



Notice of Intent to Award

Solicitation Number	360260	Award Date	11/22/2023 9:26 AM CST
Solicitation Title	(DCSO) Distribution Center Inmate Personal Care Hygiene Items		
Buyer Name	Von Bell	Buyer Email	von.bell@nashville.gov
BAO Rep	Christopher Wood	BAO Email	christopher.wood@nashville.gov

Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	ICS Jail Supplies, Inc	Company Contact	Jennifer Johnson
Street Address	5804 Franklin Avenue		
City	Waco	State	TX
		Zipcode	76710

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

Company Name		Company Contact	
Street Address			
City		State	
		Zipcode	

Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.

No, the EBO Program is not applicable.

Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.

No, monthly reporting is not applicable.

Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

Right to Protest

Per MCL 4.36.010 – 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.

MLL Supervisor (Initial)

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane
Purchasing Agent & Chief Procurement Officer

Enter Solicitation Title & Number Below						
(DCSO) Distribution Center Inmate Personal Care Hygiene Items RFQ 360260	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
.	0.0%	0.00%	0.00%	\$284,915.03	\$0.00	\$284,915.03
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
ICS Jail Supplies, Inc	\$284,915.03		\$0	\$0.00		Awarded

BAO not applicable to this solicitation

From: [Lane, Michelle \(Finance - Procurement\)](#)
To: [Bell, Von \(Finance\)](#)
Subject: RE: RFQ 360260 (DCSO) Distribution Center Inmate Personal Care Hygiene Items
Date: Wednesday, November 22, 2023 7:37:28 AM

Award to a single offeror is approved.

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

From: Bell, Von (Finance) <Von.Bell@nashville.gov>
Sent: Monday, November 13, 2023 4:20 PM
To: Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>
Subject: FW: RFQ 360260 (DCSO) Distribution Center Inmate Personal Care Hygiene Items

Michelle,

RFQ 360260 DCSO Distribution Center Inmate Personal Care Hygiene Items closed with a single bidder, **ICS Jail Supplier, Inc.** Please note, the department approves of the submitted samples, considers the offer fair and reasonable and agrees to proceed. An adequate number of suppliers had an opportunity to submit responses to the solicitation as all suppliers registered under category code 53130000 that were sent the **ITB**.

Please note, no **EBO goals or MBE/WBE** were established for this **solicitation**.

Do you approve the single offer?

From: May, Trisha (DCSO) <Trish.May@NashvilleSheriff.gov>
Sent: Monday, November 13, 2023 1:22 PM
To: Bell, Von (Finance) <Von.Bell@nashville.gov>; Lutz, Pete -DCSO <Pete.Lutz@NashvilleSheriff.gov>
Subject: RE: RFQ 360260 (DCSO) Distribution Center Inmate Personal Care Hygiene Items

Attention: This email originated from a source external to Metro Government. Please exercise caution when opening any attachments or links from external sources.

Von,

Pete and I discussed and we are good to go though, since they didn't technically send a 10 oz. translucent cup maybe we need to make that change on the contract to show that it is a 12 oz. translucent mug for all related purposes and moving forward when it comes to contract time again that is what we will move forward with.

Trish

Trish May
Distribution Center Manager
Davidson County Sheriff's Office
5117 Harding Place
Nashville, TN 37211
Office - 615-880-3795
Cell Phone – 423-503-2997
New Email: Trish.May@NashvilleSheriff.gov

From: Bell, Von (Finance) <Von.Bell@nashville.gov>

Sent: Monday, November 13, 2023 12:57 PM

To: May, Trisha (DCSO) <Trish.May@NashvilleSheriff.gov>; Lutz, Pete (DCSO) <Pete.Lutz@NashvilleSheriff.gov>

Subject: RFQ 360260 (DCSO) Distribution Center Inmate Personal Care Hygiene Items

I have attached a copy of the bid submitted for **RFQ 360260 (DCSO) Distribution Center Inmate Personal Care Hygiene Items**. Please review and provide a response if the department considers the offer fair and reasonable and meets the required specifications and sample selection. The samples were reviewed on October 30, 2023 by a sheriffs department representative and buyer, and were deemed acceptable. Let me know if the department is open to accepting the offer to move ahead with the procurement process.

Thanks,

Von L. Bell Ed.D

Procurement Officer II (Buyer)

Department of Finance

Procurement Division

Metropolitan Government, Nashville Davidson County

730 2nd Avenue South, St 101

Nashville, TN 37201

Office-615-862-6463



Do what you are supposed to do when you are supposed to do it; because when you don't, it impacts others!!!

Certificate Of Completion

Envelope Id: B6D4BC02220D477F9AAAAB1F80E124B0	Status: Completed
Subject: Intent to Award - RFQ # 360260 for (DCSO) Distribution Center Inmate Personal Care Hygiene Items	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Von Bell
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	von.bell@nashville.gov
	IP Address: 170.190.198.185


Record Tracking

Status: Original 11/22/2023 7:56:45 AM	Holder: Von Bell von.bell@nashville.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Gary Clay Gary.Clay@nashville.gov Asst. Purchasing Agent Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 170.190.198.185	Sent: 11/22/2023 7:59:47 AM Viewed: 11/22/2023 9:14:45 AM Signed: 11/22/2023 9:18:52 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 11/22/2023 9:18:53 AM Viewed: 11/22/2023 9:25:47 AM Signed: 11/22/2023 9:26:02 AM
--	--	---

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
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/22/2023 7:59:47 AM
Certified Delivered	Security Checked	11/22/2023 9:25:47 AM
Signing Complete	Security Checked	11/22/2023 9:26:02 AM
Completed	Security Checked	11/22/2023 9:26:02 AM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------