

POURING RIGHTS
for the Music City Center
RFP 102-2023



BEFORE WE BEGIN...

- 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

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Director of Purchasing/DBE

Heidi Runion

**Director of Finance &
Administration**

Melaneice Gibbs

Purchasing/DBE Coordinator

Doug Zimmerman

**General Manager, Food &
Beverage**

RFP OVERVIEW AND HIGHLIGHTS

GENERAL

Any contract resulting from this RFP will be for five (5) years at the sole discretion of the Authority.

Contractor shall provide and be the exclusive* provider of non-alcoholic beverages for catering and events located in the Music City Center (MCC).

This would apply to primary and specified carbonated beverages (cola, lemon/lime, diet cola, and diet lemon lime) and unflavored water.

*Additional products that may be carried (i.e. juice, refrigerated coffee, energy and sports drinks, and/or flavored water), as well as fountain or machine dispensed beverages are not exclusive within our retail outlet locations.

RFP OVERVIEW AND HIGHLIGHTS:

- The Contractor shall also provide, repair and maintain Contractor's equipment specified in this RFP required for and during the performance of the contract at no charge to the MCC.
- Contractor shall have current and/or new equipment of adequate quantities of suitable type (vending machines, icemakers, drink makers, and visi-coolers) and in proper condition to operate and maintain uninterrupted schedules. Note: Equipment will require continual repair and cosmetic updating.

Equipment Description	Quantity
Umbrellas	24
Double-door, visi-coolers with back loading	20
36-inch Table Tops	12
18-inch Small Tops	6
Round Roll About Insulated Merchandisers	12

RFP OVERVIEW AND HIGHLIGHTS:

- Contractor must be able and willing to provide additional equipment for large events upon request.
- Equipment must be reinforced to accept pallet jack and have large/heavy duty casters for mobility.
- Contractor will be required to supply, install, service, and maintain all vending, fountain, display, and other equipment used to sell or display beverages, at no cost to the MCC.

RFP OVERVIEW AND HIGHLIGHTS:

- Equipment and other items owned by or under the control of the Contractor for use on-site shall at all times be stored in places approved by the MCC President/CEO or his/her designee and in compliance with any and all applicable laws and regulations of the Metropolitan Government of Nashville and Davidson County.
- Contractor shall keep all vending machines serviced and stocked and make full refunds when vending machines fail to deliver the product after accepting money for the product.
- Drink vending machine locations shall be agreed upon with the MCC President/CEO or his/her designee.
- Contractor will submit in writing to the MCC President/CEO or his/ her designee requests for the relocation, addition, or removal of vending machine equipment, prior to any such changes being made

RFP OVERVIEW AND HIGHLIGHTS:

- The contractor must demonstrate that the proposal meets all applicable rules, regulations, zoning, permitting, registration and licensing requirements, whether local, state, or federal.
- The contractor shall be required to obtain and hold all pertinent permits and licenses. It is the responsibility of the potential contractor to determine the applicability of any rule, regulation or other requirement. Fees are the responsibility of the Contractor.
- It is the contractor's responsibility to follow schedules and instructions provided by the MCC in the performance of the contract.

RFP OVERVIEW AND HIGHLIGHTS:

- Due to building activity being variable in nature, it could be required for Contractor to do an unscheduled delivery within 18 hours of notification.
- On occasions, larger event forecasts may result in excess product, therefore contractor may be required to pick up product for credit.
- It is the contractor's responsibility to provide the necessary equipment and service within the specified times for any work contained in this RFP. There may be other constraints described in detail in the section discussing that particular service.

RFP OVERVIEW AND HIGHLIGHTS:

- It is the contractor's responsibility to conform to scheduled work week, holidays, and other appropriate rules and regulations.
- The contractor shall have sales and delivery available seven days per week. The contractor shall also provide equipment service within four (4) hours of notification of an equipment problem.

RFP OVERVIEW AND HIGHLIGHTS:

- No guarantee can or will be made as to the number of events or the number of concession locations.
- All items used in the Contractor's operation shall be of the highest quality, wholesome and pure, and shall conform in all respects to federal, state and local food and other laws, orders and regulations.

RFP OVERVIEW AND HIGHLIGHTS:

- Contractor understands that a third-party contract exists for catering and/or concession sales and that the third-party contractor will be purchasing product under this agreement.
- It is understood that within the MCC that certain sub-contracts and/or contractors exist, which allow the contractor to choose which beverage brand they use to conform to the agreements they have in place.
- The President/CEO or designee shall maintain the right to allow additional beverage brands be distributed, sold, and/or displayed in contractor branded equipment within the MCC in order to book or accommodate a piece of business that is in the best interest of the MCC.

RFP OVERVIEW AND HIGHLIGHTS:

- Contractor will donate 300 cases of product annually for the Music City Center to use at its discretion for in-house events and/or sales and marketing activities. The MCC will advise what quantity of individual products is required.
- Contractor will provide an annual marketing fund to help reach the facilities' business objectives, which will be used at the sole discretion of the MCC.

RFP OVERVIEW AND HIGHLIGHTS:

- The operations of the Contractor, its employees, invitees, and suppliers shall be conducted in an orderly and proper manner so as not to annoy, disturb, or be offensive to others and shall not create a disturbance or distraction during any event at the MCC.
- All employees must enter and exit the facility at the approved and pre-determined entrances and exits as noted by the MCC.

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	February 22, 2023
Responses to Inquiries	February 27, 2023
RFP Submissions Due	March 9, 2023

SUBMISSION REQUIREMENTS

All submittals must be received by deadline - NO EXCEPTIONS.

Physical Copy: Please submit one (1) original, five (5) copies, and one (1) electronic copy of the complete proposal response including any attachments, on a WINDOWS PC compatible CD or flash drive (verify all files are on disc/flash drive prior to submitting proposal) of the following materials to the address set forth in Section V (D).

All text must be printed on single-sided or double-sided pages and includes the tabs (in order)

SUBMISSION REQUIREMENTS

- **Hand Delivery Option:** Administrative Offices
600 Koreans Veterans Blvd
- **UPS or FedEx Option:** Music City Center House Docks
700 Koreans Veterans Blvd

EVALUATION CRITERIA

- **Business Plan**

Total points available for this criterion are 40 points

- **Qualification of Firm**

Total points available for this criterion are 15 points.

- **Cost Criteria**

Total points available for this criterion are 35 points.

- **Reference Projects**

Total points available for this criterion are 10 points

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>