



Notice of Intent to Award

Solicitation Number	399472	Award Date	10/14/2025 3:18 PM CDT
Solicitation Title	Pre-Sort and Mail Deliverance to the US Postal Service (USPS)		
Buyer Name	Brad Wall	Buyer Email	brad.wall@nashville.gov
BAO Rep	Christopher Wood	BAO Email	christopher.wood@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	Pitney Bowes Presort Services, LLC	Company Contact	Heather DeLoach
Street Address	371 Mason Road		
City	La Vergne	State	TN
		Zipcode	37086-3606

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.

A valid protest must demonstrate that the purchasing agent did not follow the law, the regulations, or the dictates of the solicitation. Protests based upon subjective scoring are not appropriate and may be grounds for placing the actual or prospective bidder, offeror, or contractor on the list of suspended or debarred persons.

Dennis Rowland

Dennis Rowland

Purchasing Agent & Chief Procurement Officer

Zak Kelley

Zak Kelley

RFQ #399472 - Pre-Sort and Mail Deliverance to the US Postal Service (USPS)	
	Pitney Bowes Presort Services, LLC
Experience and Qualifications (50 Points)	50.00
Capacity to Perform (50 points)	44.00
Total (100 Points)	94.00

Pitney Bowes Presort Services, LLC
<p>Strengths - The offeror demonstrated experience providing pre-sort mail processing services to clients of similar size to the city of Nashville. The offeror's reference projects were relevant to what Metro is seeking in the resulting contract. The offeror can process up to 2 million pieces of mail daily; along with five sorting machines to process mail at other facilities to meet the demands of clients. The offeror has multiple points of contact and various degrees of escalation to resolve any issues related to mail pre-sort services.</p> <p>Weaknesses - Based on the offeror's response, Metro is unclear if the offeror is able to deliver mail to the USPS on the same day as it is picked up.</p>