

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

John Cooper
Mayor



Kevin Crumbo
Director of Finance

2/25/2021 | 5:39 PM CST

All Proposers on RFQ 96161 – Gaiter Masks Coverings

Dear Proposers:

Please be advised that the intent to award to Staples Inc. (HiTouch Business Services) is hereby rescinded, as the Purchasing Agent has determined it is in best interest of Metro to do so as the offer received by Staples Inc. (HiTouch Business Services) was non-responsive to the solicitation requirement for requiring a minimum order to be placed. All responsible offers will be re-evaluated and a new intent to award will be issued once complete.

Respectfully,

Michelle A. Hernandez Lane

Michelle A Hernandez Lane
Chief Procurement Officer/Purchasing Agent
Metropolitan Government of Nashville & Davidson County

cc: Solicitation Files



Neck Gaiter Spec Sheet

RFQ #96161

Materials:

1 ply Knit jersey mesh, 130 gsm Microfiber, 100% polyester

Construction:

Hemmed edges, single seam line down the middle

Unit size:

- Adult size: 11" W x 14" H
- Youth size: 9" W x 10" H

Packaging (individually wrapped):

- Adult size: 1 pc/bag, 10pcs/inner bag, 500pcs/ct,
Carton size: 18x18x18, gross weight: around 42 lbs
- Youth size: 1 pc/bag, 10pcs/inner bag, 500pcs/ct,
Carton size: 18x18x18, gross weight: around 35 lbs

We do not foresee the 5-week delivery time being a concern; however, these will be shipped via FedEx/UPS and they are experiencing major delays right now due to COVID.

After initial order, first 1,000 of each adult and youth size of MNPS gaiter can be ordered in any quantity but after the first 1,000, we will require a minimum order of 500 pieces of each style per order and pricing will increase based on the smaller order quantity. Public works gaiter will require a minimum order of 500 pieces after initial order and pricing will increase based on smaller order quantity.

Sample was sent via UPS tracking # 1Z5X06870258725037.

(Note: Samples are stock sizing, but final product will match requested size)

Certificate Of Completion

Envelope Id: C311E03722AF4247A5F1926A9F8F5C13

Status: Completed

Subject: Rescind Letter for RFQ #96161 Gaiter Masks Coverings

Source Envelope:

Document Pages: 2

Signatures: 1

Envelope Originator:

Certificate Pages: 2

Initials: 0

Procurement Resource Group

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US & Canada)

prg@nashville.gov

IP Address: 170.190.198.185

Record Tracking

Status: Original

Holder: Procurement Resource Group

Location: DocuSign

2/23/2021 8:09:04 AM

prg@nashville.gov

Signer Events

Michelle A. Hernandez Lane

michelle.lane@nashville.gov

Chief Procurement Officer/Purchasing Agent

Metro

Security Level: Email, Account Authentication
(None)

Signature

Michelle A. Hernandez Lane

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

Timestamp

Sent: 2/23/2021 8:14:35 AM

Viewed: 2/25/2021 5:39:35 PM

Signed: 2/25/2021 5:39:39 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Terri L. Ray

Terri.Ray@nashville.gov

Senior Procurement Officer

Metropolitan Government of Nashville and Davidson

County

Security Level: Email, Account Authentication
(None)

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Sent: 2/25/2021 5:39:40 PM

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Witness Events

Signature

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Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

2/23/2021 8:14:35 AM

Certified Delivered

Security Checked

2/25/2021 5:39:35 PM

Signing Complete

Security Checked

2/25/2021 5:39:39 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	2/25/2021 5:39:40 PM
Payment Events	Status	Timestamps