



Muskegon Community College

Muskegon Community College Request For Proposals MicroMarket and Vending Machine Operation Services

SECTION I: Summary

A. Request for Proposals

Muskegon Community College Office of Financial Services seeks proposals from vendors/organizations/firms for **MicroMarket and Vending Machine Operation Services**.

Sealed proposals will be received either by mail or personal delivery by **Thursday, April 21, 2022, at 1:30 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 **“MicroMarket and Vending Machine Operation Services”** 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

Electronic Submissions may be made to mike.council@muskegoncc.edu

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

Muskegon Community College (MCC) is seeking proposals to evaluate all possible options for the food service program at Muskegon Community College from qualified full-service vending companies, to provide snack and other food and non-food vending and MicroMarket services. These high-quality services should be unique while being easily identified with the College’s heritage and tradition.

The selected contractor will be expected to create a comprehensive, integrated program offering vended and MicroMarket snacks, coffee, ice cream, food items and other miscellaneous items and products, including healthy and nutritious foods that will increase customer satisfaction by providing quality products and state-of-the-art equipment, while achieving growth and profitability in vending and MicroMarket sales throughout the MCC Campus. Contractor shall work with MCC to support and implement snack vending industry trends and best practices regarding healthy and nutritious snack vending products, as well as campus awareness campaigns and initiatives related to sustainability.

It is the overall intent to provide students, faculty, staff, and patrons of Muskegon Community College with the highest quality products and the most courteous and efficient service possible. In addition, it is the College’s desire to provide quality MicroMarket and vending options at the most reasonable and economical prices possible.

There are 25 vending machines, combination of hot/cold beverages and snack, located on the campuses of Muskegon Community College. This includes Main Campus, James L. Stevenson Center, Arts & Music Building, Health & Wellness Center, Bartels-Rode Gymnasium, Sturrus Technology Center, MCC Ottawa Center, and University Park Golf Course. There is one MicroMarket located on the Main Campus.

Effective college community outreach efforts coupled with appealing atmosphere in the food service unit should satisfy and attract a significant portion of the College community to the food services program. Food services offered shall enhance the quality of life on the campus. The Contractor shall perform in such a way as to contribute to the prestige of the institution by providing the campus with a solid business operation. Successful food operations must gradually evolve (and not remain static) in order to continue to be successful. As a result, receptivity to new ideas should be demonstrated by the contractor's staff. Contractor shall be alerted to changing food service trends, new market forms of food, and changing diet patterns that evolve throughout the food service industry. With input from the institution, methods of food service merchandising, public relations, promotion, and menu presentation in all operations should be continually reviewed to increase usage, improve service, and maximize potential revenues.

The food service program at Muskegon Community College should be designed with the following objectives in mind:

- Nutritionally sound meals
- Environmentally friendly/sustainable food items and packaging
- Timely services
- Prices affordable to Muskegon Community College students
- Varied menu and vending selections
- A collegiate food service environment
- Efficient and sanitary facilities and machines
- Program of facility improvements

As a starting point, the following preliminary timetable has been established for this RFP.

Proposals Due	April 21, 2022
On Campus Oral Presentations	April 27, 2022
Selection Made	May 18, 2022

SECTION III: Proposal Format and Content

- A. MCC will accept proposals until **Thursday, April 21, at 1:30 pm EST**. One (1) original and five (5) copies of the proposal are to be submitted to:

Mike Council
Purchasing and Financial Services 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.
 - c) Community outreach/involvement efforts, with specific details related to COVID-19 protocols.
 3. **Proposal Details** – Include product selection/pricing, equipment information, additional technology/services available.
 4. **Vendor/Organization/Firm References** – A minimum of three, but not more than six, shall be documented.
 5. **Total Cost** – The pricing for this contract will be on a revenue sharing basis. State the maximum dollar amount or percentage amount your Vendor/Organization/Firm proposes to fulfill this request.
 6. **Other Terms & Conditions** – State any other conditions, exclusions, or alternates.

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 RFP Contact Person. All questions and concerns must be received no later than **Thursday, April 14, at 3:00 pm EST.** 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 **Thursday, April 21, 2022, at 1:30 pm EST.**
2. Oral presentations by final candidates, if deemed necessary by MCC, will take place on a date to be determined.
3. Award notification following **Wednesday, May 18, 2022** Board of Trustees meeting, but no later than June 1, 2022.

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 lowest bid.

5. 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.
6. 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) days written notice.
7. 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.

EQUAL OPPORTUNITY NOTICE

It is the policy of MCC 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 MCC to patronize only those firms and Providers that demonstrate a commitment to equal opportunity within their own enterprises and who abide by Federal and State laws.

SECTION V – Information and Instructions

- A. Submission Requirements:** The complete original proposal **must be submitted in a sealed package and received by Thursday, April 21, 2022, at 1:30 pm 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 meet the needs of the College more fully, 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, 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.

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 bidder's 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. Licensing (upon vendor selection):** Vendors proposing a MicroMarket must obtain a Food Retail Facility (FRF) License from the Michigan Department of Agriculture & Rural Development. The vending license will not suffice due to the ability of the public to access MicroMarket facilities.
- F. References:** List at least three (3) client references. (See page 8).
- G. Required Forms:** Complete and sign all required forms (See page 9). (If applicable)

**MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
MicroMarket and Vending Machine Operation Services**

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
MicroMarket and Vending Machine Operation Services

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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Muskegon Community College

CERTIFICATION. REGARDING DEBARMENT, SUSPENSION, & OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency.
2. Have not, within the three-year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default, have ever been on the Prevailing Wage Violator's Registry or are currently being investigated under current name or any DBA's, corporate names, subsidiaries, or other business entities under which you have operated in the last three years; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the bid, been convicted, or had a civil judgment rendered against it.
 - A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction.
 - B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging, or
 - C. For the commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name/Title of Authorized Representative

Name of Participant Agency or Firm

Signature of Authorized Representative

Date

I am unable to certify to the above statement. Attached is my explanation.