



ADDENDUM No. 1

JULY 8, 2015

Solicitation Title: Library Café Services

Solicitation No.: RFP No. 24-03-15 Opening Date: July 15, 2015 at 3 p.m.

Attention all potential bidders:

- Should Addendum: Information included in this Addendum is for clarification purposes. This Addendum SHOULD be acknowledged by checking the box indicated on the City Contract Form, A-5 Acknowledgement of Addendum(s) and returned with your solicitation submittal.

To all prospective bidders, please note the following changes and clarifications:

1. Section 3.3.1, Menu, page 19, is revised to include the following language:
 - a. The menu should include pre-packaged foods, specialty coffee, tea, espresso drinks, bottled water, juices, fresh pastries, bagels, cookies, and other café refreshments with an emphasis on healthy choices.
2. Section 2.15, Labor, Materials and Equipment Shall be Supplied by the Contractor, page 15, is revised to include the following language:
 - a. Contractor will provide any seating for Café interior and outside plaza.
 - b. The selected vendor will provide the following:
 - i. Cash register
 - ii. Display menu
 - iii. Paper goods
 - iv. Lids for all drinks served in a cup
 - v. Plastic ware
 - vi. Labels on all food marked with the date and time food was prepared. Replace all unsold food within 48 hours.
3. Section 3.3, Services Required, page 19, is revised to include the following language:
 - a. The Library provides and is responsible for the interior library area adjacent to the café including vestibule and public restrooms and free Wi-Fi access to all customers of the concession at no cost to the vendor.
4. Section 3.7.1, Fixtures, Equipment, & Common Dining Area, page 21, is revised to include the following language:
 - a. The city will provide all garbage, trash and rubbish receptacles within the confines of the café area. The vendor will be able to utilize the dumpster provided by the City.

- b. Vendor shall, to the satisfaction of the Library director, provide normal and routine maintenance of the facilities, designed to keep the premises and equipment in good state of repair, free from hazardous conditions and deterioration, thus providing for the comfort and safety of visitors and patrons.
- 5. Section 3.3.4, Marketing, page 20, is revised to include the following language:
 - a. Signs, advertising material, posters, and other such materials used by the vendor shall be subject to the approval of the Library director.
 - 6. Section 3, Scope of Services, page 19, is revised to include additional section 3.13 “Utilities” to include the following language:
 - a. The City shall provide utilities to the vendor where and whenever applicable, at no additional charge, which includes electricity, water, solid waste disposal and sewer service.
 - 7. Section 3.9, Security, page 22, is revised to include the following language:
 - a. Vendor shall provide any security measures, which may be required to protect café area, equipment, materials and facilities. The Library is not responsible for damage, loss or theft of the café facility.
 - 8. Section 3, Scope of Services, page 19, is revised to include additional section 3.14 “Deliveries” to include the following language:
 - a. Vendor shall use the Library delivery door for deliveries. Trucks making deliveries for the café will not block or impede library vehicles and library deliveries. The Library will not accept deliveries for the café nor will they assume responsibility for any products left in the staff workroom area.
 - 9. Section 4.5, Oral Presentations, page 26, revised to the following language:
 - a. ~~All~~ **The top 5 ranked** Respondents will be required to provide an oral presentation as a part of the evaluation process for this Solicitation which will include a taste test of exclusively of items proposed to be on café menu.
 - 10. Section 3, Scope of Services, page 19, is revised to include additional section 3.15 “Special Events” to include the following language:
 - a. Special events will be treated on a case by case basis subject to the direction of the Library Director. The City may assign special events to the awarded vendor. The City may assign special events to the awarded vendor. The City reserves the right to utilize any vendor or vendors for special events that will be in the best interest of the City.

Request for Information Questions/Clarification*:

Q.1 The café setup does not appear to be compliant with current building and zoning requirements for operating a food establishment. Specifically, related to a 3 compartment sink, elevated storage, and possibly the materials used in the countertops, which appeared to be porous and therefore non-compliant. In the next stage of the completion of the work being done on the library, can these changes be made or would bringing the facility into compliance be the responsibility of the vendor?

A.1 **It will be the responsibility of the vendor to bring the café into compliance. The costs to bring the facility into compliance will be the responsibility of the Vendor. The Vendor may be permitted to pay a lower monthly fee to help cover these costs. The Library will work with the Vendor regarding additional storage space.**

Q.2 The café is entitled to operate after library hours. The location of the bathrooms is outside of the café area. If the cafe is open to the public, the bathroom would need to be accessible. Are the bathrooms or bathroom going to be made accessible to the café after hours?

A.2 Yes, the library will allow access to the restroom adjacent to the café space provided that the vendor can block off access to the Library building to the satisfaction of the Library Director. Costs to block access to the Library will be the responsibility of the vendor. The restroom will be used as a unisex restroom after hours and will be treated as a single restroom facility allowing one client at a time to have access to the restroom.

Q.3 What is the maximum number of seats, both indoor and outdoor that is allowed?

A.3 Outdoor seating will be determined jointly by vendor and Library Director, and approved by the City according to exterior landscaping layout. The interior seating is limited to no more than 10 customers at a time, due to the small space. Additional seating is also available in the vestibule area of the library.

Q.4 Are cooking appliances, like convection ovens, soup tourines, Panini presses, ice cream machines, etc., allowed to be used in the café?

A.4 While there is no cooking allowed on site, vendor will be able to use on-site heating devices such as microwaves, convection ovens, warming devices, sandwich presses, and other similar utensils. If they are electric they will be required to have dedicated electrical service to them and meet certain requirements about wall finishes, etc. All food preparation and warming practices must be detailed and are subject to permit approval.

Q.5 Will the vendor be allowed to place separate signage on the outside of the Café, both coming in from the outside and from inside the library?

A.5 Yes, however all signage must first be submitted to the Library for approval.

*Questions not showing in the addenda are answered in the RFP.

All other terms, conditions and specifications remain unchanged for this solicitation.

End of Addendum