



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

July 17, 2019

Sarah Re
Creation Gardens, Inc.
2055 Nelson Miller Parkway
Louisville, KY 40223
Re: **RFQ # 1043728, Fruit, Vegetables, Gift Boxes, and Baskets for Head Start and Early Head Start**

Dear Sarah:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1043728 for **Fruit, Vegetables, Gift Boxes, and Baskets for Head Start and Early Head Start**. This letter hereby notifies you of Metro's intent to award to Creation Gardens, 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 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 Buyer Brad Wall by email brad.wall@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

RFQ # 1043728 - Fruit, Vegetables, Gift Boxes, and Baskets for Head Start and Early Head Start Evaluation Team Score Sheet	
Offeror	Creation Gardens, Inc.
Contract Acceptance/Contract Exceptions	Accepted with no exceptions
Cost (40 Points)	32
Experience and Qualifications (40 Points)	40
Scheduling and Capacity (20 Points)	20
Total Evaluation Scores (100 Points Total)	92

Creation Gardens, Inc.
<p>Strengths- Vendor provided a detailed description of their quality assurance program. Vendor provided a detailed description of the service trucks that will be used to deliver the products. The vendor's description of their customer service outlook was detailed. The vendor provided a detailed description of their process for correcting any product quality issues. Vendor provided detailed information pertaining to their delivery capabilities. Vendor's description of how they will meet the delivery needs of Metro was detailed. Vendor provided a detailed description of how they would prioritize work for Metro. The vendor's description of their approach to resolving any backordered items, invoicing issues, and items being delivered incorrectly was detailed.</p> <p>Weaknesses - There were no weaknesses in the proposal submitted.</p>

Solicitation Title & Number	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Fruit, Vegetables, Gift Boxes, and Baskets for Head Start and Early Head Start; RFQ # 1043728	32	8	40

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Creation Gardens, Inc.	\$331,219.20	\$0.00	32.00	0.00	32.00

From: [Watson, Jerval \(Finance - Contract Compliance\)](#)
To: [Wall, Brad \(Finance - Procurement\)](#)
Subject: RE: BAO Assessment for RFQ # 1043728 Fruit, Vegetables, Gift Boxes, and Baskets for Head Start and Early Head Start
Date: Wednesday, June 26, 2019 2:46:06 PM
Attachments: [image001.png](#)

Good Afternoon Brad –

I have reviewed the bid for the RFQ # 1043728 Fruit, Vegetables, Gift Boxes, and Baskets for Head Start and I have confirmed that there is no SBE participation. I would note that they awarded vendor is a Metro approved Women- Owned Business. Let me know if you have any additional questions.

Best,

Jerval Watson
Metro Nashville Government
615-862-5461

**For more information about the
Equal Business Opportunity Program
Contact BAO at bao@nashville.gov
Program goes live on July 5th**



From: Wall, Brad (Finance - Procurement)
Sent: Thursday, May 23, 2019 10:33 AM
To: Watson, Jerval (Finance - Contract Compliance)
Subject: BAO Assessment for RFQ # 1043728 Fruit, Vegetables, Gift Boxes, and Baskets for Head Start and Early Head Start

Jerval,

RFQ # 1043728 closed with a single bid from **Creation Gardens, Inc.** The single bidder didn't propose

any SBE/SDV participation. Will you please confirm this, so that I can include your response within the intent to award justification?

Thanks,

Brad Wall
Procurement Officer III
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
(615) 862-4273 (Office)