

VILLAGE OF ANTIOCH
Request for Proposals (RFP)
for
Coffee Shop Operation
at
The Antioch Metra Train Station
305 Depot Street
Antioch, IL 60002

Issue Date: October 14, 2011

Issued By: Village of Antioch

874 Main Street

Antioch, IL 60002

Proposals Due: **Friday, October 28, 2011** to:

James Keim

Village Administrator

Village of Antioch

874 Main Street

Antioch, IL 60002

1. Introduction & Scope

The Village of Antioch, Illinois is now accepting proposals for a coffee shop operation in the Antioch Metra Station on the North Central Service. The Village wishes to enter into a Limited-Exclusion License Agreement, which will provide coffee shop service to Metra commuters and will benefit the Village. The proposal shall include a proposal for licensing space for coffee shop and associated retail services. The Limited-Exclusion is the provision that the selected vendor shall enjoy the sole right to sell coffee, drinks, pastries at the Station during the term of this agreement, however the Village reserves the right to allow other vendors of non-competing products to set up and sell products within the Station during this same time period.

2. Date Due

The Village will receive sealed proposals for coffee shop services (no e-mails accepted). Proposals should be directed to:

James Keim
Village of Antioch
874 Main Street
Antioch, IL 60002
Attn: Metra Vendor RFP

Proposals should be received no later than **4:00 pm on Friday, October 28, 2011.**

3. Background

The Village of Antioch manages, operates and maintains the Antioch Metra Station located Depot Street in Antioch, Illinois, 60002.

4. Response Instructions

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

5. Contact Information

All questions to the Village regarding this RFP should be directed to:

James Keim, Village Administrator
Village of Antioch
874 Main Street
Antioch, IL 60002
(847) 395-1000 jkeim@antioch.il.gov

6. Proposal Review

Vendor proposals will not be available for review by anyone other than the evaluation team or its designated agents. All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract.

7. General Instructions

Prospective vendors are cautioned to read these instructions and the attached Limited-Exclusion License Agreement carefully. Please prepare a response that addresses all the items listed in Appendix A. Each response should be denoted with the appropriate question number to which it is answering. Failure to complete this information may disqualify any prospective vendor. Proposals must be submitted in a sealed envelope bearing the title of "Metra Vendor RFP" and the name of the vendor. Three printed copies of the proposal must be provided.

8. Right to Reject

The Village reserves the right to reject all or some of the proposals in their entirety. The Village reserves the right to award or not award a license in any manner deemed by the Corporate Authorities to be in the best interest of its citizens.

9. Limited-Exclusion License Agreement

In submitting proposals, prospective vendors agree to enter into a Limited-Exclusion License Agreement in form attached hereto as Appendix B containing all the information submitted in their proposals, and to be bound by the terms of said Agreement and the other agreements referenced therein and appended thereto (the "Agreement").

The selected vendor shall enter into the Agreement, which shall bind upon the proposer upon the approval of the Corporate Authorities of the Village. The Agreement will allow for an initial license term one (1) year, with an option to extend it for an additional one (1) year of operation beginning June 1, 2013. The Agreement also has a provision for future annual extensions as may be subsequently agreed to by both parties. Final acceptance of a proposal shall only be complete upon the Corporate Authorities acceptance of a Limited-Exclusion License Agreement executed by the successful proposer and submittal of all necessary insurance and other submittals required by the Agreement.

10. Evaluation and Selection Process

Evaluation of the proposals is expected to be completed within 14 days after receipt. As part of the evaluation, the Village may request clarification to individual proposals and receive responses from the respective proposed vendors. Clarification may be obtained, at the Village's discretion, from one or more proposers. Vendors may be required by the Village to respond in person to questions arising from their proposals.

11. Custodial Care/Maintenance

Custodial care and daily cleanup of the vendor's interior space and immediate outside vicinity and any items within the station attributable to the vendor's operations will be the responsibility of the vendor. Maintenance and repair of any damage within the vendor's interior space and immediate outside vicinity shall be the vendor's responsibility.

Appendix A – RFP Required Response Details

Please answer the following (use separate sheet if necessary):

- 1) Company Name:
- 2) Name of Principals of Business:
- 3) Current Business Address:
- 4) Business Telephone:
- 5) Best time to be reached at above number:
- 6) Years in business at above address:
- 7) If Incorporated or a limited liability company, state date of incorporation and State of incorporation:
- 8) List names and addresses of all officers of the corporation, partners in the partnership or managers and members in the limited liability company:
- 9) Please confirm that if awarded a license, the business can open December 1, 2011:
- 10) Indicate the experience of the principals in operating a similar operation. Identify business where coffee shop or like service is currently being provided or has been provided within the last three years. Include address, contact person, number of employees, phone number, and period of service.

11) Provide names of three business references with addresses, phone numbers and relationships:

(1)

(2)

(3)

12) Please indicate the annual license fee proposed:

13) Indicate intended hours of operation (minimum hours are 30 minutes prior to the departure of first train until the scheduled departure of the 9:05 am train Monday through Friday. In the event of departure delays, the vendor will stay until at least 9:30 am):

14) Please provide a minimum list of items that shall be sold including hot and cold non-alcoholic beverages and pre-packaged food items. Please list all other products and/or services intended to be provided. Please note that preference may be given to vendors who are able to provide food items provided by other local businesses.

The response to the RFP must also include the following:

- 1) Provide proof of insurance sufficient to satisfy the Village requirements per attached Limited-Exclusion License Agreement.
- 2) Detail all improvements, if any, which the licensee intends to make to the licensed premises. Any improvements need to be approved by the Village's Building Department and must adhere to the Village Code. Any structural changes must also be approved by METRA.
- 3) Please include a copy of any existing Lake County Food Service Permit issued to the business.
- 4) Include all extra or special capabilities your company has that would influence the Village's decision to award the license to your company.
- 5) Submit a letter indicating that all information attached is true and complete and have it signed by the authorized partner, officer of the corporation, or manager of the limited liability company submitting the proposal, with said signature duly notarized by a notary public.

The undersigned hereby certifies that the prospective vendor is not banned from submitting a proposal on this Limited-Exclusion License Agreement as a result of a violation of the State of Illinois laws prohibiting bid rigging or bid rotating or any similar offenses of any state or the United States.

Signature

Date

Title