



THE BUSINESS DEVELOPMENT OFFICE

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

EXPRESSION OF INTERESTS

Commercial Spaces for Rent/Lease at 2 Nassau Road

The University of the West Indies, Mona Campus

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1. Brief: The Opportunity

The University of the West Indies, Mona, through the Business Development Office, is inviting proposals from qualified “Proposers” for the refurbishing and operation of facilities located at the space formerly referred to as The Staff Canteen, located at #2 Nassau Road as indicated in Appendices I and II.

The successful proposer will be expected to undertake major refurbishing of the space chosen which will include but not be limited to redesigning the interior to achieve proper flow and provide for practices in keeping with public health standards, installation of proper flooring, ventilation, lighting, and ceiling; and to equip the space with commercial-grade furniture, equipment, and fittings, furnish, and operate the facility.

The aesthetics of the facility is expected to reflect the innovation and energy of the Mona Campus and foster dining and social interaction between students, faculty and alumni.

2. Disclaimer

The University of the West Indies, Mona makes no representations, warranties, or guarantees, implied or expressed, regarding the completeness, accuracy, or reliability of the information contained in this Brief. It is the responsibility of the proposers to obtain all relevant background and supporting information and to carry out the due diligence necessary to complete the proposal.

3. The Location

The property is at #2 Nassau Road and across the Ring Road from the Mona School of Business and Management (South). The square footage of the total building is approximately 6,200 square feet. It is expected that the space can be partitioned in up to (six) 6 separate commercial spaces. For details on the available kindly refer to Appendices I-IV. The UWI does not make any representation or warranty regarding the accuracy of the information.

4. The Spaces Available

Appendix III outlines the spaces available and intended layout/ proposed partitioning of the facility. It is expected that the space can hold up to 6 entities, though proposers are welcome to request multiple units for 1 purpose.

As it stands now, only unit 1 is separately enclosed. For the others, the successful proposers are expected to undertake the costs to partition and outfit their assigned spaces, where needed.

Options for Use

Units	Proposed Use	Size (Sq. Ft.)
1	Occupied (barbershop)	208
2	FOOD	1023
3	FOOD	465
4	Unavailable	482
5	Unavailable	264
6	OPEN	547

- Unit 1 - Unavailable
- Units 2 and 3 – Food Services
- Units 4-6 – Flexible

It is expected that the food operations at the facility should offer other foods and services not found on the Campus within a ½ mile radius of the property. Patties, burger, and chicken-on-the-bone by other international franchises not currently on the Mona Campus shall not be offered except by the existing providers who are within a ½ mile radius, or with the written approval of The University of the West Indies, Mona.

5. Interest Submission Procedure

Official indications of interest, along with supporting documents, should be submitted to the Business Development Office.

Proposals are to be submitted **in duplicate** addressed to:

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

The sealed envelope should have clearly marked in the lower left corner of the envelope:
“EOI - #2 Nassau Road”

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 account details below:

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

The proposal must be signed by an authorized officer.

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

6. 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.

7. Questions and Answers

Any questions concerning this RFP must be submitted in writing to the BDO via email at bdo@uwimona.edu.jm with the subject stated as “Questions – Nassau Road”

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

8. Revisions to the EOI

Potential proposers are asked to periodically check the Business Opportunities webpage on the BDO website for any updates to the EOI - <https://www.mona.uwi.edu/bdo/business-opportunities>.

9. Interviews

The UWI may conduct interviews with some or all proposers prior to any selection. The date(s) for the interview(s) will be communicated at least two (2) working days in advance.

10. Implementation

The successful proposer will be required to obtain the relevant approvals for their proposed operation, including where necessary from the KSAC and other regulatory bodies. After these approvals have been obtained the Mona Campus Estate Management Department (EMD) will oversee the project to ensure compliance with Campus and KSAC approvals, and work in close collaboration with the successful proposer to facilitate the necessary connection to and compliance with the requirements of the Campus utilities and infrastructure.

11. Campus Data & Other Information

The Mona Campus currently offers undergraduate and post graduate degrees through the faculties of Medical Sciences, Science and Technology, Social Sciences, Humanities & Education, Law, Engineering, and Sport. There are also affiliated institutions operating on the Campus such as the Norman Manley Law School which offers professional training to law graduates.

On the Mona Campus, the current University population is approximately 18,000, down from 20,000 prior to the COVID-19 pandemic. This number includes enrolment of over thirteen thousand seven hundred (13,700) students for the 2020/2023 academic year with more than 76% being full time students; and around 2,500 staff and contractors. There are on-campus residences

with capacity for approximately four thousand (4,000) students. The Campus also houses several third party-entities with each having their respective staff/contractor complement, including Pre-University which offers secondary programs to students.

The current population in the immediate area of the location comprise:

- 64% of the enrolled student population. These students are represented in the Faculties of Social Sciences, Medical Sciences, & Law.
- A call centre
- The Estate Management Department with approximately 150 persons of which 89 are service staff.

Campus third-party entities also benefit from patronage from the University Hospital of the West Indies, which is to the North/North-East of the location, as well as the UWI Regional Headquarters located across the road from the Main Entrance to the Mona Campus. (Refer to Appendix I for the location of the faculties, departments mentioned above)

The UWI has two academic semesters as follows:

- September – Mid-December
- Mid-January – Mid-May

(Refer to Appendix V *UWI Mona Campus Academic Calendar 2022/2023* for a breakdown).

Classes are held between the hours of 8:00 a.m. – 9:00 p.m., Mondays to Fridays. The Faculty of Social Sciences also has programmes on Saturdays between 8:30 a.m. – 5:00 p.m. and on Sundays, 7:30 a.m. – 6:00 p.m.

There are also summer classes and summer school which are generally held June to mid-July. The number of students attending summer school is not significant and classes are primarily held in the evenings.

12. Financial Consideration to the Mona Campus

Details to encompass the financial arrangement and the tenor of the relationship between the University and the proposer will be negotiated after mutual interest has been indicated by the parties and the proposal for the facility is presented along with the proposed investment for development of the assigned space.

This arrangement may take the form of rent and contribution to common area maintenance.

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. The Tenant shall pay rental per month. This rental shall be applicable for the first

12 months after the commencement of the rent, increasing thereafter on the anniversary date of the license or lease.

Contribution to Common Area Maintenance shall include access to parking spaces for the Tenant and clients, common area utilities, various janitorial services for common areas, maintenance of garden and common 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.

13. Utilities

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

14. Requirements of the Successful Proposer

- 14.1. The successful proposer is expected to be the primary operator of the space. He/She:
 - 14.1.1. Is expected to have a track record of successfully operating a similar business to what is proposed. The technical skills and experience required for the successful management of an operation of the size required should be evident. There must be clear evidence of highly trained, competent, experienced management and operating personnel to support this operation.
 - 14.1.2. Must possess excellent customer service skills, and a high level of sensitivity to and understanding of students' needs and lifestyle.
 - 14.1.3. Is expected to adhere to the Food Establishments and Service Policy (www.mona.uwi.edu/fesp/), where the interest is a food service operation.
- 14.2. The successful proposer will be required to:
 - 14.2.1. Undertake at own expense all interior improvements to the space.
 - 14.2.2. Obtain all equipment, carry out any installation and subsequent maintenance and provide internal security at the Premises.
 - 14.2.3. Obtain at own expense all required approvals and licenses for the renovation and operation of said facility.
 - 14.2.4. Install separate electrical and water meters for the facility.
 - 14.2.5. Adhere to the financial arrangement agreed with the UWI based on the level of the investment undertaken by the proposer. The arrangement shall be in keeping with the precedents on the Mona Campus.
 - 14.2.6. Make appropriate private arrangements for garbage collection and disposal.

- 14.2.7. Landscape the area surrounding the facility. The landscaping concept shall be submitted in advance for the approval of the University.
- 14.2.8. Enter an agreement for which the term will be determined between the parties based on the level of investment by the proposer.
- 14.2.9. Have the facility(s) certified by the Ministry of Health and any other relevant statutory body, where it's a food service operation.
- 14.2.10. Ensure that the facility reflects environmentally friendly standards, and "green applications" *where possible*, such as pervious paving, rainwater harvesting, solar, gray water, etc.

15. Proposal Requirements

Proposals must be clear, thorough and detailed with relevant information in order for the University to be able to properly evaluate the capability and capacity of the proposer. The required information is as contained in this EOI. Any additional information pertinent to the proposal is also encouraged. Failure to comply with the requirements of this EOI will result in the automatic disqualification of a submission from further consideration.

Proposals must be made in the official name of the entity or individuals under which the business is conducted, business address, contact information, and must be signed by a person authorised to do so.

This proposal shall contain, but not be limited to the following:

- 15.1. The concept brief behind the proposed business.
- 15.2. The names of the principal(s), background, qualifications and experience in the respective industry.
- 15.3. Service(s) to be provided and Price range of service(s)
- 15.4. Detailed breakdown of the Capital Investment to be undertaken and the source(s) of financing
- 15.5. Design layout of space.
- 15.6. For food service operations: Sample menus
- 15.7. All utility requirements and specifications should be outlined in the proposal. (UWI power: 380/220 Y, 50Hz, 3-phase)
- 15.8. Proposed hours of operation
- 15.9. Proposed Licence Fee arrangement
- 15.10. Financial Projections
- 15.11. References: References should be supplied from a minimum of one commercial bank, two recognized major suppliers, and three current clients and two former clients. Client references must contain contact information.
- 15.12. Supporting Documentation:
 - 15.12.1. Legal instrument for the type of organization – sole proprietorship, partnership, company etc.
- 15.13. Proposed contribution to educational development: Each proposal should contain a

proposed contribution to the University to further the educational development of the Mona Campus.

16. Proposal Evaluation Criteria

The University will issue a license to the proposer whose proposal is deemed to be in the best interest of the University. Factors to be considered include:

- 16.1. Relevant experience, qualifications and successes
- 16.2. Development of the facility and proposed financial investment
- 16.3. Proven capability to finance and operate the proposed facility
- 16.4. The proposed schedule (days, hours) of operation
- 16.5. Proposed License Fee Arrangement
- 16.6. The proposed contribution by the respondent to the educational development of the Mona Campus

Appendices

Appendix I: Location and Nearby Facilities

Appendix II: Aerial View of the Building - 2 Nassau Road

Appendix III: Layout of Existing Building (Not Drawn to Scale)

Appendix IV: Space Available for Proposed Facilities

Appendix V: The UWI, Mona Campus Academic Calendar 2022/2023

APPENDICES

Appendix I: Location and Nearby Facilities

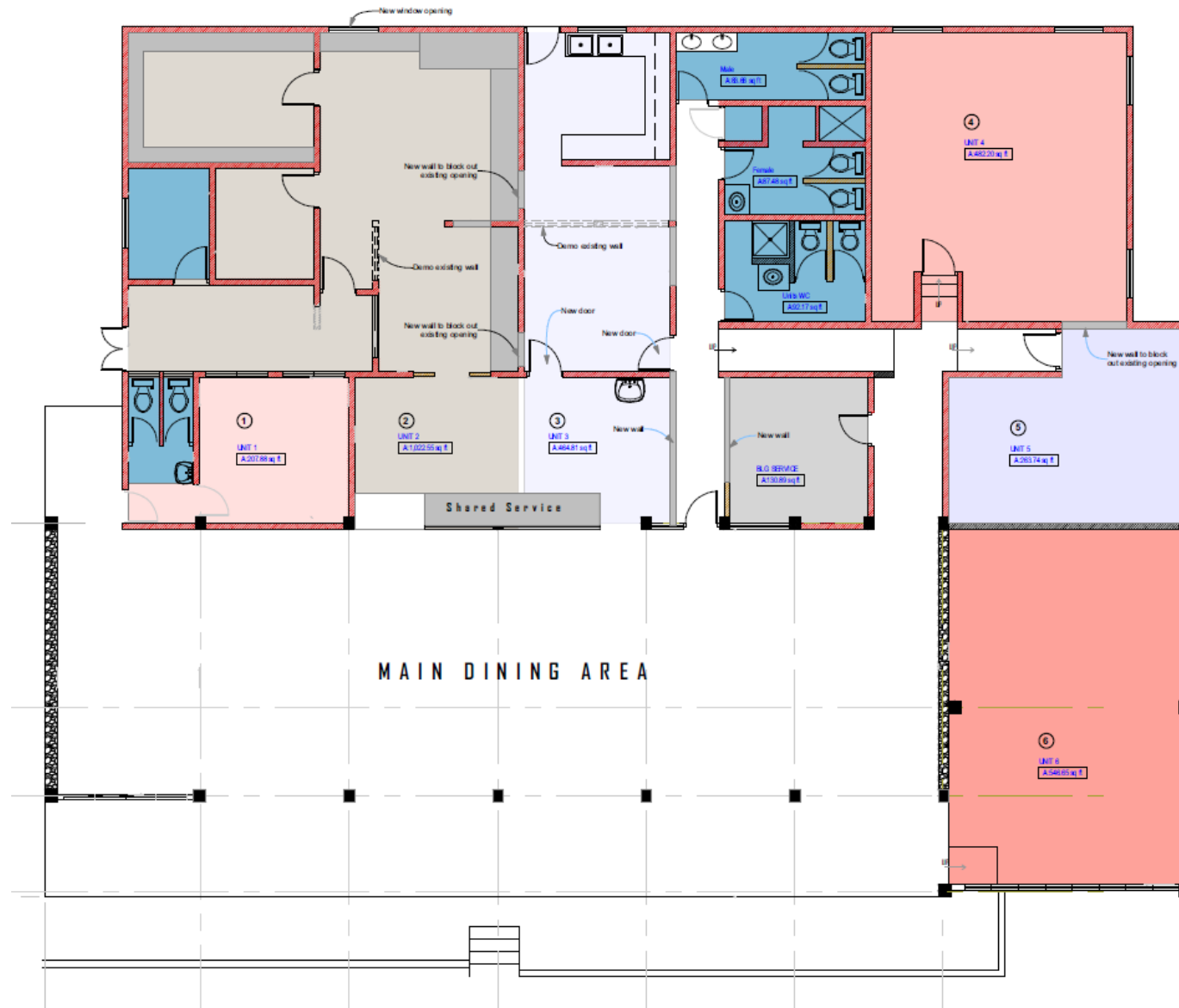


- A. **Location of #2 Nassau Road**
- B. Mona School of Business & Management (South)
- C. Faculty of Social Sciences
- D. Faculty of Law
- E. Call Centre Facility
- F. Alister McIntyre Complex (Houses Mona School of Business & Management North)
- G. Faculty of Medical Sciences Teaching & Research Complex
- H. Norman Manley Law School
- I. Estate Management Department
- J. Boardwalk Café
- K. Burger King (until December 2022)

Appendix II: Aerial View of the Building - 2 Nassau Road



Appendix IV: Space Available for Proposed Facilities



ISSUED BY : CAMPUS PROJECTS OFFICE
 Thursday, October 27, 2022

Appendix V
The UWI, Mona Campus Academic Calendar 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