



Notice of Intent to Award

Solicitation Number	387462	Award Date	4/21/2025 12:47 PM CDT
Solicitation Title	Secure Document Destruction Services		
Buyer Name	Scott Ferguson	Buyer Email	scott.ferguson@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	Richards & Richards LLC	Company Contact	Bowman Richards
Street Address	1741 Elm Hill Pike		
City	Nashville	State	TN
		Zipcode	37210

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.

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Yes, the EBO Program is applicable.

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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.

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Yes, monthly reporting is applicable.

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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.

DR

Assistant Purchasing Agent (Initial)

Dennis Rowland
 Dennis Rowland
 Purchasing Agent & Chief Procurement Officer

RFQ# 387462 - Secure Document Destruction Services			
Evaluation Criteria	Iron Mountain Inc	KnightHorst Shredding LLC	Richards & Richards LLC
Round 1			
Solicitation Acceptance	Yes	Yes	Yes
Contract Acceptance	Yes	Yes	Yes
ISA Questionnaire Completed and Terms Accepted	Yes	Yes	Yes
Qualifications and Experience (30 Points)	28	20	30
Project Approach and Process (20 Points)	18	10	19
Capacity to Perform (20 Points)	17	10	18
Cost (30 Points)	23.88	30.00	29.73
Totals	86.88	70.00	96.73

Strength & Weaknesses

Iron Mountain Inc

Qualifications and Experience (30 Points)

Strengths: Firm's response addressed everything we requested in the RFP except for the weaknesses noted below.

Weaknesses: Q#3 - Firm's list of previous work performed was not all of similar size, scope as this service.

Project Approach and Process (20 Points)

Strengths: Firm's response addressed everything we requested in the RFP except for the weaknesses noted below.

Weaknesses: Q#1 - Firm's response to describing their understanding of the project and how their firm will perform the scope of work. Q#4 - Firm's description of how their firm will provide on-call secure pick-up and destruction services.

Capacity to Perform (20 Points)

Strengths: Firm's response addressed everything we requested in the RFP except for the weaknesses noted below.

Weaknesses: Q#1 - Firms response to how they will respond to on-call service withing ten (10) business days. Q#3 - Firm's description of their firm's ability to perform the scope of services resulting from this contract related to their staffing and trucks.

KnightHorst Shredding LLC

Qualifications and Experience (30 Points)

Strengths: Firm's response addressed everything we requested in the RFP except for the weaknesses noted below.

Weaknesses: Firm's overall response lacked details. Q#2 -Firm's response to details of the firm's background, experience and qualifications to accomplish this project, including media destruction. Q#3 - Firm's list of previous work performed was not of similar size, scope and complexity as this service.

Project Approach and Process (20 Points)

Strengths: Firm's response addressed everything we requested in the RFP except for the weaknesses noted below.

Weaknesses: Firm's overall response lacked details. Q#1 - Firm's response to describing their understanding of the project and how your firm will perform the scope of work. Q#4 - Firm's description of how their firm will provide on-call secure pick-up and destruction services.

Capacity to Perform (20 Points)

Strengths: Firm's response addressed everything we requested in the RFP except for the weaknesses noted below.

Weaknesses: Firm's overall response lacked details. Q#1 - Firms response to how they will respond to on-call service withing ten (10) business days lacked details. Q#2 - Firm's identification of any potential issues and challenges directly related to this type of project. Q#3 - Firm's description of their firm's ability to perform the scope of services resulting from this contract related to their number of trucks and drivers. Q#4 - Firm's identification of potential risks and countermeasures was inadequate.

Richards & Richards LLC

Qualifications and Experience (30 Points)

Strengths: Firm's response addressed everything we requested in the RFP except for the weaknesses noted below.

Weaknesses: No weaknesses were noted.

Project Approach and Process (20 Points)

Strengths: Firm's response addressed everything we requested in the RFP except for the weaknesses noted below. Q#1 - Firm;s description of how the firm withll perform the scope of work including on - site shredding and media destruction services.

Weaknesses: Q#4 - Firm's description of how their firm will provide on-call secure pick-up and destruction services.

Capacity to Perform (20 Points)

Strengths: Firm's response addressed everything we requested in the RFP except for the weaknesses noted below.

Weaknesses: Q#3 - Firm's description of their firm's ability to perform the scope of services resulting from this contract related to their number of trucks and drivers.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
			30	0	30
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Iron Mountain, Inc	\$ 189,130.00		23.88	0.00	23.88
KnightHorst Shredding LLC	\$ 150,551.06		30.00	0.00	30.00
Richards & Richards LLC	\$ 151,912.96		29.73	0.00	29.73