

FIXED AV MAINTENANCE

for the Music City Center

RFP 108-2020



BEFORE WE BEGIN...

- Please Sign – In
- Why are we here?
- Questions – WRITTEN RESPONSES PREVAIL

AGENDA

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

INTRODUCTIONS

Jasmine Quattlebaum

Director of Purchasing/DBE

Elisa Putman

Senior Vice President/Chief Operating Officer

Eric Blouin

Director of Technology

Terry McConnell

Director of Engineering

RFP OVERVIEW AND HIGHLIGHTS

Preventive Maintenance/Equipment Inventory

- Complete preventative maintenance on all AV equipment one (1) time a year within the term of the contract.
- Initial maintenance inspection requires updating inventory of AV equipment.
 - *See Appendix A –Photo of standard A/V closet*
 - *See Appendix B – List of current equipment*
 - *See Appendix C – As built for fixed A/V System*

RFP OVERVIEW AND HIGHLIGHTS

Preventive Maintenance/Equipment Inventory (cont.)

- The operation of the system as a whole will be verified as functioning at its intended level of performance by the Service Provider. Any deficiencies must be noted.
 - *See Appendix D – Equipment Spreadsheet Deficiency Report*
- If major adjustments are noted by Service Provider and MCC determines these are necessary maintenance items outside the initial scope that must be repaired, the Service Provider will schedule required downtime with the Director of Technology or designee.

RFP OVERVIEW AND HIGHLIGHTS

Preventive Maintenance/Equipment Inventory (cont.)

- PMs must be scheduled in advance and agreed to by the Director of Technology or designee and the Service Provider. MCC will notify security staff when the Service Provider will be on-site and provide access as may be required.
 - PMs will be scheduled around event activity with every effort made to complete and perform these duties during typical business hours.

RFP OVERVIEW AND HIGHLIGHTS

Preventive Maintenance/Equipment Inventory (cont.)

- All equipment and systems operational at the beginning of each day of work must be left operational at the completion of each day of the PM
- Provide a PM report for each AV closet documenting all services performed, the status or health of each component, and any recommendations for replacement or additional maintenance.
- The PM report is due within 14 business days of the completed PM.

RFP OVERVIEW AND HIGHLIGHTS

General Maintenance and Support

- Provide maintenance and support throughout the term of the contract for the AV equipment at all locations within the MCC.
- The Service Provider as part of this agreement will provide 40 hours of annual support either on site or by phone as needed.
- Replacement parts will be included in this agreement non-exclusively as needed and will be purchased separately by MCC from the Service Provider.
- Director of Technology or designee must give final approval of work being completed prior to processing invoice for payment.

RFP OVERVIEW AND HIGHLIGHTS

SERVICE PROVIDER CONSTRAINTS

- Service Provider must enter and exit through the MCC Contractor Entrance and maintain proper identification at all times while working in the facility.
- Current in-house Audio Visual Contractor will be prohibited from performing any audio visual maintenance services.
- Proposer shall not be affiliated with any holding company, parent company, sister company, or subsidiaries of incumbent for Audio-visual/Production/Rigging.

RFP OVERVIEW AND HIGHLIGHTS

SERVICE PROVIDER CONSTRAINTS (cont.)

- The successful service provider will assign a maintenance manager to be the MCC's point of contact and they will oversee the performance of this contract.
- All equipment must be Underwriter Laboratory approved.
- Proposer shall bill for services rendered by the 5th of the following month to the Music City Center Finance department.

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

EVALUATION CRITERIA

- **Maintenance & Support Plan**

Total points available for this criterion are 30 points

- **Qualifications of Firm**

Total points available for this criterion are 15 points.

- **Cost Criteria**

Total points available for this criterion are 35 points.

- General Labor Cost
- Professional Labor Cost

- **Reference Projects**

Total points available for this criterion are 15 points.

- **Diversity Plan**

Total points available for this criterion are 5 points.

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	December 4, 2020
Responses to Inquiries	December 9, 2020
RFP Submissions Due	December 17, 2020

SUBMISSION REQUIREMENTS

All submittals must be received by 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

QUESTIONS?

- **REMINDER:** Questions must be submitted in writing in order to receive an official response.

mccpurchasing@nashvillemcc.com

- Written responses to questions will be issued by RFP amendment and posted to Music City Center website:

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