

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

Bob Lehn
Interim Facilities Manager

Ernest Jackson
Set Up 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 be able to clean designated carpeted areas using the absorbent powder compound dry cleaning process.
- 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 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.
- Normal business hours may be available.
- 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).



**EXHIBIT C
GOOD FAITH EFFORT VERIFICATION FORM**

Please complete this form to provide Convention Center Authority with information regarding your outreach efforts. Please include information appropriately regarding those certified MWBEs that you contacted, who contacted you and those with whom you have decided to work on this project. Please add additional copies of this sheet as necessary so that you may list ALL MWBEs with whom you've had contact. Please contact Director of Purchasing/DBE 615-401-1445.

Project Name Carpet Cleaning

RFP Number 107-2021

As part of our regular and customary good faith efforts to include MWBE subcontractors, suppliers and joint venturers, Gibbs Carpet Cleaning has contacted or was contacted by the following certified MWBEs related to our bid/proposal.

<i>Business Name & Contact</i>	<i>Phone No</i>	<i>MBE/WBE Certificate Type</i>	<i>Date of Contact</i>	<i>Method of Contact</i>	<i>Who Initiated Contact?</i>	<i>If Bid Submitted, Amount of Bid*</i>	<i>Offer Accepted or Declined</i>	<i>Reason(s) for Declining</i>
Quattlebaum Carpet Co. Jasmine Quattlebaum	615-401-1445	WBE	6/30/2021	Email	Melaneice Gibbs	5%	Accepted	
Bob's Clean Carpet Bob Lehn	615-999-9999	SBE	7/1/2021	Phone	Melaneice Gibbs	5%	Declined	Partnering with another company
E.J. Clean Carpet Ernest Jackson	615-999-6666	MBE	7/2/2021	Email	Melaneice Gibbs	5%	Accepted	
Your Favorite Carpet Cleaners Charles Taylor	615-444-9999	SBE	7/2/2021	Phone	Melaneice Gibbs	5%	Accepted	

*STATEMENT OF BID/PRICE QUOTATION

Name Melaneice Gibbs Title Owner Date 7/20/2021



Exhibit D

List of Proposed Diversified Business Enterprises

Proposer Name: Gibbs Carpet Cleaning

NOTICE: DBE businesses listed must be registered with Metropolitan Government of Nashville and Davidson County (Metro) and submit proper diversity business status certification.

Table with 5 columns: DBE Business Name, Business Address, Phone Number and email address, Work to be Performed by this DBE Business, Minimum of total contract dollars to be spent with this DBE Business, Business Classification Type. Rows include Quattlebaum Carpet Co, Your Favorite Carpet Cleaners, E.J. Clean Carpet, and empty rows 4, 5, 6.

TOTAL 15%

Submission of a proposal shall constitute Proposer's representation that neither Proposer nor an officer, agent or employee of Proposer, or the spouse, parent or child of an officer, agent or employee of Proposer, is involved in the ownership, operation or management of any subcontractor claiming status as a DBE business for purposes of this Proposal and Contract.

Signature: Melanice Gibbs

Date: 7/20/2021

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	July 8, 2021
Responses to Inquiries	July 13, 2021
RFP Submissions Due	July 20, 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 numbered dividers (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 20 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 20 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 dividers in tab order listed in RFP
- Ensure all required Exhibits are included. Exhibits can be downloaded from Music City Center website:

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



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.

**Please note square footage*

- **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 issued by RFP amendment and posted to Music City Center website:

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