



To: All Prospective Bidders

From: Purchasing/DBE Department

Date: August 30, 2017

Subject: Inquiries and Responses

RFP#: 105-2017: Rigging Services for the Music City Center

Inquiries and Responses:

1. Please give a breakdown of the following items for the past 3 years:
 - Number of events requiring rigging labor **Please see FY2017 MCC Customer and Exhibitor Rigging Orders on website**
 - Number of events where Contractor was required to support free of charge, and their description, including labor and gear. **No record. Less than 10 and minimal gear/labor.**
 - Number of events in which Contractor supplied motors and/or truss in addition to labor. **No record per event. Equipment summary for FY17 shows mainly lift usage.**
 - Number of events in which President/CEO waived the exclusivity clause **Zero**
 - Annual expectation of revenue for Contractor, prior to commission and based on trailing twelve months and previous twelve months of MCC events requiring rigging **The expectation is to maximize revenue while fairly and competitively pricing labor and equipment.**
 - Largest event supported in terms of motors and truss where Contractor was expected to provide one or both. **American Country Countdown Awards for Dick Clark Productions.**
 - Average amount of motors and truss on shows where Contractor was expected to supply one or both. **Please supply proposed inventory for both.**

2. Page 5, Heading "A":
 - Bullet point 1 states that "The vendor will be required to enter into an agreement to provide exclusive professional, competitively priced rigging services within the Music City Center that would be the equivalent to services/equipment provided in tier one convention centers." This seems to imply that the exclusivity might extend to equipment as well as labor, but during

the Q&A portion of the pre-bid presentation, representatives from the MCC stated that exclusivity would only extend to labor. Can you clarify please?

Exclusivity is for Labor only.

- Bullet point 3 states, in part, “To provide rigging services for any internal meetings or events.” Is this expected to be gratis, “at cost”, or at market rate? How many of these events are expected annually, and what is the scope of each event? Specifically, how many riggers will be required to be supplied, and how much gear for each event? **Any of the three should be expected.**
 - Bullet point 6 states “Contractor agrees to provide discounted pricing for internal events.” Can you please define what level of discounting is expected for internal events, and please provide the entire range of possible events that would qualify as “internal”? **Please propose what you want to offer.**
 - Bullet point 10 states that the contractor must provide a photo ID, and gives the option of the MCC providing those ID’s at a cost of \$10 each, yet under heading “B”, page 7 of 45, bullet point 13, the RFP states that “Contractor must utilize MCC employee ID systems and reimburse MCC for those associated costs.” Which is the governing passage? **Vendor can provide own as long as it meets MCC approval.**
 - How many open house/showcase events are to be supported annually? Can you please provide an idea of the scope of these productions? **No more than 1x/year. Scope TBD.**
3. Page 6, Heading “B”:
- What defines “permitting assistance” to licensees, exhibitors, attendees, and MCC staff? **“permitting” will be omitted from the language**
 - Are those permitting assistance services expected to be discounted? **N/A**
 - Bullet point 2 calls for complimentary equipment and services for MCC internal events. Given the limited space available to the Contractor at the MCC, please define what type and amount of equipment would be expected to be provided at no cost to the MCC? **Cannot define or predict the future.**
 - How does the above bullet point square with Page 5 Bullet Points 3 and 6 for discounted services noted above? Which is the governing passage, and if it is the one on page 6, is the Contractor expected to provide free support to all in house vendors and partners? If not free, what is the required discounting level? **Please propose what you want to offer.**
4. Page 7:

- Does the contractor need to seek pre-approval for all adhesives and locations for clings on a show-by-show basis, or is there a standard within which the Contractor can work? If there is a standard set of parameters, please supply those. **Parameters will be supplied after award.**
- Given the limited storage space (18x20?) and the requirement that the Contractor supply and maintain “acceptable amount of rigging equipment”, please define the amount and type of rigging equipment that will be acceptable, as well as advise on whether extra space could be afforded to accommodate any needed gear that might not fit in the current storage space. **Additional space is not available. Propose equipment that you will make available for this contract.**
- Please supply MCC Rigging Policies and Procedures with which Contractor must comply. **They are included in the RFP and see attached rigging plans.**

5. Page 8:

- “Contractor must be able to supply trussing and motors upon request.” Does this include internal events that Contractor may be expected to support free of charge to MCC, and/or in support of in-house vendors? **Potentially.**
- How are “not to exceed” quotes handled when changes are made at any point after quote is submitted? **Vendor bills MCC the lesser amount and MCC refunds exhibitor the same.**
- What is meant by “within 48 hours” on the “not to exceed” quote? Is this within 48 hours of submission of all proper drawings to Contractor’s designated contact, or within 48 hours of what other metric? **Within 48 hours of complete rigging order.**
- Although on page 8 it states “Contractor agrees to provide and MCC agrees to purchase rigging labor exclusively from contractor...”, 2 bullet points below that it states “President and CEO reserve the right to waive this exclusivity on an event by event basis.” Which is the governing language, and if the latter, what constitutes the trigger by which this clause could be enacted? **Both. A decision will made by our President & CEO.**
- “Contractor agrees to provide MCC at cost labor for items such as high dusting, light bulb installs, etc.” How much is spent annually by MCC in the furtherance of this clause? **Approx. \$10,500.**

6. Page 9:

- If the Contractor agrees to provide onsite supervisory inspections of items rigged in addition to supplying the labor, where does the liability land in the case of outside rigging companies who bring in their own truss and motors that the Contractor's representative finds unsafe or in question? Please define the process for the Contractor to refuse to allow an unsafe amount of gear to be flown, or an out-of-date motor, etc. **Our exclusive vendor will hang all equipment and they notify the Director of Events. In the event we allow someone else to rig, MCC assumes liability.**
- Same bullet point as above – “The primary objective of this contract is to provide all rigging services at the MCC.” Is the intent of this language to mean “all rigging labor services”? “All rigging services” could indicate labor, points, motors, connections, truss. **The intent is for labor only!**

7. Heading “C”:

- Contractor must provide one Senior Management point of contact for CCA... What is CCA? Convention Center Authority? **Yes**
- The minimum roster – is that the number that must be available as a whole, or the number that must be on call 24/7/365? **As a whole.**
- If all contract employees/riggers are expected to work the entire scheduled shift, and there are 4-hour minimum work calls for riggers with only a 2-hour load-in and setup (for example), what should the riggers expect to be doing for the remainder of the time? **The intent is to ensure the riggers understand the scheduled work or client additions may require a full shift.**
- If riggers must check out with the MCC Manager on duty, will that Manager then report to the Contractor's on-site representative regarding times and names of people who finished their duty? Will this be a formal or informal process? **No, it is to ensure all customer daily needs are met before departure.**
- If the contractor must supply substitute riggers within one hour of MCC rejecting one, are those substitutes expected to come from the pool of 18 that must be available 24/7, or is this an additional pool that must be maintained? **It will be up to the Contractor to decide.**

8. Heading “D”:

- Please help us understand how much extra space may be needed to be obtained, rented or purchased in order to supply adequate inventory to support MCC needs, given the limited space within the MCC. **Based on your expertise in the industry, with your company, and your knowledge of your companies' local resources, we would look to you to decide.**

- Who will use the 46' lift that Contractor is required to provide, and what will it be used for? **Contractor and MCC.**

9. Diversity Plan:

- Rigging is a specialized service which utilizes equipment which must meet ANSI and OSHA standards. Once purchased, rigging gear which is properly cared for tends to have a life expectancy measured in years. If Contractor is supplying only labor to MCC, there is a limited amount of gear which must be capitalized and then maintained. Ropes, harnesses and approved shirts would fall in this category, with shirts having the shortest expected lifespan. Please supply a list of vendors which meet the MCC's DBE requirements and who also meet the ANSI and OSHA standards. Also please advise what other items need to be purchased on a monthly or regular basis to comply with this part of the contract. **Please see the attached DBE lists; however developing a DBE plan and all vetting of vendors qualifications is the responsibility of the Contractor.**