

November 2025

Mastics-Moriches-Shirley Community Library  
407 William Floyd Parkway  
Shirley, NY 11967

## **RFP for Café Vendor**

### **Table of Contents**

Section I: General Information

Section II: Background

Section III: Scope

Section IV: Administrative Requirements

Section V: Operating Standards

Section VI: Proposal Content and Evaluation Criteria

### **SECTION I: GENERAL INFORMATION**

The Mastics-Moriches-Shirley Community Library (Library) hereby solicits proposals for a well-qualified food service operator to operate the Library's café. Interested parties are invited to submit proposals in accordance with this "Request for Proposals" ("RFP") no later than 12:00pm (noon) on December 15, 2025. Proposals can be hand delivered to the Library, 407 William Floyd Parkway, Shirley, or emailed to administration at "businessoffice@CommunityLibrary.org". Any questions concerning this RFP, including requests to tour the Library café space, MAY be directed to this email address. For the purposes of this proposal, the Operator should plan to be fully operational not later than February 7, 2026.

### **SECTION II: BACKGROUND**

The Library is one of the busiest libraries in Suffolk County. The Library serves the William Floyd School District and its 65, 000 residents; the Library is located off William Floyd Parkway, south of Montauk Highway. The Library receives approximately 20,000 visits each month.

#### **Current hours of operation for the Mastics-Moriches-Shirley Community Library are:**

Mon.-Thurs. 9:00 a.m. – 9:00 p.m.

Fri. 9:00 a.m.-6:00 p.m.

Sat. 9:00a.m. – 5:00 p.m.

Sun. 12:00 noon – 4:00 p.m. (October-May)

### **Food and Drink in the Mastics-Moriches-Shirley Community Library.**

Patrons are permitted to consume food and beverages throughout most of the library as well as in the browsing area and in the Café. The Library is receptive to initiatives regarding special events/catering opportunities that the successful operator may propose. Obtaining the lease for the café will not grant the successful operator exclusivity in offering catering services in the Library. Although staff representatives will consider a proposal from the vendor who is awarded the Café lease, they are under no obligation to accept such a proposal.

### **SECTION III: SCOPE**

The scope of the required services will consist of operating a café located within the Library, with a limited selection of food prepared off-site.

#### **Concept:**

Operation of a high-quality café within the Library. The purpose of the café is to enhance the Library's ambiance and to be a highly regarded convenience for Library patrons and staff. The café is to be self-sufficient. Aside from the offerings cited below, other offerings may be proposed, but are subject to Library approval.

1. Location: Adjacent to Adult Department
2. Size: 26.5' X 22'
3. Seating: Café space possesses the capacity to seat up to 19 people, in a variety of seating configurations.
4. Storage:
  - Cabinets below the counter, two undercounter refrigerators, a refrigerated display case, and a glass door merchandiser refrigerator.
  - 48" dry bakery display case.
  - 11 sq. feet of closet storage space located within the cafe space.
5. Equipment: The equipment purchased by the Library as designed by the Library's architect, and listed below, will remain the property of the Library upon termination of the vendor lease.
  - Refrigerated Display Case (Avantco BCC-48-HC)
  - Electric Convection Oven (Moffat E23M3/2C)
  - Undercounter Refrigerator (Everest ETGR2)
  - Coffee Grinder (Curtis GSG-3BLK)
  - Coffee Brewer (Curtis TP15S10A5100)
  - Ice Machine & Dispenser (Follett Products 15CI100A-IW-CF-ST-00)
  - Refrigerated Merchandiser (Beverage Air MT23-1W)
  - Undercounter Refrigerator (Turbo Air MUR-60-N)
  - Espresso/Cappuccino Machine (Tecnica SB 2 Group)

#### 6. Menu and Pricing:

Operator charges reasonable prices for all food and beverages. The Library reserves the right to review and approve prices and menus.

- Coffee, tea, Iced beverages such as: bottled water, juices, carbonated and non-carbonated drinks.
- Pastries, prepared bagels, yogurt, assorted snacks such as trail mix, granola bars, chips.
- Pre-wrapped sandwiches, salads, and seasonal food items (optional)

#### 7. Hours of Operation: (negotiable)

The Operator is responsible for notifying the Library Administration of unforeseen closures at least 24 hours in advance.

Mon. – Thurs.: 9:00 a.m. – 9:00 p.m.

Fri. 9:00 a.m.-6:00 p.m.

Sat. 9:00 a.m. – 5:00 p.m.

Sun. 12:00 p.m. – 4:00 p.m. (Oct.-May)

#### 8. Rent: Proposed rent amount of \$100 per month

### **SECTION IV: ADMINISTRATIVE REQUIREMENTS**

#### A. Minimum Requirements.

It is the Library's preference that the café vendor possess at least one offsite retail location; have been in business for at least one (1) year; have ownership, management or operation of a coffee facility, deli, bagel shop, or affiliation with a food producer off-site.

#### B. Provision Requirements:

##### 1. The Library will provide:

- Floor space measuring 26.5' X 22' with a vinyl floor.
- Sinks, covered lighting, hot and cold water as required by Suffolk County Dept. of Health code. • Finished walls and cabinets.
- Electrical outlets along walls, in the floor and in countertop.
- 2 Data connections
- Counter with sink and cabinets.
- Plumbing and electric work to conform to building codes and Health Department regulations.
- 11 sq. ft. of closet storage space.
- Utilities. The Library will make available to the Operator the necessary electrical current and water to operate the café. The Operator shall undertake to conserve such utilities furnished by the Library.

##### 2. The Operator will provide:

- Specialty Equipment.

- All professional brewing and storage equipment necessary to produce the required coffees and beverages.
  - Shelving for storage of supplies off-floor in the storage area.
  - All supplies necessary to operate the café including cups, lids, stirrers, napkins, plates and related items, and all food products and beverages.
  - The Operator must obtain all required governmental and agency permits and approvals including, but not limited to, Suffolk County Board of Health permit.
  - Cleaning. The Operator must ensure nightly cleaning/trash removal in accordance with Suffolk County Department of Health code and Library policy. Trash from normal café operations may be deposited in the Library's dumpster.
3. Café Staffing:
- The Operator must ensure that the Library café is staffed in such a manner as to maintain efficient, quiet, and uninterrupted operation of café service during all scheduled hours of operation.
  - The Operator is responsible for the hiring, training, and supervision of all café personnel. However, the Library Director or designated representatives reserve the right to participate in the interviewing and hiring of café personnel.
  - The Library Director reserves the right to require that the Operator terminate the employment of any personnel assigned to the Library café.
  - All café personnel are to be considered employees of the café service operator. As such, the Operator is responsible for payment of their salaries, withholding taxes, required insurance and any benefits required by law.
  - In support of the proposed service, staff will be assigned by the operator to include: one professionally trained manager and a part-time food handler.

## **SECTION V: OPERATING STANDARDS**

### **1. Maintenance:**

Operator is responsible for maintaining the café area in a neat and clean condition and in good repair. The Library custodians will clean the browsing area, including carpet maintenance. The Library custodians will empty trash in the browsing area, but café personnel are responsible for emptying the trash receptacles in the café nightly ensuring that receptacles within the café do not become overfilled during public hours. The Operator will undertake the responsibility of cleaning immediately and on an ongoing basis the entire Café area including the floors and counters as well as all tables and chairs in the café area and in addition the (4) tables in the browsing area. Operator will not allow boxes, cartons, barrels, or other comparable items to remain in view of public areas. Operator may use the mop closet, located on the main level.

### **2. Employees**

Operator shall recruit, train, supervise, direct, and deploy the optimum number of employees to meet the work requirements. Each employee should: 1) be clean, neat, and well-groomed; and 2) be professional, courteous, and friendly to the public. Each employee must know and adhere to all public health standards and procedures, e.g., washing hands. Operator's employees will not have access to Library staff facilities such as the staff lounge

and the staff rest rooms. Menu and pricing: Operator charges reasonable prices for all food and beverages. The Library reserves the right to review and approve prices and menus.

3. Food Quality:

Operator will make efforts to ensure that only the highest quality of fresh food is sold at the Library, including:

- Coffee beans should be fresh. Coffee should be prepared and kept in air packs.
- Pastries shall be baked and delivered fresh daily.
- All food items must be prepared off premises and pre-wrapped.
- Food presentation should be attractive. It is expressly understood that the Library is relying upon the Operator's expertise in the food service business and the Operator expressly warrants such expertise to the Library.
- Operator shall comply with all generally accepted standards in the food service business, including Federal, State and local rules and regulations.
- No alcohol may be served
- Operator is responsible for all applicable taxes.

4. Deliveries:

Deliveries to the café are to be made only through the service entrance of the building. The entrance opens at 8:00 a.m. Monday through Saturday, and at 12 noon on Sunday. Deliveries that arrive during the hours that the Library is open to the public must be hand carried from the entrance to the Café. The Library will not assume responsibility for any products left in the service area.

5. Advertising:

All advertising shall be approved by the Library and undertaken in collaboration between the parties.

## **SECTION VI: PROPOSAL CONTENT AND EVALUATION CRITERIA**

1. List the proposed menu items with prices, including names of providers of food products.
2. Provide the names, address, and telephone numbers of at least three credit references, including at least one banking reference.
3. If applicable, provide location(s), address(es), and hours of operation of current locations within Suffolk County. The Library Administration may visit the other locations and evaluate on the following factors:
  - a) Quality of Products (taste, freshness, temperature.)
  - b) Customer Service (friendliness, attentiveness, timeliness.)
  - c) Presentation (cleanliness/appearance of café, area, packaging.)
  - d) Staff (appearance, professionalism, knowledge.)
4. Proposal should detail the experience of Proposer and demonstrated success in the food service industry.

5. Proposal should detail the Proposers operational plan and management approach, highlighting any key employees and resumes, where appropriate.
6. Proposal should include a demonstrated capacity to successfully operate the Library café.
7. Three references with contact information are to be provided.
8. Interview may be required.