



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

October 18, 2018

Ashley Morris  
Waypoint Analytical  
2790 Whitten Road  
Memphis, TN 38133  
Re: **RFQ # 1043729, Laboratory Testing Services**

Dear Ms. Morris:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1043729 for Laboratory Testing Services. This letter hereby notifies you of Metro's intent to award to Waypoint Analytical, 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 Christina Alexander by email at [christina.alexander@nashville.gov](mailto:christina.alexander@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

Enter Solicitation Title & Number Below						
Laboratory Testing; RFQ# 1043729	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	5.00%	95.00%	\$149,197.33	\$156,657.20	\$149,197.33
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Waypoint Analytical	\$149,197.33	\$0.00	\$0	\$0.00	\$149,197.33	Awarded

## Alexander, Christina (Finance - Purchasing)

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**From:** Watson, Jerval (Finance - Contract Compliance)  
**Sent:** Monday, October 15, 2018 3:47 PM  
**To:** Alexander, Christina (Finance - Purchasing)  
**Subject:** RE: RFQ 1043729 Laboratory Testing Services - BAO Compliance Review Request

Good Afternoon Chris -

I have reviewed the bid for the RFQ # 1043729 Laboratory Testing Services and I have confirmed that there is no SBE participation. Let me know if you have any additional questions.

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:** Alexander, Christina (Finance - Purchasing)  
**Sent:** Wednesday, October 10, 2018 9:19 AM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Cc:** Pittman, Genario (Finance - Procurement)  
**Subject:** RFQ 1043729 Laboratory Testing Services - BAO Compliance Review Request

Jerval,

RFQ 1043729 Laboratory Testing Services closed October 4, 2018, will you provide a BAO compliance review.

I have attached the bid form for reference.

Thanks

*Christina Alexander*

Procurement Officer

Department of Finance

Procurement Division

Metropolitan Nashville Davidson County

730 2<sup>nd</sup> Avenue South, Ste. 101

Nashville, TN 37210

Office- 615.862.6637

## Alexander, Christina (Finance - Purchasing)

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**From:** Alexander, Christina (Finance - Purchasing)  
**Sent:** Thursday, October 11, 2018 10:35 AM  
**To:** Belcher, Stephanie (WS)  
**Cc:** Pittman, Genario (Finance - Procurement)  
**Subject:** RE: RFQ 1043729 Laboratory Testing Services - Single Offer Acceptance

Stephanie,

Thanks, I will move forward with the award process.

*Christina Alexander*

Procurement Officer  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
Office- 615.862.6637

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**From:** Belcher, Stephanie (WS)  
**Sent:** Thursday, October 11, 2018 9:22 AM  
**To:** Alexander, Christina (Finance - Purchasing) <Christina.Alexander@nashville.gov>  
**Cc:** Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>  
**Subject:** RE: RFQ 1043729 Laboratory Testing Services - Single Offer Acceptance

Good morning Christina,

I have spoken with our Lab Superintendent and he agrees that this offer appears fair and reasonable.  
Please move forward with award.

Thank you for all of your hard work on this solicitation.

Stephanie Belcher  
Finance Officer 3  
Metro Water Services  
Business & Finance  
Office: 615-862-4513

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**From:** Alexander, Christina (Finance - Purchasing)  
**Sent:** Wednesday, October 10, 2018 9:44 AM  
**To:** Belcher, Stephanie (WS)  
**Cc:** Pittman, Genario (Finance - Procurement)  
**Subject:** RFQ 1043729 Laboratory Testing Services - Single Offer Acceptance

Stephanie,

RFQ 1043729 Laboratory Testing Services closed October 4, 2018 with a single offer of \$149,197.33.

Given the scope of work sought by the solicitation, do you consider this offer fair and reasonable?

Do you accept the single offer for RFQ 1043729 Laboratory Testing Services?

*Christina Alexander*

Procurement Officer

Department of Finance

Procurement Division

Metropolitan Nashville Davidson County

730 2<sup>nd</sup> Avenue South, Ste. 101

Nashville, TN 37210

Office- 615.862.6637