



**Notice of Intent to Award**

Solicitation Number	357256	Award Date	1/3/2024   12:33 PM CST
Solicitation Title	Supply and Install HVAC Filters and Filter Replacements		
Buyer Name	Marissa Conklin	Buyer Email	Marissa.conklin@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	FilterPro USA, LLC	Company Contact	Wilson Meadows	
Street Address	4510 Helton Dr			
City	Florence	State	AL	Zipcode 35630

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

Solicitation Title & Number	SBE/SDV Requirement	RFP Cost Points
RFQ 357256; Supply and Install HVAC Filters and Filter Replacements	3%	40

Offeror's Name	Total Bid Amount	RFP Cost Points
FilterPro USA LLC	\$4,438,194.80	40.00
Akers Advisory Group LLC dba City V	\$5,201,327.97	34.13

**RFQ 357256 Supply and Install HVAC Filters and Filter Replacements**

**Evaluation Committee Scoring Sheet**

Offeror	Akers Advisory Group LLC dba City Wide Facility Solutions of Nashville	FilterPro USA LLC
Contract Acceptance (Yes/No)	Yes	Yes
Cost (40)	34.13	40.00
Service Delivery (30)	22.00	28.00
Qualifications and Experience (30)	18.00	27.00
<b>Total Evaluation Scores</b>	<b>74.13</b>	<b>95.00</b>

**Evaluation Comments**

Akers Advisory Group LLC dba City Wide Facility Solutions of Nashville
<b>Strengths</b>
In Service Delivery section, responded to every bullet point and described the plan for providing the services requested. In Qualifications and Experience section, listed specific projects, and provided firm's experience.
<b>Weaknesses</b>
In Service Delivery section, lack of details, firm talks about replacing HVAC filters as projects, however this is an ongoing all year around contract. The firm states they would select different people for different projects, there would not be a dedicated team to send to Metro buildings. In Qualifications and Experience section, listed projects, however not the size of scope that Metro is looking for, lacks details on bullet points, list their employees from project managers to sales but not technicians that would be doing the work be requested.
FilterPro USA LLC
<b>Strengths</b>
In Service Delivery section, very detailed on all bullet points, detailed process/plan for employees. In Qualifications and Experience section, detailed, great experience, detailed regional work and where their warehouse is located. Provide staff chart, very experienced employees.
<b>Weaknesses</b>
In Service Delivery section, had section targeted for school proposal not what was being propped. In Qualifications and Experience section, requested list of main contact, service and billing contact, this section lacked details and contact information.



# Statement of M/WBE Utilization

Proposer's/Firm's Name: <b>Filter Pro USA</b>	Proposer's Phone #: <b>256-767-5122</b>
Solicitation Title: <b>Supply and install HVAC Filters and Filter Replacement</b>	Proposer's Email Address: <b>Ops@filterpro.com</b>
Solicitation #: <b>357256,3</b>	Amount Self-performed: <b>685954.28</b>
Proposer's/Firm's Ownership: <b>Non-M/WBE</b>	Total Bid Amount: <b>835,954.28</b>
<b>Proposed EBO Goal (%)</b> : 10 <b>MBE%</b> 7 <b>WBE%</b>	EBO Goal Met? (Y/N) <b>NO</b>

The following MWBE\* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

MBE/WBE Firm Name	MBE/WBE Firm Address	Phone/E-Mail	Certificate		Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
			Type (MBE or WBE)	* MBE/WBE Group Type *				
1 <b>A Action Air</b>	2601 Cruzen St Nashville TN 37211	304-703-0247/aactionair@yahoo.c	MBE	1	72151200/72154061	Installation of HVAC Filters	150,000	18%
2			Select	Select				
3			Select	Select				
4			Select	Select				
5			Select	Select				
6			Select	Select				
7			Select	Select				

I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.

Authorized Representative (Printed Name/Title/Signature) <b>Wilson Meadows</b>	Date <b>12/28/2023</b>
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\*Note: MWBE is defined as business enterprise maintaining a significant business presence in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

<b>For Internal Office Use ONLY</b>	
Has Prime Complied with EBO Goal? <b>NO</b>	If No, Good Faith Efforts Met? <b>YES</b>

**BAO Representative:** Angie Martin      **Metro Buyer:** Marissa Conklin      **Project Manager:** Ava Elsaghir      **Date:** 12/29/23

<b>Total MBE Subcontracting</b>	18 _____ %	\$ 150000 _____
<b>Total WBE Subcontracting</b>	0 _____ %	\$ 0 _____
<b>Total MBE/WBE Participation:</b>	18 _____ %	\$ 150000 _____

**BAO Notes:**

METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS

SUMMARY SHEET

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**(Due with Bid Submission if Applicable)**

<b>Project Name:</b> Supply and Install HVAC Filters and Replacements		<b>Project Number:</b> 357256,3	
<b>Company Name:</b> Filter Pro USA		<b>Date Submitted:</b> 12/28/2023	<b>Total Contract Value:</b> 835,954.28
<b>Address:</b> 4510 Helton Drive Forence Al 35630		<b>Federal Tax ID#</b> 47-1180523	
<b>Contact Person:</b> Brian Pearson	<b>Email:</b>	<b>Phone #:</b> 256-767-5122	

**GOOD FAITH EFFORTS SUMMARY SHEET**

Number	Bidder Action(s)	BAO Only
1.	<p><b>Solicitation and written notice to available and certified MWBEs:</b>                      Soliciting specific individual MWBEs whose availability as potential sources of goods or services can be reasonably ascertained. This measure includes sending letters or making other personal contacts with specific certified MWBEs including those that the Bidder has contracted with in the past as well as other MWBEs with which the Bidder may be unfamiliar, but whose identities can be ascertained from a directory of certified MWBEs maintained by the BAO.</p> <p>The written notices contain:</p> <ul style="list-style-type: none"> <li>I. Enough information about the plans, specs, and terms &amp; conditions of the solicitation;</li> <li>II. A contact person knowledgeable of the project documents available to answer questions about the condition of the contract;</li> <li>III. Information regarding the Bidder's bonding requirements;</li> <li>IV. The deadline for submission of price quotations.</li> </ul>	Pass

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Company Name/Address/Contact Person/Phone/Email	Type of Business	Type of Work/Service(s) Solicited	How Business was contacted (i.e. email, phone, letter, etc.?)	Response to Solicitation (i.e. will submit bid, no response, not interested)	Bid/Quote Amount	Company Selected (Write Yes or NO)
Aaction Air/2601 Cruzenst nashville Tn 37211/Rickie Bowser/304-703-0247/aaction@yahoo.com	MBE <input type="checkbox"/>	Install	Phone	partnered	150,000.00	YES <input type="checkbox"/>
	Select					Select

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<b>GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST</b>		
<b>Number</b>	<b>Bidder Action(s)</b>	<b>BAO Only</b>
2.	<b>Meetings:</b> Attended or held informational meetings to update potential subcontractors or vendors of subcontracting or supply opportunities.	Pass

**List all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Company Name/Address/Contact Person/Phone Number/Email	Description of Meeting Notices for M/W/SDVEs	Date M/W/SDVE Attended, if applicable
Aaction Air/2601 Cruzen St Nashville TN 37211/Rickie Bowser/304-703-0247/aaction@yahoo.com	Numerous digital conferences to discuss and analyze scope of project and capacity to perform.	10/09/2023

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3.	<b>Unbundling.</b> Divided the contract, in accordance with normal industry practice, into small, economically feasible segments that could be performed by MWBEs. Under no circumstances, however, shall a bidder segment work solely for the purpose of utilizing MWBEs as subcontractors where such segmentation is not in accordance with common and accepted industry practices relating to the utilization of other firms as subcontractors.	Pass

**What Scope of Project Was Divided?**

1. Filter Pro provide and deliver HVAC filters	2. AAction installing and Coil Cleaning
3.	4.
5.	6.

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Number	Bidder Action(s)	BAO Only
4.	<b>Rejection:</b> Provided a written explanation for rejection of any potential subcontractor or vendor to the Bidder, including the name of the firm awarded the subcontract or supply agreement.	N/A

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

M/WBE Firm Name/Address/Contact Person/Phone Number/Email	Description of Proposed Work	Reason for Rejection
n/a		



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5.	<b>Non-discrimination:</b> Providing a non-discriminatory work site. Maintaining a work environment free of harassment, intimidation and coercion at all construction sites, offices and other facilities at which the Bidder's employees are assigned to work. The Bidder shall specifically ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the Bidder's obligation to maintain a non-discriminatory work environment.	Pass

**For each training, list the type of training and date.**

Type of Training	Date of Training
Workplace Harassment Training (upon award)	01/25/2024
FilterPro and A-Action are both Equal Opportunity Employers	12/01/2023

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6.	<b>Community and Other Organizational Services Support:</b> Advertising in trade publications of general circulation in the Program Area. The advertisement shall identify and describe the specific subcontracting or other opportunity in reasonable detail.	Fail

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Publication Name	Date of Publication	Please provide copy.
N/A		

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7.	<b>Assistance: Bonding/Lines of Credit/Insurance:</b> Providing reasonable assistance to a MWBE in need of equipment, supplies, bonding, letters of credit and/or insurance.	Pass

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Company Name/Address/Contact Person/Phone Number/Email	Type of Assistance
Aaction Air/2601 Cruzenst nashville Tn 37211/Rickie Bowser/304-703-0247/aaction@yahoo.com	Filter Pro partners with A-Action Air to ensure the success of the performance of the scope of work. FilterPro provides reasonable assistance paying for Storage facility, supplies, and equipment as necessary

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8.	<b>Database Utilization</b> Accessed all reasonable and available means to include, but not limited to the following examples: <a href="https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office/SMWBE-Lists-and-Forms.aspx">https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office/SMWBE-Lists-and-Forms.aspx</a> or <a href="https://nashville.diversitycompliance.com/">https://nashville.diversitycompliance.com/</a>	Pass

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Database Accessed	Date of Access	Results
Nashville.Gov Office of Minority and Womess Business Assistance (BAO)	12/29/23	A-Action Air is registered as MBE

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9.	<b>Mentor Protégé' Relationship/Technical Assistance:</b> Providing reasonable technical assistance to a MWBEs to ameliorate any deficiencies of technical knowledge or advance skill, where such assistance is undertaken by the Bidder to facilitate the MWBE's successful participation on a project or contract.	Pass

**For each MBE/WBE firm assisted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Company Name	Type of Assistance	If Mentor Protégé' Agreement Reached, Please Provide Copy.
A-Action Air HVAC	FilterPro provides A-Action Air with technical knowledge and expertise related to air filtration specs and Best Practices Installation guidelines as set by the National Air Filtration Association in the NCT Training Manuals. (NAFAHQ.org)	n/a

It is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms' responses to our solicitation. Copies of all bids and/or quotes will be made available upon request.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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## BAO Small Business Assessment Sheet

BAO Specialist: Angie Martin
Contract Specialist: Marissa Conklin
Date: 12/29/23

Department Name: General Services
RFP/ITB Number: 357256

Project Name: Supply and Install HVAC Filters and Filter Replacements					
Primary Contractor*	Prime Bid Amount	Total Proposed SBE/SDV (\$)	Acknowledged SBE/SDV Requirement	SBE/SDV Requirement (%)	Comments
FilterPro USA, LLC	\$ 4,438,195	TBD	Yes	3%	The prime <b>IS NOT</b> a metro Approved SBE. Acknowledged 3% SBE/SDV requirement over life of the project and consequences of misrepresentation.

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