

LEASE AVAILABLE FOR THE CAFÉ AT THE CORNELIUS PUBLIC LIBRARY

The City of Cornelius is seeking a vendor for light food and beverage services inside the Cornelius Public Library.

Opening Date:	August 23, 2022
Proposals Due:	September 13, 2022 at 2:00 PM
Submit Proposals to:	City of Cornelius – Administrative Office 1355 N Barlow St Cornelius, OR 97113 DO NOT SUBMIT TO THE LIBRARY.
Contact:	Karen Hill, Library Director karenh@wccls.org 503-992-5381
Original hardcopy Required:	Original with signatures is required. Digital signatures are not accepted.

Advertisement/Notice

LEASE AVAILABLE FOR THE CAFÉ AT THE CORNELIUS PUBLIC LIBRARY

The City of Cornelius seeks an organization to lease space in order to sell light food and beverages to the public from inside the Cornelius Public Library Café.

The Cornelius Public Library is located at 1370 North Adair Street, Cornelius, Oregon 97113. The Library serves community members of all ages with free educational, cultural, and recreational programs. This newer three-story building was completed in March 2019 and has the library on the first floor and 45 affordable senior apartments on the second and third floors.

The Library is 13,781 square feet with over 40,000 books, kits, movies, and more items for borrowing. The library also has busy community spaces, including a 100-person meeting room, a 10-person board room, four study rooms, a children’s learning center, a teen room, business center, and large outdoor plaza. The Cornelius Farmers Market is held in the adjacent alley every Friday from June through September. Since July 2021, in-person visits to the library averaged 5,700 per month.

The Café lease space is approximately 130 square feet. Coffee, tea, and drinks of all kinds, packaged foods, sandwiches, and fresh fruit and vegetables are welcome. Baked goods are welcome but must be prepared off-site. Food should be appropriate for a library / computer lab environment. The library is open seven days per week from 10am-6pm Saturday through Tuesday and 10am-8pm Wednesday through Friday. The café is encouraged to open at 8am for at least five days per week.

Proposals are due in hardcopy on September 13, 2022 at 2:00 PM to City Hall at **1355 North Barlow St, Cornelius, OR 97113**. For details about the lease and submission requirements, please contact Karen Hill, Library Director at karenh@wccls.org or 503-992-5381.

INTRODUCTION

The City of Cornelius seeks written proposals from qualified vendors wanting to lease the café space of approximately 130 square feet (Fig. 1) to provide light food and beverage services to the public from inside the Cornelius Public Library.

OVERVIEW AND BACKGROUND

City of Cornelius

The City of Cornelius, incorporated in 1893, encompasses 2.36 square miles of land located 26 miles west of Portland, Oregon and 10 miles east of the Coast Range in the fertile Tualatin River Valley. Cornelius is surrounded by high-tech industries, vineyards and farmland. Cornelius is a small but thriving city with a population of 13,500.

Cornelius has a new Downtown Plan and an Urban Renewal District in the core area to fund physical changes and support new employment opportunities. The City is adding over 1,000 new homes and is expected to grow by approximately 4,500 new residents in the next 3-5 years.

Cornelius Library

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Library Food and Drink Rules

- Café food and drink may be consumed within the tiled library lobby area.
- Beverages are allowed in a spill-proof cup, a can, or screw-top container throughout the Library.
- No open containers allowed.
- No alcoholic beverages allowed.
- Hot, smelly, greasy, messy, or sticky foods like pizza, burgers, and fries, which might disturb others, are not allowed.
- Group meals and food delivery are only allowed in the Walters Community Room and Gallery and only with prior written Library approval.
- Food is not allowed near Library computers, printers, or other technology equipment.

Library Open Hours

The library is open seven days per week and is closed for most public holidays. The open schedule is currently:

Saturday – Tuesday	10:00 am – 6:00 pm
Wednesday – Friday	10:00 am – 8:00 pm

The building lobby that includes the café is designed with the option to be open to the public when the library is closed. The café is encouraged to open at 8:00am for at least five days per week.

CONTRACT TERMS

The vendor must enter into a Lease and Concessions Operating Agreement with the City with terms substantially similar to the one attached.

The vendor will pay a monthly lease payment of \$200.00, which includes a monthly \$25 grease trap cleaning fee.

The contract term will be three years, unless terminated early.

Verbal statements made by the City's representatives are not binding on the City unless confirmed in writing and approved by the City Manager.

City Responsibilities

City will provide utilities, water heater, sinks, cabinets and counters. City will schedule and pay for regular grease trap cleaning in the Café space. City will provide tables and chairs in the lobby next to the Café. City will provide the vendor a key card for access to the building lobby and café outside of building open hours for deliveries. This key card doesn't provide access to the Library as a whole. City will provide the vendor access to exterior bins for garbage and recycling. City will provide daily janitorial service for the area outside the Café vendor space.

Vendor Responsibilities

The vendor will be responsible for maintaining the leased space in a clean and orderly condition, as well as conduct periodic cleanup of food and beverage sales-related garbage from the Library lobby. The vendor may not use space outside the designated footprint of the Café without prior written approval from the Library Director. The vendor may not store signage or any other materials or supplies outside the Café footprint. The vendor and its staff may not park in spaces designed for library and city customers or apartment residents. (Fig. 3)

The vendor is responsible for securing and maintaining all required insurance, business and public health licenses and certifications. If the City leases to a non-tax-exempt organization, Washington County may charge the City property taxes on the Café space. The City will pass these costs on to the vendor and the vendor will reimburse the City within 30 days.

The vendor will be responsible for obtaining any required sign permits for permanent or temporary signage associated with the business. The library is within the Central Mixed-Use Zone, so the sign regulations within the zone (CMC 18.60.080) apply along with the Sign Code Chapter (CMC 18.175). Noncompliant signage must be removed immediately. Promotional or other signage may not be posted inside or outside the library without prior written approval from the Library Director. This includes walls, windows, floors, and ceilings.

Insurance Requirements

Liability Insurance and Worker's Compensation: Provider and any subcontractors shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of Provider, the City, its Councilors, officers, agents and employees. Comprehensive General Liability Insurance shall cover Bodily Injury and Property Damage on an "occurrence" form (CG 2010 1185 or equivalent) including contractual liability occurring in the course of or in any way related to Provider's operations, in an amount not less than \$2,000,000 each occurrence and \$2,000,000 general aggregate. Automobile Liability coverage shall be written in an amount not less than \$2,000,000 combined single limit. All insurance shall name the City of Cornelius as an additional insured and provided by endorsement. Additional insured coverage shall be for both on-going operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Waiver of Subrogation endorsement via ISO form CG 2404 or its equivalent shall be provided. The following is included as additional insured: City of Cornelius, its elected and appointed officials, officers, agents, employees, and volunteers. Worker's Compensation coverage shall be provided for all subject workers per ORS656.017 and a waiver of subrogation in favor of the City is required.

Performance Requirements and Customer Service

Library staff take pride in providing courteous and helpful service to all visitors and the vendor and the vendor's staff are expected to also provide a high level of customer service. This includes, but is not limited to:

- Treating customers respectfully and courteously
- Opening/closing the Café on time
- Providing sufficient staffing to assure quality service during all hours of operation. This includes providing substitute staffing as required to cover employee absences.

Security

The Vendor will alert Library supervisors/managers immediately if the vendor feels that there is a security threat or a possible threat to the Library, its staff, or patrons.

Desirable or Optional Services

Provide job opportunities for local residents, especially as a workforce program to gain an experiential opportunity to plan, promote, and operate a business while creating a state-of-the-art coffee shop within the Library.

Menu items should include small portion sizes and prices to appeal to the many families with small children that visit the Library. Menu items should also include Mexican/Latin American inspired coffee and food items.

Providing light food and beverage catering to groups using the meeting rooms inside the Library is also desirable.

APPLICATION REQUIREMENTS AND EVALUATION

Applications not conforming to this format may receive lower scores.

- Address all Evaluation Criteria completely, and in the order provided:
- Limit the application to 6 pages (or less) in length, not including reports, resumes, and like attachments.

Evaluation Criteria	
A. Organizational Qualifications and Experience <ol style="list-style-type: none">1. Briefly describe your company and its history.2. List beverage/food operations, similar in size or larger, that your organization has operated or is operating.3. Briefly describe the operation, a synopsis of the menu, the location and the number of years in business.4. Provide a positive reference for each of the operations named above including: the service name, client name, contact person, phone number, and email.	Maximum points: 12
B. Capacity and Key Personnel <ol style="list-style-type: none">1. Describe your organization's ability to operate this café service.2. Include a general operations plan.	Maximum points: 6
C. Providing Goods and Services <ol style="list-style-type: none">1. Are you able to provide the goods and services specified? Are there specifications that you cannot meet?2. Include your proposed menu with prices.3. List any additional services you can provide which you feel would best meet the City's needs.	Maximum points: 9
Written Evaluation - Total Points Available:	27

APPLICATION EVALUATION

The application will be evaluated and scored based on the Evaluation Criteria by staff from the Library and City.

References

The City reserves the right to investigate references, including customers other than those listed in a vendor's submission. This inquiry may include without limitation, investigation of past performance of any vendor with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on schedule, and its lawful payment of employees and subcontractors.

(Evaluation criteria continued on next page.)

APPLICATION EVALUATION (cont.)

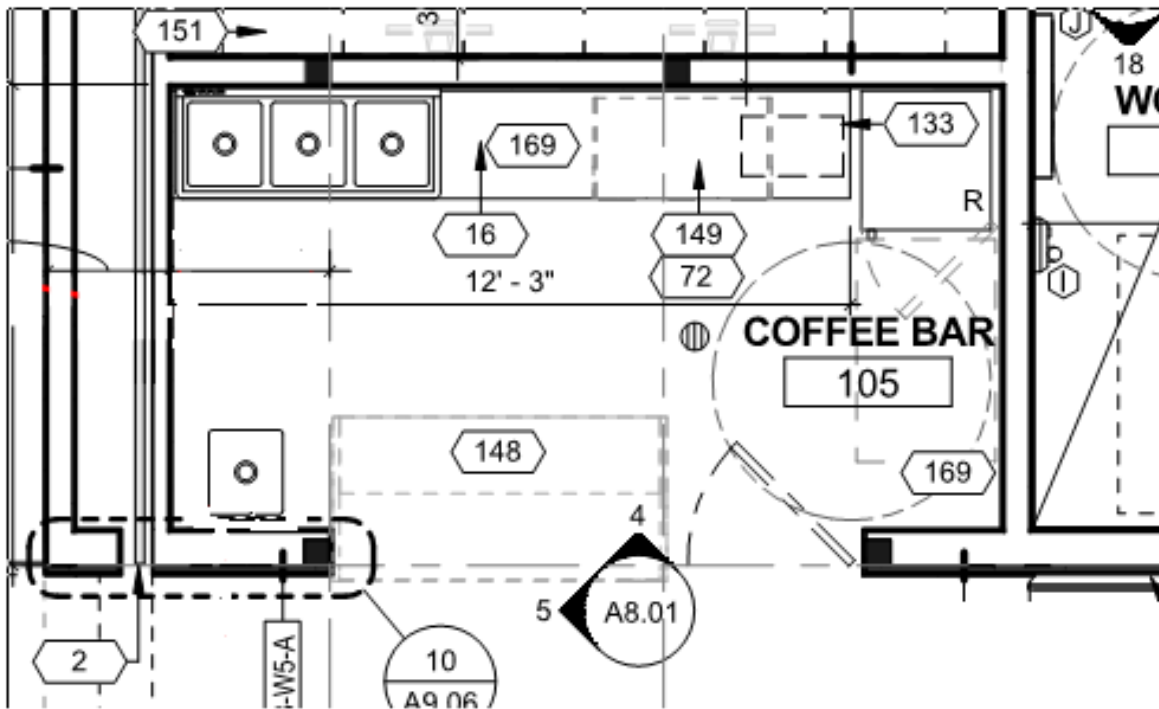
Selection and Negotiation Process

The City will rank vendors based on the evaluation criteria listed

The City reserves the right to:

- Reject any and all proposals not in compliance with prescribed public procurement procedures and requirements;
- Reject any or all proposals, for good cause, upon finding of the City that it is in the public interest to do so;
- Issue subsequent request for proposals, if needed;
- Not award a contract for requested services;
- Waive any irregularities or informalities in any proposal;
- Accept the proposal that the City deems most beneficial to the public; and
- Negotiate with any applicant to further amend or refine the proposal.

Figure 1. Schematic of "Cafe" space for lease within Cornelius Public Library.



8' 7 1/2" x 15' 0 1/2"
~129.7 sf

Figure 2. Schematic of Cornelius Public Library

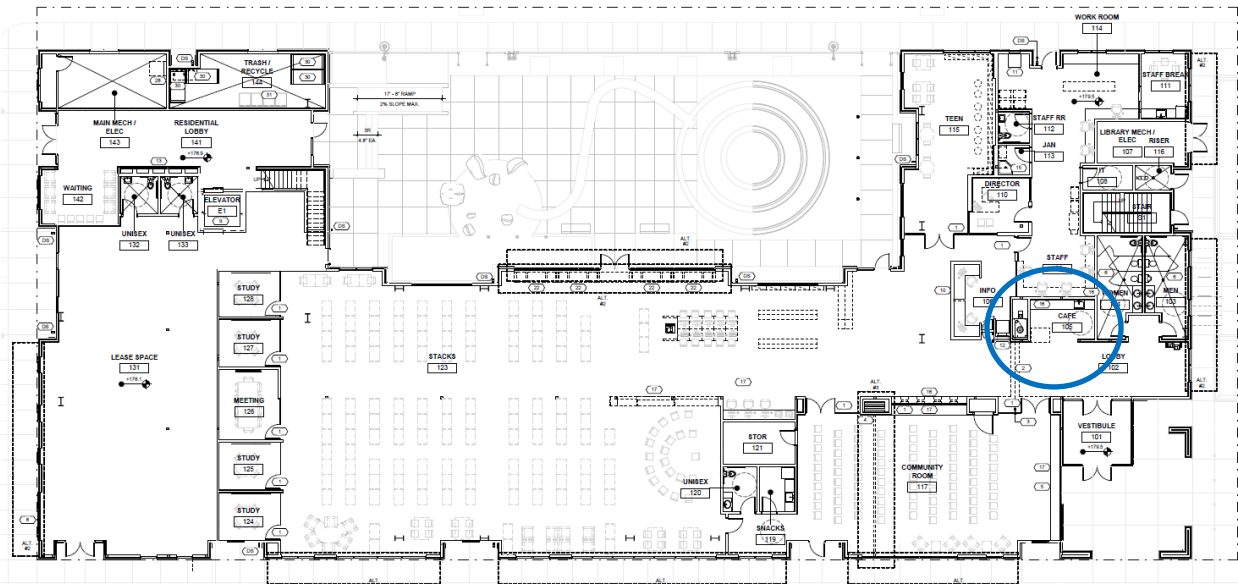


Figure 3. Schematic of City of Cornelius Campus and Parking Map

