

**RIGGING SERVICES
FOR
MUSIC CITY CENTER**

RFP #105-2017



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
- Chris Schappert – Director of Events
- Elisa “Putt” Putman – Senior Vice President/Chief Operating Officer

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 two (2) additional one year terms at the sole discretion of the Authority.
- Contractor agrees to provide and MCC agrees to purchase rigging labor exclusively from contractor to hang/suspend all signage, trusses, lighting, sound equipment and any other items that may be suspended.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Client/Exhibitor Rigging Support –Must exhibit the willingness to develop and maintain a great working relationship with existing MCC in house vendors to enhance services to clients/exhibitors.
- Administrative Rigging Support – To provide rigging services for any internal meetings and or events.
- Proactive marketing of rigging services and labor to all clients/exhibitors.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Fees shall be the published rate in the Contractor's brochure. These prices shall be competitive individually and jointly within the rigging services market of Nashville and our competitors. The Contractor and MCC management will determine pricing jointly. No changes will be made without consent of the President/CEO or his/her designee.
- Contractor agrees to provide a uniform shirt approved in advance by the MCC for all riggers.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Contractor must be available twenty-four (24) hours a day, seven (7) days a week and be able to provide labor twenty-four (24) hours a day, seven (7) days a week including holidays.
- Contractor will be allowed to store up to 5 lifts and 1 cart in a designated location on the property. Equipment is stored at the Contractor's risk. Contractor will allow MCC use of lifts based on availability.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- MCC will provide a secured room which will be used for storage of rigging equipment and office space.
- The Contractor is financially responsible for all installation labor and equipment for desks, portable, office partitions, storage shelves, work surfaces, facsimile, computer/internet connections, and any other general office equipment required to perform the services as required by this contract.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Contractor will also be responsible for providing all rigging service order forms that are required by our customers and any associated cost with the creation and printing of these forms. The MCC must approve these service order forms prior to distribution.
- Contractor schedules for the following two weeks must be submitted weekly by Tuesday at 12 noon to the Director of Events or his/her designee for approval and inclusion to the MCC weekly schedule.

RFP OVERVIEW AND HIGHLIGHTS

(Continued)

- Contractor may purchase a maximum of five (5) monthly parking spaces as long as space is available at the prevailing rate. Contract employees/riggers who work on site are not guaranteed parking.

RFP OVERVIEW AND HIGHLIGHTS

(Continued)

- MCC requires a minimum roster of twelve (12) up riggers and six (6) down riggers be available.
- The Contractor must supply an on-site supervisor during all rig calls.
- Contractor must provide training in Diversity and Sexual Harassment Awareness.
- MCC shall have the right to reject and/or approve any contract employees/riggers assigned to work under this contract. Contractor must be able to provide additional personnel or replacement personnel within one hour of a request.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- The Music City Center provides our clients with consolidated billing for customers which include rigging. The Contractor will need to work with MCC accounting, event services and exhibitor services teams to supply clients with accurate and timely quotes for work being done. Clients will be invoiced for rigging by the Music City Center according to quotes/invoices provided by the rigging contractor.
 - **Licensee Needs**
 - Provide estimate 14 days in advance of 1st move-in day.
 - Process final licensee event billing within 24 hours of move-out
 - **Exhibitor Request**
 - A “not to exceed” quote must be supplied to exhibitor services within 48 hours and then re-evaluated at the conclusion of the rig for proper billing.

RFP OVERVIEW AND HIGHLIGHTS

(Continued)

- At the conclusion of each month the Music City Center will provide a summary of all rigging equipment and labor that was billed to the clients and submit to the rigging contractor for review. Once agreed upon by all parties, the Music City Center will remit payment to the rigging contractor for all revenues received less the MCC commission rate and applicable sales taxes and fees.
- The Music City Center assumes the responsibility of collecting all payments from clients and exhibitors including applicable taxes.

DIVERSITY PLAN OVERVIEW

- The Diversified Business Enterprise (DBE) participation level established for this contract is a **MINIMUM** of **TWENTY PERCENT (20%)**.
- 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.

DIVERSITY PLAN OVERVIEW

- 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 businesses suppliers.
 - For example:
 - Identify a particular scope of contract that can be fulfilled by minority, woman, small, or service disabled veteran owned businesses.
 - Utilize DBE businesses to provide supplies and materials needed to perform contract

DIVERSITY PLAN OVERVIEW

- Required to submit a monthly diversity report by the 15th of the following month as referenced in the Music City Center DBE program and guidelines.
- This may included monthly reconciliation of payments via cancelled checks.

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 MWBEs
 - 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).

EVALUATION CRITERIA

- **Tab 2) Business Plan**

Total points available for this criterion are 25 points.

- **Tab 3) Qualification of Firm**

Total points available for this criterion are 20 points.

- **Tab 4) Cost Criteria**

Total points available for this criterion are 25 points.

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

Total points available for this criterion are 20 points

- **Tab 6) Diversity Plan**

Total points available for this criterion are 10 points

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	August 23, 2017
Responses to Inquiries	August 30, 2017
RFP Submissions Due	September 8, 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

- Read Section III. Diversity Plan thoroughly (10 pts)
 - Use Exhibit D
- Read Section III. Procurement Nondiscrimination Program thoroughly. Required in all proposals:
 - **Covenant of Non-Discrimination (Exhibit A)**
 - **Good Faith Effort Statement Form (Exhibit B)**
 - **Good Faith Effort Verification Form (Exhibit C)**

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>