



**Laramie County Library System
REQUEST FOR INFORMATION
Library Cafe
August 18, 2008**

The Laramie County Library System (LCLS), Cheyenne, WY seeks a vendor to provide beverage/food service in a café like atmosphere at the Laramie County Library, 2200 Pioneer Avenue, Cheyenne, Wyoming.

BACKGROUND:

LCLS consists of the main library in Cheyenne, a branch in Pine Bluffs (45 miles from Cheyenne), a branch in Burns (35 miles from Cheyenne), a bookmobile, and extensive outreach efforts. The library serves a population of approximately 85,000 and currently receives over 560,000 visitors a year.

In November 2003, Laramie County voters approved \$26.9 million in funding for improvements to the Pine Bluffs Branch Library, a new bookmobile, and – most significantly – a new Laramie County Library in Cheyenne. Located at 2200 Pioneer Avenue, this 103,000-square-foot, three-story facility opened September 8, 2007. Extensive planning was done and numerous public meetings were held to incorporate as much of the community's needs and wants into the new facility as feasibly possible. At the top of the list of what the public wanted–was a café where they can obtain food/beverage items to take into the library, as well as enjoy them while visiting with friends or just relaxing in the café area. The café brings the library closer to fulfilling the goal of being a community center.

LCLS desires to have food and beverage service located in the Premises to provide members of the public and library employees with an opportunity to purchase and consume food and beverage items such as coffee, tea, soft drinks, water, muffins, snacks, cold sandwiches and similar food items.

THE PREMISES:

The café space is located in the southeast corner of the Laramie County Library building and is designed to provide food and beverage service to the public and library employees, (the Premises). The Premises has a total square footage of 467 square feet and consists of a space for the vendor and space for inside seating. The Premises has built-in book shelves for display of books and other items, a three-compartment sink, hand sink, floor drain, a floor sink, electrical outlets on all three walls, counters, cupboards and an entrance to the vendor part of the space as a separation from the public part of the Premises. Tables and chairs for the public seating area in the Premises are supplied by LCLS. There is a sitting area outdoors, again with tables and chairs supplied by LCLS.

VENDOR REQUIREMENTS:

The vendor must be able to operate such food and beverage service in the Premises. Any modifications to the Premises by vendor require LCLS approval and would be at the vendor's expense.

Proposals should indicate the benefits to LCLS to be provided by your enterprise. Such benefits may be indicated in a number of ways including, but not limited to, the amount of rent to be paid and/or percentage of gross revenue to be included in a Lease contract.

The Vendor must comply with all applicable federal, state and local laws and regulations, including food safety and sanitary regulations. Vendors submitting proposals must obtain all necessary and/or required state, county and city licenses, at its expense. Vendor will be responsible for all associated plan review and document requirements.

The utilities for the Premises will be paid by LCLS. Telephone and local call services are provided. Vendor must pay for costs of credit card line and computer service.

Vendor's menu must comply with all health regulations and receive approval by the City/County Health Department. The vendor may not prepare food by using ovens or deep-fat fryers or similar equipment in this area as it is not set up to meet the health regulations for such activities. Microwave heating of food prepared elsewhere is allowed.

For more information about the library, including hours, services, history, and building design, you may consult the LCLS website: www.LCLSONline.org.

WALK THROUGH OPPORTUNITY:

Interested parties may tour the Premises on **Wednesday, September 3, 2008 at 3:00 p.m.** A reservation is necessary to attend the tour. Please contact Lucie Osborn at 307.773.7220 if you wish to take the tour.

SUBMISSION OF QUESTIONS:

Vendors may submit any questions regarding this Request for Information to losborn@lclsonline.org or 307.773.7220 no later than **3:00 p.m. on Friday, September 5, 2008**. Answers will be posted on the library website no later than Tuesday, September 9, 2008.

SUBMISSION OF PROPOSALS:

The objective of this Request for Information is to solicit proposals for provision of café service in the Premises to commence as soon as a Lease contract is signed.

Interested vendors should mail or deliver an original and four (4) copies of their proposal, which must include a preliminary design of any proposed café floor plan changes, before **3:00 o'clock**,

p.m., Wednesday, September 17, 2008, to Lucie Osborn, Laramie County Library System, 2200 Pioneer Ave., Cheyenne, WY 82001. If there are questions, call Lucie Osborn at 773-7220 or e-mail losborn@lclsonline.org.

Only proposals that provide responses to the following requests (in order) will be considered.

1. Discuss how you will work with LCLS to provide food and beverage café services for the public and LCLS employees including:
 - a) draft menu with expected pricing (keep in mind that service will be for people of all ages including adults with children);
 - b) hours of service;
 - c) expected areas of responsibility including but not limited to cleaning, recycling, trash disposal, advertising, licensing, insurance, etc.; and
 - d) how you will ensure a professional operation.
2. Submit a history of the company including other similar operations along with contact information for those operations for reference purposes.
3. Provide a brief discussion, layout, and plan of alterations the company would expect to make to the space provided for the vendor.
4. The primary contact in your company for this project, and how they plan to work with LCLS.
5. Provide the name and resume for the person who is expected to manage the café, including contact information for reference purposes of other similar operations they have managed.
6. Provide a business plan and Financial Statement that includes, at a minimum, information regarding the organizational structure, capitalization, financing, debt service obligations, banking relationships and the assets and liabilities of such entity and which demonstrates the vendor's ability to successfully operate the proposed café facility and comply with the requirements of the Lease contract in a fiscally responsible manner.
7. Include ACKNOWLEDGEMENT pages contained in this RFI.

PROCEDURE:

Interviews with finalists will be held during the week of September 22, 2008.

Finalists will be required to provide samples of beverages and select items from menu.

Vendors must be prepared to attend a LCLS library board meeting to address board member questions.

LCLS reserves the right to waive all irregularities, formalities and informalities, reject any or all

proposals without prejudice or further obligation and to accept any proposal or combination of proposals which, provides the maximum benefit to LCLS.

Final selection of the vendor shall be contingent upon the negotiation and execution of a Lease and/or contract with the selected vendor.

LCLS will notify the responder to be awarded the contract via phone with a written follow up.

LCLS will notify, in writing, all others when a responder has been selected.

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ACKNOWLEDGEMENT:

- A. The undersigned agrees to furnish a proposal for café service to LCLS in compliance with this Request for Information.
- B. By submission of this proposal, the responder certifies:
 - 1. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
 - 2. Prices in this proposal have not knowingly been disclosed by the responder and will not be prior to award to any other responder.
 - 3. No attempt has been made nor will be by the responder to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- C. The individual signing this proposal certifies that he/she is a legal agent of the responder, authorized to represent the responder and is legally responsible for the decision as to the prices and supporting documentation provided.
- D. Assigned representative who will be the prime café contact:

Responder's
Representative: _____

Address: _____

City/State _____ Zip _____

Phone# (_____) _____ FAX# (_____) _____

E-mail: _____

- E. Responder's principal place of business:

Responder: _____

Address: _____

City/State: _____ Zip _____

Phone# (_____) _____ FAX# (_____) _____

E-mail: _____

- F. Taxpayer identification.

Are you incorporated? _____ Yes _____ No

If yes, State of Incorporation: _____

What is your Taxpayer Identification Number?

Social Security # _____ - _____ - _____

OR

Employer Identification # _____

- G. I/We hereby certify and claim, in accordance with W.S. 16-6-101, as amended, the in-state five percent (5%) preference differential allowed to Wyoming responders.

Signature _____ Title: _____

- H. Proposal items are firm for **120** days after proposal opening for evaluation of proposal.

- I. Submit proof of Wyoming residency, if applicable.

Check to acknowledge receipt of addendum _____ and/or amendment _____ if applicable.

Company Name

Name of Authorized Representative – Typed

Street Address/P.O. Box

Signature of Authorized Representative

City/State/Zip

Date

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