



To: All Prospective Bidders

From: Purchasing/DBE Department

Date: November 8, 2019

Subject: Amendment #2

RFP#: 108-2019: Window Treatments Removal, Install, And Maintenance Services for the Music City Center

Amendment:

The following sections have been modified in RFP 108-2012 – Window Treatments Removal, Install, And Maintenance Services for the Music City Center

1. *Section II A: SCOPE DETAIL*
Added area detail and window count

*The provision of labor and materials for the removal/disposal and **replacement** of old window treatment (approx. 90-95 windows), the installation of new window treatment (approx.. 15-20 windows), and the ongoing maintenance (repairs and cleaning services) of existing window treatment may be requested on an as-needed basis. **The following is a list of the project areas in order by most significant current damage:***

Area 1 – Meeting Room 301: New Install - 24 windows

Area 2 – Meeting Room 210 – 214: Replace - 39 windows

Area 3 – Show Managers A - D: Replace - 52 windows.

2. *Section III: DIVERSITY PLAN*
*The Diversified Business Enterprise (DBE) participation level established for this contract is **Twenty Percent (20%)**.*

3. *Section V: SUBMISSION INSTRUCTIONS*
Added submission time to RFP Questions and Inquiries Deadline & Response Due

Request for Proposals Released	October 23, 2019
Project Viewing Meeting	November 5, 2019 @ 9am Rm 214
RFP Questions and Inquiries Deadline	November 13, 2019
Responses to Inquiries	November 15, 2019
RFP Response Due	November 22, 2019 @ 3pm (CST)

4. *Tab 6: Diversity Plan*

*Proposer will need to explain how they plan to commit in using minority, woman, small business and service disable veteran owned businesses in its business plan and to ensure **that 20% or more of its services** be made from minority, woman, small businesses and service disabled veteran owned businesses. (Please see Section III and IV for full details on Diversity Plan and Requirements).*

5. *Exhibit E: COST CRITERIA*

Updated Cost Criteria Form