

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

12/9/2020 | 8:23 AM CST

Rebecca Jarvis
Jarvis Award, Sign, Flag Company
310 Madison Street
Madison, TN 37115

Re: **RFQ# 74148, Contract for Design, Fabrication, Repairs & Install - Interior/ Exterior Signage**

Dear Ms. Jarvis:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 74148, Design, Fabrication, Repairs & Install - Interior/ Exterior Signage. This letter hereby notifies you of Metro's intent to award to **Jarvis Award, Sign, Flag Company**, 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**.

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 **Sandra Walker** by email at **Sandra.walker@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 # 74148-Contract for Design,
Fabrication, Repairs & Install - Interior/
Exterior Signage**

Offeror	Jarvis Award, Sign, Flag Company
Cost Criteria (40 Points)	40.00
Qualifications and Experience (30 Points)	25.00
Service Delivery (30 Points)	27.00
Total Evaluation Scores	92.00

Evaluation Comments

Jarvis Award, Sign, Flag Company
Strengths- Good overall Qualifications and Experience; Years of experience; Projects of similar scope; Very detailed good overall Service Delivery and detailed responses to Emergency Services, Repair Services, Delivery Services and Warranty.

Weakness - Failed to provide sub contractors history and years in business; Failed to provide an organizational chart and Failed to provide documentation of training, certifications, and quality management systems.

Enter Solicitation Title & Number Below				
RFQ # 74148 - Contract for Design, Fabrication, Repairs & Install - Interior/ Exterior Signage		Incentive Calculator	Lowest Bid	MACP
Offeror's Name	Bids	Cost Evaluation (40 Pt Max)	Total Cost Points (40 Pt)	
Jarvis Award, Sign, Flag Company	\$4,027,927.08	40.00	40.00	

