



Notice of Intent to Award

Solicitation Number	342284	Award Date	5/12/2023 3:27 PM CDT	
Solicitation Title	Barcode Labels for Library			
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	Watson Label Products	Company Contact	Cynthia Watson		
Street Address	10616 Trenton Avenue				
City	St. Louis	State	MO	Zipcode	63132

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

Enter Solicitation Title & Number Below						
Barcode Labels for Library RFQ 342284	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
.	0.0%	0.00%	0.00%	\$57,071.11	\$57,071.11	\$57,071.11
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Watson Label Products	\$56,071.11		\$0	\$0.00	\$56,071.11	Awarded

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Bell, Von \(Finance\)](#); [Clay, Gary \(Finance\)](#)
Subject: RE: Bid Offer for RFQ 342284 Barcode Labels for Library
Date: Wednesday, May 10, 2023 12:15:55 PM

Award to a single offeror is approved.

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: Tuesday, May 2, 2023 5:31 PM
To: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>; Clay, Gary (Finance) <Gary.Clay@nashville.gov>
Subject: FW: Bid Offer for RFQ 342284 Barcode Labels for Library

Michelle,

RFQ 342284 Barcode Labels for Library closed with a single bidder, Watson Label Products.

Please note, the department, considers the offer fair and reasonable and agrees to proceed. An adequate number of suppliers had an opportunity to submit responses to the solicitation as all suppliers registered under category code **55121605** that were sent the **ITB**.

Please note, no **EBO goals or MBE/WBE were established for this solicitation.**

Do you approve the single offer?

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!!!

From: Horn, Jessica (Library) <Jessica.Horn@nashville.gov>
Sent: Tuesday, May 2, 2023 3:31 PM
To: Bell, Von (Finance) <Von.Bell@nashville.gov>; Baeuerlin, Bethany (Library) <Bethany.Baeuerlin@nashville.gov>; Rutherford, Noel (Library) <Noel.Rutherford@nashville.gov>
Cc: Boulie, Lee (Library) <Lee.Boulie@nashville.gov>; Drye, Susan (Library) <Susan.Drye@nashville.gov>
Subject: RE: Bid Offer for RFQ 342284 Barcode Labels for Library

Hi Von,

Yes, thank you, we would like to proceed.

Please let us know if anything further is needed.

Thanks for all your help,

Jessica Horn | Administrative Services | 615.880.2118

From: Bell, Von (Finance) <Von.Bell@nashville.gov>
Sent: Tuesday, May 2, 2023 2:40 PM
To: Horn, Jessica (Library) <Jessica.Horn@nashville.gov>; Baeuerlin, Bethany (Library) <Bethany.Baeuerlin@nashville.gov>; Rutherford, Noel (Library) <Noel.Rutherford@nashville.gov>
Subject: Bid Offer for RFQ 342284 Barcode Labels for Library

I have attached a copy of the bid submitted for **RFQ 342284 Bar Code Labels**

for Library. Please review and provide a response if the department considers the offer fair and reasonable and meets the required specifications and sample selection. The samples were reviewed on May 2, 2023, 1:30 PM by a library representative and buyer, and were deemed acceptable by department. 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: 535D22B372F4408F8DACE595C8B2F918	Status: Completed
Subject: Intent to Award - RFQ # 342284 for Barcode Labels for Library	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Von Bell
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	von.bell@nashville.gov
	IP Address: 170.190.198.185

Record Tracking


Status: Original	Holder: Von Bell	Location: DocuSign
5/10/2023 3:32:18 PM	von.bell@nashville.gov	
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 Clay		Sent: 5/10/2023 3:36:12 PM
Gary.Clay@nashville.gov		Viewed: 5/10/2023 4:15:25 PM
Asst. Purchasing Agent		Signed: 5/10/2023 4:16:08 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Uploaded Signature Image	
	Using IP Address: 170.190.198.185	

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Michelle A. Hernandez Lane		Sent: 5/10/2023 4:16:09 PM
michelle.lane@nashville.gov		Viewed: 5/12/2023 3:26:53 PM
Chief Procurement Officer/Purchasing Agent		Signed: 5/12/2023 3:27:09 PM
Metro	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 170.190.198.190	

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

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/10/2023 3:36:12 PM
Certified Delivered	Security Checked	5/12/2023 3:26:53 PM
Signing Complete	Security Checked	5/12/2023 3:27:09 PM
Completed	Security Checked	5/12/2023 3:27:09 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------