

MISSOURI WESTERN STATE UNIVERSITY

REQUEST FOR PROPOSAL 19-059

FOR

CAPITAL LEASE FINANCING Rate and Terms for the REMINGTON/AGENSTEIN HVAC HOOD UPGRADES

Submission Deadline: February 19, 2019 2:00 p.m. Central Time

Questions and/or requests for clarification of this Request for Proposals (RFP) should be submitted via email to the Purchasing Manager, Kelly Sloan at [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu). All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until 12:00 pm Central Time on February 15, 2019. Questions received after this date may not be answered. Please reference the RFP# on all correspondence. Answers to the submitted questions will be e-mailed to each vendor as an addendum to this solicitation. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.

TABLE OF CONTENTS

Section Page

I. Purpose of Solicitation 3

II. Background 3

III. Services Requested 3

IV. Submission 4

V. Proposal Evaluation 4

I. PURPOSE OF SOLICITATION

Missouri Western State University is seeking proposals from lenders interested in providing a fixed rate, tax-exempt capital lease financing structure for paying Remington/Agenstein HVAC hood upgrades to be installed by Lanford Fendler +Associates in facilities owned by the University.

II. BACKGROUND

Missouri Western State University is a public, state-supported institution providing a blend of traditional liberal arts and sciences and career-oriented degree programs. The University is a component unit of the State of Missouri. The University is authorized under Missouri statute to offer associate, baccalaureate and graduate degrees as well as certificate and graduate certificate programs. Professional programs, programs for transfer students, continuing education opportunities and self-enrichment courses are also offered. Missouri Western State University has an enrollment of approximately 6,000 students. The University has on-campus student housing that can accommodate approximately 25% of the student body.

Missouri Western State University has 30 facilities totaling approximately 1.5 million square feet at the main campus located in St. Joseph, Missouri.

Detailed information regarding Missouri Western State University may be found at <http://www.missouriwestern.edu/about/>

III. SERVICES REQUESTED

For this RFP, Missouri Western State University is seeking two Capital Lease Financing Term options of which one will be selected; 72 months (6 years) or 84 months (7 years). The return on investment is estimated between $100,000 and $116,000 per year. KCPL rebates during upgrades are expected to total $50,000.

The cost of the project will be $750,000; net cost of financing will be $700,000 plus capitalized interest and closing costs, if any. If closing costs are applicable, please identify in detail.

The responder must identify the tax-exempt capital lease interest rate and terms for interest rate pricing and lock.

As a component unit of the State of Missouri, the financing will not be designated as a “bank qualified” transaction.

A lease amortization schedule is required and must include individual columns identifying principal, interest, outstanding balance and prepayment amount as of each payment date.

Provide a customer reference list of no fewer than three (3) organizations of a size and scope similar to the University and whom lender has current contracts based on energy conservation or similar financing projects. List should include name of organization, contact person, telephone number and e-mail address, scope of work provided, and length of business relationship.

Please include a copy of the Lender’s last years’ audited financial statements.

IV. SUBMISSION

Proposals must be signed and sealed, and returned with all required information to Missouri Western State University, Purchasing Department, Room 221, 4525 Downs Drive, St. Joseph MO 64507, prior to 2:00 p.m. Central Time, **Tuesday, February 19, 2019**. Questions and/or requests for clarification should be submitted via email to the Purchasing Manager, Kelly Sloan at [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu) All questions regarding this RFP are due into the Purchasing Department by 12:00pm on Friday, February 22, 2019. Questions received after this date may not be answered.

Applicant shall submit an **original document, plus** **two (2) copies for three (3) hard copy documents.** ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED.

V. PROPOSAL EVALUATION

The award of the contract resulting from this RFP shall be awarded in response to written proposals based on the best and lowest. Each proposal will be evaluated using a subjective review of the information presented by the vendor to ascertain which proposal provides all required services and is most advantageous to Missouri Western State University.

For purposes of this request, the administration has targeted February 28, 2019, which is the next meeting of the Board of Governors to request approval of all contracts. Therefore, please assume execution of all contracts by March 8, 2019.

Missouri Western State University, reserves the right to reject any and all responses resulting from this RFP. Proposals received after the deadline will not be accepted or considered. Missouri Western State University is not liable for any cost incurred by any person or firm responding to this RFP**.** Submission by fax, email or other electronic transmission is unacceptable and packages submitted by these means shall not be considered. Missouri Western assumes no responsibility for delays in the US mail or courier systems, or because of weather.

All communication with respect to this solicitation shall be made to Kelly Sloan, Purchasing Manager, Missouri Western State University’s Contact Person, in writing via email. No lender shall attempt to communicate with the Missouri Western State University Board of Governors, Administration, staff or other university employees. Any lender found to be in violation of the communication expectations of MWSU will be subject to disqualification.