

VALET PARKING SERVICES FOR THE MUSIC CITY CENTER

RFP #102-2018



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
- Mia Lewis – Purchasing/DBE Coordinator
- Elisa Putman – Sr. VP of Operations/Chief Operation Officer
- Richard Wagner – Director of Parking and Transportation
- Chris Schappert – Director of Event Services

RFP OVERVIEW AND HIGHLIGHTS

- Any contract resulting from this RFP will be for a three (3) year term with a one-time option to extend for two (2) additional one-year terms at the sole discretion of the Authority.
- Provide special event valet parking on an as needed basis. The requirements for staffing of each event will be requested by the MCC.
- This contract is based approximately 1,010 billable hours per year. Please note billable hours are not guaranteed.

RFP OVERVIEW AND HIGHLIGHTS

(Continued)

- Contractor will not have any direct negotiations with our clients unless specifically authorized by the MCC.
- MCC may require a maximum roster of fifty (50) valet staff be available.
- Must have adequate insurance coverage consistent with RFP Requirements as well as all necessary licenses and permits.
- Contract employees are required to have a valid driver's license.

RFP OVERVIEW AND HIGHLIGHTS

(Continued)

- When cash reaches a maximum of \$500.00, the valet operator **MUST** contact the on-site parking supervisor and request a pickup of revenues.
- Extremely important for audit purposes that all cash handling procedures are strictly adhered too. No exceptions.
- Provide the billing upon the conclusion of the event within twenty-four (24) hours including all expenses and reconciliation of revenue, if generated.
- If valet tickets and contractor submitted revenue does not balance, contractor is liable for payment of that lost revenue to MCC.

RFP OVERVIEW AND HIGHLIGHTS

(Continued)

- Contractor must furnish valet tickets, valet key stand, valet directional signage, uniforms, key hooks, and labor needed for special event valet operation.
- Contractor must mark off parking stalls for valet operation prior to 5 a.m. the day of operation or earlier if deemed necessary by Director of Parking & Transportation.
- MCC will provide tables & chairs up to 4 tables and 8 chairs, credit card machines for revenue collections, locations for valet drop off/pick up.

RFP OVERVIEW AND HIGHLIGHTS

(Continued)

- Contractor must understand they are an extension of MCC staff and therefore must look professional, smile and greet the public.
- MCC shall have the right of rejection and approval of any staff assigned to work under this contract. If MCC rejects staff, the Contractor must provide replacement staff within one (1) hour and at no additional cost to MCC.

RFP OVERVIEW AND HIGHLIGHTS

(Continued)

- Contractor agrees to provide a uniform shirt approved in advanced by the MCC. This shirt should be clean upon arrival to work. Excessive jewelry, hats, sunglasses, etc. cannot be worn while working at the MCC.
- Visible tattoos must be covered. Facial jewelry (pierced noses, tongues, lips, eyebrows, cheeks, or other piercings of any kind) are not allowed.

DIVERSITY PLAN OVERVIEW

- 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.
- Proposers are encouraged to maximize the usage of minority, women, small, and service-disabled veteran-owned businesses with respect to this scope.

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	February 27, 2018
Responses to Inquiries	March 6, 2018
RFP Submissions Due	March 13, 2018 @ 3pm (CST)

EVALUATION CRITERIA

- **Tab 2) Business Plan**

Total points available for this criterion are 35 points.

- **Tab 3) Qualification of Firm**

Total points available for this criterion are 25 points.

- **Tab 4) Cost Criteria**

Total points available for this criterion are 30 points.

- **Tab 5) Reference Projects/Experience**

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 IV 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)
- Organize tabs in order listed in RFP
- Ensure to include all required Exhibit(s)

SUBMISSION REQUIREMENTS

- Make sure to sign all required documentation required in all proposals:
 - **Covenant of Non-Discrimination (Exhibit A)**

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/about/business-opportunities>