



# **THE BUSINESS DEVELOPMENT OFFICE**

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

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## **THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS**

### **REQUEST FOR PROPOSALS TO RENOVATE OR REBUILD THE STRUCTURE AT THE OLD HOMEWORK CENTRE PROPERTY AND OPERATE A BUSINESS AT THE UWI, MONA CAMPUS**

**RFP Issue Date:** December 17, 2021

**Site Visits:** Tuesdays and Thursdays, 10:00am or 2:00pm

**Proposals Due:** July 31, 2022

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

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**REQUEST FOR PROPOSALS  
TO RENOVATE OR REBUILD THE STRUCTURE AT THE OLD HOMEWORK  
CENTRE PROPERTY AND OPERATE A BUSINESS AT THE UWI, MONA CAMPUS**

**1. Invitation**

The University of the West Indies, Mona, through the Business Development Office, requests proposals from qualified “Proposers” to either build, redevelop or fully renovate at the client’s expense the facility identified herein as the Old Homework Centre (see the location shown in Appendix I). Any new facility is envisioned to provide service to clients, including members of the University community (students, faculty, staff and guests on the Campus), as well as, members of the public who are clients or prospective clients of the entity.

The arrangement will be under a Build, Operate and Transfer (BOT) agreement for a building that is approximately 1,330 sq. ft. on a demarked property of approximately 10,726 sq. ft., including paved parking (Appendix IIa and IIb). **Despite the state of the wooden structure (Old Homework Centre) on the land, the facility/lot does have all the functional utilities services, including water, electricity and sewage.**

The proposed project and respective scope of activities should be mindful of the 2018 Campus Master Plan (*areas suggested for Institutes/Community*) or similar purposes. Additionally, proposers must be cognizant that while they have an option to demolish the building, as a part of the Gibraltar Historical Camp, the UWI requires the successful bidder to work with the Heritage Committee and Signage subcommittee to incorporate an appropriate commemorative symbol for the area

In advance of any construction (demolishing, rebuilding, renovation or rehabilitation) a letter of agreement outlining the terms of a lease for the resulting square footage designated for the operation of the business will be executed.

**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 Thursday, March 31, 2022**. Only proposals received within the specified date and time will be evaluated.

The proposal must be submitted to [bdo@uwimona.edu.jm](mailto:bdo@uwimona.edu.jm) or **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 – Old Homework Centre Building”

A non-refundable fee of Fifteen Thousand Dollars (\$15,000.00) is payable on the date the proposal is submitted. Personal cheques will not be accepted. The amount should be paid at The UWI Mona Bursary cashier using the following account details:

*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 sites visits must be placed in writing to [bdo@uwimona.edu.jm](mailto: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](mailto: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 a week (7) workings days in advance.

**6. General Information**

When the Mona Campus is at 100% face to face classes, the 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**

- The proposer shall provide detailed information concerning the proposed changes to the Building and Property as well as the intended use subsequent to redevelopment, renovation or rehabilitation.
- 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:

- Obtain all equipment, carry out any installation and subsequent maintenance and provide internal security at the Premises.
- Carry out all exterior and interior improvements to the Premises
- 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 payment 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 spaces for the Tenants and clients in the Tenants Car Park, 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**

In addition to its monthly rent, the Tenant shall be responsible for the cost of all utility consumption in its Premises.

**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 academic 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. References should also be provided.
- e) A detailed list of the proposed services to be provided and schedule of fees for the services

- 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 providing the services specified
- 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.

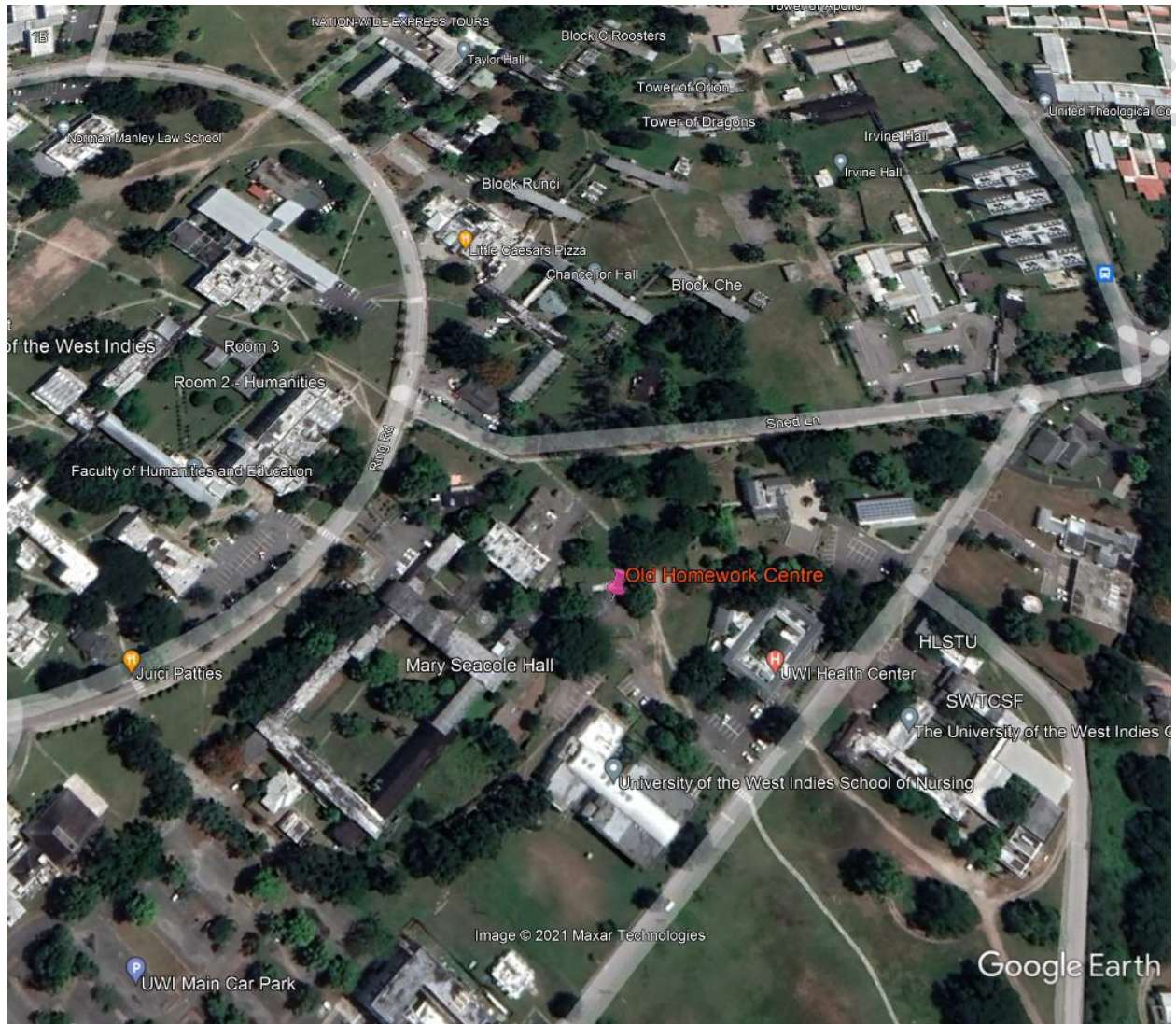
#### **14. Basis of Proposal Evaluation**

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 services 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. Provision of relevant documentation

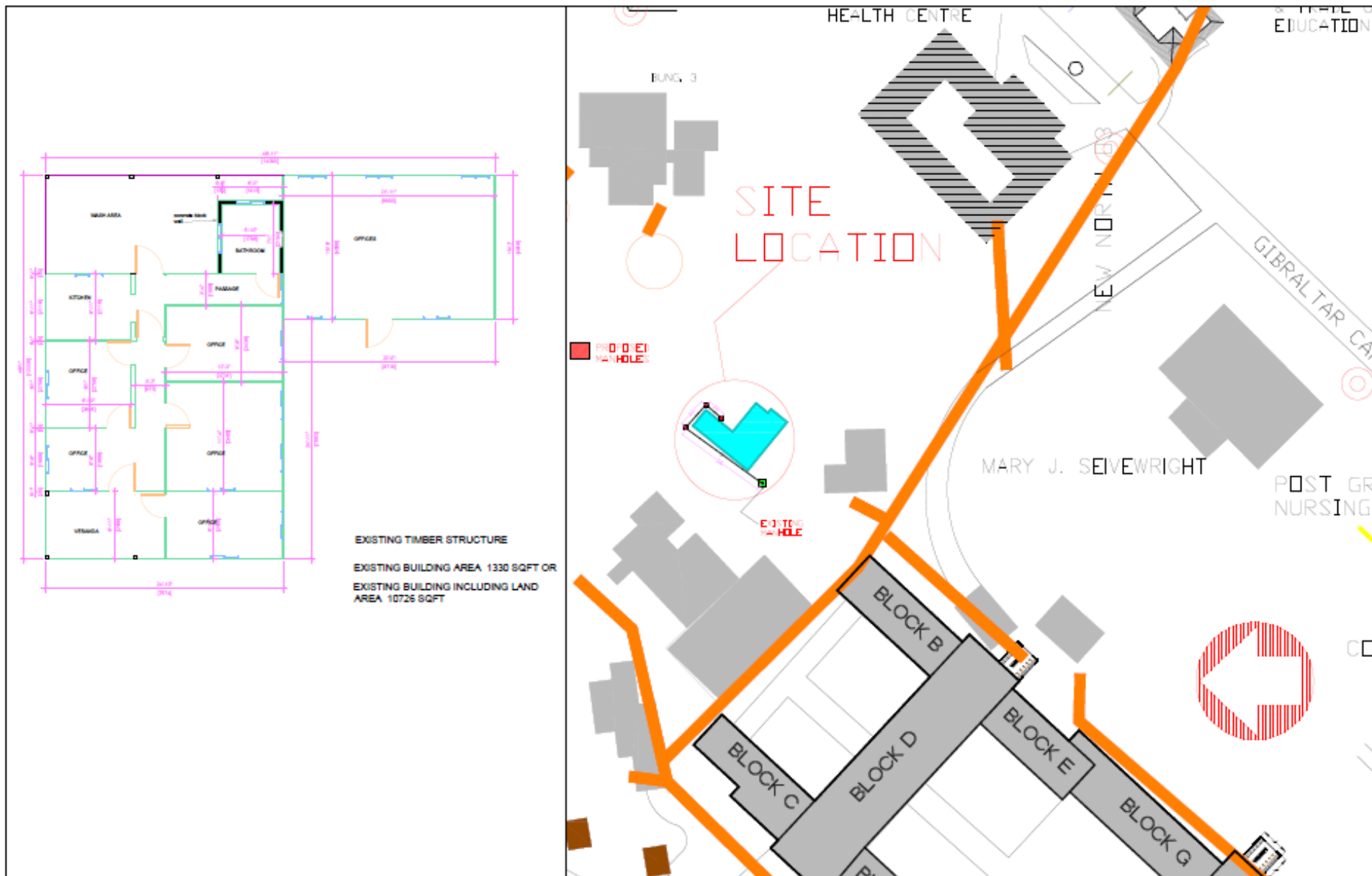


## Appendix I Location of the Old Homework Centre

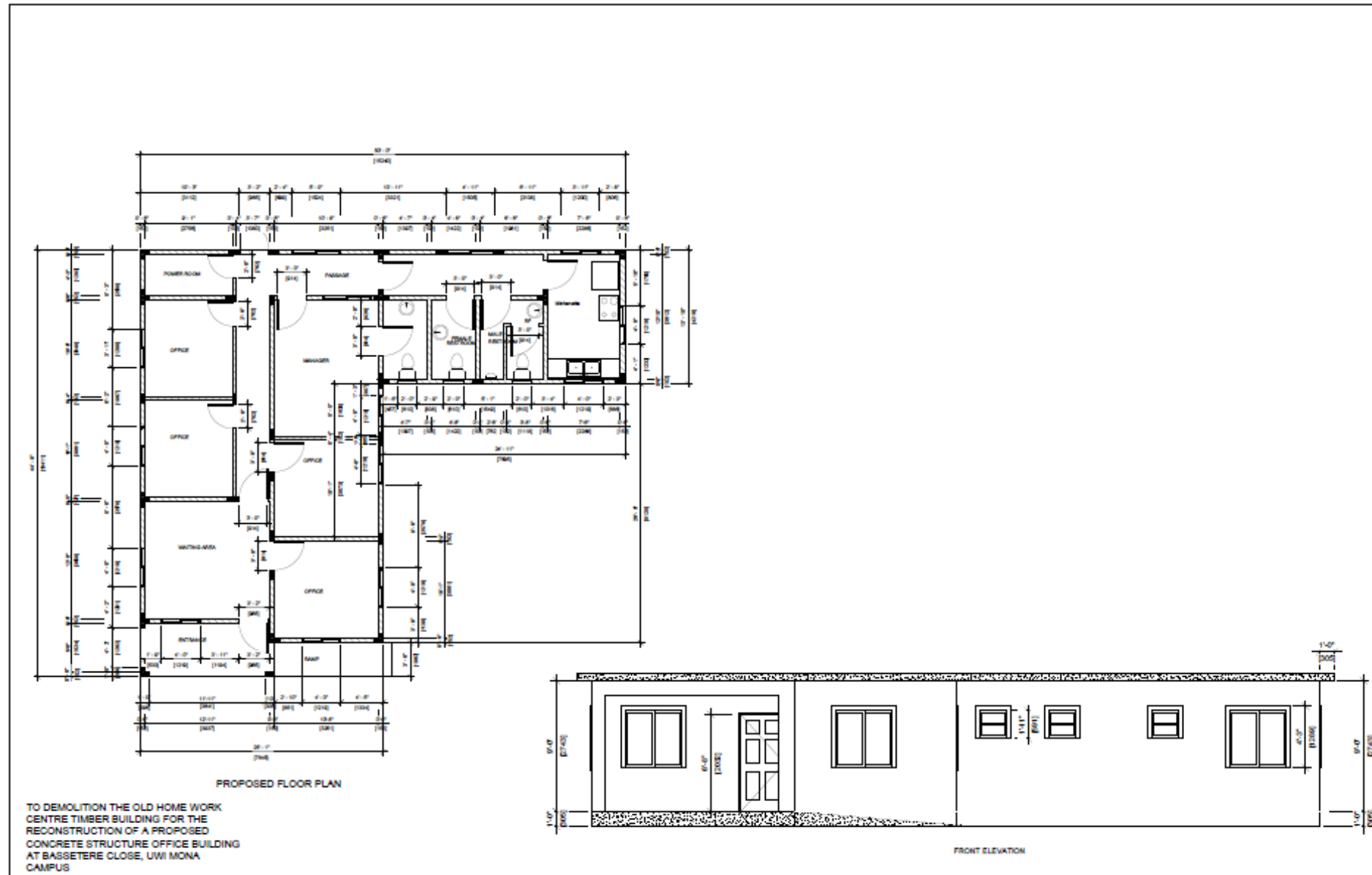




Appendix IIa. Technical Drawings for the Old Homework Centre prepared by EMD – Site Location Map



Appendix IIb. Technical Drawings for the Old Homework Centre prepared by EMD – Floor Plan



**Appendix III**  
**The UWI, Mona Campus Academic Calendar 2021/2022**

**Semester I Dates 2021/2022**

Semester I begins	-	Sunday August 29, 2021
Teaching begins	-	Monday September 06, 2021
Teaching ends	-	Friday November 26, 2021
Review Week	-	November 28–December 4, 2021
Examinations	-	December 06–December 22, 2021
Semester I ends	-	Wednesday December 22, 2021

**Semester II Dates 2021/2022**

Semester II begins	-	Sunday January 16, 2022
Teaching begins	-	Monday January 17, 2022
Teaching ends	-	Friday April 8, 2022
Review Week	-	Monday April 10–Friday April 15, 2022
Examinations	-	Tuesday April 19–Friday May 13, 2022
Semester II ends	-	Friday May 13, 2022