

Request for Information / Request for Proposals (RFI/RFP)

Café Services at Laramie County Library

Issued by: Laramie County Library System

Location: 2200 Pioneer Avenue, Cheyenne, Wyoming 82001

Issue Date: September 15, 2026

Proposal Due Date: September 30, 2026

Contact: Laura Block, Director of Business & Administration, lblock@lclsonline.org, 307.773.7223

1. Purpose of Solicitation

Laramie County Library System is seeking information and proposals from qualified café operators, food service providers, coffee vendors, or concessionaires interested in operating and managing café services at Laramie County Library. The Library intends to identify a vendor that can provide high-quality beverages, light food, snacks, and related services in a welcoming, reliable, financially sustainable, and community-centered manner.

This document may be used as a combined Request for Information and Request for Proposals. The Library may use responses to refine operational expectations, evaluate market interest, and select a vendor for contract negotiations.

2. Background

Laramie County Library System serves residents throughout Laramie County and provides public access to collections, technology, meeting rooms, programs, and community gathering spaces. The café service is envisioned as an amenity that supports library patrons, staff, event & program attendees, and visitors by offering convenient refreshments in alignment with the Library's public-service mission.

The selected vendor will be expected to operate in a manner that is accessible, courteous, dependable, and compatible with a public library environment. The Library encourages creative proposals that support community engagement, local partnerships, affordability, and excellent customer service.

3. Scope of Services

The selected vendor shall provide comprehensive café operations, including menu planning, food and beverage preparation, staffing, customer service, point-of-sale operations, sanitation, inventory management, and coordination with Library staff.

Services should be appropriate for a public library setting and may include:

- Coffee, espresso drinks, tea, and other non-alcoholic beverages.
- Grab-and-go food, pastries, light meals, snacks, and healthy options.
- Options that are reasonably priced and accessible to a broad range of patrons.
- Catering or refreshment support for Library events & programs, meetings, and special events, if requested.
- Coordination of hours that support Library use patterns and approved events.
- Compliance with all applicable food safety, health, licensing, tax, employment, and insurance requirements.
- Maintenance of a clean, safe, attractive, and orderly service area.
- Environmentally responsible practices, such as reduced waste, recyclable or compostable products where feasible, and efficient resource use.

4. Facility, Equipment, and Utilities

The Library will provide access to the designated café area and may make available certain fixtures, furniture, utilities, storage areas, or equipment as described during the site visit or in an addendum. Unless otherwise stated, vendor-provided equipment, smallwares, supplies, food inventory, licenses, permits, staffing, technology, and operating expenses shall be the responsibility of the vendor.

The vendor shall identify any facility modifications, utility needs, security considerations, storage needs, equipment requirements, or operational assumptions in its proposal. Any modifications to the Library facility must receive prior written approval from the Library.

5. Minimum Vendor Qualifications

- Demonstrated experience operating a café, coffee shop, food service business, catering operation, concession, or comparable service.
- Ability to obtain and maintain all required permits, licenses, food handler certifications, and health department approvals.
- Ability to provide insurance coverage acceptable to the Library, including general liability, workers' compensation as applicable, and any other required coverage.

- Financial and operational capacity to staff, supply, and sustain café operations.
- Commitment to customer service, cleanliness, accessibility, and respectful conduct in a public setting.
- Ability to comply with Library policies, facility rules, applicable laws, and contract requirements.

6. Proposal Submission Requirements

Proposals should be clear, complete, and organized in the order listed below. Vendors should submit the proposal in PDF format to

www.bidnetdirect.com//laramiecountylibrarysystem no later than 5pm on September 30, 2026.

1. **Cover letter:** Include vendor name, address, primary contact, email, phone, and authorized signature.
2. **Vendor profile:** Describe business history, ownership, relevant experience, and qualifications.
3. **Operating plan:** Describe staffing, hours, menu concept, daily operations, service standards, cleaning, inventory, and patron experience.
4. **Sample menu and pricing:** Provide proposed product categories, sample items, price ranges, and approach to affordability.
5. **Financial proposal:** Describe proposed rent, commission, revenue share, utility contribution, or other business terms.
6. **Equipment and facility needs:** Identify required equipment, storage, utilities, signage, technology, installation needs, and any proposed changes to the café area.
7. **Licenses and compliance:** Describe required permits, food safety practices, insurance, tax compliance, and legal requirements.
8. **References:** Provide at least three references for comparable services, including contact information.
9. **Community alignment:** Describe how the vendor will support the Library's mission, welcome diverse patrons, promote local partnerships, and contribute to community-building.
10. **Exceptions:** Identify any exceptions or requested changes to the RFI/RFP terms.

7. RFI Questions for Vendors

Vendors are encouraged to provide information that will help the Library assess operating models and market feasibility, including responses to the following:

- What café service model would be most appropriate for a public library setting?
- What hours of operation would be realistic and sustainable?
- What menu items would be most successful for library patrons, staff, and event attendees?
- What facility, equipment, storage, or utility support would be necessary?
- What financial structure would make operations sustainable?
- What startup timeline would be required after contract award?
- What risks or constraints should the Library consider before finalizing the RFI/RFP or agreement?

The Library reserves the right to conduct interviews, request clarifications, negotiate terms, check references, reject any or all proposals, waive informalities, or award a contract in the best interest of the Library.

8. Contract Terms and Conditions

The anticipated agreement may include an initial term of 1 year with renewal options by mutual written agreement. Contract terms may include service standards, approved hours, payment or commission structure, facility use requirements, reporting, insurance, indemnification, termination rights, compliance obligations, and performance expectations.

The Library intends this arrangement to function as a collaborative partnership with the selected vendor. Depending on the proposed operating model and final negotiated agreement, the Library may consider approaches to support café operations, which could include shared costs; limited staffing support of up to one full-time equivalent (1.0 FTE); or other mutually acceptable arrangements to help provide café services during the hours outside of the vendor's proposed schedule.

The vendor shall not assign or subcontract any material portion of the services without prior written approval from the Library. The vendor shall be responsible for all taxes, payroll obligations, employee supervision, supplier contracts, food safety practices, and operating expenses unless expressly stated otherwise in the final agreement.

9. Required Policies and Compliance

- Compliance with applicable federal, state, county, and municipal laws, regulations, permits, and health department requirements.

- Compliance with Library policies governing public conduct, facilities, safety, accessibility, and use of space.
- Maintenance of required insurance throughout the contract term.
- Compliance with nondiscrimination and equal opportunity requirements.
- Professional conduct by all vendor employees and representatives.
- Protection of Library property and prompt reporting of safety, maintenance, or security concerns.

10. Questions, Addenda, and Communications

All questions regarding this RFI/RFP must be submitted in writing to Laura Block at lblock@lclsonline.org by the **September 21, 2026**. Responses, clarifications, and addenda will be issued in writing. Vendors shall not rely on oral statements or interpretations. Vendors are responsible for reviewing all addenda before submitting a proposal.

12. Reservation of Rights

The Library reserves the right to modify or cancel this solicitation, reject any or all responses, request additional information, waive irregularities, negotiate with one or more vendors, conduct interviews, or make no award. Submission of a response does not guarantee selection or create a contract.

13. Disclosures of RFI/RFP Content:

All material submitted becomes the property of the Library and may be returned only at the Library's option. The Library has the right to use any or all ideas presented in any reply to this RFI/RFP. Selection or rejection of any proposal does not affect this right.

Respondent's Responsibilities:

A respondent, by submitting a proposal represents that:

1. The respondent has read and understands the RFI/RFP in its entirety that and the proposal is made in accordance therewith, and
2. The respondent possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the Library, and
3. Before submitting a proposal, each respondent shall make all investigations and examinations necessary to ascertain site and/or local conditions and requirements affecting the full performance of the contract and to verify any representations made by Laramie County Library System upon which the respondent will rely. If the respondent receives an award because of its proposal submission, failure to have

made such investigations and examinations will in no way relieve the respondent from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the respondent for additional compensation or relief.

Conflict of Interest Disclosure Form:

All respondents shall complete and have notarized the attached disclosure form of any potential conflict of interest that the respondent may have due to ownership, other clients, contracts, or interest associated with this project.

Waiver of Claims:

Once this contract expires, or final payment has been requested and made, the awarded respondent shall have no more than 30 calendar days to present or file any claims against the Library concerning this contract. After that period, the Library will consider the respondent to have waived any right to claims against the Library concerning this agreement.

Termination / Cancellation of Contract:

The Library reserves the right to cancel the contract without cause with a minimum thirty (30) days written notice. Termination or cancellation of the contract will not relieve the respondent of any obligations for any deliverables entered prior to the termination of the contract (i.e., reports, materials, statements of accounts, etc., required and not received). Termination or cancellation of the contract will not relieve the respondent of any obligations or liabilities resulting from any acts committed by the respondent prior to the termination of the contract.

Presentations by Respondent:

Laramie County Library Systems, at its sole discretion, may ask individual respondents to make oral presentations and/or demonstrations without charge to the Library.

The Library reserves the right to require any respondent to demonstrate to the satisfaction of the Library that the respondent has the fiscal and managerial abilities to properly furnish the services proposed and required to fulfill the contract. The demonstration must satisfy the Library and the Library shall be the sole judge of compliance.

Respondents are cautioned not to assume that presentations will be required and should include all pertinent and required information in their original proposal package.

Respondent's Personnel:

The respondent shall be responsible for ensuring that its employees, agents, and subcontractors comply with all applicable laws and regulations and meet all federal, state and local requirements related to their employment and position. The respondent certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986, as amended. During the performance of the contract, the respondent agrees to the following:

The respondent shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap or national origin, except when such condition is a bona fide occupational qualification reasonably necessary for the normal operations of the respondent.

The respondent agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The respondent, in all solicitations or advertisements for employees placed by or on behalf of the respondent, shall state that such respondent is an Equal Opportunity Employer.

Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section. The respondent shall include the provisions of the foregoing paragraphs above in every subcontract or purchase order so that the provisions will be binding upon each respondent or vendor. The respondent and any subcontractor shall pay all employees working on this contract not less than minimum wage specified in the Fair Labor Standards Act (29 CFR 510-794) as amended. Any information concerning the Library, its products, services, personnel, policies or any other aspect of its business learned by the respondent or personnel furnished by the respondent in the course of providing services pursuant to the Agreement, shall be held in confidence and shall not be disclosed by the respondent or any employee or agents of the respondent or personnel furnished by the respondent, without the prior written consent of the Library.

Proposal Acceptance/Rejection:

The Library reserves the right to accept or reject any or all proposals received as a result of this RFI/RFP, or to negotiate separately with competing respondents, and to waive any informalities, defects or irregularities in any proposal, or accept that proposal or proposals, which in the judgment of the proper officials, is in the best interest of the Library.

Governmental Immunity:

Laramie County Library System does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. 1-39-101 et seq., by issuing the RFI/RFP or by entering into any subsequent agreement. Further, Laramie County Library Systems fully

retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this RFI/RFP or any subsequent agreement.

Indemnification:

To the fullest extent permitted by law, the successful respondent agrees to indemnify and hold harmless Laramie County Library Systems, its appointed officials, elected officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with any work performed by or on behalf of respondent for Laramie County Library Systems pursuant to any agreement with Laramie County Library Systems.

Termination:

The selection may be terminated (a) by either party at any time for failure of the other party to comply with the terms and conditions of the RFI/RFP or any subsequent agreement; (b) by either party, with thirty (30) days' notice to the other party; or (c) upon mutual written agreement by both parties.

Force Majeure:

Neither the respondent nor Laramie County Library Systems shall be liable to perform under this RFI/RFP or subsequent agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

Vendor Response Checklist

- Cover letter signed by authorized representative
- Vendor profile and qualifications
- Operating plan
- Sample menu and pricing
- Financial proposal
- Equipment and facility need
- Compliance, license, permit, and insurance information
- References
- Community alignment statement
- Exceptions or changes requested, if any

Conflict of Interest Disclosure Form

Respondent legal name: _____

Business address: _____

Primary contact and title: _____

Telephone: _____ **Email:** _____

Purpose and Instructions

This form must be completed, signed by an authorized representative, notarized, and submitted with the respondent's proposal. Disclose any actual, potential, or perceived conflict of interest involving the respondent; its owners, officers, directors, employees, agents, proposed subcontractors, or immediate family members that could affect—or reasonably appear to affect—the impartial performance, evaluation, award, or administration of this solicitation or any resulting contract. A disclosure does not automatically disqualify a respondent; the Library will evaluate the circumstances and determine any required mitigation.

Disclosure Status — check one:

☐ **No conflict to disclose.** The respondent is not aware of any actual, potential, or perceived conflict of interest related to this solicitation.

☐ **Conflict disclosed.** The respondent identifies one or more actual, potential, or perceived conflicts below.

Conflict Details (attach additional pages if necessary)	
Person or entity involved	
Relationship to respondent	
Library official, employee, evaluator, or related party involved, if any	
Nature of financial, business, personal, familial, employment, ownership, client, contract, gift, or other interest	
How the interest relates to this	

solicitation or resulting contract	
Proposed steps to avoid, manage, or mitigate the conflict	

Continuing Duty to Disclose

The respondent agrees to notify the Library promptly in writing if any actual, potential, or perceived conflict arises or becomes known after submission and throughout the solicitation, evaluation, award, negotiation, and contract periods. The respondent will cooperate with reasonable mitigation measures required by the Library.

Certification

I certify that I am authorized to sign on behalf of the respondent; that I have reviewed this disclosure with the individuals responsible for preparing and performing the proposal; and that the information provided is true, complete, and accurate to the best of my knowledge. I understand that failure to disclose relevant information or any material misrepresentation may result in rejection of the proposal, termination of any resulting agreement, or other remedies available to the Library.

Authorized representative: _____

Title: _____

Signature: _____ **Date:** _____

Notary Acknowledgment

State of _____

County of _____

Subscribed and sworn to (or affirmed) before me on _____, 20____, by
 _____, as the authorized representative of
 _____.

Notary Public signature: _____

Printed name: _____

My commission expires: _____

Notary seal: