



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

9/16/2021 | 4:55 PM CDT

Chad Chaffin  
Southeastern Recycling  
15 Fairfield Avenue  
Nashville, TN 37210

Re: **RFQ # 115217, Carpet and Carpet Pad Recycling**

Dear Mr. Chaffin:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 115217 for Carpet and Carpet Pad Recycling. This letter hereby notifies you of Metro's intent to award to Southeastern Recycling, 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 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](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

| Enter Solicitation Title & Number Below     |                            |                      |                           |                         |                             |                     |
|---|----------------------------|----------------------|---------------------------|-------------------------|-----------------------------|---------------------|
| RFQ 115217; Carpet and Carpet Pad Recycling | Min. SBE/SDV Participation | Incentive Percentage | Incentive Calculator      | Lowest Bid              | MACP                        | Winning Bid         |
|   | 0.0%                       | 0.00%                | 0.00%                     | \$35,852.01             | \$0.00                      | \$35,852.01         |
| Offeror's Name                              | Bids                       | SBE                  | Participation Requirement | Participation Incentive | Incentive Evaluation Amount | Status of ITB Award |
| Southeastern Recycling                      | \$35,852.01                | \$0.00               | \$0                       | \$0.00                  | \$0.00                      | Awarded             |

\*The BAO Assignment for this award included no SBE/SDV Cost Incentive

**From:** [Lane, Michelle \(Finance - Procurement\)](#)  
**To:** [Meadows, Jonathan \(Finance - Purchasing\)](#); [Ray, Terri \(Finance - Procurement\)](#)  
**Cc:** [Clay, Gary \(Finance\)](#)  
**Subject:** RE: Single Offer Approval RFQ 115217 Carpet and Carpet Pad Recycling  
**Date:** Monday, August 23, 2021 4:53:48 PM  
**Attachments:** [image001.png](#)

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Award to a single offeror is approved.

Michelle A. Hernandez Lane  
Chief Procurement Officer/Purchasing Agent  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37201  
Office- 615.862.5471

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**From:** Meadows, Jonathan (Finance - Purchasing) <[Jonathan.Meadows@nashville.gov](mailto:Jonathan.Meadows@nashville.gov)>  
**Sent:** Monday, August 23, 2021 4:46 PM  
**To:** Lane, Michelle (Finance - Procurement) <[Michelle.Lane@nashville.gov](mailto:Michelle.Lane@nashville.gov)>  
**Cc:** Ray, Terri (Finance - Procurement) <[Terri.Ray@nashville.gov](mailto:Terri.Ray@nashville.gov)>; Clay, Gary (Finance) <[Gary.Clay@nashville.gov](mailto:Gary.Clay@nashville.gov)>  
**Subject:** RE: Single Offer Approval RFQ 115217 Carpet and Carpet Pad Recycling

Michelle,

RFQ #115217 closed with a single bidder, Southeastern Recycling. The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Southeastern Recycling. This ITB was solicited to registered vendors under the commodity code 7612 0000, 7700 0000, 1114 0000. An adequate pool of offerors had an opportunity to submit a response to the solicitation.

There were no Incentive Programs or EBO goals established for this solicitation.

Please review this single offer for approval.

Thank you,

**Jonathan Meadows**  
Procurement Officer II  
Department of Finance, Procurement Division  
Metropolitan Nashville Davidson County  
730 2nd Avenue South, Ste. 101  
Nashville, TN 37210  
Office- 615-862-6672

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**From:** Harrman, Jennifer (WS) <[Jenn.Harrman@nashville.gov](mailto:Jenn.Harrman@nashville.gov)>

**Sent:** Monday, July 26, 2021 3:09 PM

**To:** Meadows, Jonathan (Finance - Purchasing) <[Jonathan.Meadows@nashville.gov](mailto:Jonathan.Meadows@nashville.gov)>

**Cc:** Smith, Sharon (WS) <[Sharon.Smith@nashville.gov](mailto:Sharon.Smith@nashville.gov)>

**Subject:** RE: RFQ 115217 Carpet and Carpet Pad Recycling

These are fair and acceptable. Thank you Jonathan!

**Jenn Harrman**

*Zero Waste Program Manager*

*Metro Nashville Waste Services*

O: 615.880.2419

C: 615.456.3720



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**From:** Meadows, Jonathan (Finance - Purchasing) <[Jonathan.Meadows@nashville.gov](mailto:Jonathan.Meadows@nashville.gov)>

**Sent:** Monday, July 26, 2021 2:09 PM

**To:** Harrman, Jennifer (WS) <[Jenn.Harrman@nashville.gov](mailto:Jenn.Harrman@nashville.gov)>

**Cc:** Smith, Sharon (WS) <[Sharon.Smith@nashville.gov](mailto:Sharon.Smith@nashville.gov)>

**Subject:** RE: RFQ 115217 Carpet and Carpet Pad Recycling

Jenn,

Good afternoon. RFQ 115217 closed with 1 responsive offeror. I have attached their bid form.

Please review and let me know if these prices are fair and acceptable. If so, I will begin building the award.

Thank you,