

**REQUEST FOR QUALIFICATIONS  
COMMEMORATIVE SPECIALTY BOOK  
PUBLISHING SERVICES**

**Reissue**

**Due Date June 28, 2013**

**NUMBER  
RFQ #A2-2013**



**Convention Center Authority  
Of the Metropolitan Government of Nashville  
and Davidson County**

**Music City Center Art Program**

**Procurement Staff Contact:  
Ryan Johnson**

**June 20th, 2013**

**REQUEST FOR QUALIFICATIONS  
COMMEMORATIVE SPECIALTY BOOK PUBLISHING/PRINTING SERVICES  
Music City Center**

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## I. INTRODUCTION AND OVERVIEW

### A. Music City Center Art Program

The Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (hereinafter CCA or Convention Center Authority) is soliciting Statements of Qualifications/ SOQ (submissions) from interested and qualified commemorative specialty book publishing professionals to assist the Music City Center's Project and Development staff with the Music City Center Art Program based on the recommendations included in the *Music City Center Public Art Master Plan*.

The Music City Center, Nashville's new convention center, will feature 1.2 million square feet of finished space, a 350,000 square foot exhibit hall, a 57,000 square foot ballroom, and parking for 1,800 cars, while achieving LEED Silver certification. Metropolitan Council of Nashville and Davidson County voted to approve the construction project in January 2010. Now under construction on a 19-acre site in downtown, the Music City Center is slated to open in 2013. Additional information about the building can be found at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com).

The Music City Center is the largest capital construction project in the city's history and is a major investment in Nashville's economic future. This investment is expected to generate returns for the city by creating jobs and enhancing the local economy. The Music City Center Economic and Fiscal Impact Analysis completed in 2010 and prepared by HVS Convention, Sports and Entertainment concluded that, by 2017, the Music City Center will create an additional \$134.9 million in spending.

Created in 2009, the Convention Center Authority consists of nine members appointed by the Mayor of Nashville. The Authority's officers include a chair, vice-chair, and secretary, who are elected annually. Nashville's vice-mayor sits on the Authority as an ex-officio member.

The goal of the Music City Center Art Program is to create a quality commemorative specialty book that documents the assembling of the art collection and in the spirit of the city, the architecture of the building and the innovation of artists. The Convention Center Authority has a deep commitment to supporting local, regional and national artists of all types.

To see the *Music City Center Public Art Master Plan* refer to Music City Center's website at <http://www.nashvillemusiccitycenter.com/about/publicart.asp>.

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Larry A. Atema  
Senior Project and Development Manager  
Convention Center Authority

## B. Scope of Work

The CCA has contracted with an art consultant to manage the art program including the acquisition of approximately 93 artworks. The art consultant will work directly with the selected firm in the publishing of commemorative specialty book of the Music City Center art collection. Commemorative Specialty Book of fabric covered Smythe Sewn and Perfect Bound with 4" gates approximately 152 pages plus two versions of the covers page size (12"x12"), flat size Perfect Bound cover is approximately (33"x 12") bleeds 4-sides. MCC will require museum quality commemorative specialty book with Smythe Sewn & Perfect Bound.

To qualify, printer/publisher must provide museum quality using the highest quality materials used to create a commemorative specialty book of the making of the framed art collection. This may include, but not limited to:

- Art book-covered in Smythe Sewn and Perfect Bound with 4" gates 152 pages + 2 versions of covers.
- Size (12"x 12") flat size of Perfect Bound cover is approximate (33" x 12") bleeds 4 sides.
- Smythe sewn version of the book is fabric covered and foil stamped on front + spine of the book; it is covered with a film laminated book jacket printed 4/1 and End Sheets are rainbow paper (B).
- Paper the Perfect bound version has a gate fold cover printed 4/4+ aqueous+ spot gloss UV on front cover 100lb Athens Silk Text-FSC for Book jackets for smythe sewn 100lb, Athens Silk Text-FSC for text pages, 130lb Athens Silk Cover-FSC for perfect bound version covers.
- Ink 4/1 for book jacket 4 color process over black 4/4+satin aqueous for text pages, 4/4 +satin aqueous for perfect bound version covers.
- Pricing assumes Print Ready Files.
- Plotter Proof, Epson Proof, Preflight, File Manipulation.
- Cutter Postpress, Fold Signatures.
- Finishing Scuff Free Nylon Matte Film Laminate on outside of book jacket, Smythe sewn case bound.
- Spot Gloss UV-1 side, on perfect bound version, XL Blanket for KO AQ.
- Packaging/Destination convenient labeled cartons-keep versions separate FOB dock
- Quantity 2,000 each of 2 versions Prices per versions. (parts have various quantities; quantities shown are the first part.)

**C. Submission Deadline:** Professional qualifications must arrive at the address listed in Section II. E.6. not later than

\*\*\*\* **June 28<sup>th</sup>, 2013 at 3:00 p.m. Central Standard Time** \*\*\*\*

**Qualifications must be submitted in a sealed envelope. No submission will be accepted after deadline.**

## II. SUBMISSION INSTRUCTIONS

### A. Timetable

The following projected timetable should be used as a working guide for planning purposes. The Convention Center Authority reserves the right to adjust this timetable as required during the course of this Request for Qualifications process and the overall schedule for the Music City Center Art Program.

EVENT	DATE	DAY
Request for Qualifications Released	June 20 <sup>th</sup> , 2013	Thursday
RFQ Inquiries	June 24 <sup>th</sup> , 2013 – June 25 <sup>th</sup> , 2013 (noon)	Monday - Tuesday
Response to Inquiries	June 25 <sup>th</sup> , 2013	Tuesday
RFQ Due	June 28 <sup>th</sup> , 2013 3:00 PM	Friday
Secure Commemorative Printer Services	July 15 <sup>th</sup> , 2013	Monday
Perform Printing	July 22 <sup>th</sup> , 2013	Monday

### B. Selection Criteria

Publishing/Printing Services will be selected on the basis of the following criteria (in order of priority):

- Professional experience in producing museum quality custom book.
- References regarding ability to produce museum quality custom book.
- Ability to work in collaborative manner with the art consultant selecting individualized custom museum quality book.
- Ability to produce required custom museum quality book in a limited time.
- Certified Forest Stewardship Council Printer

### C. Inquiries

Direct all questions related to this RFQ via email with MCC COMMEMORATIVE SPECIALITY BOOK PUBLISHING/PRINTING SERVICES RFQ in subject to:

Ryan Johnson  
Manager – Budget, Finance, & Administration  
[Ryan.johnson@nashvillemcc.com](mailto:Ryan.johnson@nashvillemcc.com)  
(615) 880-1472

Deadline for receiving questions is **June 25<sup>th</sup>, 2013 at noon CST**. All questions will be compiled and responses will be posted on the Music City Center website at <http://www.nashvillemusiccitycenter.com/about/publicart.asp> by **June 25nd, 2013**.

#### **D. Compliance With the RFQ**

Submissions must be in strict compliance with this *Request for Qualifications*. Failure to comply with all provisions of the RFQ may result in disqualification. The Convention Center Authority reserves the right to reject any proposals and/or waive any formalities in the solicitation process.

#### **E. Response Format and Sending Submittals**

Please submit one (1) original and five (4) copies of the following materials to the address below (all text must be printed on *single-sided pages*):

1. A brief one-page printed letter of interest highlighting particular qualifications for the position and perceptions about the project. Specifically, please include the following:
    - a. History of the Business
    - b. Number of employees
    - c. Website
    - d. Contact information
  2. References, on one page:
    - a. List three people, organizations, or businesses for whom you have created museum quality custom COMMEMORATIVE SPECIALTY BOOK PUBLISHING/PRINTING SERVICES who can describe your participation and quality of work. Please limit these references to framing performed within the last three years.
    - b. Include name, title, address, e-mail and current daytime telephone for each reference.
  3. If certified as a Small, Minority-Owned, and Woman-Owned Business Enterprises, provide certification.
  4. Submissions (UPS, FedEx or Hand-delivery only)
5. Submission deadline: All submittals must be received or post marked no later than

\*\*\*\* **June 28<sup>th</sup>, 2013 at 3:00 p.m. Central Standard Time** \*\*\*\*

**Proposals must be submitted in a sealed envelope. No submission will be accepted after deadline.**

Incomplete or ineligible submissions will not be reviewed. Every effort will be made to insure the safe handling of submitted materials; however, Convention Center Authority will not be responsible for any loss or damage.

### **III. SELECTION PROCESS**

#### **A. Selection Process**

Responses to this Request for Qualifications will be considered bids and will be evaluated by the Music City Center Project and Development staff and/or designees according to the RFQ selection criteria. Should a successful contract negotiation not be reached in a timely manner, the Convention Center Authority reserves the right to select another art framing professional.

### **IV. RULES AND GUIDELINES**

#### **A. Conflict of Interest**

Publisher and Printing Professionals with conflicts of interest as outlined in the Metropolitan Government of Nashville and Davidson County and the Convention Center Authority conflict of interest policies or otherwise are ineligible.

#### **B. Requests for Clarification of Submission**

The Convention Center Authority may check references to assist in the evaluation of any submission.

#### **C. Submissions, RFQs and Presentation Costs**

The Convention Center Authority will not be liable in any way for any costs incurred by any publishers/printers in the preparation of its proposal in response to this RFQ, nor for the presentation of its submission and/or participation in any discussions.

#### **D. Validity of Submissions**

All proposals shall be valid for a period of ninety (90) days from the due date of the Request for Qualifications.

#### **E. Rejection of Submissions**

The Convention Center Authority reserves the right to accept or reject in whole or in part any or all proposals submitted.

#### **F. Americans with Disabilities Act**

The successful contractor (professional art framer) shall assure to the Convention Center Authority that all services (including but not limited to the design services, as well as any construction, repair, or other infrastructure improvements) made through this contract, if an award is made, shall be completed in full compliance with the Americans with Disabilities Act ("ADA") and Architectural and Transportation Barriers Compliance Board, Federal Register 36 CFR Parts 1190 and 1191, Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines; proposed rule published in the Federal Register on July 23, 2004, as has been adopted by the Metropolitan Government.

Questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act may be forwarded to ADA Compliance Coordinator.

Individuals who need auxiliary aids for effective communication in the programs, services or activities of the Convention Center Authority are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made available in alternative formats through the office of the ADA Compliance Coordinator, Elisa Putman, Convention Center Authority, Monday through Friday, 8:00 a.m. until 4:30 p.m.

### **G. Non-Discrimination**

It is the policy of the Convention Center Authority not to discriminate on the basis of age, race, sex, color, national origin or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this RFQ the art consultant certifies and warrants it will comply with this policy.

Notwithstanding any other provision of this RFQ no person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Convention Center Authority's contracted programs or activities, on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with Convention Center Authority or in the employment practices of the Convention Center Authority's Contractors.

Accordingly, all contractors entering into contracts with the Convention Center Authority shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places that are available to all employees and applicants, notices of nondiscrimination.

Further, the Convention Center Authority prohibits discrimination. It is the policy of the Convention Center Authority that it shall not discriminate in its employment practices by failing or refusing to hire or promote, or to discharge any individuals, because of the individual's race, religion, creed, gender identity, national origin, color, age, and/or disability.

Inquiries concerning non-discrimination policies other than ADA compliance should be forwarded to: Ryan Johnson, Manager – Budget, Finance and Administration, Convention Center Authority, 413 Fifth Avenue South, Nashville TN 37203, (615) 880-1472.

### **H. Public Disclosure**

All submissions are considered public and subject to review upon request only after a successful Intent to Award Letter has been signed. Prior to a successful Intent to Award Letter, all submissions will be kept private in order to preserve a competitive and fair selection process.

## **I. Compliance with the Convention Center Authority's Procurement Policy and Affidavit**

The successful contractor shall assure to the Convention Center Authority that he/she is and will be at all times in compliance with the Convention Center Authority's Procurement Policy. For further information or a copy of the policy, contact CCA, DBE Manager, Roxianne Bethune [Roxianne.bethune@nashvillemcc.com](mailto:Roxianne.bethune@nashvillemcc.com) or (615)880-1454. Further, and as a part of the contract negotiation, the successful contractor shall submit a signed affidavit regarding compliance with laws, contingent fees and nondiscrimination. See Exhibit A.

## **V. ASSISTANCE TO SMALL, MINORITY-OWNED, AND WOMAN-OWNED BUSINESS ENTERPRISES**

**A. Statement of Policy and its Implementation.** It shall be the policy of the Convention Center Authority to assist Small, Minority-Owned, and Woman-Owned Business Enterprises in learning how to do business with the Convention Center Authority. It is further the policy of Convention Center Authority that a fair proportion of government purchases be made from Small, Minority-Owned, and Woman-Owned Business Enterprises.

**B. Source Lists.** The Convention Center Authority shall compile, maintain and make available source lists of Small, Minority-Owned, and Woman-Owned Business Enterprises for the purpose of encouraging procurement from small businesses.

**C. Solicitation Mailing Lists.** To the extent deemed appropriate by the Convention Center Authority, it shall include Small, Minority-Owned, and Woman-Owned Business Enterprises on solicitation mailing lists.

**D. Bonding.** The Convention Center Authority may reduce the level or change the types of bonding normally required, or accept alternative forms of security to the extent reasonably necessary to encourage procurement from Small, Minority-Owned, and Woman-owned Business Enterprises.

**E. Progress Payments.** The Convention Center Authority may make such special provisions for progress payments as deemed reasonably necessary to encourage procurement from Small, Minority-Owned, and Woman-Owned Business Enterprises.

## **VI. PROCUREMENT NONDISCRIMINATION PROGRAM**

It is the policy of the Convention Center Authority to promote full and equal business opportunities for all persons doing business with the Convention Center Authority by increasing the purchase of goods and services from minority and women owned businesses within the Nashville Metropolitan Statistical Area (MSA).

In furtherance of this policy, the Convention Center Authority has adopted the Metropolitan Government of Nashville and Davidson County Procurement Nondiscrimination Program, as set forth by the Metropolitan Code, Chapter 4.46, Procurement Nondiscrimination Program, as it may be deemed applicable by the Board and otherwise amended from time to time. For further information or clarification contact CCA, DBE Manager, Roxianne Bethune [Roxianne.bethune@nashvillemcc.com](mailto:Roxianne.bethune@nashvillemcc.com) or (615)880-1454. See Exhibit B and C.

**Exhibit A**

**Affidavit**

**State of** \_\_\_\_\_  
\_\_\_\_\_

**County of** \_\_\_\_\_

*As used herein, "Offeror" will include publishers/printers, bidders and proposers.*

**Compliance with Laws:** After first being duly sworn according to law, the undersigned (Affiant) states that he/she is presently in compliance with, and will continue to maintain compliance with, all applicable laws. Thus, Affiant states that Offeror has all applicable licenses, including business licenses, copies of which are attached hereto. Finally, Affiant states that Offeror is current on its payment of all applicable gross receipt taxes and personal property taxes.

**Contingent Fees:** In accordance with the Authority's Procurement Policy and the Metropolitan Government's Procurement Code, it is a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a contract with the Authority upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. After first being duly sworn according to law, the undersigned (Affiant) states that the Offeror has not retained anyone in violation of the foregoing.

**Nondiscrimination:** Affiant affirms that by its employment policy, standards and practices it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability and that it is not in violation of and will not violate any applicable laws concerning the employment of individuals with handicaps and/or disabilities. It is the policy of the Metropolitan Government not to discriminate on the basis of age, race, sex, color, religion, national origin or handicap and/or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. Contractor certifies and warrants it will comply with this policy.

**And Further Affiant Sayeth Not:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_.

## Exhibit B

### Convention Center Authority of the Metropolitan Government of Nashville and Davidson County Procurement Nondiscrimination Program Form Submission Procedures

Demonstrating compliance with the Procurement Non-discrimination Program requires the submission of the following forms:

**1. Statement of Good Faith Efforts (GFE)** – This completed form is required at the time of bid/proposal submission. Each of the first three listed statements must be initialed by an authorized company official indicating that the prime contractor has made all of the good faith efforts required by the Procurement Nondiscrimination Program. The first three items on this form must be initialed. Prime contractors should initial any of the additional good faith efforts listed subsequently on the form as they are applicable. Please note that timely outreach should be conducted providing firms adequate and reasonable time to respond.

This form must be signed by a principle of your company and dated.

**2. Statements of Notified and Interested Subcontractors/Vendors** – This completed form is required at the time of bid/proposal submission to provide The Convention Center Authority with information regarding your outreach efforts.

The form should list those firms that have contacted you as well as those with whom you have made contact regarding potential participation on this project. The second section of this form should list the MWBE subcontractors with whom you have decided to work with on this project if awarded.

Also, only MWSVBE firms certified by certifying entities recognized by Metro can be considered for GFE outreach.

**3. Statement of Successful Subcontractors** – Submitted forms should be fully completed and specify the MWSVBE company names, individual(s) contacted, date contacted, M/W/SVBE Certificate Type, dollar value, percentage of total contract value to be awarded, and a description of the work to be performed

**NOTE: Reasons for declining offers made by potential MWSVBE partners must be noted on this form. If a bid was submitted by the MWSVBE, the amount of the bid must be included on this form.**

This form must be signed by a principle of your company and dated.

**4. Letter of Intent to Perform as a Subcontractor/Joint Venture** – This form is to be completed and submitted by the apparent successful participant **by the end of the second business day following notice of intent to award from The Convention Center Authority.** It should specify the names of the MWSVBE's with whom the prime contractor intends to subcontract or joint venture. Additionally it should detail the work to be performed, the total value of the MWSVBE participation on the contract in dollars and percentage and must be signed by both the MWBE subcontractor/joint venture partner AND the prime contractor and dated.

**NOTE: A separate form must be completed for each individual MWSVBE subcontractor/joint venture partner noted on the Statement of Successful Subcontractors.**

**Any additional questions regarding required detail and documentation to demonstrate Procurement Nondiscrimination Program compliance should be directed to the Convention Center Authority DBE Manager at 615-880-1454.**

## GOOD FAITH EFFORT STATEMENT FORM

Subject: Bid/Proposal for: Music City Center Convention  
Center/\_\_\_\_\_

(Name of Project)

**Pursuant to the requirements for Participants under the Procurement Non-Discrimination Program, and in consideration of the privilege to submit Proposals on contracts funded, in whole or in part, by the Music City Center Convention Center Authority, I/We, attest that I/We have made the following efforts to ensure that potential MWSVBE subcontractors were notified of the opportunity to participate as a subcontractor or joint venturer on this project.**

\_\_\_ I/We have made efforts to include MWBE's, certified by certifying entities recognized by the Convention Center Authority, in the procurement process and to ensure that businesses are not discriminated against on the basis of race, ethnicity or gender;

\_\_\_ I/We have delivered appropriate notice to three or more available MWSVBEs certified by certifying entities recognized by the Convention Center Authority for each potential subcontracting or supply category in the Contract and all potential subcontractors or vendors which requested information on the Contract.

\_\_\_ I/We have provided all potential subcontractors or vendors with adequate and timely information as to the plans and specifications of this project as well as information necessary to provide a bid or quote as well as and the last date and time for receipt of price quotations.

**Additionally, \_\_\_\_\_ has made the following Good Faith Efforts to include MWSVBEs as subcontractors or joint venturers on this project.**

\_\_\_ I/We have attended a special meeting called to inform business and individuals of subcontracting or supply opportunities.

\_\_\_ I/We have, in accordance with normal industry practices, divided the contract into economically feasible segments that can be performed by a MWBE.

\_\_\_ I/We have provided a written explanation for rejection of any potential subcontractor or vendor to Convention Center Authority, included the name of the firm proposed to be awarded the subcontract or supply agreement, where price competitiveness is not the reason for rejection.

\_\_\_ I/We have actively solicited, through sending letters or initiating personal contact, MWBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration.

\_\_\_ I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of MWSVBEs for the Music City Center Convention Center Project contract under consideration.

\_\_\_ I/We have advertised in publications of general circulation in the Nashville Metropolitan Statistical Area ("MSA"), trade publications and other media owned by, or otherwise focused or marketed to MWSVBEs, and the advertisement identifies and describes the specific subcontracting or other opportunity in reasonable detail.

\_\_\_\_ I/We have conducted discussions with interested MWBEs in good faith, and provided the same willingness to assist MWBEs as has been extended to any other similarly situated subcontractor.

\_\_\_\_ I/We have taken steps to ensure that all labor supervisors, superintendents, and other onsite supervisory personnel are aware of and carry out the obligation to maintain a nondiscriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work.

\_\_\_\_\_  
Printed Name of Company

\_\_\_\_\_  
Official Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title of Company Official

\_\_\_\_\_  
Full Company Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Area Code/Phone Number

\_\_\_\_\_  
City, State, Zip

Please contact the Convention Center Authority DBE Manager (615) 880-1454 with any questions about information which may be required.

## Letter Of Intent to Perform As A Subcontractor/Joint Venture

This form is to be completed and submitted by the apparent successful participant by the end of the second business day following notice of intent to award.

Proposal for: \_\_\_\_\_  
(Name of Project)

Offeror Name: \_\_\_\_\_

The undersigned has agreed to perform work in connection with the above project as:

a subcontractor  a joint venture

Detailed description of work items to be performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At the following price(s): \_\_\_\_\_

The total value of MWBE participation under this Subcontractor/Joint Venture Agreement is \$: \_\_\_\_\_;  
which is estimated to be: \_\_\_\_ % of the total Proposal.

\_\_\_\_\_  
Signature of Subcontractor/Joint Venturer

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

The undersigned will enter into a written agreement with the above subcontractor for the work described upon award and execution of a contract with The Convention Center Authority of the Metropolitan Government of Nashville and Davidson County.

\_\_\_\_\_  
Signature of Offeror

Printed Name \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





## Exhibit C List of Proposed Small Businesses

Proposer Name: \_\_\_\_\_

Notice: Small businesses listed must be registered with Metropolitan Government of Nashville and Davidson County (Metro) and small business status must be approved by the Metropolitan Government **prior** to proposal submission. Registration can be completed online at: <https://smartrac.nashville.gov/newvendorlogin.aspx>

	Small Business Name	Small Business Address, Phone Number and email address	Industry of Work to be Performed by this Small Business (see <i>Instructions below this table</i> )	Phase in project when Small Business is <b>anticipated</b> to perform work	Minimum <i>Percentage</i> of total contract dollars to be spent with this Small Business
1.					
2.					
3.					
4.					
5.					
6.					

**INSTRUCTIONS:**

**TOTAL** \_\_\_\_\_

- If the proposer is a small business, the proposer should also be included in this list.
- If more than six (6) Small Businesses are to be listed, please attach an additional sheet.
- For the “Industry of Work to be Performed by this Small Business” column, you must enter an Industry listed here: Agriculture, Architectural/Design/Engineering; Educational; Information Systems/Technology; Marketing/Communications/Public Relations; Medical/Healthcare; Forestry, Fishing; Mining; Construction; Manufacturing; Wholesale Trade; Retail Trade; Finance, Insurance, Real Estate; Transportation, Commerce, and Utilities; Service Industry

Submission of a proposal shall constitute Proposer’s representation that neither Proposer nor an officer, agent or employee of Proposer, or the spouse, parent or child of an officer, agent or employee of Proposer, is involved in the ownership, operation or management of any subcontractor claiming status as a small business for purposes of this Proposal and Contract.