

**REQUEST FOR PROPOSAL
WATER SOFTENER SYSTEM FOR MUSIC CITY CENTER
201 5TH AVENUE SOUTH, NASHVILLE, TENNESSEE 37203**

RFP # 107-2015

**Issued By:
The Convention Center Authority
of the Metropolitan Government of Nashville and Davidson County**

Pursuant to § 4.12.040 M.C.L., this solicitation document serves as the written determination of the Purchasing Agent, that the use of competitive sealed bidding is neither practicable nor advantageous to the Metropolitan Government. Therefore, this solicitation will facilitate the entering into of contract(s) by the competitive sealed proposals process.

**Issuance Date: July 24, 2015
Water Softener System for the Music City Center**



**Proposal Submission Date:
Monday, August 10, 2015 (3:00 PM Nashville local time)**

**Procurement Staff Contact:
Jasmine Quattlebaum
Director of Purchasing
Convention Center Authority**

REQUEST FOR PROPOSAL WATER SOFTENER SYSTEM

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NOTICE TO PROPOSERS

This Request for Proposal (RFP) has been posted to the Metropolitan Government of Nashville & Davidson County website for your convenience. Addenda and attachments, if issued are also posted. It is the Proposer's responsibility to ensure that the entire RFP package, in its latest version, is reviewed prior to submittal of a proposal.

Solicitation amendments are posted on the Metropolitan Government of Nashville & Davidson County (hereinafter "METRO") Procurement web site at (<http://www.nashvillemusiccitycenter.com/business-opportunities>) and attached to the individual solicitation listing as either a Microsoft Office product or PDF file.

Any alterations to the document(s) made by the Proposer, other than completing worksheets/forms, may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Convention Center Authority.

I. INTRODUCTION AND OVERVIEW

A. Convention Center Authority.

Established in 2009, the Convention Center Authority of Metropolitan Government of Nashville & Davidson County (hereinafter “the Authority”) is a public, nonprofit corporation and a public instrumentality of the City and is authorized under Title 7, Chapter 89, Part 1, Tennessee Code Annotated, as amended, to plan, promote, finance, construct, acquire, renovate, equip and enlarge convention center facilities along with associated hotel accommodations in order to promote and further develop tourism, convention and employment opportunities in the State of Tennessee and thereby provide a means to attract conventions, public assemblies, conferences, trade exhibitions or other business, social, cultural, scientific and public interest events to the State, enhance the State’s image as a convention destination, and encourage and foster economic development and prosperity and employment within the State. The Authority consists of nine members appointed by the Mayor of Nashville and include a chair, vice-chair, and secretary, who are elected annually. Nashville’s vice-mayor sits on the Authority as an ex-officio member.

The Music City Center, located at 201 5th Avenue South, Nashville, Tennessee, 37203, which includes approximately 353,000 square feet of exhibition space, approximately 75,000 square feet of ballroom space (consisting of a 57,500 square foot grand ballroom and an 17,900 square foot junior ballroom), 60 meeting rooms with approximately 102,000 square feet in total, over 145,000 square feet of pre-function space, two outdoor terrace areas (one on 5th Avenue with 19,000 square feet of space and the other at the corner of 8th Avenue and Demonbreun with over 16,500 square feet of space), 32 loading docks, and approximately 2,200 square feet of retail space.

B. Purpose and Opportunity.

The Authority is administering this RFP for qualified firms to submit proposals for a water softener system that produce both alkaline cleaner and an acidic cleaner for janitorial cleaning through the Music City Center.

It is the Authority’s objective to select the best-qualified firm who, in its opinion, will continuously provide top quality service, product quality, and generally create goodwill within this high-quality facility.

The final decision of the Authority will be made in its overall best interest.

C. Specifications.

Please see Exhibit C for all specifications of water softener system.

D. Vendor Responsibilities.

The vendor will be required to enter into an agreement that will be subject to the approval of the Authority or its designee in all respects. It is anticipated that the Agreement will include the following:

- Any contract/PO resulting from this RFP will agree to hold unit prices for one (1) year following the date of initial installation.
- All unit prices and total bid amount are to include freight, delivery and installation.
- The vendor 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
- The vendor must be prepared to warehouse incomplete shipments until all essential products/areas are available for complete installation.
- Warehousing may also be required at no additional charge if product is not delivered precisely as acknowledged and/or to better coordinate installation scheduling. A delivery and installation schedule shall be established and adhered to.
- The vendor will utilize staff/crew that have been factory trained or certified on how to proper and safely install/assemble water softener system
- Installation is to include clean up and removal from the building/site any and all packing materials and trash generated from installation.
- Vendor must provide training on water softener system after installation is complete to employees of designated by the Director of Facilities or Sustainability Coordinator.
- Training must be coordinated with the Sustainability Coordinator or designee.

II. PROCUREMENT NONDISCRIMINATION PROGRAM

It is the policy of the Authority to promote full and equal business opportunities for all persons doing business with the Authority by increasing the purchase of goods and services from Minority and Women Business Enterprises (“MWBE”) within the Nashville MSA. In furtherance of this policy, the Authority has adopted the Metropolitan Government of Nashville and Davidson County Procurement Nondiscrimination Program, as set forth by the Metropolitan Code, Chapter 4.46, Procurement Nondiscrimination Program, as it may be deemed applicable by the Convention Center Authority and otherwise amended from time to time. For further information or clarification contact the Authority at jasmine.quatebaum@nashvillemcc.com.

III. SUBMISSION INSTRUCTIONS

A. Timetable.

The following timetable should be used as a working guide for planning purposes. The Authority reserves the right to adjust this timetable in its sole discretion and without notice during the course of this RFP process.

Request for Proposals Released	July 24, 2015
RFP Questions and Inquiries	July 24, 2015 – July 30, 2015
Responses to Inquiries	August 4, 2015
RFP Response Due	August 10, 2015

B. Inquiries.

Direct all questions related to this RFP via email to mccpurchasing@nashville.gov with *Water Softener RFP* in the subject line. The deadline for receiving questions and inquiries is indicated in Section II (A). All questions and inquiries will be reviewed and, and responses will be posted at (<http://www.nashvillemusiccitycenter.com/business-opportunities>) by the date indicated in Section II (A).

C. Submissions.

All submittals must be received no later than indicated in Section II (A). No submission will be accepted after deadline. Incomplete or ineligible submissions will not be reviewed. Every effort will be made to ensure the safe handling of submitted materials; however, the Authority will not be responsible for any loss or damage. Submission should be sent by UPS or FedEx to:

Jasmine Quattlebaum
Director of Purchasing/DBE
Music City Center
700 Koreans Veterans Blvd
Nashville, Tennessee 37203

Hand Delivery Submissions should be delivered to:

Jasmine Quattlebaum
Director of Purchasing/DBE
Music City Center Administrative Offices
600 Koreans Veterans Blvd
Nashville, Tennessee 37203

D. Compliance with RFP.

Submissions must be in strict compliance with this RFP. Failure to comply with all provisions of the RFP may result in disqualification. The Authority reserves the right to reject any proposals and/or waive any formalities in the solicitation process. Furthermore, each proposer should carefully examine

this RFP and all attachments and exhibits. Each proposer shall judge for itself all conditions and circumstances having relationship to the proposal. Each proposer will be responsible for taking such actions as they deem necessary or prudent prior to submitting a proposal. Failure on the part of any proposer to take such actions shall not constitute grounds for declaration of not understanding the conditions with respect to making its proposal. Each proposer is responsible for reading and understanding this RFP, including, but not limited to, these instructions for submitting a proposal. Proposer's failure or neglect to review any provided provisions of an agreement and the provisions of this RFP will not relieve such proposer of any contractual obligations contained in an agreement or required under the RFP. Proposer shall have no claim for relief based upon a lack of knowledge of the content or legal effect of any such provision.

E. Response Format and Requirements.

Please submit one (1) original, three (3) 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 II (C) (all text must be printed on single-sided pages):

1. **Transmittal Letter.** A brief letter of interest highlighting particular qualifications and committing to enter into good faith negotiations and execute a mutually agreed upon agreement/Purchase Order if selected.
2. **Experience and References.** Vendor must be competent to provide the product as described in its proposal as evidenced by other similar projects. Provide at least three references.
3. **Unit Price and Total Price .** Provide completed Unit Price and Total Price Schedule based on the specifications attached. Comparable/Alternate Products must be clearly labeled and include product specifications.
4. **Exhibits.** Proposers must complete and submit Exhibits A-B attached hereto.

IV. SELECTION PROCESS

A. Selection Process.

The Authority is using the Competitive Sealed Proposals method of source selection, as authorized by Section 3.3 of its Procurement Policy. The Authority may, as it deems necessary, conduct discussions with Responsive and

Responsible Proposer(s) determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements. Award(s), if made, will be made to the Responsive and Responsible Proposer(s) whose proposal and qualifications are most advantageous to the Authority. Responses to this RFP will be evaluated by an evaluation committee appointed by the City's Purchasing Agent, in consultation with the Authority, (the "Evaluation Committee"). The Evaluation Committee shall be comprised of subject matter experts for the specific procurement. The Evaluation Committee may be City or Authority employees, consultants, employees of other governmental agencies or citizens with no business conflicts with the potential contractors. The Evaluation Committee shall then score all proposals based upon the evaluation factors detailed herein. Evaluation will be based on consensus scoring of the Evaluation Committee based on committee deliberations of the proposals. Scores will not be an averaging of individual committee members' scores. Upon completion of the consensus scoring, the committee may recommend short-listing the proposals that are potentially acceptable and unacceptable. The detailed evaluation that follows the initial examination may result in more than one finalist. At this point, the Authority may request presentations by Proposers, carry out contract negotiations for the purpose of ultimately obtaining offers that are in the best interests of the City, and conduct detailed reference checks on the short listed Proposers. The Authority reserves the right to contact any and all references to obtain, without limitation, information regarding the Proposer's performance on previous projects. A uniform sample of references will be checked for each short-listed Proposer. Should a successful contract negotiation not be reached in a timely manner, the Authority reserves the right to select another proposer as the vendor.

B. Evaluation of Proposals.

The Music City Center staff will first examine proposals to eliminate those which are clearly non-responsive to the stated requirements. The Evaluation Committee will evaluate all responsive and responsible proposals and qualifications based upon the selection criteria set forth herein. Other agencies and consultants of the City also may examine the proposals and qualifications. The evaluation committee will make recommendation(s) to the Authority's staff to consider. The Authority reserves the right to withdraw this RFP at any time, for any reason, and to issue such clarifications, modifications, and/or amendments, as deemed appropriate. Receipt of a proposal by the Authority of a submission of a proposal offers no rights upon the Proposer/proposer nor obligates the Authority in any manner. The Authority reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the Authority.

C. Selection Criteria.

A Selection Committee appointed by Convention Center Authority or its designee will rate the submissions based on the following criteria:

- Vendor experience and knowledge of its respective trade and industry. (31%)
- Availability of Product by Specification. (35%)
- Unit Price and Total Price. (34%)

V. RULES AND GUIDELINES

A. Conflict of Interest.

Proposers and development teams with conflicts of interest as outlined in the City's and the Authority's conflict of interest policies or otherwise are ineligible.

B. Requests for Clarification of Submission.

The Authority may check references to assist in the evaluation of any submission.

C. Submissions and Presentation Costs.

The Authority will not be liable in any way for any costs incurred by any developer or development team in the preparation of its proposal in response to this RFP, nor for the presentation of its submission and/or participation in any discussions.

D. Validity of Submissions.

All proposals shall be valid for a period of one (1) year from the due date of the RFP.

E. Rejection of Submissions.

The Authority reserves the right to accept or reject in whole or in part any or all proposals submitted.

F. Americans with Disabilities Act.

The vendor shall assure to the Authority that all services (including but not limited to the design services, as well as any construction, repair, or other infrastructure improvements) made through the Agreement, if an award is made, shall be completed in full compliance with the Americans with Disabilities Act ("ADA") and Architectural and Transportation Barriers Compliance Board, Federal Register 36 CFR Parts 1190 and 1191, Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines; proposed rule published in the Federal Register on July 23, 2004, as has been adopted by the City. Questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act may be forwarded to ADA Compliance Coordinator, Elisa Putman.

Individuals who need auxiliary aids for effective communication in the programs, services or activities of the Authority are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made available in alternative formats through the office of the ADA Compliance Coordinator, Elisa Putman, Monday through Friday, 8:00 a.m. until 4:30 p.m.

G. Non-Discrimination.

It is the policy of the Authority not to discriminate on the basis of age, race, sex, color, national origin or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this RFP the proposer certifies and warrants it will comply with this policy. Notwithstanding any other provision of this RFP, no person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Authority's contracted programs or activities, on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the Authority or in the employment practices of the Authority's contractors. Accordingly, all contractors entering into contracts with the Authority shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places that are available to all employees and applicants, notices of nondiscrimination. Further, the Authority prohibits discrimination. It is the policy of the Authority that they shall not discriminate in their employment practices by failing or refusing to hire or promote, or to discharge any individuals, because of the individual's race, religion, creed, gender identity, national origin, color, age, and/or disability.

Inquiries concerning non-discrimination policies should be forwarded to: Jasmine Quattlebaum, Director of Purchasing/DBE, Convention Center Authority, 201 Fifth Avenue South, Nashville TN 37203, (615) 401-1445.

H. Public Disclosure.

All submissions are considered public and subject to review upon request only after a successful Intent to Award Letter has been signed. Prior to a successful Intent to Award Letter, all submissions will be kept private in order to preserve a competitive and fair selection process.

I. Compliance with the Authority's Procurement Policy and Affidavit.

Proposers shall assure to the Authority that it is and will be at all times in compliance with the Authority's Procurement Policy. Further, and as a part of the contract negotiation, the successful developer and/or development team shall submit a signed affidavit regarding compliance with laws, taxes and licensure, contingent fees and nondiscrimination. See Exhibit A.

J. Assistance to Minority, Women, Small, and Service-Disabled Veteran-Owned Business Enterprises.

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 project.

K. Compliance with the Authority's Procurement Nondiscrimination Program.

It is the policy of the Authority to promote full and equal business opportunities for all persons doing business with the Authority by increasing the purchase of goods and services from minority and women-owned businesses within the Nashville Metropolitan Statistical Area ("MSA"). Proposers shall assure to the Authority that it is and will be at all times in compliance with the Authority's Procurement Nondiscrimination Policy. *See* Section III.

L. Sustainability Requirements.

Vendor must comply and participate in all MCC sustainability programs.

M. Logos.

Only the MCC approved logos will be utilized throughout the facility including, but not limited to uniforms, advertisements, business cards, brochures, proposals, etc. Other than legal requirements the name of the contractor will not be utilized.

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**EXHIBIT A
AFFIDAVIT**

State of _____ **County of** _____

As used herein, "Proposer" will include artists, bidders and proposers.

Compliance with Laws: After first being duly sworn according to law, the undersigned (Affiant) states that he/she is presently in compliance with, and will continue to maintain compliance with, all applicable laws. Thus, Affiant states that Proposer has all applicable licenses, including business licenses, copies of which are attached hereto. Finally, Affiant states that Proposer is current on its payment of all applicable gross receipt taxes and personal property taxes.

Contingent Fees: In accordance with the Authority's Procurement Policy and the Metropolitan Government's Procurement Code, it is a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a contract with the Authority upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. After first being duly sworn according to law, the undersigned (Affiant) states that the Proposer has not retained anyone in violation of the foregoing.

Nondiscrimination: Affiant affirms that by its employment policy, standards and practices it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, religion, creed, gender, national origin, color, age, and/or disability and that it is not in violation of and will not violate any applicable laws concerning the employment of individuals with handicaps and/or disabilities. It is the policy of the Metropolitan Government not to discriminate on the basis of age, race, sex, color, religion, national origin or handicap and/or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. Contractor certifies and warrants it will comply with this policy.

And Further Affiant Sayeth Not:

By: _____

Title: _____

Address: _____

Sworn to and subscribed before me on this ____ day of _____, 201____.

Notary Public

My commission expires: _____



EXHIBIT B
UNIT PRICE AND TOTAL PRICE SCHEDULE

<i>Description</i>	<i>Amount</i>
Water Softener System (Including tanks, Shelving System and Water Softener)	
80 Gallon Storage Container with Dispensing Pump	
26 Gallon Gravity Dispensing Storage Container	
32 Ounce Bottles With Hand Squeeze Spray Tips	
Grand Total	



EXHIBIT C

PRODUCT SPECIFICATIONS – WATER SOFTENER SYSTEM

Key Features: Water softener system must produce both an alkaline cleaner and an acidic cleaner within one unit. Each tank must have faucet for bottle refilling.

Accessories:

50-80 gallon mobile transport tank, must include 30 ft. minimum extension nozzle
26 gallon minimum remote holding tank

Liquid Specifications:

The alkaline cleaner should be produced in a range ≥ 0.24 GPM (gallons per minute), with an ORP (Oxidation Reduction Potential) of $< -830\text{mV}$ to $-900\text{mV} +11$ pH at time of production. The acidic cleaner should be produced in a range ≥ 0.4 GPM (gallons per minute), with an ORP of 3-6 pH creating hypochlorous acid. The product produced will be capable of being used full strength without need for dilution to meet required pH levels or cleaning abilities.

Electrical Specifications:

The unit must operate at no more than 115 volts and no more than 20 amps.

Installation Space Capacity:

The unit will be installed as a package unit utilizing a maximum space of 4' x 6' and designed so that all pieces are easily maintainable. The unit will hold all pieces of the unit including but not limited to the electrical activation equipment, water softener, storage containers and delivery pumps. The water softener will be large enough to provide up to 80 gallons of softened water daily. The Storage containers will be 50-80 gallon for the alkaline cleaner and 25-30 gallon for the acidic cleaner each with a dispensing pump.

Miscellaneous:

The cleaners will be automatically produced when the levels in the storage containers fall below a predetermined level so that an ample supply of products is always available.

The vendor will supply 32 ounce bottles with hand squeeze spray tips appropriately labeled for each of the cleaners.