



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

March 29, 2019

Ms. Beth Seeley  
Butler Animal Health Supply, LLC  
dba Henry Schein Animal Health  
400 Metro Place North  
Dublin, OH 43017

Re: **RFQ #1208658, Animal Diagnostic Testing Supplies**

Dear Ms. Beth Seeley:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # **1208658** for **Animal Diagnostic Testing Supplies**. This letter hereby notifies you of Metro's intent to award to Butler Animal Health Supply, LLC, 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 Daniel Drumwright by email at [Daniel.Drumwright2@nashville.gov](mailto:Daniel.Drumwright2@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



## **Drumwright, Daniel (Finance - Purchasing)**

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**From:** Watson, Jerval (Finance - Contract Compliance)  
**Sent:** Wednesday, March 27, 2019 1:09 PM  
**To:** Drumwright, Daniel (Finance - Purchasing)  
**Cc:** Walker, Sandra (Finance - Procurement)  
**Subject:** RE: RFQ# 1208658 Animal Diagnostic Testing Supplies

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Afternoon Daniel -

I have reviewed the bid for the RFQ # 1208658 Animal Diagnostic Testing Supplies 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:** Drumwright, Daniel (Finance - Purchasing)  
**Sent:** Friday, March 22, 2019 10:14 AM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Cc:** Walker, Sandra (Finance - Procurement)  
**Subject:** RFQ# 1208658 Animal Diagnostic Testing Supplies

Jerval,

Please review attached Bid Tab for SBE/SDV Approval.

Thanks,

**From:** [Walker, Sandra \(Finance - Procurement\)](#)  
**To:** [Drumwright, Daniel \(Finance - Purchasing\)](#)  
**Subject:** RE: RFQ 1162657 Animal Diagnostic Testing Supplies  
**Date:** Thursday, March 28, 2019 9:44:56 AM

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Approved. Please send Michelle the single bidder request with your award letter.

Thanks  
Sandra

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**From:** Drumwright, Daniel (Finance - Purchasing)  
**Sent:** Thursday, March 28, 2019 9:44 AM  
**To:** Walker, Sandra (Finance - Procurement)  
**Subject:** RFQ 1162657 Animal Diagnostic Testing Supplies

Sandra,

Please review Award Documentation.

Thanks,

**Daniel Drumwright**  
Procurement Officer II  
Department of Finance  
(615)862-6632  
Daniel.Drumwright2@nashville.gov

**From:** [Lane, Michelle \(Finance - Procurement\)](#)  
**To:** [Drumwright, Daniel \(Finance - Purchasing\)](#); [Cantlon, Judy \(Finance - Contract Compliance\)](#)  
**Subject:** RE: Single Bidder Approval for RFQ 1162657 Animal Diagnostic Testing Supplies  
**Date:** Friday, March 29, 2019 9:40:07 AM

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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 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37201  
Office- 615.862.5471

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**From:** Drumwright, Daniel (Finance - Purchasing)  
**Sent:** Thursday, March 28, 2019 10:24 AM  
**To:** Cantlon, Judy (Finance - Contract Compliance)  
**Cc:** Lane, Michelle (Finance - Procurement)  
**Subject:** Single Bidder Approval for RFQ 1162657 Animal Diagnostic Testing Supplies

Judy,

RFQ #1162657 closed with a single bidder, Butler Animal Health Supply dba Henry Schein Animal Health. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Butler Animal Health Supply dba Henry Schein Animal Health. This ITB was solicited to registered vendors under the commodity code 42120000. An adequate pool of offerors had an opportunity to submit a response to the solicitation.

Thanks,

**Daniel Drumwright**  
Procurement Officer II  
Department of Finance  
(615)862-6632  
[Daniel.Drumwright2@nashville.gov](mailto:Daniel.Drumwright2@nashville.gov)