

_____Manager (Initial)



Notice of Intent to Award

Solicitation Number	401400	Award Date	12/2/2025 7:12 AM CST
Solicitation Title	Animal Care Medical Services including Spaying and Neutering		
Buyer Name	Sandra Walker	Buyer Email	sandra.walker@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	Pet Community Center, Inc.	Company Contact		Brandon Dyce	
Street Address	5233 Harding Pl, Ste 5247				
City	Nashville	State	TN	Zipcode	37217

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

(Initial)

Enter Solicitation Title & Number Below						
RFQ: 401400-Animal Care Medical Services including Spaying and Neutering	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.00%	0.00%	100.00%	\$1,109,603.90	\$1,109,603.90	\$1,109,603.90
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Pet Community Center, Inc	\$1,109,603.90	\$0.00	\$0.00	\$0.00	\$1,109,603.90	Awarded

From: [Rowland, Dennis \(Finance\)](#)
To: [Walker, Sandra \(Finance - Procurement\)](#)
Subject: RE: Animal Care Medical Services including Spaying and Neutering.
Date: Monday, December 1, 2025 11:18:33 AM

Approved

From: Walker, Sandra (Finance - Procurement) <Sandra.Walker@nashville.gov>
Sent: Monday, December 1, 2025 11:15 AM
To: Rowland, Dennis (Finance) <Dennis.Rowland@nashville.gov>
Subject: FW: Animal Care Medical Services including Spaying and Neutering.

Good morning, Dennis,

Please approve the award to the single bid received for the project referenced above. Let me know if you have any questions.

Thanks
Sandra

From: Correa, Kathryn (Health) <Kathryn.Correa@nashville.gov>
Sent: Monday, December 1, 2025 11:09 AM
To: Walker, Sandra (Finance - Procurement) <Sandra.Walker@nashville.gov>
Subject: Re: Animal Care Medical Services including Spaying and Neutering.

Sandra,

Health approves.

Thanks,
Kathryn

From: Walker, Sandra (Finance - Procurement) <Sandra.Walker@nashville.gov>
Sent: Monday, December 1, 2025 11:05 AM
To: Correa, Kathryn (Health) <Kathryn.Correa@nashville.gov>
Subject: Animal Care Medical Services including Spaying and Neutering.

Hi Kathryn,

Please review and let me know if Health approves the attached bid form from Pet Community for the services referenced above.

Thanks

Sandra Walker, NIGP-CPP
Metropolitan Government of Nashville and Davidson County
Department of Finance, Procurement
Lindsley Hall
730 President Ronald Reagan Way, Ste. 220
Nashville, TN 37210
o: 615-862-6707
e: sandra.walker@nashville.gov