



Notice of Intent to Award

Solicitation Number	239241	Award Date	8/1/2022 3:42 PM CDT
Solicitation Title	Coffee Tea & Water Dispensers		
Buyer Name	Von L. Bell	Buyer Email	von.bell@nashville.gov
BAO Rep	Christopher Wood	BAO Email	Christopher.Wood@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	Webbs Refreshments Inc	Company Contact	Dewey Dodson	
Street Address	149 MTCS Drive			
City	Murfreesboro	State	TN	Zipcode 37129

Company Name	Royal Cup Coffee	Company Contact	Nick Humble	
Street Address	384 Mason Road			
City	LaVergne	State	TN	Zipcode 37086

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)

Michelle A. Hernandez Lane
Michelle A. Hernandez Lane
Purchasing Agent & Chief Procurement Officer

Enter Solicitation Title & Number Below						
RFQ 239241 Coffee, Tea, Water Dispensers	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bids	MACP	Winning BidS
	0.0%	0.00%	0.00%	\$94,025.00	\$0.00	\$94,025.00
	0.0%	0.00%	0.00%	\$125,452.00	\$0.00	\$125,452.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
WEBBS REFRESHMENTS INC	\$94,025.00	\$0.00	\$0	\$0	\$94,025.00	Awarded
ROYAL CUP COFFEE	\$125,452.00				\$125,452.00	Awarded

No EBO and SBE/SDV programming was applicable

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Bell, Von \(Finance\)](#)
Cc: [Clay, Gary \(Finance\)](#)
Subject: RE: RFQ 239241 Coffee Tea and Water Dispensers
Date: Thursday, July 28, 2022 6:28:07 PM

Please move forward with both awards to ensure sufficient capacity to manage the entirety of Metro's enterprise wide need. thanks

Michelle A. Hernandez Lane
Chief Procurement Officer/Purchasing Agent
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37201
Office- 615.862.5471

From: Bell, Von (Finance) <Von.Bell@nashville.gov>
Sent: Wednesday, July 27, 2022 5:19 PM
To: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>
Cc: Clay, Gary (Finance) <Gary.Clay@nashville.gov>
Subject: RFQ 239241 Coffee Tea and Water Dispensers

Michelle,

RFQ 239241 Coffee, tea, and was published on July 8, 2022 and closed on July 15, 2022 as an ITB for general services (Requisition 4059327) by department contact Ava Elsaghir. The solicitation unfortunately failed to include specific language regarding the department's request/goal to award two contracts based on the two lowest bidders.

The solicitation closed with two bidders and the current contact holders. Since Metro has historically awarded two contracts, I wanted to ask for approval to award both bidders and provide ample supply of goods and services; coffee, tea, and water dispensers to metro facilities.

Thanks,
Von

Von L. Bell
Procurement Officer II (Buyer)
Department of Finance
Procurement Division
Metropolitan Government, Nashville Davidson County
730 2nd 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!!!

From: [Elsaghir, Ava \(General Services\)](#)
To: [Bell, Von \(Finance\)](#)
Subject: RE: RFQ 239241 Coffee Tea and Water Dispensers
Date: Thursday, July 28, 2022 9:50:40 AM

Thank you Von, I approve the award to the lowest (2) bidders – prices are fair and reasonable.

Please proceed.

Thank you

Ava

From: Bell, Von (Finance) <Von.Bell@nashville.gov>
Sent: Thursday, July 28, 2022 9:48 AM
To: Elsaghir, Ava (General Services) <Ava.Elsaghir@nashville.gov>
Subject: FW: RFQ 239241 Coffee Tea and Water Dispensers

Hi Ava,

Sorry for just now sending you a response on this. Since the department's goal was to award two contracts to the 2 suppliers with lowest bids, it has been determined that both of the submitted bids will potentially be awarded.

Please review the attached bids for fair and reasonable offers for the department to accept and move forward with the procurement process.

Thanks,
Von

From: Bell, Von (Finance)
Sent: Friday, July 15, 2022 5:06 PM
To: Elsaghir, Ava (General Services) <Ava.Elsaghir@nashville.gov>
Subject: RFQ 239241 Coffee Tea and Water Dispensers

Hi Ava,

RFQ 239241 closed on July 15, 2022 and I have attached a copy of the lowest bid submitted for RFQ 239241 Coffee, Tea, and Water Dispensers.

Please review and provide a response if the department considers the offer fair and reasonable.

Let me know if the department is open to accepting the offer to move ahead with the procurement process.

Thanks,

Von L. Bell

Procurement Officer II (Buyer)

Department of Finance

Procurement Division

Metropolitan Government, Nashville Davidson County

730 2nd 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: 3E51A8A0A8DA4CE583ECA4F6F11986FA	Status: Completed
Subject: Intent to Award - RFQ #239241 Coffee Tea and Water Dispenser	
Source Envelope:	
Document Pages: 6	Signatures: 1
Certificate Pages: 15	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.190


Record Tracking

Status: Original 7/29/2022 2:09:36 PM	Holder: Procurement Resource Group prg@nashville.gov	Location: DocuSign
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 C Clay Gary.Clay@nashville.gov Asst. Purchasing Agent Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 170.190.198.185	Sent: 7/29/2022 2:17:49 PM Viewed: 7/29/2022 2:29:04 PM Signed: 7/29/2022 2:29:20 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 7/29/2022 2:29:22 PM Viewed: 8/1/2022 3:42:04 PM Signed: 8/1/2022 3:42:37 PM
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Electronic Record and Signature Disclosure:
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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

Von Bell von.bell@nashville.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 8/1/2022 3:42:38 PM
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Electronic Record and Signature Disclosure:
Accepted: 6/30/2022 8:41:25 AM
ID: 5b306af8-b6fa-4947-a11a-391330f6cd17

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	7/29/2022 2:17:49 PM
Certified Delivered	Security Checked	8/1/2022 3:42:04 PM
Signing Complete	Security Checked	8/1/2022 3:42:37 PM
Completed	Security Checked	8/1/2022 3:42:38 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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particular transaction involves a "consumer;" (B) furnish or obtain any such consents or determine if any such consents have been withdrawn; (C) provide any information or disclosures in connection with any attempt to obtain any such consents; (D) provide legal review of, or update or correct any information or disclosures currently or previously given; (E) provide any such copies or access, except as expressly provided in the Specifications for all transactions, consumer or otherwise; or (F) otherwise to comply with any such special requirements; and (g) Subscriber undertakes to determine whether any "consumer" is involved in any eContract presented by Subscriber or its Authorized Users for processing, and, if so, to comply with all requirements imposed by law on such eContracts or their formation. (h) If the domain of the primary email address associated with the Account is owned by an organization and was assigned to Subscriber as an employee, contractor or member of such organization, and that organization wishes to establish a commercial relationship with DocuSign and add the Account to such relationship, then, if Subscriber does not change the email address associated with the Account, the Account may become subject to the commercial relationship between DocuSign and such organization and controlled by such organization.

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