

Anythink Libraries
Request for Proposal (RFP)

Café Services for
Anythink Libraries

Date issued: Wednesday, March 5, 2025

Response due: March 31, 2025, by 5 PM MST



anythink®

RFP Logistics and Timeline

1. Proposals

- Anythink Libraries (“Anythink”) invites sealed bids from respondents establish and operate café services 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 **Monday, March 24, 2025, by 5 p.m. (MST)**
- Anythink will provide written responses posted to the website on **Wednesday, March 26, 2025 by 5 p.m. (MST)**

3. Optional Pre-proposal On-Site Meeting

- An optional pre-proposal on-site meeting of interested vendors will be held on **Wednesday March 26, 2025 at 1:30 p.m. to 3:30 p.m. appointments.** at:

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

- Set appointment for a meeting by **March 24,** we will tour the café area and answer questions. Requests for on-site meeting can be email to mfink@anythinklibraries.org.

4. Proposal Deadline

- Proposals will be accepted until **Monday, March 31, 2025 at 5 p.m. (MST)**

- Responses containing one (1) hard copy or one (1) digital 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 proposer in the preparation of the proposal response are the responsibility of the responding agency and will not be eligible for reimbursement.

5. Awards

- Interviews will be set with Finalists for the week of April 7th.
- Awards will be made to selected Vendor on or before **Friday, April 11, 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.

The Anythink Café is in our flagship Wright Farms branch located at 120th and Holly in Thornton. This branch has an average door count of 800-1,200 customers per day. The Nature Library located on east 136th and Quebec is anticipated to open in Summer of 2026.

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

III. Scope of Work

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

- Anythink Wright Farms (café opening by June 1 2025)
5877 120th Avenue
Thornton, CO 80602
- Anythink Nature Library (library and café opening in summer 2026)
136th Avenue and Quebec
Thornton, CO 80602

Anythink prefers 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 4:30 p.m.

Hours may be negotiated as part of the final Agreement by the Respondent and Anythink.

The coffee shop/café space is approximately 500 square feet in each location. The café location in each building is **adjacent to the Library's** front entrance.

IV. Owner Provisions for the Cafés

Operator 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 we the following commercial grade equipment that can be used by vendor: Upright freezer, High Volume Twin Tea and Coffee Brewer, Marketeer Fridge, and Astoria Gloria SAE Automatische 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 requirement installed by licensed contractors
6. Signage for the cafés
7. All supplies

V. Vendor Provisions for the Cafés

1. Maintenance:
 - a. The Vendor is responsible for keeping the cafés neat, clean and in good repair.
 - b. The Vendor will clean up spills or messes in the Café area.
 - c. The Vendor will regularly empty trash receptacles inside the cafés and will ensure that receptacles do not become overfilled.
 - d. The Vendor will not allow items such as boxes, cartons, barrels, etc. to remain in view of public areas.
 - e. **Marketing will be clear and professional, collaboration with Anythink's brand strategy** department available if desired.
2. Staff
 - a. The Vendor shall provide its own staff to operate the cafés during the agreed upon and shall provide the necessary training and supervision for its employees, including making sure its employees are aware of and follow any policies set by the Library.
3. Deliveries
 - a. Acceptance of all deliveries is exclusively the responsibility of the Vendor. The delivery must be carried or hand-trucked into the cafés.

VI. Funding

We believe in creating amazing experiences and partnerships that support the needs of our customers. This relationship is important to the library and our community. The library will provide café space rent free for the lease of the contract to include water and utilities.

VII. Content of Proposal

The proposal must include:

1. Describe your experience and background in operating a restaurant, café, or similar food-service concession-type retail establishment.
2. List the name and qualifications of the person who will be responsible for managing the Anythink café at Wright Farms should you be awarded the bid.
3. Do your financial assets allow you to undertake this project? Please provide:

- a. What type of business formation the proposer has Corp, LLC, Partnership, Sole Proprietor, etc.?
 - b. A financial plan and budget for the first year of operation of the Café
4. Provide a description of:
- a. Proposed menu and pricing - Describe both a menu, including your ability to provide quality and diverse food and drink options for people of all ages. 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. There will be no cooking allowed on site; warming equipment may be considered. Food and drink options for children should be a priority. The respondent would have an opportunity to provide food and drink service thru a catering menu, please indicate if you have catering ability for library room rentals and other library programs.
 - b. Projected or proposed staffing plan
 - c. Timeline - A proposed timeline for moving in, completing tenant improvements, and commencing operations. The vendor will be allowed to occupy the Wright Farms branch beginning April 1, 2025, and the Nature Library branch by approximately June 1, 2026. This timeline can be negotiated if needed.
 - d. Improvements – If the vendor believes tenant improvements are needed for either location, they should include an itemized list for consideration by Anythink.
 - e. Have there been any health code violations with respect to current operations within the past **12 months. What is rating of the proposer’s current operation?**

VIII. Evaluation and Scoring Criteria

Anythink will use the following criteria to ascertain the merits of each proposal received by the deadline.

Each element has a maximum value of 100 points. All elements will be added together for a total score.

1. Vendor has provided information about their experience and background in operating a restaurant, café, or similar food-service concession-type retail establishment. (100 points maximum)
2. Vendor has provided evidence of their financial assets and forecasting, including a financial plan and budget for the first year of operations (100 points maximum)

3. Vendor has provided a proposed menu and pricing. (100 points maximum)
4. Vendor has provided a projected or proposed staffing plan. (100 points maximum)
5. Vendor has provided a proposed timeline for opening cafés at two locations. (100 points maximum)
6. If vendor believes tenant improvements are needed for either location, they have included an itemized list for consideration by Anythink. (100 points maximum)
7. Vendor has provided information about any health code violations with respect to current operations within the past 12 months. (100 points maximum)

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.

Thank you for your interest in partnering with Anythink. We look forward to your proposal and how we can support our community with library services and delicious coffee.