



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

August 15, 2018

Charity Suttles  
Tennessee Drug Testing  
922 Hinchey Hollow Road  
New Market, TN 37820  
Re: **RFQ #1037684, Urine Kits for Inmates**

Dear Ms. Suttles:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1037684 for Urine Kits for Inmates. This letter hereby notifies you of Metro's intent to award to Tennessee Drug Testing contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

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.

Additionally the awardee will be required to submit evidence of participation of and contractor's payment to all Small, Minority, and Women Owned Businesses participation in any resultant contract. This evidence shall be submitted monthly and include copies of subcontracts or purchase orders, the Prime Contractor's Application for Payment, or invoices, and cancelled checks or other supporting payment documents. 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).

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 Sandra Walker by email at [sandra.walker@nashville.gov](mailto:sandra.walker@nashville.gov) Monday through Friday between 8:30am and 3:30pm.

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.

Procurement Division

730 Second Avenue South, Suite 112  
P.O. Box 196300  
Nashville, Tennessee 37219-6300

[www.Nashville.gov](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179



## Walker, Sandra (Finance - Procurement)

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**From:** Watson, Jerval (Finance - Contract Compliance)  
**Sent:** Monday, August 13, 2018 1:09 PM  
**To:** Walker, Sandra (Finance - Procurement)  
**Subject:** RE: 1037684-Urine Kits for Inmates

Good Afternoon Sandra –

I have reviewed the bid for RFQ# 1037684 Urine Kits for Inmates and I have confirmed that there is no SBE/SDV participation on this solicitation.

Please let me know if you need anything additional. Thank you!

Best,

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:** Walker, Sandra (Finance - Procurement)  
**Sent:** Wednesday, August 8, 2018 11:40 AM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Subject:** 1037684-Urine Kits for Inmates

Hi Jerval,

Please review/approve the SBE/SDV information.

Thanks

Sandra Walker  
Senior Procurement Officer  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2nd Avenue South, Ste. 101

Nashville, TN 37219  
Office- 615.862.6707