TOLEDO LUCAS COUNTY PUBLIC LIBRARY
GIFT SHOP REQUEST FOR PROPOSALS

The Toledo Lucas County Public Library (TLCPL) is requesting proposals from Vendor’s interested in leasing space to operate a gift shop within the newly renovated Main Library on the first floor at 325 North Michigan Street, Toledo, OH 43604.

TLCPL will give serious consideration to prospective gift shop Vendor’s who demonstrate the strongest capability to represent the TLCPL Library by providing goods and services that reflect the Library’s values of being welcoming, innovative, collaborative, objective, and accountable. Interested Vendors should conform to the following criteria and considerations. Ideally, the types of reasonably priced products that could be provided in this turnkey operation will be items that promote regional (i.e. Toledo, Ohio, Midwest) pride such as apparel, books, pins, glasses, mugs, crafts, craft supplies, novelty items, vintage items, handmade and/or local products.

1. Vendor shall carry items in store that represent and promote the TLCPL brand. 
   Examples of TLCPL items to be sold in the store can include, but is not limited to: apparel, mugs, cups, stickers, patches, pencils, magnets.
2. TLCPL will require a proof of TLCPL branded items for sale in the store prior to ordering items for sale in the gift shop.
4. Vendor shall employ a professional team of employees that support the gift shop during desired hours of operation.
5. Fresh food and/or beverage options intended for immediate consumption may not be offered in the gift shop, though prepackaged foods and/or beverages may. With the proper licensing, local beer, wine, and/or spirits may be sold.
6. Vendor will operate out of a predefined space provided by the Library. The gift shop operation will be approximately 2,100 square feet (includes 205 sq ft office space and storage space of 368 sq ft) and will include cabinetry, countertops, utilities, and several pieces of shelving and equipment:
   - 7 - Mobile Display Units with Solid Surface Tops
   - 21 - Architectural Wood Shelving Units
   - 6 - Architectural Display Units
   - 3 – Glass Display Units
   - 2 - Complete sets of Office Furniture
7. Vendor will provide cleaning services that meet the standards of the Library in all areas used by the gift shop operation, except for the carpet and glass partitions.
8. Desired hours of operation include, but can be negotiable:
   - Mon – Thu: 9:00am – 9:00pm
   - Fri – Sat: 9:00am – 5:30pm
   - Sun: 1:00pm – 5:00pm
9. Vendor will provide a clean, efficient, high-quality, aesthetically pleasing gift shop operation, and will operate in a manner that enhances the Library customer experience.
10. Vendor must comply with all applicable Federal, State, County, and City laws, ordinances, regulations and codes. Vendor is responsible to contact, arrange, and comply with any regulations required to operate the gift shop.

11. Lease payments for the store, office, storage, and utilities will be a percentage of the sales used to support library services. Preferred percentage of sales contribution shall be submitted within the contents of your proposal.

12. Vendor must demonstrate financial stability and responsibility.

13. Additional consideration will be given to operators whose business model explicitly aims to create opportunities for individuals with barriers to employment (i.e. youth, individuals with developmental disabilities).

Additional Information:

TLCPL’s Main Library employs 186 staff members at the Main Library and serves an estimated 12,000 customers per week in the current building. The Library’s other new buildings have seen an average 25-30% increase in customer visits when compared to the old building. The Library does not plan to operate or provide other gift shop services for customers at Main Library, and this presents an opportunity for a new business to launch or an existing business to grow with a booming downtown population that continues to increase. The renovated Main Library is expected to open in September 2019. The gift shop vendor must be available in the month(s) prior to the September 2019 reopening to move into the space and complete any necessary inspections as required to operate in the space. Flexibility regarding this timeline is necessary due to possible advancements/delays in the construction schedule.

TLCPL will select a Vendor that it believes will best meet the criteria and conditions listed above. TLCPL is currently considering a two (2) year agreement with a right of renewal.

Contents of Proposal

To apply for consideration, submit a proposal expressing an innovative, creative, and business management perspective along with describing the capability of your organization to best meet the needs of the TLCPL’s gift shop.

Include in your proposal:

- The legal name of the business and the main address of the business.
- Contact information (including name, email address and phone number) of the submitting Vendor and/or Vendor’s ‘s representative.
- Copy of any applicable Vendor business license.
- Proof of Vendor’s insurance.
- At least three references that will support, document or verify your performance in providing services and/or operating a business. Please include contact name, email address and phone number.
- A sample list of items operator would most likely offer for sale. What products do you intend to offer? What size(s)? What price(s)? Please list proposed items and unit prices.
• Please list preferred lease model and any possible shared revenue opportunities you might consider.
• Résumé(s) of the management staff.

The proposal must be signed by an official who is authorized to make legally binding decisions for the organization.

Be advised that the submission of financial information about your organization will be requested to determine your financial stability and reliability before any selection is made but is not required with this proposal.

Submit your information no later than 5:00 p.m. on July 11th, 2019 to:

Toledo Lucas County Public Library
ATTN: Mike Graybeal, Superintendent Facilities and Operations
325 North Michigan Street, Toledo, OH 43604.
Mike.Graybeal@toledolibrary.org

ATTACHMENTS: Gift Shop floor plans and images (as of 6.10.19)