

Request For Proposals
Library Café Space

Request for Proposals RFP No. 2023BPL001

SPECIFICATIONS ON REQUEST FOR PROPOSAL:

City of Belen, New Mexico, is soliciting proposals from qualified parties to operate and maintain a café space at the Belen Public Library. The Library is located at 333 Becker Avenue, Belen, NM 87002.

Public notice is hereby given that City of Belen, New Mexico, is accepting proposals for:

As more particularly set out in the RFP documents, copies of which may be obtained from Kathleen Pickering, Director, Belen Public Library, 333 Becker Avenue, Belen, NM 87002.

Sealed proposals for such will be received at the Office of the Director of Public Library until 2:00 P.M. (LOCAL TIME) on August 25, 2022.

Envelopes are to be sealed and plainly marked with the RFP No. 2023BPL001 Library Café Space.

Faxed or electronically transmitted proposals will NOT be accepted or considered. Proposals submitted after the specified date and time will NOT be considered and will be returned unopened.

Dated the 1st of August, 2022

Kathleen Pickering

GOALS:

It is the goal of Belen Public Library to provide a start-up business the opportunity to operate a café space in the Library at a reduced rental rate, take advantage of offered skills trainings and Library resources such as digital media software and equipment, and networking opportunities. Patrons believe that libraries should provide a positive atmosphere for leisure reading and research for all ages. Being able to enjoy the hospitality of a café as a child, adult or family group is such a service.

DESCRIPTION:

The Library has a secure 310 sq. ft. hospitality kitchen with stove, three sinks, dishwasher, and small refrigerator.

REQUIREMENTS:

The successful proposal will provide the following as a minimum:

1. A completed business plan including:
 - a. An Executive Summary
 - b. A description of the café
 - c. A sample menu
 - d. Market analysis
 - e. Marketing plans and competitor analysis
 - f. Operations Plan
 - g. Financial Plan
 - h. Staffing Plan
2. Keep café in operation a minimum of 15 hours per week.
3. Adhere to all business and food handling regulations.
4. Provide menu items appropriate for all ages.
5. Provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability.

SCOPE AND USE:

Operate a café at the Belen Public Library during library hours of operation under conditions identified herein for use by patrons of the library.

Hours of operation (current)

Monday

10:00 A.M. – 5:00 P.M.

Tuesday

10:00 A.M. – 5:00 P.M.

Wednesday

10:00 A.M. – 5:00 P.M.

Thursday

10:00 A.M. – 5:00 P.M.

Friday

10:00 A.M. – 5:00 P.M.

Saturday

10:00 A.M. – 5:00 P.M.

LIBRARY DEMOGRAPHICS

Belen Public Library has a Patron registration of approximately 7,000 with average foot traffic of 500 per week. In addition to the library patrons the building houses public computing centers that seat 45 and a meeting rooms with the capacity of 125.

RENT/REVENUE:

During the term of the Contract, the successful proposer shall pay monthly to the City of Belen the annual rental amount of \$4,500 for a period stated in the final contract. The annual rental amount shall be made in twelve (12) monthly payments of \$375.00, due on the 1st day of the month. The contract year shall commence on a date to be determined after the City Council approves the final Contract.

SUPPORTING REFERENCES/DOCUMENTATION:

Each Proposal must attach the following references/documentation:

Credentials, Name of those directly involved, proposed hours and days of operation, and the proposed major services/branded providers you intend to offer.

Provide detailed information of any type of litigation, judgments, claims, or governmental investigations (previous or pending) involving any principal, individual financial backer or investment group, or legal business activity associated with this proposal.

List three (3) references with knowledge of your business operations or business plan.

CERTIFICATES OF INSURANCE:

Prior to commencing work or services under this Contract, the successful Proposal shall furnish the City of Belen with Certificates of Insurance as evidence that policies are in full force and effect.

INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS:

Proposals must be clearly legible, thorough, and respond to every section of this RFP. Submit complete proposals to Kathleen Pickering, Director, Belen Public Library, 333 Becker Avenue, Belen, NM 87002.

SCHEDULE OF ACTIVITIES:

August 1, 2022 – Issue Request for Proposal

August 12, 2022, 9 am – Pre-proposal Conference, Belen Public Library Public Meeting Room, 333 Becker Avenue in Belen. This will be an opportunity for each Vendor to examine the property, discuss the Belen Public Library's specifications and requirements, and to ask questions that pertain to this RFP.

August 18, 2022, 5 p.m. – Deadline for Questions

August 22, 2022 – Answers Posted

August 25, 2022 – Proposal Submittal Deadline

August 29, 2022 – Vendor Interviews

September 1, 2022 – Award Contract

EVALUATION OF PROPOSAL: SELECTION FACTORS

The following guidelines will be used in analyzing and evaluating this proposal. Although proposed City Revenue will be a factor in proposal evaluation, it is specifically a consideration of secondary importance to the needs identified in the proposal. The City reserves the right to accept other than the highest revenue generating proposal. Proposals will be evaluated by a committee.

Proven skills, technical competence, and credentials of firm and management staff.

Proposed service and menu pricing

Marketing Plan

Pro-Forma Financial Statements/ Revenue Plan Proposed

Quality and completeness of proposal.

BASIC EVALUATION PROCEDURE:

Step 1

Review of all Proposals to conformance of this RFP.

Step 2

The elimination of all proposals which deviate substantially from the basic intent of the proposal.

Step 3

An assessment of the remaining proposals. This assessment will also include a review of the vendor personnel capability and the previous experience of each vendor.

Step 4

Verification of vendor references.

Step 5

Oral presentations to supplement the proposal, for the purpose of clarification, may be required of selected vendors. The time and place for oral presentations will be announced at a later date, if such a presentation is required.

Step 6

Evaluation of revenue/costs to City of Belen.

Step 7

Capability of the vendor to participate in this particular program, including eligibility based on the vendor's viability.

Step 8

Tabulation and recommendation of potential vendor.

COPIES

Please submit one (1) original and five (5) copies of each proposal.

PROPOSAL OPENING

The opening of proposals shall be conducted in private to maintain the confidentiality of the contents of all proposals.

NON-DISCRIMINATION

City of Belen does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. Parties shall be in compliance with all Federal, State and Local Laws and Ordinances regarding employment practices and the A.D.A. requirements.

SAFETY

City of Belen will contract only with companies or firms whose operators and equipment meet OSHA standards.

AMENDMENTS

If any questions or responses require revision to the solicitation as originally published, such revisions will be by formal amendment only. Offerors are cautioned that any oral or written representations made by any person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written amendment to this

solicitation issued by the Purchasing Office. For determination as to whether any representation made requires that an amendment be issued, contact the Purchasing Office.

CONFIDENTIALITY

This proposal shall be open to public inspection after award of a contract except to the extent Offeror designates and identifies trade secrets or other proprietary data to be confidential. Offerors may request in writing non-disclosure of confidential data. Such data should accompany the proposal and be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the data. Offerors are cautioned that materials designated as confidential may nevertheless be subject to disclosure under the New Mexico Inspection of Public Records Act (Section 14-2-1 et seq. NMSA 1978). Prices, makes and models, or catalogue numbers of items offered shall be publicly available regardless of designation to the contrary.

DISCUSSIONS

Discussions may be conducted with all responsible Offerors who submit proposals found to be reasonably likely to be selected for award. The City reserves the right to short list offerors. Offerors submitting proposals may be afforded an opportunity for discussion, oral presentations, and revision after submission and prior to award for the purpose of obtaining best and final offers. After obtaining best and final offers, the award shall be made to the responsible Offeror(s) whose proposals are most advantageous to the City of Belen.

Proposals shall be evaluated by the review committee on the basis of demonstrated competence and qualification for the type of service required and based on the criteria set forth in the request for proposal. For purposes of conducting discussions, proposals may initially be classified as:

1. Acceptable;
2. Potentially acceptable, that is, reasonably likely of being made acceptable or;
3. Unacceptable

The review committee will evaluate all proposals, determine the need for, and conduct any negotiations. Negotiations may be conducted to:

1. Promote understanding of the City's requirements and the Offeror's proposal.
2. Obtaining best and final offers.
3. Facilitate arrival at a contract that will be most advantageous to City of Belen, taking into account the factors set forth in the proposal.

The City is under **NO** obligations to conduct any negotiations or discussions with an Offeror.

City of Belen's designee shall negotiate a contract with the highest qualified Offeror at compensation determined in writing to be fair and reasonable, taking into account the estimated value of the services and the scope, complexity and nature of the services.

Should the designee be unable to negotiate a satisfactory contract with the Offerors considered to be the most qualified at a price determined to be fair and reasonable, negotiations with that business shall be terminated. Negotiations shall then be undertaken with the second most qualified business. This process shall continue until a satisfactory contract is negotiated with a qualified business or the procurement process is terminated and a new request for proposals is initiated.

If the highest ranked Offeror cannot fulfill the conditions as outlined the award will go to the next highest ranked responsible Offeror whose offer was judged responsive.

This request and all attachments will be considered part of the resultant contract and/or purchase order.

APPROPRIATIONS

The terms of this agreement are contingent upon sufficient monies being made available by City of Belen for the performance of this agreement. If sufficient appropriations and authorizations are not made by City of Belen, this agreement shall terminate upon written notice being given by the City to the contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the contractor and shall be final.

MANDATORY REQUIREMENTS

The Evaluation Committee reserves the right to waive minor irregularities. Mandatory requirements may be waived by the evaluation committee if all of the otherwise responsive offerors failed to comply with the same mandatory requirement and the failure to do so does not otherwise materially affect the procurement. The evaluation committee shall have the right to request subsequent information from the otherwise responsive offerors.

If, in the opinion of the evaluation committee a specification is poorly worded or confusing the evaluation committee may waive the specification for all offerors, and if points were assigned reduce the total points by the number of points assigned to the specification.

All offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration. Mandatory General Conditions or specifications contain the terms must, shall, will, is required or are required.

TECHNICAL IRREGULARITIES

The City shall have the right to waive technical irregularities in the form of an Offeror's proposal which do not alter the quantity or quality of the services.

CONTRACT TERMS AND CONDITIONS

Contract terms and conditions will be the subject of negotiation and will be discussed only between the City and the selected offeror and shall not be deemed an opportunity to amend the offeror's proposal.

INCURRING COST

Any cost incurred by the offeror in preparation, transmittal, negotiation, cancellation or presentation of any proposal or material submitted in response to the RFP shall be borne solely by the Offeror.

ACCEPTANCE

Offeror agrees that the proposal shall remain in effect for sixty (60) days from the due date for proposals subject to acceptance by City of Belen within that period. No proposal may be withdrawn or modified by the Offeror during this period unless prior written permission is granted by the City. Acceptance period **may be extended with the mutual agreement of the City and the Bidder.**

PROTESTS

Any bidder or offeror who is aggrieved in connection with a solicitation or award of the contract may protest to the central purchasing office. The protest must be submitted in writing within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise thereto.

PROCUREMENT CODE VIOLATIONS

The Procurement Code imposes civil and criminal penalties for its violation. In addition, the New Mexico State Statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

AWARD

The award shall be made to the responsible and responsive Offeror or Offerors whose proposal is most advantageous to the City of Belen, taking into consideration the evaluation factors set forth in the request for proposals.

CONFLICT OF INTEREST: Offeror must warrant that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of service under this contract. Offeror must notify the Procurement Officer if any employee of the City has a financial interest in the bidder.

APPLICABLE LAW: This Agreement shall be governed by the laws of the State of New Mexico.