

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

November 8, 2018

Joan Morgan
Watson Label Products
10616 Trenton Ave.
St. Louis, MO 63132
Re: **RFQ # 1037679, Barcode Labels**

Dear Ms. Joan:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1037679 for Barcode Labels. This letter hereby notifies you of Metro's intent to award to Watson Label Products, 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 Matt Taylor by email at Matthew.Taylor@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
Phone: 615-862-6180
Fax: 615-862-6179

Enter Solicitation Title & Number Below						
Barcode Labels; RFQ# 1037679	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	8.00%	92.00%	\$43,750.00	\$47,250.00	\$43,750.00
Offeror's Name	Bids	SBE/SDV	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Watson Label Products	\$43,750.00	\$0.00	\$0	\$0	\$43,750.00	Awarded

From: [Watson, Jerval \(Finance - Contract Compliance\)](#)
To: [Taylor, Matthew \(Finance - Purchasing\)](#)
Subject: RE: SBE/SDV determination for RFQ# 1037679 Barcode Labels
Date: Monday, November 5, 2018 10:44:29 AM
Attachments: [image001.png](#)
[image002.png](#)

Good Morning Matt -

I have reviewed the bid for the RFQ # 1037679 Barcode Labels and I have confirmed that there is no SBE participation. Let me know if you have any additional questions.

Best,

Jerval Watson
Business Development Officer
Department of Finance
Office of Minority and Women Business Assistance (BAO)
Metropolitan Nashville Davidson County Government
730 2nd Avenue South, 1st Floor; PO Box 196300
Nashville, TN 37219-6300
(P)615-862-5461; (F)615-862-6175



From: Taylor, Matthew (Finance - Purchasing)
Sent: Friday, October 26, 2018 10:58 AM
To: Watson, Jerval (Finance - Contract Compliance)
Subject: SBE/SDV determination for RFQ# 1037679 Barcode Labels

Jerval,

It appears that no SBE/SDV business participation is applicable, will you confirm that no SBE/SDV business participation is applicable for RFQ# 1037679 Barcode Labels?

Matt Taylor
Procurement Officer 2
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Taylor, Matthew \(Finance - Purchasing\)](#)
Cc: [Cantlon, Judy \(Finance - Contract Compliance\)](#)
Subject: RE: Intent to Award, Award Justification and Single Offeror Review/Approval Request for RFQ# 1037679
Barcode Labels
Date: Wednesday, November 7, 2018 9:13:37 AM

Award to a single offeror is approved. Judy, please prepare the letter.

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: Taylor, Matthew (Finance - Purchasing)
Sent: Tuesday, November 06, 2018 8:59 AM
To: Lane, Michelle (Finance - Procurement)
Cc: Cantlon, Judy (Finance - Contract Compliance)
Subject: FW: Intent to Award, Award Justification and Single Offeror Review/Approval Request for RFQ# 1037679 Barcode Labels

Michelle,

RFQ# 1037679 Barcode Labels closed with a single offer from Watson Label Products. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Watson Label Products. This ITB was solicited to all registered vendors under the commodity code for "Office Supplies and Paper Materials and Products", giving an adequate pool of offerors who had an opportunity to submit a response to this solicitation. The department's (Public Library) Single Offeror Approval is included in the Award Justification. If you approve of this single offer, then I will save your response with the solicitation documents and move forward in getting the award ready for approval.

From: [Drye, Susan \(Library\)](#)
To: [Taylor, Matthew \(Finance - Purchasing\)](#)
Subject: RE: Single Offeror and Budget Approval Request for RFQ# 1037679 Barcode Labels
Date: Friday, October 5, 2018 9:06:47 AM

The Library approves the single offer and at the bid amount of \$43,750.. Thank you and let me know if any other information may be needed to proceed.

Susan L. Drye, Assistant Director for Administrative Services
Nashville Public Library (615) 880-2614

From: Taylor, Matthew (Finance - Purchasing)
Sent: Friday, October 05, 2018 8:55 AM
To: Drye, Susan (Library)
Subject: Single Offeror and Budget Approval Request for RFQ# 1037679 Barcode Labels

One offer was received for RFQ# 1037679 Barcode Labels. The vendor is responsive. The quote received was over the estimate budget at \$43,750. I am requesting your approval to proceed with a single offer and your approval of the total bid amount of \$43,750. Do you consider the offer to be fair and reasonable?

Matt Taylor
Procurement Officer 2
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37201
Office- 615.862.6670