

CARPET CLEANING SERVICES

RFP 107-2021



BEFORE WE BEGIN...

- Please sign-in
- Why are we here?
- Questions – WRITTEN RESPONSES PREVAIL

INTRODUCTIONS

Jasmine Quattlebaum
Director of Purchasing/DBE

Melaneice Gibbs
Purchasing/DBE Coordinator

Elisa Putman
Sr. VP and Chief Operations Officer

Bob Lehn
Interim Facilities Manager



Agenda

- I. Welcome/Introductions
- II. Meeting Guidelines
- III. RFP Overview and Highlights
- IV. Important Dates
- V. Submission Requirements
- VI. Q & A Session

RFP OVERVIEW AND HIGHLIGHTS

Any contract resulting from this RFP will be for a three (3) year term with a one-time option to extend for one (2) additional two year term.

Cleaning will be conducted after hours and on a specified day or days of the month.

- * Example: Every third Wednesday & Thursday of the month floor tile and carpet to be cleaned as noted on attached drawings (Exhibit E).

RFP OVERVIEW AND HIGHLIGHTS

Contractor Responsibilities

- Contractor must be able to clean Royal Tai (formerly Tai Ping) Axminster carpets with a 80/20 wool blend or 100% wool according to manufacturer's guidelines. Contractor must vacuum all visible dry-cleaning compound
- Contractor must be able to provide complete carpet and tile cleaning as scheduled but typically the last two weeks of December based on lower business levels. MCC will provide a minimum of 30-day notice for major work. Contractor will have to use products that will be suitable for use on wool blend carpets.

RFP OVERVIEW AND HIGHLIGHTS

- **Contractor Responsibilities**

- Contractor must provide fabric wall cleaning in the meeting rooms as scheduled. This could include several panels that have had something splashed on them or scheduling all panels to be cleaned.
- Contractor must be able to clean designated carpeted areas using the absorbent powder compound dry cleaning process.

RFP OVERVIEW AND HIGHLIGHTS

Contractor Responsibilities

- Contractor shall be responsible for any injury, damage or loss to all public and private property caused directly, in whole or in part by their employees or agents or anyone directly or indirectly employed by them or anyone for whose acts they may be responsible.
- Contractor will utilize staff/crew that have been trained or certified on how to properly and safely clean all surfaces listed in RFP.
- Contractor shall be able to spot clean within 48 hours of notification.
- Should a problem with material or work performed by the contractor occur during the course of this contract, and should it be shown that the cause of this problem is faulty work, Contractor shall repair such problem(s) at Contractor's own expense.

RFP OVERVIEW AND HIGHLIGHTS

- **Contractor Responsibilities**

- **Important Notes**

- Director of Facilities or designee must approve in advance all proposed cleaning dates, locations, and times.
- Contractor must be able to provide complete carpet and tile cleaning as scheduled but typically the last two weeks of December based on lower business levels. MCC will provide a minimum of 30-day notice for major work.
- Contract must clean areas during overnight hours. However, normal business hours may be available as well.
- Contractor will be responsible for receipt of all products, unloading, inside delivery and protection of same, coordinating delivery time with MCC at no additional cost to the Authority

COMMITMENT TO DIVERSITY

- It is the policy of the Authority to assist minority, women, small, and service disabled veteran-owned business enterprises in learning how to do business with the Authority. Furthermore, proposers are encouraged to maximize the usage of minority, women, small, and service-disabled veteran-owned businesses with respect to this scope.
- Read Section III. Diversity Business Participation (10 pts)

COMMITMENT TO DIVERSITY

- Diversity Plan will outline the plan to achieve or exceed a target percentage of minority, woman, small businesses and/or service disabled veteran owned businesses participation.
- Use Strategic approaches and methodologies taken to ensure maximum participation by minority, woman, small, and service disabled veteran owned business suppliers.
 - For example:
 - Identify a particular scope of contract that can be fulfilled by minority, woman, small, or service disabled veteran owned businesses.
 - Utilized DBE businesses to provide supplies and materials needed to perform contract

COMMITMENT TO DIVERSITY

- Work with the Director of Purchasing/DBE and the Purchasing DBE Coordinator to establish a level of DBE participation, and reporting measures to fulfill contract compliance requirements.
- DBE lists are available for the specified discipline of how proposers plan to use DBE companies.

PROCUREMENT NONDISCRIMINATION PROGRAM PLAN (PNP) OVERVIEW

- ***No proposal or submission shall be considered responsive unless it demonstrates compliance with the PNP.***
 - **DBE Primes are required to complete PNP**
 - **Covenant of Non-Discrimination (Exhibit A)**
 - Must be notarized
 - **Good Faith Effort Statement Form (Exhibit B)**
 - Provide written notice to at least three (3) available certified DBEs
 - The first three items on this form **must be** initialed
 - **Good Faith Effort Verification Form (Exhibit C)**
 - Must include the individual's or entity's name, business location, and information requested
 - Back-up documentation supporting the outreach (i.e. Copies of email threads).

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	June 11, 2021
Responses to Inquiries	June 15, 2021
RFP Submissions Due	June 22, 2021 (3pm Nashville local time)

SUBMISSION REQUIREMENTS

All submittals must be received by the deadline - NO EXCEPTIONS.

Physical Copy: Please submit one (1) original, six (6) copies, and one (1) electronic copy of the complete proposal response including any attachments, on a WINDOWS PC compatible CD or flash drive (verify all files are on disc/flash drive prior to submitting proposal) of the following materials to the address set forth in Section V (D).

All text must be printed on single-sided or double-sided pages and includes the tabs (in order)

SUBMISSION REQUIREMENTS

- **Hand Delivery Option:** Administrative Offices

600 Koreans Veterans Blvd

Must email Director of Purchasing 24 hours prior to delivery prior to deadline to Jasmine.Quattlebaum@nashvillemcc.com

- **UPS or FedEx Option:** Music City Center House Docks

700 Koreans Veterans Blvd



SUBMISSION REQUIREMENTS

Electronic Copy: Email complete proposal response including any attachments of the required tabs to the address set forth in Section V (D).

Files should be named in accordance with the proper tab name and in the same order set forth in Section V (D).

SUBMISSION REQUIREMENTS

Email Submissions under 25 MB should be delivered to Music City Purchasing Department:

mccpurchasing@nashvillemcc.com

cc: jasmine.quattlebaum@nashvillemcc.com

Confirmation of submission will be sent within 1 hour. If you do not receive a confirmation email, please email or call the Director of Purchasing:

jasmine.quattlebaum@nashvillemcc.com or (615) 401 - 1445

Email Submissions over 25 MB should be delivered via We Transfer (www.wetransfer.com): mccpurchasing@nashvillemcc.com



SUBMISSION REQUIREMENTS

- Read Section V. F. Response Format, Requirements and Evaluation Criteria thoroughly
- Include required amount of copies and electronic copy
- Organize tabs in order listed in RFP
- Ensure to include all required Exhibits

EVALUATION CRITERIA

- **Business Plan**

Total points available for this criterion are 35 points

- **Pricing (Use Exhibit F-F.3)**

Total points available for this criterion are 40 points.

- **Availability**

Total points available for this criterion are 15 points.

- **Diversity Business Plan (Use Exhibits A-D)**

Total points available for this criterion are 10 points.

QUESTIONS?

- **REMINDER:** Questions must be submitted in writing in order to receive an official response.
- Written responses to questions will be issue by RFP amendment and posted to Music City Center website:

<http://www.nashvillemusiccitycenter.com/business-opportunities>