



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

July 18, 2018

Janet Stambolian  
Mamava, Inc.  
180 Battery Street  
Burlington, VT 05401

Re: **RFQ # 1033927, Mobile Lactation Pods**

Dear Ms. Stambolian:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1033927 for Mobile Lactation Pods. This letter hereby notifies you of Metro's intent to award to Mamava, Inc., contingent upon successful contract negotiations.

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Scott Ghee by email at [scott.ghee@nashville.gov](mailto:scott.ghee@nashville.gov) Monday through Friday between 8:30am and 3:30pm.

If the Procurement Nondiscrimination Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification. Should you have any questions concerning this requirement, please contact Jerval Watson, BAO Representative, at 615-862-5461 or at [jerval.watson@nashville.gov](mailto:jerval.watson@nashville.gov).

Thank you for participating in Metro's competitive procurement process.

Sincerely,

A handwritten signature in blue ink that reads "Michelle A. Hernandez Lane".

Michelle A. Hernandez Lane  
Purchasing Agent

Cc: Solicitation File  
Other Offerors

**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.

Solicitation Title & Number	Discount/MACP Percentage	Lowest Total Bid		MACP	Winning Bid
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	SBE/SDV Participation Incentive	Evaluation Amount	Status of Award
RFQ# 1037674 - Mobile Lactation Pods	1.00%				
Mamava, Inc.	\$1,056,086.27	\$0.00	\$0	\$1,056,086	Awarded

## Ghee, Scott (Finance - Procurement)

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**From:** Watson, Jerval (Finance - Contract Compliance)  
**Sent:** Thursday, July 12, 2018 8:54 AM  
**To:** Ghee, Scott (Finance - Procurement)  
**Subject:** RE: RFQ 1037674 - Mobile Lactation Pods

Good Morning Scott -

I have reviewed the bid for RFQ# 1037674 Mobile Lactation Pods and I have confirmed that the bidder, has no SBE participation on this solicitation.

Please let me know if you need anything additional. – JW

Jerval Watson  
Business Development Officer  
Department of Finance  
Office of Minority and Women Business Assistance (BAO)  
Metropolitan Nashville Davidson County Government  
730 2nd Avenue South, 1st Floor; PO Box 196300  
Nashville, TN 37219-6300  
(P)615-862-5461; (F)615-862-6175



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**From:** Ghee, Scott (Finance - Procurement)  
**Sent:** Thursday, July 12, 2018 8:44 AM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Cc:** Walker, Sandra (Finance - Procurement); Lane, Michelle (Finance - Procurement)  
**Subject:** RE: RFQ 1037674 - Mobile Lactation Pods

Jerval,

Just following up on the below.

Thanks,

Scott Ghee  
Procurement Officer  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
Office- 615.880.3130

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**From:** Ghee, Scott (Finance - Procurement)  
**Sent:** Friday, June 29, 2018 2:10 PM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Cc:** Walker, Sandra (Finance - Procurement)  
**Subject:** RFQ 1037674 - Mobile Lactation Pods

Jerval,

RFQ 1037674 closed with a single bid from Mamava, Inc. After reviewing the bid, the sole offeror appears to be minimally responsive to the solicitation. I have attached the Bid Tab for your viewing that shows the vendor stated that 100% of the work would be performed by and SBE/SDV firm. I will be out of the office the 1<sup>st</sup> week of July so please send any emails regarding this project to Sandra so that it can keep moving in my absence.

Thanks,

Scott Ghee  
Procurement Officer  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
Office- 615.880.3130

## **Ghee, Scott (Finance - Procurement)**

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**From:** Lane, Michelle (Finance - Procurement)  
**Sent:** Wednesday, July 18, 2018 12:51 PM  
**To:** Cantlon, Judy (Finance - Contract Compliance)  
**Cc:** Ghee, Scott (Finance - Procurement); Walker, Sandra (Finance - Procurement)  
**Subject:** RE: Award Justification for RFQ 1033927 - Mobile Lactation Pods

Award to single offeror is approved. Judy, please prepare letter.

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

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**From:** Cantlon, Judy (Finance - Contract Compliance)  
**Sent:** Tuesday, July 17, 2018 2:39 PM  
**To:** Lane, Michelle (Finance - Procurement)  
**Subject:** FW: Award Justification for RFQ 1033927 - Mobile Lactation Pods

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**From:** Ghee, Scott (Finance - Procurement)  
**Sent:** Friday, July 13, 2018 8:12 AM  
**To:** Cantlon, Judy (Finance - Contract Compliance)  
**Cc:** Walker, Sandra (Finance - Procurement)  
**Subject:** RE: Award Justification for RFQ 1033927 - Mobile Lactation Pods

Good Morning,

RFQ # 1033927 closed with a single bidder, Mamava, Inc. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to **Mamava, Inc.** This ITB was solicited to registered vendors under commodity code 30230000. An adequate pool of offerors had an opportunity to submit a response to the solicitation. Will you please forward this request to Michelle, and if she approves of the single offer, I will then save her response with the solicitation documents and move forward. Also, if she approves of the sole offeror I have attached the Intent to Award Letter that is ready for her signature.

Thanks,

Scott Ghee  
Procurement Officer  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101

Nashville, TN 37210  
Office- 615.880.3130

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**From:** Walker, Sandra (Finance - Procurement)  
**Sent:** Thursday, July 12, 2018 12:05 PM  
**To:** Ghee, Scott (Finance - Procurement)  
**Subject:** RE: Award Justification for RFQ 1033927 - Mobile Lactation Pods

Approved. Please include single bidder information when sending to Judy.

Thanks  
Sandra

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**From:** Ghee, Scott (Finance - Procurement)  
**Sent:** Thursday, July 12, 2018 10:27 AM  
**To:** Walker, Sandra (Finance - Procurement)  
**Subject:** Award Justification for RFQ 1033927 - Mobile Lactation Pods

Sandra,

Please see the attached award justification and let me know if you approve.

Thanks,

Scott Ghee  
Procurement Officer  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
Office- 615.880.3130