

**MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL**

Lakeshore Fitness Center Managed Services

Issue Date: March 23, 2018

Proposals Due Date: April 19, 2018

Optional Walk through: April 10, 2018

Interviews: April 25 and 26, 2018

RFP Coordinator: Amy James
Director of Business Services
Room # 1123
221 S. Quarterline Road
Muskegon, MI 49442
Telephone: (231) 777-0547
Email: amy.james@muskegoncc.edu

FROM THE TIME THIS RFP IS ISSUED UNTIL AWARD NOTIFICATION IS MADE, ALL CONTACT WITH MCC REGARDING THIS RFP MUST BE MADE THROUGH THE MCC RFP COORDINATOR. NO OTHER PERSON/MCC EMPLOYEE IS EMPOWERED TO MAKE BINDING STATEMENTS REGARDING THIS RFP. VIOLATION OF THIS PROVISION MAY LEAD TO DISQUALIFICATION FROM THE BIDDING PROCESS AT MCC'S DISCRETION

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lakeshore Fitness Center Managed Services

TABLE OF CONTENTS

RFP TITLE PAGE..... 1

TABLE OF CONTENTS..... 2

PART I INTRODUCTION..... 4

 A. PURPOSE..... 4

 B. SCOPE OF SERVICES 4

 C. BACKGROUND 5

 D. GENERAL INFORMATION..... 5

 1. Interview..... 5

 2. Modifications..... 5

 3. Request for Additional Information..... 5

 4. Acceptance/Rejection/Modifications to Proposals..... 6

 5. Optional Walk Through..... 6

 6. Questions..... 6

 E. GENERAL TERMS AND CONDITIONS..... 6

 1. Legal Compliance..... 6

 2. Termination..... 6

 3. Manner of Performance..... 6

 F. PROPOSAL FORMAT..... 6

 1. Title Page..... 6

 2. Introductory Letter..... 6

 3. Table of Contents..... 7

 4. Company History..... 7

 5. Cost Sheet 7

 6. References 7

 7. Required Forms 7

 8. Proposer Responsibilities..... 7

 a. Bidder Questions or Clarifications..... 7

 b. Optional Walk Through 7

 c. Proposal Amendments 7

 d. Proposal Rejection 8

 e. Bidder Expenses 8

 f. Instruction and Format Requirements 8

 g. Criteria for Award Consideration 8

 h. Final Contract Documents 8

 i. Freedom of Information Act 8

 j. Anticipated Timeline 8

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lakeshore Fitness Center Managed Services

PART II GENERAL INFORMATION	9
A. EQUAL OPPORTUNITY NOTICE.....	9
B. INSURANCE.....	9
1. Coverage.....	9
2. Evidence of Insurance.....	9
3. Certified Copies of Policies.....	9
4. Commercial General and Umbrella Liability Insurance.....	9
5. Automobile and Umbrella Liability Insurance.....	10
6. Workers Compensation Insurance.....	10
7. Commercial Property Insurance.....	10
8. Professional Liability Insurance.....	10
9. Acceptability of Insurers.....	10
10. No Representation of Coverage Adequacy.....	10
11. Indemnification.....	10
12. Subcontractor Requirements.....	11
13. Cancellation or Reduction in Coverage.....	11
14. Errors and Omission Liability Insurance.....	11
PART III PROPOSAL FORMS	12
A. List of References Form.....	12
B. Proposer’s Certification Form.....	13

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lakeshore Fitness Center Managed Services

PART I INTRODUCTION

A. PURPOSE

Muskegon Community College is seeking a Lakeshore Fitness Center operator that will embrace a high quality public fitness experience, emphasize customer service and maintain the highest standards for public fitness operations. The college is seeking a third-party vendor to manage the facility for a fee. The selected operator will be expected to manage all operations of the Lakeshore Fitness Center in partnership with College staff. It is the sole responsibility of the proposer to assure that their proposal is received by Muskegon Community College prior to the time specified. One (1) original and eight (8) identical copies and an electronic file should be submitted to the following address by 2:00p.m., April 19, 2018:

Muskegon Community College
Attn: Amy James
Room #1123
221 S. Quarterline Rd.
Muskegon, MI 49442

B. SCOPE OF SERVICES

The services desired include, but are not limited to the following:

- * Recruiting and staffing
- * Employee training
- * FF and E procurement and maintenance input
- * Accounting
- * Information technology
- * Sales and marketing
- * Human resources
- * Fitness and wellness programming
- * Customer service

The selected operator must provide sufficient, quality staff with a demonstrated ability to work in harmony with each other, the college staff and administration, and the general public to meet facility goals and customers' expectations. The operator must also provide a qualified fitness staff which is current with fitness and industry practices and trends, to implement current standards of fitness services and to provide knowledgeable health and fitness delivery methods. The selected operator must also provide nationally certified personal trainers and group exercise staff who stay current on fitness standards and trends. The selected operator will work collaboratively with College staff in the development of the Colleges operating and capital budgets and shall prepare monthly updates of the budget status, business performance and future activity plans.

Representatives of the selected operator shall meet at such times as may be required with College officials to review performance under the agreement, review monthly financial reports, and discuss overall management and operation as well as marketing strategies of the center.

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lakeshore Fitness Center Managed Services

C. BACKGROUND

MCC was founded as Muskegon Junior College in 1926, and has been continually accredited by the Higher Learning Commission of North Central Association since 1929. MCC moved to its current campus location, an Alden B. Dow designed facility that opened to the public in 1967.

In 1995, the Stevenson Center for Higher Education opened, comprising a consortium of Ferris State University, Grand Valley State University, and Western Michigan University, designed to increase access to educational opportunities for Muskegon residents. In 2010 the Outdoor Learning Lab, a focal point of green technology and center for MCC's new Alternative and Renewable Energy certificate program opened. MCC is currently located on a 111-acre campus in Muskegon, with extension centers in Fremont, Grand Haven, Newaygo and Whitehall.

In 2013, MCC received approval and funding for a construction and renovation project involving four major areas that include: Science, Technology, Engineering, and Math (STEM) Center, MCC Muskegon Downtown Center, Health and Physical Education Center, and a Creative and Performing Arts Center. According to MCC President, Dr. Dale Nesbary, "Muskegon Community College needs to compete on a national and global level. In addition to meeting crucial student needs, this expansion will also benefit employers and the community at large. It will help attract and retain talented individuals and equip them with the science skills to make them both more effective employees and informed residents, critical to improving the overall health of our communities. Moreover, MCC's growth from approximately 2,000 in the mid-1960s to approximately 5,000 credit-bearing students has led to the need for additional academic space in the STEM fields."

D. GENERAL INFORMATION

Selection of the Vendor will be at the discretion of Muskegon Community College and the College reserves the right to reject any or all proposals. All proposers will be notified whether or not they have been chosen as finalists for an interview and demonstration. After the interview, the selected firm will be recommended to the Board of Trustees for approval.

1. **Interview:** A proposer will 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 fee amount originally proposed. If your company has been chosen as finalists, Muskegon Community College will schedule and notify the Proposer(s) of the time and location of their presentation.
2. **Modifications:** Muskegon Community College reserves the right to request that the proposer modify the proposal to more fully meet the needs of the college.
3. **Request for Additional Information:** The proposer shall furnish such additional information if Muskegon Community College may require.

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lakeshore Fitness Center Managed Services

4. **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.
5. **Optional Walk through:** On April 10, 2018 the proposer will have the opportunity to walk through the Lakeshore Fitness Center and clarify or ask questions on this RFP. Starting promptly at 10:00 a.m. Eastern Standard Time, at 900 W Western Ave. Muskegon MI 49441.
6. **Questions:** Should be addressed to Amy James at amy.james@muskegoncc.edu. All technical questions will be forwarded by Amy to the appropriate staff. All questions received will be answered and then emailed back, and also put on our website.

E. GENERAL TERMS AND CONDITIONS

By submitting a response to this RFP, Bidder agrees to the following terms and conditions:

1. **Legal Compliance:** Work performed and plans produced shall comply with all state, federal and local laws, including but not limited to those related to building, environmental, statutory, legal process, OSHA and the Fair Labor Standards Act.
2. **Termination:** The contract may be terminated by mutual consent of both parties or by Muskegon Community College at its discretion. This contract, if awarded, may be cancelled in whole or in part by Muskegon Community College upon giving at least sixty (60) days written notice prior to cancellation; except that nonperformance on the part of the contractor(s) will be grounds for termination upon fifteen (15) day written notice.
3. **Manner of Performance:** The firm will abide by all State and Federal Regulations on wages and hours of any employee. The firm shall be responsible for all of its employees, subcontractors and their actions during their term of the contract with Muskegon Community College.

F. PROPOSAL FORMAT

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

1. **Title Page:** The proposer should identify the RFP subject, the name of the firm, local address, telephone number, name and title of contact person and date of submission.
2. **Introductory Letter:** Prepare an executive summary stating your understanding of the project and why your firm should be chosen and any general information the proposer wishes MCC to consider about the proposal.

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lakeshore Fitness Center Managed Services

3. **Table of Contents:** Provide clear identification of the material by section and by page number.
4. **Company History:** The proposal should clearly outline the background and experience of the firm and the project team members who will be involved in the project.
 - a. Briefly describe your company's history, number of employees and years in existence.
 - b. Provide details of your company's financial status and stability.
5. **Proposal Cost Sheet.** This section shall include the annual fees to provide the Managed Services described in this RFP and must include any other cost and price information.
6. **References:** List at least three (3) client references. (See attachment)
7. **Required Forms:** Complete and sign all required forms that are included in this RFP and include a copy of your state of Michigan license.
8. **Proposer Responsibilities:** The vendor is responsible for conducting necessary research, visiting the site and becoming familiar with conditions under which the work is to be performed:
 - a) **Bidder Questions or Clarifications.** If any Bidder contemplating submitting a proposal is in doubt as to the true meaning of any part of this RFP, it may submit to MCC a written request for an interpretation thereof. Any interpretation will be made only by an addendum. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a vendor shall be binding. All inquiries regarding this proposal must be written and should be submitted to:

Amy James
Director of Business Services
Room # 1123
221 S. Quarterline Rd.
Muskegon, MI 49442
E-mail: Amy.james@muskegoncc.edu
 - b) **Optional Walk Through.** Optional Walk through: On April 10, 2018 the proposer will have the opportunity to walk through the Lakeshore Fitness Center and clarify or ask questions on this RFP. Starting promptly at 10:00 a.m. Eastern Standard Time, at 900 W Western Ave. Muskegon MI 49441.
 - c) **Proposal Amendments.** MCC reserves the right to amend this RFP without altering the timing requirements indicated. Any changes or addenda to this RFP will be communicated in writing to all Bidders as quickly as possible.

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lakeshore Fitness Center Managed Services

- d) **Proposal Rejection.** MCC reserves the right to reject any Bidder's response for any reason. MCC is under no obligation to award any Bidder the business, and may elect to reject all responses and pursue actions outside of this RFP process.
- e) **Bidder Expenses.** Bidder is solely responsible for any expenses incurred by it for proposal preparation and submission. This includes attendance at personal interviews or other meetings.
- f) **Instruction and Format Requirements.** All proposals should adhere to the instruction and format requirements outlined in this RFP and in all written supplements and amendments (such as summary of Questions and Answers), issued by MCC.
- g) **Criteria for Award Consideration.** Bidders shall take careful note that only materials offered in the proposal, information provided through interviews (if any), and internal Departmental information of previous contract history will be criteria for award consideration. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid for a period of 180 days from the proposal due date.
- h) **Final Contract Documents.** If MCC awards this project to a Bidder, this RFP and the selected Bidder's proposal, including all appendices or attachments, will become part of the final contract.
- i) **Freedom of Information Act.** The content of all proposals, correspondence, addenda, memoranda, working papers and other medium which discloses any aspect of the RFP process shall be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposal(s) and the proposal(s) not selected, and the information in those proposals that a Bidder may consider proprietary in nature. Therefore, MCC makes no representation it can or will maintain the confidentiality of such information. The act of submitting a proposal to MCC shall be construed as understanding and acceptance of this public information disclosure requirement.
- j) **Anticipated Timeline.** Listed below are dates and times of actions related to this RFP:

Action	Date
RFP Issued	March 23, 2018
Optional Walk Through	April 10, 2018 10:00 a.m.
Proposals Due	April 19, 2018 2:00 p.m.
Interviews	April 25 and 26, 2018
Award Notification	May 16, 2018

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lakeshore Fitness Center Managed Services

PART II GENERAL INFORMATION

A. EQUAL OPPORTUNITY NOTICE

Muskegon Community College continues to promote staff diversity, and is an equal opportunity employer. MCC does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, gender identity, transgender status, political persuasion, disability, height, weight, veteran status, age or any other protected class in any of its educational programs, activities or employment. Minorities, women, veterans, and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need an accommodation or assistance in applying for this position, please contact the Human Resources Office.

B. INSURANCE

1. **Coverage.** The selected Provider shall maintain insurance, having the coverage described below and approved by MCC, prior to the contract, and shall maintain such insurance until the contract is terminated according to the prescribed procedures.
2. **Evidence of Insurance.** Prior to taking occupancy, Vendor shall furnish Muskegon Community College, with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. Failure to furnish the required certificate or failure to maintain the required insurance may result in termination of the agreement at Muskegon Community College's option. Any waiver of Vendor's obligation to furnish such certificate or maintain such insurance must be in writing and signed by an authorized representative of Muskegon Community College. Failure of Muskegon Community College to demand such certificate or other evidence of full compliance with these insurance requirements or failure of Muskegon Community College to identify a deficiency from evidence that is provided shall not be construed as a waiver of Vendor's obligation to maintain such insurance, or as a waiver as to the enforcement of any of these provisions at a later date.
3. **Certified Copies of Policies.** Provider shall provide certified copies of all insurance policies required above within ten (10) days of MCC's written request for said copies.
4. **Commercial General and Umbrella Liability Insurance.** Vendor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall be for at least twice the each occurrence limit. CGL insurance shall be written on an occurrence form and shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract, including the tort liability of another assumed in a business contract. "Muskegon Community College, its elected and appointed officials, employees, students, agents and volunteers" shall be included as an insured under the CGL, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to Muskegon

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lakeshore Fitness Center Managed Services

Community College. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract.

5. **Automobile and Umbrella Liability Insurance.** Vendor shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and nonowned autos).
6. **Workers Compensation Insurance.** Vendor shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than the statutory limits required under Michigan law.
7. **Commercial Property Insurance.** Provider may, at its option, purchase business income, extra expense or similar coverage, and in no event shall MCC be liable for any business interruption or other consequential loss sustained by Provider, whether or not it is insured, even if such loss is caused by the negligence of MCC, its elected and appointed officials, employees, students, agents or volunteer. Provider may, at its option, purchase insurance to cover its personal property. In no event shall MCC be liable for any damage to or loss of personal property sustained by Provider, whether or not it is insured, even if such loss is caused by the negligence of MCC, its elected and appointed officials, employees, students, agents and volunteers.
8. **Professional Liability Insurance.** Provider shall maintain in force for the duration of this contract errors and omissions liability insurance appropriate to the Provider's profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the Provider's services as defined in this Agreement. Coverage shall be written subject to limits of not less than \$1,000,000 per loss. If coverage is written on a claims-made basis, the Provider warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this Agreement; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.
9. **Acceptability of Insurers.** All required insurance shall be purchased from insurers acceptable to MCC. MCC shall have the right to reject insurance from an insurer that it deems unacceptable due to poor financial condition or because it is not operating legally.
10. **No Representation of Coverage Adequacy.** By requiring insurance herein, Muskegon Community College does not represent that coverage and limits will necessarily be adequate to protect Vendor, and such coverage and limits shall not be deemed as a limitation on Vendor's liability under the indemnities granted to Muskegon Community College in this contract.
11. **Indemnification.** Neither party is contracting or agreeing to indemnify the other. Muskegon Community College has no authority to agree to indemnify any other party. Statutory and common law theories and principles of indemnification, contribution, and equitable restitution shall govern and apply to claims, actions, causes of action, costs, expenses and losses (including attorneys' fees) resulting from or caused by the actions or omissions of the parties or their employees pursuant to this contract.

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lakeshore Fitness Center Managed Services

12. **Subcontractor Requirements.** Provider agrees to contractually obligate its subcontractors to indemnify MCC in precise conformance to the terms of Provider's obligation to indemnify MCC pursuant to this Agreement. The Provider further agrees to contractually obligate its subcontractors to provide insurance with the insurance coverage's and limits of liability required to be provided by the Provider pursuant to the terms and conditions of this Agreement.
13. **Cancellation or Reduction in Coverage.** In the event of a lapse or reduction in the required coverage's, the Provider shall cease operations and shall not resume operations until new insurance is in force.
14. **Errors and Omission Liability Insurance.** Vendor shall maintain in force for the duration of this contract errors and omissions liability insurance appropriate to the Vendor's profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the contractor's services as defined in this contract. Coverage shall be written subject to limits of not less than \$1,000,000 per loss.

**MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lakeshore Fitness Center Managed Services**

PART III PROPOSAL FORMS

LIST OF REFERENCES

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

1. Name of Company _____
Address _____
Contact Person/Title _____
Telephone Number _____

2. Name of Company _____
Address _____
Contact Person/Title _____
Telephone Number _____

3. Name of Company _____
Address _____
Contact Person/Title _____
Telephone Number _____

Authorized Signature _____

Printed Name and Title

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lakeshore Fitness Center Managed Services

PROPOSER'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 ninety (90) 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/contractor and that the vendor/contractor 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/proposer interested in bid/proposal; and the undersigned executed this bidders/proposers certification with full knowledge and understanding of the matters contained and was duly authorized to do so.

Name of Business _____

Signature _____

Name & Title

Mailing Address

Telephone Number
