



Shelby County Government

MARK H. LUTTRELL, JR.
MAYOR

June 28, 2016

Mr. Paul Derryberry
Union Auto Parts
1901 I A C Drive
Memphis, TN 38116

RE: RFP #16-004-68, On-Site Automotive Parts Warehouse

Dear Mr. Derryberry:

We are pleased to inform you that your firm has been selected to provide an **On-Site Automotive Parts Warehouse for Shelby County Fleet Services**, which was issued on the above-described RFP.

A contract for these services will be forwarded to your office for your review and approval. Until then, no work should begin on this project until you receive an official "Notice to Proceed," along with a fully negotiated and executed copy of the contract.

Thank you for your proposal and congratulations on your selection. Shelby County Government looks forward to the successful and timely delivery of this very important service and your company's efforts in reaching this goal.

If you have any questions regarding this letter, please contact Ms. Tosha Davenport @ (901) 222-2260.

Sincerely,

Clifton Davis
Administrator of Purchasing
Shelby County Government

CD/shw

cc: Tom Moss, Administrator, Support Services
Andy Ward, Deputy Administrator, Support Services
Becky Potter, Manager, Support Services
Lee Rankin Hopson, Contracts Administrator
Tonya Blunt, Contracts Administration

VASCO A. SMITH, JR. ADMINISTRATION BUILDING
160 North Main Street + Memphis, TN 38103
www.shelbycountyttn.gov



Purchasing Department
 160 N. Main, Suite 900 (901) 222-2250
 Memphis, TN 38103 Fax (901) 222-2064

Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Memorandum

To: Honorable Mark H. Luttrell, Jr.
Shelby County Mayor

From: Clifton Davis, Administrator
Purchasing Department

Date: July 06, 2016

Re: RFP #16-004-68 On-Site Automotive Parts Warehouse (Revised)

Subsequent to your approval of the recommendation memorandum for RFP 16-004-68 "On-Site Automotive Parts Warehouse" dated on June 27, 2016, it was noted that the amount column should be identified as a sampling amount for evaluation purposes, and the total amount of the award should not exceed \$ 500,000.00.

All other information remains in effect. Please approve this recommended change by signing in the space designated below.

A copy of the department's recommendation letter is attached.

Please indicate your approval or disapproval of this selection in the space provided below:

APPROVED: ✓

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: 7-7-16

Mark H. Luttrell, Jr., Mayor

cc: Tom Moss, Administrator
Andy Ward, Deputy Administrator

Issued by: Tosha Davenport, Purchasing Specialist
RFP 16-004-68



Purchasing Department

160 N. Main, Suite 900
Memphis, TN 38103

(901) 222-2250
Fax (901) 222-2064

Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Memorandum

To: Honorable Mark H. Luttrell, Jr.
Shelby County Mayor

From: Clifton Davis, Administrator
Purchasing Department 

Date: June 27, 2016

Re: RFP #16-004-68 On-Site Automotive Parts Warehouse

Shelby County Government solicited written proposals, on a competitive basis, from qualified vendors to provide services for RFP 16-004-68 "On-Site Automotive Parts Warehouse" for the Shelby County Fleet Services Department. In addition to being advertised on Shelby County Government's website, seventy-six (76) notifications were sent directly to the vendors.

Three (3) responses were received from for RFP 16-004-68 "On-Site Automotive Parts Warehouse ". The three (3) proposals were scored by a four (4) person committee.

<u>Vendor</u>	<u>Local Business</u> <u>Y/N</u>	<u>LOSB</u>	<u>EOC</u>	<u>SCORE</u>	<u>AMT</u>
1. Union Auto Parts	Y	N	EOC-V-0718-26188	87.50	\$32,808.98
2. Elliott's Auto Supply dba FMP	N	N	EOC-V-0519-26665	70.25	\$36,226.65
3. Contractor's Supply Plus	N	N	EOC-V-0117-25047	19.25	\$44,824.31

It is the recommendation of the Scoring Committee and Purchasing Department based on highest score card average of 87.50 that RFP 16-004-68 "On-Site Automotive Parts Warehouse" be awarded to Union Auto Parts. The total amount of the award is \$ 32,808.98.

A copy of the department's recommendation letter is attached.

Please indicate your approval or disapproval of this selection in the space provided below:

APPROVED: ✓

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: 6-28-16



Mark H. Luttrell, Jr., Mayor

cc: Tom Moss, Administrator
Andy Ward, Deputy Administrator
Becky Potter, Manager

Issued by: Tosha Davenport, Purchasing Specialist

RFP 16-004-68