

# Operable Partition Panels Recovering THE MUSIC CITY CENTER

**ITB 102-2020**



# 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



# 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	March 17, 2020
Responses to Inquiries	March 20, 2020
ITB Submissions Due	March 27, 2020 @ 3 pm (CST)

# QUESTIONS?

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

[mccpurchasing@nashvillemcc.com](mailto: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>

