

PROMOTIONAL ITEMS
for the Music City Center
RFP 103-2023



BEFORE WE BEGIN...

- Why are we here?
- Questions – WRITTEN RESPONSES PREVAIL

AGENDA

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

INTRODUCTIONS

Jasmine Quattlebaum

Director of Purchasing/DBE

Terri McAlister

Director of Sales

Melaneice Gibbs

Purchasing/DBE Coordinator

Heather Jensen

Director of Communications

Brian Ivey

VP of Sales & Marketing

Heidi Runion

**Director of Finance &
Administration**

RFP OVERVIEW AND HIGHLIGHTS

GENERAL

The Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (hereinafter, “Authority”) has determined that sufficient Small and Diverse Business Enterprise firms and Small Service-Disabled Veteran Owned Businesses (SBE/DBE/SDV) are available to obtain competitive offers for the services required herein.

Therefore, this solicitation is hereby considered an opportunity for the SBE/DBE/SDV Set-Aside Program. Small and/or service-disabled veteran owned businesses (SBE/DBE/SDV) planning to submit offers under this solicitation must be a certified DBE prior to the proposal submission date.

Offers submitted by large businesses will not be accepted, unless otherwise provided for at a later date.

RFP OVERVIEW AND HIGHLIGHTS

GENERAL

Any contract resulting from this RFP will be for a three (3) year term with a one-time option to extend for one (1) additional two-year term at the sole discretion of the Authority.

The Authority is looking to seek offers from qualified firms who can supply a wide array of promotional/tradeshow items. These items may include, but are not limited to, pocket folders, pens, mugs, hats, clothing, luggage, etc.

RFP OVERVIEW AND HIGHLIGHTS:

The Contractor agrees to provide promotional items and/or tradeshow amenities under the following responsibilities:

- Offer a wide range of brand names, materials, sizing, colors, etc.
- Ability to provide all relevant ordering information including, but not limited to:
 - Lead or production time status
 - Catalog & Annual Pricing
 - Dimensions
 - Imprint Area and Methods
 - Weight
 - Packaging

RFP OVERVIEW AND HIGHLIGHTS:

- Identification of the Contractor's point of contact to serve as a liaison to the MCC.
- Update Director of Purchasing or designee regarding new promotional items, sales, bulk opportunities, etc.
- Create an order form for MCC standard items for efficient ordering.
- Ability to provide a sample of all requested items prior to order placement.

RFP OVERVIEW AND HIGHLIGHTS:

- Ability to place orders with suppliers, manufacturers or distributors.
- Ability to change product and logo color options.
- Provide anticipated minimum quantity for purchases, as well as options for ordering processes.
- Provide suggested sustainable amenity items.
- Maintain current MCC logo for quick and frequent re-orders (i.e.: pens and pads).
- Ability to send and receive artwork electronically to suppliers, manufactures, or distributors.
- Provide quality control measures and guarantees, as well as the formal dispute process.

RFP OVERVIEW AND HIGHLIGHTS:

- Promote product selections which consist of:
 - High post-consumer (PCW) recycled content material
 - Readily recyclable items (“compostable” items do not count)
 - Minimized and readily recyclable packing
 - Nontoxic dyes or inks
 - Food/Liquid container items (e.g. water bottles) that does not contain Phthalates and/or Bisphenol-A
 - Durable quality
- Ability to design promotional items and/or trademark amenities with logo and provide a visualization of product with logo.

RFP OVERVIEW AND HIGHLIGHTS:

- Invoice MCC for each order separately (one order=one invoice)
- Invoice details must include purchase order number, quantities, product descriptions, and shipment details.
- Ability to accommodate all manners of shipping requests.
 - Shipping options should include overnight to ground for all carriers
 - Provide instant order completion confirmation with appropriate tracking and carrier links.

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	February 22, 2023
Responses to Inquiries	February 24, 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

- **Qualification of Firm**

Total points available for this criterion are 35 points.

- **Submittal of Samples**

Total points available for this criterion are 25 points

- **Cost Criteria**

Total points available for this criterion are 30 points.

- **Reference Projects**

Total points available for this criterion are 10 points

RFP OVERVIEW AND HIGHLIGHTS:

SAMPLE DESCRIPTION	PRICING RANGE PER ITEM	QUANTITY	ADDITIONAL DETAILS
Economy Pen	\$0.50 and under	500	Blue & Black ink choices
Executive Pen	\$50.00	50	Blue & Black ink choices
Umbrella	\$20.00	250	General or Golf, multi-color optional
Logo Writing Pads	\$3.00	500	Standard Color – White
Tote Bags	\$5.00	100	High Quality, Non-Woven
Embroidered Polo Shirts - 1	\$50.00	250	Golf/Polo Shirts – Women
Embroidered Polo Shirts – 2	\$50.00	250	Golf/Polo Shirts – Men

*This chart does not indicate or guarantee that Music City Center will order these items annually or during the duration of the contract.

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>