

# COMPOSTING SERVICES

## RFP 103-2020



# BEFORE WE BEGIN...

- Please Remain on mute
- Questions – WRITTEN RESPONSES PREVAIL
  - Remember to unmute when speaking and to re-mute when you finished your question.



# INTRODUCTIONS

Jasmine Quattlebaum

Director of Purchasing/DBE

Elisa Putman

Senior Vice President/Chief Operating Officer

Melaneice Gibbs

Purchasing/DBE Coordinator

Everett Davis

Sustainability Coordinator



# AGENDA

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

# RFP OVERVIEW AND HIGHLIGHTS

Jasmine Quattlebaum  
Director of Purchasing/DBE



# RFP OVERVIEW AND HIGHLIGHTS

## Contractor Responsibilities

- Proposer must be able to pick up all compostable food scrap waste, including but not limited to meats, poultry, vegetables, breads, and dairy.
- Proposer must pick up all compostable paper and plastic products including but not limited to plates, cutlery, and other compostable disposables.
- Proposer is responsible for providing equipment, labor, supervision and supplies necessary to perform the contracted services.

# RFP OVERVIEW AND HIGHLIGHTS

## Contractor Responsibilities

- Proposer must provide details of disposal method (zero waste to landfill process).
- Proposer must provide training to Music City Center Staff of type of waste that can be composted at MCC's request, but no more than 2 times per year.
- Contractor must immediately clean up or remove any leakage, spillage, or infestation of pests by materials that occur during collection at its sole expense and notified the Sustainability Coordinator immediately.

# RFP OVERVIEW AND HIGHLIGHTS

## Contractor Responsibilities

Contractor must be able to provide a container equal to or better quality of the existing container.

- Containers must be non-compacting, self-contained and airtight sealed to prevent smell, rodents, and pests.
- Containers must have an easy open and close lid or sliding door.
- Containers must have the ability to be lockable or secured.

**Any container that is determined by the MCC to have an unpleasant odor and/or attract pest/rodents shall be pulled within 24 hours and replaced by the contractor within two weeks of notification.**

- Any container must be approved in advance by MCC prior to placement. Placement of this container is at the sole discretion of MCC.



# RFP OVERVIEW AND HIGHLIGHTS



# RFP OVERVIEW AND HIGHLIGHTS

## Contractor Responsibilities

### Pick-up & Delivery

- All pickups will be scheduled by the MCC Sustainability Coordinator or his/her designee.
- Pickup and delivery will be based on event activity
- Proposer must be available any day of the week for pickup. The MCC goal is to do all pickups during the week, however event volume may dictate otherwise.

Pickup can be scheduled for but not limited to:

Monday-Friday

Hours of pickup from 8a.m.-5p.m.

Weekend pickup and times may vary

Holiday pickup times may vary



# RFP OVERVIEW AND HIGHLIGHTS

## **Contractor Responsibilities**

### **Billing & Reporting**

Invoices shall itemize all cost associated with the pickup and actual composting of all food scrap waste and compostable paper products, and total for the month.

A report is to be submitted to the Sustainability Coordinator on a monthly basis. The report shall contain:

- Approximate weight/volume of compost per pickup
- The total invoice amount to be paid
- Copies of all weigh slips
- Name of preparer of report
- The date of report preparation

# COMMITMENT TO DIVERSITY

It is the policy of the Authority to assist minority, women, small, and service-disabled veteran-owned business enterprises in learning how to do business with the Authority. Furthermore, proposers are encouraged to maximize the usage of minority, women, small, and service-disabled veteran-owned businesses with respect to this scope.

# EVALUATION CRITERIA

- **Tab 2: Composting Plan**

*Total points available for this criterion are 35 points*

- **Tab 3: Equipment Accessibility & Availability of Services**

*Total points available for this criterion are 25 points.*

- **Tab 4: Qualification of Firm**

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

- **Tab 5: Cost Criteria**

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

# IMPORTANT RFP DATES

RFP Questions and Inquiries Due	July 21, 2020
Responses to Inquiries	July 28, 2020
RFP Submissions Due	August 4, 2020 @ 3 pm (CST)

# SUBMISSION REQUIREMENTS

**Email Submissions under 25 MB** should be delivered to Music City Purchasing Department:

[mccpurchasing@nashvillemcc.com](mailto:mccpurchasing@nashvillemcc.com)

cc: [jasmine.quattlebaum@nashvillemcc.com](mailto:jasmine.quattlebaum@nashvillemcc.com)

**Confirmation of submission will be sent within 1 hour.** If you do not receive a confirmation email, please email or call the Director of Purchasing:

[jasmine.quattlebaum@nashvillemcc.com](mailto:jasmine.quattlebaum@nashvillemcc.com) or (615) 401 - 1445

**Email Submissions over 25 MB** should be delivered via We Transfer ([www.wetransfer.com](http://www.wetransfer.com)): [mccpurchasing@nashvillemcc.com](mailto:mccpurchasing@nashvillemcc.com)



# SUBMISSION REQUIREMENTS

- Read V F. Response Format, Requirements and Evaluation Criteria thoroughly
- Organize tabs in order listed in RFP
- Ensure to include all required Exhibits



# SUBMISSION REQUIREMENTS

- Read Section IV. Procurement Nondiscrimination Program thoroughly. Required in all proposals:
  - **Covenant of Non-Discrimination (Exhibit A)**
- Complete Exhibit B: Cost Criteria Form

# 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>

