

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

10/27/2020 | 4:41 PM CDT

David Clark  
A-Z Office Resource, Inc.  
3014 Owen Dr.  
Antioch, TN 37013

Re: **RFQ #39016, Office Supplies**

Dear Mr. Clark:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ #39016, Office Supplies. This letter hereby notifies you of Metro's intent to award to **A-Z Office Resource, 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 **Jeremy Frye**, BAO Representative, at **(615) 862-6638** or at [Jeremy.Frye@Nashville.gov](mailto:Jeremy.Frye@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](mailto:Brad.Wall@Nashville.gov) Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

*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

RFQ #39016 - Office Supplies			
	A-Z Office Resource, Inc.	JDY Inc. dba Regency Office Products	Staples, Inc.
Contract Acceptance	Accepted Contract Without Exceptions	Accepted Contract Without Exceptions	Accepted Contract Without Exceptions
Cost (30 points)	26.62	23.87	26.08
Experience and Qualifications (30 Points)	30.00	10.00	28.00
Project Approach (40 Points)	33.00	15.00	30.00
<b>Total (100 Points)</b>	<b>89.62</b>	<b>48.87</b>	<b>84.08</b>

#### A-Z Office Resource, Inc.

**Strengths** - The offeror has been providing office supplies since 1985. Two of the offeror's reference projects (Averitt and NASA) have been a client for a significant period of time. The offeror provided detailed resumes of the key individuals that will be performing work on this contract. Some of the key individuals have experience working with Metro. The offeror's reference contracts were of similar size and scope. The offeror provided detailed information about their process that is currently implemented to ensure next business day desktop delivery.

**Weaknesses** - The offeror's response was unclear on if Metro would receive a full refund on defective products; specifically, the offeror stated items can be redeemed for credit, but did not specify what type of credit.

#### JDY Inc. dba Regency Office Products

**Strengths** - No strengths.

**Weaknesses** - The offeror failed to provide specific examples to support at least five (5) years of experience supplying products to clients the size of Metro. The offeror failed to clearly define the project team's organizational structure and defined responsibilities. The offeror failed to provide resumes of the key individuals that will be performing work on this contract. The offeror failed to describe their experience servicing clients with a punch-out catalog. The offeror failed to provide a minimum of three reference contracts of similar size and scope. The offeror failed to provide a timeline for an approved working punch-out catalog. The offeror did not specifically address how their punch-out system will list the standard catalog price and Metro's transaction price, and for new product announcements how Metro's transaction price will be listed. The offeror's proposal, as a whole, lacked detail.

#### Staples, Inc.

**Strengths** - The offeror has provided office supplies to Metro for over five years. The offeror provided detailed resumes of the key individuals that will be performing work on this contract. Some of the key individuals have experience working with Metro. One of the offeror's reference contracts was of similar size. The offeror provided a clear process and approach to managing this contract. The offeror stated they are able to provide next business day delivery on 99% of the items listed on the cost spreadsheet.

**Weaknesses** - The offeror's proposal failed to include key information requested by Metro. Metro is unsure if two of the reference contracts (Dialysis Clinics, Inc. and Contra Costa County) are of similar size because the dollar values of the contracts were not provided and the offeror failed to provide the beginning dates associated with their reference contracts. The offeror failed to provide a detailed description of their approach to customer service-related problems such as backordered items, items delivered incorrectly, defective products, and invoicing issues. The offeror failed to provide a description on how their punch-out system will list the standard catalog price and Metro's transaction price, and for new product announcements how Metro's transaction price will be listed.

**Section I Market Basket (Brand Name Products Only)**

Enter Solicitation Title & Number Below		
Office Supplies; RFQ # 39016	Min. SBE/SDV Requirement	Total Cost Points
	10.00%	20.00
Offeror's Name	Bids	RFP Cost Points
A-Z Office Resource, Inc.	\$14,800.44	20.00
JDY Inc. dba Regency Office Products	\$21,342.66	13.87
Staples, Inc.	\$17,380.70	17.03

**Section II Catalog Discount**

Enter Solicitation Title & Number Below		
Office Supplies; RFQ # 39016	Min. SBE/SDV Requirement	Total Cost Points
	10.00%	10.00
Offeror's Name	Bids	RFP Cost Points
A-Z Office Resource, Inc.	\$321,000.00	6.62
JDY Inc. dba Regency Office Products	\$212,500.00	10.00
Staples, Inc.	\$234,750.00	9.05



Statement of M/WBE Utilization

Proposer's/Firm's Name: A-Z Office Resource Inc.		Proposer's Phone #: 615-471-9112	
Solicitation Title: Office Supplies		Proposer's Email Address: csr@azorinc.com	
Solicitation #: 39016		Amount Self-performed : 302,300	
Proposer's/Firm's Ownership: Non-M/WBE		Total Bid Amount: 335,800.44	
Proposed EBO Goal (%): 10 MBE% WBE%		EBO Goal Met? (Y/N) Select	

The following MWBE\* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

				Certificate Type (MBE or WBE)	* MBE/WBE Group Type *	Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
1	MBE/WBE Firm Name	MBE/WBE Firm Address	Phone/E-Mail	MBE	1	4410000	Office Supplies	33,500	10%
2				Select	Select				
3				Select	Select				
4				Select	Select				
5				Select	Select				
6				Select	Select				
7				Select	Select				

I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.

Authorized Representative (Printed Name/Title/Signature)	Date
--	------

\*Note: MWBE is defined as business enterprise maintaining a significant business presence in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

Has Prime Complied with EBO Goal?	BAO Only	For Internal Office Use ONLY	If No, Good Faith Efforts Met?	BAO Only
-----------------------------------	----------	------------------------------	--------------------------------	----------

BAO Representative: Jeremy Fry	Date:
--------------------------------	-------

Total MBE Subcontracting	10	%	\$ 33,500
Total WBE Subcontracting	0	%	\$
Total MBE/WBE Participation:	10	%	\$

## BAO Small Business Assessment Sheet

BAO Specialist: Jeremy Frye

Contract Specialist: Brad Wall

Date: 07/21/2020

Department Name: Finance (Metro Wide)

RFP/ITB Number: 39016

Project Name: Office Supplies

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	Acknowledged SBE Requirement ?	SBE (%)	Comments
A-Z Office Resource, Inc	\$ 335,800.44	IDIQ	Yes	10% Requirement	The prime not an approved SBE and acknowledge the 10% SBE requirement over the life of the contract