

**RFQ#1022660 - Concrete Burial Vaults
Evaluation Team Score Sheet**

Offeror	Nashville Wilbert Burial Vault Company
Contract Acceptance	Accept
Team Qualifications, Experience, and Capacity to Perform (50 Points)	45.00
Cost (50 Points)	40.00
Total Evaluation Scores	85.00

Evaluation Comments

Nashville Wilbert Burial Vault Company
Strengths
Good experience with Metro; longevity of company experience; service and inventory availability.
Weaknesses
Limited details as it relates to team qualifications; no potential risks identified or problem solving procedures to mitigate any risks.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Concrete Burial Vaults, RFQ#1022660			40	10	50
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Nashville Wilbert Burial Vault Company	\$64,528.00	\$0.00	40.00	0.00	40.00

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Edwards, Kevin \(Finance - Procurement\)](#)
Subject: RE: Single Offer Approval for RFQ#1022660 Concrete Burial Vaults
Date: Friday, September 22, 2017 1:45:10 PM

Kevin, pursuant to the provisions of Procurement Regulation 4.12.011.03, the 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: Edwards, Kevin (Finance - Procurement)
Sent: Friday, September 22, 2017 12:17 PM
To: Lane, Michelle (Finance - Procurement)
Subject: RE: Single Offer Approval for RFQ#1022660 Concrete Burial Vaults

Michelle,

This is just a follow up on the request for single offer approval as shown in the email below and the attached award justification.

Thanks,

Kevin Edwards

Senior Procurement Officer
Department of Finance
Procurement Division
Metropolitan Government of Nashville and Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office: (615) 862-6632

From: Edwards, Kevin (Finance - Procurement)
Sent: Tuesday, September 19, 2017 12:35 PM
To: Lane, Michelle (Finance - Procurement)
Subject: Single Offer Approval for RFQ#1022660 Concrete Burial Vaults

Michelle,

RFQ#1022660 for Concrete Burial Vaults closed with a single offer from Nashville Wilbert Burial Vault Company. The department has reviewed and provided consensus scoring as shown in the attached and is in agreement to move forward in awarding Nashville Wilbert Burial Vault Company. This RFP was solicited to all registered vendors under the commodity code for “postmortem and mortuary equipment and supplies”, giving an adequate pool of offerors who had an opportunity to submit a response to this solicitation. If you approve of this single offer, then I will save your response with the solicitation documents and move forward in getting the award ready for approval.

Thanks,

Kevin Edwards

Senior Procurement Officer

Department of Finance

Procurement Division

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