



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

8/26/2020 | 8:22 PM CDT

Jacob Busacker  
Pitney Bowes Presort Services  
10110 I Street  
Omaha, NE 68127

Re: **RFQ #45052, Pre-Sort Mail Processing Services**

Dear Mr. Busacker:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ #45052, Pre-Sort Mail Processing Services. This letter hereby notifies you of Metro's intent to award to **Pitney Bowes Presort 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.

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 **Christopher Wood**, BAO Representative, at **(615) 862-6710** or at [christopher.wood@nashville.gov](mailto:christopher.wood@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 #45052 - Pre-Sort Mail Processing Services**

	Pitney Bowes Presort Services
Contract Acceptance	Proposed Contract Exceptions
Capacity to Perform (50 points)	50.00
Experience and Qualifications (50 Points)	42.00
<b>Total (100 Points)</b>	<b>92.00</b>

**Pitney Bowes Presort Services**

**Strengths** - The offeror has experience working with entities the size of Metro. The offeror stated they have a daily capacity of 1.3 million mail pieces, and they can handle the volume that will be generated from the resulting contract. The offeror provided information on their disaster recovery plan that addressed continued processing of pre-sort mail for Metro. The offeror addressed how they would resolve any problems/issues related to pre-sort mail processing services.

**Weaknesses** - The offeror's reference projects only demonstrated three years of experience providing pre-sort mail processing services.