

WINDOW WASHING FOR MUSIC CITY CENTER

RFP #104-2023



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

Terry McConnell

Director of Engineering

Melaneice Gibbs

Purchasing/DBE Coordinator

Charles Starks

President & CEO

RFP OVERVIEW AND HIGHLIGHTS

The Authority is administering this RFP for qualified firms to submit proposals for Window Washing Services for the Music City Center.

Any contract resulting from this RFP will be a three (3) year term with a one-time option to extend for one (1) additional two-year term at the sole discretion of the Authority.

RFP OVERVIEW AND HIGHLIGHTS

The Contractor must be experienced, qualified and highly skilled to provide all labor, materials, equipment, supplies, supervision, and other resources for window cleaning services.

Care should be taken to ensure that no metal parts of the cleaning equipment touch the glass surface and that no abrasive particles are trapped between the glass and the cleaning materials.

All chemical and cleaning products used by the contractor shall be approved for use by the Director of Engineering prior to commencement of the services. No equipment or supplies shall be used that could damage floors, floor coverings, woodwork, painted surface, furniture, and landscaping around the perimeter of the building.

RFP OVERVIEW AND HIGHLIGHTS

Areas of Service:

It is the intent of the Music City Center to schedule a complete annual cleaning of the entire interior and exterior of the building. On occasion, there may be additional opportunities to clean areas individually.

PLEASE NOTE: The expectation is to fully complete an area of service in its entirety prior to moving to another area of service. Each area shall be inspected and accepted by the Director of Engineering before considered complete for payment.

Contractor should provide pricing for the full scope, as well as each individual areas listed below. (See Exhibit E).

A cleaning schedule outline for all locations shall be developed in writing (See Exhibit F) by the contractor.

RFP OVERVIEW AND HIGHLIGHTS

Washing Specifications:

Frames shall be scrubbed to remove all dried dirt, insects, debris and other materials to be considered clean by the Director of Engineering or representative. Windowsills/window connecting steel structure shall be washed, clean, and all drippings wiped dry.

All water and cleaning solution drippings shall be thoroughly removed and wiped dry before items are returned to their original location(s).

Contractor must furnish all equipment and supplies needed to carry out the window washing services specified at no extra cost to the Music City Center. All equipment and supplies used must be capable of performing all operations in accordance with specifications.

Prior to start of work, all Contractor equipment shall be safety checked to conform to all applicable state, local and OSHA regulations. The Music City Center reserves the right to request the removal from the work site any supplies and/or equipment it deems does not meet the aforementioned codes or regulations.

RFP OVERVIEW AND HIGHLIGHTS

Washing Specifications:

Window washers shall close off area(s) and post signs indicating the area(s) are closed to pedestrian traffic when working over entrances, traveled walkways or any area where people might cross below workers.

Contractor shall provide safety cone and signs.

Workers shall not stand on furniture or windowsills. Workers will give occupants every opportunity to clear window areas prior to washing.

RFP OVERVIEW AND HIGHLIGHTS

Scheduling:

Coordinate the washing schedule with the Director of Engineering. Washing is to be performed Monday through Sunday during daylight hours, normally between 7:00am and 5:00pm.

Cleaning must be scheduled with the Director of Engineering at least one week prior to scheduled wash date. Confirm the scheduled wash date in writing, email.

A cleaning schedule outline for all locations shall be developed in writing (Exhibit F) by the contractor. No major deviation shall be made without prior written consent of the Music City Center.

RFP OVERVIEW AND HIGHLIGHTS

Scheduling:

PLEASE NOTE: Window Washing Schedule will work around event/building schedule

In the event the proposed schedule is delayed, contractor must provide an alternate project time frame.

A scheduled wash can be rescheduled only once. Rescheduled work must begin no later than one week after original scheduled washing date.

RFP OVERVIEW AND HIGHLIGHTS

Contractor Responsibilities:

Contractor shall have in their employ, or under their control, sufficient qualified and competent personnel to perform work promptly and in accordance with Contract schedules and requirements.

Contractor must assign a Contract Manager. This person will be responsible for the overall management, administration, communication of this contract and be the prime contact person for the Music City Center.

Contractor must appoint a Field Superintendent, who will be involved full-time (100%) onsite from start of Maintenance field activities to completion of project, and is able to make decisions while in the field. (This is not a General Superintendent who is supervising several projects from an executive oversight role and who only visits field sites occasionally.)

RFP OVERVIEW AND HIGHLIGHTS

Contractor Responsibilities:

Building shall be rigged with a suitable stage, while protecting the existing roof surface, building walls, windows, sidewalk, landscaping, etc., to prevent damage of any kind.

Supply all cranes, lifts, hoists, etc., for the proper and efficient movement of all materials.

Material and equipment storage shall be in a manner that does not impede normal building traffic flow or is a hazard to anyone. The Music City Center will not be held liable for any loss or damage to the contractor's equipment or materials.

RFP OVERVIEW AND HIGHLIGHTS

Contractor Responsibilities:

Access to rooftop spaces must be scheduled and coordinated through the Director of Engineering two (2) full workdays in advance.

Prior to using any Music City Center elevator for transporting materials, the Contractor shall verify applicable load weights and insure proper loading of the elevator with the Director of Engineering.

All authorized work shall be substantially complete as determined by the agreed schedule.

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.
- 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.
 - Utilized 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

- **Approach to Scope**

Total points available for this criterion are 45 points

Don't forget Exhibit F

- **Qualification of Firm**

Total points available for this criterion are 30 points.

- **Cost Criteria (Exhibit E)**

Total points available for this criterion are 15 points.

- **Diversity Plan**

Total points available for this criterion are 10 points.

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)
- Bind proposals (i.e. 3 prong folder, 3 ring binder, spiral binding, etc.)
- Organize and label tabs using dividers 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)**

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	April 12, 2023
Responses to Inquiries	April 14, 2023
RFP Submissions Due	May 12, 2023 @ 3pm *No Exceptions

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>