

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

April 6, 2011

Mr. Brent Eubanks  
Otis Elevator Company  
901 Charlotte Avenue  
Nashville, TN 37203

Re: **Invitation to Bid # 10-123, Full Service Elevator Maintenance and Repair**

Dear Mr. Eubanks:

The Metropolitan Government of Nashville and Davidson County has completed its evaluation of submitted solicitation responses to the above Request for Proposal (RFP) and hereby notifies you of its intent to award to Otis Elevator Company, contingent upon successful negotiations of a contract. The awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Joint Venture" for any MWBE subcontractor(s) included in its bid/proposal. This letter is due to the Business Assistance Office (BAO) within two (2) days from the date of this letter. Should you have any questions concerning this requirement, please contact the BAO at 615-880-2814.

Responses to the procurement solicitation and supporting award documentation are available for inspection in the Procurement Division Office, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m.

Thank you for participating in Metro's competitive procurement process. If you have any questions, please contact Chuck Yancey, Contract Specialist, by email at [Chuck.Yancey@nashville.gov](mailto:Chuck.Yancey@nashville.gov). It may be necessary to schedule an appointment with them to review the procurement.

Sincerely,

A handwritten signature in cursive script that reads "Patrick Edwards".

Patrick Edwards CPPB  
Assistant Purchasing Agent

Cc: Solicitation File

Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.

A. **Right to Protest.** 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.