

# Orcas Island Library

## Request for Proposals for a coffee/refreshment service:

### Six-month pilot project

The Orcas Island Library is exploring the concept of providing a coffee/refreshment service in or around the Library building. The Library invites interested parties to submit vendor proposals consistent with the following parameters:

1. Vendor will provide all equipment, products, supplies and labor required to operate the coffee/refreshment service. Equipment and supplies must be portable. Equipment, product and supplies may not be stored on site when not in use. Vendor should describe in detail the equipment, products and supplies to be used.
2. Vendor will list all personnel expected to operate the coffee/refreshment service at OIPL. In view of OIPL's user demographics, OIPL may require vendor staff to undergo reasonable background checks.
3. OIPL will provide access to a nearby 110V electrical outlet, as well as nearby restrooms.
4. Vendor will have all necessary permits, licenses and inspections required to operate the coffee/refreshment service.
5. Vendor will provide proof of appropriate property and liability insurance coverage, with OIPL to be covered as a named insured.
6. Vendor will describe proposed use of reusable, recyclable, compostable, fair trade and/or biodegradable supplies and materials.
7. If provided inside OIPL premises, coffee/refreshment service operations may not extend beyond regular Library open hours (M-Th 10-7; Fri-Sat 10-5; Sun 12-3), taking into account any time needed for setup and takedown during open hours. Vendor may also operate during Library special events, or outdoors, with advance agreement with OIPL. Vendor will state proposed hours of operation.
8. Vendor will submit a proposed menu and pricing for products to be offered.
9. Vendor will submit a proposal for how OIPL or the Friends of the Orcas Library (to be determined) will be compensated for Vendor's use of Library space and utilities.
10. OIPL and Vendor will plan on a six-month trial period for operation of the coffee/refreshment service. At the end of the trial period, either OIPL or Vendor can opt not to continue with no financial penalty to either party. Also, either party may discontinue the trial sooner if it proves unworkable.

Please email proposals to Phil Heikkinen, Library Director at [pheikkinen@orcaslibrary.org](mailto:pheikkinen@orcaslibrary.org). OIPL may request that vendors meet with staff and trustees.

Email or phone Phil at the Library, 360-376-4985, with any questions.

Deadline for first consideration of proposals is May 22, 2019.

