



FRIENDS OF THE COLUMBUS METROPOLITAN LIBRARY FOOD SERVICE REQUEST FOR LETTERS OF INTEREST

The Board of Trustees of Friends of the Columbus Metropolitan Library (Friends), an Ohio nonprofit corporation, is requesting letters of interest from vendors interested in leasing space to operate a café within the new Northside Branch of the Columbus Metropolitan Library (Library), 1350 N. High St., Columbus, Ohio. Ideally, the café will offer high-quality, freshly made coffee products, snack items and bottled beverages.

The current request is only for the Northside Branch, however, there's potential for future lease space in two other new buildings that will be bid out separately.

The Friends Board will give serious consideration to prospective café vendors who demonstrate the strongest capability to represent the library's values of Respect, Integrity and Inspiration and to conform to the following criteria and issues:

1. The types of reasonably priced food and beverage items that could be provided in a turnkey operations, such as high-quality, freshly made coffee in a variety of forms (e.g. regular, espresso, cappuccino, etc.), cold drinks, and appealing snack items (e.g. bagels, assorted baked goods, nutritional bars, etc.). Nutritional information and vegetarian items should be provided. No cooking facilities will be permitted.
2. Vendor must comply with all applicable Federal, State and City laws, ordinances, regulations and codes. Vendor is responsible to contact, arrange and comply with Health Department regulations.
3. Vendor will operate out of a predefined space provided by the library. The café operation is approximately 200 square feet and will include cabinetry, countertops, utilities and several pieces of equipment (stand up refrigerator for storage, under counter refrigerator and ice machine).
4. Vendor will provide cleaning and maintenance services that meet the standards of the library in all areas used by the coffee and snack operation.
5. Desired hours of operation include, but can be negotiable:
 Mon – Thurs: 8:30am – 8:00pm
 Fri – Sat: 8:30am – 5:30pm
 Sun: 12:30pm – 4:30pm
6. Vendor will include Friends of the Library signage indicating sponsorship and provide a 15% discount for Friends members and library staff.
7. Vendor will provide a clean, efficient, high-quality and aesthetically pleasing coffee and snack operation, and will operate in a manner that enhances the library customer experience.

8. Friends of the Library prefers regular monthly lease payments, but is willing to consider other lease terms.
9. Demonstrated financial stability and responsibility.

Additional information:

The Northside Branch employs 20 staff members and served an estimated 3,000 customers per week in the former building. The library's other new buildings have seen an average 25-30% increase in customer visits when compared to the old building. We expect this trend to continue at the Northside Branch given the planned amenities. The library does not plan to operate or provide other commercial food services for customers at the Northside Branch and there are no other coffee shops in the immediate area other than Kroger. The branch is expected to open in June 2017 and the café vendor must be available in the month(s) prior to move into the space and complete necessary inspections. Flexibility regarding this timeline is necessary due to possible advancements/delays in the construction schedule.

Friends will select a vendor that it believes will best meet the criteria and conditions listed above. Friends is currently considering a two (2) year agreement with a right of renewal.

Contents of Letter of Interest

To apply for consideration, submit a letter of interest expressing, from both a culinary and a business management perspective, the capability of your organization to best meet the needs of the Friends' café service. Include in your letter:

- The legal name of the business and the main address of the business.
- Contact information (including name, e-mail address and phone number) of the submitting vendor and/or vendor's representative.
- Copy of vendor's business license.
- Proof of vendor's insurance.
- At least three references that will support, document or verify your performance in providing services and/or operating a business. Please include contact name, email address and phone number.
- A sample menu of items vendor would most likely serve. What products do you intend to offer? What size(s)? What price(s)? What nutritional snacks do you intend to offer? Please list all proposed items and unit prices.
- Please list preferred lease model and any possible shared revenue opportunities you might consider.
- Résumé of the management staff.

The letter of interest must be signed by an official who is authorized to make legally binding decisions for the organization.

Be advised that the submission of financial information about your organization will be requested to determine your financial stability and reliability before any selection is made, but is not required with this letter.

Submit your information no later than 2/15/2017 to:

Friends of the Columbus Metropolitan Library
ATTN: Kelly Stevelt
96 South Grant Avenue
Columbus, OH 43215
kstevelt@columbuslibrary.org