



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

9/8/2021 | 8:27 AM CDT

Amanda Nowinski
IDEXX Labs
3445 Boles Road
Knoxville, TN 37931

Re: **RFQ # 111237, IDEXX Materials for Laboratory Testing**

Dear Ms. Nowinski:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 111237 for IDEXX Materials for Laboratory Testing. This letter hereby notifies you of Metro's intent to award to IDEXX 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 Equal Business Opportunity (EBO) 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 Christopher Wood, BAO Representative, at (615) 862-6710 or at Christopher.Wood@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 Jonathan Meadows by email at jonathan.meadows@nashville.gov Monday through Friday between 8:30am and 3:30pm.

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

Sincerely,

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
Phone: 615-862-6180
Fax: 615-862-6179

Enter Solicitation Title & Number Below						
RFQ 111237; IDEXX Materials for Laboratory Testing	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	0.00%	0.00%	\$903,607.47	\$0.00	\$903,607.47
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Evaluation Amount	Status of ITB Award
IDEXX Labs	\$903,607.47	\$0.00	\$0	\$0.00	\$903,607.47	Awarded

*The BAO Assignment for this award included no SBE/SDV Cost Incentive.

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Meadows, Jonathan \(Finance - Purchasing\)](#)
Cc: [Clay, Gary \(Finance\)](#); [Ray, Terri \(Finance - Procurement\)](#)
Subject: RE: Single Offer Approval RFQ 111237 IDEXX Materials for Laboratory Testing
Date: Tuesday, September 7, 2021 1:06:04 PM

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 2nd Avenue South, Ste. 101
Nashville, TN 37201
Office- 615.862.5471

From: Meadows, Jonathan (Finance - Purchasing) <Jonathan.Meadows@nashville.gov>
Sent: Friday, September 3, 2021 9:47 AM
To: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>
Cc: Clay, Gary (Finance) <Gary.Clay@nashville.gov>; Ray, Terri (Finance - Procurement) <Terri.Ray@nashville.gov>
Subject: Single Offer Approval RFQ 111237 IDEXX Materials for Laboratory Testing

Michelle,

RFQ #111237 closed with a single bidder, IDEXX Labs. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to IDEXX Labs. This ITB was solicited to registered vendors under the commodity code 4110 0000, 4112 0000. An adequate pool of offerors had an opportunity to submit a response to the solicitation.

No Cost Incentive was applicable or EBO goals were established for this solicitation.

Please review this single offer for approval.

Jonathan Meadows
Procurement Officer II
Department of Finance, Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615-862-6672

From: [Taylor, Ted \(WS\)](#)
To: [Meadows, Jonathan \(Finance - Purchasing\)](#)
Subject: RE: RFQ 111237 IDEXX Materials
Date: Tuesday, July 27, 2021 10:50:31 AM

Yes. I approve



Ted A. Taylor
MWS Laboratory Superintendent
1450 Lebanon Pike, Building E
Nashville, TN 37210
Ph: 615-862-4591
Cell: 615-961-0963
www.nashville.gov/water

From: Meadows, Jonathan (Finance - Purchasing)
Sent: Tuesday, July 13, 2021 9:19 AM
To: Taylor, Ted (WS) <Ted.Taylor@nashville.gov>
Subject: RE: RFQ 111237 IDEXX Materials

Ted,

Good morning. RFQ 111237 closed on 7/08/2021 with one responsive offeror. Attached is their bid form and prices. Please let me know if these are acceptable.

If so, I will begin building the award.

Thank you,

Jonathan Meadows
Procurement Officer II
Department of Finance, Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office- 615-862-6672
