



Request for Expression of Interest for Café Vendor

Sangre de Cristo Arts & Conference Center

Located at 210 North Santa Fe Avenue, Pueblo, Colorado, 81003

Background

The Sangre de Cristo Arts Center has space for a café in the Buell Children's Museum building, part of its 3-block long campus. This café serves patrons of the museum as well as its own clientele. The Arts Center believes that providing these services offers a better environment for its patrons.

This RFI seeks interest from qualified vendors for exclusive operation of the café at the Arts Center. Arts Center patrons are diverse in age and cultures, and have varying expectations and food needs. Based on the design and configuration of the kitchen, consideration must be given to the type of food services provided. Heavy cooking is impractical given the space and equipment available. Anecdotally, most visitors seek a **lunch between the hours of 11 am and 2 pm** and beverage services (coffee/ espresso), desserts, and light snacks during other hours. Specialty concessions such as a bakery, confectionary, or frozen yogurt vendors will also be considered.

Interested Vendors

All interested Vendors are invited to **visit** the Center and view the kitchen and café spaces. Arrangements can be made by contacting Maria at (719) 295-7212.

Vendors must **submit** their letter of interest to Kathy Berg:

Kathy Berg | 210 N. Santa Fe Ave. | kathy@sdc-arts.org | (719) 295-7200 x.7208

Services & Scope

Vendors must be licensed to do business in the City of Pueblo and State of Colorado, including, but not limited to health department licensure, business licensure, and the like. The vendor will work with the Center to operate within the Center's existing liquor license and beverage guidelines.

A monthly license fee of five hundred dollars (\$500) will be paid to the Arts Center by the Café Vendor for the license rights to operate the café and offer food and beverage service held during regular public hours of operation in café. The Vendor will also be required to pay a five hundred dollar (\$500) security deposit by check made payable to the Sangre de Cristo Arts & Conference Center on contract effective date. Security deposit will be returned if café condition is clean and undamaged when vacated.

The license fee is inclusive of the right to use the café space, the kitchen facilities as currently equipped, existing utilities, the existing kitchen and café equipment, as well as:

- Rotating display of Vendor Name on the outdoor marquee at no charge
- Maintenance staff to clean the café floor daily
- Telephone with voicemail
- Visitor restrooms cleaned and maintained by Arts Center facilities crew
- Two sets of keys to the kitchen door
- Use of electricity, gas, steam, water sewer service and air-conditioning (hereinafter "Utilities")

Hours of Operation

Café operating hours are Wednesday through Sunday from 11 am – 2 pm. Campus holiday closures are President's Day, Memorial Day, Easter, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Christmas Day, and New Year's Day. A schedule of operating hours above and beyond this timeframe is acceptable and should be submitted and mutually agreed upon. If a different schedule is needed, please outline this in the proposal.

The Center has a kitchen equipped with the following:

- Dishwasher
- Freezer
- Refrigerator
- Convection Oven
- Racks
- One stainless counter
- All café tables and chairs
- Café area
- All other equipment to be provided by vendor

Terms & Conditions Governing the Agreement

This is a condensed overview of terms and conditions. Full governance will be issued to the short-list of vendors of which a Request for Proposal will be requested.

- A. Labor and Materials. Vendor shall provide all labor, materials and supplies for the work to be performed under this RFI. Anyone working on the premises must first pass a background check.
- B. Agreement Period. The Agreement(s) shall have a six month trial period with an initial term of up to three (3) years. The Agreement may be renewed by the mutual agreement of the parties. Sangre de Cristo Arts Center and Vendor at the Kid Rock Café reserves the right to terminate this contract at any time during the sixth month trial period providing a 60 day notice.
- C. Independent Contractor. It is expressly understood and agreed that the selected Vendor shall be an independent contractor and not an employee of the Center.
- D. Vendor Required Insurance Coverage. Vendor shall secure, pay for and maintain insurance policies in full force and effect throughout the term of the agreement.

Format for Letter of Interest

- A. Introduction and cover letter to include Vendor name, address, and telephone.
- B. Proposed menu items with pricing.
- C. Examples of past experience.
- D. Company References
 - i. A list of at least three clients, client contact persons and telephone numbers where past work performed by the Vendor would typify the qualifications of the Vendor.
- E. Other information pertinent to the company's profile or ability to be successful in this space.