



Anythink Libraries
Request for Proposal (RFP)

Café Services for Two Anythink Locations

Date issued: Wednesday, January 15, 2025

Responses due: Friday, February 7, 2025, by 5 p.m. (MST)

RFP Logistics and Timeline

1. Proposals

- Anythink Libraries (“Anythink”) invites sealed bids from Respondents to operate cafés at two locations.
- Respondents are directed to the Scope of Work and Deliverables in this RFP for details.
- Anythink Libraries **will** accept e-mailed bids.
- Anythink Libraries will **not** accept fax bids.
- General questions should be directed to Mark Fink, Executive Director, at:

Anythink Libraries
5877 E. 120th Avenue
Thornton, CO 80602
Tel.: 303-405-3299

E-Mail: mfink@anythinklibraries.org

2. Questions/Clarifications

- No oral interpretations shall be made to any Respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing and mailed, or e-mailed to the address listed above.
- Such questions must be received by **Wednesday, January 22, 2025, by 5 p.m. (MST)**
- Anythink will provide written responses posted to the website on **Monday, January 27, 2025 by 5 p.m. (MST)**

3. Optional Pre-proposal On-Site Appointments

- Interested Respondents can schedule pre-proposal, on-site appointments on **Monday, February 3, 2025 between 1:00 p.m. to 3:00 p.m. at:**

Anythink Wright Farms
5877 E 120th Avenue
Thornton, CO 80602

- Please schedule appointments by **Friday, January 31 at 5 p.m. (MST)** via email to mfink@anythinklibraries.org.

4. Proposal Deadline

- Proposals will be accepted until **Friday, February 7, 2025 at 5 p.m. (MST)**
- Responses containing three (3) hard copies or one (1) data file (in pdf format) may be delivered in person or by email to mfink@anythinklibraries.org addressed to Mark Fink, Executive Director, and left at 5877 E. 120th Avenue, Thornton, CO 80602 or mailed to:

Anythink Libraries
Café Services RFP Selection Committee
Attn: Mark Fink
5877 E. 120th Avenue
Thornton, CO 80602

- Any costs incurred by the Respondent in the preparation of a proposal are the responsibility of the Respondent and will not be eligible for reimbursement.

5. Awards

- In-person interviews will be scheduled with finalists for the **week of February 18, 2025.**
- Awards will be made to selected Respondent(s) on or before **Monday, March 3, 2025.**

II. Community Profile

Anythink Libraries is proud to serve the residents of Adams County, Colorado, through its seven Anythink locations in the communities of Bennett, Brighton, Commerce City, Northglenn, Thornton and the Perl Mack neighborhood of Denver. For community members outside of these areas, the district offers outreach services through its bookmobile, Anythink in Motion.

Since its launch in 2009, Anythink has expanded library service for residents and redefined what it means to be a public library. What has emerged is a new style of library – a place of unlimited imagination, where play inspires creativity and lifelong learning. Anythink offers the community a space where anything and everything is possible.

Originally the Adams County Public Library, today Anythink operates as its own entity overseen by a five-member Library Board of Trustees appointed by the Adams County Commissioners. The library district has seven libraries, serving more than 420,000 local residents. With a focus on innovation, Anythink's award-winning approach to library service is recognized by industry leaders and organizations across the globe.

MISSION STATEMENT: We Open Doors for Curious Minds

OUR VALUES: We are guided by these shared values in everything we do:

- Compassion for our customers and for each other
- Passion for our product
- Eagerness to learn
- Everyone is creative

- Optimistic attitude – we believe that anything is possible

Anythink serves more than 420,000 people in Adams County, Colorado. Key demographics for Adams County are as follows:

Race and Hispanic Origin	
White (including Hispanic or Latino)	85.2%
Black or African American alone	4.2%
American Indian and Alaska Native alone	2.4%
Asian alone	4.5%
Native Hawaiian and Other Pacific Islander alone	0.3%
Two or More Races	3.4%
Hispanic or Latino	41.8%
White alone, not Hispanic or Latino	47.8%

Other Key Demographics	
Foreign born persons, 2016-2020	14.8%
Language other than English spoken at home	27.9%
Persons 65 years and over	11.0%
With a disability, under age 65	7.9%
Persons in poverty	9.4%

III. Scope of Work

Anythink is seeking a respected and experienced vendor (“Respondent”) to develop and operate cafés for up to three years at two locations:

- Anythink Wright Farms (café opening in April 2025)
5877 120th Avenue
Thornton, CO 80602
- Anythink Nature Library (library and café opening in June 2026)
136th Avenue and Quebec
Thornton, CO 80602

Anythink seeks proposals that closely align with and further the library’s mission, values and strategic goals.

The hours of operation for these two libraries are:

- Monday -Thursday, 9:00 a.m. to 7:00 p.m.
- Friday – Saturday, 9:00 a.m. to 5:00 p.m.
- Sunday - closed

2025 Holidays/Closures (similar closures are anticipated in 2026 and 2027)

- Wednesday, January 1, 2025
- Monday, January 20, 2025

- Monday, February 17, 2025
- Monday, May 26, 2025
- Thursday, June 19, 2025
- Friday, July 4, 2025
- Monday, September 1, 2025
- Monday, October 13, 2025
- Thursday, November 27, 2025
- Friday, November 28, 2025
- Wednesday, December 24, 2025
- Thursday, December 25, 2025

The proposed café hours are:

- Monday - Saturday 9:00 a.m. to 4:00 p.m.
- Hours may be negotiated as part of the final Agreement by the Respondent and Anythink.

The coffee shop/café space for each library is approximately 500 square feet and is located adjacent to the front entrance.

IV. Anythink Provisions for the Cafés

Anythink will provide:

1. Menu Boards
2. Any necessary licenses or permits for the operation of the cafés/concession
3. All necessary additional professional equipment, including installation
 - a. At the Anythink café at Wright Farms, the following commercial grade equipment can be used by Respondent: Upright freezer, High Volume Twin Tea and Coffee Brewer, Marketeer Fridge, and Astoria Gloria SAE Automatic Espresso Machine.
4. All professional equipment shall be commercial grade and have grounded installation
5. All electrical, plumbing installation shall be in accordance with City of Thornton building code and installed by licensed contractors
6. Signage for the cafés
7. All supplies

V. Respondent Provisions for the Cafés

1. Maintenance
 - a. The Respondent is responsible for keeping the cafés neat, clean and in good repair.

- b. The Respondent will clean up spills or messes in the Café area.
 - c. The Respondent will regularly empty trash receptacles inside the cafés and will ensure that receptacles do not become overfilled.
 - d. The Respondent will not allow items such as boxes, cartons, barrels, etc. to remain in view of public areas.
2. Staff
 - a. The Respondent shall provide its own employees to operate the cafés and shall provide the necessary training and supervision for its employees, including training on Anythink's policies.
3. Deliveries
 - a. Acceptance of all deliveries is exclusively the responsibility of the Respondent. The delivery must be carried or hand-trucked into the cafés.

VI. Funding

We believe in creating amazing partnerships that support the needs of our customers. Accordingly, Anythink will provide the selected Respondent with rent-free space (including water and utilities) for the term of the contract.

VII. Content of Respondent Proposal

The proposal should include the following components:

1. Describe, in two pages or less, your experience and background in operating a restaurant, café, or similar food-service concession-type retail establishment.
2. Explain the standards you use to ensure a quality-run operation. Please indicate such things as quality and freshness standards for coffee, pastries, grab and go items, and other food products.
3. List the name and qualifications of the person who will be responsible for managing the café(s) should you be awarded the bid.
4. Do your financial assets allow you to undertake this project? Please provide:
 - a. A detailed financial plan, budget, and projections for the first year of operations
 - b. Copy of recent audited financial statements or latest tax returns for current business
 - c. The type of corporate structure used by Respondent - Corp, LLC, Partnership, Sole Proprietor, etc.

5. Provide:
- a. Alignment with Anythink Priorities
 - i. How will Respondent connect with Anythink's priorities in regard to excellent customer service, environmental innovation practices and diversity, equity, and inclusion.
 - b. Proposed Menu and Pricing
 - i. Describe both a menu, including ability to provide quality and diverse food and drink options for people of all ages.
 - 1. Ideally, menus will include a variety of quality hot and cold beverages such as coffee, tea, smoothies, and other like drinks with lids that will be consumed inside and outside the library, as well as a variety of quality pre-prepared food items such as pastries, fruits, or other coffee shop fare.
 - ii. There will be no cooking allowed on site; warming equipment may be considered.
 - iii. Food and drink options for children should be a priority.
 - iv. The Respondent must have the ability to provide food and drink service thru catering menu to library room rentals and other library programs.
 - c. Projected or Proposed Staffing Plan
 - d. Timeline
 - i. Respondent will provide a proposed timeline for moving in, completing tenant improvements, and commencing operations.
 - ii. The Respondent will lease the Wright Farms branch beginning April 1, 2025, and the Nature Library branch by June 1, 2026. The timeline will be negotiated and subject to approval by the Anythink Executive Director.
 - e. General Maintenance
 - i. Proposals should include describing how Respondent will partner with Anythink to provide basic maintenance of the leased area including keeping surfaces clean and tidy (tables, chairs, counters, floors), mopping at the end of shifts, and emptying garbage at the end of shifts and when overflowing in the café area.
 - f. Improvements

- i. If the Respondent believes tenant improvements are needed for either location, they should include an itemized list for consideration by Anythink.
- g. Code Ratings
 - i. Have there been any health code violations with respect to Respondent's current operations within the past 12 months.
 - ii. What is rating of the Respondent's current operation?
- h. Promotion and Advertising
 - i. What ideas for promotions does Respondent have for the cafés at Anythink (such as advertising, publicity, special events) that would distinguish them from other entities?
- i. Management/Customer Service Philosophy
 - i. Please describe Respondent's management and/or customer service philosophy and how it ensures that the cafés will be staffed with qualified, customer-oriented employees.
- j. Anythink reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. The award of contract is subject to approval by the Anythink Executive Director.

VIII. Evaluation and Scoring Criteria

Anythink will use the following criteria to score each proposal received by the deadline. Each element has a maximum value of 100 points. All elements will be added together for a total and final score.

- a. Respondent has described how they will connect to Anythink's priorities, specifically with regard to excellent customer service, environmental innovation practices and diversity, equity, and inclusion. (100 points maximum)
- b. Respondent has provided a proposed menu and pricing. (100 points maximum)
- c. Respondent has provided a projected or proposed staffing plan. (100 points maximum)
- d. Respondent has provided a proposed timeline for opening cafés at two locations. (100 points maximum)
- e. Respondent has provided details for how they will partner with Anythink to provide basic maintenance of the leased area. (100 points maximum)
- f. If Respondent believes tenant improvements are needed for either location, they have included an itemized list for consideration by Anythink. (100 points maximum)

- g. Respondent has provided information about any health code violations with respect to current operations within the past 12 months. (100 points maximum)
- h. Respondent has provided ideas (for promotion, advertising, publicity, special events) do you have for the cafés that would distinguish them from other entities?
- i. Respondent has provided their management and/or customer service philosophy and how it ensures that the cafés will be staffed with qualified, customer-oriented employees. (100 points maximum)
- j. Respondent has provided information about their experience and background in operating a restaurant, café, or similar food-service concession-type retail establishment. (100 points maximum)
- k. Respondent has explained the standards used to ensure a quality-run operation. (100 points maximum)
- l. Respondent has provided evidence of their financial assets and forecasting, including a detailed financial plan and budget for the first year of operations, an overview of financial projections for one year of operation, and recent audited financial statements or latest tax returns. (100 points maximum)