Request for Proposal

For: Café Vendor Services

Posting Date: May 20, 2024
Response Deadline: June 14, 2024

In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Introduction & Scope

The Village desires to pursue an agreement with a company having extensive experience in the service of food and beverages, working with the public to make Sequoit Creek Park a destination for residents and tourists. It is the Village's desire to create a cooperative relationship, with this agreement, that fosters a successful business relationship for both parties.

Description of the Sequoit Creek Park

The Sequoit Creek Park is located on Main Street in downtown Antioch, Illinois. The Park is due to be completed in June of 2024 with an official opening in August 2024. This Park will be an anchor for the Downtown, a gathering place for residents, and a tourist destination for Visitors.

The Village of Antioch Goals and Objectives

1. Maintain and enhance Sequoit Creek Park as a high-quality venue for public gatherings and all types of entertainment and events.
2. Provide unique food and beverage options to our residents and out-of-town guests.
3. Become a local Cafe destination.
4. Maintain a high-quality standard for appearance, family entertainment, and food and beverage.
5. Be a place for a variety of high-quality public events and activities.
6. Be widely known throughout Southern Wisconsin and Northern Illinois region as a destination for a variety of events and activities such as farmers markets, summer concerts, village programs, etc.

Anticipated Schedule

1. Advertisement of Request for Proposal
    - May 20, 2024
2. Questions Due Date
    - May 27, 2024
3. Scheduled On-Site Visits – contact msural@antioch.il.gov
    - May 27, 2024 – May 29, 2024
4. Application Due Date
    - June 14, 2024
5. Anticipated Approval of Agreement Date
    - June 21, 2024
6. Contract Commences
    - August 1, 2024

Contractor Responsibilities

1. The Contractor shall be expected to operate a cafe at the Sequoit Creek park.
2. The Contractor shall provide a quality level of food and beverage products for all age groups.
3. The contractor shall lease the café space from the Village. In lieu of a lease, the Contractor shall pay to the Village a monthly fee of 5% gross sales not to exceed $60,000 annually. This fee will cover building depreciation and overhead expenses.
4. The Contractor shall agree that a number of public events shall be held at Sequoit Creek Park by and through cooperation with the Village. The Contractor shall provide

food and beverage services during all events other than those outside of the operating season.

5. In addition to the monthly payment, referenced in paragraph 4, the Contractor shall pay operational bills, including natural gas, electricity, water and sewer, internet and fire suppression equipment directly related to the operation of the Café.

6. The Contractor shall provide general maintenance to the café building.

7. The Contractor shall repair any damage caused by their operation of the Café Building.

8. The Contractor shall provide all appliances, dishes and all other equipment and supplies necessary to perform the services as described in this agreement.

9. The Contractor shall provide a certificate of insurance with coverages to be determined by the Village.

10. The Contractor shall provide a minimum operating season of April 1 to November 1. Hours of operation shall be at a minimum of Wednesday to Saturday from 10am to 8pm and Sunday from 10am to 4pm. Plus must be open for all major Village events (List provided)

VILLAGE RESPONSIBILITIES

The Village shall perform the following maintenance tasks:

1. The Village shall be responsible for all “fixed asset” repairs and replacements, including all equipment “fixed” to the Café Building.

2. The Village agrees to issue the required Village liquor license upon receipt of a duly executed application from the Contractor provided that the Contractor is duly qualified to be issued said license.

3. The Village shall use its marketing opportunities, such as the newsletter, social media accounts, etc. to promote the

Café with park promotion.

4. The Village shall work cooperatively with the Contractor regarding possible improvements that could financially enhance the Cafe.

5. The Village may hold a variety of public events at Sequoit Creek park during the term of the agreement and will coordinate these events with the Contractor.

GENERAL AGREEMENT TERMS

1. The Village is seeking a two-year agreement with the contractor, with the possibility of a longer-term agreement based on the contractor's responses and/or anticipated financial investment. The agreement would have termination options if the terms of the agreement are not met.

2. The Village and the Contractor shall meet every six months to review the calendar of all events for Sequoit Creek Park.

SUBMITTALS

Interested parties shall review the contents of this Request for Proposal (RFP) and shall submit the following information to the Village. The Village will use this information as part of our evaluation and determination on the successful candidate. Once the Village reviews each proposal, it will make a determination on which Contractor(s) to further vet for a possible agreement for the services stated here within.

Please provide:

1. Name, address, and a list of all stakeholders in the company seeking an agreement for the services described here within.

2. A cover letter describing your interest, intent in providing services at Sequoit Creek park and why you feel you would be the most successful at operating the Cafe.

3. A letter stating the desired term of the agreement, the annualized base rent schedule to be paid for leasing the Café building and the breakpoint and breakpoint percentage fee.

4. A description of your company including current and past

business that operate similarly to the services described here within.

5. Financial disclosures that demonstrate your financial ability to purchase all necessary equipment, fund the operation of the Cafe and make the required lease payments.

6. Sales projections

7. Proposed menu/hours/days of operation.

8. Anticipated financial investment.

9. Anticipated facility improvements.

Submit any questions to Mark Sural at msural@antioch.il.gov by no later than 5:00 pm on May 27, 2024 .

Proposals shall be submitted to the Village of Antioch no later than **11:00 a.m. central standard time on June 14, 2024**. Proposals shall include 2 hard copies and one digital copy and be clearly labeled **RFP – Café Vendor Services** and submitted to the location/address listed below. Faxed copies will not be accepted.

Delivery Address:
LORI ROMINE, VILLAGE CLERK
c/o VILLAGE OF ANTIOCH
RFP – CAFÉ VEDNOR SERVICES
847 MAIN ST.
ANTIOCH, IL 60002

Each proposal must be received by the due date and time set for this RFP. A proposal received after the established deadline will not be considered.

APPLICATION REVIEW AND SELECTION PROCESS

1. Only applications submitted by the application due date will be reviewed.

2. Incomplete applications may be removed from consideration.

3. Village staff will review applications and final approval will be made by the Antioch Village Board.

4. Applicants may be asked to be interviewed.

APPLICATION REVIEW CRITERIA

Application review criteria shall include:

1. The qualifications of the applicant, including the applicant's professional qualifications, skills, experiences, financial ability and financial commitment to the project.

2. Quality, creativeness, and innovative nature of the proposed foods, commodities or services being proposed.

3. The extent to which the proposal is consistent with the goals described here within.