

Portland Public Library

Request for Proposal

For Food & Beverage Concessions Operator in Portland Public Library, Monument Square Branch

The Portland Public Library (“PPL”) seeks proposals from qualified operators for a food and beverage concessions stand or cart in its newly renovated Main Branch at Monument Square (the “Library”). The purpose of the food and beverage concessions stand or cart is to provide a variety of reasonably priced food and beverages to Library patrons in order to enhance their user experience.

The Library is currently undergoing a \$7 million renovation to improve the patron experience and increase operating efficiency. Prior to renovation, the Library attracted approximately 4,000 people per week, including many downtown workers, area residents, tourists, and students. This number is expected to increase at least 25% once the renovations are complete. Reopening is scheduled for Tuesday, April 6, 2010 and the food concessions operation should be ready by that date.

Questions relating to this RFP should be directed to Clare Hannan, Finance and Operations Director, at hannan@portland.lib.me.us. Pre-bid conference and tour will be held January 19th at 3pm at 5 Monument Square, 2nd floor. This meeting is optional but recommended, as there may have been some minor modifications during renovation to the architects’ initial design concept for the café area.

Physical space: The food and beverage concessions stand will be located near the front of the renovated library on the main floor, with visibility from Monument Square and Elm Street. The attached drawings show the approximate location of the concessions stand and the architects’ initial design concept. Bidders may utilize this design or propose their own. The space has stubbed in 220 power, hot and cold water, and drainage. The operator will be responsible for all connections and all costs of construction. All plumbing and electrical work must be performed by licensed professionals and only with prior approval of the Library.

Rent: PPL has not designated a rent for this space. Rather, bidders must submit their proposed monthly rent, which can be in form of a flat amount, a percentage of gross sales, or a combination of the two. In addition to rent, the operator will be responsible for paying the cost of water and electricity each month.

Design review: Bidder agrees that PPL must approve the design of all fixtures or equipment brought into the Library. All fixtures and equipment must be in new or like-new condition.

Menu: Bidders are encouraged to submit a proposed menu that they feel will meet the needs of the Library's diverse patrons, including young children, teenagers, and adults. Particular attention should be placed on nutritious (fresh and minimally processed) foods and drinks. Changes to the menu, including additions or subtractions, must receive prior permission from PPL.

Lease terms: The duration of the lease must be proposed by the bidder. The duration of the lease must be for a minimum of two years and a maximum of five years. The Library and successful bidder will negotiate a lease for use of the space. If the highest ranked bidder and the Library are unable to reach agreement, then the Library reserves the right to negotiate with other bidders.

Financial information: Bidders must submit the three most recent years of tax returns for their business or, if not available, three years of personal tax returns.

Hours of operation: The operator must be open all hours when the library is open to the public. At present, this is 42 hours per week, Tuesday - Saturday. Current schedule is as follows: Tuesday, Wednesday, and Thursday 10 a.m. to 7 p.m.; Friday 10 a.m. to 6 p.m.; Saturday 10 a.m. to 5 p.m. These hours are subject to change. Failure to be open during Library hours will be grounds for early lease termination.

Insurance: Operators will be required to maintain at minimum \$1 million in liability insurance, with PPL and the City of Portland named as additional insured.

Licenses: The awarded bidder agrees to obtain all licenses and observe and comply with all applicable federal, state and or city rules and regulations.

Proposals are due by 5 pm on January 30, 2010. They should be mailed or hand delivered to Portland Public Library, Attention Clare Hannan, 5 Monument Square, 4th Floor, Portland, ME 04101. The proposal should include:

1. Letter of transmittal that provides a summary of your understanding of the concessions stand and makes a positive commitment to timely performance of work. The letter must name all of the persons authorized to make representations for the proposer, including the titles and addresses and telephone numbers of such persons.
2. Qualifications and description of relevant experience with similar operations.
3. Business description, including proposed menu with pricing and staffing plan. The business description should explain and/or illustrate the type of concession services you

intend to provide, the methods and equipment to be used, and innovative ideas/approaches.

4. Design concept, including list of proposed equipment and signage. The design concept may be accompanied by pictures, layouts and other appropriate information that will convey to PPL exactly what you are proposing.
5. Schedule of construction including the minimum amount of time needed to prepare the concessions business for opening by April 6, 2010.
6. The three most recent years of business or personal federal tax returns.
7. A summary of litigation filed by or against the proposer in the past five (5) years which is related to the services that proposer provides in the regular course of business.
8. Rent proposal and desired term of lease.

SELECTION PROCESS/EVALUATION CATEGORIES

It is the intent of PPL to select the proposer who demonstrates the ability to provide the highest quality service to the public and who will provide the highest revenue to the Library. In evaluating the proposals, PPL will consider the following factors, none of which, standing alone, will become conclusive:

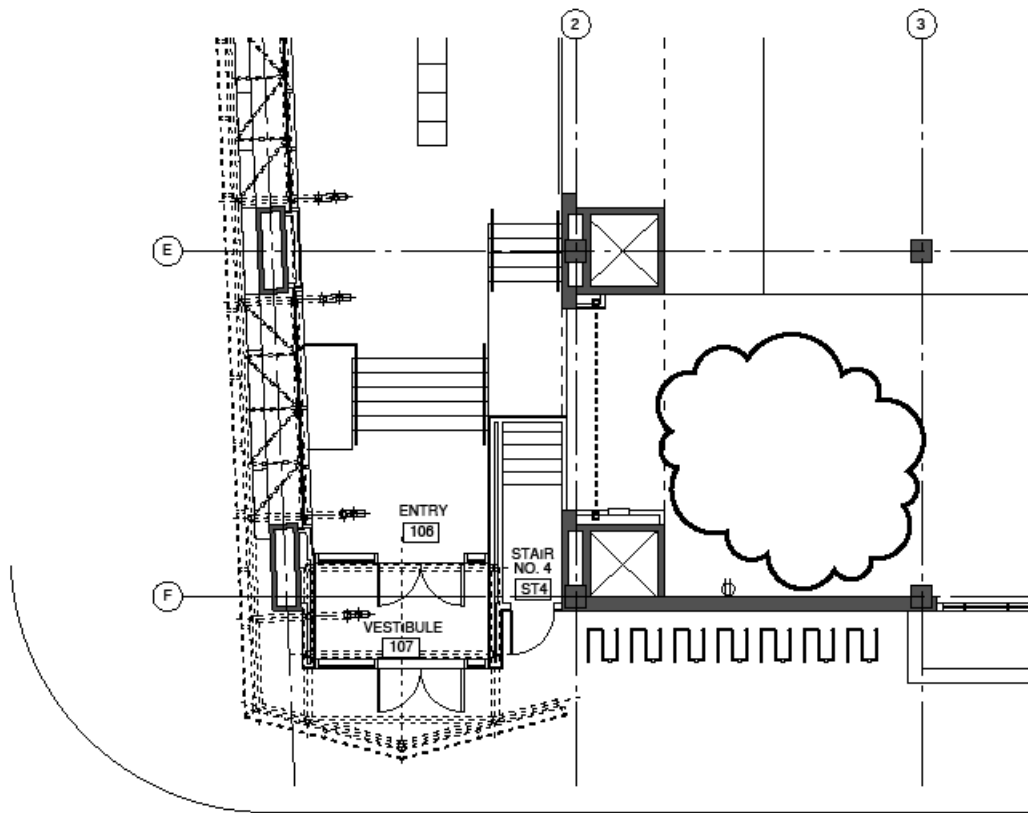
ITEM	CRITERIA	WEIGHT
I.	PRICE PROPOSAL - amount and type	30 %
II.	QUALIFICATIONS – past experience with similar operations; staff qualifications; responsiveness of proposal.	35 %
III.	CONCEPT AND PLAN OF OPERATION – menu; staffing; quality of design, fit out, and equipment; operational plan.	35 %

PPL may conduct interviews with any proposer to clarify submitted material. PPL further reserves the right to negotiate with the selected bidder as to the terms of the contract, including but not limited to price, plan of operation, etc. All negotiations are intended to lead to a binding lease agreement.

All inquiries dealing with this RFP shall be made in writing, and be emailed, (email: hannan@portland.lib.me.us), mailed or faxed (207-871-1703) being received **no later than five working days prior to the date of proposal submission**. A written response, if provided, will be

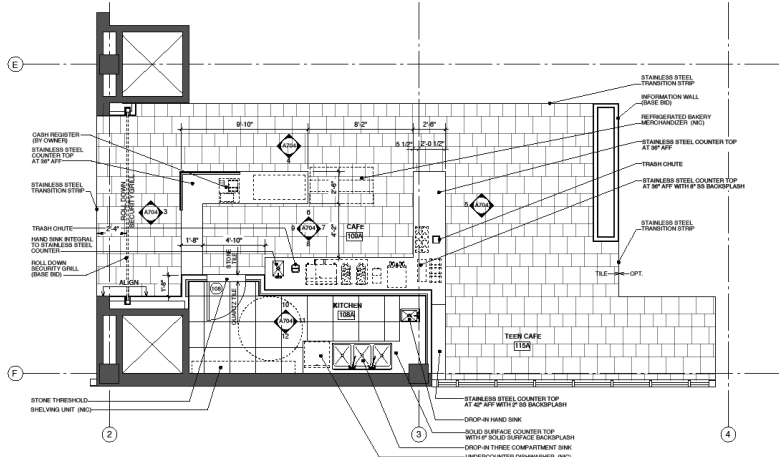
in the form of an Addendum to the RFP and will be sent to all document holders registered by the Library. Addenda must be duly acknowledged with any submission. Corrections or changes to this document will be made only by written addendum; any oral explanation or interpretation shall not be binding. Proposers are cautioned not to contact Library employees or Trustees concerning this procurement during the competitive procurement process or the evaluation process.

Proposals shall be submitted in sealed envelopes plainly marked on the outside with this Request's title. **Four (4) complete copies/sets of the PROPOSAL AND ALL REQUESTED MATERIAL shall be submitted.** The *original* copy, so marked, shall bear the handwritten signature of an officer or an authorized employee having the authority to bind the company to a contract by his/her signature. The Library reserves the right to reject any and all proposals.

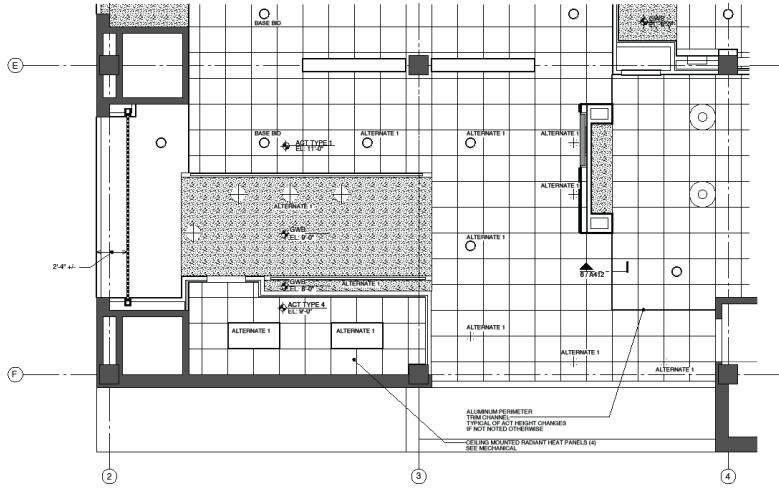


PROPOSED COFFEE CART LOCATION

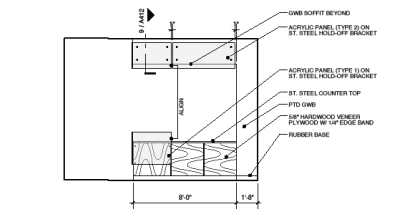
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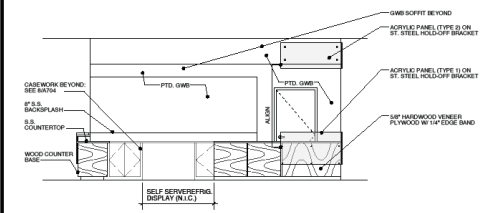
1 ENLARGED CAFE PLAN: ADD ALTERNATE 1
A102 / SCALE: 1/4" = 1'-0"



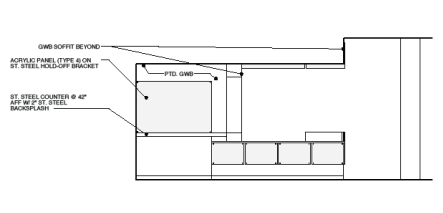
2 ENLARGED CAFE RCP: ADD ALTERNATE 1
A102 / SCALE: 1/4" = 1'-0"



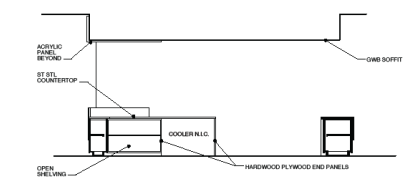
3 CAFE COUNTER ELEVATIONS
A704 / SCALE: 1/4" = 1'-0"



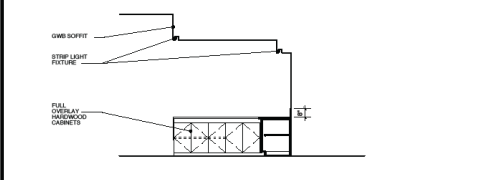
4 CAFE COUNTER ELEVATIONS
A704 / SCALE: 1/4" = 1'-0"



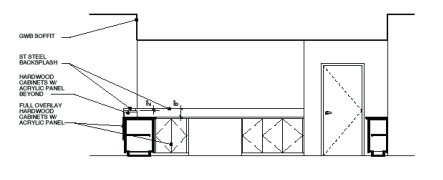
5 CAFE COUNTER ELEVATIONS
A704 / SCALE: 1/4" = 1'-0"



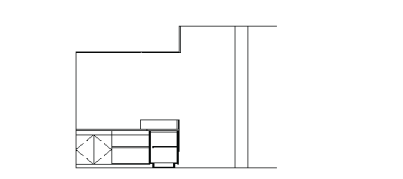
6 CAFE COUNTER ELEVATIONS
A704 / SCALE: 1/4" = 1'-0"



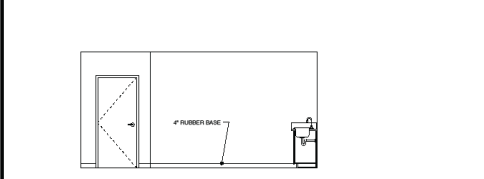
7 CAFE COUNTER ELEVATIONS
A704 / SCALE: 1/4" = 1'-0"



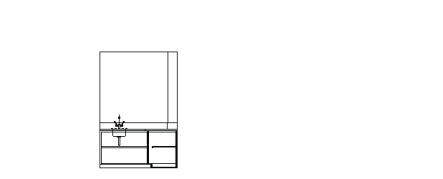
8 CAFE COUNTER ELEVATIONS
A704 / SCALE: 1/4" = 1'-0"



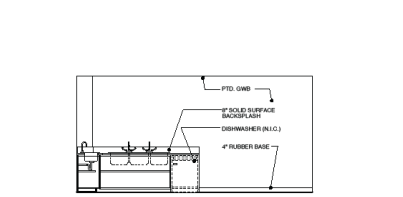
9 CAFE COUNTER ELEVATIONS
A704 / SCALE: 1/4" = 1'-0"



10 CAFE COUNTER ELEVATIONS
A704 / SCALE: 1/4" = 1'-0"



11 CAFE COUNTER ELEVATIONS
A704 / SCALE: 1/4" = 1'-0"



12 CAFE COUNTER ELEVATIONS
A704 / SCALE: 1/4" = 1'-0"

<p> Scott Simons Architects 78 York Street Portland, Maine 04101 Tel: 207 772 4400 Fax: 207 772 4400 www.scottsimonsarchitects.com </p>	<p> Portland Public Library <i>Addition / Renovation</i> 5 MONUMENT SQUARE PORTLAND, ME </p>
	<p> CAFE ADD ALTERNATE 1 </p>
<p> THIS DRAWING IS THE PROPERTY OF SCOTT SIMONS ARCHITECTS AND IS NOT TO BE COPIED OR REPRODUCED IN PART OR WHOLE. </p>	<p> STATUS: ISSUED FOR BIDDING CONSTRUCTION DOCUMENTS </p>
	<p> DATE: 02.13.2009 SCALE: PROJECT NO: 2008-0030 DRAWN BY: DWG NO: </p>
	<p> A704 </p>