



To: All Prospective Bidders
From: Purchasing Department
Date: December 13, 2017
Subject: Inquiries and Responses
RFP#: 106-2017 Promotional Materials/Tradeshow Amenities for Music City Center

Inquiries and Responses:

1. Is there any estimates on quantities per year that would be used or dollar amount per year that you would spend on promotional materials?

Here's what we've spent the last two years on promotional materials.

- FY17:\$35,364.24
- FY16:\$61,378.83

2. Under the Scope of Services section and in Tab 4, a request for a catalog of products is requested, however we purchase from many manufactures in order to have access to the best selection, quality and pricing available. Can more than 1 catalog be submitted?

You may submit up to 2 catalogs.

3. Different manufactures charge differently for set ups, depending on the product, if there is more than 1 color in the logo/imprint or is printed in more than 1 location (example each side of a tote bag can have a logo or 2 different logos). Those charges are usually explained by each manufacturer in their catalog, would you like them detailed for each of the sample items, with the notation to explain that the cost may change on other items?

Yes.

4. "All Qualification proposals must be submitted in a sealed envelope." Would you like each of the 8 binders in separate envelopes, or can they all be submitted together with the samples and catalogs in a sealed box?

Proposals can be submitted together with samples and catalogs in a sealed box.

5. In providing relevant ordering information, should I include freight cost?

Yes. When providing ordering information, the awarded vendor will need to be able to provide shipping/freight cost.

6. Are we allowed to stock inventory in our warehouse in Nashville, buying at best prices, and delivering the same day, if necessary?

This is for the vendor to determine if necessary.

7. In regards to shipping options, are most materials drop-shipped or hand delivered?

Most items are drop-shipped.

8. Are samples due before, during, and after award of contract?

Samples are due at the time of submittal of proposal.

9. Please include a price point for the sample list referenced in Tab 3.

SAMPLE DESCRIPTION	PRICING RANGE	QUANTITY	ADDITIONAL DETAILS
Economy Pen	\$0.50 and Under	500	Blue & Black ink choices
Executive Pen	\$50.00	50	Blue & Black ink choices
Umbrella	\$20.00	250	General or Golf, multi-color optional
Logo Writing Pads	\$3.00	500	Standard Color – White
Tote Bags	\$5.00	100	High Quality, Non-Woven
Embroidered Polo Shirts - 1	\$50.00	250	Golf/Polo Shirts – Women
Embroidered Polo Shirts – 2	\$50.00	250	Golf/Polo Shirts – Men

***This chart does not indicate or guarantee that Music City Center will order these items annually or during the duration of the contract.**

10. Please provide ink color and brand name information for the economy and executive pens?

Please see question 9

11. Is the color preference for the logo writing pads white or yellow?

Please see question 9

12. Please specify your preference for the tote bags including size, material, zipped, draw string, and closure or no closure.

Please see question 9

13. Does the verbiage state in Section V, Item D *Validity of Submissions*, that all pricing is valid for one year regardless of being awarded or does this apply only to the recipient?

Section V. Item D applies to all proposals received by the Convention Center Authority.

14. Are there ever any opportunities for our name to be included, often this is quoted as a self-promo item that includes our name, thus offering MCC potential cost savings on items that could share both logos?

No.

15. We can adhere and comply with the contract as stated and provide the proper documentation required. We just can't identify from this package exactly what you need quoted and for what quantities annually?

Please see question 9