



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

July 12, 2019

Ms. Marcella Ridley
M & P Services, Inc
1107 Acklen Ave
Nashville, TN 37203

Re: **RFQ # 1344659 New Carpet Tile for Register of Deeds**

Ms. Marcella Ridley:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ **1344659 New Carpet Tile for Register of Deeds**. This letter hereby notifies you of Metro's intent to award to M & P Services, Inc., 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 Jeremy Frye, BAO Representative, at 615-862-6638 or at Jeremy.Frye@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 Daniel Drumwright by email at Daniel.Drumwright2@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

BAO SBE Assessment Sheet

BAO Specialist: Tina R. Burt / Christopher S. Wood

Contract Specialist: Daniel Drumwright

Date: 06/28/2019

Department Name: Register of Deeds

RFP/ITB Number: 1344659

Project Name: New Carpet Tile for Register Of Deeds

	Prime Bid Amount	Total Proposed SBE (\$)	SBEs Approved?	SBE (%)	Comments
M & P Services, Inc	\$43,146	\$43,146	YES	100%	Prime is an approved SBE firm and they propose to utilize another SBE as a sub.

*For ITBs, only apparent low bidder will be listed.

PNP Compliance Results Form

Department Name: Register of Deeds

RFP/ITB Number: 144659

New Carpet Tile for Register Of Deeds

Primary Contractor	PNP Compliant (Yes/No)	
M & P Services, Inc.	Yes	M & P Services "MWBE" / "SBE" of Nashville successfully completed the Good Faith Effort outreach to three certified MWBEs: Contract Carpets "WBE" / "SBE" (Accepted - \$31,571.19), Corborook, LLC "MWBE" (Declined - No Bid), and Kbarr Group "MWBE" (Declined - No Bid).

*Denotes Contractor with whom follow up was required

Date: 06/28/2019

Metro Buyer: Daniel Drumwright

BAO Rep: Tina R. Burt / Christopher S. Wood