



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

September 20, 2019

Anthony Saggiomo  
Sirchie Finger Print Labs  
100 Hunter Place  
Youngsville, NC 27596  
Re: **RFQ#1407657, Nark Brand Drug Kits**

Dear Mr. Saggiomo:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 1407657, Nark Brand Drug Kits. This letter hereby notifies you of Metro's intent to award to **Sirchie Finger Print Labs**, 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**.

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 Buyer **Vada M. Van Hook** by email at **vada.vanhook@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						
RFQ - 1407657 Contract for Sole Brand NARK Drug Kits	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	3.00%	97.00%	\$388,900	\$400,567	\$388,900.00
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Sirchie Finger Print Laboratories, Inc.	\$388,900.00	\$0.00	\$0	\$0	\$388,900	Awarded

## Van Hook, Vada (Finance - Purchasing)

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**From:** Watson, Jerval (Finance - Contract Compliance)  
**Sent:** Thursday, September 12, 2019 3:57 PM  
**To:** Van Hook, Vada (Finance - Purchasing)  
**Cc:** Walker, Sandra (Finance - Procurement); Lane, Michelle (Finance - Procurement)  
**Subject:** RE: NO SBE confirmation RFQ# 1407657 Contract for Sole Brand NARK Drug Kits

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

Vada –

I am still unable to view the solicitation response in the system. I did however review with the information provided.

\*\* Your bid tab has the offeror's name wrong (Sirchie Finger Print Laboratories, Inc.)

I have reviewed the bid for the RFQ # 1407657 Contract for Sole Brand NARK Drug Kits and it appears to be no SBE participation.

Let me know if you have any additional questions.

Best,

Jerval Watson  
Metro Nashville Government  
615-862-5461

**For more information about the  
Equal Business Opportunity Program  
Contact BAO at [bao@nashville.gov](mailto:bao@nashville.gov)**



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**From:** Van Hook, Vada (Finance - Purchasing)  
**Sent:** Thursday, September 12, 2019 11:23 AM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Cc:** Walker, Sandra (Finance - Procurement); Lane, Michelle (Finance - Procurement)  
**Subject:** FW: NO SBE confirmation RFQ# 1407657 Contract for Sole Brand NARK Drug Kits

Following up on this request from 8/30.

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**From:** Van Hook, Vada (Finance - Purchasing)  
**Sent:** Thursday, September 5, 2019 9:12 AM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Subject:** FW: NO SBE confirmation RFQ# 1407657 Contract for Sole Brand NARK Drug Kits

Good morning,

Following up on this request.

Thanks

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**From:** Van Hook, Vada (Finance - Purchasing)  
**Sent:** Friday, August 30, 2019 9:26 AM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Subject:** NO SBE confirmation RFQ# 1407657 Contract for Sole Brand NARK Drug Kits

Jerval,

Please see attached Bid Tab for the reference project. It appears the sole offeror does not have any SBE participation. Please confirm.

Thanks,  
Vada