

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

1/14/2021 | 5:16 PM CST

George Baker
Highland Hills Funeral Home & Crematory
2422 Brick Church Pike
Nashville, TN 37207

Re: **RFQ #63166, Burial and Cremation Services (Supplementary)**

Dear Mr. George Baker:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ #63166, Burial and Cremation Services (Supplementary). This letter hereby notifies you of Metro's intent to award to **Highland Hills Funeral Home & Crematory**, 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 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
Phone: 615-862-6180
Fax: 615-862-6179

RFQ# 63166- BURIAL AND CREMATION SERVICES (SUPPLEMENTARY)
Evaluation Team/Review Board Score Sheet

Offeror	Highland Hills Funeral Home
Methodology and Approach (30 Points)	30.00
Qualifications, Experience and References (40 Points)	30.00
Cost (30 points)	24.00
Total Evaluation Scores (100 Points)	84.00

*Gardner Memorial Chapel withdrew offer

Evaluation Comments

Highland Hills Funeral Home
Strengths <p>Proposal demonstrated understanding of the requirements of the project and how it will be implemented. Proposal demonstrated an understanding of challenges or potential issues to work related to this solicitation and provided solutions. Proposal demonstrated knowledge and experience providing burial and cremation services of this size and scope. Offeror provided list of key individuals and their duties for this project.</p>
Weaknesses <p>Proposal did not clearly define organizational structure of non-key employees or provide resumes. Proposal did not provide information on cremation services.</p>

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 63166; Burial and Cremation Services (Supplemental)			24	6	30
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Highland Hills Funeral Home	\$840,000.00	\$0.00	24.00	0.00	24.00
*Gardner Memorial Chapel withdrew offer					

BAO Small Business Assessment Sheet

BAO Specialist: Cierra Rowe

Contract Specialist: Jonathan Meadows

Date: 1/11/2021

Department Name: Metro Social Services

RFP/ITB Number: 63166

Project Name: Burial and Cremation Services (Supplementary)

Primary Contractor	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Highland Hills Funeral Home	\$840,000	\$0	No	0%	The prime is not an approved SBE and did not propose to utilize any SBE subcontractors.