

REQUEST FOR PROPOSALS
Library Café, White Plains Public Library
100 Martine Avenue
White Plains, New York 10601

PROPOSAL DUE DATE: Friday, November 25, 2016, 3 p.m.:

White Plains Public Library contact:

Dr. Brian Kenney, Director
White Plains Public Library
100 Martine Avenue
White Plains, New York 10605
Phone: (914) 422-1406
e-mail: bkenney@whiteplainslibrary.org

Please be advised that all matters concerning this RFP, from the date of issuance until the contract awards are made, are to be directed in writing of by letter or email to the above named contact person. Requests and arrangements to visit the site must be made to the above named contact person.

An original and three (3) complete copies of the proposal **MUST** be received no later than Friday, November 25, 2016 at 3:00 p.m. at the following address:

Dr. Brian Kenney, Director
White Plains Public Library
100 Martine Avenue
White Plains, New York 10605
Att: RFP –Library Café

*Original
Document*

**REQUEST FOR PROPOSALS
WHITE PLAINS PUBLIC LIBRARY**

I. INTRODUCTION

The White Plains Public Library (the “Library”) invites proposals from qualified contractors to operate a café that will provide food and refreshment services for the Library located at 100 Martine Avenue, White Plains, New York 10601 beginning October 1, 2017.

The intent of this Request For Proposals (“RFP”) is to seek out and select a contractor who will operate a café and provide high quality service at reasonable prices for patrons at the White Plains Public Library with an emphasis on customer service.

An original and three (3) complete copies of the proposal **MUST** be received no later than Friday November 25, 2016 at 3:00 p.m. at the following address:

Dr. Brian Kenney, Director
White Plains Public Library
100 Martine Avenue
White Plains, New York 10605
Att: RFP –Library Café

The Library is not responsible for any internal or external delivery delays which may cause the RFP to arrive beyond the deadline. An original plus three copies of the proposal must be submitted. No materials will be accepted after the deadline.

An evaluation committee comprised of appropriate personnel from the Library will review the proposals and may, if necessary, conduct interviews with one or more of the qualified proposers as part of the final selection process.

The Library reserves the right to accept, reject or negotiate modifications to any proposal, as it may, in its sole discretion, deem to be in its best interest.

While the Library reserves the right to negotiate with any and all proposers regarding the information which is requested in this RFP, each proposer must provide all information as requested to be considered and may be disqualified for failure to submit any required attachment/ exhibit or for submitting incomplete or non-responsive information, exhibits or attachments. Any such negotiations will occur subsequent to review and certification of proposals as fully complete and responsive.

REQUEST FOR PROPOSALS
Library Cafe, White Plains Public Library
100 Martine Avenue
White Plains, New York 10601

I. SCOPE OF WORK

The Library is soliciting proposals from interested and qualified contractors and individuals to operate the Library Cafe (“Café”) and provide food and refreshment service at the Library located at 100 Martine Avenue, White Plains, New York 10601.

The Café will be located on the northwest corner of the first floor of the Library building. It will consist of a food preparation area of 176 square feet, a storage area of 114 square feet and a public area of 1,601. The Café will have its own entrance from the street on Martine Avenue, as well as access from within the Library, and will seat approximately 36 with additional outdoor seating, weather permitting. From this location, patrons will be served food and refreshments during the hours of operation of the Library.

The configuration of the Cafe will permit the Café to be open and operated during hours when the Library is closed, including before and after regular Library hours. The proposal should indicate if the proposer intends to operate during extended hours beyond the Library’s regular hours and, if so, such proposed hours of operation. The proposers may be required to be open during for special events and programs, which programs, such as book or poetry readings, may take place in the Café.

The successful proposer shall operate the Café and provide trained and experienced staff. The successful proposer shall be in charge of food and refreshment service at the premises at the Library only.

Library Café - Summary of Responsibilities

- Provide food and refreshment services in accordance with quality standards as may be approved or determined at the sole discretion of the Director of the Library (the “Director”), or his/her designee, in conformance with generally accepted professional standards.
- Provide Library patrons with high quality food and non-alcoholic beverage services on a daily basis, at reasonable prices, all prices subject to the prior approval of the Director.
- Provide a menu that includes healthy food choices with options that will appeal to adults as well as children and teens and be affordable to a range of patrons.
- Provide food and beverage services in a professional, clean and efficient manner, and in compliance with all Westchester County Department of Health standards, as well as all applicable governmental statutes, regulations and guidelines.
- Provide adequate, trained staff to manage the operation, provide excellent service to patrons, and maintain all food preparation, service, and patron areas.
- Provide courteous and efficient service emphasizing customer satisfaction in a full-service environment by minimizing waiting times for food and beverages, complying with Library schedules.

II. PROPOSAL EVALUATION:

The Library shall apply the following evaluation criteria in selecting a contractor. Such criteria are not necessarily listed in order of importance. The Library reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

Proposal Evaluation minimums:

1. Experience providing the services requested by this RFP;
2. Professional qualifications, personal background, and resume(s)
3. Quality and value of services including menu and prices;
4. A determination that the proposer has submitted a complete and responsive proposal as required by all sections, terms, and conditions of the RFP;

III. CONTRACT TERM

The term of the agreement to be executed by and between the successful proposer and the Library will be for a period of five (5) years.

IV. LEGAL UNDERSTANDINGS

By submitting a proposal in response to this RFP, the proposer agrees and understands that the Library is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;

In addition to the foregoing, by submitting a proposal, the proposer also understands and agrees that the Library reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this RFP, except to the extent restricted by applicable law, including, but not limited to, the Library or City of White Plains Procurement Policies;

- To reject proposals that do not conform in all material respects to the RFP or meet the minimum evaluation criteria;
- To reject all proposals;
- To issue additional solicitations for proposals and/or amendments to this RFP;
- To waive any irregularities in proposals received after notification to all proposers;
- To negotiate for amendments or other modifications to proposals;
- To conduct investigations with respect to the qualifications of each proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To select the proposal that best satisfies the interests of the Library and not necessarily on the basis of price or any other single factor in the evaluation criteria;
- The Library assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;
- The Library is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline.

V. PROPOSAL REQUIREMENTS

PROPOSAL PACKAGES MUST BE MARKED: “REQUEST FOR PROPOSALS FOR LIBRARY CAFE”

A) The proposal must include the following information:

1. Identification of Key Personnel. Identify and provide background information on the key personnel who would provide services to the Library. The proposal must include the professional qualifications and experience of these individuals.

2. Experience: The Proposal should list the Proposer's:

- Experience providing the services requested by this RFP.
- Membership in appropriate professional organizations.
- Expertise of individuals who Proposer has identified as the individuals who will provide the services to the Library.

3. Business Plan

This section shall describe the proposer's approach and plan for accomplishing the work outlined in the RFP. These plans and approaches should be described in sufficient detail to permit the Library to evaluate them fairly and with a minimum of possible misinterpretation. Further, the proposer should describe the effort and skills necessary to operate the business. The plan should be described in sufficient detail to permit the Library to evaluate it fairly in relation to all other proposals with a minimum of possible misinterpretation.

The business plan is a comprehensive description of the planned mode of operation and use of the premises with emphasis on safety, service to the public and cash controls.

This plan must include, but not be limited to the following:

- The proposer's plan for operating the facility and accomplishing the work and requirements set forth in the RFP.
- The proposer's plan to offer quality products and service to the public, including a preference for organic and locally sourced foods and products.
- Organizational chart.
- Number of employees and their relevant qualifications.
- A list of proposed menu items, including a preference for organic and locally sourced foods and products.
- A proposed price list.
- Proposed annual/monthly payment/fee to be paid to the Library

✓ B) Proposals must be submitted on the proposer's letterhead and signed by an authorized representative of the proposer. Telephone or facsimile proposals will not be accepted.

✓ C) The proposal cover letter signed by a person authorized by the proposer to make a binding proposal must set forth that "this proposal constitutes a valid, binding and continuing offer at the prices set forth in the proposal for a period of sixty (60) days from the deadline for acceptance of proposals as set forth herein."

D) An original and three (3) completed copies of the proposal MUST be received no later than Friday, November 25, 2016 at 3 p.m., at the following address:

Dr. Brian Kenney, Library Director
White Plains Public Library
100 Martine Avenue
White Plains, New York 10605
Att: RFP-Library Cafe

E) Proposal must be typed or printed in black ink. All corrections made by the proposer prior to the opening must be initialed and dated by the proposer. No changes will be allowed after proposals are opened.

F) Proposals delivered prior to the deadline shall be secured unopened so long as the package is properly marked as set forth above. Late proposals will not be accepted.

G) Requests for clarification of this RFP MUST be written and submitted by letter or email to Dr. Brian Kenney, Director, White Plains Public Library, 100 Martine Avenue, White Plains, New York 10605, Email: bkenney@whiteplainslibrary.org.

H) Proposals MUST be signed. Unsigned proposals will be rejected.

I) Proposers may be required to give an oral presentation to the Library to clarify or elaborate on the written proposal.

J) No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the Library or the City of White Plains. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the Library or the City of White Plains.

VI. REFERENCES

The proposer shall provide a profile which, at a minimum, includes the following items:

- a. Proposer's legal name
- b. Address

- c. Year company was founded
- d. Total number of employees in organization

References: Indicate three (3) current client references for similar services, include

- 1) Client Name
- 2) Client Address
- 3) Contact Name, Title and Telephone Number
- 4) Description of Services

VII. INDEMNIFICATION AND INSURANCE

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The proposer agrees to indemnify and hold free and harmless the Library, the City of White Plains and their officials, employees, and agents from or on account of any and all suits, actions, or claims for injuries, losses, damages, liabilities, costs, or expenses, of any kind whatsoever, arising from this ensuing contract or which are incidental to or are in any way connected with its proposal.

The indemnification provided herein shall obligate the proposer to defend at the proposer's own expense or to provide for any defense (as determined by the Library or the City of White Plains), for any and all claims of liability and all suits, actions, or claims that may be incurred by the Library or the City of White Plains, in consequence of actions or inaction's relating to its proposal or any ensuing contract. By submitting a proposal, the proposer agrees to comply with the foregoing provisions of indemnity.

If the proposer is awarded the contract, the Library and the City of White Plains and the contractor shall be named as insured on all policies obtained by the contractor and Certificates of Insurance shall be furnished to the Library and the City of White Plains by the contractor.

General liability and workers' compensation insurance are required for this contract, and the Library and the City of White Plains must be listed as an additional insured for all policies.

All policies shall be obtained from companies licensed to conduct business in the State of New York.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the City of White Plains, Department of Risk Management. The City of White Plains Risk Manager may alter insurance requirements at his/her discretion.

(D.P)

VIII. NON-DISCRIMINATION/EQUAL OPPORTUNITY

The successful proposer shall comply with all local, state and federal laws and regulations pertaining to nondiscrimination and equal opportunity in the areas of employment, subcontracting, and use of the Library facilities.

DP

IX. ASSIGNMENT

The successful proposer shall not assign or subcontract any portion of the operation of the Café without the prior written approval of the Library. If the proposer intends as part of its proposal to subcontract any part of the work described in its proposal, that fact must be explicitly stated in the proposal and the proposer shall include the qualifications and credit references of any proposed subcontractors. If the City of White Plains awards the contract to the proposer and approves any subcontract, this approval shall not create any relationship between the subcontractor and the City of White Plains, such that the successful proposer shall be responsible for the entire contract.

DP

X. INDEPENDENT CONTRACTOR

The successful proposer and its employees will operate as an independent contractor and are not considered to be Library or City of White Plains employees.

DP

XI. SIGNS

The successful proposer shall not place any sign or advertisement upon any property of the Library or City of White Plains under any contract or agreement, which may result from this proposal without the prior written approval by the Director.

DP

XII. PRICES

The Proposer warrants that all services and/or merchandise shall be made available to the public at commercially reasonable prices for comparable facilities within the City of White Plains and further warrants that such goods shall be of first quality and fit for the particular use intended. The Proposer shall submit to the Director for approval, a schedule containing the services to be offered for sale and the prices to be charged therefor, and the Proposer may not offer any item for sale unless and until the list of items therefor have received the prior approval of the Director.

DP

XIII. EQUIPMENT

The following equipment and furniture will be installed at the site by the Library and shall be owned by the Library and City of White Plains: An electronic register, Bunn Dual SH DBC SST for brewing coffee, Bunn Coffee Grinder, Electronic Coffee Machine S5 EK TA La Spaziale, Coffee Grinder E6 OD Compak, Refrigeration Cabinets Ethos EH700 S - EH800, Refrigeration undercounter True TUC-48-LP, E22M3 on the SK23 strand convection oven, indoor and outdoor tables and chairs. Such equipment and furniture may be used by the selected contractor. The selected contractor will be responsible for all other equipment, furniture and supplies required to operate the food and concession stand. The selected contractor will be responsible for any maintenance and service related to the equipment and furniture as well as cleaning of the

Café (service area, storage space, and public area) and the removal of all refuse, garbage and recyclables. The Library will pay for all utilities for the Café unless the use of such utilities by the contractor exceeds normal usage.

XIV. HOURS AND DAYS OF OPERATION

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The Café will be open for business for all hours when the Library is open as well as additional hours designated by the Library for special events, rentals and program activities. Hours of operation will include:

Monday	10:00 a.m. - 9:00 p.m.
Tuesday	10:00 a.m. - 9:00 p.m.
Wednesday	10:00 a.m. - 9:00 p.m.
Thursdays	10:00 a.m. - 9:00 p.m.
Fridays	10:00 a.m. - 6:00 p.m.
Saturdays	10:00 a.m. - 5:00 p.m.
Sundays	1 p.m. - 5:00 p.m.

DL

XV. COMPLIANCE WITH LAW

The successful proposer shall comply with all applicable local, state and federal laws and regulations at its sole cost and expense. Neither the successful proposer, nor any person acting on behalf of the successful proposer, shall discriminate against any individual on the basis of race, color, creed, gender, marital status, country of origin, physical disability, genetic predisposition or carrier status in connection with the operation of the agreement or the use of the facilities. The successful proposer shall, at its sole cost and expense, procure and maintain in full force and effect for the term of the resulting contract, all permits, licenses and approvals from all applicable governmental authorities. The successful proposer shall comply, at its sole cost, with all applicable federal, state and local laws, rules, regulations and orders including, but not limited to the Labor Law, Workers' Compensation Law, State Unemployment Insurance Law, State and Municipal health and sanitation regulations, Federal Social Security Law and all rules and regulations promulgated by the United States Department of Labor and/or the Industrial Commissioner of the State of New York, the Occupational Health and Safety Administration (OSHA), the Public Health Law, the Westchester County Sanitary Code, and all amendments and additions thereto.

DL

XVI. PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the Library or the City of White Plains and is NOT A BID. Submission of this proposal, attachments, and


additional information shall not obligate or entitle the proposing entity to enter into an agreement with the Library for the services. The undersigned agrees and understands that the Library and the City of White Plains are not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the Library or the City of White Plains, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the Library or the City of White Plains.

It is understood and agreed that the Library reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the Library reserves all rights specified in the Request for Proposals.


It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the Library or the City of White Plains is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.


XVII. SIGNING OF THIS RFP

In addition to the documents and information requested in this RFP, each proposer must sign this RFP in the space provided below, arrange to have their signatures acknowledged/notarized on the following page and submit this document as part of their submission/proposal.



Proposer Name

By: 

Name
Title 

INDIVIDUAL ACKNOWLEDGMENT

STATE OF NEW YORK)
) ss.:

COUNTY OF Westchester)

On the 22 day of November in the year 2016 before me, the undersigned, personally appeared David Pellon, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

MARTIN J WEEMAELS
NOTARY PUBLIC STATE OF NEW YORK
WESTCHESTER COUNTY
LIC. #01WE4936684
COMMISSION EXPIRES 08/22/2018



Notary Public

CORPORATE OR LLC OFFICER ACKNOWLEDGMENT

STATE OF NEW YORK)
ss.:

COUNTY OF)

On this _____ day of _____, 2016, before me, the undersigned, personally appeared _____, personally known to me or

(Name of Officer)

proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity as _____ of _____,

(Title)

(Name of Corporation or LLC)

the corporation or LLC described in and which executed the within instrument, and acknowledged that he/she was authorized to sign on behalf of said corporation or LLC , and that by he/she signed the within instrument on behalf of said corporation or LLC.

Notary Public