

**POURING RIGHTS FOR  
THE  
MUSIC CITY CENTER**

**RFP #107-2017**



# 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
- Mia Lewis – Purchasing/DBE Coordinator
- Charles Starks – President/CEO
- Doug Zimmerman – General Manager, Food & Beverage

# RFP OVERVIEW AND HIGHLIGHTS

- Any contract resulting from this RFP will be for five (5) years at the sole discretion of the Authority.
- Contractor agrees to provide and be the exclusive provider of non-alcoholic beverages for catering and events located in the Music City Center (MCC).

# RFP OVERVIEW AND HIGHLIGHTS

## Exclusive Products

- Cola
- Diet Cola
- Lemon/lime
- Diet Lemon/lime
- Unflavored Water

## Non Exclusive Products

- Juice
- Refrigerated Coffee
- Energy and Sports Drinks
- Flavored Water
- Fountain or machine dispensed beverages

# RFP OVERVIEW AND HIGHLIGHTS

## (Continued)

- The Contractor shall also provide, repair and maintain Contractor's equipment specified in this RFP required for and during the performance of the contract at no charge to the MCC.
- Contractor shall have current and/or new equipment of adequate quantities of suitable type (vending machines, icemakers, drink makers, and visi-coolers) and in proper condition to operate and maintain uninterrupted schedules. Note: Equipment will require continual repair and cosmetic updating.

# RFP OVERVIEW AND HIGHLIGHTS (Continued)

EQUIPMENT DESCRIPTION	QUANTITY
Umbrellas	24
Double-door, visi-coolers with back loading	20
36-inch Table Tops	12
18-inch Small Tops	6
Round Roll About Insulated Merchandisers	12



# RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Contractor must be able and willing to provide additional equipment for large events upon request.
- Equipment must be reinforced to accept pallet jackets and have large/heavy duty casters for mobility.
- Contractor will be required to supply, install, service, and maintain all vending, fountain, display, and other equipment used to sell or display beverages, at no cost to the MCC.

# RFP OVERVIEW AND HIGHLIGHTS

## (Continued)

- All Contractor supplied equipment shall be maintained in a clean, safe and workable condition at all times. It shall be the responsibility of the Contractor to repair any damage to the facilities and/or facilities' equipment caused by the Contractor's operations or negligence.
- Equipment and other items owned by or under the control of the Contractor for use on-site shall at all times be stored in places approved by the MCC President/CEO or his/her designee and in compliance with any and all applicable laws and regulations of the Metropolitan Government of Nashville and Davidson County.

# RFP OVERVIEW AND HIGHLIGHTS

## (Continued)

- Contractor shall keep all vending machines serviced and stocked and make full refunds when vending machines fail to deliver the product after accepting money for the product.
- Drink vending machines locations shall be agreed upon with the MCC President/CEO or his/her designee.
- Contractor will submit in writing to the MCC President/CEO or his/ her designee requests for the relocation, addition, or removal of vending machine equipment, prior to any such changes being made.

# RFP OVERVIEW AND HIGHLIGHTS

## (Continued)

- The operations of the Contractor, its employees, invitees, and suppliers shall be conducted in an orderly and proper manner so as not to annoy, disturb, or be offensive to others and shall not create a disturbance or distraction during any event at the MCC.
- It is the contractor's responsibility to follow schedules and instructions provided by the MCC in the performance of the contract.

# RFP OVERVIEW AND HIGHLIGHTS

## (Continued)

- The contractor shall have sales and delivery available seven days per week. The contractor shall also provide equipment service within four (4) hours of notification of an equipment problem.
- No guarantee can or will be made as to the number of events or the number of concession locations.
- Contractor understands that a third party contract exists for catering and/or concession sales and that the third party contractor will be purchasing product under this agreement.

# RFP OVERVIEW AND HIGHLIGHTS (Continued)

- The President/CEO or designee shall maintain the right to allow additional beverage brands be distributed, sold, and/or displayed in contractor branded equipment within the MCC in order to book or accommodate a piece of business that is in the best interest of the MCC.
- Contractor will donate 300 cases of product annually for the Music City Center to use at its discretion for in-house events and/or sales and marketing activities. The MCC will advise what quantity of individual products is required.
- Contractor will provide an annual marketing fund to help reach the facilities' business objectives, which will be used at the sole discretion of the MCC.

# 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.

# EVALUATION CRITERIA

- **Tab 2) Business Plan**

*Total points available for this criterion are 40 points.*

- **Tab 3) Qualification of Firm**

*Total points available for this criterion are 15 points.*

- **Tab 4) Cost Criteria**

*Total points available for this criterion are 35 points.*

- **Tab 5) Reference Projects/Experience**

*Total points available for this criterion are 10 points*



# IMPORTANT RFP DATES

RFP Questions and Inquiries Due	December 21, 2017
Responses to Inquiries	January 3, 2017
RFP Submissions Due	January 9, 2017

# SUBMISSION REQUIREMENTS

- All submittals must be received by deadline - NO EXCEPTIONS.
- Hand Delivery Option: Administrative Offices  
600 Koreans Veterans Blvd
- UPS or FedEx Option: Music City Center House Docks  
700 Koreans Veterans Blvd

# SUBMISSION REQUIREMENTS

- Read V F. Response Format, Requirements and Evaluation Criteria thoroughly
- Email submissions will not be accepted
- Include required amount of copies and electronic copy (i.e. USB drive)
- Organize tabs in order listed in RFP
- Ensure to include all required Exhibits

# SUBMISSION REQUIREMENTS

- Make sure to sign all required documentation required in all proposals:
  - **Covenant of Non-Discrimination (Exhibit A)**

# 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/about/business-opportunities>