



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

August 8, 2019

Wes Bunting  
Sirchie Finger Print Laboratories  
100 Hunter Place  
Youngsville NC 27596  
Re: **RFQ # 1244657, Crime Lab Evidence Collection Kits**

Dear Mr. Bunting:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # **1244657** for **Crime Lab Evidence Collection Kits**. This letter hereby notifies you of Metro's intent to award to **Sirchie Finger Print Laboratories**, 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 615-862-6451 or at [Jerval.watson@nashville.gov](mailto: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 Christina Alexander by email at [Christina.alexander@nashville.gov](mailto:Christina.alexander@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](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Crime Lab Evidence Collection Kits; RFQ# 1244657			28	7	35

  

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
National Law Enforcement/ Tritech Forensics	\$77,860.00	\$0.00	28.00	0.00	28.00
Arrowhead	\$153,230.36	\$0.00	14.23	0.00	14.23
Sirchie Finger Print Lab Inc	\$112,602.50	\$0.00	19.36	0.00	19.36

**RFQ# 1244657 Crime Lab Evidence Collection Kits  
Evaluation Committee Score Sheet**

Offeror	Arrowhead Forensics	National Law Enforcement/Tritech Forensics	Sirchie Finger Print Laboratories Inc.
Contract Acceptance (Yes/No)	Yes	Yes	Yes
Cost (35)	14.23	28.00	19.36
Reference Projects (20)	20.00	20.00	20.00
Project Approach & Process (45)	25.00	25.00	40.00
<b>Total Evaluation Scores</b>	<b>59.23</b>	<b>73.00</b>	<b>79.36</b>

**Evaluation Comments**

Arrowhead Forensics
<b>Strengths</b>
Firm's proposal provided reference projects of similar size, scope and complexity.
<b>Weaknesses</b>
Firm failed to provide complete mockup kits with contents as requested in solicitation for project approach and process (firm only provided description of kit contents). Firm's proposal failed to demonstrate firm's capacity to provide order requests per scope of work in this solicitation. Firm's proposal failed to demonstrate how the evidence kit(s) shelf life would be in compliance of solicitation requirements.

National Law Enforcement/Tritech Forensics
<b>Strengths</b>
Firm's proposal provided reference projects of similar size, scope and complexity. Firm's proposal demonstrated how the evidence kit(s) shelf life would be in compliance solicitation requirements. Firm's proposal demonstrated firm's capacity to provide order requests per scope of work in this solicitation.
<b>Weaknesses</b>
Firm failed to provide complete mockup kits to include actual boxes with contents as requested in solicitation for project approach and process (firm only provided description of kit contents).

## **Sirchie Finger Print Laboratories Inc.**

### **Strengths**

**Firm provided complete mockup kit(s) with contents as requested in solicitation. Firm's proposal provided reference projects of similar size, scope and complexity.**

### **Weaknesses**

**Firm's proposal failed to demonstrate firm's capacity to provide order requests per scope of work in this solicitation.  
Firm's proposal failed to demonstrate how the evidence kit(s) shelf life would be in compliance of solicitation requirements.**

## Alexander, Christina (Finance - Purchasing)

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**From:** Watson, Jerval (Finance - Contract Compliance)  
**Sent:** Friday, June 7, 2019 3:24 PM  
**To:** Alexander, Christina (Finance - Purchasing)  
**Cc:** Pittman, Genario (Finance - Procurement)  
**Subject:** RE: RFQ 1244657 Crime Lab Evidence Collection Kits - BAO Preliminary Compliance Review Request

Good Afternoon –

I have reviewed the bids for the RFQ #1244657 Crime Lab Evidence Collection Kits 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



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**From:** Alexander, Christina (Finance - Purchasing)  
**Sent:** Tuesday, May 21, 2019 12:59 PM  
**To:** Watson, Jerval (Finance - Contract Compliance)  
**Cc:** Pittman, Genario (Finance - Procurement)  
**Subject:** FW: RFQ 1244657 Crime Lab Evidence Collection Kits - BAO Preliminary Compliance Review Request

Jerval,

Please see attached Bid Tab and Quote Detail Report for RFQ 1244657 Crime Lab Evidence Collection Kits, will you provide a preliminary BAO Compliance Review.

Thanks

*Christina Alexander*  
Procurement Officer  
Department of Finance

Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
Office- 615.862.6637

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**From:** Alexander, Christina (Finance - Purchasing)  
**Sent:** Thursday, May 9, 2019 3:43 PM  
**To:** Watson, Jerval (Finance - Contract Compliance) <Jerval.Watson@nashville.gov>  
**Cc:** Pittman, Genario (Finance - Procurement) <Genario.Pittman@nashville.gov>  
**Subject:** RFQ 1244657 Crime Lab Evidence Collection Kits - BAO Preliminary Compliance Review Request

Jerval,

Please see attached Bid Tab and Quote Detail Report for RFQ 1244657 Crime Lab Evidence Collection Kits, will you provide a preliminary BAO Compliance Review.

Thanks

*Christina Alexander*

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Department of Finance  
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Nashville, TN 37210  
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