



WINDOW WASHING SERVICES FOR MUSIC CITY CENTER

ITB #107-2024



BEFORE WE BEGIN

Please Sign-in

Why are we here?

Questions –
Written
Responses Prevail

PLEASE NOTE THIS PRESENTATION IS AN OVERVIEW OF THE ITB AND DOES NOT COVER THE REQUIREMENTS IN FULL CONTEXT.

AGENDA

- Welcome/Introductions
- RFP Overview & Highlights
- Important Dates
- Submission Requirement
- Q & A Session
- Tour

INTRODUCTIONS

JASMINE QUATTLEBAUM

Director of Purchasing/DBE

CHARLES STARKS

President & CEO

KELLI DONAHOE

Senior Vice President & Chief
Operating Officer

MELANEICE GIBBS

Purchasing/DBE Coordinator

TERRY MCCONNELL

Director of Engineering



ITB OVERVIEW AND HIGHLIGHTS

- The Authority is administering this RFP for qualified firms to submit proposals for Window Washing Services for the Music City Center.
- The scope of work will consist of providing all labor, materials, equipment, tools and services required to provide full professional window washing services.

ITB OVERVIEW AND HIGHLIGHTS

SCOPE DETAIL

- The Contractor must be experienced, qualified and highly skilled to provide all labor, materials, equipment, supplies, supervision, and other resources for window cleaning services.
- Work shall be done in a manner which limits disruption to building occupants and that does not compromise the security of the work of occupant.
- Glass transoms, glass work in doors, fixed side doors lights, picture type windows and storm windows are to be cleaned on both the exterior and the interior.
- All water and cleaning solution residue should be wiped down dry from window gaskets, sealants and frames to avoid the potential for deterioration of these materials as the result of the cleaning process.
- Glass washing shall be done with water and the necessary equipment to remove all dirt, grease or stains and shall be left dry.

ITB OVERVIEW AND HIGHLIGHTS

SCOPE DETAIL (continued)

- All chemical and cleaning products used by the contractor shall be approved for use by the Director of Engineering prior to commencement of the services. No equipment or supplies shall be used that could damage floors, floor coverings, woodwork, painted surface, furniture, and landscaping around the perimeter of the building.
- Contractor personnel shall complete an onsite log sheet weekly of arrival location /area cleaned. Each area shall be inspected and accepted by the Director of Engineering before considered complete for payment.

ITB OVERVIEW AND HIGHLIGHTS

WASHING SPECIFICATIONS

- Windows shall be washed clean and free of streaks, smears and visible soap residue. Accumulated dirt, paint specs, or other foreign debris must be removed from windows. Frames shall be scrubbed to remove all dried dirt, insects, debris and other materials to be considered clean by the Director of Engineering or representative. Windowsills/window connecting steel structure shall be washed, clean, and all drippings wiped dry.
- Contractor must furnish all equipment and supplies needed to carry out the window washing services specified at no extra cost to the Music City Center. All equipment and supplies used must be capable of performing all operations in accordance with specifications.

ITB OVERVIEW AND HIGHLIGHTS

WASHING SPECIFICATIONS

- The Music City Center reserves the right to request the removal from the work site any supplies and/or equipment it deems does not meet the TOSHA/OSHA codes or regulations. In addition, it may request the halt of any unsafe practices observed in carrying out the contracted service. This will in no way relieve the Contractor of complying with the cleaning schedule.
- Window washers shall close off area(s) and post signs indicating the area(s) are closed to pedestrian traffic when working over entrances, traveled walkways or any area where people might cross below workers. Signs should indicate that men are working above. All equipment, apparatus or rope coils on the ground level shall also be marked off with cones and signs warning pedestrian traffic. Contractor shall provide safety cone and signs.

ITB OVERVIEW AND HIGHLIGHTS

SCHEDULING

- A cleaning schedule outline for all locations shall be developed in writing by the contractor. No major deviation shall be made without prior written consent of the Music City Center.
- The Contractor shall also confirm that they can complete the project within the specified time frame/schedule.
 - In the event the proposed schedule is delayed, contractor must provide an alternate project time frame.
- Coordinate the washing schedule with the Director of Engineering.
 - Washing is to be performed Monday through Sunday during daylight hours, normally between 7:00am and 5:00pm.
 - Interior Washing maybe requested outsides of “normal” hours

ITB OVERVIEW AND HIGHLIGHTS

CONTRACTOR RESPONSIBILITIES

- Contractor must assign a Contract Manager. This person will be responsible for the overall management, administration, communication of this contract and be the prime contact person for the Music City Center.
- Contractor must appoint a Field Superintendent. This is a Contractor employee who will be involved full-time (100%) onsite from start of Maintenance field activities to completion of project, and is able to make decisions while in the field.

ITB OVERVIEW AND HIGHLIGHTS

CONTRACTOR RESPONSIBILITIES

- Building shall be rigged with a suitable stage, while protecting the existing roof surface, building walls, windows, sidewalk, landscaping, etc., to prevent damage of any kind.
- Materials and contractor's property shall be the responsibility of the contractor.
- Material and equipment storage shall be in a manner that does not impede normal building traffic flow or is a hazard to anyone. The Music City Center will not be held liable for any loss or damage to the contractor's equipment or materials
- Access to rooftop spaces must be scheduled and coordinated through the Director of Engineering two (2) full workdays in advance.
- Supply all cranes, lifts, hoists, etc., for the proper and efficient movement of all materials.

DIVERSITY PLAN OVERVIEW

It is the policy of the Authority to assist minority, women, small, and service-disabled veteran-owned business enterprises wanting to do business with the Authority.

Proposers are encouraged to maximize the usage of minority, women, small, and service-disabled veteran-owned businesses with respect to this scope.

SUBMISSION PROCESS

- **SEALED ENVELOPE 1**

Submit one (1) original copy and four (4) copies of the Technical Qualification Form in a sealed envelope clearly marked “Technical Qualification Form”(Exhibit B)

- Read through Exhibit B in its entirety
- Complete all of Vendor Information inside the box on the Official Bid Form. Please include Company name, Your Name, Title, Address, City, State, Zip, Telephone number, Fax number, and email address.
- Answer qualifying questions and provide requested information.

- **SEALED ENVELOPE 2**

Submit one (1) original copy and four (4) copies of Official Bid Price Sheet in a sealed envelope clearly marked “Official Bid Price Sheet”(Exhibit C)

- Also include one (1) electronic copy of the complete bid including any attachments, on a WINDOWS PC compatible CD or flash drive (verify all files are on disc/flash drive prior to submitting proposal). Bid must be address as set forth in Section IV (D).
- Complete all the cost data worksheet provided in Exhibit C. Provide Name of Bidder, Email, Phone number and signature before submitting bid.

IMPORTANT DATES

RFP QUESTIONS AND INQUIRIES DUE	OCTOBER 25, 2024
MCC RESPONSE TO INQUIRIES	OCTOBER 31, 2024
RFP SUBMISSIONS DUE	NOVEMBER 7, 2024 AT 3 PM (CST)

SUBMISSION REQUIREMENTS

- All submittals must be received by deadline - **NO EXCEPTIONS.**
- Should submit two (2) sealed envelopes with proposal submission
- Hand Delivery Option: MCC Administrative Office
600 Koreans Veterans Blvd
- UPS or FedEx Option:
Music City Center House Docks (must have this on address line)
700 Koreans Veterans Blvd

SUBMISSION REQUIREMENTS

- Read II F. Response Format and Requirements thoroughly
- Email submissions will not be accepted
- Include one (1) original copy and four (4) copies of the Technical Qualification Form in seal envelope clearly marked “Technical Qualification Form” (Exhibit B) **AND**
- Include one (1) original copy and four (4) copies of Official Bid Price Sheet clearly marked “Official Bid Price Sheet” (Exhibit C) and one (1) electronic copy (USB drive, etc)
- Ensure to Exhibit A

QUESTIONS

- **REMINDER:** Questions must be submitted in writing to receive an official response.
- Written responses to questions will be issue by ITB amendment and posted to Music City Center website:
- <http://www.nashvillemusiccitycenter.com/about/business-opportunities>