**Exhibit A**

# Technical Qualification Form

**Instructions:**

* This form is part of the bid for the above-mentioned requirements Bids should be submitted.
* by the time and date specified above.
* The vendor should provide the information below.
* Answer the questions. Please use additional sheets, if need, following the same format.

|  |  |
| --- | --- |
| **MAILING ADDRESS:** | **HAND DELIVERY LOCATION:** |
| **Music City Center**  **700 Korean Veterans Blvd**  **Nashville, TN 37203** | **Music City Center**  **Administration Board Room**  **600 Korean Veterans Blvd**  **Nashville, TN 37203** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **VENDOR INFORMATION** | | | | | | |
| Company Name: |  | | | | | |
| Name (type or print): |  | Title: |  | | | |
| Address: |  | | | | | |
| City: |  | State: |  | | ZIP Code: |  |
| Telephone Number: |  | Fax Number: | |  | | |
| E-Mail Address: |  | | | | | |

**Exhibit A**

**Technical Qualification Form**

* + - 1. **CAPACITY TO PERFORM**
         1. List on-going or completed projects that are related to the removal and recovering of operable wall partition panels within the 2017-2019:

Year 2017

|  |  |  |  |
| --- | --- | --- | --- |
| Client Name | Client Contact email and phone number: | Description/Scope of Work (include yardage) | Contract Amount ($) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Year 2018

|  |  |  |  |
| --- | --- | --- | --- |
| Client Name | Client Contact email and phone number: | Description/Scope of Work (include yardage) | Contract Amount ($) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Year 2019

|  |  |  |  |
| --- | --- | --- | --- |
| Client Name | Client Contact email and phone number: | Description/Scope of Work (include yardage) | Contract Amount ($) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Exhibit A**

* + - 1. APPROACH TO SCOPE AND METHODOLOGY
         1. Provide a detailed description of your company’s approach in removing, prepping, and recovering vinyl. Also include the proposed adhesive (with accompanying SDS sheet). Consider all the work that needs to be done that will not interfere with the Music City Center events.

Bidder’s Response:

* + - * 1. Provide a written guarantee that can provide the specified vinyl, along with lead times.

Bidder’s Response:

**Exhibit A**

* + - * 1. Describe your proposed procedures of monitoring the progress and the quality of project as specified in the bid.

Bidder’s Response:

* + - * 1. Provide an estimated timeline (include hours and number of persons) to remove, prep and recover one (1) side of Exhibit Hall panel (found in Section II). (Consider the time panels must sit prior to moving)

Bidder’s Response:

**Exhibit A**

* + - * 1. Provide an estimated timeline (include hours and number of persons) to remove, prep and recover (1) side of twenty-five (25) Exhibit Hall panel (found in Section II). (Consider the time panels must sit prior to moving)

Bidder’s Response:

* + - * 1. Provide an estimated timeline (include hours and number of persons) to remove, prep and recover (1) side of fifty (50) Exhibit Hall panel (found in Section II). (Consider the time panels must sit prior to moving)

Bidder’s Response:

**Exhibit A**

* + - 1. ORGANIZATION
         1. Describe the key functions of the Point of Contact(s) that will be assigned for the management and implementation of this project.

Bidder’s Response:

* + - * 1. Identify point of contact(s), personnel, and subcontractors that will work on this project. Specify the years of work directly related to removing, prepping, and recovering operable wall partition panels. Resumes shall demonstrate the suitability of personnel assigned to the project in terms of experience and qualification.

Bidder’s Response:

**Exhibit A**

* + - * 1. Include a copy of your most recent Financial Statement (audited financials are given more credibility and may be required).

**Exhibit A**

**Affidavit**

**State of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **County of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As used herein, “Offeror” will include artists, bidders and proposers.

**Compliance with Laws:** After first being duly sworn according to law, the undersigned (Affiant) states that he/she is presently in compliance with, and will continue to maintain compliance with, all applicable laws. Thus, Affiant states that Offeror has all applicable licenses, including business licenses, copies of which are attached hereto. Finally, Affiant states that Offeror is current on its payment of all applicable gross receipt taxes and personal property taxes.

**Contingent Fees:** In accordance with the Authority’s Procurement Policy and the Metropolitan Government’s Procurement Code, it is a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a contract with the Authority upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. After first being duly sworn according to law, the undersigned (Affiant) states that the Offeror has not retained anyone in violation of the foregoing.

**Nondiscrimination:** Affiant affirms that by its employment policy, standards and practices it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, religion, creed, gender, national origin, color, age, and/or disability and that it is not in violation of and will not violate any applicable laws concerning the employment of individuals with handicaps and/or disabilities. It is the policy of the Authority not to discriminate on the basis of age, race, sex, color, religion, national origin or handicap and/or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. Contractor certifies and warrants it will comply with this policy.

**And Further Affiant Sayeth Not:**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**Exhibit B**

**Official Bid Price Sheet**

|  |  |
| --- | --- |
| **MATERIALS AND LABOR** | **Lump Sum Amount** |
| Provide a lump sum amount that includes the purchase of all the specified vinyl to complete the project, labor for removal of existing vinyl, prepping, and installing the specified vinyl including materials, equipment, adhesive, tools, transportation, and personal protective equipment of workers required for the duration of this project. | $ |

|  |  |
| --- | --- |
| **ADDITIONAL REPAIRS OR WORK** | **HOURLY RATE** |
| Provide an hourly rate for any additional repairs or work that may occur outside the scope of this project. | $ |

|  |  |
| --- | --- |
| **ATTIC STOCK PRICING \*** | **Lump Sum Amount** |
| 100 yards of attic stock of OMNOVA Solutions-Coated Vinyl Pattern:  Cairn, Color: Grey, Product #: 523491 (25% 4’ wide panels and 75% 5’wide panels) | $ |
| 200 yards of attic stock of OMNOVA Solutions-Coated Vinyl Pattern: Cairn, Color: Grey, Product #: 523491 (25% for 4’ wide panels and 75% for 5’wide panels) | $ |
| 300 yards of attic stock of OMNOVA Solutions-Coated Vinyl Pattern: Cairn, Color: Grey, Product #: 523491 (25% 4’ wide panels and 75% 5’wide panels) | $ |

\*The Convention Center Authority will select the best attic stock option that will best meet its needs. Amount will be included on the purchase order.

There will be no other charges or fees for the performance of this contract.

|  |  |  |
| --- | --- | --- |
| NAME OF BIDDER: |  |  |
| EMAIL: |  |  |
| PHONE: |  |  |
|  |  |  |
| In submitting this bid, proposers represent: A) that the proposers has examined and carefully studied the Bidding Documents; and B) that all components and parts are accounted for and included to complete the product and specification requirements. | | |
|  |  |  |
| Print Name | Date |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Authorized Signature | Date |  |