

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

1/20/2021 | 8:24 AM CST

Catrina Herd
Animal House Veterinary Clinic
223 Largo Drive
Nashville, TN 37211

Re: RFQ 81151 Animal Care Medical Services including Spaying and Neutering

Dear Ms. Herd:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ 81151 Animal Care Medical Services including Spaying and Neutering. This letter hereby notifies you of Metro's intent to award Animal House Veterinary Clinic, 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, Daniel Drumwright, by email at Daniel.Drumwright2@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 # 81151-Animal Care Medical Services including Spaying and Neutering

Offeror	Animal House Veterinary Clinic
Methodology and Approach (50 Points)	38.00
Qualifications and Experience (50 Points)	37.00
Total Evaluation Scores	75.00

Evaluation Comments

Animal House Veterinary Clinic

Strengths - Sample Medical Record provided detailed information and good example of medical information, Broad Scope of Services provided, Provided good details on communication plan, Provided strong list of full-time and part-time Veterinarians, Provided strong references

Weakness - Failed to provide employee and support staff information related to services, No licensing information for part-time veterinarians, Failed to provide details and financial information related to references, Failed to provide species and breed types treated, Failed to provide Hours of Operation, Boilerplate information related to Methodology, Failed to provide details related to services provided