



184 BROADWAY STREET  
IRVINE, KY 40336

ESTILLCOLIBRARY@GMAIL.COM  
606-723-3030

**Library Café/Coffee Shop  
Request for Proposals (RFP#2)**

Estill County Public Library is seeking interested parties to submit a business plan for independent operation of a Café/Coffee Shop at the 184 Broadway location. The successful offerer will be contracted directly with the library.

Title of Project: 2021 ECPL CAFÉ/COFFEE SHOP BUSINESS PLAN

Proposals should be submitted only to:

Kathy Watson, Director  
Estill County Public Library  
184 Broadway Street  
Irvine, KY 40336

Business plan due date and time:

No later than 12:00 noon E.S.T. on Friday, July 9, 2021

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THIS PAGE SHALL BE COMPLETED, SIGNED AND RETURNED WITH THE SEALED BUSINESS PLAN.

Full Legal Name & Address of Offerer

\_\_\_\_\_  
Company's Legal Name

By: \_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

## Project

Estill County Public Library is soliciting proposals for independent operation of a café/coffee shop at the following location:

Estill County Public Library  
184 Broadway Street  
Irvine, KY 40336  
122 square ft. facility  
Newly renovated March 2020

## Scope of Work

1. This project involves the independent daily operation of the Estill County Public Library café facility each weekday, with the exception of major US holidays. The café shall operate only on days when the library is open to the public, and within agreed-upon hours.
2. Respondent shall supply all cleaning supplies and cleaning equipment/material to adequately clean and maintain the café area.
3. Respondent is responsible for cleaning the lower level warming kitchen, should it be used for café prep work.
4. Respondent shall respect the rights of community groups who reserve the lower level warming kitchen for events sponsored at the Estill County Public Library.
5. Respondent shall supply all paper goods, grocery items and ingredients necessary to food and beverage production, and
6. Respondent shall provide all equipment necessary to perform the contracted food service operation to current industry standards. All company equipment stored on the library premises shall be clearly marked with the Respondent's Company Name. All library-provided equipment shall be clearly marked with the Library Name and shall be kept clean and in good working order by Respondent.
7. Estill County Public Library shall provide access to all utilities for operation of the food service facility.
8. The business operating hours shall be set by agreement between all parties and shall not be changed by the Respondent without express written consent from the Library Board of Trustees.
9. Any and all permits/licenses/inspections as required by **governmental** authorities having jurisdiction, whether state, local, county, and/or federal, are the complete responsibility of the Respondent and shall be obtained prior to commencement of work. Any and all expense/cost related to obtaining required permits/licenses/inspections is the sole responsibility of the Respondent.
10. By submitting a proposal, the Respondent agrees that each worker assigned to this contract is a direct employee of the named company/organization.
11. If awarded, Respondent shall have in place a public liability insurance policy in an insurance company acceptable to the Library and admitted to do business in Kentucky, in an amount indemnifying up to the sum of \$1,000,000.00 for one claim, and \$3,000,000.00 for more than one claim for injury or damage caused by any accident upon the premises. The policy must run for the benefit of, and in the name of, both Respondent and Library, and respondent must provide a certificate of insurance in form acceptable to Library. Policy must also provide for payment of \$100,000 property damage. Further, Resident must procure and maintain insurance against loss by theft, vandalism, and malicious mischief, covering Resident's personal property and Library's personal property used by Resident.

12. Respondent's employees on this contract shall be covered by Respondent under liability and workers compensation insurance as required by Kentucky law
13. Respondent may paint, affix, and erect signs on the premises only as approved in writing by the library.
14. The Respondent shall be liable for any damage caused to the building, building contents, and/or injury to its occupants, or grounds, resulting from the execution of the work and/or from not exercising proper precautionary measures. Any cost of repair or replacement resulting from damages caused by the Respondent or Respondent's employees shall be at the Respondent's expense. Further, Respondent shall be liable for any unauthorized or criminal acts of its employees.
15. Respondent, at Respondent's expense, shall be responsible for maintaining and repairing the personal property of the Respondent as well as any repairs necessitated by Respondent's activities.
16. All changes to the decor of the premises shall be approved by the Director of the Library.
17. Contract shall be awarded on best-evaluated business plan. The Library reserves the right to accept or reject any proposal based on factors including but not limited to proposed hours of operation, proposed menu, proposed pricing to customers, and/or ability to meet any operating requirements.
18. Initial Contract shall be awarded for a 6 Month Period, with renewal option. Either Respondent or Owner may terminate agreement at that time, with at least 30 days notice to the other party. Respondent will be responsible for paying the full 6 month lease payment, should Respondent cease operations prior to the end of the 6 month contract period.
19. The Respondent shall initially pay \$50.00 per month, on the 1<sup>st</sup> day of the month, to Estill County Public Library for use of the café facility for the first six months of operation. If both parties are in agreement, the lease may then be renewed by the Company at six month increments. Estill County Public Library reserves the right to negotiate an increase in monthly lease fees with each 6-month contract renewal in order to cover utility and maintenance costs for the café operation. *(It is not the library's intent to profit from the café operation, but to make a service available to library patrons and the community through an independent food service contractor.)*
20. ECPL shall provide café space, all utilities, and limited access to the Estill County Public Library building. Limited storage space shall be made available to Respondent who wins the contract.
21. The Company to which the contract is awarded may not have access to any portion of the library building not covered within this RFP, nor may The Company or its employees have access to any portion of the building (including café) outside agreed upon hours of café/coffee shop operation.
22. The library shall provide the following equipment and facilities for the exclusive use of the café operation; all other necessary equipment is to be provided by The Company;
23. Approx. 120 sq. foot café and all storage space contained therein,
24. Countertop refrigerated display case,
25. Microwave oven with vent,
26. Under-counter refrigerator,
27. *Limited access to the warming kitchen on the lower level of the library, when available.*
- 28. Business proposals are due no later than Friday, July 9, 2021, at 12:00 p.m., EST. Proposals shall be submitted to Kathy Watson, Director, at 184 Broadway Street, Irvine, KY 40336, and shall be read aloud in the Meeting Room.**
29. Questions shall be directed to Kathy Watson at [estillcolibrary@gmail.com](mailto:estillcolibrary@gmail.com).
30. Pre-bid Respondent walk-throughs are available upon request and shall be scheduled with Kathy Watson. An opportunity for one pre-bid Respondent walk-through has been scheduled for Thursday, July 1, from 5:00 to 6:00 p.m., EST, or upon request.

### **Qualifications**

- 1) All potential Respondents shall have experience in providing food service to the public, and shall have in hand all necessary licenses and permits for operation of such facility.
- 2) Provide a summary letter of the information contained in the proposal, including, but not limited to:
  - a) Provide a description of your company's qualifications, credentials, experience, and resources in creating an independent food service plan;
  - b) Provide a complete business plan, including hours of operation, number of staff needed to operate facility, basic menu and proposed pricing, as well as other information pertaining to successful operation of food service business.
- 3) The Respondent, not the Owner, shall perform quality control. Please describe what steps your firm will take to monitor and redirect the quality of the services provided. Include such information as inspection frequency, qualifications of the inspector, and steps that shall be taken to correct problems.

### **Instructions to Potential Respondents**

- 1) Proposals submitted as specified, received by the correct time and date, shall be opened and publicly read aloud. The proposal envelope shall have the Project Name, Respondent's Name, and date on the outside.
- 2) Submittals shall be made on 8 ½ by 11" portrait format, and placed in a sealed, opaque envelope. Qualifications shall be submitted by mail, courier, or delivered in person to: Kathy Watson, Library Director, Estill County Public Library, 184 Broadway Street, Irvine, KY 40336 by 12:00 p.m., Friday, July 9, 2021.
- 3) This Request for Proposal and any addenda are available by request from Estill County Public Library at [estillcolibrary@gmail.com](mailto:estillcolibrary@gmail.com).
- 4) Respondents are requested to refrain from contact with Library Trustees or Library Staff prior to a selection announcement, except as described in this document.
- 5) Any costs incurred by Respondents in preparing or submitting a proposal for the project shall be the Respondent's sole responsibility.
- 6) All responses, inquiries, or correspondence related to this RFP shall become the property of the library when received.
- 7) Estill County Public Library has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposal and to cancel the process at any time prior to entering into a formal agreement.
- 8) The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.
- 9) Proposals shall be valid for at least 180 days from RFP opening. The expiration date shall be included in the proposal.
- 10) In addition to evaluating the Respondent's proposal as submitted, the Library may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Respondent to perform the services /furnish the goods.
- 11) Any proposal received after the proposal due date and time as detailed in this document shall not be accepted or considered.
- 12) Any proposal may be withdrawn prior to the opening upon written request.
- 13) If the Library declares a weather emergency closing, scheduled receipt of proposals shall be extended to the next business day.
- 14) Oral proposals or proposals delivered via electronic means such as fax or email shall not be considered.

**Evaluation Criteria**

The criteria below will be used to evaluate firms for further consideration:

- 1) Specialized, appropriate expertise for this type of project;
- 2) Responsiveness, comprehensiveness, and quality;
- 3) Previous experience with catering or food service;
- 4) Comprehensive menu options;
- 5) Competitive customer pricing;
- 6) Compliance with format and content of proposal, as well as inquiry and submission requirements;
- 7) References from previous food service/ catering experience;
- 8) All-inclusive business plan proposal; and
- 9) Other factors that may be appropriate for the project.

**Submission of Proposal Packages**

Completed proposals shall be submitted on 8 ½ by 11” portrait format, and placed in a sealed, opaque envelope. Qualifications shall be submitted by mail, courier, or delivered in person to: Kathy Watson, Library Director, Estill County Public Library, 184 Broadway Street, Irvine, KY 40336 by 12:00 p.m., Friday, July 9, 2021.

**Award**

An award will be made by the Board of Trustees. Estill County Public Library intends to award contracts based on the best evaluated proposal. The library reserves the right to accept the proposal deemed to be in its best interest, not necessarily the least expensive proposal; the right to disqualify bids from Respondents not deemed to be qualified; the right to disqualify bids deemed to be defective; the right to waive defects on bids where such defects are not deemed significant; and the right to waive any and all formalities and to reject any and all bids.

All Respondents will be notified of the Library’s selection as soon as possible. The successful Respondent is expected to enter into a written contract with the Library Board of Trustees for a term of 6 months. Approval of the final contract between Estill County Public Library and the successful Respondent is subject to approval by the Board of Trustees.