

# **Temporary Labor Services for MUSIC CITY CENTER**

## **RFP #104-2022**



# BEFORE WE BEGIN...

- Please put your name and email address in the chat
- Please make sure your camera is on for the duration of the meeting
- Please remain muted unless speaking
- Questions – WRITTEN RESPONSES PREVAIL

# RFP OVERVIEW AND HIGHLIGHTS

The Authority is looking to seek offers from qualified firms to provide Temporary Labor Services that include but not limited to:

- Setting-up of events (chairs, tables, linen and staging)
- Tearing down of events (chairs, tables, linen and staging)
- Meeting room cleaning/refreshes which could include but not limited to:
  - Back of house cleaning
  - Wiping down surfaces, walls, vacuum floors
  - Light cleaning
- Related work as required.

Any contract resulting from this RFP will be for a three (3) year terms with a one-time option to extend for two (2) additional one year term at the sole discretion of the Authority.

# RFP OVERVIEW AND HIGHLIGHTS

## CONTRACTOR RESPONSIBILITIES

- The Contractor agrees to provide daily on-site supervisory inspections of temporary laborers at contractor's expense for the first thirty (30) days of the contract. Inspections must rotate shifts and include weekends.
- Supervisor will meet with the Director of Facilities or his/her designee weekly for the first thirty (30) days of this contract, then monthly for the duration of the contract.
- Should the Contractor at any time be unable to supply the requested labor to MCC, MCC reserves the right to obtain temporary labor from another source.

# RFP OVERVIEW AND HIGHLIGHTS

## CONTRACTOR RESPONSIBILITIES

- MCC shall have the right of rejection and approval of any staff and temporary laborers assigned to work under this contract. If MCC rejects staff or laborers, the Contractor must provide replacement staff or laborers within one (1) hour and at no additional cost to MCC.
- Contractor must communicate potential shortages of labor and labor schedule conflicts (1) hour prior to start of shift.
- Contractor must be able to provide additional personnel or replacement personnel within one hour of a request.

# RFP OVERVIEW AND HIGHLIGHTS

## CONTRACTOR RESPONSIBILITIES

- The Contractor must be available twenty-four (24) hours a day, seven (7) days a week and be able to provide labor twenty-four (24) hours a day, seven (7) days a week including holidays.
- The successful Contractor will assign a manager to be the MCC's point of contact and to oversee the performance of this contract. This manager or his/her designee will be available 24/7/365 via cell phone and email. After hours call centers are not an acceptable alternative.
- Contractor agrees to provide an accurate invoice by Friday of each week.

# RFP OVERVIEW AND HIGHLIGHTS

## **MCC RESPONSIBILITIES**

- MCC will provide a weekly schedule request two weeks in advance. Completed schedules must be returned by 5pm on Thursday each week.
- Upon request, MCC will agree to provide a 1-hour orientation quarterly at MCC for personnel assigned to the property. Parking will be provided for these orientations. Contractor is responsible for paying the attendees.
- The MCC shall provide to the contractor a schedule of all needed labor by Thursday of each week for the following two weeks. MCC's week is defined as Saturday through Friday.

# DIVERSITY PLAN OVERVIEW

- The Diversified Business Enterprise (DBE) participation level established for this contract is a **MINIMUM of TWENTY-FIVE PERCENT (25%)**.
- 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.



# DIVERSITY PLAN OVERVIEW

- 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

# DIVERSITY PLAN OVERVIEW

- Required to submit a monthly diversity report by the 15th of the following month as referenced in the Music City Center DBE program and guidelines.
- This may include monthly reconciliation of payments via cancelled checks.

# PROCUREMENT NONDISCRIMINATION PROGRAM PLAN (PNP) OVERVIEW

- *No proposal or submission shall be considered responsive unless it demonstrates compliance with the PNP.*
  - DBE Primes are required to complete PNP
  - **Covenant of Non-Discrimination (Exhibit A)**
    - Must be notarized
  - **Good Faith Effort Statement Form (Exhibit B)**
    - Provide written notice to at least three (3) available certified MWBEs
    - The first three items on this form must be initialed
  - **Good Faith Effort Verification Form (Exhibit C)**
    - Must include the individual's or entity's name, business location, and information requested
    - Back-up documentation supporting the outreach (i.e. Copies of email threads).

# EVALUATION CRITERIA

- **Business Plan**

*Total points available for this criterion are 35 points*

- **Experience/Qualifications of Firm**

*Total points available for this criterion are 15 points.*

- **Cost Criteria**

*Total points available for this criterion are 30 points.*

- **Reference Projects**

*Total points available for this criterion are 10 points.*

- **Diversity Plan**

*Total points available for this criterion are 10 points*

# IMPORTANT RFP DATES

RFP Questions and Inquiries Due	April 20, 2022
Responses to Inquiries	April 22, 2022
RFP Submissions Due	May 4, 2022 (3 PM CST)

# SUBMISSION REQUIREMENTS

**All submittals must be received by deadline - NO EXCEPTIONS.**

**Physical Copy:** Please submit one (1) original, seven (7) 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

# SUBMISSION REQUIREMENTS

- Read V 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 all required Exhibits are included



# SUBMISSION REQUIREMENTS

- Read Section III. Diversity Plan thoroughly (10 pts)
  - Use Exhibit D
- Read Section III. Procurement Nondiscrimination Program thoroughly. Required in all proposals:
  - **Covenant of Non-Discrimination (Exhibit A)**
  - **Good Faith Effort Statement Form (Exhibit B)**
  - **Good Faith Effort Verification Form (Exhibit C)**

# 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>