

**REQUEST FOR PROPOSAL #11-3043BG
OPERATE A COFFEE BAR CONCESSION AT THE ROCKY BLUFF LIBRARY**

Manatee County, a political subdivision of the State of Florida, (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other business entities authorized to do business in the State of Florida, for the purpose of Operating a Coffee Bar Concession at the Rocky Bluff Library located in Ellenton, Florida.

NON-MANDATORY SITE VISIT AND INFORMATION CONFERENCE: To ensure that all prospective Proposers have sufficient information and understanding of the County's needs, a Non-Mandatory Site Visit and Information Conference will be held at **1:00 PM to 2:30 PM** on **DECEMBER 2, 2011** at the Rocky Bluff Library, 6750 US Highway 301 N., Ellenton, Florida, 34222 (site of the former Roaring 20's Pizza & Pipes Restaurant). All Proposers are encouraged to attend this Site Visit and Information Conference.

DEADLINE FOR CLARIFICATION REQUESTS: **DECEMBER 9, 2011 at 5:00 PM** shall be the deadline to submit all written inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Office. This deadline has been established to maintain fair treatment for all potential bidders or proposers, while ensuring an expeditious transition to a final agreement.

TIME AND DATE DUE: **Proposals will be received until 1:00 PM on December 16, 2011**, at which time they will be **publicly opened**. All interested Parties are invited to attend this opening.

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Important Note: A prohibition of Lobbying is in place. Please review paragraph A.16 carefully to avoid violation and possible sanctions.

FOR INFORMATION CONTACT:

Blair C. Getz, Purchasing Division Contracts Negotiator at (941) 749-3053, FAX (941)749-3034
Manatee County, Financial Management Department, Purchasing Division
Email: blair.getz@mymanatee.org

AUTHORIZED FOR RELEASE:



SECTION A: INFORMATION TO PROPOSERS

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION:

A.01 OPENING LOCATION

Proposals will be publicly opened at Manatee County Purchasing, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205 in the presence of County officials at the time and date stated on the cover sheet. All Proposers or their representatives are invited to attend.

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Bids and Proposals on <http://www.mymanatee.org>

Bid or Proposal documents and the Notices of Source Selection related to those Bids or Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals". You may view and print these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have it.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the "RFP Tool" web page on the Chambers website: <http://www.Manateechamber.com> to post Bid and Proposal documents in a portable document format (.PDF) file. This step is in addition to the posting on Manatee County Government web pages.

Note: The County posts the **Notice of Source Selection** seven (7) calendar days prior to COMMENCING NEGOTIATIONS with the selected firms.

IT IS THE RESPONSIBILITY OF EACH PROPOSER, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING OFFICE (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR PROPOSAL.

A.03 REQUIREMENTS FOR FORMAT AND DELIVERY OF PROPOSALS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the Proposer to have their proposal delivered to the Manatee County Purchasing Office for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the Proposer shall be responsible for its timely delivery to the Purchasing Office.

Section A: Information To Proposers – continued

Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the Proposer's request and expense.

Proposals must be submitted in the format specified in Section B hereof. The contents of each proposal shall be **separated and arranged with tabs in the same order as listed in the Subsections within Section B** identifying the response to each specific item thereby facilitating expedient review of all responses.

A.04 CLARIFICATION & ADDENDA

Each Proposer shall examine all Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposal shall be made in writing through the Manatee County Purchasing Office. The County shall not be responsible for oral interpretations given by any County employee, representative, or agent. The issuance of a written addendum by the Purchasing Official's Office is the only official method whereby interpretation, clarification or additional information can be given.

Addenda shall be posted on <http://www.mymanatee.org>

It shall be the responsibility of each Proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Office at (941)748-4501, ext. 3039 to determine if addenda were issued and to make such addenda a part of the proposal.

Deadline for Clarification Requests: DECEMBER 9, 2011 at 5:00 PM shall be the deadline to submit all written inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Office.

This deadline has been established to maintain fair treatment for all potential Bidders or Proposers, while ensuring an expeditious transition to a final agreement.

Section A: Information To Proposers – continued

A.05 SEALED & MARKED

One signed Original (please mark the Original) and Five (5) copies of your proposal shall be submitted in one sealed package, clearly marked on the outside "**Sealed Proposal #11- 3043-BG**" and addressed to:

Manatee County Purchasing
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address, email and telephone number of the Proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer must have the authority to bind the Proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the Proposer.

A.08 EXAMINATION OF PROPOSAL

The examination of the proposal and the Proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Proposals become subject to Public Records inspection thirty (30) days after the proposal opening or if an award decision is made earlier than this time as provided by Florida Statute 119.071 (1) (b). **No review of the proposal documents will be conducted at the public opening of the proposals.**

Manatee County will make public at the opening, the names of the business entities that submitted an offer and any amount presented as offers without any verification of the mathematics or the completeness of the offer.

A.10 ERRORS OR OMISSIONS

Once a proposal is submitted, the County shall not accept any request by any Proposer to correct errors or omissions in the proposal.

Section A: Information To Proposers – continued**A.11 RESERVED RIGHTS**

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible Proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the Proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.12 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code of Laws Chapter 2-26, as amended. Procedures and deadlines concerning protests related to this Request for Proposal shall be those which are set forth in §2-26-61 of the County Code.

A.13 CODE OF ETHICS

With respect to this proposal, if any Proposer violates or is a party to a violation of the Code of Ethics of Manatee County per Manatee County Code of Laws, Article III, Ethics in Public Contracting, and/or Florida criminal or civil laws related to public procurement including but not limited to Florida Statutes Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for Manatee County.

The County presumes that all statements made and materials submitted in a proposal will be truthful. If a Proposer is determined to be untruthful in its proposal or any related presentation, such Proposer may be disqualified from further consideration regarding this Request for Proposal.

Section A: Information To Proposers – continued**A.14 COLLUSION**

By offering a submission to this Request for Proposal the Proposer certifies the Proposer has not divulged to, discussed or compared his proposal with other Proposers and has not colluded with any other Proposer or parties to this proposal whatsoever. Also, the Proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the Proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.15 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

Section A: Information To Proposers – continued

In addition, Manatee Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, the Code requires all persons or entities desiring to contract with the County to execute and file with the Purchasing Official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with the County. **Proposer is to complete Attachment “A” and submit with your proposal.**

A.16 LOBBYING

After the issuance of any Request for Proposal, prospective Proposers or any agent, representative or person acting at the request of such proposer shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon an award of the final contract, when all solicitations have been rejected, or when the request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Code of Law Chapter 2-26.

A.17 EQUAL EMPLOYMENT OPPORTUNITY

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective Proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, women or minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

A.18 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status.

Section A: Information To Proposers – continued

This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the public meetings specified herein (i.e. Information Conference or

Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity to request accommodations.

END SECTION A

SECTION B: FORM OF PROPOSAL

This section identifies specific evaluation factors which are to be given written responses. The contents of each proposal shall be **separated** and **arranged with tabs** in the same order as listed in Sections B.01 through B.04 identifying the response to each specific item.

The information that Proposers provide shall be used to determine whether the Proposer has the ability to perform the Scope of Services as stated in this Request for Proposal in a way which best meet the needs of Manatee County. A review with those Proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. See Section C, "Selection."

B.01 MINIMUM QUALIFICATIONS

Proposals may be submitted by one (1) or more sole proprietorship, corporation, or partnership authorized to conduct business in the State of Florida.

Prior to any consideration of the responses to the criteria in this Request for Proposal, Proposers are to document in their proposals that they have provided food and beverage concession services similar in complexity and nature to the one being proposed in response to this Request for Proposal for at least three (3) continuous years of proven experience in operating a public food service establishment as defined in Florida Statute §509.013 and have obtained, and concurrently held, the required licenses under appropriate state and local laws for the location of that establishment.

In addition, Proposers shall provide with their proposal evidence of any food and beverage concession experience in the last ten (10) years with a CPA or equal report of the profit and loss for each location.

Proposers must have never lost their license for cause.

Proposers must have never had a food service establishment closed or suspended due to health reasons.

Proposers must have never been found to have failed to pay all taxes due.

Where Proposal is made by more than one (1) business entity, each entity must sign the Proposal.

To validate experience, expertise and capabilities, Proposers shall provide:

- A. A copy of Proposer's license, where applicable;
- B. The state, county or city where the services were rendered;
- C. Name of the entity who issued the contracts;

Section B: Form of Proposal – continued

To validate experience, expertise and capabilities, Proposers shall provide: -continued:

- D. Contract Administrator for the named contracts; include telephone and email address information.

After Manatee County staff validates the Minimum Qualifications have been met, those Proposals found to be in compliance will be considered.

B.02 ADMINISTRATIVE SUBMITTAL

- a. Proposal Signature Form.
- b. Public Contracting and Environmental Crimes Certification (Attachment A).
- c. Proposer shall submit their firm's policy or program as it relates to maintaining a zero tolerance drug free workplace. This response will be considered with the other criteria described herein.

B.03 INFORMATION TO BE SUBMITTED REGARDING YOUR BUSINESS ENTITY

Tabs are required to identify each item defined in this Section.

- B.03.1. Background and Size:** Provide a description of the Proposer's background and size. Provide a general statement of qualifications that includes your firm's professional credentials, the legal status of your organization, and experience in providing the service enumerated in this Request for Proposal.

- B.03.2. Business Entity:** Provide an explanation of the business entity which you represent. Specify the business entity which would be bound by a contract, should your firm be selected: company or corporation; subcontractor roles; and if a joint venture, include the specific experience that the joint venture partners have working together on similar projects.

If the Proposer is a joint venture, or partnership, the details of the responsibilities for provision of the required services must be clearly disclosed. Provide a narrative on how you anticipate the partnerships to manage the work and any prior experience that the individual entities may have had in working together on other projects. Disclose the lead firm of a joint venture.

While the County will not prohibit a Proposer's sub-leasing a portion of the facility to a third party, such subleases shall be able to meet, at a minimum, the following criteria:

Section B: Form of Proposal – continued

- (i) The term of any sub-lease cannot exceed the term, or any remaining portion thereof, of the Proposer's concession agreement;
- (ii) Proposer shall be required in any concession agreement to provide copies of all executed sub-leases to the County;
- (iii) All subleases shall state in their text that the Manatee County is a third party beneficiary to such sub-lease, with the right to assert legal standing in any court action to enforce any term or condition of the main concession agreement or any sub-lease entered pursuant to that agreement; and,
- (iv) All sub-leases shall contain language confirming the sub-lessee knows, and is required to comply with, all of the terms and conditions of the concession agreement, as they would otherwise apply to the Proposer, including, but not limited to, insurance requirements and the authority of the County to examine and audit books and records.

B.03.3. Legal Authority: Provide a detailed explanation that your firm has the legal authority to perform the services described in this Request for Proposal and is authorized to conduct business in Florida.

B.03.4. Ownership Interest: Disclosure of any ownership interest in or operation of other entities involved in food and beverage concession services which may be a potential participant in this Request for Proposals. This ownership disclosure shall be included, whether such ownership occurs by the proposer through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.

B.03.5. Key Personnel: Identify each principal of the firm and other key personnel who will be professionally associated with the County in the performance of the services described herein. Do not include personnel that will not have a key role in providing services. Describe their respective areas of expertise.

For each identified person list:

- Full Name and Title
- Area of expertise, individual's roles and duties in providing services
- Office address
- Email address
- Telephone number

Section B: Form of Proposal – continued

- Personalized resumes which identify the qualifications, training and experience of each key personnel.

B.03.6. Organizational Chart: Submit an organizational chart of your firm or organization, stating the names of the firm or organization's management and supervisory personnel to be assigned to this contract undertaking.

B.03.7. Drug Free Workplace: Submit your firm's policy or program as it relates to maintaining a zero tolerance drug free workplace.

B.04 INFORMATION TO BE SUBMITTED REGARDING PROPOSED OPERATION OF THE COFFEE BAR CONCESSION AT ROCKY BLUFF LIBRARY

Tabs are required to identify each item defined in this Section.

B.04.1. Staffing Plan: Submit a staffing level statement for your organization, detailing how many total employees work for your firm or organization at any one time, including temporary, seasonal and part-time employees. List the ratios of full-time employees to part-time, temporary and seasonal employees. Specify the number of staff that will be dedicated to the operations at the County. Include a detailed explanation of all pre-employment screening and background checks performed by the Proposer.

B.04.2. Corporate References: Provide three (3) external client references from clients who received similar services to those described herein. The minimum information that must be provided about each reference shall include:

- a. Name of individual or company for whom services were provided
- b. Address of individual or company
- c. Name and telephone(s) of contact person; e-mail address if available
- d. Type of services provided and dates services were provided.

B.04.3. Subcontractors: Identify any operational areas where you intend to use subcontractors. Identify the services and roles that each subcontractor would assume in providing services.

Section B: Form of Proposal – continued

B.04.4. Economic Benefit: Submit a narrative explaining the direct economic benefit to Manatee County to be realized by selecting your firm. During the term of this engagement detail the revenue maximizing activities, employment, subcontracting, and support services contracting as economic stimulus that your entity may generate that would directly benefit Manatee County.

B.04.5. Experience and Qualifications: Demonstrate the firms' record of past retailing performance and continuous experience in the ownership, management, or operation of a specialty coffee facility. Demonstrate your firm's experience in the food industry for consistent quality operation of similar ventures to the services described herein. Indicate the completion of any food safety courses and food or business related degrees or certifications.

B.04.6. Business Plan: Describe the financial requirements including start-up and on-going, expectations and contingencies for seasonal variation, projected sales revenue with a detailed analysis to support the revenue projection. Provide your assumptions regarding the budgetary projections on the volume of sales to be generated in the first year.

In addition, submit a five (5) year projected budget with projected sales, revenue to the County, expenses, and net income. Describe your plan or proposal for any capital improvements at the Coffee Bar.

The submitted budget shall demonstrate and detail creativity and variety in the selection of menu items and healthy choices available for purchase.

Include a price schedule for a representative sample of products and services proposed. Provide a statement of your pricing policy to provide patrons to the Library with quality products at reasonable prices considering the competition of comparable markets for similar products and services.

Section B: Form of Proposal – continued

The Business Plan shall also include projected sales by product type and provide information on assumptions and projections used in the formulation of the budget. This information shall represent the application of sound business principles which provide for continuity of operations, unanticipated expenses, steady cash flow, and financial responsibility.

B.04.7. Operations Plan: Submit an Operations Plan describing in specific detail the necessary furniture, fixtures, and equipment, sufficient staffing, sufficient supervision and daily oversight of the Coffee Bar area, supplies, recycling and trash removal and cleaning schedules, and the mechanism/schedule to acquire food and supplies.

B.04.8. Marketing Strategy: Describe the firm's marketing strategy that will be applied to operations at the County; include menu pricing, advertising strategies, aesthetic presentation of business and materials, and discounts to encourage Library employees.

Proposer shall specifically address how they will collaborate and interact with Library staff to ensure patrons receive the highest quality services and that the services rendered will result in efficient and profitable operations for the Library.

B.04.9. Implementation Plan: Describe your implementation plan to be able to provide the highest quality of services to the Library and its patrons. Detail the time required from the date of execution of the agreement to the commencement of service at the Library.

B.04.10. Customer Service Commitment: Submit a statement of customer service commitment with demonstration of your business entity's experience in successfully implementing an effective customer service program. List prior customer service models that you have had direct responsibility for managing and examples of how customer satisfaction feedback was obtained by survey for those specific programs that you managed.

B.04.11. Quality Assurance: Submit a detailed quality assurance statement to demonstrate the level of quality that is being proposed will either meet or exceed current quality standards in terms of food and beverage, customer service, cleanliness, and safety.

Section B: Form of Proposal – continued

- B.04.12. Environmental Sustainability:** Detail what services, products, methods or actions are proposed to operate the concession that will maximize the ecology friendly or “green” impact of your business entity when providing the services described herein.
- B.04.13 Audit:** Proposers shall provide authorization for the County to have access to your financial records at the primary location of the business entity explained in response to Section B.03.2 for the purposes of review and investigation of the financial capacity of your business entity to meet the financial assertions given in your proposal to the County.
- B.04.14. Requirements of the County:** List any requirements of the County that your firm deems necessary to implement the services described herein.
- B.04.15. Compensation Proposal:** Provide a compensation proposal that clearly delineates all income to the County expressed annually in a five (5) year projection to operate and maintain the concession.

The compensation proposal shall include a cost for each of the following:

- a) Provide a Minimum Dollar Rental per Month to be paid to the County; and,
- b) Provide a percentage commission fee to be paid to the County which shall be based on the gross receipts of all sales.

The proposed fee paid to the County shall be all-inclusive, unless otherwise directed herein, and shall include, but not be limited to, any and all of the costs associated with labor, personnel, supervision, administration, and insurance necessary to perform the work, and any and all of the costs necessary to perform the work in a professional and efficient manner as described in the Scope of Services.

Section B: Form of Proposal – continued

B.05 SUPPLEMENTAL INFORMATION

Submit any other additional information which would assist the County in the evaluation of your proposal.

NOTE: The County reserves the right to make such investigation and solicit additional information or submittals as it deems necessary to determine the ability of any Proposer to perform the Scope of Services stated in this Request for Proposal.

END SECTION B

SECTION C: SELECTION

C.01 EVALUATION FACTORS

The Proposer whose ability and proposal is determined to be the highest and best use proposal that is the most advantageous to the County, taking into consideration the Evaluation Factors set forth in this Request for Proposal, shall be selected to negotiate an agreement for the County determined Scope of Services.

While overall compensation will be a significant factor in the County's assessment of proposals, it is conceivable that the Proposer with the highest quoted compensation to the County may not be selected for negotiations of an agreement if competing proposals are deemed to provide better overall terms and benefits for the County.

C.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS

No weight has been assigned to the Evaluation Factors other than as stated above.

C.03 PRELIMINARY RANKING

A Selection Committee shall determine from the responses to this Request for Proposal and subsequent investigation as necessary, the Proposer(s) most susceptible of being selected for award.

C.04 IN-PERSON REVIEW OF PROPOSERS AND PROPOSALS

In-person reviews may be conducted with responsible Proposers who are deemed reasonably susceptible of being selected for award, for the purposes of assuring full understanding of (a) conformance to the solicitation requirements, (b) the abilities of the Proposer, and (c) the proposal submitted.

Proposers shall be available for presentations to and interviews with the Selection Committee, upon notification from the Purchasing Office. The date(s) and time(s) of any such presentations / interviews shall be determined solely by the County.

Section C: Selection – continued

C.05 SELECTION FOR NEGOTIATION

The Proposer, whose ability and proposal is determined to be the best proposal that is most advantageous to the County, taking into consideration the Evaluation Factors set forth in this Request for Proposal, shall be selected to negotiate an agreement for the County determined Scope of Services.

The selection of a Proposer for negotiation shall not be construed as vesting any contractual or other rights of any nature in the Proposer.

C.06 AWARD

Award is subject to the successful negotiation and the approval by the Purchasing Official to execute the agreement.

END SECTION C

SECTION D: NEGOTIATION OF THE AGREEMENT

D.01 GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

D.02 AGREEMENT

The selected Proposer shall be required to negotiate an agreement in a form and with provisions acceptable to Manatee County.

Negotiated agreements may or may not include all elements of this Request for Proposal or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

The Board of County Commissioners will be presented the negotiated agreement as a best offer for consideration of award. The Manatee County Board of County Commissioners shall determine whether to (a) accept the recommended award and approve the execution of an agreement, (b) reject the recommended award and direct further negotiations, or (c) reject the recommended award and direct the termination of negotiations.

END SECTION D

SECTION E: SCOPE OF SERVICES

E.01 BACKGROUND AND INTRODUCTION

Manatee County is a mid-size Florida county located on the southwest coast and consists of 150 miles of coastline on the Gulf of Mexico, 741 square miles of land, 311,000 residents, and attracts more than 2 million visitors every year.

Old maps of Manatee County called this area Rocky Bluff. On the north side of the Manatee River, just under the present I-75 bridge, is a limestone outcropping which resembles a bluff when viewed from the opposite bank. Stories of ghosts, pirates, and mysterious music abounded in Rocky Bluff during the 1800's. It was relatively uninhabited until the beginning of the 20th century when several fuller's earth plants were opened in the area. Demand for fuller's earth diminished in the early 1920's and today Rocky Bluff is a quiet community of homes along the Manatee River.

When Rocky Bluff Library opened in April, 1994 as a store front library in Ridgewood Plaza, it had 1,800 square feet and served primarily residents of the northeast county area. An opportunity to expand the library into the store next door sometime later increased the square footage to 2,700. In December, 2003 the library moved to the west end of the shopping plaza and currently occupies 4,740 square feet.

In May, 2011, Manatee County Government purchased the former Roaring Twenties Pizza and Pipes restaurant from Zion Bank. This facility is located just 100 yards from the current facility in Ellenton and is 10,000 square feet. Every effort has been made to maintain a unique library experience. When the building was an operating restaurant it added a bar that served beer and wine. The bar feature has been kept in tack with the building and is proposed to be a Coffee Bar that can serve the patrons that visit the llibrary daily. The library has the traditional print material and reference resources available free to patrons and a newly expanded public use computer system proposed to expand the current computers from five (5) to twenty (20).

The Library is located at 6750 US Highway 301 N., Ellenton, Florida and currently has five (5) staff members and twenty (20) volunteers. Patron use has steadily increased over the years with approximately four hundred (400) patrons visiting the old facility daily.

Section E: Scope of Services – continued

The Library opened November 15, 2011. Included in the new space is an expanded space for children & teens, comfortable reading areas, and outdoor benches. An exciting opportunity exists on the ground floor of the Library to operate a commercial Coffee Bar in a great public space and source of public pride where the community gathers to celebrate, reflect, connect, and share information, knowledge, and culture.

The Coffee Bar is approximate 300 square feet and will include a seating area where customers can sit. There is ample cabinet storage space available above as well as below the bar area.

The proposer is encouraged, but not required, to investigate the possible securing of a State License which would permit the proposer to offer for sale the consumption on premises (COP) of wine, Per § 561-569 F.S. The proposer shall include separately the cost of securing this license, including yearly renewals and all costs related to the sale of wine as part of the daily Coffee Bar operation. The proposer shall be required to comply with all state and local regulations as they relate to the sale of wine and complete and timely submit all reporting forms that may be required to the proper authority. Under this agreement, the County will receive a percentage of the alcoholic beverage sales separately from the base compensation to the County.

The successful Proposer shall provide all administration, supervision, labor, manpower, fixtures, furniture, equipment, and supplies necessary to perform the services described herein. Manatee County expects that this Request for Proposal will result in an award to perform Coffee Bar Concession Services at the Rocky Bluff Library on an annual basis for a period of **five (5) years with an option to renew for an additional period of five (5) years.**

E.02 SCOPE OF SERVICES

The successful Proposer shall be responsible for the managing and daily service of the Coffee Bar and shall provide qualified staff and management with the technical and business expertise necessary for the effective and efficient performance in providing these services that maximize revenues and create operational efficiencies for the County. There may also be an opportunity for the successful Proposer to provide daily food service and catering for meetings and other similar functions.

Section E: Scope of Services – continued

All Proposers are informed that the public food service establishments are governed by a combination of legislative enactments and departments, to include, Laws of Florida, Florida Department of Business and Professional Regulation Division of Hotels and Restaurants, Florida Department of Environmental Protection, and all other applicable laws.

The successful Proposer shall offer a variety of food and beverage choices that include healthy and nutritious options for all customers, many of whom will be school-aged children.

The Coffee Bar shall sell in addition to beverages pastries, breakfast items, and pre-prepared items to serve Library patrons and employees.

E.02.1. HOURS OF OPERATION: The Library is open Tuesday through Saturday. The Coffee Bar shall be open during normal library hours and closing no later than an hour before the library closing. The successful Proposer shall complete all preparation within one half hour before opening for business and complete all clean-up prior to the closing of the Library.

Library hours are as follows:

Tuesday, Thursday, Friday	-	10AM – 6PM
Wednesday	-	12PM – 8PM
Saturday	-	10AM – 5PM
Sunday	-	Closed
Monday	-	Closed

E.02.2. OBLIGATIONS OF THE SUCCESSFUL PROPOSER: The successful Proposer shall be responsible for the following:

- a) All necessary professional equipment, including installation, to perform the function of the Coffee Bar including, but not limited to, coffee machines and espresso equipment, refrigerators, shelving, display cases, paper towel dispenser, microwave, cash register, and trash bins.
- b) Staff the Coffee Bar during open hours.
- c) Maintain a high standard of cleanliness in the Coffee Bar.
- d) Maintain a standard of personal grooming expected in a professional business environment.
- e) Comply with any and all applicable laws, codes, and regulations relating to food service operation.
- f) Securing and maintaining in full force all licenses required by the Manatee County Health Department and other applicable authorities to operate the Coffee Bar.

Section E: Scope of Services – continued

- g) Commercial quality paper/plastic ware and other utensils required for the serving and consumption of the menu items.
- h) Signage and menu boards, subject to Library approval.
- i) Telephone hook-up, ongoing line and all other phone related charges.
- j) Provide liability insurance to cover all property damage.

E.02.3. OBLIGATIONS OF THE LIBRARY: The Library will provide the following:

- a) Approximately three hundred (300) square feet of allocated space in the Library. Included is floor space for seating; the area can accommodate approximately twelve (12) Tall bar stools. The seating area shall be available to all Library patrons even if they have not purchased items from the Coffee Bar.
- b) 220V circuits for brewers and espresso machine; 120V AC electrical service with outlets for additional equipment.
- c) Hot and cold water service.
- d) Basic sewer service connections.
- e) Service bar, approximately twenty-five (25) lineal feet.
- f) WIFI access.
- g) Outside dumpster.
- h) Use of janitor's mop closet.
- i) All utilities except telephone.
- j) Pest control.
- k) Fire suppression and alarm system.
- l) Advertising space on the Library's website.

E.02.4. OPERATING STANDARDS:

Maintenance. The successful Proposer shall be responsible for keeping the coffee area neat, clean, in good repair, and in compliance with all applicable laws, ordinances, and regulations. The successful Proposer shall also be responsible for keeping the seating area neat and clean, including regularly washing tables & counter areas, removing trash and immediately cleaning up any spills/messes in the area.

The successful Proposer shall ensure that trash receptacles do not become overfilled during public hours. The successful Proposers shall not allow boxes, cartons, barrels, or similar items to remain in public view. All trash shall be removed from the Coffee Bar at the end of the day.

Employee Standards. Service shall be timely, attentive, and friendly. Food and beverage orders shall be taken promptly and in a friendly, courteous manner. The successful Proposer shall recruit, train, supervise, direct and deploy the optimum number of employees to match the work requirements.

Section E: Scope of Services – continued

Each employee shall (a) be clean, neat, and well-groomed, (b) be free from offensive body odor, (c) be professional, courteous, and friendly to the public, and (d) meet the health requirements of the Manatee County Health Department before employment at the Library.

The successful Proposer shall provide criminal background checks on each employee which must meet the County's employment standards.

Menu and Pricing. The successful Proposer shall charge competitive prices for all food and beverages. The Library reserves the right to review and approve prices and menus.

Food and Beverage Quality. The successful Proposer shall make every effort to ensure that only the highest quality of food and beverages are sold at the Library, including, but not limited to:

- a) Coffee shall be ground from whole beans from a quality roaster, competitive in quality for a balance of flavor, body, aroma, and acidity. Beans for espresso shall be appropriate for industry-recognized professional use.
- b) Wine shall be purchased from local distributors and/or recognized local vineyards. The types chosen for sale shall have the final approval of Manatee County. The wines offered for purchase by the patrons shall be competitively priced.
- c) Butter, milk, and milk products shall be USDA Grade "A."
- d) Pastries and other baked goods shall be fresh daily from a quality baker.

Types of Food. Examples of the types of food to be offered shall include, but not be limited to, the following:

Muffins, Bagels, Doughnuts, Biscotti Cookies, Cake, Fruit Salads, Sandwiches Soups, Candy, Ice Cream and Packaged Snacks (e.g., chips, crackers, cheese)

Types of Beverages. Examples of the type of beverages to be offered shall include, but not be limited to, the following:

Coffee, Cappuccino, Espresso, Latte, Specialty Teas, Iced Tea, Wine, Fruit Juice, Soda, Milk, Bottled Water.

Section E: Scope of Services – continued

Signs. All signs for the Coffee Bar shall be approved in advance by the Library. The cost of signs shall be responsibility of the successful Proposer. No signs may be attached to the exterior of the building.

Deliveries. All deliveries shall be made during hours the Library is open. Deliveries shall be carried or hand-trucked into the building by way of the rear entrance. The Library will not accept deliveries for the successful Proposer.

E.02.05. AUDIT COMPLIANCE: Regarding all sales records, expense costs, and business transactions related to the services described herein, books and records for the operation of the Coffee Bar shall be separately kept, and income and expenses shall not be co-mingled with other enterprises.

All books and records shall be open for the County Auditor to inspect at any time. The successful Proposer shall participate in, and comply with, any internal and external quality assurance, utilization review, and peer review as a result of the services performed as described in this Request for Proposal. The successful Proposer shall work with the Auditor's office to ensure compliance with any such issues.

END SECTION E

PROPOSAL SIGNATURE FORM
RFP # 11-3043BG

Firm Name

() _____
Telephone Number

Mailing Address:

City, State, Zip Code

The undersigned attests to his or her authority to submit this proposal and to bind the firm herein named to perform the services offered in a two party agreement. If the firm is selected by the County the undersigned certifies that he/she will negotiate in good faith to provide the selected services as may determined by the County which are detailed in this RFP #11-3043BG.

Signature

Name and Title of Above Signer

Date: _____

Telephone Number

Email Address

Witness Signature

Name and Title of Above Signer

Date: _____

Attachment "A"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE 6, MANATEE COUNTY PURCHASING CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____
[print individual's name and title]

_____ for _____
[print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such an entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Attachment A (Cont'd.)

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

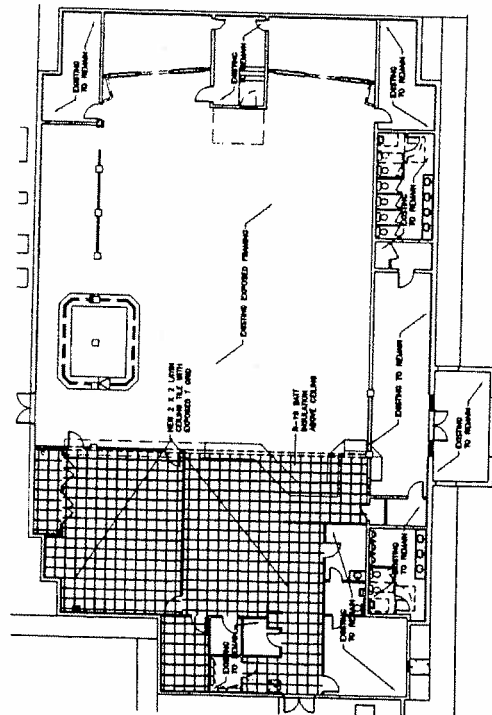
Sworn to and subscribed before me this ____ day of _____, 20__ by _____

Personally known _____ OR Produced identification _____
[Type of identification]

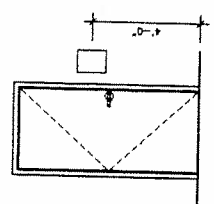
Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.



SMOULDER ROOM AND BATES DELINTEA



FOR THE VOICE OF AMERICA

- APPROXIMATELY 6" X 8"

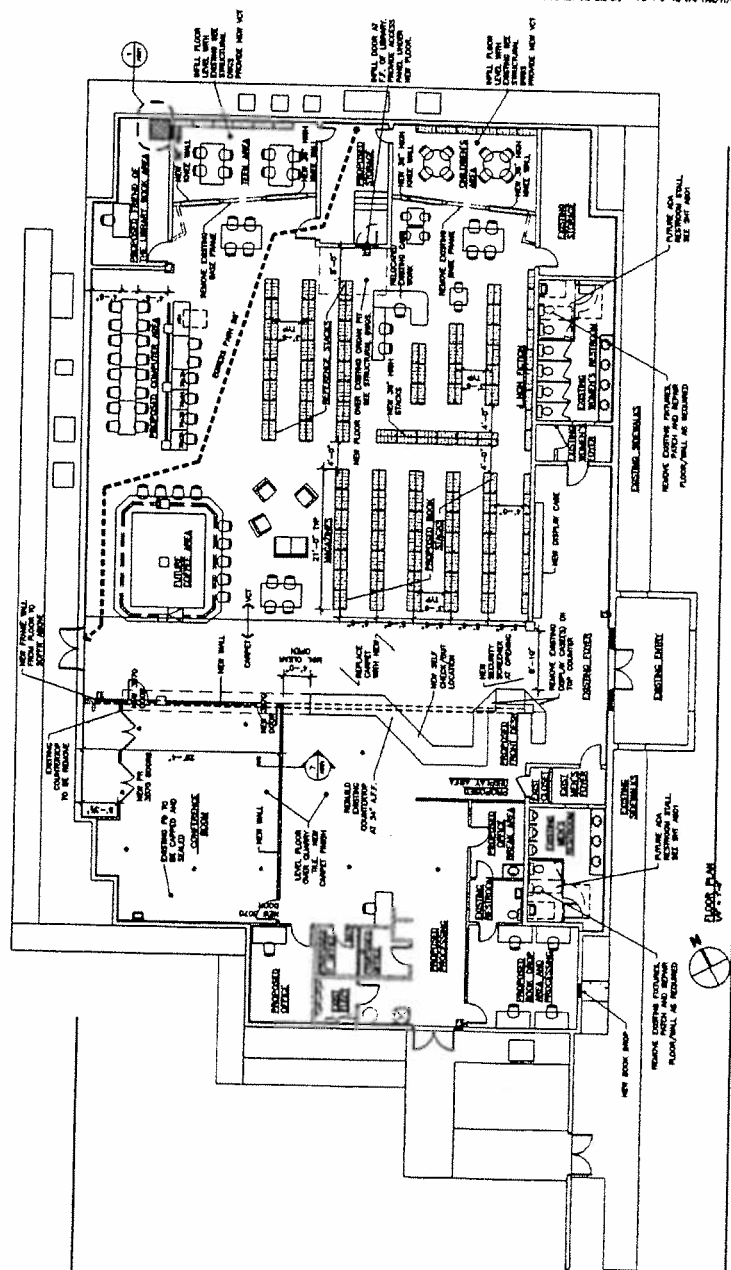
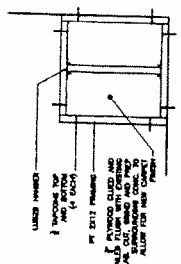
[illegible]

James W. McMillan

THE DISTINGUISHED MEMBER

- INDICATES LOCATION OF A REDUCED FIRE EXTINGUISHER CABINET NOT TO PRODUCE MORE THAN 4" FROM FURNISHING WALL.
TO U.S. DRY CHEMICAL TYPE B C
HANDLE OF FIRE EXTINGUISHER CABINET NOT TO EXCEED 4" ABOVE FPL
FLOOR AT LOCATIONS INDICATED ON PLANS
FIRE SHALL BE LOCATED IN A CONVEYOR LOCATION WHERE THEY ARE
PRESENT IN A CONVEYOR AND READILY AVAILABLE. THEY SHALL BE
CONSTRUCTED TO BE 10" HIGH AND 12" WIDE.

1 FLOOR HOLE DETAIL



~~FLOOR PLAN~~