



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

January 8, 2020

Delbrita Greene  
Premier Funeral & Cremation Services  
804 Bradford Avenue, Suite 104  
Nashville, TN 37204

Re: **RFQ# 16016, Burial and Cremation Services**

Dear Ms. Greene:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 16016, Burial and Cremation Services. This letter hereby notifies you of Metro's intent to award to **Premier Funeral & Cremation Services**, 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 Equal Business Opportunity (EBO) 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.

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 **Jonathan Meadows** by email at [jonathan.meadows@nashville.gov](mailto:jonathan.meadows@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
RFQ 16016; Burial and Cremation Services	24	6	30

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
S A G Funeral Home	\$25,500.00	\$0.00	24.00	0.00	24.00
West Tennessee Funeral Associates LLC	\$25,500.00	\$0.00	24.00	0.00	24.00
Lewis & Wright Funeral Directors	\$27,076.59	\$0.00	22.60	0.00	22.60
Premier Funeral & Cremation	\$27,147.05	\$0.00	22.54	0.00	22.54
Simple Creation & Funeral LLC	\$0.00	\$0.00	0.00	0.00	0.00

**RFQ# 16016 - Burial and Cremation Services  
Evaluation Team/Review Board Score Sheet**

Offeror	Lewis & Wright Funeral Directors	Premier Funeral & Cremation Services	S A G Funeral Home	Simple Creation & Funeral LLC	West Tennessee Funeral Associates LLC
Cost (30 Points)	22.60	22.54	24	0	24
Business Plan (10 Points)	7	8	10	0	0
Qualifications and Experience (40 Points)	30.00	32.00	40.00	0.00	0.00
References (20 Points)	10.00	15.00	20.00	0.00	0.00
<b>Total Evaluation Scores (100 Points)</b>	<b>69.60</b>	<b>77.54</b>	<b>94.00</b>	<b>0.00</b>	<b>24.00</b>

**Evaluation Comments**

**Lewis & Wright Funeral Directors**

**Strengths**

Offeror provided relevant experience with projects of similar scope. Offeror demonstrated a detailed understanding of the Metro Social Services Burial Service program and processes. Offeror provided a detailed business structure and listed roles within organization.

**Weaknesses**

Offeror's Business Plan lacked detail on solutions to potential challenges or processes to minimize disruptions. Submitted resumes for key individuals lacked details. Offeror's References lacked contact details. Offeror failed to provide dollar amount and quantity of services provided for contracts of similar size.

**Premier Funeral & Cremation Services**

**Strengths**

Offeror provided detailed resumes for key individuals. Offeror provided a detailed business model and addressed the challenges of a Metro contract and solutions to be offered. Staff has extensive experience in funeral and burial industry.

**Weaknesses**

Offeror lacked specific detail on products and services specific to the solicitation. Offeror failed to provide any projects of similar size and scope.

**S A G Funeral Home**

**Strengths**

Offeror provided a detailed Business Plan. Offeror provided detailed Qualifications & Experience. Offeror provided detailed References.

**Weaknesses**

N/A

**Simple Cremation & Funeral LLC**

**Strengths**

N/A- Offeror failed to provided any documents in the submission of their proposal.

**Weaknesses**

Offeror failed to provided any documents in the submission of their proposal.

**West Tennessee Funeral Associates LLC**

**Strengths**

N/A- Offeror did not provide a Business Plan. Offeror did not provide Qualifications & Experience. Offeror did not provide References.

**Weaknesses**

Offeror did not provide a Business Plan. Offeror did not provide Qualifications & Experience. Offeror did not provide References.

**From:** [Watson, Jerval \(Finance - Contract Compliance\)](#)  
**To:** [Meadows, Jonathan \(Finance - Purchasing\)](#)  
**Cc:** [Pittman, Genario \(Finance - Procurement\)](#)  
**Subject:** RE: BAO compliance review request for RFQ 16016 Burial and Cremation Services  
**Date:** Thursday, December 26, 2019 12:19:55 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Good Afternoon Johnathan -

I have reviewed the bid for the RFQ #16016 Burial & Creation 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



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**From:** Meadows, Jonathan (Finance - Purchasing) <Jonathan.Meadows@nashville.gov>  
**Sent:** Monday, December 16, 2019 4:04 PM  
**To:** Watson, Jerval (Finance - Contract Compliance) <Jerval.Watson@nashville.gov>  
**Subject:** BAO compliance review request for RFQ 16016 Burial and Cremation Services

Jerval,

Based on the outcome of the consensus scores from the evaluation committee meeting (11/25/19) and the cost criterion for **RFQ# 16016, Burial and Cremation Serviceses, Lewis & Wright Funeral Directors, Premier Funeral & Cremation Services, and S A G Funeral Home** received a score that resulted in the evaluation committee requesting to issue an intent to award. These offerors were responsive and responsible to the solicitation.

Will you review the applicable documents for Lewis & Wirght Funeral Directors, Premier Funeral

Directors, and S A G Funeral Home to determine if the applicable BAO compliance requirements have been fulfilled **for RFQ # 16016, Burial and Cremation Services?**

In addition, for reference purposes, attached are the bid tab and evaluation scores.

Thank you,  
Jonathan Meadows