

KENYON COLLEGE

REQUEST FOR PROPOSALS

OPERATION OF A BUSINESS OR SERVICE
LOCATED AT 102 GASKIN AVENUE.
IN GAMBIER, OHIO
(FORMERLY HEADQUARTER HAIR STYLIN)

A. Background Information

1. Kenyon College owns the property and building where Headquarters Hair Styling was operated for many years. The facility is presently vacant. It is the desire of the college and the community to consider business opportunities that would like to lease the facility and provide service to the local community.
2. Property Description:
 - a. Lower level of the Village Inn building
 - b. Total square footage: 575
 - c. Number of Rooms: 4
 - d. Bathrooms: 1

B. Elements of the RFP

Listed below are the elements of the RFP that should be included in the proposal being submitted for consideration.

1. Cover Letter identifying the scope and nature of the proposed business.
2. Legal identity of the individual and/or corporation submitting the proposal.
3. Documentation verifying the financial viability of the individual and/or corporation to sustain and operate any proposed business.
4. Schedule outlining proposed operating hours.
5. Background report on all business previously operated by the individual and/or corporation for the preceding 10 years.
6. References
7. Resumes of individual and/or corporate officers submitting the RFP.

C. Method of Evaluation

All proposals will be evaluated on the merits of the proposal and shall include the following methods of measurement.

1. The extent to which the proposal most closely matches the needs of the Gambier Community, Kenyon College, and the surrounding area.
2. The financial history and record of the individual and/or corporation to maintain a viable business.
3. Evaluation of past performance (experience) in operating a business enterprise.
4. Ability to acquire a letter of credit from a registered financial institution may be required.

D. Proposal Submission

1. All proposals must be submitted in writing to:
Mark Kohlman
Interim Chief Business Officer
209 Chase Ave
Gambier, OH 43022
PH: 740-427-5765
2. To view the property contact:
Fred Linger
Manager of Business Services
PH: 740-427-5917