



THE BUSINESS DEVELOPMENT OFFICE

The University of the West Indies, Mona, Kingston 7; Tel: (876) 977-6797, 977-6874 Fax: (876) 977-6748

THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS

REQUEST FOR PROPOSALS FOR A CAFÉ IN THE UNIVERSITY BOOKSHOP

RFP Issue Date: September 26, 2022

Site Visits: Tuesdays and Thursdays, 10:00 a.m. or 2:00 p.m.

Proposals Due: October 21, 2022

Prepared by: The University of the West Indies, Mona, Business Development Office

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**REQUEST FOR PROPOSALS
FOR A CAFÉ IN THE UNIVERSITY BOOKSHOP**

1. Invitation

The University of the West Indies, Mona, through the Business Development Office, requests proposals from qualified “Proposers” for the use of **up to 850 square foot of space** (see layout at Appendix I) at the University Bookshop, Mona Campus, (see location at Appendix II) to build out, equip, and operate a Café within the University Bookshop.

The arrangement will be under a lease agreement, the duration to be agreed.

The space provided will be solely used for a café. Cooking with an open flame or the distribution of cooked meals (e.g. ‘box lunch’) will not be allowed in the space.

2. RFP Submission Procedure

Proposals, along with supporting documents, will be received by the Business Development Office, The University of the West Indies, Mona Campus, up to **3:00 p.m. on Friday, October 21, 2022**. Only proposals received within the specified date and time will be evaluated. Proposals can be emailed to bdo@uwimona.edu.jm or dropped off in person along with proof of payment.

If submitting in person, the proposal must be submitted **in duplicate** in a sealed envelope to:

The University of the West Indies, Mona
Business Development Office
12A Ring Road
Mona Campus, Kingston 7

The sealed envelope should be clearly marked as “RFP – Space at The University Bookshop”.

A non-refundable fee of Seven Thousand Dollars (\$7,000.00) is payable on the date the proposal is submitted. Personal cheques will not be accepted. Payment should be made at the UWI Mona Bursary cashier to:

F: 224001; O: 1005; A: 540001; P: 61

The University of the West Indies, Mona reserves the right to accept or reject any or all proposals.

a. Revisions to the RFP:

Any revision to the RFP will be made available to all potential respondents. These revisions will be referred to as Addenda to the RFP. Where possible the University will use email addresses to direct this information.

3. Site Visits

Site visits will be held on Tuesdays and Thursdays at 10:00 a.m. or 2:00 p.m. subject to requests from interested parties. **All requests for site visits must be placed in writing to bdo@uwimona.edu.jm at least 24 hours before the intended date/time.**

4. Questions and Answers

Any questions concerning this RFP must be submitted in writing to the Business Development Office (BDO) either to the office or via email at bdo@uwimona.edu.jm.

Only questions submitted as described above will be answered by the BDO.

5. Interviews

The University may conduct interviews with some or all proposers prior to any selection. The date(s) for the interview(s) will be communicated at least seven (7) working days in advance.

6. General Information

The Mona Campus student population is over 16,500 students of which nearly 12,500 are commuting and the rest are residents. There are twelve halls of residence with capacity for over 4,000 resident students. The faculty, staff and service contractor population is around 3,000 on the campus. There are also other related and third-party entities on the Mona Campus.

7. Scope of Services and Requirements

- All food establishments on the Mona Campus are governed by the Food Establishments and Service Policy (www.mona.uwi.edu/fesp/). The approval process therein guides this RFP process and outlines how the campus will engage the operators concerning food safety practices going forward.
- The proposer shall provide detailed information concerning the proposed changes to the space as well as the intended use subsequent to the renovation.
- The Proposer shall be the licensed Operator of the Proposed Business with at least 5 years' experience in the services to be offered by the **new operation**. The Proposer must have evidence of formal training, qualifications, and hands-on experience in the field. All other providers of service in the establishment must have valid licenses and evidence of training in the area of work to be performed.
- There must be evidence of sufficient staff in order to provide reasonable, prompt and efficient services to meet customer demand at prices similar to those of other businesses in the surrounding communities.

8. Other Requirements of the Successful Proposer

The successful candidate must possess excellent customer service skills, and a high level of sensitivity to and understanding of students' needs and lifestyle.

The successful Proposer, at his/her own expense, will be expected to:

- Build out the space within the University Bookshop, and carry out all necessary exterior and/or interior improvements to the leased space
- Obtain all equipment, carry out any installation and subsequent maintenance of the leased space and equipment
- Obtain all required licenses, permits and insurance for the operation of the business

9. Lease Term

The lease term will be contingent upon the level of the financial investment. The maximum initial term is five years with an option to renew based on certain conditions being fulfilled. The option to renew shall take into consideration the Tenant's history of compliance including payments under the Lease Agreement.

10. Rent & Contribution to Common Area Maintenance (Referred to as "Rental")

The Rental shall include the rent for the space and the Contribution to Common Area Maintenance.

In the first year, the Tenant shall pay Rental of a negotiated amount per month. The rental shall include the Contribution to Common Area Maintenance. This rental shall be applicable for the first 12 months after the commencement of the rent, increasing thereafter on the anniversary date.

Contribution to Common Area Maintenance shall include parking space(s) for the Tenant, common area utilities, various janitorial services for common areas, maintenance of garden areas in and around the property, and general security.

Rental shall be paid in advance on the first day of each month (excluding Saturday, Sunday and public holidays in Jamaica in which case payment should be made on the first business day of the month).

A security deposit equivalent to a minimum of two months rental shall be paid in advance.

11. Utilities

For the account of the tenant.

12. Hours of Operation

Hours of operation shall be developed to meet the needs of the campus community and the proposed clients of the entity and throughout the year, including the academic holidays, as determined by mutual agreement between the UWI and Tenant. Initial hours of operation shall be set and then, if approved by the Landlord, may be adjusted at a later date based on customer demand and other relevant factors.

Other retail operations on the Campus are generally open throughout the year including some holidays with adjustments being made to their operating schedules for breaks and holidays according to operational requirements.

An outline of the current semester's calendar is appended for reference (Appendix III).

13. Proposal Requirements

Proposals should provide a concise description of the Proposer's offer to meet the requirements of the RFP. The information below is required and must be submitted fully for the proposal to be considered complete and for evaluation. If for any valid reason a Proposer cannot provide the required information, that reason must be stated in the Proposal response.

The Proposer is expected to respond to the RFP in the order that the information is requested which is as follows:

- a) Contact details
 - i. If it is a sole proprietor, the name, address, phone number(s) and email address of the Proposer. (If the successful applicant is a sole proprietor, he/she will be expected to be registered with the Companies Office of Jamaica.)
 - ii. If the Proposer is a legal operating entity such as a company/partnership, provide the name, registered and operating address, phone number(s), email address of the operating company/business and the shareholding breakdown. The same information must be provided for each of its owners/directors of the company/business. The name of the contact person for discussions regarding the proposal must be stated. It is expected that the operator of the business will be the majority shareholder.
- b) The details of the extent of experience and qualifications in the operation of the proposed business. This should include but not be limited to:
 - i. Copy(ies) of the owner/operator's valid license(s).
 - ii. Copy(ies) of all diplomas or certificates obtained for training by a professional training institution as well as workshops, seminars and professional related trade events, etc. attended during the last three years.
 - iii. A list of the entities and the addresses you have operated or worked. Provide details on length of time, name(s) and address(es) of owner(s).
- c) Recommendations/References as follows:
 - i. At least three (3) from clients
 - ii. At least three (3) from suppliers, where you have previously operated your own business
 - iii. A bank reference(Recommendations/references must contain contact information)
- d) A description of the proposed operation.

This should include the organizational structure of the business and the plan for the proposed management and staffing. It should be clearly stated where the staffing is available and where it will be new. Where staffing is available, the support documentation for the individuals such as a valid licenses, certificates, should be included.

- e) A detailed menu and price list
- f) A marketing and promotional plan appropriate for a modern university environment which should include a description of the advertising, marketing, promotion and general approach to the café's offerings.
- g) Proposed hours of operation
- h) A complete description of the proposed space improvements including drawing(s) of the proposed layout/décor
- i) A complete equipment list and an indication of new or used. Any specific utility requirements must be outlined in the proposal
- j) Estimate of total project costs for the interior improvement, fixtures and equipment
- k) Estimated project schedule for completion of improvements, staff training etc. to begin operation of the business.
- l) Source(s) of funding to finance the project
- m) Financial statements (must be provided)
 - i. For a sole proprietorship, a most recent Financial Statement of Affairs verified by a qualified accountant
 - ii. Where the operation is a company, audited/certified accounts for the last two – three years of operation. Certification/Audit will only be accepted from a certified accountant.

Where necessary a report or other documentation to adequately demonstrate the Proposer's financial position can be included.

- n) A description of your internal accounting program for:
 - Method of recording, checking and reporting sales
 - Staff accounting controls
 - Inventory control
 - Internal control of cash handling
 - Internal audit system and frequency

Failure to comply with the requirements of this RFP will result in the automatic disqualification of a submission from further consideration.

14. Basis of Proposal Evaluation

The University will enter a lease arrangement with the proposer whose proposal is deemed to be in the best interest of the University. Factors to be considered are as follows:

- i. Experience and training of owner, staff
- ii. Financial capacity of the Proposer to guarantee performance

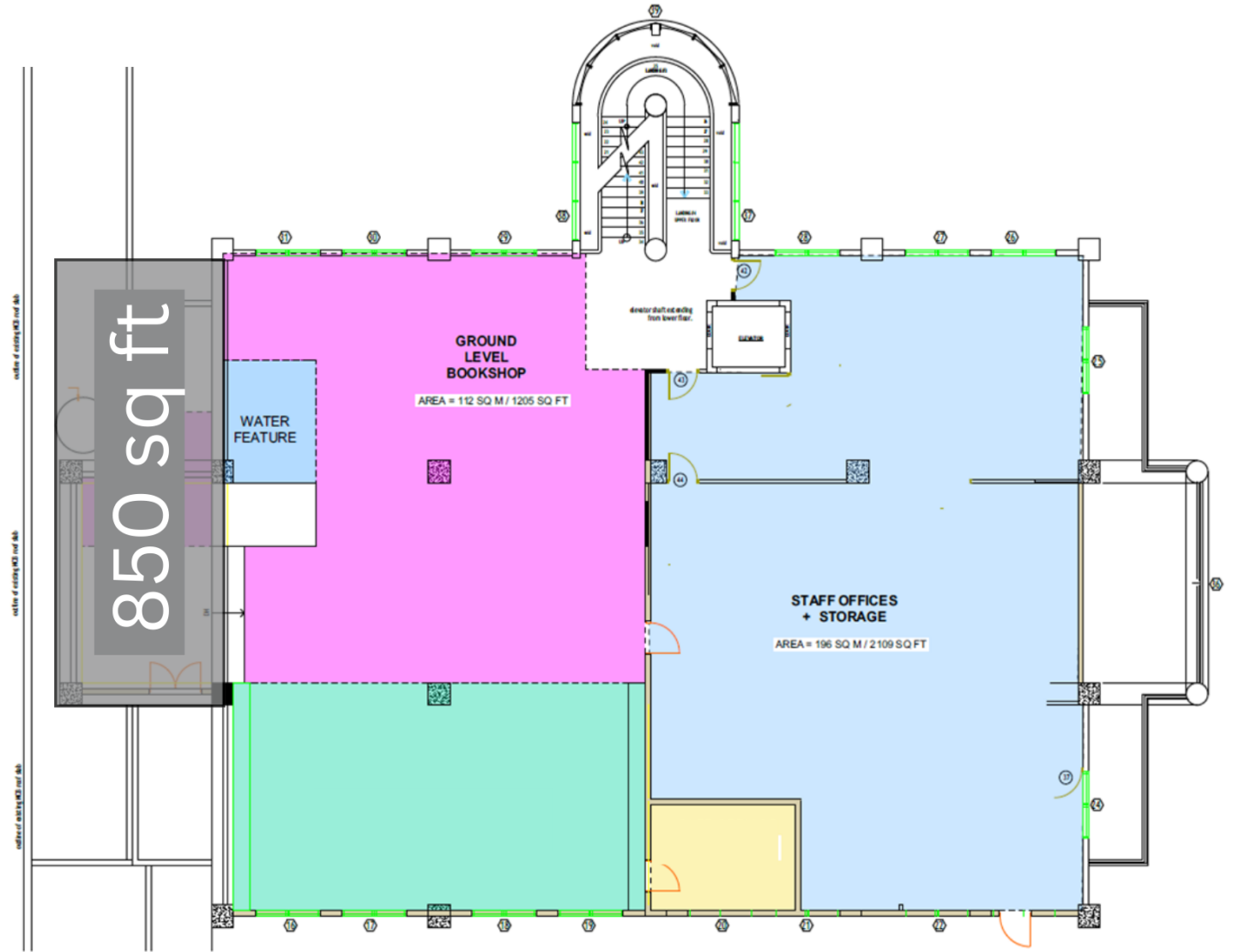
- iii. Variety of the proposed menu and its relevance in meeting the needs of the campus community
- iv. Schedule of fees to be charged to customers
- v. Strength of references
- vi. Knowledge of Public Health (Food Handling) Regulations and Health and Safety and the FESP
- vii. Provision of relevant documentation

Business Development Office

Appendix I Layout of Proposed Café

UWI BOOKSHOP
GROUND FLOOR LEVEL

USABLE FLOOR AREA = 425 M² / 4575 SF



NB. Drawing prepared by the Campus Projects Office.

Appendix II Location of the University Bookshop



Appendix III
The UWI, Mona Campus Academic Calendar – Semester I 2022/2023

Semester I Dates 2022/2023

Semester I Begins	-	Sunday, August 28, 2022
Teaching begins	-	Monday, September 5, 2022
Teaching ends	-	Friday, November 25, 2022
Review/study week	-	Sunday, November 27, 2022 - Saturday, December 3, 2022
Examinations	-	Monday, December 5 – Thursday, December 22, 2022
Semester I Ends	-	Tuesday, December 22, 2022

Semester II Dates 2022/2023

Semester II Begins	-	Sunday, January 15, 2023
Teaching begins	-	Monday, January 16, 2023
Teaching ends	-	Friday, April 14, 2023
Review/study week	-	Sunday, April 16 – Sunday April 23, 2023
Examinations	-	Monday, April 24 – Friday May 12, 2023
Semester II Ends	-	Friday, May 12, 2023