

## **TOM GREEN COUNTY, TEXAS**

### **REQUEST FOR PROPOSAL RFP 19-008: Stephens Central Library Café Lease**



Prepared By:

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**Release Date: 10/30/2018**

**Due Date: 11/30/2018**

Proposer's Company Name: \_\_\_\_\_

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## I. INTRODUCTION

Proposals are being accepted for RFP # 19-008: Stephens Central Library Café Lease. This RFP is provided by Tom Green County (the County) for the purpose of soliciting proposals from prospective vendors to provide food and beverage café service at the Tom Green County Stephens Central Library (the Library) located downtown at 33 West Beauregard Avenue in the middle of the Downtown Central Business District with County and City government offices within easy walking distance. Numerous banks, churches, and office buildings populate the downtown area.

A successful proposer will demonstrate the experience and abilities needed to successfully operate a coffee shop/café in the Stephens Central Library lobby that will enhance the Library's appeal and service to the public of Tom Green County.

The café is located in the lobby of the Library, immediately adjacent to and visible from the Beauregard and Irving Street entrances. The lobby area is furnished with café table seating for about 40 people, with access to an outdoor plaza area with 32 additional seats.

The shared table and seating area is approximately 1,250 square feet while the coffee shop preparation and service area is 390 square feet.

The Tom Green County Library is an essential community resource and popular meeting place for the citizens of Tom Green County. Residents of the City of San Angelo and the County of Tom Green strongly support the Library. With over 40,000 registered borrowers and annual circulation averaging half a million, the library is a bustling, heavily-used facility. Visitors to the Library average 800 to 1,000 daily.

The consumption of non-alcoholic beverages in lidded containers is allowed anywhere on Library premises. Staff members may consume beverages from lidded containers in their work areas. Food consumption is allowed throughout the Library.

The 3<sup>rd</sup> floor community room and finished rooftop space are versatile spaces, used to hold public and private events. The community room will seat 200 people in conference (table) style seating with a maximum of 540 standing. The rooftop terrace space is 2,143 square feet and has a maximum capacity of 308 people. All food or beverages for events must be supplied by the organizers or arranged with a caterer. The café operator should be willing to offer catering services to support the utilization of these meeting spaces. Groups are encouraged to utilize the on-site café but are not required to do so.

These are the only approved instructions for use on your proposal. Items contained herein apply to and become a part of Terms and Conditions of the proposal. Any exceptions thereto must be in writing.

The contractor shall furnish all labor, tools, equipment and materials in order to fulfill the obligations of this contract.

Tom Green County reserves the right to reject any proposal which fails to meet the mandatory requirements as stated; does not comply with the specification requirements of the RFP; or exceeds budgetary expectations.

### **SCHEDULE**

Issue RFP	October 30, 2018
Last day for appointments to view site	November 14, 2018
Written questions must be received by	November 14, 2018
Responses to inquiries issued by	November 16, 2018
Proposals due	November 30, 2018

***Please be sure to submit all required forms and documentation.***

Questions concerning this RFP should be directed in writing to the **Tom Green County Auditor's Office, attention Darin Schell**. Email [purchasing@co.tom-green.tx.us](mailto:purchasing@co.tom-green.tx.us)

**No official site visit is planned for this solicitation. Interested persons may view the café by appointment only with the Library Director. Call (325) 655-7321 to set up an appointment.**

**The last day for any appointments is Wednesday, November 14, 2018.**

\*Any catalog, brand name or manufacturer's reference used in a proposal invitation is descriptive-NOT restrictive-it is used only to indicate type and quality desired. Proposals on brand of like nature and quality will be considered. If the proposal is based on other than the reference specifications, the proposal must show the manufacturer, brand or trade name, lot number, etc., of the article offered. If other than the brands(s) specified is offered, illustrations and complete descriptions should be made part of the proposal. If the offeror takes no exception to specifications or reference data, he/she will be required to furnish brand names, numbers, etc. as specified.

## II. REQUEST FOR PROPOSAL

### 1. PROPOSAL SUBMISSION

The offeror is expected to thoroughly examine the specifications and all instructions contained in this RFP. Responses should be tabbed according to the Roman numeral section headings for consistency of evaluation.

PROVIDE ONE (1) ORIGINAL AND TWO (2) COPIES OF YOUR PROPOSAL (EACH SIGNED IN INK AND SEALED IN A MARKED ENVELOPE) TO:

TOM GREEN COUNTY AUDITOR

113 WEST BEAUREGARD

SAN ANGELO, TEXAS 76903-5834

325-659-6500

MARK THE OUTSIDE OF EACH ENVELOPE:

“SEALED PROPOSAL RFP# 19-008: STEPHENS CENTRAL LIBRARY CAFÉ LEASE”

Sealed proposals shall be received no later than:

**2:00 p.m. Friday, November 30, 2018**

**And will be publicly opened in the County Auditor’s Conference Room located on the second floor of the Judge Edd B and Frances Frink Keyes Building at**

**113 W. Beauregard Ave., San Angelo, Texas**

**At 2:15 p.m.**

In the event that Tom Green County Offices are officially closed on a proposal opening day, proposals will be received until 2:00 p.m. on the next business day, at which time the proposals will be publicly opened.

If offeror does not wish to submit an offer at this time but desires to remain on the list for this service, please submit a “NO OFFER” by the same time and at the same location as stated above. If response is not received for three consecutive RFPs, offeror shall be removed from list. If however, you choose to “NO OFFER” this service and wish to remain on list for other services, please state the particular service under which you wish to be classified.

Tom Green County is always very conscious and extremely appreciative of the time and effort you must expend to submit an offer. We would appreciate your indicating on any “NO OFFER” response, the requirements of this RFP which may have influenced your decision to “NO OFFER”.

**2. LATE PROPOSALS**

Proposals received after submission deadline shall be returned unopened and will be considered void and unacceptable and they will be returned unopened to the offeror. Offeror should allow sufficient mailing time to ensure the timely receipt of their proposal or proposals may also be hand delivered prior to deadline. Tom Green County is not responsible for lateness of mail, carrier, etc., and time/date recorded by the County Auditor’s Office shall be the official time of receipt.

**3. ALTERING PROPOSALS**

Any interlineations, alteration, or erasure made to the PROPOSAL must be initialed by the signer of the proposal prior to receiving time, guaranteeing authenticity.

**4. WITHDRAWAL OF PROPOSAL**

Proposals may be withdrawn at any time prior to the official opening. A proposal may not be withdrawn or cancelled by the offeror for a period of ninety (90) days following the date designated for the receipt of PROPOSAL, without prior approval by the Commissioners Court based on a written acceptable reason. Offeror so agrees upon submittal of their PROPOSAL.

**5. PROPOSAL OPENING**

Proposals will be received and publicly acknowledged at the location, date, and time stated above. Offerors, their representatives and interested persons may be present. Proposals shall be received and acknowledged only so as to avoid disclosure of the contents to competing offerors and kept secret during the negotiation/evaluation process.

**NOTE:** All proposals shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the PROPOSAL so identified by offeror as such.

**6. AWARD OF PROPOSALS**

Tom Green County will review all responses to assure compliance with the specifications. Vendor may be excluded from further consideration for failure to comply with the specifications of the RFP. The County reserves the right to reject in whole or in part any or all proposals, waive minor technicalities, informalities, or irregularities and award the proposal as it shall deem best serves the interest of Tom Green County. Award of contract will be executed by the Tom Green County Commissioners Court. However, any part of vendor’s contract, which contradicts any part of the requirements of this Request for Proposals, shall be considered null and void. Receipt of any proposal shall under no circumstances obligate Tom Green County to accept the lowest proposal.

The award of the contract shall be made to the responsible offeror whose proposal is determined to be the lowest and best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors set forth in the RFP.

**7. FORMATION OF CONTRACT**

A response to this solicitation is an offer to contract with Tom Green County based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation shall become a contract when awarded by the Tom Green County Commissioners Court and a purchase order or notice of award is mailed or otherwise furnished to the successful offeror. The prospective vendor must submit a signed Submission Affidavit with the response thus eliminating the need for a formal signing process.

**8. CONTRACT TERM**

Contract will be for a period of one (1) year with an optional four (4) years under the same terms and conditions. Each optional year will require Tom Green County's Commissioner's Court approval for renewal.

**9. EVALUATION CRITERIA AND FACTORS**

The award (if any) of contracts shall be made to the responsible offerors whose submittals are determined to be the most advantageous to, and in the best interest of Tom Green County while taking into consideration factors set forth in the Request for Proposal in accordance with the Texas Local Government Code, Chapter 262.

- 40 %      Qualifications of the Operator**
- 20 %      Product Offerings**
- 20 %      Staffing Plan**
- 20 %      Proposed Monthly Rent**

**NOTE:** Best value shall be determined by any relevant criteria specifically listed in the solicitation and by considering all or part of the criteria listed below:

- a. Reputation of the Vendor and of Vendor's goods and services.
- b. The quality of the Vendor's goods or services.
- c. The extent to which the goods or services meet the County's needs.
- d. Vendor's past relationship with the County. All vendors shall be evaluated on their past performance and prior dealings with the County to include, but not limited to, failure to meet specifications, poor quality, poor workmanship, and late delivery.

The Tom Green County Auditor has prepared the RFP, and will provide resource information to the Tom Green County Commissioners Court, who will evaluate proposals. The Commissioners Court may designate a representative or a review committee for this purpose. Discussions may be conducted with reasonable proposers who submit proposals determined to be reasonably susceptible of being selected for award. All proposers will be accorded fair and equal treatment



with respect to any opportunity for discussion and revision of proposals. Revision of proposals may be permitted after submission and before award for the purpose of obtaining best and final offers as determined to be in the best interest of the County.

**10. REFERENCES**

Offeror shall supply with this proposal a list of at least three (3) references where like services and/or products are provided in the public sector. Include name of entity, address, telephone number and name of representative. **Note:** See Exhibit A – Vendor Reference Form.

**11. INSURANCE**

The contractor shall provide Worker’s Compensation coverage. The only exception to the worker’s compensation requirement is in the case of a sole proprietor. The contractor shall provide Comprehensive General (Public) Liability Insurance of \$1,000,000 (combined single limit for bodily injury and property damage) to include (but not limited to) premises/operation, independent contractors, personal injury, products/completed operations and contractual liability. Comprehensive Automobile Liability insurance for owned/leased vehicles, non-owned vehicles or hired cars shall be provided in the minimum amount of \$1,000,000 (combined single limit for bodily injury and property damage.) **The contractor shall provide the County with certificates of insurance evidencing the required insurances within 10 calendar days of the Notice of Award.** The contractor further agrees that with respect to the above required insurances, the County shall be named as an additional insured as its interest may appear; be provided with a waiver of subrogation; and be provided with thirty (30) days advance notice in writing, of cancellation or material change.

**12. TERMINATION**

The obligation to provide further service under the terms of the resulting agreement may be terminated for convenience by the either party upon sixty (60) days written notice.

Non-compliance: Failure to comply with any of the standards as set forth in this request for proposal including but not limited to food quality, service expectations, maintenance, and overall cleanliness can result in a fine of \$50/day if problems are not addressed within seven days of receiving a formal complaint letter from the Library. Termination of the lease agreement can result if the problems persist beyond fifteen (15) days after receipt of the written notification.

Tom Green County reserves the right to terminate upon breach of contract as allowed by law.

**13. SEVERABILITY**

If any part of this proposal is declared unenforceable or invalid, the remainder will continue to be valid and enforceable.

**14. DUTY OF VENDOR**

In order for proposals to be compared on an identical basis, it is necessary that all portions of the document, including requests for specific information about, services, reference forms and general information regarding the vendor be completed and adhered to.

**15. PERFORMANCE OF CONTRACT**

The contractor shall perform all work in a superior workmanlike manner and products shall be delivered in the condition requested, to the satisfaction of the Tom Green County Commissioners Court or designated representatives.

All items proposed shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated in the proposal. Verbal agreements to the contrary will not be recognized. All materials and services shall be subject to County's approval. Unsatisfactory material will be returned at Seller's expense.

Tom Green County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default of resulting contract award.

**16. CAVEAT**

Although every effort has been made to provide accurate and up-to-date information, companies interested in supplying proposals should contact the County Auditor with any questions you may have (see "Introduction").

**17. VARIATION IN QUANTITY**

The County assumes no liability for commodities produced, processed or shipped in excess of the amount specified herein.

**18. NON-EXCLUSIVE CONTRACT**

It is expressly understood and agreed that in case Tom Green County should need any item(s) not available from the successful vendor during the term of this contract within the time frame requested, Tom Green County reserves the right to purchase these items from other than the successful vendor. This shall not be in violation of any terms or conditions of this contract. Further, Tom Green County reserves the right to purchase from or seek another vendor if, at any time, the vendor's prices do not conform to public pricing.

**19. REQUIREMENTS OF SPECIFICATIONS**

Each offeror shall be held to have examined the requirements of the RFP under consideration and confirm he fully understands the RFP and the County's needs and satisfies himself that he is cognizant of all factors relating to requirements contained in the RFP.

**20. SILENCE OF SPECIFICATIONS**

The apparent silence of the RFP as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the RFP shall be made on the basis of this statement.

**21. CONFLICT OF INTEREST**

No public official shall have interest in a contract, which results from this RFP, in accordance with Vernon's Texas Codes Annotated Local Government Code Title 5, Subtitled C, Chapter 171.

**22. CONFIDENTIALITY**

All information disclosed by Tom Green County to successful offeror for the purpose of the work to be done or information that comes to the attention of the successful offeror during the course of performing such work is to be kept strictly confidential.

**23. ADDENDA**

Only questions regarding clarification of instructions may be handled verbally. Any interpretations, corrections or changes to this RFP will be made by addenda. Sole issuing authority of addenda shall be vested in the Tom Green County Auditor. Any addendum will be sent via email to those companies known to be in possession of the proposal document. Offerors are responsible for ensuring that a correct email address is listed in the County's vendor database and may email [purchasing@co.tom-green.tx.us](mailto:purchasing@co.tom-green.tx.us) to update this information or to specifically request copies of any addenda issued. It is the responsibility of the Offeror to ensure that all addenda are received and included with their submission. Failure to submit all signed addenda may result in proposal being considered non-responsive.

**24. CHANGE ORDERS**

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing.

**25. ASSIGNMENT**

The successful offeror shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the Tom Green County Commissioners Court.

**26. VENUE**

This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Tom Green County, Texas.

**27. SUBMITTAL OF CONFIDENTIAL MATERIAL**

Any proposed material that is to be considered as confidential in nature must be clearly marked as such by the proposer and will be treated as confidential by Tom Green County.

**28. MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE OFFERORS**

A prospective offeror must affirmatively demonstrate their responsibility and ability to meet the following requirements:

1. Has adequate financial resources, or the ability to obtain such resources as required;
2. Have a satisfactory record of performance;
3. Have a satisfactory record of integrity and ethics;
4. Be otherwise qualified and eligible to receive an award.

Tom Green County may request representation and other information sufficient to determine the offeror's ability to meet these minimum standards listed above.

**29. INDEMNIFICATION**

By entering into this contract, the successful offeror agrees to defend, indemnify and hold harmless Tom Green County and all its officers, agents, and employees from all suits, causes of actions, or other claims of any character, name and description brought for or on account of any injuries of damages received or sustained by any person, persons, or property on account of any breach, negligent act or fault of the successful offeror, or of any agent, employee, subcontractor, invitee or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful offeror shall pay judgments with costs, including attorney fees, expenses and costs of court, which may be obtained, against Tom Green County growing out of such injury or damages.

**30. WARRANTY**

The Vendor shall not limit or exclude any express, written, or implied warranties and any attempt to do so shall render this contract voidable at the option of Tom Green County. The offeror warrants that the goods furnished will conform to the specifications, drawings and descriptions listed in the proposal invitation, and to the sample(s) furnished by the offeror, if any. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern. **SAFETY WARRANTY:** The vendor warrants that the product sold to the County shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, the County may return the product for correction or replacement at the vendor's expense. In the event the vendor fails to make the appropriate correction within a reasonable time, the correction made by the County will

be at the vendor's expense.

**31. SALES TAX**

Tom Green County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the proposed price shall not include such taxes.

**32. DELIVERY**

Proposal cost shall be F.O.B. Destination. If otherwise, show the exact cost to deliver by unit price, extend and show total. Actual costs will be based on quantities delivered.

If a delay is foreseen, the contractor shall give written notice to the County Auditor. The County has the right to extend the delivery date if the reason(s) appear valid. The Contractor must keep the County advised at all times on the order status. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge full increase in cost and handling to the defaulting contractor.

**33. TITLE AND RISK OF LOSS**

The title and risk of loss of goods shall not pass to the County until the County actually receives and takes possession of the goods at the point or points of delivery.

**34. DESIGN, STANDARDS AND PRACTICES**

Design, strength, quality of materials and workmanship must conform to the highest standards of engineering practices and/or professional services.

**35. PATENTS/COPYRIGHTS**

The successful offeror agrees to protect Tom Green County from claims involving infringements of patents and/or copyrights.

**36. INVOICES AND POINT OF CONTACT AFTER RFP IS AWARDED**

Rent may be mailed or delivered in person during regular business hours to:

Dianna Spieker  
Tom Green County Treasurer  
113 W. Beauregard  
San Angelo, Texas 76903

The remittance shall show:

1. Name and address of successful offeror;
2. Detail stating the applicable period of time

**37. PAYMENT**

Payment will be made upon receipt and acceptance by the County of all completed services and/or products ordered and receipt of a valid invoice, in accordance with the Texas Government Code, Chapter 2251. Successful offeror is required to pay subcontractors within ten (10) days.

**38. FUNDING**

Funds for payment have been provided through the Tom Green County budget approved by the Commissioners Court for this fiscal year only. State of Texas statutes prohibit the obligations and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Tom Green County fiscal year shall be subject to budget approval.

In the event funds do not become available, the contract may be terminated or the scope amended. There shall be neither penalty nor any additional charges incurred by the County. The offeror, in accepting the contract, agrees that the County shall not be liable for damages in the event that the contract is terminated due to a lack of funding.

**39. DISCOUNTS**

Discounts for prompt payment offered may be taken into consideration during the proposal evaluation. Terms of payment offered will be reflected in the space provided on the proposal cost worksheet. All terms of payment (cash discount) will be taken and computed from the date of delivery of acceptable material or services, or the date of receipt of invoice, whichever is later.

**40. DEBARMENT**

Offeror certifies that at the time of submission of its proposal, Offeror was not on the federal government's list of suspended, ineligible or debarred contractors and that Offeror has not been placed on this list between the time of its submission and the time of execution of the Contract. If Offeror is placed on this list during the term of the Contract, Offeror shall notify the Tom Green County Auditor. False certification or failure to notify may result in termination of the Contract for default.

In accordance with Texas Local Government Code Chapter 154.045, if a seller is found to be indebted to Tom Green County by manner of delinquent taxes, fines, fees, or indebtedness arising from other written agreements, then Tom Green County may offset payments under a contract to satisfy the outstanding debt and no payments will be made until the debt is paid in full.

**41. CONFLICTS BETWEEN REQUEST FOR PROPOSAL AND PROPOSAL**

Should a conflict arise between the terms and provisions of this RFP and the submission of the vendor, the terms and provisions of this RFP will prevail.

**42. COMPLIANCE**

All offerors will comply with all Federal, State and local laws relative to conducting business in Tom Green County including, but not limited to licensing, labor and health laws. The laws of the State of Texas will govern as to the interpretation, validity and effect of this proposal, its award, and any contract entered into.

**43. DISCRIMINATION**

During the performance of this contract, the successful offeror agrees as follows:

a. The successful offeror will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The successful offeror will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

b. The successful offeror will, in all solicitations or advertisements for employees placed by or on behalf of the successful offeror, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

c. The successful offeror will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representative of the successful offeror's commitments under this section.

**44. CONFLICT OF INTEREST QUESTIONNAIRE (CIQ):**

Chapter 176 of the Texas Local Government Code requires that any proposer or person considering doing business with a local government entity disclose in the Conflict of Interest Questionnaire the proposer's or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. If applicable, this questionnaire, by law, must be filed with the records administrator of Tom Green County within seven (7) days of notice of potential award or within seven (7) days after submitting a proposal response. Additionally, a new form must be filed no later than the seventh (7th) business day after the person becomes aware of the facts that require the statement to be filed. The form can be found online at [https://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm). By submitting a response to this proposal, the offeror represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. If required, send completed forms to the Tom Green County Clerk's Office located at 124 West Beauregard Avenue, San Angelo, Texas 76903.

**45. HB 1295**

Offeror must complete a form 1295 filing, disclosure of interested parties, on the Texas Ethics Commission website. <https://www.ethics.state.tx.us/tec/1295-Info.htm> This filing shall be completed with the RFP, and prior to the issuance of any notice to proceed. For form item# 3 use "RFP # 19-008 Stephens Central Library Café Lease".

**46. VENDOR RESTRICTIONS REGARDING BOYCOTTS OF ISRAEL**

Government Code 2270 prohibits governmental entities (which include cities, counties, public school, special purpose districts, etc.) from contracting with companies who boycott Israel and from investing in companies that boycott Israel. This requires contracts to have written verification from the company that it does not boycott Israel and will not boycott Israel during the term of the contract.



## **SPECIAL TERMS AND CONDITIONS**

### **1. Publicity**

The County or the Library's name is not to be used in any promotional or public relations effort connected with an event except to describe the location of the event. The County and Library name may only be used if the Library is co-sponsoring the event.

### **2. Lease**

A lease incorporating these terms and standard lease terms will be negotiated with the successful proposer.

### **3. Storage Area**

A dry goods storage area of 120 square feet located on the third floor will be provided to the operator.

### **4. Utilities**

The Library will supply hot and cold water, sinks, plumbing, including a grease trap, access to a housekeeping closet with mop sink, overhead lighting, and 240 volt/100 amp electrical connections. Trash service will be provided through the use of dumpsters at the loading dock.

The Operator will supply telephone service, additional utility services, professional fees, and installation for such needs beyond that provided by the Library.

### **5. Equipment**

A vent hood for non-grease laden vapors is installed in the café. The Operator will provide all other necessary professional, commercial-grade equipment, including installation, to perform the function of the coffee shop including, but not limited to, beverage equipment, coolers, dishwashers, and glass display cases. Allowed cooking equipment includes but is not limited to the following items: impinger oven, panini press, slow cooker, microwave, steam tables, and soup warmers.

### **6. Maintenance**

Operator is responsible for keeping the coffee shop area, including interior and exterior seating areas, neat, and clean, and keeping the coffee shop area and equipment in good repair. Operator is responsible for regularly bussing the seating and condiment areas and immediately cleaning up spills and messes. Operator will ensure that trash receptacles do not become overfilled during public hours. Operator will empty trash nightly, into the Library's service area dumpsters. Operator will not allow boxes, cartons, barrels, or similar items to remain in view of the public. Operator will maintain the designated storage areas in good order. Failure to maintain a neat and clean appearance will be a major consideration which could lead to early termination of the lease.

**7. Deliveries**

Deliveries must be made through the loading dock entrance at the rear of the building. The Library will not accept deliveries at the loading dock after 5:00 p.m. and will not be responsible for any products left in the loading dock area.

**8. Fire Code Regulations**

Operator will ensure that all fire code regulations of the City of San Angelo are strictly followed. Equipment to be placed within the café area must fit the build out of that area. **Note:** the vent hood within the café will not allow for the placement of a grill within the space. It is the operators' responsibility to discuss code regulations with the appropriate officials.

**9. Licenses and Fees**

Operator shall be solely responsible for all licenses from any applicable regulatory authority and compliance with all rules and regulation of the agency or agencies authorized to regulate the café operation. This includes but is not limited to the City of San Angelo health department.

**III. QUALIFICATIONS OF OPERATOR**

Response to this paragraph shall be a full capability statement. Describe your experience and background in providing coffee shop or café operations. What uniquely qualifies you to provide café service in the Library?

Please provide the following:

- a) financial plan indicating the source of funding to be used for space enhancements and working capital
- b) list of major equipment to be utilized, including brand, model and purchase price; indicate which equipment would be purchased in new condition and which items are currently owned as well as the age and years in service
- c) Identify all legal claims, demand, or lawsuits threatened or pending against the Proposer with regard to the similar services and equipment offered in this proposal.
- d) Please also indicate in the Proposer has failed to complete a contract term within the past five (5) years. Proposer must describe such contract including the name and address of the customer and the reason for contract termination.

Provide names, addresses, and telephone numbers of at least three references, including at least one banking or credit reference (Exhibit A). If you have experience providing specialty coffee service within an established business or institution (retail, university, school, hospital, government, other) please provide additional references.

#### IV. PRODUCT OFFERINGS

**The menu profile provided here is not meant to limit food items, only to provide a basis for the vision:**  
Espresso drinks, coffee, tea, soft drinks, Italian or specialty sodas, bottled water, bottled juices, fresh pastries, sandwiches, salads, soups and snack foods.

Operator will charge reasonable prices for all food and beverages. Operator will ensure that only the highest quality of food is sold at the Library, including but not limited to:

- Coffee should be from a quality roaster, competitive in quality with other local specialty coffee shops. Beans for espresso should be appropriate for industry-recognized professional espresso use. Opened packages should be used within 10 days.
- Butter, milk, and milk products shall be USDA Grade "A."
- Pastries shall be fresh and from a quality baker.
- Menu items should reflect variety and innovation.

Menu and pricing should be clearly visible utilizing posted signage and menu boards. Design will require prior approval by the Library Director.

Please provide a sample menu with prices, including the names of the food or beverage purveyor or supplier of each item.

Provide a catering plan and menu.

Please provide your quality control plan. What standards do you have for ensuring a quality-run operation? Please indicate such things as quality and freshness standards for coffee, pastries, and other food products.

#### V. STAFFING PLAN

Service should be timely, attentive, and friendly. Food and beverage orders will be taken promptly and in a friendly and courteous manner. Operator will recruit, train, supervise, direct, and deploy the optimum number of employees to match the work requirements. Each employee should be clean, neat, and well groomed, professional, courteous, and friendly to the public.

Ideally the café should be open during the week by 7:00 a.m. to serve the surrounding business coffee and breakfast items and remain open until at least 6:00 p.m. Recommended Saturday hours are 9:00 a.m. until 5:00 p.m. when the Library is open to the public. However, the hours of operation are not limited and may be operated beyond the library hours or fewer hours if business conditions warrant. Hours of operation will be open for discussion and consideration during the proposal process.

Library Hours:  
Monday through Thursday 9:00 a.m. to 9:00 p.m.  
Friday 9:00 a.m. to 6:00 p.m.  
Saturday 9:00 a.m. to 5:00 p.m.

The proposer must include the hours of operation in the proposal.

Please include a sample weekly schedule showing planned staffing levels.

## **VI. PROPOSED MONTHLY RENT**

Selected operator shall pay monthly rent. The Library intends that the coffee shop will not be subsidized by the County but will pay negotiated rent sufficient to cover the operating expenses incurred in providing the leased space. Rent begins on the first month the coffee shop opens. If the first month of operation is not a full month, rent will be pro-rated. Operator shall make the rent payment on or before the first business day of each month.

**Late Payment.** Operator shall pay a late charge of five percent (5%) of any rent or obligation not received by County by the 10th day of the month in which the rent obligation is due to County

**Please submit your proposed rental payment on the Proposal Submission Form.**

**ATTACHMENT:**

Architectural drawing showing floor space for coffee shop preparation, service area, and seating area.

Architectural drawing showing third floor storage area.

21'-3"8"

FICTION COLLECTION  
A108a

SERVICE DESK  
A102

ALT #3

BOOKSTORE  
A129

ELEV 3  
EL-3

POPULAR MATERIALS  
A110

108.1  
STAIR 4  
ST-4

LIGHT FIXTURE 'L'

A104.2

COFFEE SHOP  
PREP AREA  
A104b

A104.1

COFFEE SHOP  
A104a

RESTROOM  
A103

A103

LOBBY  
A102

RECESSED SLAB  
IN VESTIBULE

VESTIBULE  
A105

A105.1

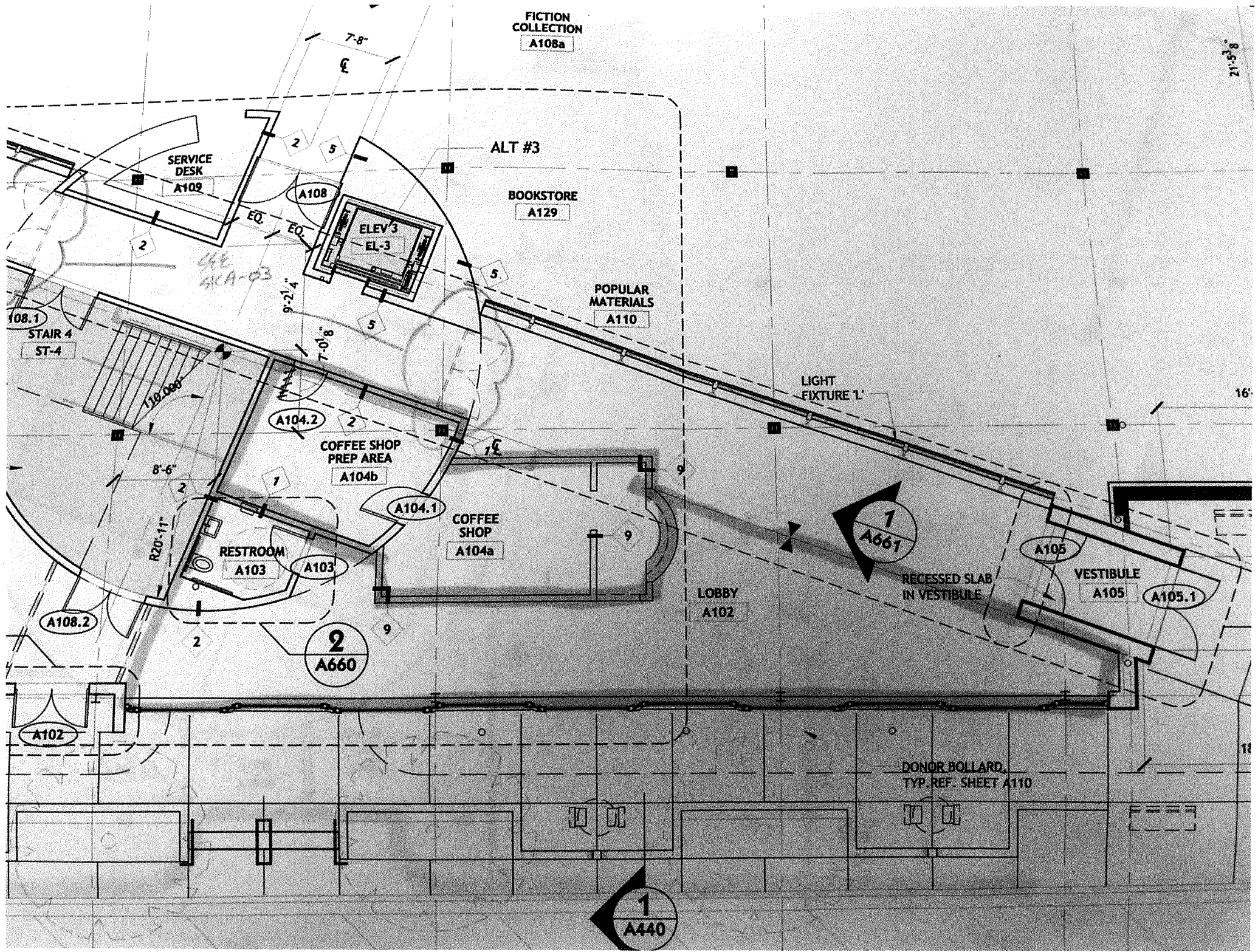
1  
A661

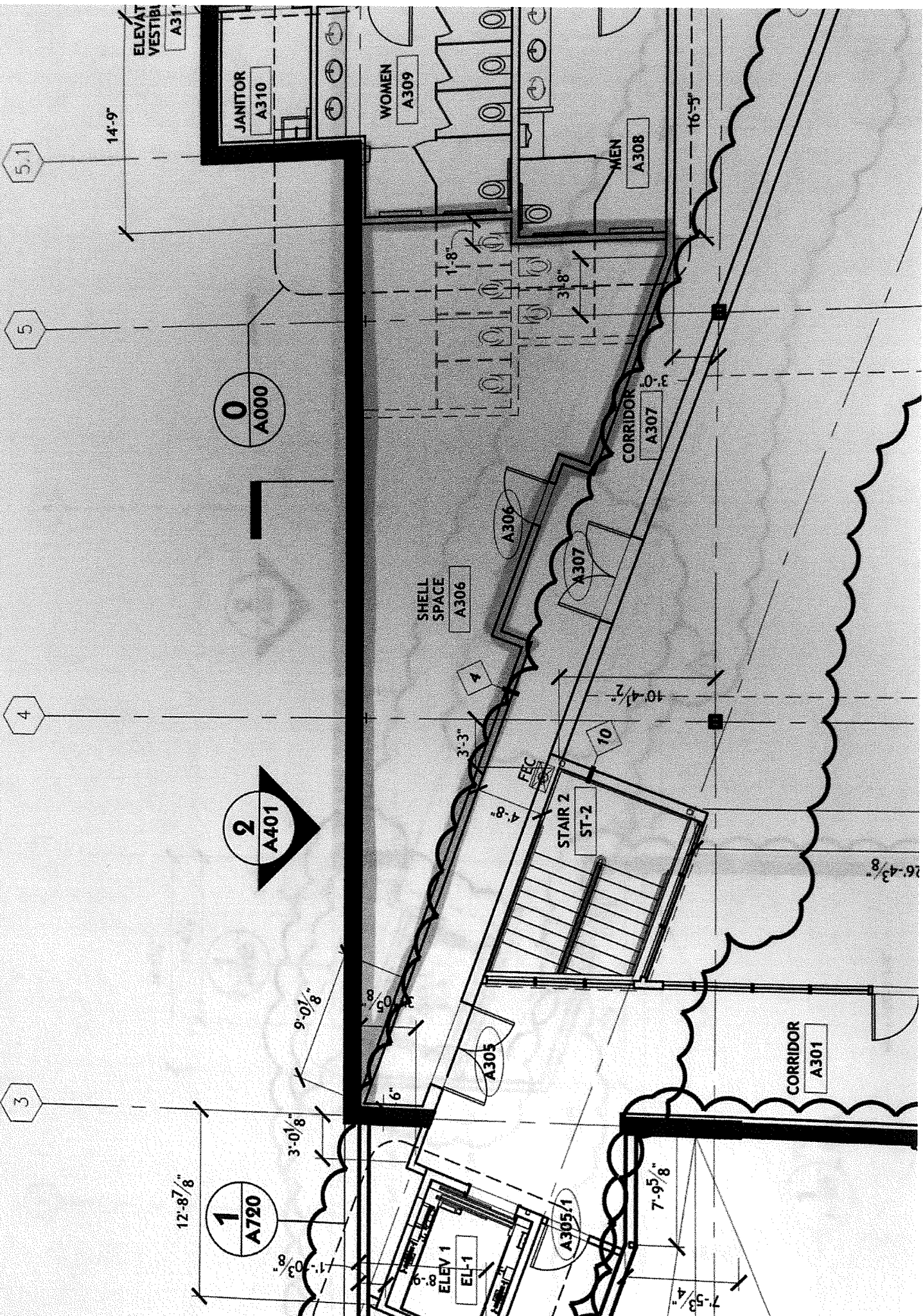
2  
A660

A102

DONOR BOLLARD.  
TYP. REF. SHEET A110

1  
A440





Checklist for Required Certifications and Documentation:

\_\_\_ **PROPOSAL SUBMISSION FORM**

\_\_\_ **REFERENCES**

\_\_\_ **INSURANCE CERTIFICATION OR BINDER CERTIFICATION**

\_\_\_ **CIVIL RIGHTS COMPLIANCE**

\_\_\_ **GOVERNMENT CODE 2270 AFFIDAVIT**

\_\_\_ **NON-COLLUSION STATEMENT/SUBMISSION AFFIDAVIT**



**VII. REQUIRED FORMS**

**PROPOSAL SUBMISSION FORM**

**COMPANY NAME:** \_\_\_\_\_

\$ \_\_\_\_\_ Monthly rental

In accordance with the terms of **RFP 19-008** and with full knowledge of the terms and conditions, we agree to furnish and deliver the services specified for the prices indicated above.

It is understood by the undersigned that Tom Green County reserves the right to reject any and all proposals. The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other offeror, and that the contents of this proposal have not been communicated to any other offeror prior to the official opening of this proposal.

The offeror hereby offers to furnish and deliver the services stated as specified above at the price and terms there stated and in strict accordance with the specification and general conditions of proposing all of which are made a part of this offer. This proposal is not subject to withdrawal.

**FIRM NAME:** \_\_\_\_\_

**AGENT'S NAME & TITLE** \_\_\_\_\_  
Please Print

**SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP** \_\_\_\_\_

**PHONE/FAX NUMBER:** \_\_\_\_\_ / \_\_\_\_\_

**EXHIBIT A**

**VENDOR REFERENCES**

Please list at least three (3) companies or governmental agencies where the same or similar products and/or services as contained in this specification package were recently provided.

*THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.*

**Reference One – Credit or Banking**

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

**Reference Two**

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

**Reference Three**

Government/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

**EXHIBIT B**

***Attach Insurance Certification or Binder Certification***

I, \_\_\_\_\_, as a duly authorized representative of \_\_\_\_\_,  
(full name) (name of firm)

certify that evidence of required general liability, worker’s compensation, and professional liability insurance for personnel assigned to the project and automobile insurance for any vehicles used for the project in the amounts in this RFP shall be provided to the issuer of this RFP within 10 calendar days of any Notice of Award.

\_\_\_\_\_  
Signature – Company Official

\_\_\_\_\_  
Printed/Typed Firm Name

\_\_\_\_\_  
Printed/Typed Name/Title

\_\_\_\_\_  
Date

**Insurance Requirements**

Worker’s Compensation – Statutory Amount

Employer’s Liability - \$500,000.00

Commercial General Liability

Personal injury and property damage:

\$1,000,000.00 combined single limit each occurrence and

\$2,000,000.00 aggregate

Business Automobile Liability for all vehicles

Bodily Injury and property damage:

\$1,000,000.00 combined single limit any one accident

**EXHIBIT C**

**CIVIL RIGHTS COMPLIANCE**

**1. Nondiscrimination**

The Project Delivery Firm, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Project Delivery Firm shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 and Part 710.405(b) of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

**2. Solicitations for Subcontracts Including Procurement of Materials and Equipment**

In all solicitations either by competitive bidding or negotiation made by the Project Delivery Firm for work to be performed under a subcontract including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Project Delivery Firm of its obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

\_\_\_\_\_  
Signature – Company Official

\_\_\_\_\_  
Printed/Typed Firm Name

\_\_\_\_\_  
Printed/Typed Name/Title

\_\_\_\_\_  
Date

**EXHIBIT D**

GOVERNMENT CODE 2270 AFFIDAVIT

I, \_\_\_\_\_,  
(Person's Name)

the undersigned representative of \_\_\_\_\_  
(Company or Business Name)

(hereafter referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

*Pursuant to Section 2270.001, Texas Government Code:*

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

On this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, personally appeared

\_\_\_\_\_, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
Date

**EXHIBIT E**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> For vendor or other person doing business with local governmental entity		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<b>OFFICE USE ONLY</b> Date Received	
<p><b>1</b> Name of person who has a business relationship with local governmental entity.</p>		
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p><b>3</b> Name of local government officer with whom filer has employment or business relationship.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p> <p>This section (item 3 including subparts A, B, C &amp; D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<p><b>4</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of person doing business with the governmental entity</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>		

**EXHIBIT F**

Form **W-9**  
 (Rev. December 2014)  
 Department of the Treasury  
 Internal Revenue Service

**Request for Taxpayer  
 Identification Number and Certification**

**Give Form to the  
 requester. Do not  
 send to the IRS.**

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Other (see instructions) ▶ \_\_\_\_\_  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.)

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

Requestor's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here** Signature of U.S. person ▶ Date ▶

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**NON-COLLUSION STATEMENT / PROPOSAL AFFIDAVIT**

The undersigned certifies that the proposed prices contained in this proposal have been carefully checked and are submitted as correct and final and if proposal is accepted (within 90 days unless otherwise noted by vendor), agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ BEFORE ME, the undersigned authority, a Notary Public in and for the State of \_\_\_\_\_, on this day personally appeared \_\_\_\_\_ who, after having first been duly sworn, upon oath did depose and say;

That the foregoing proposal submitted by \_\_\_\_\_ hereinafter called "Offeror" is the duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Offeror affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other offeror, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Respondent hereby assigns to purchaser any and all claims for overcharges associated with this Contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

\_\_\_\_\_  
Printed Name of Vendor

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address of Vendor

\_\_\_\_\_/\_\_\_\_\_  
Telephone Number / Fax Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email Address

Subscribed and sworn to before me by \_\_\_\_\_ on this day of \_\_\_\_\_, 20\_\_.

Notary Public in and for the State of \_\_\_\_\_