



221 South Quarterline Road, Muskegon, MI 49442

**Muskegon Community College
Request For Proposals
Anatomy Virtual Reality Tables**

SECTION I: Summary

A. Request for Proposals

Muskegon Community College Office of Financial Services seeks proposals for two (2) anatomy tables and related accessories as a resource for students in Anatomy and Physiology courses to help improve student success and completion in Anatomy and Physiology.

Sealed proposals will be received either by mail or personal delivery by **September 24, 2025, at 2pm.** 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 “**Anatomy Tables**” 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. 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.

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 2,300 and unduplicated head count of approximately 5,400. The College has an annual Operating Fund budget of \$44 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 Sturris Technology Center in downtown Muskegon.

SECTION II: Scope

Muskegon Community College (MCC) is seeking proposals for

- Two (2) Anatomy Virtual Reality Tables
- Two (2) Workstation Cart
- Ten (10) VR/XR headsets
- One (1) Headset storage cart
- One (1) Headset disinfection cabinet
- Related software
- Delivery and installation
- Faculty training
- Three-year license, warranty, and support

SECTION III: Proposal Format and Content

- A. MCC will accept proposals until **September 24, 2025 at noon**. 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.

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.

1. 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.
2. Table of Contents: Provide clear identification of the material by section and by page number.
3. 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.
4. Complete detailed pricing for requested goods and services.
5. References: List at least three (3) client/customer references. (See Schedule A).
6. Required Forms: Complete and sign all required forms (See Schedules B and C).

SECTION IV: SUBMISSION INSTRUCTIONS

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

1. **Anticipated Timeline.** Listed below are dates and times of actions related to this RFP:

Action	Date
RFP Issued	Monday, September 8, 2025, 8am
Deadline for Receiving Questions	Monday, September 15, 2025, 5pm
Responses to Questions:	Wednesday, September 17, 2025 EOD (5pm)
Proposal Due:	Monday, September 24, 2025, 2pm
Selection of Vendor	Wednesday, October 15, 2025

Late submissions will not be considered.

2. **Submission Format**

- Electronic submissions are preferred and must be sent to Mike.Council@muskegoncc.edu
- If submitting in hard copy, send 3 copies to:

Muskegon Community College
Attn: Mike Council
Room # 1044B
221 S. Quarterline Rd.
Muskegon, MI 49442

3. **Proposer Questions or Clarifications.** If any Proposer 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. 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 emailed to Mike.Council@muskegoncc.edu.
4. **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 Proposers as quickly as possible.

5. **Proposal Rejection.** MCC reserves the right to reject any Proposer's response for any reason. MCC is under no obligation to award any Proposer the business, and may elect to reject all responses and pursue actions outside of this RFP process.
6. **Proposer Expenses.** Proposer is solely responsible for any expenses incurred by it for proposal preparation and submission. This includes attendance at personal interviews or other meetings.
7. **Selection Process.** The selection process will be performed by a selection committee representing the Muskegon Community College's Physical Plant and Administration. This group will evaluate the proposals and make the final recommendation.
8. **Contract Awarded and Pricing Structure.** Proposals are to include the fees/hourly rates for design, engineering and construction management.
9. **Duration of Offer.** All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal is due, unless extended by mutual written agreement between Muskegon Community College and the vendor.
10. **Review Final Contract Documents.** If MCC awards this project to a Proposer, this RFP and the selected Proposer's proposal, including all appendices or attachments, will become part of the final contract.
11. **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 Proposer 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.
12. **Equal Opportunity Notice.** 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, gender identity, transgender status, political persuasion, disability, height, weight, veteran status, age or any other protected class. It is the policy of the College to patronize only those companies and vendors that demonstrate a commitment to equal opportunity within their own enterprises and abide by Federal and State laws.

SECTION V: FINAL CONTRACT

Following the award, MCC and the selected vendor will negotiate the terms of the definitive contract. In the event that an acceptable contract cannot be reached with the selected vendor, MCC may withdraw its award and negotiate with the next highest ranked Proposer, and so on, until an acceptable contract has been finalized. Alternatively, MCC may cancel the RFP, at its sole discretion.

The definitive contract shall, at a minimum, contain the following terms:

1. This is not an agreement of employment or partnership of the selected vendor or any of its employees by MCC. The vendor is an independent contractor for all purposes under this Agreement.
2. The selected vendor shall perform its services in a professional manner and shall use only qualified and experienced personnel.
3. The selected vendor agrees to maintain at all times, adequate staff of experienced and qualified employees for efficient performance under this Agreement.
4. The selected vendor agrees that all personnel working for or on its behalf, while on MCC's premises, shall obey the rules and regulations that are established by MCC, and shall comply with the reasonable directions of MCC's managerial staff.
5. The selected vendor shall be responsible for all damages to persons or property caused by the vendor or any of its agents or employees while on MCC's premises. The vendor shall promptly repair, to the specifications of MCC, any damage that it, or its employees or agents, may cause to MCC's premises or equipment. If the vendor fails to do so, MCC may repair such damage and the vendor shall reimburse MCC promptly for the cost of repair.
6. The vendor agrees that, in the event of an accident of any kind, the vendor will immediately notify MCC's contact person and thereafter, if requested, furnish a full-written report of such accident.
7. MCC shall have no responsibility for the loss, theft, disappearance of, or damage to equipment, tools, materials, supplies, and other personal property of the vendor or its employees or subcontractors.
8. The contract may be terminated by mutual consent of both parties or by MCC at its discretion. This contract, if awarded, may be cancelled in whole or in part by MCC upon giving at least sixty (60) days written notice prior to cancellation; except that nonperformance on the part of the vendor will be grounds for termination. Termination will take place within fifteen (15) days of notification.
9. All prices for the vendor's goods and/or services hereunder are firm for the term of this Agreement. MCC shall pay the vendor for satisfactory delivery of goods and /or performance of the services specified in this Agreement, and any related addenda.

10. The vendor will abide by all State and Federal Regulations on wages and hours of any employee. The vendor shall be responsible for all of its employees, subcontractors and their actions during their term of the contract with MCC. The vendor shall keep current all licenses and permits.

**MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Anatomy VR Tables**

SCHEDULE A

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 _____

Schedule B

**MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
ANATOMY TABLES**

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_____

Schedule C

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 the above statement. Attached is my explanation.