Muskegon Community College
Request For Proposal
Lakeshore Fitness Center

SECTION I: Summary

A. Request for Proposal

Muskegon Community College Office of Financial Services seeks proposals from vendors/organizations/firms for the purchase of the Lakeshore Fitness Center.

Sealed proposals will be received either by mail or personal delivery by Monday, September 14, 2020, at 2:00 pm EST. Proposals received after the specified time will not be considered. Proposals shall be sealed and plainly labeled on the outside of the envelope/box with “Lakeshore Fitness Center Proposal” along with the name of the vendor/organization/firm submitting the proposal. It is the sole responsibility of the bidder to assure that their proposal is received by Muskegon Community College prior to the date and time specified. One (1) original and (5) identical copies should be submitted to the following address:

Muskegon Community College
Attention: Mike Council, Purchasing Manager
Financial Services-Room 1044
221 South Quarterline Road
Muskegon, MI 49442

NOTICE: Prospective bidders who have received this document from a source other than the Office of Financial Services should immediately contact the Office and provide their name and mailing address in order to ensure that amendments to the Request for Proposal or other communications are sent to them. Any prospective bidder who fails to provide the Office with this information assumes complete responsibility in the event that they do not receive communications from the Office of Financial Services prior to the closing date.
B. **Background on Muskegon Community College**

Muskegon Community College or (“MCC” or “College”) is a public community college, a political subdivision of the State of Michigan, with a full-time equated student enrollment of approximately 2,900 and unduplicated head count of approximately 6,900. The College has an annual operating budget (general fund) of $37.6 million and employs approximately 225 regular full and part-time staff as well as a significant number of adjunct faculty and student assistants. The College offers 41 associate degree programs and 48 certificate programs. The College’s main campus, located on a 111-acre campus in Muskegon, includes the Hendrik Meijer Library & Information Technology Center, the Bartels-Rode Gymnasium, the Frauenthal Foundation Fine Arts Center with the Overbrook Theater and Art Gallery, the Stevenson Center for Higher Education, the Science Center, the Health and Wellness Center, and the Art and Music Center. MCC also operates extension centers in Ottawa and Newaygo Counties, as well as the Sturrus Technology Center in downtown Muskegon.

**SECTION II: Scope**

A. Muskegon Community College (MCC) is seeking proposals for the purchase of the Lakeshore Fitness Center. The College desires to sell the property to a party who will operate the property as a fitness center, but will consider all proposals that relieve the College of the financial burden of operating the facility.

- **Sell the property to a party who will operate the property as a fitness center** – The College will transfer the property to the purchaser subject to a restrictive covenant that will provide that the property shall be used for the purpose of operating a fitness center and for no other purpose. Each proposal shall be detailed and include the proposed purchase price, the terms and conditions of purchase including, without limitation, all conditions to closing, the proposed due diligence and closing timelines, the proposed allocation of costs and expenses, and a description of how the purchaser intends to operate the property as a fitness center.

- **Other** – The College will also consider other proposals that relieve MCC of the financial burden of owning and operating the Lakeshore Fitness Center. Each proposal must be specific, detailed and relevant and must identify the proposed use of the property. Each proposal must also include the terms and conditions of the offer including, without limitation, the proposed purchase price, the proposed closing timeline, the proposed allocation of costs and expenses, and the proposed post-purchase use of the property.
SECTION III: Proposal Format and Content

A. MCC will accept proposals for the purchase of the Lakeshore Fitness Center until 2:00 p.m. Monday, September 14, 2020. One (1) original and five (5) copies of the proposal are to be submitted to:

Mike Council
Purchasing and Financial Service Manager
Muskegon Community College
221 S Quarterline Road
Muskegon, MI 49442

B. Proposals must adhere to the following format, both in content and sequence. Proposals should be succinct, yet provide adequate detail for objective analysis. By submitting a proposal, each vendor/organization/firm certifies that it understands this RFP and has full knowledge of its scope. Each vendor/organization/firm also certifies that it understands that it will be solely responsible for any and all costs relating to preparation of proposals, including any time involved with oral presentations.

1. **Vendor/Organization/Firm Name and Address**, including local address, telephone number, name of contact person, and date of proposal.

2. **Vendor/Organization/Firm Statistics**
   a) Size of Vendor/Organization/Firm (e.g., gross receipts/revenues, number of employees, number of properties owned/operated, etc.)
   b) Number of years the Vendor/Organization/Firm has been in business.

3. **Vendor/Organization/Firm References** — A minimum of three, but not more than six, shall be documented.

4. **Purchase Price** - State the maximum dollar amount your Vendor/Organization/Firm proposes to pay for the Lakeshore Fitness Center.

5. **Other Terms & Conditions** – State any other conditions to closing, the proposed due diligence and closing timelines, the proposed allocation of costs and expenses, and a description of how the purchaser intends to operate the property as a fitness center or for other proposed uses.

6. **Conclusion** - Provide a brief statement as to why your Vendor/Organization/Firm should be selected for the purchase of the Lakeshore Fitness Center.
SECTION IV: Contacts, Timing, and Administrative Details

A. Contacts

MCC specifically instructs all interested Vendors/Organizations/Firms to restrict all questions regarding this RFP to written or emailed communications forwarded to the above-named RPF Contact Person. All questions and concerns must be received no later than Tuesday, September 8, 2020, at 2:00 p.m. MCC shall have a reasonable amount of time in which to respond to all questions and concerns; however MCC reserves the right to decline to respond to any question.

MCC may, in its sole discretion, respond in writing or by email to written inquiries concerning this RFP, and may email, or mail via U.S. Postal Service its response to all parties recorded by MCC as having received a copy of this RFP. Only MCC responses that are made by formal written Addenda shall be binding. Any verbal responses or written interpretations or clarifications other than Addenda to this RFP shall be without legal effect. Any and all Addenda issued by MCC prior to the submittal deadline shall be and are hereby incorporated as a part of this RFP for all purposes.

B. Timing

1. Proposals must be submitted by 2:00 PM, EST, Monday, September 14, 2020.

2. Oral presentations by final candidates, if deemed necessary by MCC, will take place on September 24-25, 2020.

3. Award notification following October 21, 2020 Board of Trustees meeting, but no later than November 1, 2020.

C. Administrative Details

1. The proposal must be signed and dated by a duly authorized Vendor/Organization/Firm representative.

2. MCC considers all information and documentation requested to be submitted in response to this RFP to be of a non-confidential and non-proprietary nature and therefore shall be subject to public disclosure. Bidders are hereby notified that MCC strictly adheres to all statutes, court decisions, and the opinions of the Michigan Attorney General with respect to disclosure of public information.

3. MCC reserves the right to reject any and all offers, to waive informalities and minor irregularities in offers received, and to request additional information from proposing Vendors/Organizations/Firms.

4. MCC reserves the right to accept the proposal for services deemed to be in the best interests of MCC. The accepted proposal may not necessarily be the highest bid.
SECTION V – Information and Instructions

A. Submission Requirements: The complete original proposal must be submitted in a sealed package and received by September 14, 2020 at 2:00 p.m. EST.

B. Interview: A bidder may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way provide an opportunity to change any proposed price or other material condition. If MCC chooses to entertain presentations, the College will schedule and notify the bidder(s) of the time and location of their presentation.

C. Modifications: In order to more fully meet the needs of the College, Muskegon Community College reserves the right to request that the bidder modify the proposal.

D. Request for Additional Information: The bidder shall furnish such additional information as Muskegon Community College may require.

E. Acceptance/Rejection/Modification to Proposals: Muskegon Community College reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the procedures.

F. Taxes: Muskegon Community College is exempt from Federal, State, and Local Taxes and will not be responsible for any such taxes in connection with the award under this RFP.

G. Evaluation/Award: The evaluation and award of this bid shall be a combination of factors including but not limited to price, other conditions to close, professional competence, references and the correlation of the proposal submitted to the needs of the College, and any other factors considered to be in the College’s best interest. The bid will be awarded to the most responsible, responsive bidder whose proposal, conforming to this solicitation, will be most advantageous to the College, price and other factors considered.

H. Equal Employment Opportunity: It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities or services on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, age, or other prohibitive matters. It is the policy of the College to patronize only those vendors/organizations/firms that demonstrate a commitment to equal opportunity within their own enterprises and abide by Federal and State laws.
SECTION VI: Other Requirements

In order to ensure a uniform review process and obtain the maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

A. Title Page: The bidder should identify the RFP subject, the name of the Vendor/Organization/Firm, local address, telephone number, name and title of contact person and date of submission.

B. Table of Contents: Provide clear identification of the material by section and by page number.

C. Vendor/Organization/Firm History: Information related to the bidders qualifications and resources.
   a. Briefly describe your Vendor/Organization/Firm history, number of employees and years in existence.
   b. Provide details of your Vendor/Organization/Firm financial status and stability.

D. Qualifications and Experience of Staff.

E. References: List at least three (3) client references. (See page 6).

F. Required Forms: Complete and sign all required forms (See page 7). (If applicable)
SECTION VII: List of References

IMPORTANT: This form must be returned with the bid proposal form.

1. Name of Company__________________________
   Address_____________________________________
   Contact Person/Title___________________________
   E-mail Address______________________________
   Telephone Number____________________________

2. Name of Company __________________________
   Address_____________________________________
   Contact Person/Title___________________________
   E-mail Address______________________________
   Telephone Number____________________________

3. Name of Company__________________________
   Address_____________________________________
   Contact Person/Title___________________________
   E-mail Address______________________________
   Telephone Number____________________________
MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
LAKE SHORE FITNESS CENTER

BIDDER’S CERTIFICATION

I have carefully examined the Request for Proposal, Instructions, Terms and Conditions, Scope of Services, Bid forms and all other documents accompanying this proposal.

I propose to furnish the services specified in the Request for Proposal at the prices or rates quoted in my proposal. I agree that my proposal will remain firm for a period of sixty (60) days in order to allow Muskegon Community College adequate time to evaluate the proposals.

I certify that all information contained in this Request for Proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit this proposal on behalf of the vendor/organization/firm and that the vendor/organization/firm is ready, willing and able to perform if awarded this bid/proposal.

I further certify that this bid/proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, firm or corporation submitting a bid/proposal for the same commodity or service; no officer, employee or agent of Muskegon Community College or of any other bidder interested in bid/proposal; and the undersigned executed this bidder’s certification with full knowledge and understanding of the matters contained and was duly authorized to do so.

Name of Vendor/Organization/Firm

Signature

Name & Title

Mailing Address

Telephone Number

E-mail Address

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