

_____ Manager (Initial)



Notice of Intent to Award 4/29/2026 | 10:00 AM CDT

Solicitation Number	GG000024	Award Date	
Solicitation Title	Bill Printing & Mailing Services		
Buyer Name	Christina Alexander	Buyer Email	christina.alexander@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 (1)	Doxim Inc. dba Doxim Utilitac, LLC
Company Name (2)	
Company Name (3)	
Company Name (4)	
Company Name (5)	
Company Name (6)	

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.

Dennis Rowland

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Dennis Rowland
 Purchasing Agent & Chief Procurement Officer

 (Initial)
Zak Kelley



RFQ GG000024 – Bill Printing & Mailing Services

Company Name	Qualifications and Experience (30 Points)	Project Training Approach (30 Points)	Cost Criteria (40 Points)	Total Points (100)
DNI Corp	20.00	20.00	39.23	79.23
Doxim Inc. dba Doxim Utilitec LLC	30.00	25.00	29.76	84.76
Envelopes and Forms, Inc. dba SureBill	10.00	5.00	40.00	55.00
Paymentus Corporation dba Paymentus	20.00	10.00	25.40	55.40

Adam Smith dba Star Route LLC and Music City Graphics Inc dba Alpha Graphics Music City, both deemed non-responsive.

DNI Corp	
Strengths	Weaknesses
<ul style="list-style-type: none"> • Provided narrative that elucidated firm's ability, capacity, special skill, and experience providing bill printing and mailing services, and met Metro's expectations. • Provided project experience with three (3) similar sized public entities over the last five (5) years and met Metro's expectations. • Provided organization chart with key members of the proposed team and met Metro's expectations. • Provided detailed description of training proposed and met Metro's expectations. • Provided detailed outline of instructions for users and system administrators content, including details on modules, new business processes, recommended location, duration, and how training is matched to personnel skill levels and met Metro's expectations. • Provided detailed implementation process, and/or system switch over and met Metro's expectations. 	<ul style="list-style-type: none"> • Response for same day turn-around failed to meet Metro's expectations.

Doxim Inc. db Doxim Utilitec LLC	
Strengths	Weaknesses
<ul style="list-style-type: none"> • Provided narrative that elucidated firm's ability, capacity, special skill, and experience providing bill printing and mailing services, and met Metro's expectations. • Provided project experience with three (3) similar sized public entities over the last five (5) years and exceeded Metro's expectations. • Provided organization chart with key members of the proposed team and met Metro's expectations. • Provided examples that exceeded Metro's expectations. • Provided detailed description of training proposed and met Metro's expectations. • Provided detailed outline of instructions for users and system administrators content, including details on modules, new business processes, recommended location, duration, and how training is matched to personnel skill levels and met Metro's expectations. • Provided detailed implementation process, and/or system switch over and met Metro's expectations. 	<ul style="list-style-type: none"> • Although proposed training met Metro's expectations, it lacked detail. • Although implementation process met Metro's expectations, it lacked detail.

Envelopes and Forms Inc dba SureBill	
Strengths	Weaknesses
<ul style="list-style-type: none"> Provided narrative that elucidated firm's ability, capacity, special skill, and experience providing bill printing and mailing services, and met Metro's expectations. Provided organization chart with key members of the proposed team and met Metro's expectations. 	<ul style="list-style-type: none"> Although narrative met Metro's expectations, it lacked detail. Project experience with three (3) similar sized public entities over the last five (5) years lacked detail and failed to meet Metro's expectations. Proposed and failed to meet Metro's expectations. Proposed outline of instructions for users and system administrators content, including details on modules, new business processes, recommended location, duration, and how training is matched to personnel skill levels was unclear and failed to meet Metro's expectations. Proposed implementation process, and/or system switch over lacked detail and failed to meet Metro's expectations. Response for same day turn-around failed to meet Metro's expectations.

Paymentus Corporation dba Paymentus	
Strengths	Weaknesses
<ul style="list-style-type: none"> Provided narrative that elucidated firm's ability, capacity, special skill, and experience providing bill printing and mailing services, and met Metro's expectations. Provided project experience with three (3) similar sized public entities over the last five (5) years and met Metro's expectations. Provided organization chart with key members of the proposed team and met Metro's expectations. Provided detailed description of proposed training and met Metro's expectations. Provided detailed outline of instructions for users and system administrators content, including details on modules, new business processes, recommended location, duration, and how training is matched to personnel skill levels and met Metro's expectations. Provided detailed implementation process, and/or system switch over and met Metro's expectations. 	<ul style="list-style-type: none"> Although reference projects met Metro's expectations, it lacked detail. Although proposed training met Metro's expectations, it lacked detail identifying billing systems. Although implementation process met Metro's expectations, it lacked detail. Response for same day turn-around failed to meet Metro's expectations.

Enter Solicitation Title & Number Below			
Bill Printing and Mailing Services ; RFQ GG000024		Lowest Bid	
		\$1,395,302.92	40
Offeror's Name	Bids	RFP Cost Points	
Envelopes and Forms, Inc. dba SureBill	\$1,395,302.92		40.00
DNI Corp	\$1,422,651.47		39.23
Doxim Inc. dba Doxim Utilitec LLC	\$1,875,094.65		29.76
Paymentus Corporation dba Paymentus	\$2,196,952.31		25.40
Adam Smith dba Star Route LLC, and Music City Graphics Inc dba Alpha Graphics Music City, both deemed non-responsive			



Notice of Rejection

Solicitation Number	GG000024	Date	4/23/2026 11:23 AM CDT	
Solicitation Title	Bill Printing & Mailing Services			
Buyer Name	Christina Alexander	Buyer Email	christina.alexander@nashville.gov	
BAO Rep	Christopher Wood	BAO Email	christopher.wood@nashville.gov	

The Metropolitan Government of Nashville and Davidson County has determined the offer submitted by the following supplier is not minimally responsive to the requirements of the referenced solicitation:

Company Name	Music City Graphics Inc dba Alpha Graphics Music City	Company Contact	Laura Darden		
Street Address	858 Dickerson Pike				
City	Nashville	State	TN	Zipcode	37207
Reason	Offer does not meet the requirements of the solicitation and is unacceptable.				
Other/Notes	Response failed to address evaluation criteria section requirements - no attached proposal.				

Public Information and Records Retention

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Dennis Rowland

 Dennis Rowland
 Purchasing Agent & Chief Procurement Officer

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Notice of Rejection

Solicitation Number	GG000024	Date	4/29/2026 8:49 AM CDT
Solicitation Title	Bill Printing & Mailing Services		
Buyer Name	Christina Alexander	Buyer Email	christina.alexander@nashville.gov
BAO Rep	Christopher Wood	BAO Email	christopher.wood@nashville.gov

The Metropolitan Government of Nashville and Davidson County has determined the offer submitted by the following supplier is not minimally responsive to the requirements of the referenced solicitation:

Company Name	Adam Smith dba Star Route LLC	Company Contact	Adam L. Smith	
Street Address	3258 zBrick Church Pike			
City	Nashville	State	TN	Zipcode 37207
Reason	Offer does not meet the requirements of the solicitation and is unacceptable.			
Other/Notes	Response failed to address all of the evaluation criteria section requirements - no response for project training.			

Public Information and Records Retention

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Right to Protest

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Dennis Rowland

 Dennis Rowland
 Purchasing Agent & Chief Procurement Officer

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Certificate Of Completion

Envelope Id: 3DCA773D-F7DC-80AB-8195-CA96FD1F90BC
 Subject: Intent to Award - RFQ # GG000024 for Bill Printing and Mailing Services
 Source Envelope:
 Document Pages: 6
 Certificate Pages: 2
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)


Status: Completed
 Envelope Originator:
 Christina Alexander
 730 2nd Ave. South 1st Floor
 Nashville, TN 37219
 christina.alexander@nashville.gov
 IP Address: 170.190.198.185

Record Tracking

Status: Original
 4/29/2026 8:59:59 AM
 Security Appliance Status: Connected
 Holder: Christina Alexander
 christina.alexander@nashville.gov
 Pool: StateLocal
 Location: DocuSign

Signer Events


Terri L. Ray
 terri.ray@nashville.gov
 Finance Manager
 Metropolitan Government of Nashville and Davidson
 County
 Security Level: Email, Account Authentication
 (None)

Signature

 Signature Adoption: Pre-selected Style
 Using IP Address: 170.190.198.185

Timestamp
 Sent: 4/29/2026 9:01:22 AM
 Viewed: 4/29/2026 9:03:10 AM
 Signed: 4/29/2026 9:03:47 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign


Zak Kelley
 Zak.Kelley@Nashville.gov
 Finance Manager
 Metro Nashville Government
 Security Level: Email, Account Authentication
 (None)


 Signature Adoption: Drawn on Device
 Using IP Address:
 2600:1004:b12a:266:b970:c462:5451:2986
 Signed using mobile

Sent: 4/29/2026 9:03:49 AM
 Viewed: 4/29/2026 9:22:52 AM
 Signed: 4/29/2026 9:23:00 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Dennis Rowland
 Dennis.Rowland@nashville.gov
 Purchasing Agent & Chief Procurement Officer
 Security Level: Email, Account Authentication
 (None)


 Signature Adoption: Pre-selected Style
 Using IP Address: 170.190.198.185

Sent: 4/29/2026 9:23:01 AM
 Viewed: 4/29/2026 10:00:31 AM
 Signed: 4/29/2026 10:00:36 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/29/2026 9:01:22 AM
Certified Delivered	Security Checked	4/29/2026 10:00:31 AM
Signing Complete	Security Checked	4/29/2026 10:00:36 AM
Completed	Security Checked	4/29/2026 10:00:36 AM

Payment Events	Status	Timestamps
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