



Notice of Intent to Award

Solicitation Number		Award Date	
Solicitation Title			
Buyer Name		Buyer Email	
BAO Rep		BAO Email	

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		Company Contact	
Street Address			
City		State	Zipcode

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.

_____ Assistant Purchasing Agent (Initial)

 Dennis Rowland
 Purchasing Agent & Chief Procurement Officer

Enter Solicitation Title & Number Below						
Provide Milk, Dairy, Juice Products; RFQ# 381379	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	0.00%	0.00%	\$1,810,660.25	\$0.00	\$1,810,660.25
Offeror's Name	Bids	SBE	Participation Requirement	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Prairie Farms Dairy, Inc	\$ 1,810,660.25	\$0.00	\$0	\$0.00	\$1,810,660.25	Awarded

From: [Rowland, Dennis \(Finance\)](#)
To: [Conklin, Marissa \(Finance-Procurement\)](#)
Subject: RE: Single Offer Approval of RFQ# 381379 Provide Milk, Dairy, Juice Products
Date: Wednesday, October 16, 2024 9:58:00 AM

Approved

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Wednesday, October 16, 2024 9:31 AM
To: Rowland, Dennis (Finance) <Dennis.Rowland@nashville.gov>
Subject: FW: Single Offer Approval of RFQ# 381379 Provide Milk, Dairy, Juice Products

Dennis,

RFQ# 381379 closed with a single bidder, Prairie Farms Dairy, Inc . The department considers the single offer as fair and reasonable and are in agreement to move forward in awarding to Prairie Farms Dairy, Inc. This ITB was solicited to registered vendors under the commodity code 50200000. An adequate pool of offerors had an opportunity to submit a response to the solicitation. Please review this single offer for approval.

Do you approve?

Thank You.

Marissa Conklin, NIGP-CPP
Procurement Officer II
Department of Finance
Procurement Division
Metropolitan Government of Nashville and Davidson County
615-880-3130

From: Suggs, Sharon (MAC) <Sharon.Suggs@nashville.gov>
Sent: Tuesday, October 15, 2024 11:32 AM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Subject: RE: Single Offer Review of RFQ# 381379 Provide Milk, Dairy, Juice Products

Yes, please do so, thanks

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Tuesday, October 15, 2024 11:27 AM
To: Suggs, Sharon (MAC) <Sharon.Suggs@nashville.gov>
Subject: RE: Single Offer Review of RFQ# 381379 Provide Milk, Dairy, Juice Products

Sharon,

Please see the below. They do carry the milk you were asking about.

Pantry Fresh White 1%-.6000
Pantry Fresh Choc 1%-.6200

So please let me know if you want to move forward with an award.

Thanks.

Marissa Conklin, NIGP-CPP
Procurement Officer II
Department of Finance
Procurement Division
Metropolitan Government of Nashville and Davidson County
615-880-3130

From: Suggs, Sharon (MAC) <Sharon.Suggs@nashville.gov>
Sent: Thursday, October 10, 2024 8:14 AM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Subject: RE: Single Offer Review of RFQ# 381379 Provide Milk, Dairy, Juice Products

Understood, thanks for sharing.

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Monday, October 7, 2024 11:24 AM
To: Suggs, Sharon (MAC) <Sharon.Suggs@nashville.gov>
Subject: RE: Single Offer Review of RFQ# 381379 Provide Milk, Dairy, Juice Products

I can't share who the vendor is until an award is made. With a single offer, we (procurement) can only give the department the pricing. If we tell departments who the vendors are they may reject just because they don't like the vendor.

From: Suggs, Sharon (MAC) <Sharon.Suggs@nashville.gov>
Sent: Monday, October 7, 2024 10:09 AM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Subject: RE: Single Offer Review of RFQ# 381379 Provide Milk, Dairy, Juice Products

Just ask if they can provide 1% shelf stable white and chocolate milk during summer and back up for regular if their production is low or having problems with product. By the way who is the vendor?

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Monday, October 7, 2024 10:07 AM
To: Suggs, Sharon (MAC) <Sharon.Suggs@nashville.gov>
Subject: RE: Single Offer Review of RFQ# 381379 Provide Milk, Dairy, Juice Products

I can ask the vendor. Is there more to the description or am I just asking if they can provide shelf stable milk?

From: Suggs, Sharon (MAC) <Sharon.Suggs@nashville.gov>
Sent: Monday, October 7, 2024 9:11 AM
To: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Subject: RE: Single Offer Review of RFQ# 381379 Provide Milk, Dairy, Juice Products

Morning, after looking at bid, I see shelf stable milk isn't on the list. Is it possible to add or to late?

From: Conklin, Marissa (Finance-Procurement) <Marissa.Conklin@nashville.gov>
Sent: Thursday, October 3, 2024 8:30 AM
To: Suggs, Sharon (MAC) <Sharon.Suggs@nashville.gov>
Subject: Single Offer Review of RFQ# 381379 Provide Milk, Dairy, Juice Products

Sharon,

Please review the attached Bid Form for the above solicitation. This was the only offer. Please let me know if this is fair and reasonable and you want to move forward with an award.

Thanks.

Marissa Conklin, NIGP-CPP
Procurement Officer II
Department of Finance
Procurement Division
Metropolitan Government of Nashville and Davidson County
615-880-3130