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LINDA DOGGETT : CLERK OF COURT

# Request for Proposals

Lee County Justice Center Cafe

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# Introduction

The Lee County Clerk of Courts is taking proposals from interested vendors to establish a cafe presence in the Justice Center's existing space. Our desire is for the cafe to be a comforting and modern coffee house offering fresh and affordable food and beverages. Also desired is to have delicious, specialty coffees - perhaps even a coffee bar where you can make your iced or hot coffee just the way you like it.

A visit to the Justice Center can be stressful and lengthy. Court hearings and trials are scheduled to take place weeks ahead of time and a judge can have anywhere from two to two hundred cases on their docket any given day. It is a place where the jurors and customers of the court system find themselves waiting and worrying. It is a place where employees come to work every day by the hundreds. It is a place that is difficult to get into. Security checkpoints enforce that no liquids can be brought into the building, and people sometimes wait in long lines to be scanned for weapons during entry. For all of these reasons and more, this is the perfect place for a warm, inviting and comfortable cafe.

This Justice Center is in need of aromatic and flavorful coffees, doughnuts and muffins, and a delicious selection of breakfast and lunch options. A warm welcoming feeling comes over you when you even think about the aroma of a great cup of coffee. There is no greater need for that feeling than in this Justice Center setting. We want the customers of this busy and fast-growing courthouse to be able to find a cozy setting while they wait to serve as a juror, wait for their hearing time, discuss details with their attorney, or just chill-out after an intimidating experience. Attorneys, judges, clerks, security personnel are in need of a place to refuel without having to leave this 10-story building the size of a city block.

The space is available and ready to be occupied with a furnished dining area, kitchen, and office space.

## Mission and Vision

Our mission is to find a vendor who can provide the people of the Justice Center complex with a warm and welcoming cafe that provides delicious & convenient coffee, beverages and food.

The vision is having the best, warm and satisfying coffee shop / breakfast & lunch cafe experience in a busy building setting.



## Location / Hours of Operation

The cafe space is located on the second floor of the Lee County Justice Center at 2075 Dr. Martin Luther King Jr. Blvd, Fort Myers, FL 33901.

The Justice Center is open to the public Monday through Friday from 7:30 a.m. - 5 p.m. and is closed 11 days during the following holidays: New Year's Day, Dr. Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (2 days), Christmas (2 days), and New Year's Eve.

## Customer Information/ Expected Volume

This building sees an average of 2,800 people per day, including employees, jurors and customers.

Jurors who come in for Jury duty are a large part of the equation. Jurors are called for trials two weeks ahead of time and many of those trials cancel prior to the day of trial. Jurors are instructed to arrive by 8 a.m. and are not allowed to bring liquids into the building. Tuesdays through Fridays are usually the busiest days where the Clerk will call in often hundreds of jurors and then most of those jurors are released by noon. The cafe needs to accommodate the ebb and flow of the juror population.

Expectations are to capture 20% of visitors initially, which is 560 of the approximately 2800 people in the building each day. Of those:

- Estimated that 40% will be lunch customers and 60% will be coffee/beverage only customers
- Figure on 20.75 average days per month
- The customer base is expected to grow as operations gradually return to pre-pandemic levels.

The numbers of jurors reporting to the Justice Center are not consistent from one day to the next. However, the Clerk of Courts Jury Department can provide numbers of jurors called in a week in advance. Updates for those numbers can be provided each day as the scheduled trials are canceled due to plea deals, etc. The average number of jurors who currently report to the Justice Center is about 1000 per month. In the coming months, the number is expected to grow to about 2550 per month, which is the average number prior to the pandemic.

## Business Facility

There is a 4,807 square foot space that includes: office, storage, kitchen, and dining area. These photos show the dining space as it currently is.



The dining room can house a service counter and could accommodate a delicious coffee bar where customers can come and pour the perfect cup of iced or hot coffee and order food. It also has 15 tables with chairs. There is space for sofa areas for comfort plus a variety of other seating options that would warm up the space. There are several locations where cable TVs can be placed. It has an office area and the kitchen area has a stove, freezer room, storage space, and food preparation space.

Example of what the space could look like:



See Attachment A at the end of the RFP for a list of equipment that is available for use, if desired.

These pictures show the kitchen space as it is today.



## **Expenditure Considerations**

The Clerk of Courts is provided this space and equipment by the Lee County Board of County Commissioners, Facilities Department. The Clerk is charging the cafe only enough rent to cover the cost to the county for this space. This cost was negotiated between the Clerk and the County to the lowest amount possible.

- Rent charged is a base rate of \$200 per month plus 2.5% of gross sales. First six months of rent free if leaser expresses commitment to initial space improvements and furniture.
- Marketing to include ongoing production of handouts, coupons, website and Facebook updates, and menu printing.
- TV for customer viewing.
- No cost for internet & cable service this is provided by the Clerk's Office.
- Cleaning - the vendor is expected to keep the space very clean and attractive and to meet food service code requirements.
- Lee County will be responsible to provide water, sewer, electric, pest control and garbage/trash disposal (it will be the awarded proposer's responsibility to take the garbage/trash to the County provided dumpster) to the leased space.
- Any start-up kitchen equipment and furniture (if any is needed).
- Liability insurance.
- Other usual business and food service inspection compliance expenses.
- Ice machine.
- Modifications to incorporate fryers and associated equipment may be made to the cafeteria facility by the awarded proposer with pre-approved by and certified by Facilities Management and the Fire Marshall. All costs for modifications, equipment, inspections, etc. shall be borne by the awarded proposer. Any such equipment installed in a permanent fashion shall remain the property of Lee County at the termination/end of the lease agreement (such equipment not permanently installed may be taken by the proposer at the termination/end of lease agreement).

## **Employee Considerations**

To enter the building after hours, security badge access is required. Security badge access requires fingerprint and criminal background checks be completed prior to the assignment of the badge. Badges are requested and managed by the Chief of Court Security, Administrative Office of the Courts, 20th Judicial Circuit.

# Proposal Requirements

The Lee County Clerk of Courts is taking proposals from interested vendors to establish a cafe presence in the Justice Center's existing space. We have established a Selection Committee to set the expectations, participate in outreach, evaluate and rank the proposals, select a vendor, and monitor the quality of services.

Please provide the following information for the Selection Committee's consideration:

1. Your business name & address and your name, address, phone, and email.
2. Your vision for the Justice Center cafe.
  - a. Include the dining room space decor and mood setting
  - b. Include your customer service model
3. Type and price ranges for beverages and food
  - a. Address the feasibility of a coffee bar and/or ability to serve specialty coffees
  - b. Include a breakfast menu example including proposed price ranges
  - c. Include a lunch menu example including proposed price ranges
4. Hours of operation and projected staff for the cafe that you think is both appropriate for optimum accommodation of customers and profitable for you. Also, describe how you would deal with the ebb and flow of jurors.
5. Include a statement about any catering your company could supply if requested, such as for office parties or business meetings that take place in the Justice Center, providing dinner meals for jurors, judges, and bailiffs if a trial extends into the evening, and/or any personal business you may get from the people you come in contact with as they visit your Justice Center Cafe.
6. Please provide a two-year projected income statement and cash flow that shows the company will continue to be profitable and adequately funded to serve its customers as well as its creditors. See the example on the next page.
7. Provide an estimate of how much time you need to open your doors for business.
8. You may visit the site and ask questions prior to submitting your proposal. Please contact Clerk's Administration for assistance at 239-533-2555, or [LBennett@leeclerk.org](mailto:LBennett@leeclerk.org).
9. Submit proposals by the due date on Proposal Timeline:

Email to: [LBennett@leeclerk.org](mailto:LBennett@leeclerk.org)

Mail to: Laura Bennett  
Lee Clerk of Court  
PO Box 2469  
Fort Myers, FL 33902

Deliver to: Laura Bennett  
Lee Clerk of Court  
2075 Dr. Martin Luther King Jr. Blvd, 2nd Floor  
Fort Myers, FL 33901

# Projected Income Statement Example

Financial statements in U.S. dollars

|                                    | Year 1           | Year 2           |
|------------------------------------|------------------|------------------|
| <b>Revenue</b>                     |                  |                  |
| Gross Sales                        | 1,042,572        | 1,125,978        |
| Less: Sales Returns and Allowances | 600              | 648              |
| <b>Net Sales</b>                   | <b>1,041,672</b> | <b>1,125,330</b> |
| <b>Cost of Goods Sold</b>          | <b>405,887</b>   | <b>438,358</b>   |
| <b>Gross Profit (Loss)</b>         | <b>636,085</b>   | <b>686,672</b>   |
| <b>Expenses</b>                    |                  |                  |
| Liability Insurance                | 744              | 804              |
| Office expense                     | 600              | 648              |
| Rent or lease                      | 66,000           | 71,500           |
| Repairs and maintenance            | 60               | 648              |
| Supplies (not in COGS)             | 24,000           | 25,920           |
| Taxes and licenses                 | 62,554           | 67,559           |
| Utilities (cable & internet)       | 3,600            | 3,888            |
| Salaries                           | 166,781          | 166,781          |
| Professional fees                  | 2,400            | 2,592            |
| Advertising                        | 2,400            | 2,592            |
| <b>Total Expenses</b>              | <b>329,679</b>   | <b>342,931</b>   |
| <b>Net Operating Income</b>        | <b>306,406</b>   | <b>344,041</b>   |
| Interest                           | 3,324            | 3,324            |
| Depreciation                       | 3,500            | 3,500            |
|                                    | <b>6,824</b>     | <b>6,824</b>     |
| <b>Net Income (Loss)</b>           | <b>313,230</b>   | <b>350,865</b>   |
| <b>Cash Flow</b>                   |                  |                  |
|                                    | <b>Year 1</b>    | <b>Year 2</b>    |
| Beginning Cash                     | 0                | 336,796          |
| <b>Sources of Funds</b>            |                  |                  |
| Capital Contribution               | 24,500           |                  |
| Bank Loan                          | 50,000           |                  |
| Net Income                         | 313,230          | 350,865          |
| Non Cash Items                     | 3,500            | 3,500            |
| <b>Total Sources of Funds</b>      | <b>391,230</b>   | <b>354,365</b>   |
| <b>Use of Funds</b>                |                  |                  |
| Start Up Coast/Additions           | -74,500          | 0                |
| Loan Payment                       | 20,067           | 20,067           |
| <b>Total Uses of Funds</b>         | <b>-54,433</b>   | <b>20,067</b>    |
| <b>End Cash</b>                    | <b>336,796</b>   | <b>374,431</b>   |

## Proposal Timeline

- May 30, 2021: The Request for Proposals (RFP) completed.
- May 30, 2021 - June 30, 2021: Publication & posting the RFP on the website and public outreach and RFP distribution through the committee members.
- June 30, 2021, 5 p.m.: Proposals are due and must be received by the Clerk.
- July 1, 2021 – July 7, 2021: The Selection Committee will evaluate each proposal.
- July 8, 2021 – July 14, 2021: Each vendor selected as finalists will be given up to an hour to interview with the Selection Committee.
- July 16, 2021: The Selection Committee will notify the vendor who has been awarded the contract.
- Aug. 2, 2021: Contract begins

If the Clerk awards a contract relative to this RFP, a letter shall advise the vendors that were not selected. The Clerk will adhere to this schedule as closely as possible. However, we reserve the right modify the timeline when it is deemed to be necessary. In the event of schedule changes all participants will be notified via email provided.

## Equipment List

| QUANTITY | BRAND NAME       | DESCRIPTION  |
|----------|------------------|--|
| 2        | Amana            | Microwave Oven - 1000 watts Programmable touch timer, 120V   |
| 2        | San Jamar        | #H2001SS Napkin Dispensers   |
| 1        | Cambro           | #9RS9 Condiment Bin Organizer Rack-Black   |
| 1        | APW              | Drop In wanner#HFWAT-3D  |
| 1        | True             | Refrigerated Sandwich Preo Table   |
| 6        | San Jamar        | #C2210C Paper Cup Dispenser L2100 Countertop Organizer   |
| 1        | APW              | #DR-2A Hot Dog Broiler   |
| 3        | Advance          | MS-18-24-X Wall Shelf  |
| 2        | Anvil            | iffSA7109 Sandwich Press   |
| 2        | Belleco          | #JT-2 Conveyor Toaster   |
| 1        | Advance          | D1-1-5-IX Drop in Sink   |
| 1        | Advance          | #KSS-308 Work Table Includes 2 each SS-2015 drawers; 2 each PT-12S-96 Shelves; AUR-96 Utensil rack           |
| 2        | Berkel           | Food Slicer #829A  |
| 1        | Bakers Pride     | Convection Oven Model #C011-E2 with casters  |
| 1        | Robot Coupe      | Food Processor Model #R2   |
| 1        | Advance          | #K.SS-245 Work Table Includes shelf table mounted PT-I 2S-60   |
| 1        |                  | Shelving Unit 18 x 24 - 4 tier   |
| 1        |                  | Shelving Unit 24 x 24 - 4 tier   |
| 2        | Hoshizalci       | Refrigerators Model #RHI-AAC   |
| 1        | Hoshizaki        | Freezer #FHI-AAC   |
| 1        | Advance          | K.SS-306 Work Table Includes 1 each SS-2015 drawer; #OTS-12-72 table mount shelf Microwave shelf extension   |
| 1        | Advance          | #9-3-54-18RL Sink Three compartment Includes Fisher #34460 Pre rinse unit; 3 each Fisher #24090 Twist drains |
| 1        | Sookane          | #EHS-18 Hand sink S/S  |
| 1        | Bunn             | Tea Brewer #36700.0043   |
| 3        | Nexel Dunnage    | Racks w/casters  |
| 2        |                  | Sneeze Guard Assembly  |
| 1        |                  | Stainless Steel Tray Slide Assembly  |
| 1        | True             | Display Refrigerator Model #GDM- 72  |
| 3        | Johnson Rose NSF | 24" x 48" Shelf unit; 6ft tall; stand alone; shelves adjustable  |
| 1        | APW              | Tray dispenser D1-1216   |
| 1        | True             | Sliding door beverage refrigerator Model #TDBD-72-4  |
| 1        | Frigidaire       | Freezer  |
| 1        | Bakers Pride     | Countertop Pizza Oven  |

Revised: 11/14/19