

**712 Innovations, LLC  
REQUEST FOR PROPOSAL (RFP)**

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# **712 Innovations, LLC REQUEST FOR PROPOSAL (RFP)**

712 Innovations, LLC (712 Innovations) is soliciting proposals for the project below. The 712 Innovations will accept proposals electronically **Monday, December 10, 2018 at 1:00 pm (Central Standard Time)**. All proposals not received prior to the date and time set forth above will not be accepted for consideration unless no proposal is accepted in the group that met the deadline above.

## **1. Introduction**

712 Innovations is requesting proposals for bids for the purchase of the 712 Innovations MakerSpace equipment at a competitive fair market price (Appendix A), current 712 Innovations MakerSpace curriculum, and current MakerSpace client and partner lists for the sole purpose of creating and operating a makerspace within Downtown Topeka. 712 Innovations intends to enter into an agreement with the new owner of the makerspace assets to offer 712 Innovations CoWorking and Incubator Clients a group discounted rate, fee, or membership to the new makerspace. Details of the agreement will be mutually agreed upon.

The 712 Innovations MakerSpace was created in 2015 to provide equipment and training to individuals who are seeking to prototype their product or invention and entrepreneurs seeking to open a small business in Topeka and Shawnee County.

The subsequent sale agreement will be entered by both parties in good faith and with the understanding that the awardee intends to honor their proposal by seeking to open a makerspace as a business open to membership and with a fee structure that is set at a fair marketing price for the public.

## **2. About 712 Innovations**

712 Innovations is a CoWork, MakerSpace and Small Business Incubator located in the heart of the newly renovated downtown entertainment district. Members come from diverse industries including creative agencies, growing start-ups, and professional services firms in consulting, engineering, design and IT.

The MakerSpace is at the core of the Topeka and Shawnee County innovation ecosystem and was created in 2015 for developing ideas, prototyping products, securing advice and education. It was opened coupled with the CoWork space which provides guidance regarding the financial, legal and other elements of launching a start-up, and then incubating that new company. All members of the Topeka and Shawnee County community are welcome.

### 3. Proposal Information

All proposals responding to this RFP must provide the information described below.

1. *Provide a corporate profile or section describing your company.*
2. *Provide a description of your company's experience with providing training on makerspace equipment and the operation of a makerspace.*
3. *Provide your current business plan.*
4. *Provide timeline for equipment removal. Including specific target date when all equipment will be removed from 712 and how? Preference is given for a clear plan to move the equipment as quickly as possible.*
5. *Provide a clear statement regarding if bid encompass all assets of the 712 Makerspace or only certain parts. Preference is given to proposals that take the entire lot of equipment.*
6. *Provide a clear statement regarding if bid encompass all assets of the 712 Makerspace or only certain parts. Preference is given to proposals that take the entire lot of equipment.*
7. *Provide the specific target opening date of the new facility being offered? Preference is given to proposals with a clear plan to re-open the makerspace as soon as possible.*
8. *Provide the names, addresses, and phone numbers of three references.*

### 4. Preferred Proposal Requirements

The winning RFP must be able to satisfy the following requirement

1. Provide a bid with a financial offer equal or greater to the fair market value of the makerspace equipment and assets (see Appendix A). **The minimum bid fee will be \$25,000.**
2. Have a line of credit or cash that allows the final sale to take place within 15 days of proposal award.
3. Provides a viable business plan that locates the makerspace business within the boundaries of Topeka, KS.
4. Provides a viable business plan that identifies its core customer as coming from Topeka and Shawnee County.
5. Provides a viable business plan that identifies its core mission to work within and/or closely with the Topeka and Shawnee County Entrepreneurial Ecosystem.
6. Outlines a plan to collaborate with 712 Innovations on providing the

712 Innovations entrepreneur clients a group discounted rate for membership to the new makerspace.

## 5. Company Qualifications

Company and/or company owners must demonstrate the following capabilities:

1. Experience in providing equipment training and continuing education to individuals with a wide range of skill sets.
2. Current knowledge of makerspace issues and trends and the challenges and opportunities facing makerspaces today.
3. Understanding of makerspace clients' varied training needs.

## 6. Price and Payment

Price shall be inclusive of all assets as outlined in Appendix A. Preferred: payment shall be made to 712 Innovations in full and with payment made before the new owner takes possession of the assets.

### Note:

**1) The *minimum bid fee* will be \$25,000.**

**2) All moving costs and liability must be the responsibility of the new owner and should not be included in the offered bid.**

## 7. Inquiries for Clarification

Any questions regarding this RFP must be directed in writing to the e-mail address [info@712innovations.com](mailto:info@712innovations.com) no later than **5:00 p.m. (C.S.T.), Thursday, November 29, 2018**. All responses to prospective respondents will be posted on the 712 Innovations website as addenda to this RFP, no later than **5:00 p.m. (C.S.T.), Friday, November 30, 2018**. No oral answers or interpretations will be provided. Only answers provided in written addenda will be binding.

MakerSpace assets will be available for viewing on **Friday, November 29, 2018, 9:00 am – 4:00 pm** by appointment only. Please email [info@712innovations.com](mailto:info@712innovations.com) to schedule an appointment.

All prospective respondents are hereby instructed not to contact staff, management committee or board members at 712 Innovations or the Greater Topeka Partnership individually other than the designated contact regarding this RFP or asking for a recommendation of award. Any such contact may be cause for disqualification. Contact unrelated to this RFP process is permitted without restriction.

## **8. Submission Requirements**

Applicants shall submit their proposal responses electronically to:

Karen Lane Christilles  
Executive Director  
712 Innovations  
Karen@712Innovations.com

## **9. Submission Deadline**

Vendors wishing to respond to this RFP must submit the completed package no later than **1 p.m. (C.S.T.) on Monday, December 10, 2018.**

The failure to strictly meet this deadline or any application missing any element of the submission criteria will result in the submittal being rejected.

## APPENDIX A

### 712 Innovations MakerSpace Equipment and Assets

#### Large MakerSpace Equipment

Equipment Type	Equipment Information		Purchased
	Brand	Model Number	
Desoldering station	HAKO	FM204	1/7/2015
Planer	DeWalt	DW735	1/21/2015
Digital Microscope	AVEN	26700-400	1/7/2015
Lathe	Rikon	70-300	1/14/2015
Mixed Signal Oscilloscope	RIGOL	MSO1104	1/7/2015
Vinyl cutter	Roland	GX-24	4/2/2015
Table Saw	Saw Stop	PCS31230	1/24/2015
Laser Cutter	Epiloge		1/25/2015
Shopbot	Shopbot	A7328-9412KTG	1/13/2015
Tormach	Tormach		4/21/2015
Augmented Reality Sandbox	Teaching Tool and Promotional Display		Built

#### General MakerSpace Equipment

Equipment name	Brand	Purchased
(3) Tool Chests	Performax	
Air Compressor and accessories		1/15/2015
Air Nailer	Porter Cable	1/18/2015
Angle Grinder	DeWalt	1/18/2015
Assorted Hand Saws including; Miter, Mini-hack and various blades		
Assorted hand tools including; Crescent Tool Set, Screwdrivers, Various Hammers, Chisels, Wire Cutters, Caliper, Tape Measurers and Squares.		
Assorted Metal, Spring, Bar and C-clamps		1/18/2015
Belt Sander	Porter Cable	1/18/2015
Bench Grinder	Ryobi	1/18/2015
Circular Saw	Skilsaw	1/18/2015
Dremel & Moto-Saw	Dremel	1/15/2015
Drill Press		1/14/2015
Industrial Machine	Brother	
Laser Cutter Webcam		8/13/2015
Micro Inspection Camera	Rigid	1/18/2015
Rotary Sander	DeWalt	1/18/2015
Router	Bosch	1/15/2015
Scroll Saw	Porter Cable	
Sewing Machine	Brother	
Shopvac		1/14/2015
Woodturning tools	Robert Sorby	1/24/2015

# VENDOR RESPONSE FORM

**THIS FORM IS TO BE FILLED OUT BY THE APPLICANT AND  
MUST BE INCLUDED IN THE SUBMISSION DOCUMENTS**

Vendor should complete this form and attach it within the electronic proposal response. This form will serve as a cover sheet, signed acknowledgement, and quick reference to the selection committee of the applicant’s response.

**Name of Company:** \_\_\_\_\_

**Name of Person Completing Form:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**1. Vendor Information that must be Present in the Proposal**  
**Does the proposal you are submitting contain the following:**

	Yes	No
<i>Provide a corporate profile or section describing your company.</i>		
<i>Provide a description of your company’s experience in providing training on makerspace equipment and the operation of a makerspace.</i>		
<i>Provide your business plan.</i>		
<i>Provide the names, addresses, and phone numbers of three references that we may contact.</i>		
<i>Provide timeline for equipment removal. Including specific target date when all equipment will be removed from 712 and how? Preference is given for a clear plan to move the equipment as quickly as possible</i>		
<i>Provide a clear statement regarding if bid encompass all assets of the 712 Makerspace or only certain parts. Preference is given to proposals that take the entire lot of equipment</i>		
<i>Provide a clear statement regarding if bid encompass all assets of the 712 Makerspace or only certain parts. Preference is given to proposals that take the entire lot of equipment</i>		
<i>Provide the specific target opening date of the new facility being offered? Preference is given to proposals with a clear plan to re-open the makerspace as soon as possible.</i>		

**2. Total Proposed Price Offer: \$ \_\_\_\_\_**

By signing this proposal, Vendor states that all information contained herein is true to the best of their knowledge. Vendor further states they have read the entire RFP issued, including any addendum posted, and agrees to be bound by the terms herein. Vendor understands that any conditional clauses or alterations submitted, or any other irregularities are subject to disqualification at the discretion of 712 Innovations, LLC.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_