

Uniform and Rental/Laundry Services for MUSIC CITY CENTER

RFP #102-2022



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 administering this RFP for qualified firms to submit proposals for Uniform and Rental/Laundry Services for the Music City Center.

Proposer will need to provide high quality garments, made of high quality material that will meet the hospitality specifications of a tier one convention center.

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 term at the sole discretion of the Authority.

RFP OVERVIEW AND HIGHLIGHTS

CONTRACTOR RESPONSIBILITIES

- Proposer must be able to provide Micro Pique Polo Shirt that matches at minimum the following colors: Royal Blue, Forest Green, Navy, Charcoal Grey, Black, and White.
- Proposer must be able to provide black, navy, charcoal, and khaki color pants. Non pleated and pleated work pants and dress slacks, and dress skirts in a reasonable range of sizes including Big & Tall to accommodate the needs of the employees.
- Proposer must be able to provide work and dress short sleeve shirts, long sleeve shirts, and ties in multiple color options and high quality material.
- Proposer must be able to provide blazers of various colors.
- Proposer must be able to provide outdoor wear and coveralls.

RFP OVERVIEW AND HIGHLIGHTS

CONTRACTOR RESPONSIBILITIES

- Coordinate with Director of Parking and Transportation or designee to determine actual sizes and/or any special needs.
- Must include logo embroidering in pricing.
- Uniforms found with Manufacturer's defects will be replaced as requested by Music City Center.
- Proposer must be able to provide female uniforms in the same time frame as male uniforms.
- Must be able to provide required sizes throughout duration of the contract.
- Proposer will be responsible for furnishing only new uniforms. Previously worn uniforms **WILL NOT** be acceptable.

RFP OVERVIEW AND HIGHLIGHTS

QUANTITIES

- The total quantity of employees to be covered by this contract is estimated to be seventy five (75) to one hundred (100) employees.
- The contract is based on five (5) changes per week for employees.
 - Full time: 11 white oxford shirt shirts, 11 light blue oxford shirt shirts, 11 pants and one blazer (where applicable)
 - Part time: 5 light blue oxford shirts, 5 white oxford shirts, 5 pants and 1 blazer for part time employee.
 - The Authority reserves the right to reduce or increase the number of uniforms without any change in the cost per garment rental charge.

RFP OVERVIEW AND HIGHLIGHTS

NEW HIRE UNIFORMS & TERMINATION

Proposer shall have new hire uniforms ready within fourteen (14) days of notification.

NEW UNIFORMS

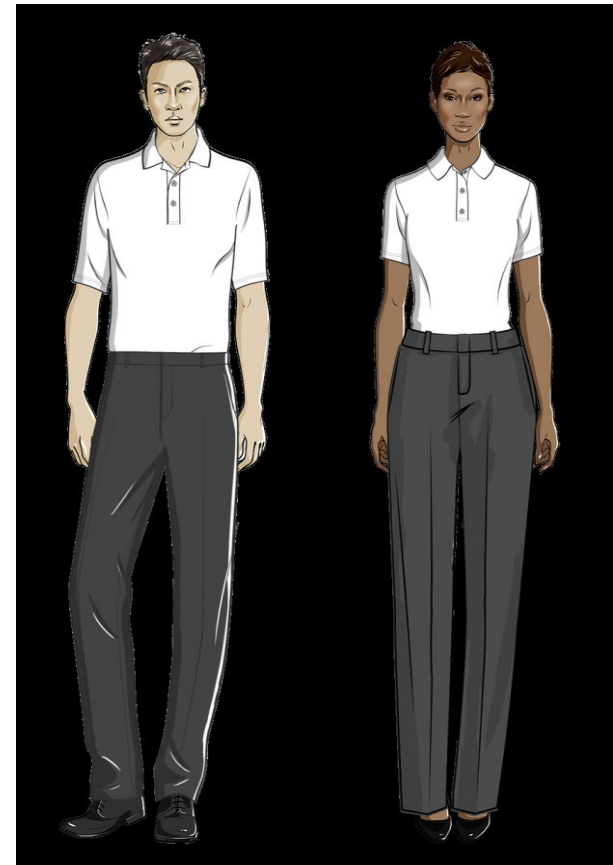
- It is the intent of the Authority and this RFP that all employees be furnished new uniforms at contract inception.
- All garments supplied must be high quality garments as determined by the Music City Center.
- The Authority shall reserve the right to request an explanation and a review of any billing or questionable replacement uniforms.

RFP OVERVIEW AND HIGHLIGHTS

NEW UNIFORMS

- During the contract duration, employees are to be furnished high quality garments, free from rips, tears, lost or broken buttons, defective fasteners, and soil.
- If the proposer finds that the garment has any or one of the said defects, the proposer shall repair and or replace prior to delivery to the Music City Center.
- Proposer will replace each department's uniforms, using the industry standard of 18-24 months, unless the uniform becomes torn, worn, faded and/or threadbare.
- Previously worn uniforms WILL NOT be acceptable.

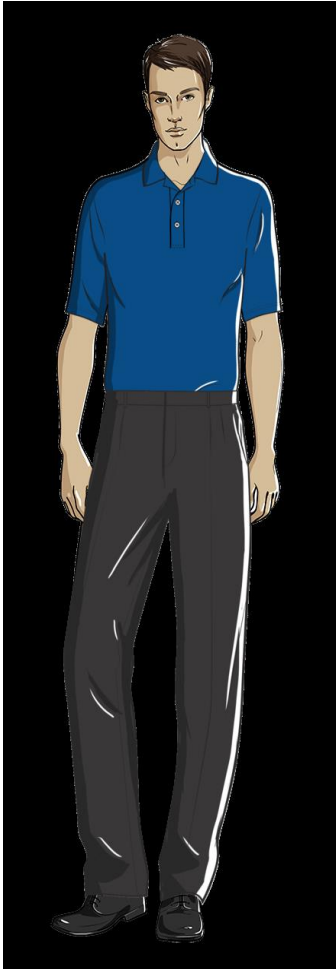
Security & Parking (Winter/Summer)



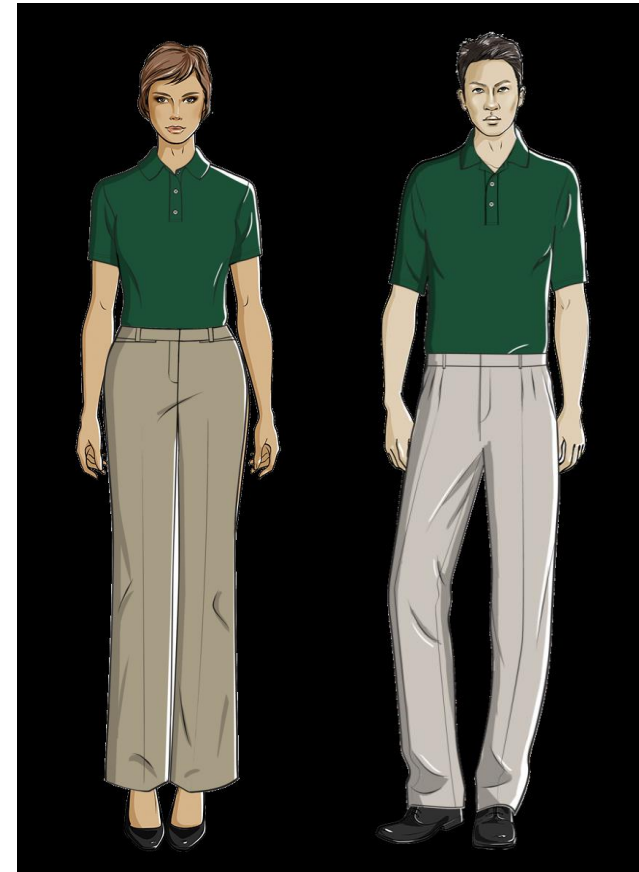
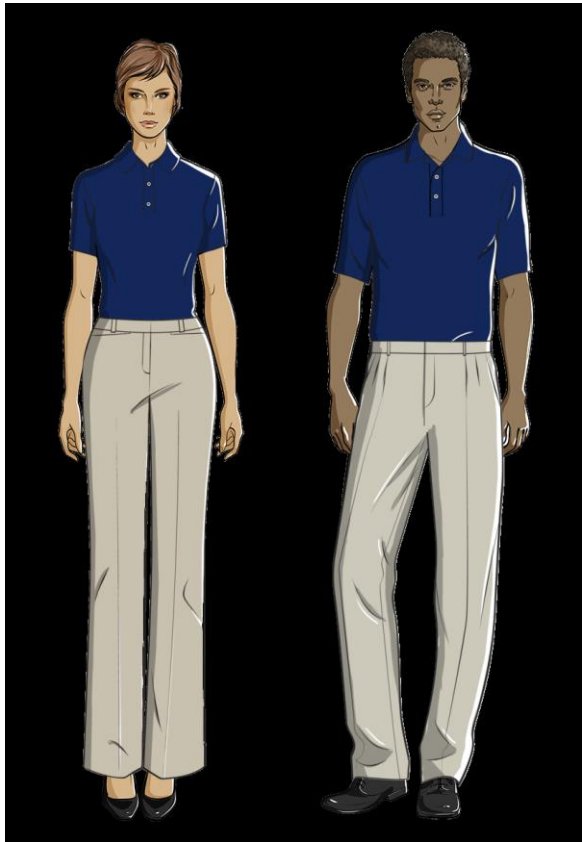
Ambassadors



Engineering, Technology and Purchasing/Exhibitor



Set-up and Housekeeping



RFP OVERVIEW AND HIGHLIGHTS

CONTRACTOR RESPONSIBILITIES PICK UP & DELIVERY

- Pickup and delivery of all uniforms will be located at 700 Korean Veterans Blvd. Nashville, TN 37203. There will be multiple locations throughout the building.
- Pickup and delivery will occur on a weekly basis, on a mutually beneficial day and time.
- All garments are to be dry cleaned or laundered, pressed, and delivered on hangers in plastic laundry bags.
- Proposer must supply dirty uniform and hanger bins, repair bags for employees to make adjustment orders at drop off and pickup location(s).
- Verification of weekly delivered and pickup of uniforms is required. Any delivery shortages must be corrected within forty-eight (48) hours to ensure that employees have adequate uniforms. Verification will be with the delivery person and the Music City Center designee.

RFP OVERVIEW AND HIGHLIGHTS

CONTRACTOR RESPONSIBILITIES BILLING & REPORTING

- Proposer shall bill for services rendered weekly, however only one invoice is to be submitted and categorized by department, alphabetical by name within department serviced. Billing will be based on actual services rendered at bid prices.
- Proposer shall also mail Music City Center Finance a separate monthly statement, for the previous month's charges by the 5th of the following month for reconciliation and verification purposes.
- The statement shall itemize the rental, and total from each weekly billing ticket and show the total rental, and grand total for the month

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.
- 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

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

- **Qualifications of Firm**

Total points available for this criterion are 20 points

- **Cost Criteria**

Total points available for this criterion are 30 points.

- **Service Plan**

Total points available for this criterion are 20 points.

- **Quality Assurance**

Total points available for this criterion are 25 points.

- **Diversity Plan**

Total points available for this criterion are 5 points

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	April 26, 2022
Responses to Inquiries	April 28, 2022
RFP Submissions Due	May 12, 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

- Written responses to questions will be issue by RFP amendment and posted to Music City Center website:

<http://www.nashvillemusiccitycenter.com/business-opportunities>