REQUEST FOR PROPOSALS (RFP) - FOOD SERVICE OPERATORS

Dated: June 11, 2025

PROJECT OWNER: Toledo Lucas County Public Library Board of Trustees

PROJECT NAME: 2025 Main Library Café

PROJECT LOCATION: 325 N. Michigan Street, Toledo, Ohio 43604

PROPOSAL SUBMISSION DEADLINE: 12:00 p.m. (local time), July 7, 2025

CONTACT INFORMATION:

Mike Graybeal - Director of Operations mike.graybeal@toledolibrary.org 419-259-5309

1.0 BACKGROUND AND PROJECT OBJECTIVES

The Toledo Lucas County Public Library (TLCPL) seeks proposals from dynamic, purpose-driven organizations—including innovative food service operators, educational institutions, training providers, entrepreneurial ventures, non-profits, and socially conscious enterprises—to lease and operate a fully equipped café space on the first floor of the Main Library in downtown Toledo.

This initiative represents a significant opportunity beyond a standard commercial lease. TLCPL aims to establish an innovative partnership that aligns with its mission and values, fostering mutually beneficial community connections. The Main Library, a vibrant hub employing nearly 200 staff and serving an estimated 12,000 customers weekly, has a unique opportunity to launch a new or existing enterprise within Toledo's revitalizing downtown, driven by substantial investments and development initiatives.

The primary objectives for this project are:

- To secure a café operator capable of providing quality food and beverage services to the Library's diverse audience of visitors and staff.
- To establish a partnership with an operator whose values and practices align with TLCPL's commitment to innovation, sustainability, and community enrichment.
- To leverage the Library's cafe space to support local enterprise and contribute positively to the downtown ecosystem.

The selected operator must be prepared to move into the café space and obtain all necessary licensure, permitting, and required inspections to commence operations in 2025. TLCPL strongly encourages proposals demonstrating creativity, operational

excellence, and a clear commitment to a partnership benefiting the operator, the Library, and the broader community.

2.0 PROPOSED SCOPE OF SERVICES

The selected operator may consider the following as part of the exclusive rights to the café/equipment and should discuss each element below in their proposal:

- 1. **Food and Beverage Offerings:** Provide reasonably priced, high-quality healthy items, including:
 - a. Freshly brewed coffee (e.g., espresso, cappuccino, etc.)
 - b. Cold beverages
 - c. Salads, sandwiches, and family-friendly snacks (e.g., bagels, baked goods, nutritional bars).
- Catering: Operators are encouraged to propose innovative approaches to
 offering catering solutions, supporting events and meetings locally and/or
 regionally. The Operator should outline their ability to support catering services
 from the proposed space. This includes details on kitchen facilities, storage
 capacity, and compliance with local health and safety regulations.
- 3. **Compliance:** Operator shall adhere to all applicable Federal, State, County, and City laws, including Health Department regulations. Additionally, Cafe Operator shall adhere to all Library policies and procedures including safety protocols and comply with directives from Library staff and public safety officers.
- 4. **Operations:** Operate from a predefined space equipped by the TLCPL (details in Exhibit A) and maintain the space and equipment in an orderly fashion, including cleaning, maintenance, and general upkeep.
- 5. **Hours of Operation:** Hours are negotiable based on mutual agreement. Suggested hours are:
 - a. Mon-Fri: 11a.m. 2 p.m.
 - b. Sat/Sunday Closed
- 6. **Community Impact:** Demonstrate alignment with TLCPL's mission and values, emphasizing inclusivity, innovation, and accountability.
- 7. **Financial Stability:** Provide a minimum of 3 years evidence of financial responsibility and reliability. Upon review, additional information may be requested.
- 8. **Inclusive Hiring:** Outline Operators methodology for hiring staff and/or volunteers. Proposals that prioritize creating opportunities for individuals with barriers to employment (e.g., youth, individuals with disabilities) may receive additional consideration.

3.0 SCHEDULE OF EVENTS

Issue RFP 6/11/2025 Pre-proposal Meeting/Walkthrough 6/27/2025 Questions/Clarifications deadline 7/2/2025 by 5 p.m.
Proposals due 7/7/2025 by 12 p.m.

Cafe Operator Shortlist 7/9/2025 Cafe Operator Meetings 7/14/2025 Cafe Operator Selection 7/30/2025

4.0 PROCUREMENT PROCESS

4.1 Communications Protocol

All questions concerning this RFP must be submitted in writing to Mike Graybeal at mike.graybeal@toledolibrary.org. Responses to questions may be shared with all Proposers via an addendum, at the discretion of TLCPL.

4.2 Submission of Proposals

Interested individuals or firms must submit **five hard copies of the proposal and one electronic copy in PDF format** on a flash drive, in a sealed envelope. The envelope shall be plainly marked on the outside "TOLEDO LUCAS COUNTY PUBLIC LIBRARY FOOD SERVICE OPERATORS – 2025 MAIN LIBRARY CAFE".

Proposals must be submitted to the following address before the deadline above.

Toledo Lucas County Public Library
Dispatch Office
ATTN: Mike Graybeal, Director of Operations
325 North Michigan Street
Toledo, OH 43604

Hand deliveries must be made between Monday through Thursday from 9:00 a.m. to 8:30 p.m. and Friday and Saturday from 9:00 a.m. to 5:30 p.m. Respondents are responsible for confirming current dispatch office operating hours at (419) 259-5200.

TLCPL reserves the right to waive any defect or technicality in any proposal received or to eliminate any firm that submits an incomplete or inadequate proposal or that is not responsive to the requirements of this RFP.

Late submissions may not be considered and are at the discretion of TLCPL.

5.0 PROPOSAL REQUIREMENTS

To apply for consideration, submit a proposal expressing from a culinary, community impact, and business management perspective, the capability of your organization to best meet the needs identified within this request for proposal. Include the following:

1. Business Information:

- a. Legal name and address of the business.
- b. Contact information for the operator and/or representative.

2. Licensing and Insurance:

- a. Copy of business license.
- b. Proof of insurance.
- 3. **References:** Provide at least three references, including names, email addresses, and phone numbers.
- 4. **Proposed Scope of Services:** Discuss each element in section 2.2 Proposed Scope of Services in their proposal.
- 5. **Sample Menu:** Include a detailed list of proposed items, sizes, and prices for coffee, lunch items, and snacks.
- 6. **Lease:** Specify your preferred lease model and any potential shared opportunities.
- 7. **Unique Qualities and/or Expertise:** Identify the unique competence, qualities, and/or expertise that set you and your team apart from others. Highlight your unique qualifications, past successes, and the value your services or products would bring to this project.
- 8. Management Resumes: Resumes of key management staff.
- 9. Financial Information: Financial documentation to verify stability and reliability.
- 10. **Authorized Signer:** The proposal must be signed by an official who is authorized to make legally binding decisions for the organization.

6.0 EVALUATION & SELECTION

Respondents submitting proposals will be evaluated and TLCPL will select and rank at least three which it considers to be the most-qualified to provide the café services outlined within. However, if TLCPL determines that fewer than three qualified firms are available, it will select and rank those firms. TLCPL may require additional information from one or more Respondents to supplement or clarify the proposal submitted. The shortlisted respondents may be asked to meet with TLCPL representatives to present the qualifications and proposed approach for the Project before final ranking and selection is made. The individual team members that will be involved with the Project must attend such meeting. TLCPL will select the Operator determined to be most qualified to provide the services requested for the Project.

TLCPL reserves the right to take any action affecting the RFP process or the Project that it deems to be in its best interest.

RIGHT TO REJECT

This RFP is not a contract or commitment of any kind and does not commit TLCPL to award an exclusive opportunity or commit to pay for any cost incurred in submission of a proposal. TLCPL, at its sole discretion, reserves the right to accept or reject, in whole or in part, proposals received in response to this request, to negotiate with any qualified source, or to cancel in whole or in part this RFP. All proposals will become the property of the Library.

7.0 AGREEMENT

The selected Operator will be offered a multi-year lease, which will be negotiated in good faith to ensure compliance and alignment with project goals.

8.0 EXHIBITS

- 1. **Exhibit A:** Fixtures Furniture and Equipment (FF&E)
- 2. Exhibit B: Café Floor Plans

END OF RFP

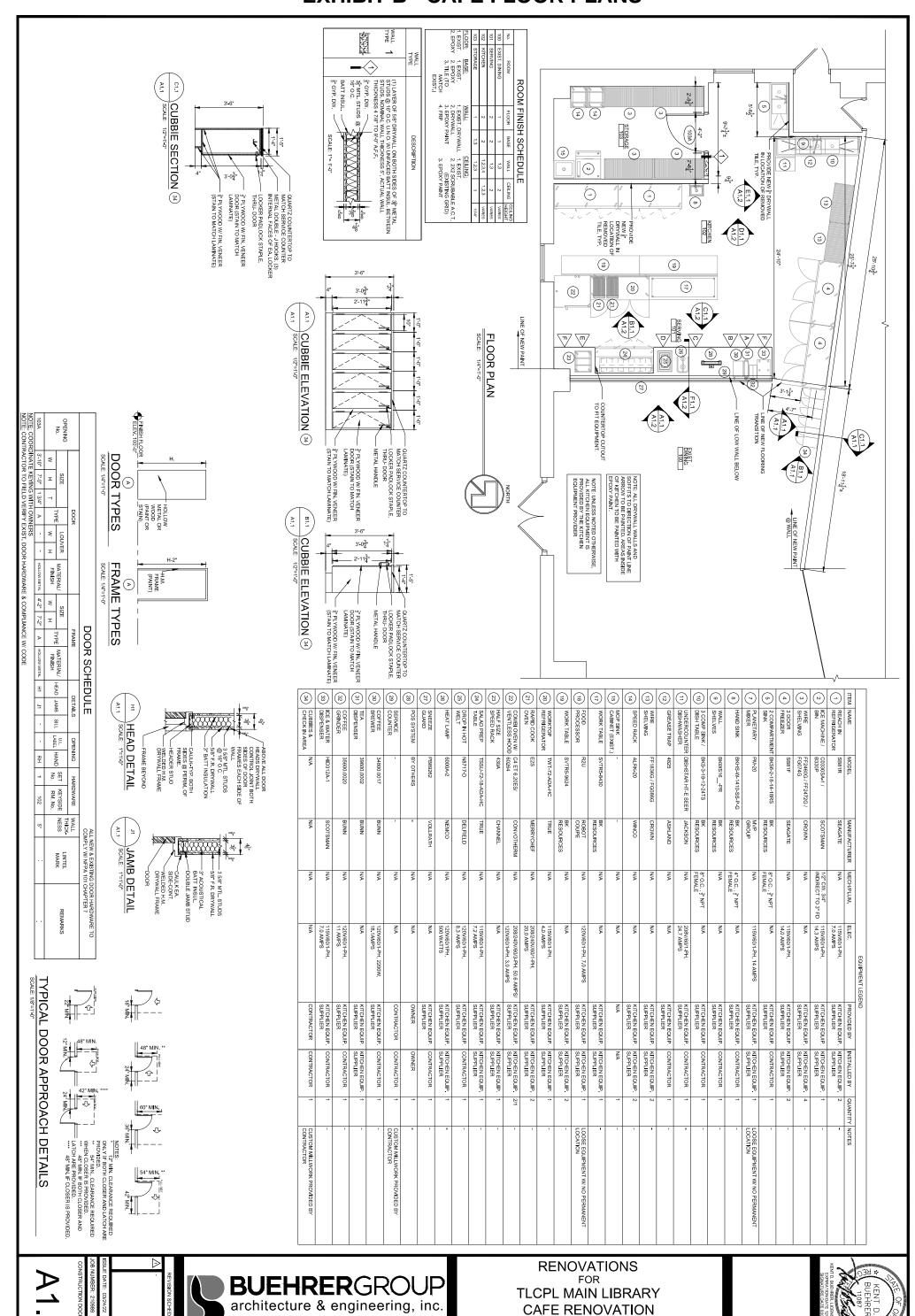
EXHIBIT A: Fixtures, Furniture, and Equipment

| Exhibit A | | | | | | | | |
|---------------|---------------------------------------|------------------------|-----------------------------------|-----------|--|--|--|--|
| FF&E Schedule | | | | | | | | |
| | | | | | | | | |
| Quantity | Description | Model Number | Serial Number | Condition | | | | |
| 1 | Primo Planetary Mixer | PM-20 | 21122520037 | Good | | | | |
| 2 | Rapid Cook Oven | e2SDXMU6SNU2CUS | 2202213092489 | Good | | | | |
| 1 | Refrigerator Work top | TWT-72-HC | 10447755 | Good | | | | |
| 1 | Sandwich / Salad Prep Refrigerator | TSSU-72-18-HC | 10447789 | Good | | | | |
| 1 | Hot Well Drop In | N8717-D | 2112820101805 | Good | | | | |
| 1 | Coffee Brewer | 34800.0017 | SNG0099513 | Good | | | | |
| 1 | Coffee Grinder | 35600.002 | MHG0055744 | Good | | | | |
| 1 | Ice and Water Dispenser | HID312A-1A | 22061320012106 | Good | | | | |
| 2 | Combi Oven, Electric | C4eT620ES-N | VS22204705 | Good | | | | |
| 1 | Dishwasher, Undercounter | DISHSTAR HT-E- SEER | 22F407243 | Good | | | | |
| 1 | Three (3) Compartment Sink | BKS-3-18-12-24TS | N/A | Good | | | | |
| 1 | Overshelf | BKWS-1624-PR | N/A | Good | | | | |
| 8 | Wire Shelving | N/A | N/A | Good | | | | |
| 2 | Universal Pan Rack | N/A | N/A | | | | | |
| 2 | Work Table, STN Steel top | SVTR5-9624 | N/A | Good | | | | |
| 1 | Work Table, STN Steel top | SVTR5-8430 | N/A | Good | | | | |
| 1 | Bun/ Sheet Pan Rack | 430A | N/A | Good | | | | |
| 3 | Reach-in Refrigerator | MBF8508GR | MBF8508GRAUS1T0 322021200C4009 | Good | | | | |
| 1 | Reach-in Freezer | SEAG-SB81F | SEAG- SB81F21251503 | Good | | | | |
| 4 | Plates round small 4 | N/A | N/A | Good | | | | |
| 44 | Plates medium | N/A | N/A | Good | | | | |

| 41 | Plates large | N/A | N/A | Good |
|-------------------------|--------------------------------|-----|-----|------|
| 67 | Bowls 2 sizes (soup) | N/A | N/A | Good |
| 25 | Coffee Mugs | N/A | N/A | Good |
| 15 | Plastic cups (ice-tea) | N/A | N/A | Good |
| 40 | Silverware (forks, spoons) | N/A | N/A | Good |
| 10 | Mixing Bowls | N/A | N/A | Good |
| 8 | Colander | N/A | N/A | Good |
| 8 | Plastic Cambro 8qt. | N/A | N/A | Good |
| 3 | Plastic Cambro 12qt. | N/A | N/A | Good |
| 35 | Plastic 1/3 pan | N/A | N/A | Good |
| 23 | Plastic 1/6 pan | N/A | N/A | Good |
| 4 | Plastic 1/9 pan | N/A | N/A | Good |
| 47 | Hotel pans full | N/A | N/A | Good |
| 38 | Cookie tray | N/A | N/A | Good |
| 4 | Cookie serving plater | N/A | N/A | Good |
| 16 | Ladle | N/A | N/A | Good |
| 3 | Whisks | N/A | N/A | Good |
| 3 | Graders | N/A | N/A | Good |
| 19 | Spatula | N/A | N/A | Good |
| 15 | Tongs | N/A | N/A | Good |
| 3 | Pizza cutter | N/A | N/A | Good |
| 7 bottles, 6 Lids | Plastic quirt bottle with lids | N/A | N/A | Good |
| 7 | Cheese/Carrot grader | N/A | N/A | Good |
| 3 small, 1 Large | Rolling pins | N/A | N/A | Good |
| 5 small | Ice cream scoop 3 | N/A | N/A | Good |

| 1 | | | | |
|---------|--|-----|-----|------|
| 2 | Cork opener | N/A | N/A | Good |
| 13 | Cookie cutter | N/A | N/A | Good |
| 8 | Measuring Cups | N/A | N/A | Good |
| 1 | Brush | N/A | N/A | Good |
| 1 | Can opener | N/A | N/A | Good |
| 3 | Bench scraper | N/A | N/A | Good |
| 15 | Measuring spoon | N/A | N/A | Good |
| 1 | Perforator | N/A | N/A | Good |
| 1 small | Merging blender | N/A | N/A | Good |
| 1 | Dough hook | N/A | N/A | Good |
| 1 | Paddle | N/A | N/A | Good |
| 3 | Juicer | N/A | N/A | Good |
| 1 | Fry punch | N/A | N/A | Good |
| 1 | Mandoline | N/A | N/A | Good |
| 2 | Salad spinner | N/A | N/A | Good |
| 41 | Lids for cambros | N/A | N/A | Good |
| 2 | Pizza warming trays | N/A | N/A | Good |
| 6 | Pots (soup) | N/A | N/A | Good |
| 3 | Planters – tall – wood | N/A | N/A | Good |
| 5 | Bistro tables – metal, small, silver with two chairs | N/A | N/A | Good |
| 1 | Box full of picture frames | N/A | N/A | Good |
| 1 | Signage – participation model | N/A | N/A | Good |
| 1 | Signage/letters | N/A | N/A | Good |
| 39 | Chairs | N/A | N/A | Good |

EXHIBIT B - CAFE FLOOR PLANS



TOLEDO,

OHIO

