

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

2/17/2021 | 9:59 AM CST

Keisha Beard
Hills of Calvary Memorial Park
4411 Ashland City Hwy
Nashville, TN 37218

Re: **RFQ# 72153, Burial Plots Services**

Dear Mrs. Beard:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 72153, Burial Plots Services. This letter hereby notifies you of Metro's intent to award to **Hills of Calvary Memorial Park** 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 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 **Marissa Conklin** by email at Marissa.conklin@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 cursive script 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

Solicitation Title & Number			RFP Cost Points	Total Cost Points
Burial Plots Services; RFQ# 72153			30	30
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	Total Cost Points
Hills of Calvary Memorial Park	\$1,221,583.38	\$0.00	30.00	30.00

RFQ 72154 Burial Plots Services Evaluation Committee Score Sheet	
Offeror	Grade A Construction
Contract Acceptance (Yes/No)	Yes
Cost (30)	30.00
Business Plan and Process (20)	15.00
Qualifications and Experience (50)	40.00
Total Evaluation Scores	85.00

Evaluation Comments

Grade A Construction
Strengths
Demonstrated knowledge of the project objectives, described services that will be included. Provided detailed experience and demonstrated firm's knowledge in providing burial plots.
Weaknesses
Did not present a comprehensive plan for potential issues/challenges pertaining to emergencies. Did not describe experience delivering services of similar scope and size. Listed sub-contractors but gave no information about their qualifications.