

**Request for Proposals
Coffee Shop Operation – Oakland Library
Lee County Board of Commissioners**

The Lee County Board of Commissioners is soliciting proposals for an Independent Vendor/Operator to equip and operate a coffee shop located in the new Oakland Library located at 445 Oakland Parkway West, Leesburg, Georgia 31763.

Interested companies shall submit *sealed* bids in an envelope marked “*RFP- Lee County Coffee Shop Operation*”. These proposals will be accepted by mail or hand delivered to Lee County Board of Commissioners, ATTN: John Patrick, 110 Starksville Avenue North, Leesburg, Georgia, until **10:00 AM, March 13, 2012**. Bids will be opened at 10:05 AM, March 13, 2012 in the Administration Office at 110 Starksville Avenue North, Leesburg, GA 31763.

SELECTION PROCESS

All proposals that are received will be evaluated by a review committee. After contacting the companies’ references, evaluating the proposals, the results will be compiled and presented to the Lee County Board of Commissioners at the Voting Session on March 27, 2012. *The Lee County Board of Commissioners will make the final selection and reserves the right to accept or reject any or all proposals received.*

DEADLINE

Interested companies must submit of all sealed bid to the address below:

“*RFP- Lee County Coffee Shop Operation*”
Lee County Board of Commissioners
ATTN: John Patrick, Facilities Coordinator
110 Starksville Avenue North,
Leesburg, Georgia 31763

The envelope containing the proposals must be marked, “RFP-Lee County Coffee Shop Operation”.

For a complete bid package see the Lee County website – www.lee.ga.us or for additional information contact Claire Leavy, Library Director, at (229) 759-2369; leavy@leecountylibrary.org or John Patrick, Facilities Coordinator, at (229) 759-6000; jpatrick@lee.ga.us.

Pre-Bid meeting will be held Friday, February 24, 2012 @ 11:00 a.m. ~ 445 Oakland Parkway West ~ with SRJ Architect Inc., Lee County Facilities Coordinator, and Library Director.

Background

The new Oakland Library is a 24,813 square foot facility that will include library space (15,282sf), multipurpose room space (7,625 sf to include a catering kitchen, storage room and a small dressing room), and a coffee shop/lobby space (1,906 sf). It is planned that the entire facility will have a wireless infrastructure for customers. Oakland Library is anticipated to open mid-summer 2012.

The Oakland Library will house approximately 50,000 items to include, books in various formats, DVDs and software as well as an energetic schedule of story times and other programs for children, teens, and adults. Some of the programming will take place in the Lobby area near the Coffee Shop. The Library will also include two study rooms and a small conference room which will seat 12 people, a designated child’s

area and young adult space. Ample seating space is available for users to have a quiet place to read or bring in their wireless device for research, reading, etc.

OPERATING HOURS

Proposed operating hours for the Oakland Library:

M, W, F	9:00 AM – 6:00 PM
Tu, Th	9:00 AM – 8:00 PM
Sat	10:00 AM – 2:00 PM

TOTAL OPERATING HOURS: 53 per week

Oakland Library will be closed a total of 10 holidays during the year, (see the attached calendar). It is closed on the Sunday before a Monday holiday.

SCOPE OF SERVICES

The multipurpose room is expected to be used by private, commercial, and non-profit groups for activities such as business meetings/conferences and private gatherings. It is proposed the multipurpose room will be available Monday – Sunday until 12:00 midnight. There is opportunity for the Coffee Shop to cater events.

With market analysis and needs assessments, SRJ, Architects, Inc. and Library administrators have designed a facility that will serve Lee County in both the near and long terms. Given the density of the population in the southwestern part of Lee County, it is anticipated that the Oakland Library will attract thousands of customers each month* and will be a vital gathering/destination place for residents of all ages. *Leesburg Library currently attracts between 8,000 -12,000 people each month. Northwest Library (Dougherty County Library) attracted an average of 12,400 per month during FY 2011 and many of those users will be using Oakland Library due to the proximity of the facility to their homes and businesses.

In addition to Library customers, the Coffee Shop has access to commercial and housing developments located in the area.

Project Overview

The Lee County Board of Commissioners are accepting proposals to lease and operate a Coffee Shop at its Oakland Library location. The design of the Oakland Library facility situates the Coffee Shop near the Library and Multipurpose Room, and in a highly visible area adjacent to the Lobby area between the two. The Coffee Shop is allowed to be open before and after Library hours. The Coffee Shop is approximately 330 sq. ft. with the shared Lobby space being 1,062 sq. ft. The lease will include the Coffee Shop area and shared Lobby space.

The Coffee Shop vendor will be permitted to serve light snacks, deli sandwiches, pastries, and beverages of any kind with the exception of those containing alcohol. Grilling, frying, or other cooking, except that which can be done in a microwave, will be prohibited. Prices of all products sold are the responsibility of the vendor but should be reasonably priced and affordable to seniors and families with children.

Coffee Shop includes prep area, janitor's closet, public toilet, drive up window, and lockable security curtain to secure Coffee Shop area:

Coffee Shop – 330 sf

Prep Area – 206 sf

Janitorial Area – 35 sf

Drive up Window – Window is a sliding 3' high x 3' 8" wide total size with a 2' x 3' 8" fixed transom widow above. Bottom of sliding window is 3' above floor. Top of sliding window is 6' above floor

Public Toilet – 63 sf or 6' 7" x 9' 7" includes one toilet and one lavatory

Shared Lobby – 1,062 sf with seating for 22-23 customers. Furnishings include a variety of easy chairs, tables with chairs, and a sofa.

Deliveries for the Coffee Shop will be made before 9:00 AM and only through the designated delivery entrance. Deliveries will be carried or hand trucked into the Coffee shop. The Library will not accept deliveries or assume responsibility for any deliveries left in receiving area.

Hours of operation can be outside Library operating hours but shall complement Library service hours.

Experience

Vendor/Operator must have two or more years of continuous, successful experience within the past 10 years in the ownership, management, or operation of food service of some kind.

Conflict of Interest

It must be disclosed in the proposal any actual or potential conflicts of interest and existing business relationships with the Lee County Library and/or Lee County Board of Commissioners, its elected or appointed officials or employees.

The County will provide:

- HVAC to accommodate the area
- Electricity
- Outside Menu Board (attached near drive-up window)
- Wireless on-line access
- Furnishings for shared Lobby area adjacent to Coffee Shop
- Fire sprinkler system as required
- Cabinets and laminated plastic countertops (Coffee Shop and Prep Area) (Granite top in Coffee Shop by vendor)
- Pest control
- Trash and garbage pick-up from shared dumpster
- Lockable security curtain to secure Coffee Shop area
- Limited advertisement on the County Website
- Parking and Landscaping

The Vendor/Operator will provide:

- All necessary professional equipment, sinks, granite countertop (Coffee Shop Counter), and supplies including installation. The equipment and its placement are important visual elements to the overall design and appearance of the Coffee Shop, Library, and Multipurpose Room. Careful attention is to be given to each piece of equipment and how it is viewed by the public. All equipment, sinks, and granite countertop is subject to design review by SRJ Architect, Inc. and must blend with décor.
- Coffee Shop hours of operation, at a minimum, to mirror those of the Oakland Library
- Staffing during operating hours of the Coffee Shop
- Proof of liability insurance (vendor equipment) and workers compensation for the operation of the business. Neither the Board of Commissioners nor the Library Board of Trustees will be responsible for any theft, damage or loss of property in coffee shop, prep area, janitorial area, or public restroom.
- Compliance with any and all applicable Georgia laws, codes and regulations relating to food service operation

- Signage, if desired (subject to Library/BOC approval)
- Removal of trash in strong garbage bags and tied. Trash is to be deposited at least daily before the close of business in the dumpster provided by the Library (BOC).
- Continuous cleaning of Lobby area, including daily cleaning of the floor.

LEASE PERIOD

This lease agreement will be approved for up to the three (3) years. Either party can terminate this agreement with 60 days written notice.

QUOTATION SHEET

Coffee Shop Operation – Oakland Library
 Lee County Library Board of Trustees and Lee County Board of Commissioners

The undersigned hereby declares that (he, she, they) has (have) reviewed the descriptions above and lease the coffee shop for the below listed *monthly rent*.

\$ _____.

NAME OF BIDDER:

CONTACT PERSON:

ADDRESS:

TELEPHONE: (OFFICE) _____ **(CELL)** _____

The undersigned hereby acknowledges receipt of the following Addenda:

Addendum No.	Date:
_____	_____
_____	_____
_____	_____

CERTIFICATE OF NON COLLUSION: In submitting the above bid, the bidder being sworn, disposes and says _____, the contractor submitting this bid and its agent, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid. (*Complete attached form.)

***CERTIFICATE OF DRUG-FREE:**

The bidder certifies that the provisions of Code Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated (O.C.G.A) relating to the Drug Free Workplace Act have been complied with in full. (*Complete attached form.)

***CERTIFICATE OF SAVE AFFIDAVIT:**

SAVE affidavit required for local government that must be executed by anyone entering into a contract with a local government. (*Complete attached form.)

VENUE AND JURISDICTION: Contractor agrees that with respect to any claims which the Lee County Board of Commissioners may have against the contractor arising out of this contract or its performance or on account of any work done under or pursuant to the contractor for indemnity shall be controlled and governed by the law of Georgia, and actions pursuant to any such claims may be filed and prosecuted against the contractor in the courts of Lee County, Georgia. For this purpose, the contractor does hereby waive all questions of venue and jurisdiction and does hereby submit itself to the venue and jurisdiction of the courts of Lee County, Georgia.

Contractor further agrees that any claims for personal injury and/or property damage which any person may have against the Contractor arising out of this Contract or its performance or on account of any work done under or pursuant to the Contract shall be controlled and governed by the law of Georgia, and actions pursuant to any such claims may be filed and prosecuted against the Contractor who does hereby waive all questions of venue and jurisdiction of the courts of Lee County, Georgia. Contractor does hereby appoint _____ resident of Lee County, Georgia, as its agent to receive service of any such actions, and service upon such agent shall be good and valid service upon the Contractor.

If for any reason said agent for service shall leave Lee County, Georgia, and if Contractor fails to appoint such agent, service may be perfected upon the Contractor by serving the Judge of Probate Court of Lee County, Georgia, and such service shall in all respect be good and valid service of said action upon the Contractor. It shall be the obligation of the Contractor to keep its agent for service and the Judge of Probate Court of Lee County informed and advised at all times of the address to which any such suits served upon them shall be sent.

REFERENCES OF SIMILAR PROJECTS:

NAME PROJECT	ADDRESS	TEL. NO.	DESCRIPTION	OF
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

It is agreed by the undersigned bidder that the signature and submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of the bid specifications and, if awarded, the bid will represent the agreement between the parties.

AUTHORIZED SIGNATURE: _____ TITLE: _____

PRINTED SIGNATURE: _____ DATE: _____

Lee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective, current employees, and citizens to discuss potential accommodations with the Lee County Board of Commissioners.



LEE COUNTY

Board of Commissioners

One of the first original counties of Georgia • Established June 9, 1825

110 Starksville Avenue North • Leesburg, GA • 31763 • Phone (229)759-6000 • Fax (229)759-6050 • www.lee.ga.us

Lee County, Georgia

Non-Collusion Certification

The undersigned bidder certifies that I have not either directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.

Authorized Signature _____

Name Printed: _____

Name of Company: _____

Date: _____

Lee County is a thriving vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and life long opportunities for prosperity and happiness without sacrificing the rural agricultural tapestry.

Chairman
Ed Duffy

Vice Chairman
Rick Muggridge

County Commissioners
Betty Johnson • Dennis Roland • Bill Williams

County Administrator
Tony Massey

County Clerk
Christi Dockery

County Attorney
Jimmy Skipper



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Lee County, Georgia

Drug Free Workplace Certification

The undersigned certifies that the provisions of Code Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated (O.C.G.A) relating to the Drug Free Workplace Act have been complied with in full. The undersigned further certifies that:

- 1) a drug free workplace will be provided for the contractor employees during the performance of the contract, and
- 2) each contractor who hires a subcontractor to work in a drug free workplace shall secure from that contractor the following written certification:

As part of the subcontracting agreement with _____ This company certifies to the contractor that a drug free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of Code Section 50-24-3.

Also, the undersigned further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Authorized Signature: _____

Name Printed: _____

Name of Company: _____

Date: _____

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SAVE AFFIDAVIT REQUIRED FOR LOCAL GOVERNMENT THAT MUST BE EXECUTED BY ANYONE ENTERING INTO A CONTRACT WITH A LOCAL GOVERNMENT

STATE OF GEORGIA
LEE COUNTY

By executing this affidavit under oath, as an applicant for a Lee, County Georgia contract as referenced in O.C.G.A. § 50-36-1 and the August 1, 2010, "Report of the Attorney General on Public Benefits", I am stating the following with respect to my ability to enter into a contract with Lee County:
[Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity]

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

This ___ day of _____, 20__.

Signature of Applicant: _____

Printed Name: _____

Alien Registration number for non-citizens: * _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___ DAY OF _____, 20__

Notary Public: _____

My Commission Expires:

***Note:** O.C.G.A. § 50-36-1(e) (2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

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Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Lee County has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in Lee County, Georgia.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

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Lee County Library Holidays & Closed Days

New Year's Day

Martin Luther King, Jr. Day

Easter Sunday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Day after Thanksgiving

December 24th, 25th, 26th

The Library is closed on the Sunday before a Monday holiday.

The Library is closed on the Friday before a Saturday holiday.

