THE BENEDICT COLLEGE 
BARBER SHOP AND BEAUTY SALON 

Request for 
Proposal RFP 

Date:  May 26, 2015 

Response Deadline: 

June 26, 2015 

Send Hard Copies and CD’s to: 

Benedict College 
Attn: Bridget Jones 
1600 Harden Street 
Columbia, S.C. 29204 

Pre-Bid Site Visit/Pre-Proposal Meeting will be held, June 30, 2015, 10:00 a.m. at the Barber and Salon site located on the Second floor of the Swinton Center 

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of the proposal and certify that I am authorized to submit this proposal. 

Authorized Signature (Print)  
Authorized Signature w/ Title  
E-mail Address
I. Introduction

The Benedict College will receive sealed proposals for the management, operation, and leasing of the 1,242 sq.ft. Barber Shop and Salon facility located in the Swinton Student Center on the campus of Benedict College.

NOTICE IS HEREBY GIVEN that Benedict College’s intent for this Request for Proposal is to obtain proposals and services of State-board licensed, qualified, and certified hair care professionals, stylist, and business owners. All offerors shall be able to provide professional services to operate the barber shop/salon according to applicable state health licensing and local business permitting standards.

The site visit and pre-proposal meeting will be held at 10:00am on September ____, 2014 at the Barber and Salon site located on the Second floor of the Swinton Center. If you have additional questions please contact Bridgett Jones at 803.705.4545 or by email at jonesb@benedict.edu.

II. Scope/Statement of Work

Operate and manage, consistent with state-health and licensing standards, a full service barber shop and hair salon located on the campus of Benedict College.

The scope of work includes, but is not limited to:

1. Providing personnel (licensed barbers, stylists, nail techs, estheticians, etc..) to operate the facility
2. Hiring and managing personnel within the facility
3. Providing copies of all contracts between offeror and personnel to Benedict College
4. Acquiring the appropriate licensure and required permits to operate and manage barber shop/salon facility
5. Cleaning facility and providing safe, sanitary facility for hair care services
6. Issue a monthly report to Benedict College detailing gross revenue and income
7. Issue an annual report to Benedict College detailing annual income of the facility
8. Promptly communicate to Benedict College any material information about the operation of the barber shop/salon
9. Provide Benedict College with such reports and information as may be usual and customary in the operation of a barber shop/salon being managed and operated by one entity in a location provided by another.
10. Develop a training program for Benedict’s students interested in pursuing barber and/or stylist license and work with South Carolina State Board of Cosmetology and Barber Examiners to develop a curriculum where students can obtain credit for license.
III. **Response Requirements**

Written proposals shall include all of the information required in this Request for Proposals, and include any additional information that the respondent deems pertinent to the understanding and evaluation of the proposal.

A. **Respondent’s Profile, Relevant Experience and Qualifications**

1. Company overview (including State of Incorporation and Certificate of Existence)
2. Address of the primary office
3. List of all offices and their addresses
4. Website address
5. Number of employees
6. Name of primary contact  
   a. Address  
   b. Telephone number  
   c. Email  
7. Qualifications/experience of the primary contact and other pertinent personnel who would be assigned to this project  
8. Primary services of assigned personnel  
9. Number of years that the company has provided this service  
10. Respondent must be currently licensed in the State of South Carolina to operate a barbershop and/or salon  
11. Respondent must be insured with a minimum of one (1) million dollars liability-proof insurance required  
12. Respondent must have the capabilities of providing personnel for specialty services to meet the market-based needs of the students of Benedict College  
13. Respondent must have capabilities of coordinating with South Carolina State Board of Cosmetology and Barber Examiners to develop a curriculum where students can obtain credit for license.

B. **Scope / Statement of Work**

Vendors shall submit a description of how the services outlined in the scope of work will be provided

C. **Proposed Income to Benedict College**

All Respondents must provide a complete and detailed list of proposed income derived from use of this fully turn-key space to Benedict College (including, but not limited to any of the following or combination thereof: rental income, revenue sharing, etc.)

IV. **Submittal Format**

Respondents should submit four (4) hard copies of the proposal.
A. **Cover Letter**

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work included in the proposal and should identify all materials and enclosures being forwarded in response to the RFP.

B. **Executive Summary**

The purpose of the Executive Summary of the proposal is to provide a high-level description of the respondent’s ability to meet the requirements of the RFP.

C. **Respondent’s Profile, Relevant Experience and Qualifications**

As outlined in Section III above

D. **Scope/ Statement of Work**

As outlined in Section II above

V. **Oral and Written Qualifications**

Respondents may be required to make oral presentations or written clarifications of their proposals to ensure a thorough mutual understanding of the proposed work. Benedict College will initiate any requests for clarification.

VI. **Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday, May 19, 2015</td>
<td>RFP Released</td>
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<tr>
<td>Tuesday, June 2, 2015, 10:00 a.m.</td>
<td>Pre-Bid Meeting</td>
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<tr>
<td>Tuesday, July 16, 2015</td>
<td>Proposals due by 3:00 p.m.</td>
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VII. **Selection Process**

Benedict College will conduct a formal selection process to determine the best qualified respondent that meets Benedict College’s needs. Benedict College staff will review all of the proposals and will determine the successful respondent based on a variety of criteria including, but not limited to, qualifications and experience of the respondent and the income to Benedict College. The table below outlines criteria that will be considered in selecting a successful respondent.

Staff may invite short-listed respondents for interviews to help select the best proposal.

The highest rated respondent will enter into contract negotiations with Benedict College.

When services and fees are agreed upon, the selected respondent will be recommended for approval. If negotiations are not successful, Benedict College will enter into negotiations with the next rated respondent or respondents until an agreement for services and fees acceptable to Benedict College and respondent are reached.

This RFP does not commit Benedict College to pay for direct or indirect costs incurred in the preparation or presentation of a response. All respondents will pay the costs incurred in preparing their proposals, making presentations, participating in interviews and for travel and accommodations.

Benedict College reserves the right to accept or reject proposals in part or in their entirety.

<table>
<thead>
<tr>
<th>RFP Evaluation Criteria</th>
<th>Rating Percentage</th>
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<tbody>
<tr>
<td><strong>Ability to perform Requested Services</strong></td>
<td>Max 40%</td>
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<tr>
<td>a. Respondent’s qualifications to perform the job</td>
<td></td>
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<tr>
<td>b. Respondent’s Experience on Similar Jobs</td>
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<tr>
<td>c. Qualifications of individuals who will perform the primary tasks</td>
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<tr>
<td>d. Experience of individuals who will perform the primary tasks</td>
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<tr>
<td>e. Demonstrated understanding of the job and its goals</td>
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<tr>
<td>f. Proposed methodology for performing the job as described in Section II-Scope/Statement of Work</td>
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<td>g. Completeness of information for this section</td>
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<tr>
<td><strong>Income</strong></td>
<td>Max 40%</td>
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<tr>
<td>a. Proposed income to Benedict College</td>
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Interview (for Short-Listed Vendors)  
Max 20%
Top vendors ranked for criteria 1 and 2 will be short-listed and may be given the opportunity for an interview

VIII. General Information and Instructions

A. Request for Proposal Process

The RFP is not a bid. In the event that Benedict College elects to negotiate a contract and lease agreement with the successful respondent, any contract shall contain at a minimum the terms and conditions (or substantially the same terms and conditions) as hereinafter stated. Benedict College reserves the right, in its sole discretion to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection, contract and lease negotiation rests solely with the Benedict College.

B. Questions

Requests for additional information and questions must be submitted to:

Bridget Jones  
Associate Vice President of Student Affairs  
Administration Building – Room 104  
Benedict College  
1600 Harden Street  
Columbia, SC 29204

Benedict College will not accept visits regarding this RFP. No interpretation shall be binding unless in writing from the College.

C. Confidentiality

Unless otherwise required by law, and until the public opening of the proposals, all information, materials and other documents submitted by a respondent shall not be released or made available to any person or entity except Benedict College representatives assisting in this process. Unless required by law, proprietary or financial information submitted to Benedict College by a respondent will not be disclosed if the respondent visibly marks each part of the proposal that the respondent considers confidential, financial or proprietary information with the word “Confidential.”

D. Respondent’s Duty to Inspect, Advise and Declare All Costs

Each respondent shall become fully acquainted with Benedict College’s requirements and the scope of the services to be provided. Respondents have a duty to request any information from Benedict College as it deems necessary to prepare the RFP. Such requests shall be made in compliance with Paragraph B of this section. No additional compensation will be permitted if it is based upon information that the respondent knew, or should have known, as part of the respondent’s duty to become acquainted with Benedict College’s circumstances and requirements.
E. Proposal and Presentation Costs

Benedict College will not be liable in any way for costs incurred by respondents in the preparation of their proposals in response to the RFP, in the presentation of their proposals or for participation in any discussion or negotiations.

F. Submittal of Proposals

All responses to this RFP must be clearly marked “Benedict College Barbershop and Salon RFP”. A minimum of four original hardcopies shall be submitted. All RFP’s shall be submitted no later than at 3:00 P.M. and shall be submitted to Bridget Jones- Associate vice President of Student Affairs-Administration Building (Room 104)-Benedict College-1600 Harden Street-Columbia, SC 29204. All late proposals will be rejected. Benedict College is not responsible for late RFP’s caused by delays in mail delivery or a delay in any other method of delivery.

G. Acceptance and Rejection

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. Benedict College reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. Benedict College also reserves the right to accept or reject any or all proposals received in response to this RFP and to negotiate separately with competing respondents. Benedict College is not obligated to enter into any contract or lease on the basis of any submittal in response to this RFP. Benedict College reserves the right to request additional information from any firm submitting under this RFP if the College deems such information necessary to further evaluate the firm's qualifications.

H. Acceptance Period

Any proposal in response to this solicitation shall be valid for 120 calendar days. At the end of this time the proposal may be withdrawn at the written request of the respondent if no award has been made. If the RFP is not withdrawn at that time, the proposal in its entirety, including the price structure, shall remain in effect.

I. Conflict of Interest

Respondents shall promptly notify Benedict College in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent’s judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the College as to whether the association, interest, or circumstance would, in the opinion of the College, constitute a conflict of interest. The College will respond to such notification by certified mail within thirty (30) days.
By submitting this proposal, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of Benedict College or any other conflict as may be set forth herein.

No direct or indirect contact with the Board of Trustees of Benedict College or executive level members will be allowed. If such contact is made, the College reserves the right to reject the proposal.

J. Collusion

More than one proposal from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the College believes that collusion exists among respondents, all proposals from the suspected firms will be rejected. “Related parties” means respondents or the principals thereof, which have a direct or indirect ownership or profit sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws as applicable to this RFP and any resulting contract.

By responding to this RFP, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item, and they certify the knowledge that this would constitute an illegal action.

IX. Terms and Conditions

A. Commencement of Services

The successful respondent shall commence the operation and management of the Benedict College Barbershop and Salon as soon as practical after the award of the contract.

The RFP is not a bid. In the event the College elects to negotiate a contract and/or lease with the successful respondent, any contract shall contain at a minimum the terms and conditions (or substantially the same terms and conditions) as hereinafter stated. The release of this solicitation is no guarantee of an award of a contract. The College reserves the right, in its sole discretion, to accept, reject or cancel in part, or in entirety, any or all submissions. In addition, the College reserves the right to reissue, terminate, restructure, or amend the solicitation and/or procurement process, at any time. The final selection and contract negotiation rests solely with Benedict College.

B. Non-Discrimination

The successful respondent will take affirmative action in complying with all federal, state and local requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
C. Indemnification

The respondent will agree to indemnify, defend, hold harmless and reimburse Benedict College, its agents, and employees from and against any and all losses, liabilities, expenses, and all claims for damages of any nature whatsoever relating to or arising out of any action or failure to act by respondent, its subcontractors, officers, agents and employees of any of the obligations under the contract. Losses, liabilities, expenses and claims for damages shall include, but will not be limited to, civil and criminal fines and penalties, loss of use or services, bodily injury, death, personal injury, or injury to real or personal property, defense costs, legal fees and costs, and attorney’s fees for an appeal.

The respondent will also agree to promptly notify Benedict College of any civil or criminal actions filed against the respondent or of any notice of violation from any federal or state agency, or of any claim as soon as practical as relates to the services provided. Benedict College, upon receipt of such notice, shall have the right at its election to defend any and all actions or suits or to join in defense.

D. Ownership of Facility

The location to be occupied by respondent and used by the respondent in any form whatsoever, is the property of Benedict College and shall not be used by the respondent for any purpose whatsoever except to perform the requested service.

E. Termination

Benedict College may terminate the contract at any time upon any of the following grounds:

- Failure by the Respondent to pay timely rental proceeds;
- Failure by the Respondent to disclose total revenues earned at the location;
- The respondent fails to perform any of the services required in the contract; or for the convenience of Benedict College, in the College’s discretion for any reason whatsoever.

In the event that the contract is wrongfully terminated under any of the other grounds enumerated herein, termination shall be treated as a termination for convenience. If the contract is terminated for convenience, or wrongfully terminated upon any of the other grounds enumerated herein, the respondent’s sole and exclusive remedy is to be compensated for services rendered up to the date of termination calculated on a per diem basis using a 365-day calendar year. Force Majeure applies as a cause for termination.

F. Whole Agreement

The contract shall contain the entire agreement between the College and respondent. In order to be binding, any modification thereof shall be in writing and signed by the College and the respondent.
G. State Law Applicable

The contract shall be construed in accordance with the laws of the State of South Carolina. The respondent agrees to subject itself to the jurisdiction and venue of the Circuit Courts in Richland County, State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof. The College may seek attorney’s fees and the respondent agrees to pay such fees as awarded by the Court or other body. No attorney’s fees may be sought by nor will be paid to the respondent.

H. Breach/Waiver

The failure of either the respondent or the College to insist upon performance of any provisions of the contract shall not be deemed to be a waiver of the right to insist upon strict performance of such provision or of any other provision of the contract at any time. Waiver of any breach of the contract by the respondent or the College shall not constitute a waiver of a subsequent breach.

I. Severability

In the event that any provision of the contract is determined to be void or unenforceable, all other provisions shall remain in full force and effect.

J. Successorship

The contract shall be binding upon the respondent and upon its successors and assignees. The contract shall be binding upon Benedict College in accordance with its terms and provisions.