



Notice of Intent to Award

Solicitation Number	396525	Award Date	9/9/2025 7:20 AM CDT
Solicitation Title	Design, Fabrication, Repairs, and Installation of Interior and Exterior Signage		
Buyer Name	Sandra Walker	Buyer Email	sandra.walker@nashville.gov
BAO Rep	Evans Cline	BAO Email	evans.cline@nashville.gov

Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Jarvis Award, Sign, Flag Company	Company Contact	Rebecca Jarvis
Street Address	310 Madison Street		
City	Madison	State	TN
		Zipcode	37115

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

☐ Yes, the EBO Program is applicable.

☒ No, the EBO Program is not applicable.

Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

☒ Yes, monthly reporting is applicable.

☐ No, monthly reporting is not applicable.


Public Information and Records Retention


Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

Right to Protest

Per MCL 4.36.010 – 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.


Management (Initial)


Dennis Rowland
Purchasing Agent & Chief Procurement Officer

**RFQ: 396525-Design, Fabrication,
Repairs, and Installation of Interior and
Exterior Signage**

Offeror	Jarvis Award, Sign, Flag Company
Cost (30 Points)	30.00
Service Delivery (35 Points)	35.00
Qualifications and Experience (35 Points)	30.00
Total	95.00

Evaluation Comments

Jarvis Award, Sign, Flag Company
Strength- Good Qualifications and Experience. Good overall Service Delivery.
Weaknesses: Vendor failed to provide project time frames. Vendor failed to provide project completion dates. Vendor failed to provide final cost for all projects referenced.

BAO Small Business Assessment Sheet

BAO Specialist: Evans Cline

Contract Specialist: Sandra Walker

Date: 8/26/25


Department Name: General Services

RFQ#: 396525

Project Name: Design, Fabrication, Repairs, and Installation of Interior and Exterior Signage

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE subs approved?	SBE (%)	Comments
Jarvis Sign Company	\$4,617,414.98	\$ -	n/a	0%	Proposer acknowledged the 10% SBE/SDV threshold in the solicitation. The prime is not an approved SBE and proposed no engagement of SBE firms.

METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY
M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS
SUMMARY SHEET

THIS DOCUMENT MUST BE ACCURATELY COMPLETED, SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL (Due with Bid Submission if Applicable)		
Project Name: Design, Fabrication, Repairs, Installation of Interior and Exterior Signage		Project Number: 396525
Company Name: Jarvis Sign Company	Date Submitted: 07/22/2025	Total Contract Value: 4,617,414.98
Address: 310 Madison Street, Madison TN 37115		Federal Tax ID# 620937918
Contact Person: Jennifer Sychareune	Email:	Phone #: 615-865-6062
GOOD FAITH EFFORTS SUMMARY SHEET		
Number	Bidder Action(s)	BAO Only
1.	<p>Solicitation and written notice to available and certified MWBEs: Soliciting specific individual MWBEs whose availability as potential sources of goods or services can be reasonably ascertained. This measure includes sending letters or making other personal contacts with specific certified MWBEs including those that the Bidder has contracted with in the past as well as other MWBEs with which the Bidder may be unfamiliar, but whose identities can be ascertained from a directory of certified MWBEs maintained by the BAO.</p> <p>The written notices contain:</p> <ul style="list-style-type: none">I. Enough information about the plans, specs, and terms & conditions of the solicitation;II. A contact person knowledgeable of the project documents available to answer questions about the condition of the contract;III. Information regarding the Bidder's bonding requirements;IV. The deadline for submission of price quotations.	Pass 

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name/Address/Contact Person/Phone/Email	Type of Business	Type of Work/Service(s) Solicited	How Business was contacted (i.e. email, phone, letter, etc.?)	Response to Solicitation (i.e. will submit bid, no response, not interested)	Bid/Quote Amount	Company Selected (Write Yes or NO)
Broadwater and Assoicates	MBE	Graphic Design	Email	no response		NO
Majestic Solution, Inc	MBE	Sigange and Accessories	Email	no response		NO


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Number	Bidder Action(s)	BAO Only
2.	Meetings: Attended or held informational meetings to update potential subcontractors or vendors of subcontracting or supply opportunities.	Fail <input type="checkbox"/>

List all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name/Address/Contact Person/Phone Number/Email	Description of Meeting Notices for M/W/SDVEs	Date M/W/SDVE Attended, if applicable
no interest from contacted companies, so no meetings were held		

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3.	Unbundling. Divided the contract, in accordance with normal industry practice, into small, economically feasible segments that could be performed by MWBEs. Under no circumstances, however, shall a bidder segment work solely for the purpose of utilizing MWBEs as subcontractors where such segmentation is not in accordance with common and accepted industry practices relating to the utilization of other firms as subcontractors.	Pass 

What Scope of Project Was Divided?

1. Install	2. Design
3.	4.
5.	6.


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4.	Rejection: Provided a written explanation for rejection of any potential subcontractor or vendor to the Bidder, including the name of the firm awarded the subcontract or supply agreement.	Pass <input type="checkbox"/>

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

M/WBE Firm Name/Address/Contact Person/Phone Number/Email	Description of Proposed Work	Reason for Rejection
Broadwater and Associates- Ernest Broadwater- 615-256-6707- ernest.broadwater@broadwaterprint.com	Design	no response
The Logo Warehouse- Leah Scott- 502-708-0634-lscott@thelogowarehouse.com	Design	no response
Majestic Solutions, Inc- Grace Lo- 256-882-6162- grace@majesticsolutioninc.net	signage and accessories	no response


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5.	Non-discrimination: Providing a non-discriminatory work site. Maintaining a work environment free of harassment, intimidation and coercion at all construction sites, offices and other facilities at which the Bidder's employees are assigned to work. The Bidder shall specifically ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the Bidder's obligation to maintain a non-discriminatory work environment.	Fail 

For each training, list the type of training and date.

Type of Training	Date of Training


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6.	Community and Other Organizational Services Support: Advertising in trade publications of general circulation in the Program Area. The advertisement shall identify and describe the specific subcontracting or other opportunity in reasonable detail.	N/A 

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Publication Name	Date of Publication	Please provide copy.
N/A- no interest and not enough information on what will be provided		


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7.	Assistance: Bonding/Lines of Credit/Insurance: Providing reasonable assistance to a MWBE in need of equipment, supplies, bonding, letters of credit and/or insurance.	N/A 

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name/Address/Contact Person/Phone Number/Email	Type of Assistance
N/A- no interest	


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8.	Database Utilization Accessed all reasonable and available means to include, but not limited to the following example: https://nashville.diversitycompliance.com/	Pass 

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Database Accessed	Date of Access	Results
nashvildiversitycompliance.com	08/26/20	Got contacts for contractors- had no interest from contractors contacted

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9.	Mentor Protégé' Relationship/Technical Assistance: Providing reasonable technical assistance to a MWBEs to ameliorate any deficiencies of technical knowledge or advance skill, where such assistance is undertaken by the Bidder to facilitate the MWBE's successful participation on a project or contract.	N/A 

For each MBE/WBE firm assisted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name	Type of Assistance	If Mentor Protégé' Agreement Reached, Please Provide Copy.
N/A no interest		

By submitting this it is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms' responses to our solicitation. Copies of all bids and/or quotes will be made available upon request. Failure to provide BAO requested documentation may result in noncompliance

Please ensure to save the document as a PDF and refrain from printing and signing it.



Statement of M/WBE Utilization

Proposer's Firm's Name: Jarvis Sign Company

Proposer's Phone #: 615-865-6062

Solicitation Title: Design, Fabrication, Repairs and Installation of Interior and Exterior Signage

Proposer's Email Address: jennifer@jarvisigns.com

Solicitation #: 396525

Amount Self-performed : 100%

Proposer's Firm's Ownership: WBE

Total Bid Amount: 4,617,414.98

Proposed EBO Goal (%): 3 MBE% 12 WBE%

EBO Goal Met? (Y/N) NO

The following MWBE* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

Certificate Type (MBE or WBE)		Phone/E-Mail	MBE/WBE Firm Address	MBE/WBE Firm Name	* MBE/WBE Group Type *	Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
1	Select				Select				
2	Select				Select				
3	Select				Select				
4	Select				Select				
5	Select				Select				
6	Select				Select				
7	Select				Select				

I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.

Authorized Representative (Printed Name/Title) *Please ensure to save the document as a PDF and refrain from printing and signing it.*

Rebecca Jarvis

Date

07/15/2025

*Note: MWBE is defined as business enterprise maintaining a significant business presence in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

Has Prime Complied with EBO Goal?

NO

For Internal Office Use ONLY

If No, Good Faith Efforts Met?

YES

BAO Representative: Evans Cline

Metro Buyer: Sandra Walker

Project Manager:

Date: 08/26/20

Total MBE Subcontracting

0 %

Total WBE Subcontracting

100 %

Total MBE/WBE Participation:

0 %

BAO Notes:

RFQ: 396525 Design, Fabrication, Repairs, and Installation of Interior and Exterior Signage		Max. RFP Cost Points
		30
Offeror's Name	Total Cost	RFP Cost Point Distribution
Jarvis Award, Sign, Flag Company	\$4,617,414.98	30.00