd</sup> Ave North  
Nashville, TN 37208  
p. 615-862-4513  
[stephanie.belcher@nashville.gov](mailto:stephanie.belcher@nashville.gov)



**Sensitive banking information should never be forwarded, attached to, or be in the body of emails. The iSupplier system is vendor managed and the vendor is responsible for attaching its sensitive information to its profile. This control is for security purposes.**

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**From:** Bell, Von (Finance) <[Von.Bell@nashville.gov](mailto:Von.Bell@nashville.gov)>  
**Sent:** Friday, October 14, 2022 2:42 PM  
**To:** Belcher, Stephanie (WS) <[stephanie.belcher@nashville.gov](mailto:stephanie.belcher@nashville.gov)>  
**Subject:** RFQ 269241 Bagged Ice and Freezers  
**Importance:** High

Stephanie,

RFQ 269241 (Bagged Ice and Freezers) closed on September 26, 2022 at 2:00 PM with a single bidder. Please review the attached documents that were submitted. Please let me know if the department considers the offer to be fair and reasonable for approval to proceed with the procurement process.

Thanks,

*Von L. Bell*  
Procurement Officer II (Buyer)  
Department of Finance

Procurement Division  
Metropolitan Government, Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, St 101  
Nashville, TN 37201  
Office-615-862-6463

*Do what you are supposed to do when you are supposed to do it; because when you don't, it impacts others!!!*


**Certificate Of Completion**

|   |                              |
|---|------------------------------|
| Envelope Id: E1E3B6F7D76245D6804B0163BE465EE5                     | Status: Completed            |
| Subject: Intent to Award - RFQ # 269241 for Bagged Ice & Freezers |                              |
| Source Envelope:  |                              |
| Document Pages: 6   | Signatures: 1                |
| Certificate Pages: 2  | Initials: 1                  |
| AutoNav: Enabled  | Envelope Originator:         |
| Envelope Stamping: Enabled  | Von Bell                     |
| Time Zone: (UTC-06:00) Central Time (US & Canada)                 | 730 2nd Ave. South 1st Floor |
|   | Nashville, TN 37219          |
|   | von.bell@nashville.gov       |
|   | IP Address: 170.190.198.185  |


**Record Tracking**

|                                      |  |                    |
|--------------------------------------|--|--------------------|
| Status: Original                     | Holder: Von Bell   | Location: DocuSign |
| 11/30/2022 12:38:21 PM               | von.bell@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: 11/30/2022 12:41:38 PM  |
| Gary.Clay@nashville.gov                              |   | Viewed: 11/30/2022 1:27:51 PM |
| Asst. Purchasing Agent                               |   | Signed: 11/30/2022 1:30:23 PM |
| 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: 11/30/2022 1:30:24 PM   |
| michelle.lane@nashville.gov                          |   | Viewed: 11/30/2022 2:32:16 PM |
| Chief Procurement Officer/Purchasing Agent           |   | Signed: 11/30/2022 2:32:46 PM |
| Metro  | Signature Adoption: Pre-selected Style  |                               |
| Security Level: Email, Account Authentication (None) | Using IP Address: 170.190.198.190   |                               |

**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 | 11/30/2022 12:41:38 PM |
| Certified Delivered            | Security Checked | 11/30/2022 2:32:16 PM  |
| Signing Complete               | Security Checked | 11/30/2022 2:32:46 PM  |
| Completed                      | Security Checked | 11/30/2022 2:32:46 PM  |

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