



Notice of Intent to Award

Solicitation Number	376381	Award Date	7/11/2024 11:35 AM CDT
Solicitation Title	Invasive Plant Control		
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	Graham S. Ward dba Outdoor Solutions LLC	Company Contact	Graham Ward
Street Address	1715 Halls Mill Road		
City	Unionville	State	TN
		Zipcode	37180

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.

 AC Supervisor (Initial)

Dennis Rowland
 Dennis Rowland
 Purchasing Agent & Chief Procurement Officer

Solicitation Title & Number	RFP Cost Points	RFP SBE/SDV Points	Total RFP Cost Points
RFQ 376381; Invasive Plant Control	32	8	40
Offeror's Name	Total Bid Amount		RFP Cost Points
Graham S. Ward dba Outdoor Solutions LLC	\$43,102.69	\$0.00	32.00

**RFQ 376381; Invasive Plant Control
Evaluation Committee Scoring Sheet**

Offeror	Graham S. Ward dba Outdoor Solutions LLC
Contract Acceptance (Yes/No)	Yes
Cost (40)	32.00
Qualifications and Experience (30)	30.00
Methodology and Approach (30)	30.00
Total Evaluation Scores	92.00

Evaluation Comments

Graham S. Ward dba Outdoor Solutions LLC
Strengths
Methodology and Approach section, detailed description of requirements for the scope. Details project manager methodology. In Qualifications and Experience section, detailed overview of firm's previous projects. Detailed list of team's organizational structure and capacity to perform.
Weaknesses
No weaknesses.

BAO Small Business Assessment Sheet

BAO Specialist: Angie Martin

Contract Specialist: Marissa Conklin

Date: 7/1/24

Department Name: Metro Parks

RFP/ITB Number: 376381

Project Name: Invasive Plant Control

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Outdoor Solutions LLC	\$43,103.00	\$43,103.00	NA	100%	The prime IS a Metro Approved SBE, but no subcontractor utilization is proposed.



Statement of M/WBE Utilization

Proposer's/Firm's Name: Outdoor Solutions
 Solicitation Title: Invasive Plant Control
 Solicitation #: RFQ 376381
 Proposer's/Firm's Ownership: **Non-M/WBE**
Proposed EBO Goal (%): 11 MBE% 5 WBE%
 Proposer's Phone #: 615-419-0032
 Proposer's Email Address: outdoorsolutionsward@gmail.com
 Amount Self-performed : 100%
 Total Bid Amount: 43102.69
 EBO Goal Met? (Y/N) **NO**

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

Certificate Type (MBE or WBE)		Phone/E-Mail	MBE/WBE Firm Address	MBE/WBE Firm Name	* MBE/WBE Group Type *	Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
1	Select			NA	Select				
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) **Graham Ward** *Please ensure to save the document as a PDF and refrain from printing and signing it.*

Date: 06/11/2024

*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.

For Internal Office Use ONLY

If No, Good Faith Efforts Met? **YES**

Has Prime Complied with EBO Goal? **NO**

BAO Representative: **Angie Martin**

Metro Buyer: **Marissa Conklin**

Project Manager: **Phil Luckett**

Date: 06/24/24

Total MBE Subcontracting 0 %
 Total WBE Subcontracting 0 %
 Total MBE/WBE Participation: 0 %

BAO Notes:

METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS

SUMMARY SHEET

THIS DOCUMENT MUST BE ACCURATELY COMPLETED, SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL
 (Due with Bid Submission if Applicable)

Project Name: Invasive Plant Control		Project Number: RFQ376381	
Company Name: Outdoor Solutions	Date Submitted:		Total Contract Value: \$43,102.69
Address: 1715 Halls Mill Rd. Unionville, TN 37180		Federal Tax ID# 37-1230124	
Contact Person: Graham Ward	Email:	Phone #: 615-419-0032	

GOOD FAITH EFFORTS SUMMARY SHEET

Number	Bidder Action(s)	BAO Only
1.	<p>Solicitation and written notice to available and certified MWBEs: 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"> I. Enough information about the plans, specs, and terms & conditions of the solicitation; II. A contact person knowledgeable of the project documents available to answer questions about the condition of the contract; III. Information regarding the Bidder's bonding requirements; IV. The deadline for submission of price quotations. 	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.

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)
NA	Select	NA	NA	NA	NA	Select
NA	Select	NA	NA	NA	NA	Select

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2.	Meetings: 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
Outdoor Solutions Graham Ward 1715 Halls Mill Rd. Unionville, TN Graham Ward 615-419-0032 outdoorsolutionsgward@gmail.com	Pre-Offer Meeting	05/28/2024

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3.	Unbundling. 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. Forestry Mulching	2. Tree Planting
3.	4.
5.	6.

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4.	Rejection: 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
NA		

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5.	Non-discrimination: 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
Have 23 herbicide applicators currently registered with TN Dept. of Agriculture. 20 Latin American	03/01/2024
3 Caucasian. We have Spanish and Bi-Lingual employees.	

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6.	Community and Other Organizational Services Support: 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.
NA		

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

Company Name/Address/Contact Person/Phone Number/Email	Type of Assistance
NA	NA

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8.	<p>Database Utilization Accessed all reasonable and available means to include, but not limited to the following example: https://nashville.diversitycompliance.com/</p>	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
All In One Lawncare LLC 207 East Old Hickory Blvd. Madison, TN 37115	06/24/24	Per Tracy 615-586-1723 not taking on new work now. Check back at another time.
Beard Property Maintenance Inc. 2808 Foster Avenue Nashville, TN 37210	06/20/2024	Left message 615-331-6289. No return response received
A & R Services 4064 Morning Hollow Rd. Pegram, TN 37143	06/21/2024	Per Alisa 615-394-8830 not interested in planting trees.
Matthews Clearing & Excavating 427 Grady Brown Rd. Oneta, AL 35952	06/21/2024	Per Roxanne 615-456-0881 Pricing was extremely high. Cannot use.

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9.	Mentor Protégé' Relationship/Technical Assistance: 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.	N/A

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.
NA		

By submitting this 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. Failure to provide BAO requested documentation may result in noncompliance

Please ensure to save the document as a PDF and refrain from printing and signing it.