



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

October 11, 2019

Amy Mossman
Richards & Richards, LLC.
1741 Elm Hill Pike
Nashville, TN 37217
Re: **RFQ # 1329657, Secure Document Destruction Services**

Dear Amy Mossman:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1329657, Secure Document Destruction Services. This letter hereby notifies you of Metro's intent to award to **Richards & Richards, LLC.**, 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 at **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 # 1329657 - Secure Document Destruction Services

	Richards & Richards, LLC.	River City Shredding, LLC.
Contract Acceptance	Accepted with no exceptions	Accepted with no exceptions
Cost (35 points)	16.54	28.00
Qualifications and Experience (30 Points)	30.00	8.00
Project Approach and Process (15 Points)	14.00	13.00
Capacity to Perform (20 points)	10.00	16.00
Total (100 Points)	70.54	65.00

Richards & Richards, LLC.

Strengths - Offeror provided documentation stating that they are NAID certified. The offeror provided a detailed process and approach to providing Metro with secure document destruction services; specifically, secure documents will be de-inked and processed into liquid paper. Offeror provided detailed information on how they would provide secure collection pick-up and destruction services. The offeror provided a detailed description of their document destruction procedures, from initial pickup to final destruction of the documents. The offeror provided detailed information pertaining to risk associated with this type of project, and the countermeasures to mitigate those risks.

Weaknesses - The offeror’s description of their understanding of the project lacked detail. The offeror’s identification of potential issues and challenges directly related to this project lacked detail. Offeror’s description of their ability to perform the scope of services requested lacked detail.

River City Shredding, LLC.

Strengths - Offeror provided documentation stating that they are NAID certified. The offeror provided a detailed description of how they would provide routine collection pick-up and destruction services. The offeror provided detailed information pertaining to risk associated with this type of project, and the countermeasures to mitigate those risks. Offeror provided detailed information about potential issues and challenges related to this type of project.

Weaknesses - The offeror failed to demonstrate at least five (5) years of experience within their list of previous work of similar size, scope, and complexity. The offeror demonstrated only three (3) years of experience. The offeror’s process and approach to providing Metro with secure document destruction services lacked detail; specifically, on how the offeror will securely destroy sensitive information. The offeror’s process and approach to providing Metro with secure document destruction services lacked detail.

Solicitation Title & Number		RFP Cost Points	RFP SBE/SDV Points	Total Cost Points	
Secure Document Destruction Services; RFQ # 1329657		28	7	35	
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Richards & Richards, LLC.	\$97,820.00	\$0.00	16.54	0.00	16.54
River City Shredding, LLC.	\$57,785.00	\$0.00	28.00	0.00	28.00

From: [Watson, Jerval \(Finance - Contract Compliance\)](#)
To: [Wall, Brad \(Finance - Procurement\)](#)
Subject: RE: SBE/SDV Assessment for RFQ # 1329657 Secure Document Destruction Services
Date: Thursday, October 3, 2019 11:22:19 AM
Attachments: [image001.png](#)
[image002.png](#)

Good Morning Brad –

I have reviewed the bid for the RFQ # 1329657 Secure Document Destruction Services 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: Wall, Brad (Finance - Procurement)
Sent: Thursday, September 5, 2019 2:41 PM
To: Watson, Jerval (Finance - Contract Compliance) <Jerval.Watson@nashville.gov>
Subject: SBE/SDV Assessment for RFQ # 1329657 Secure Document Destruction Services

Jerval,

RFQ # 1329657 closed with two bidders. The bidders were **Richards & Richards, LLC** and **River City Shredding, LLC**. Neither firm proposed any SBE/SDV participation as part of their bid. Will you please review the submissions and provide me with the SBE/SDV assessment for this project? I have attached the bid tab for your viewing.

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)