



**Notice of Intent to Award**

Solicitation Number	362268	Award Date	12/5/2023   1:30 PM CST
Solicitation Title	Reprographic, Printing and Graphic Services (Print Shop Services)		
Buyer Name	Terri Ray	Buyer Email	terri.ray@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	RJ Young Company LLC	Company Contact	Angela Burke	
Street Address	730A Freeland Station Rd			
City	Nashville	State	TN	Zipcode 37228

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

## RFQ 362268 - Reprographic, Printing and Graphic Services (Print Shop Services) Scoring and Justification

Evaluation Criteria/Offerors	Project Approach and Capacity to Perform (35 Points)	Experience and Qualifications (35 Points)	Cost (30 Points)	Total (Max 100 points)
RJ Young Company LLC	35.00	35.00	30.00	<b>100.00</b>

362268 - Reprographic, Printing and Graphic Services (Print Shop Services)			RFP Cost Points
			<b>30</b>
Offeror's Name	Bids	Evaluation Amount	RFP Cost Point Distribution
RJ Young Company LLC	\$ 1,409,616.00	\$1,409,616	<b>30.00</b>

### RJ Young Company LLC

**Strengths** – Overall proposal was detailed and thorough. Proposal demonstrated over 30 years of print shop services as an organization and 80 cumulative years of knowledge and experience of staff on hand to perform under the scope of services. Proposal provided detailed information regarding proposed equipment to be used when performing the scope of services. Proposal demonstrated the standard procedures in place for graphic design services. Proposal demonstrated the resources available to provide support and help prioritize requested service. Proposal staff outlined in the proposal demonstrated the necessary credentials to provide the scope of services. Proposal outlined a detail quality assurance plan that outlined the method used to assure quoting, delivery and services. Proposal included a details organization structure. Proposal demonstrated that the proposed project coordinator had a wealth of knowledge and experience that is beneficial to Metro.

**Weaknesses** – N/A



## Metropolitan Government of Nashville and Davidson County

### Equal Business Opportunity (EBO)

#### Subcontractor Inclusion Bid Submission Checklist

#### For use on Solicitations with MBE and WBE Subcontracting Goals

Please be sure the following items are completed and included in your bid response for a bid with MBE and WBE subcontracting goals. Failure to submit all the forms required below will result in a bid being deemed "Non-Responsive" by Metro Procurement and/or BAO:



Form Name/Description	Required?	Completed
Statement of MWBE Utilization	Yes	<input checked="" type="checkbox"/>
Statement of Interested Subcontractors/Vendors.	Yes	<input checked="" type="checkbox"/>
Statement of Bid Proposals/Price Quotations	Yes	<input checked="" type="checkbox"/>
Good Faith Efforts Summary Sheets (applicable if MWBE utilization doesn't meet the established goals)	Yes; if applicable	<input checked="" type="checkbox"/>

It is highly recommended that you review the Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE) Instructions Contained within this packet prior to completing and submitting the required forms to ensure that you are adhering to the Equal Business Opportunity (EBO) program requirements. Failure to adhere to the EBO program requirements in submitting the required forms may cause your bid to be deemed non-responsive.



## Statement of M/WBE Utilization

Proposer's/Firm's Name: <b>RJ Young</b>	Proposer's Phone #: <b>615-255-8551</b>
Solicitation Title: <b>Reprographic, Printing and Graphic Services (Print Shop Services)</b>	Proposer's Email Address: <b>mary.fleenor@rjyoung.com</b>
Solicitation #: <b>362268</b>	Amount Self-performed : <b>87%</b>
Proposer's/Firm's Ownership: <b>Non-M/WBE</b>	Total Bid Amount: <b>1,409,616.00</b>
<b>Proposed EBO Goal (%)</b> : <u>6%</u> MBE% <u>7%</u> WBE%	EBO Goal Met? (Y/N) <b>YES</b>

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

				Certificate					
MBE/WBE Firm Name		MBE/WBE Firm Address		Type (MBE or WBE)		Code # UNSPS/NAICS		Percent of Total Contract	
1	Joyner and Hogan Printers	230 Great Circle Rd., Ste. 214, Nashville, TN 37228	615-256-6133	WBE	5	112210-01	Printing Services	\$98,673	7%
2	Broadwater and Associates	3904 Hillshire Drive Antioch, TN 37013	615-256-6707	MBE	1	32311	Printing Services	\$84,577	6%
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>Harris Delchamps, Regional Vice President,</b>	Date <b>11/01/2023</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.

Has Prime Complied with EBO Goal? <b>BAO Only</b>	<b>For Internal Office Use ONLY</b>	If No, Good Faith Efforts Met? <b>YES</b> <input type="checkbox"/>
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**BAO Representative:** Christopher S. Wood      **Metro Buyer:** Terri L. Ray      **Project Manager:** \_\_\_\_\_      **Date:** 10/12/23

<b>Total MBE Subcontracting</b>	6	%	\$	84,577
<b>Total WBE Subcontracting</b>	7	%	\$	98,673
<b>Total MBE/WBE Participation:</b>	13	%	\$	183,250

**BAO Notes:**



## EQUAL BUSINESS OPPORTUNITY PROGRAM FORM

Please complete this form to provide Metro with information regarding each individual or entity requesting information about the project or solicited for participation on the project. The list of subcontractors shall include those persons who did not actually submit a price quotation or bid, rather just requested information. Please contact the Business Assistance Office with any questions at 615-880-2814.

**Project Name** Reprographic, Printing and Graphic Services (Print Shop Services)

**RFP/ITB Number** 362268

### Part I STATEMENT OF INTERESTED M/WBE SUBCONTRACTORS AND VENDORS

As part of our regular and customary good faith efforts to include MWBE subcontractors, suppliers and joint venturers, RJ Young has contacted or was contacted by the following certified MWBEs related to our bid/proposal.  
(Company Name)

<i>Business Name &amp; Contact</i>	<i>Phone No</i>	<i>MBE/WBE Certificate Type</i>	<i>Date of Contact</i>	<i>Method of Contact</i>	<i>Who Initiated Contact?</i>	<i>UNSPS Code # for work to be performed</i>	<i>Information Requested</i>
Joyner and Hogan Printers	615-256-6133	WBE	10/20/23	phone call	Mary Catherine Fleenor, RJ Young	112210-01	renewed partnership request
Broadwater and Associates	615-256-6707	MBE	10/23/23	phone call/email	Mary Catherine Fleenor, RJ Young	32311	printing capabilities

### Part II STATEMENT OF BID/PRICE QUOTATION

This Statement shall include only those potential subcontractors not selected that actually submitted a bid or proposal for the project.

<i>Business Name &amp; Contact</i>	<i>Phone No</i>	<i>MBE/WBE Certificate Type</i>	<i>Dollar value</i>	<i>Estimated % of total contract value</i>	<i>UNSPS Code # for work to be performed</i>	<i>Work Requested To Be Performed</i>
N/A - there were no other subcontractors that submitted a bid.		WBE				
N/A - there were no other subcontractors that submitted a bid.		MBE				

Name Mary Catherine Fleenor, RJ Young Title DPS Sales Representative

Date 11/01/2023

## 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)**

<b>Project Name:</b> Reprographic, Printing and Graphic Services (Print Shop Services)		<b>Project Number:</b> 362268	
<b>Company Name:</b> RJ Young		<b>Date Submitted:</b> 11/01/2023	<b>Total Contract Value:</b> 1,409,616.00
<b>Address:</b> 730A Freeland Station Road, Nashville, TN 37228		<b>Federal Tax ID#</b> 62-0760182	
<b>Contact Person:</b> Mary Catherine Fleenor	<b>Email:</b> mary.fleenor@rjyoung.com	<b>Phone #:</b> 615-515-7316	

**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> <ol 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> </ol>	Select

**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)
Joynner and Hogan/230 Great Circle Rd, Ste. 214, Nashville, TN 37228/Donna Hogan /615-256-6133/donna@joynnerhogan.net	WBE	Printing Services	phone call	will submit bid	\$98,673	YES
Broadwater and Associates/3904 Hillshire Drive, Antioch, TN 37013/Ernest Broadwater/615-256-6707/Ernest.broadwater@broadwaterprint.com	MBE	Printing Services	phone/email	will submit bid	\$84,577	YES

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<b>Contact Person:</b> Mary Catherine Fleenor		<b>Email:</b> mary.fleenor@rjyoung.com	<b>Phone #:</b> 615-515-7316
<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.	Select	

**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
N/A		

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M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS

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**GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST**

Number	Bidder Action(s)	BAO Only
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.	Select

**What Scope of Project Was Divided?**

1. 6% MBE - Broadwater and Associates	2. 7% WBE - Joyner and Hogan
3.	4.
5.	6.



## METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

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<b>GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST</b>			
<b>Number</b>	<b>Bidder Action(s)</b>	<b>BAO Only</b>	
<b>4.</b>	<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.	<b>Select</b>	

**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
Creative Soulz Printing	MBE partner for printing	we already signed with a more responsive MBE partner
McNeely Brockman Printing	SBE partner for printing	declined on email
Hall Strategies	SBE partner for printing	unresponsive to email

Denor Brands	SBE partner for printing	unresponsive to email
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Lellyett and Rogers Company	SBE partner for printing	sent email, declined on phone call
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METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS

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		<b>Phone #:</b> 615-515-7316	

**GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST**

Number	Bidder Action(s)	BAO Only
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.	Select

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

Type of Training	Date of Training
RJ Young Diversity and Inclusion Program	07/06/2023
RJ Young Diversity and Inclusion Program	10/03/2023

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**GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST**

Number	Bidder Action(s)	BAO Only
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.	Select

**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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**Contact Person:** Mary Catherine Fleenor **Email:** mary.fleenor@rjyoung.com **Phone #:** 615-515-7316

**GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST**

Number	Bidder Action(s)	BAO Only
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.	Select

**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
N/A	

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**GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST**

Number	Bidder Action(s)	BAO Only
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>	Select

**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
<a href="https://nashville.diversitycompliance.com/">https://nashville.diversitycompliance.com/</a>	10/12/23	located Joyner and Hogan under the WBE category. Agreed to partnership.
<a href="https://nashville.diversitycompliance.com/">https://nashville.diversitycompliance.com/</a>	10/20/23	located Broadwater and Associates under the MBE and DBE categories. Agreed to partnership.
<a href="https://nashville.diversitycompliance.com/">https://nashville.diversitycompliance.com/</a>	10/23/23	Located Creative Soulz Printing under the MBE category. Initiated contact through emails and voice mail. We signed with a more responsive MBE partner.
<a href="https://nashville.diversitycompliance.com/">https://nashville.diversitycompliance.com/</a>	10/30/23	located McNeely Brockman Printing in SBE directory. Declined on email.

<a href="https://nashville.diversitycompliance.com/">https://nashville.diversitycompliance.com</a>	10/30/23	located Hall Strategies in SBE directory. Unresponsive.
<a href="https://nashville.diversitycompliance.com/">https://nashville.diversitycompliance.com</a>	10/30/23	located Denor Brands in SBE directory. Unresponsive.
<a href="https://nashville.diversitycompliance.com/">https://nashville.diversitycompliance.com</a>	10/30/23	located Lellyett and Rogers Company in SBE directory. Declined on phone call.

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**GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST**

Number	Bidder Action(s)	BAO Only
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.	Select

**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.
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: Harris Delchamps Title: Regional Vice President

## Mary Hanslow

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**From:** Mary Catherine Fleenor  
**Sent:** Monday, October 30, 2023 3:27 PM  
**To:** Mary Hanslow  
**Subject:** FW: Metro partnership

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Statement of interested contractor is below for Joyner and Hogan.



### Mary Catherine Fleenor

*DPS Sales Representative*

mary.fleenor@rjyoung.com

800-347-1955 | D: 615-515-7316

RJYoung.com

730 A Freeland Station Road, Nashville, TN 37228



*Watch our demo to learn how the Modern Office can help your business.*

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**From:** Jay Joyner <jay@joynerhogan.net>  
**Sent:** Monday, October 30, 2023 2:18 PM  
**To:** Mary Catherine Fleenor <mary.fleenor@rjyoung.com>  
**Cc:** donna joynerhogan.net <donna@joynerhogan.net>  
**Subject:** Re: Metro partnership

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Hi Mary Catherine,

Joyner and Hogan is definitely interested in being a partner with RJ Young as a woman owned entity if they are awarded the contract.

Thank you.

Donna Joyner, president  
Jay Joyner, vice-president

On Oct 30, 2023, at 1:23 PM, Mary Catherine Fleenor <[mary.fleenor@rjyoung.com](mailto:mary.fleenor@rjyoung.com)> wrote:

Good Afternoon,

RJ Young is preparing a response to Metro Nashville's bid Reprographic, Printing and Graphic Services (Print Shop Services) (RFQ:362268). We are utilizing minority and women owned entities to help in-crease our internal diversity goals as well as being compliant with the RFQ.

As a certified and registered MWBE with Metro's Business Assistance Office (BAO), RJ Young would like to consider your business, Joyner and Hogan, as part of our bid response.

Print items that may be up for consideration for your services would be large volume envelope and letterhead printing, as well as other various needs.

Should we be awarded the bid, and your business is selected, RJ Young will be the acting liaison between your business and Metro. And, in the event RJ Young awards a selected portion of the bid to Joyner and Hogan, a letter of intent will be issued and submitted to BAO.

RJ Young's commitment to diversity is to create opportunities that are beneficial for everyone involved and hope that you will consider partnering with us to compete for Metro's business. Please let me know by end of day if you wish to be considered. Feel free to contact me with any questions.

I look forward to hearing from you.

**Mary Catherine Fleenor**

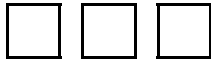
*DPS Sales Representative*

[mary.fleenor@rjyoung.com](mailto:mary.fleenor@rjyoung.com)

800-347-1955 | D: 615-515-7316

RJYoung.com

**730 A Freeland Station Road, Nashville, TN 37228**



*Watch our demo to learn how the Modern Office can help your business.*



Good Afternoon,

RJ Young is preparing a response to Metro Nashville's bid Reprographic, Printing and Graphic Services (Print Shop Services) (RFQ:362268). We are utilizing minority and women owned entities to help increase our internal diversity goals as well as being compliant with the RFQ.

As a certified and registered MWBE with Metro's Business Assistance Office (BAO), RJ Young would like to consider your business, Broadwater and Associates, as part of our bid response.

Print items that may be up for consideration for your services would be pantone specific collateral items, including large volume offset print jobs.

Should we be awarded the bid, and your business is selected, RJ Young will be the acting liaison between your business and Metro. And, in the event RJ Young awards a selected portion of the bid to Broadwater and Associates, a letter of intent will be issued and submitted to BAO.

RJ Young's commitment to diversity is to create opportunities that are beneficial for everyone involved and hope that you will consider partnering with us to compete for Metro's business. Please let me know by end of day if you wish to be considered. Feel free to contact me with any questions.

Please sign below if you are interested in partnering with RJ Young for Metro RFQ 362268.

Ernest Broadwater

Print Name

Ernest Broadwater

Signature



**Mary Catherine Fleenor**

*DPS Sales Representative*

[mary.fleenor@rjyoung.com](mailto:mary.fleenor@rjyoung.com)

800-347-1955 | D: 615-515-7316

RJYoung.com



## Mary Hanslow

---

**From:** Mary Catherine Fleenor  
**Sent:** Tuesday, October 31, 2023 3:43 PM  
**To:** Mary Hanslow  
**Subject:** FW: capabilities

This is all the written documentation I have since I left a voicemail.



### Mary Catherine Fleenor

*DPS Sales Representative*

mary.fleenor@rjyoung.com

800-347-1955 | D: 615-515-7316

RJYoung.com

730 A Freeland Station Road, Nashville, TN 37228



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---

**From:** Mary Catherine Fleenor  
**Sent:** Tuesday, October 24, 2023 10:52 AM  
**To:** sales@creativesoulzprinting.com  
**Subject:** RE: capabilities

Hi Thomas,

I am with a different division of RJ Young. We have our own internal print shop, but I'm looking to partner with a MBE for a Metro contract. Do you have some time to discuss today?



### Mary Catherine Fleenor

*DPS Sales Representative*

[mary.fleenor@rjyoung.com](mailto:mary.fleenor@rjyoung.com)

800-347-1955 | D: 615-515-7316

RJYoung.com

730 A Freeland Station Road, Nashville, TN 37228



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**From:** Thomas @ Creative Soulz Printing <[creativesoulzprinting@gmail.com](mailto:creativesoulzprinting@gmail.com)>  
**Sent:** Tuesday, October 24, 2023 2:27 AM

To: Mary Catherine Fleenor <[mary.fleenor@rjyoung.com](mailto:mary.fleenor@rjyoung.com)>

Subject: Re: capabilities

Caution! This message was sent from outside your organization.

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Hello, I have a local print facility. I met with Royce before and he came to check out my office.

On Mon, Oct 23, 2023 at 11:08 AM Mary Catherine Fleenor <[mary.fleenor@rjyoung.com](mailto:mary.fleenor@rjyoung.com)> wrote:

Good morning,

Are you a print broker, or do you have a printing facility?



**Mary Catherine Fleenor**

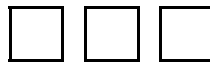
*DPS Sales Representative*

[mary.fleenor@rjyoung.com](mailto:mary.fleenor@rjyoung.com)

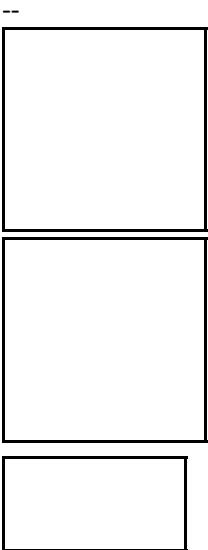
800-347-1955 | D: 615-515-7316

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730 A Freeland Station Road, Nashville, TN 37228



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**Thomas Kelly**

Owner/Operator | Creative Soulz Printing

phone: [615-243-4218](tel:615-243-4218)

website: [www.creativesoulzprinting.com](http://www.creativesoulzprinting.com)

email: [sales@creativesoulzprinting.com](mailto:sales@creativesoulzprinting.com)

## Mary Hanslow

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**From:** Kelly Brockman <kelly@mcneelybrockmanpr.com>  
**Sent:** Monday, October 30, 2023 7:13 PM  
**To:** Mary Catherine Fleenor  
**Subject:** RE: RJ Young partnership

Caution! This message was sent from outside your organization.

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Thank you so much for reaching out to us. While we wish we had these capabilities in-house, we unfortunately don't. Please keep us in mind in anything else in the future.

---

**From:** Mary Catherine Fleenor <mary.fleenor@rjyoung.com>  
**Sent:** Monday, October 30, 2023 4:17 PM  
**To:** Kelly Brockman <kelly@mcneelybrockmanpr.com>  
**Subject:** RJ Young partnership

Can you give me a quick rundown of your capabilities? RJ Young is looking to partner with a SBE for Metro RFQ362268 Print Shop Services. Do you have any printing capabilities, or offer print design services?



### Mary Catherine Fleenor

*DPS Sales Representative*

[mary.fleenor@rjyoung.com](mailto:mary.fleenor@rjyoung.com)

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730 A Freeland Station Road, Nashville, TN 37228



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## Mary Hanslow

---

**From:** Mary Catherine Fleenor  
**Sent:** Monday, October 30, 2023 4:03 PM  
**To:** joe@hallstrategies.com  
**Subject:** RJ Young partnership

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon, Joe,

Can you give me a quick rundown of your capabilities? RJ Young is looking to partner with a SBE for RFQ362268 Print Shop Services. Do you have any printing capabilities, or offer print design services?



### Mary Catherine Fleenor

*DPS Sales Representative*

mary.fleenor@rjyoung.com

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## Mary Hanslow

---

**From:** Mary Catherine Fleenor  
**Sent:** Tuesday, October 31, 2023 8:53 AM  
**To:** ashley@denorbrands.com  
**Subject:** RJ Young partnership

Good morning,

Can you give me a quick rundown of your capabilities? RJ Young is looking to partner with a SBE for Metro Government RFQ362268 Print Shop Services. Do you have any printing capabilities, or offer print design services?



### Mary Catherine Fleenor

*DPS Sales Representative*

mary.fleenor@rjyoung.com

800-347-1955 | D: 615-515-7316

RJYoung.com

**730 A Freeland Station Road, Nashville, TN 37228**



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## Mary Hanslow

---

**From:** Mary Catherine Fleenor  
**Sent:** Tuesday, October 31, 2023 11:08 AM  
**To:** sedwards@landrco.com  
**Subject:** RJ Young Partnership

Good Morning,

RJ Young is preparing a response to Metro Nashville's bid Reprographic, Printing and Graphic Services (Print Shop Services) (RFQ:362268). We are utilizing Small Business entities to help increase our internal goals as well as being compliant with the RFQ.

As a certified and registered SBE with Metro's Business Assistance Office (BAO), RJ Young would like to consider your business, Lellyett and Rogers Company, as part of our bid response.

Print items that may be up for consideration for your services would be large volume envelopes, NCR and various offset jobs.

Should we be awarded the bid, and your business is selected, RJ Young will be the acting liaison between your business and Metro. And, in the event RJ Young awards a selected portion of the bid to Lellyett and Rogers, a letter of intent will be issued and submitted to BAO.

RJ Young's commitment to small businesses is to create opportunities that are beneficial for everyone involved and hope that you will consider partnering with us to compete for Metro's business. Please let me know by end of day if you wish to be considered. Feel free to contact me with any questions.

I look forward to hearing from you.



### Mary Catherine Fleenor

*DPS Sales Representative*

mary.fleenor@rjyoung.com

800-347-1955 | D: 615-515-7316

RJYoung.com



**Certificate Of Completion**

Envelope Id: A61AF3319E4D4BE59606CB3EB436DDF7	Status: Completed
Subject: Intent to Award - RFQ # 362268 for Reprographic, Printing and Graphic Services (Print Shop Services)	
Source Envelope:	
Document Pages: 23	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Terri Ray
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	terri.ray@nashville.gov
	IP Address: 170.190.198.190


**Record Tracking**

Status: Original 12/5/2023 1:27:32 PM	Holder: Terri Ray terri.ray@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
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: 170.190.198.190	Sent: 12/5/2023 1:29:05 PM Viewed: 12/5/2023 1:29:38 PM Signed: 12/5/2023 1:29:44 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: 170.190.198.190	Sent: 12/5/2023 1:29:45 PM Viewed: 12/5/2023 1:30:20 PM Signed: 12/5/2023 1:30:28 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

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
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps



<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	12/5/2023 1:29:06 PM
Certified Delivered	Security Checked	12/5/2023 1:30:20 PM
Signing Complete	Security Checked	12/5/2023 1:30:28 PM
Completed	Security Checked	12/5/2023 1:30:28 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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