



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

December 4, 2019

Charlotte Day
Prairie Farms Dairy, Inc.
PO Box 1020
Somerset, KY 42502

Re: **RFQ # 16018, Milk, Dairy Products, Juice, Fruit Drinks, Lemonade, and Tea**

Dear Charlotte Day,

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 16018, Milk, Dairy Products, Juice, Fruit Drinks, Lemonade, and Tea. This letter hereby notifies you of Metro's intent to award to **Prairie Farms Dairy, 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 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.

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

Enter Solicitation Title & Number Below						
Milk, Dairy Products, Juice, Fruit Drinks, Lemonade, and Tea; RFQ # 16018	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	1.00%	99.00%	\$1,290,606.91	\$1,303,512.98	\$1,290,606.91
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Prairie Farms Dairy, Inc.	\$1,290,606.91	\$0.00	\$0	\$0	\$1,290,606.91	Awarded

From: [Watson, Jerval \(Finance - Contract Compliance\)](#)
To: [Wall, Brad \(Finance - Procurement\)](#)
Subject: RE: SBE/SDV Assessment for RFQ # 16018 Milk, Dairy Products, Juice, Fruit Drinks, Lemonade, and Tea
Date: Wednesday, November 20, 2019 10:48:40 AM
Attachments: [image001.png](#)
[image002.png](#)

Good Morning Brad -

I have reviewed the bid for the RFQ #16018 Mil, Dairy Products, Juice, Fruit Drinks, Lemonade, and Tea 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: Wednesday, November 13, 2019 2:55 PM
To: Watson, Jerval (Finance - Contract Compliance)
Subject: SBE/SDV Assessment for RFQ # 16018 Milk, Dairy Products, Juice, Fruit Drinks, Lemonade, and Tea

Jerval,

RFQ # 16018 closed with a single bid from **Prairie Farms Dairy, Inc.** The single offeror didn't propose any SBE/SDV participation as part of their bid. Will you please review the submission and provide me with the SBE/SDV assessment for this project? I have attached the bid tab for your viewing.

Thanks,

Brad Wall

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Wall, Brad \(Finance - Procurement\)](#)
Cc: [Cantlon, Judy \(Finance - Contract Compliance\)](#)
Subject: RE: Intent to Award Justification for RFQ # 16018 Milk, Dairy Products, Juice, Fruit Drinks, Lemonade, and Tea
Date: Wednesday, December 4, 2019 2:40:24 PM

Intent to award to a sole offeror is approved.

Michelle A. Hernandez Lane
Chief Procurement Officer/Purchasing Agent
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37201
Office- 615.862.5471

From: Wall, Brad (Finance - Procurement)
Sent: Wednesday, December 04, 2019 9:01 AM
To: Lane, Michelle (Finance - Procurement)
Cc: Cantlon, Judy (Finance - Contract Compliance)
Subject: FW: Intent to Award Justification for RFQ # 16018 Milk, Dairy Products, Juice, Fruit Drinks, Lemonade, and Tea

Michelle,

Please see the emails below. When available, will you provide me the sole bidder approval and signed intent to award letter for this project?

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)

From: Walker, Sandra (Finance - Procurement) <Sandra.Walker@nashville.gov>
Sent: Tuesday, December 3, 2019 1:51 PM
To: Wall, Brad (Finance - Procurement) <Brad.Wall@nashville.gov>
Subject: RE: Intent to Award Justification for RFQ # 16018 Milk, Dairy Products, Juice, Fruit Drinks, Lemonade, and Tea

Approved.

From: Wall, Brad (Finance - Procurement)
Sent: Monday, December 2, 2019 1:28 PM
To: Walker, Sandra (Finance - Procurement)
Subject: Intent to Award Justification for RFQ # 16018 Milk, Dairy Products, Juice, Fruit Drinks, Lemonade, and Tea

Sandra,

RFQ # 16018 Milk, Dairy Products, Juice, Fruit Drinks, Lemonade, and Tea, closed with a single bid from **Prairie Farms Dairy, Inc.** The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to **Prairie Farms Dairy, Inc.** An adequate pool of offerors had an opportunity to submit a response on the solicitation. This ITB was solicited to registered vendors under the commodity codes 85150000 (Food and Nutrition Services), 50130000 (Dairy Products and Eggs), and 50200000 (Beverages).

Please let me know if you approve of the award justification, so that I can get the sole bidder approval and signed intent to award letter from Michelle.

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)

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



John Cooper
Mayor

Kevin Crumbo
Director of Finance

March 16, 2020

All Proposers on RFQ 16018 Milk, Dairy Products, Juice, Fruit Drinks, Lemonade, and Tea

Dear Bidders:

I have reviewed the response submitted pursuant to the above issued solicitation. I have also reviewed all procurement documents related thereto. Please note that as Purchasing Agent I am exercising discretion under the Metropolitan Procurement Code and Procurement Regulations and consistent with the provisions of the solicitation itself, to reject a part of the offer presented by Prairie Farms Dairy, Inc.

Specifically, the portion of the offer that is being rejected is line items # 4,8,11,13,and 15 on the cost spreadsheet, as these items failed to include all factors of consideration to Metro; specifically, the description, size, and unit of measure were inaccurate.

The submitted bids will be reviewed excluding this portion of the offer. The results of that review will be presented to all offerors under separate cover.

Sincerely,

A handwritten signature in blue ink that reads "Michelle A. Hernandez Lane".

Michelle A. Hernandez Lane
Purchasing Agent

Procurement Division

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Nashville, Tennessee 37219-6300

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