

Operable Partition Panels
Recovering
THE MUSIC CITY CENTER

ITB 111-2019



AGENDA

- I. Welcome/Introductions
- II. ITB Overview and Highlights
- III. Important Dates
- IV. Submission Requirements
- V. Q & A Session

INTRODUCTIONS

Elisa Putman

Senior Vice President/Chief Operating Officer

Jasmine Quattlebaum

Director of Purchasing/DBE

Melaneice Gibbs

Purchasing/DBE Coordinator



BEFORE WE BEGIN...

- Please Sign – In
- Questions – WRITTEN RESPONSES PREVAIL



ITB OVERVIEW AND HIGHLIGHTS



ITB OVERVIEW AND HIGHLIGHTS

Current Panels

- 1,069 Hufcor double sided panels (2,138 individual panels)
 - Manually operated
 - Individual moveable acoustical panels
 - 4-5' wide (depending on location)
 - Range from 15' to 41'6" in height

ITB OVERVIEW AND HIGHLIGHTS

Project Areas

Area 1: Karl F. Dean Grand Ballroom

- 210 Panels – 41'6" Tall x 5' Wide

Area 2: Exhibit Hall

- 316 Panels – 32'6" Tall x 5' Wide

Area 3: Davison Ballroom

- 153 Panels – 20'9" Tall x 5' Wide

Area 4: Level 100 Meeting Rooms

- 224 Panels – 17' Tall x 4' Wide

Area 5: Level 200 Meeting Rooms

- 166 Panels – 15' Tall x 4' Wide

ITB OVERVIEW AND HIGHLIGHTS

Installation & Product Specifications

- Panel covering is **OMNOVA Solutions-Coated Vinyl**
 - Pattern: Cairn
 - Color: Grey
 - Product #: 523491
- Panel thickness are nominal 4 inch
- Panels initial closure are flexible, resilient PVC, bulb shaped acoustical seal
- Horizontal & Vertical seams are NOT permitted

ITB OVERVIEW AND HIGHLIGHTS

- Must use high-quality, mildew resistant, non-staining, low VOC adhesive as recommended by the manufacturer's written instructions
- Vinyl must be washable
- Vinyl must comply with fire-test-response: CCFA-W-101-D
- Must be antimicrobial treatment: additives capable of inhibiting growth of bacteria, fungi and yeast

ITB OVERVIEW AND HIGHLIGHTS

MCC Responsibilities

- The MCC will provide a main point of contact and a back up contact for the duration of the project
- The MCC will coordinate & provide parking needs for vehicles delivering materials, not to exceed 3 vehicles
- The MCC will provide access to the facility & agreed upon space for the duration of this project.
 - Provide access to a lift each night
 - Provide a small securable storage area for a limited number of tools, ladders and some vinyl and adhesive that may be needed on site

ITB OVERVIEW AND HIGHLIGHTS

Contractor Responsibilities

- Provide one point of contact for the MCC for the duration of the project
 - Point of contact must attend weekly scheduled meetings with MCC point of contact to review project status, weekly schedules, etc.
- All work is preferably completed overnight
 - Work can be performed during normal business hours when event activity allows
 - Access will vary based on event schedule and will be reviewed weekly and monthly

ITB OVERVIEW AND HIGHLIGHTS

- Responsible for the quality and cost of the vinyl, adhesive, and all other materials needed for this installation
- The Contractor shall remove existing vinyl, prep the panel surfaces to receive new adhesive, smooth any imperfections that may be noticeable after install, and recover the specified operable partitions as noted in the ITB.

ITB OVERVIEW AND HIGHLIGHTS

- Removed vinyl may be recycled or disposed of in a MCC provided and approved on site container. MCC Sustainability Coordinator will coordinate with Contractor regarding the recycling as may be needed.
- Panels must not remain uncovered overnight. Vinyl removed from panels must be recovered with new vinyl the same day/night.
- Unless approved by the Music City Center's point of contact, the complete wall partition for a room must be completed each day if the room is in use the next day.

ITB OVERVIEW AND HIGHLIGHTS

- Contractor is responsible for any damage caused to the panels, tracks, seals, bolts, or the facility for any improper panel movement.
- Contractor must adhere to all OSHA and TOSHA safety requirements.
- The Contractor point of contact and MCC point of contact will inspect each area as it is completed.

ITB OVERVIEW AND HIGHLIGHTS

- Contractor must receive a sign-off from the Music City Center point of contact as areas are completed prior to billing for those areas.
 - Sign-off does not relieve the Contractor of its responsibility of defective materials that may exist during the warranty period.
 - In the event errors or deficiencies are found, the Contractor will correct them at no additional cost to the Music City Center.

ITB OVERVIEW AND HIGHLIGHTS

- Contractor shall submit an invoice after receiving the sign off on each completed area. Five percent (5%) of each invoice will be withheld until project punch list is completed.
- Contractor must provide at the conclusion of this project the dye lot and manufacturer information to ensure future ability to purchase/produce additional vinyl material that matches.

ITB OVERVIEW AND HIGHLIGHTS

- Contractor must provide attic stock pricing for 100 yards, 200 yards, and 300 yards in the following increments:
 - 25% for 4' wide panels
 - 75% for 5' wide panels

Amount to be determined by MCC at time of award.

COMMITMENT TO DIVERSITY

- 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.

COMMITMENT TO DIVERSITY

- 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

SUBMISSION REQUIREMENTS

- Read IV F. Response Format, Requirements and Evaluation Criteria thoroughly
 - Submit one (1) original copy and four (4) copies of the *Technical Qualification Form* in seal envelope clearly marked "Technical Qualification Form".
 - In a separate sealed envelope submit one (1) original copy and four (4) copies of *Official Bid Price Sheet* clearly marked "Official Bid Price Sheet"
- Email submissions will not be accepted
- Include an electronic copy (i.e. USB drive)
- Ensure to include all required Exhibits

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

EVALUATION CRITERIA

- Multi Step ITB
 - Step 1: Technical Qualification
 - Step 2: Lowest Bid
- Read through Exhibit A in its entirety. Be sure to fill in all the blank spaces, as well as notarized the Affidavit before returning with bid.
 - Use additional sheets in necessary
- Technical Qualification Evaluation Criteria is pass/fail.
 - Bids that pass all technical qualification criteria (see V. F.1) will be consider responsive to compete in step 2.

IMPORTANT ITB DATES

ITB Questions and Inquiries Due	November 18, 2019 (5pm)
Responses to Inquiries	November 25, 2019
ITB Submissions Due	December 11, 2019 @ 3 pm (CST)

QUESTIONS?

REMINDER: Questions must be submitted in writing in order to receive an official response.

mccpurchasing@nashvillemcc.com

Written responses to questions will be issue by RFP amendment and posted to Music City Center website:

<http://www.nashvillemusiccitycenter.com/business-opportunities>

