



FOOD & BEVERAGE SERVICE

Request for Proposal
January 2019

TABLE OF CONTENTS

Background.....	3
Objectives.....	4
Site Visit & Proposal Timeline.....	4
Special Considerations.....	4
Development & Operational Requirements.....	5
Business Terms.....	5
Evaluation Criteria and Procedures.....	6
Operating Terms.....	6



Gay City: Seattle's LGBTQ Center invites the submission of proposals by qualified persons and businesses to operate food and beverage services in our community space located at 517 E. Pike St. on Capitol Hill. Vendors are welcome to submit any concept and scope of service, including but not limited to: traditional café, grab and go, smoothies and juices, desserts, ice cream, sandwiches and salads, tea service, or tapas.

Our space provides a large light-filled store front and counter situated in our LGBTQ library with approximately 225 square feet behind the counter and an additional 200-square-foot

kitchen area attached. The serving area is roughly 500 square feet with existing high narrow bars/tables in the windows and a bench of six low two-top tables. There is currently seating for 25 people with ample foot traffic from schools and businesses in the area in addition to frequent visits by our community. There is a designated loading zone in front of the building.

While we are not currently renting our space as an event venue, we are interested in receiving proposals from event savvy vendors. If you have event capability, please include catering in your proposal; Gay City has an active 750-square-foot auditorium used for events and arts productions, and two conference rooms.

Background



Organizational Mission

Promoting wellness in LGBTQ Communities by providing health services, connecting people to resources, fostering arts, and building community.

Values of Gay City's Library & Resource Center

- Connect LGBTQ folks with affirming resources
- Be a space where queer and trans folks feel seen and valued
- Strength-based approaches to providing resources
- Promote self-advocacy
- Serve all LGBTQ
- Provide access to resources
- Promote and preserve LGBTQ culture through literacy/library
- Provide community-minded programming with a focus on community
- Communication: increasing through our histories
- Unity: working to create a voice for our intersections
- Provide equitable resources across the Queer community

Gay City will seek proposals to fulfill the following objectives for the LGBTQ Center:

Objectives



- To support and create a thriving gathering place for Lesbian, Gay, Bisexual, Transgender and Queer communities, as well as our friends, our allies and our neighborhood.
- To have the café and catering be a source of monetary support for Gay City.
- To identify a vendor who has an investment in our mission and the experience and ability to run a successful food and beverage business in our space.

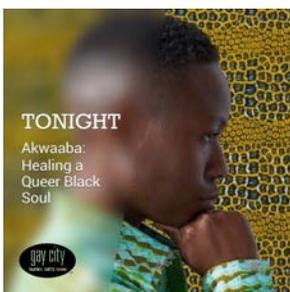
Site Visit & Proposal Timeline

Respondents are welcome to join us for a site visit on February 1, 2019 to tour the space and ask questions. If you plan to attend, please RSVP at gaycity.org/RFP or <https://doodle.com/poll/tv8kugd3exwvs4ui>. In the comments, include representatives who will join us.

Respondents are asked to email proposals to Fred Swanson, Executive Director at Fred@gaycity.org no later than 6:00 p.m. on March 1, 2019.

TIMELINE

February 1, 2019 - Site Visit
March 1, 2019 – Final Proposals due
March 15, 2019 – Finalist Contacted
March 29, 2019 – Contract Awarded
June 3, 2019 – Desired Opening



Special Considerations

As you develop your proposal, remember to:

- Recognize that the café at Gay City serves as a community space catering a diverse community of LGBTQ individuals and friends.
- Demonstration of cultural competency and commitment to the wellness of LGBTQ communities is vital to the success of the café.
- Our café space is situated in our library and resource center, adjacent to our offices, auditorium and conference rooms. Community members regularly utilize these spaces.
- Vendors and all employees must be willing and able to serve a diverse clientele with respect and compassion. Gay City will work with our selected vendor to ensure all café staff has receives cultural competency training.
- On occasion, Gay City will promote and advertise the café through its e-mail/mail distribution list, and pertinent marketing materials.

Development & Operational Requirements

1. The Center will provide the following:

- Floor space for café preparation, service area and seating
- Electrical service, as installed
- Hot and cold-water service, as installed
- Sewer connections and floor sinks, as installed
- Two existing single stall all-gender restrooms
- Telephone and data connections, as installed; any additional configurations or lines will be at vendor's expense and requires prior approval

2. The operator will provide the following:



- Any revision to space, equipment, electrical, plumbing, etc. must be approved in advance by the Executive Director, in writing, and meet any licensing and installation requirements
- Retail display for café
- Additional utility services (including dedicated phone line), professional and installation fees, and installation for such needs
- Internal signage and menu boards
- All licenses required by the City of Seattle and/or other authorities to operate this café will need to be in place prior to opening
- Cleaning requirements for café preparation space
- All supplies and maintenance costs
- All maintenance and installation costs for equipment and operation of the café and acquisition of any additional equipment. A list of additional equipment shall be provided to the Center in writing
- All employees/staffing requirements, payroll, insurance, benefits, and costs
- Point of sale system costs and maintenance
- All fiscal responsibility for the café

Business Terms

1. Initial Term: A two-year period with the option to renew under the terms and conditions negotiated at that time.

2. Rent: Selected vendor shall pay a monthly rent amount determined by the RFP process. Special consideration will be given to applicants also offering a portion of sales to benefit Gay City or in-kind support to our events and ongoing food and beverage needs. On average, the previous vendor's rent and utilities were \$4,000 per month.

3. The café will be an enterprise operated independently of Gay City, and is required to follow all county, city, state, and federal rules and regulations required of a venture of this nature.

4. Insurance: The café vendor shall maintain commercial general liability insurance and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 per occurrence. Gay City shall be named as additional insured (Loss Payee).

5. Licensing: Vendor will be responsible for securing and maintaining in full force all licenses required by all city/state and Federal entities and other applicable authorities to operate the café. Operator will also be responsible for the total cost of such licenses and renewals.

6. All other terms to be determined during the RFP process and details within our contract.

Vendor is responsible for keeping the Cafe area and seating areas neat, and clean, and keeping the Cafe area and equipment in good order.

Operating Terms

Vendor is responsible for determining and maintaining appropriate staffing and/or product levels.

Each employee shall be required to attend cultural competency training within two weeks of hire. It is vital to the mission of Gay City to treat each person with equal respect and dignity regardless of race, sexual orientation, religion, ability, or gender expression.

Café employees given “key holder” privileges will be subject to a background check at the cost of the vendor.

I. Vendor Information Requested

1. A resume or statement of professional experience that illustrates your qualifications, background and ability to manage a successful food and beverage retail enterprise for growth.
2. Describe of the scope of service or concept your company would bring to Gay City. Include desired hours of operation, sample menus and pricing, and anything other details you wish to include, including seating design.
3. Outline the financial agreement you are prepared to make in the form of monthly rent, profit-based donations, in-kind donations, or other support of the work Gay City is doing in our communities.
4. Describe your vision of the Cafe if your proposal is accepted. How does it fit in with the mission of Gay City? How would you navigate the use of the shared space? What do you want it to look like, feel like? What type of people works there? Who are your customers?

Evaluation Criteria and Procedures

The committee made up of staff and board members of Gay City will review all responses to this RFP that meet the minimum requirements. Each submission will be carefully reviewed and contacted with our final decision.

The following criteria will be used to evaluate the proposals:

1. Quality, thoroughness and clarity of the written proposal.
2. Qualifications and experience of the operator.
3. How well the scope of services offered meets Gay City’s objectives as set forth in this Request for Proposal (RFP) as well as its overall mission to serve the LGBTQ community and friends.
4. Financial terms.

THANK YOU FOR YOUR TIME AND INTEREST