

## **Park City Municipal Corporation**

### **REQUEST FOR PROPOSAL**

#### **I. Services Desired**

Park City Municipal Corporation (The City) is soliciting proposals for the operation of a coffee shop/café at the Park City Library, 1255 Park Avenue, Park City, UT 84060. The service would operate at the Park City Library under a lease agreement with the City.

#### **II. Background**

The Park City Library is a community gathering place for the City. In the recently renovated library there are places for people to study, several community meeting rooms, a collection of over 70,000 items, a digital media lab, public art, computers for community use, an interactive children's area, and a dynamic teen area. There are two tenants in the building, aside from the library, including the Park City Film Series, and the Preschool Co-op. The Park City Film Series programs the Santy Auditorium approximately 110 days per year. The City also hosts the Sundance Film Festival in the Santy for 11 days each January. The café will be permitted to operate during Park City Film Series Programs and the Sundance Film Series, both during daytime and evening programming. The vending for Sundance Festival is operated by Sundance Institute, and occurs on the third floor community room during the Festival. The Institute periodically seeks proposals for the vending service.

The goal of the coffee shop/café within this facility is to create a welcoming, multi-use environment that encourages library use including beverages and food for people to enjoy while holding meetings, using Wi-Fi, getting together for collaborative projects, studying, visiting for programs, social gatherings, or coming for books and other resources. We seek a long-term relationship with a vendor who seeks to be a welcoming part of our community fabric. The renovation added a number of flexible community meeting spaces that will be used and operated outside of and in addition to the library hours.

In addition to use of the library itself, there are private rentals of the facility outside library hours, there will also be many people coming to the building on a daily basis for numerous activities including morning preschool pick-up and drop-off and to play with dogs in the dog park outside the library. We have a vibrant and active community center that brings in more than 175,000 visitors per year .

The hours of the library are: Monday through Friday 10:00 a.m. to 9:00 p.m.; Saturday 10:00 a.m. to 6:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. It is preferred that the coffee shop/café be operated during the majority of the library's open hours and is preferred to be earlier as negotiated between City and vendor. The space that is to be utilized by the coffee shop/café is outside of the library and can have different hours of operation, including early morning hours when residents are likely to stop by for coffee. Requested minimum hours of operation for the coffee shop are Monday through Friday 8:00 a.m. to 3:00 p.m.; Saturday 9:00 a.m. to 3:00 p.m. and Sunday 12:00 p.m. to 4:00 p.m. However, final hours may be negotiated as part of the final lease agreement by concessionaire and the Library Director.

The coffee shop/café space consists of approximately 300 square feet. It is located in the entrance gallery to the building. The gallery has glass doors that open out onto an outdoor patio that is open to the outside during warm months. Just outside the library is an open space where people enjoy the space and play with their dogs.

The City is seeking a qualified coffee shop/café operator to enter into a three (3) year lease with the City to provide the Park City Library with food and beverage service. For general economic and business information, please visit the Park City Chamber of Commerce and Visitors Bureau website at [www.parkcityinfo.com/economic](http://www.parkcityinfo.com/economic).

### **III. Type of Services**

A. General. The selected lessee shall operate a coffee shop/café under a lease with the City. There will be no cooking allowed on site. The tenant will be allowed to lease the premises beginning October 1, 2017.

B. Type of Service. The following are required by the City:

1. A variety of quality hot and cold beverages such as coffee, tea, smoothies, and other like drinks with lids that will be consumed inside the library and out.
2. A variety of quality pre-prepared food items will be served such as pastries, fruits, or other coffee shop fare. Food and drink options for children should be available.
3. Please submit proposed hours of operation. The operator will be allowed to be open during private rentals of the Santy auditorium. The lessor of the 3<sup>rd</sup> Floor & Santy Auditorium may prohibit outside food and beverage at their discretion. The coffee shop provider shall not offer fresh or bagged popcorn.
4. The service provider will be required to open the coffee facility prior to library hours and their employees must be competent in operating and managing a key fob and alarm systems for the overall library facility.
5. The service provider will be a positive representative for the City as they will be the first impression of the facility when people walk in the door. Customer service must be excellent and meet all standards set by Park City Municipal Corporation and Library management. Employees should be competent, courteous, and professional in appearance.
6. The service provider should create a warm and inviting atmosphere. Creation of additional seating is important in coordination with the Library Director, both inside

and outside. Service provider will be responsible for providing tables, chairs, and other necessary furniture with approval from the Library Director.

7. General Maintenance – The vendor shall partner with City to provide basic maintenance of the leased area including keeping surfaces clean and tidy (tables, chairs, counters, floors), mopping at the end of shifts, and emptying garbage at the end of shifts and when overflowing in the coffee shop area and patio.

The following are preferred by the City:

Ability to provide food and drink service to library room rentals and other library programs. The vendor should propose a catering menu.

#### **IV. Responsibilities of the Lessor**

1. The City will provide infrastructure to operate a coffee concession including but not limited to counters, millwork, storage, sink, plumbing, electrical and other utility connections, not including intranet service which will not be provided. We will not provide specialty equipment or machines such as refrigerators or coffee machines. The café will not have a commercial kitchen. Food preparation shall be off site.
2. Basic furnishings for the interior seating space exist and can be shared. Coffee Shop and Patio furnishing inventory:
  - a. 4 square pedestal tables
  - b. 2 round pedestal tables
  - c. 8 wooden chairs
  - d. 6 soft seating chairs
  - e. 4 patio tables
  - f. 16 outdoor chairs
  - g. 4 umbrellas
  - h. 2 plants
  - i. 1 TV display
  - j. 3 trash cans.

The Deli/cold case and sinks are the property of the City and will be included. The refrigerator and wooden storage racks on the rear counter are the property of the prior vendor.

#### **IV. Responsibilities of the Lessee**

1. Lessee will be required to enter into a written three (3) year lease with the City.
2. Lessee must have insurance as outlined in the attached standard lease.

## **V. Content of Proposal**

Proposal must be a maximum of ten (10) pages in length. Three (3) hard copies shall be submitted by no later than September 22, 2017 at 4:00 pm. They must include, but need not be limited to the following:

1. A statement detailing your experience and licensing. Provide current business licenses.
2. A rental fee proposal – The City has interest and willingness in considering multiple terms in lieu of a rental fee such as a percentage of profits, etc.
3. A description of proposed menu and pricing.
4. A statement of how you see the relationship between the coffee shop/café and library being mutually beneficial.
5. Two (2) business references including names and phone numbers.
6. Proposed hours of operation.
7. Budget for tenant improvements.
8. A marketing and advertising plan.

## **VI. Selection Criteria**

The proposal will be reviewed and ranked by a selection committee composed of the Library Director and her staff designees, members of the Library Board and Friends of the Library, and the Economic Development Manager. Criteria to be used in evaluating proposals will include, but not necessarily be limited to:

1. Demonstrated experience in the coffee shop/café business as well as financial stability.
2. Compatibility with the library and its operations and the vendor's ability to represent the City in a positive manner, including the willingness to provide general maintenance duties.
4. Rental fee proposal.
5. Price may not be the sole deciding factor.
6. Commitment and ability to provide consistent operating hours and be open at 8:00 a.m.

7. Ability to provide quality and diverse food and drink options for people of all ages.
8. Environmentally friendly practices, i.e., recycling/donating/compost program for grounds; Eco cup sleeves; recycling cup sleeves; Promoting use/discount program for use of reusable cups; Recycling waste; Biodegradable disposable cups; etc.
9. A marketing plan aimed at establishing the new vendor.
10. Familiarity with the Park City community.
11. The nature and extent of requested changes to our standard contract (i.e., unwillingness to comply with our insurance/indemnity provision counts against a bidder.)

Important Dates :	
Proposals Due	Friday, 9/22/17– 4:00 p.m. MST
Bidder Interviews, Review and Selection	9/25/17 to 9/29/17
Anticipated Date for Council Review	10/24/2017
Deadline for Signing of Contract	10/31/2017
Vendor Move-In, TI's	October 31 – November 12, 2017
Opening Day	11/13/17

Please submit proposals and/or any questions in writing to:

Kate Mapp  
 Adult Services Librarian  
 Park City Library  
 P.O. Box 668  
 Park City, UT 84060  
[kate.mapp@parkcity.org](mailto:kate.mapp@parkcity.org)

Questions may be submitted no later than Wednesday, September 20, 2017 at 9:00 a.m. Responses will be sent on or before September 21, 2017, at 11:00 a.m. Questions should be in writing and directed to Kate Mapp via email: [kate.mapp@parkcity.org](mailto:kate.mapp@parkcity.org). Responses to all questions submitted will be posted on the City's web site by noon on September 21, 2016

Deadline for proposals is: on or before 4:00 p.m., Friday, September 22, 2017. These must be submitted in triplicate hard copy to the front desk of the Library, care of Kate Mapp and shall include an e-copy on an external hard/thumb drive.

[Other:](#)

Park City Municipal Corporation reserves the right to reject any and all proposals for any reason. Park City Municipal Corporation reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right

to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

Park City Municipal's policy is, subject to Federal and State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers

Applicants shall be interviewed by the Library Director and the selection committee with a decision reached in September, 2017.

Award of contract is subject to approval by City Council.

Proposals lacking required information will not be considered.

All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA § 63G-2-309, as amended.

Proposals shall be good for ninety (90) days.

If bidder utilizes third parties for completing RFP requirements, list what portion of the RFP will be completed by third parties and the name, if known, of the third party.

If there is a conflict between the written and numerical amount, the written amount shall supersede.