

ST. LOUIS COUNTY LIBRARY DISTRICT

REQUEST FOR PROPOSAL: COFFEE SHOP OPERATIONS

DATE ISSUED: October 30, 2023

The Board of Trustees of the St. Louis County Library District (“Library District”) is accepting proposals from qualified businesses for a three-year contract to operate a full-service coffee shop in the new Clark Family Branch at 1640 S. Lindbergh Blvd in Clayton MO. The Library is seeking a branded full-service coffee shop that will offer coffee, ice coffee beverages, espresso beverages, pre-made pastries, water, juices, and related retail items (the “Project”).

All Proposals are due no later than 2:00 P.M. C.T., on November 10, 2023.

Proposers are responsible for examination of all specifications, schedules and instructions for the Project.

Please deliver the completed Proposal in accordance with this Request for Proposal to the Library District’s Headquarters at 1412 S. Spoeede Road, St. Louis Missouri, 63131, Attention: Steve Hunter.

To protect the integrity of the selection process, any questions concerning this Request for Proposal, the process, or specifications shall be e-mailed only to shunter@slcl.org in accordance with this Request for Proposal. Questions must be received by 2:00pm on November 3, 2023.

A proposer shall complete the Proposal as required in this Request for Proposal and deliver the completed Proposal in a sealed envelope marked “Request for Proposal: Coffee Shop Operations”.

It is anticipated that the Proposals will be considered by the Library District’s Board of Trustees at their regular November 20, 2023 meeting after consideration by the Selection Committee and recommendation to the Director and CEO.

The Library District reserves the right to reject any and all Proposals and to waive formalities in the best interest of the Library District.

BACKGROUND

The Library District is a political subdivision of the State of Missouri. The Board of Trustees (“Board of Trustees”) of the Library District is a body corporate with all the powers and rights of like or similar corporations serving more than 870,000 Library District residents. All management and control of the Library District is vested in a Board of Trustees consisting of five Trustees appointed by the County Executive of St. Louis County, Missouri. The Trustees serve staggered four-year terms.

The Board of Trustees appoints a qualified librarian who holds that office at the Board of Trustees’ pleasure as the chief executive and administrative officer (“Director and CEO”) of the Library District.

The Board of Trustees has the power to purchase grounds, erect appropriate buildings and improve existing buildings for the use of the Library District and its branches out of funds available or through the issuance of bonds or otherwise.

GENERAL REQUIREMENTS

The Project is subject to all applicable laws of the State of Missouri governing the Library District including but not limited to the following:

- Missouri law prohibits all employers from employing aliens unlawfully present in the United States to perform work within the State of Missouri, including the Project and proposers must comply with the provisions relating thereto in Section 285.530 RSMo, as amended.
- Every transient employer must comply with Sections 285.230 through 285.234 RSMo, as amended, when applicable.
- Pursuant to Sections 34.070 and 34.073, the Library District prefers to purchase those materials, products and supplies which are produced, manufactured, compounded, made or grown, within the State of Missouri when they are found in marketable quantities and are a quality suited to the purpose intended, and can be secured without additional cost over out-of-state products. Quality and fitness of articles will be considered in making purchases or letting contracts. Similarly, in letting contracts for the performance of any job or services, the Library District prefers Missouri firms, corporations or individuals, or firms, corporations or individuals which maintain Missouri offices, when the quality of performance promised is equal and the price quoted is the same or less.

Applicable insurance coverage must be provided by the successful proposer before any work can be started on the Project.

The Library District will make every effort to target and utilize Minority/Women Business Enterprises (MBE/WBE) by using the Missouri Minority/Women Business Enterprise Program Directory as a source of identification of potential proposers. The Library District Policy provides that MBE/WBEs must be certified by the Office of Equal Opportunity (OEO), State of Missouri, and that such entities will be provided an equitable and fair opportunity to submit bids and proposals.

These General Requirements, this Request for Proposal, the Proposal and the specifications, drawings, schedules and instructions of the Project shall be incorporated in a contract signed by the parties should the proposer be awarded a contract under this Request for Proposal. Notwithstanding the foregoing, incorporation of any Proposal includes proposed alternate language and/or modifications to these General Requirements and/or this Request for Proposal is not a modification to this Request for Proposal without the explicit written consent of the Library District.

The Library District must comply with the Missouri Sunshine Law. Therefore, all Proposals and other documentation submitted to the Library District in response to this Request for Proposals may be subject to disclosure pursuant to Missouri law and/or Library District policy.

GENERAL INFORMATION ABOUT THE CLARK FAMILY BRANCH

The new Clark Family Branch is a 74,000sf, 2-floor library currently under construction at the same location as the original Headquarters building (1640 South Lindbergh Blvd.). In 2019, the last full pre-pandemic year before closure and demolition of the Headquarters building, foot traffic totaled 826,000 patrons.

The new branch will include a new Teen Technology Center and a new 800-seat event space. Both new spaces are the first of their kind in the Library system and expected to increase the number of patron visits. The Branch is expected to open in May 2024.

It is anticipated that the operating hours of the coffee shop will closely match those of the Library. Expected Library hours of operation are:

Monday – Thursday	9:00am – 9:00pm
Friday	9:00am – 5:00pm
Saturday – Sunday	12:00pm – 5:00pm

Occasionally on a Friday or Saturday night, there will be a public event for which coffee service should be available until 8:00pm. Dates for these occurrences will be made known at least three months prior.

All Library District locations are closed on the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Eve
President's Day	Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas
Independence Day	New Year's Eve

SCOPE OF WORK

The following Scope of Work provides an overview of the terms and conditions being sought by the Library District for the Project:

The Library is seeking a branded full-service coffee shop that will offer coffee, ice coffee beverages, espresso beverages, pre-made pastries, water, juices, and related retail items to patrons at the Clark Family Branch. It is desired that no actual food preparation (such as custom sandwiches, etc.) occur on site.

The Coffee Shop's operating hours shall match Library operating hours.

Since the branch is under construction, a site visit is not possible. However, a schematic sketch of the proposed Coffee Shop location is included in this section. The designated coffee area is roughly 20 ft. x 20 ft. The actual design of the space is not completed; it is anticipated that the selected proposer will assist in the area's final layout.

The Library will provide all utilities and hookups for power, water, and drains. 110v and 220v power are available.

Proposer will supply all equipment, stock, merchandise, and manpower to operate Coffee Shop as a professional enterprise.

Proposer shall comply with all applicable federal, state, and local laws and be responsible for obtaining and maintaining all applicable licenses and permits. Proposer shall abide by applicable Library District policies and procedures.

Proposer shall indicate remuneration to be paid to the Library District, either as a flat rate or a percentage of gross sales, in their proposal.

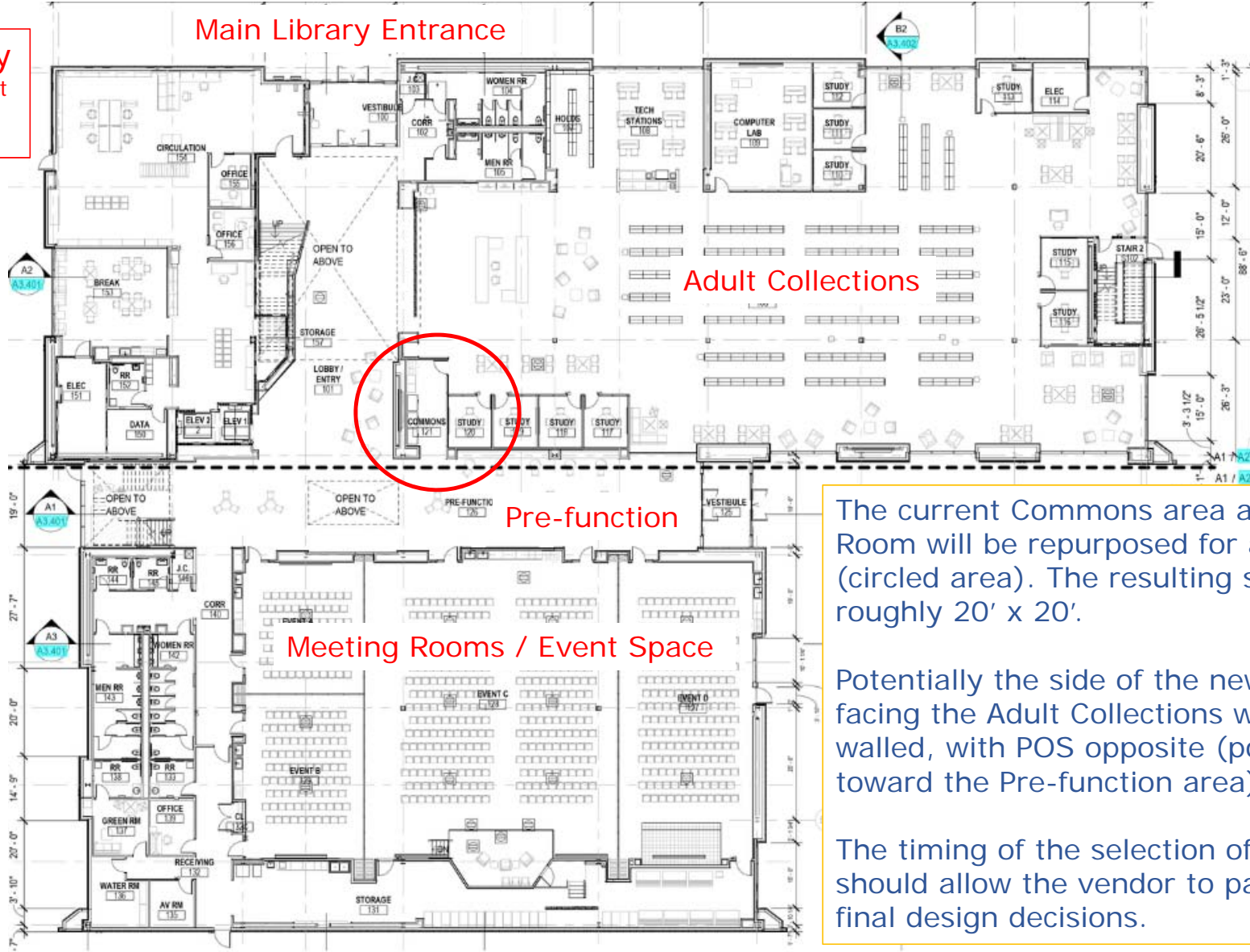
Proposer shall provide menu pricing to the Library District. Price increases must be approved by the Library District.

Entire coffee shop area must continuously be kept clean and orderly.

Signage and branding are encouraged and must be approved by the Library District prior to installation.

The Clark Family Branch is expected to open in May 2024. The Coffee Shop should be operational from opening day on.

Clark Family Branch – 1st Floor



The current Commons area and 1 Study Room will be repurposed for a coffee shop (circled area). The resulting space is roughly 20' x 20'.

Potentially the side of the new coffee shop facing the Adult Collections will be glass walled, with POS opposite (positioned toward the Pre-function area).

The timing of the selection of vendor should allow the vendor to participate in final design decisions.

PROPOSAL FORM REQUIREMENTS

1. The Proposal must arrive no later than 2:00 P.M. C.T. on November 10, 2023. No Proposal will be accepted after this time and any Proposal arriving after this time will be returned unopened.
2. The Proposal shall be addressed as follows and delivered to the following address:

Steve Hunter, Assistant Director
St. Louis County Library District
1412 S. Spoeede Road
St. Louis, Missouri 63131

3. The Proposal shall bear the following legend:

Request for Proposal:
Coffee Shop Operations

4. Proposals must be on eight-and-one-half inch (8 1/2”) by eleven inch (11”) white paper printed on one side. [Sheets containing graphic images may fold out to eleven inches (11”) by seventeen inches (17”).] The Proposal must clearly and easily identify the individual or firm and contain the name, address, and a telephone number of its principal spokesperson, which may be released by the Library District as public information as required by applicable law and/or Library District policy. Colored and/or tabbed divider sheets may be used to delineate discrete sections.
5. Each proposer shall submit three complete and bound copies of each Proposal, one electronic PDF copy, and one “public/press” copy in which the individual or firm should redact any information which it deems confidential or proprietary.
6. Any proposer desiring an explanation or interpretation of this Request for Proposal must request it via e-mail to shunter@slcl.org no later than 2:00 P.M. C.T. on November 3, 2023. **Responses will not be provided to inquiries received via phone call.** Oral explanations or instructions given before the award of the contract will not be binding.

Any information given to a proposer concerning a solicitation will be furnished promptly to all other proposers as an amendment of this Request for Proposal, if that information is necessary in submitting Proposals or if the lack of it would be prejudicial to any other prospective proposers.

7. If this Request for Proposal is amended, then all terms and conditions which are not modified remain unchanged. Proposers shall acknowledge receipt of any amendments to this Request for Proposal by: (i) signing and returning the amendment; and (ii) identifying the amendment number and date in the space provided for this purpose. The Library District must receive the acknowledgement by the time specified for receipt of the Proposal.
8. If this Request for Proposal is amended, the Amendment will be posted on the Library's website at <https://www.slcl.org/bid-opportunities>. Please be sure to check for posted Amendments prior to submitting your proposal.
9. No Proposal shall be withdrawn for a period of 90 days subsequent to the opening of the Proposal without prior written consent of the Library District.
10. Each Proposal must include a **COVER LETTER**, which must indicate that the signer is authorized to bind the proposer contractually and must identify the title or position of the signer. The COVER LETTER shall also contain the following:
 - a. The name of the proposer, address, telephone number and email address;
 - b. A statement that (a) the proposer is willing and able to provide the goods and services required for a successful engagement; (b) the proposer has read and understands the Request for Proposal; and (c) the Proposal is made in accordance with the Request for Proposal and is based upon the materials, products, systems and equipment required by the Request for Proposal;
 - c. The name of the individual within the proposer, who will be the primary contact concerning this engagement;
 - d. A certificate of good standing for the State of Missouri, as applicable; and
 - e. Documentation and sworn affidavit with respect to employees working in connection with the Proposal, affirming enrollment in a Federal Work Authorization Program.
 - f. The proposer's qualifications to provide and complete the project, including any experience in the provision and completion of similar projects within the last five years.
11. An unsigned submission shall be rejected.
12. The Library District is not liable for any cost incurred by the proposer prior to issuance of a legally executed contract by the Library District and/or purchase order authorized by the Library District.

PROPOSAL CONTENT REQUIREMENTS

Please make sure the proposal includes, at a minimum:

Company name and address
Representative Name
Phone Number
Email

Contacts for three recent Commercial References.

Any marketing materials or other information that will help with selection.

Monthly payment offer and description of type (flat rate, % of sales, other)

SELECTION PROCEDURES

1. Proposals shall be referred to and reviewed by a Selection Committee composed of individuals selected by the Director and CEO.
2. If necessary or desirable, selected proposers may be asked to an interview.
3. Proposals that fail to adhere to the requirements of this Request for Proposal may result in the Proposal being disqualified as non-responsive.
4. The Proposal will be used to measure the lowest and best proposal. In determining the best Proposal, among other factors, the Library District may consider all factors in this Request for Proposal including, but not limited to, the location of the proposer, MBE/WBE participation/interest in the business, and prior performance.
5. The Selection Committee will make a recommendation to the Director and CEO who will make a recommendation to the Board of Trustees.

AWARD

1. The right is reserved by the Board of Trustees to cancel this Request for Proposal or to reject any and all Proposals and to waive formalities in the best interest of the Library District.
2. The Board of Trustees reserves the right to split awards, make multiple awards and to reject any and all Proposals.
3. Subject to the rights reserved by the Library District, an award will be made by the Board of Trustees to the proposer determined to have submitted the best proposal.
4. All proposers will be notified of the Library District's selection as soon as possible.
5. The successful proposer will be issued a Notice of Award. Within five business days, the successful proposer shall provide the following minimum documentation:
 - (a) Proof of the appropriate insurance coverage:

Worker's Compensation & Employers Liability – Statutory Amount (Mandatory);

Comprehensive Automobile Liability for vehicles used – \$1,000,000; and

Comprehensive General Liability – \$2,000,000;
 - (b) Federal Identification Number.
 - (c) Evidence that the proposer is authorized to do business in Missouri and the City of Ladue.

End of Request for Proposal