



410 KENILWORTH AVENUE • KENILWORTH, IL 60043



REQUEST *for* PROPOSALS  
COMMUNITY CAFÉ



## INTRODUCTION

The Kenilworth Assembly Hall acts as the community center for the Village of Kenilworth. It is owned and operated by the Kenilworth Park District. Assembly Hall is a nationally historic building built in 1907 and was at the forefront of the arts and crafts style of architecture spearheaded by George Maher. With an astonishing 5,000 sq ft Ballroom and attached Neighbors room, this building serves as home to private rentals, weddings, community events, not-for-profit fundraisers, concerts, corporate events, and birthday parties. Equipped with beautiful, original maple hardwood floors and original newly installed period specific lighting with updated technology, the building is a sight to behold.

The Assembly Hall is located on the corner of Richmond Rd. and Kenilworth Ave. This location is adjacent to the Kenilworth Train Station, which is another historic building in Kenilworth. It is the vision of the Kenilworth Park District to bring a café to the heart of the community right at Assembly Hall. Already seated at the perfect location for commuters and residents and boasting a commercial kitchen, a café is the ideal fit for such an amazing space.

The Kenilworth Park District is seeking a new vendor to operate a Community Café inside of the Assembly Hall. An ideal vendor would operate as a partner to the Park District, cultivating a vibrant cultural atmosphere on our premises while offering superb products. We look forward to receiving creative proposals for this new space.

## REQUEST FOR PROPOSAL

The Kenilworth Park District (“District”) is inviting proposals from qualified vendors for the supply of certain services (“Services”) as further outlines in this Request for Proposals (“RFP”).

The purpose of this RFP is to select a qualified vendor to enter into a service agreement with the District for performance of the Services. All points outlined regarding the café’s operation are negotiable. Further details about the services required by the District are set out in Appendix A.

This RFP is not a tender and is not subject to the laws of competitive bidding. No bid contract or agreement is created by the submission of a proposal.

## SUBMISSION OF PROPOSALS

1. Proposals must be submitted by 4:30 PM CST on June 1, 2022. The deadline for receipt of proposals may be extended by the District by way of addendum. Vendors are solely responsible to ensure their proposals are delivered on time.
2. Proposals must be delivered to the attention of Johnathan Kiwala, Executive Director, at [jkiwala@kpdistrict.org](mailto:jkiwala@kpdistrict.org) with the subject line “Expression of Interest – Assembly Hall Neighborhood Café”.
3. Inquiries concerning this RFP are to be directed in writing via email to [jkiwala@kpdistrict.org](mailto:jkiwala@kpdistrict.org).
4. Vendors are requested to complete and submit any proposal form(s) attached as per Appendix B.

5. Any assumptions being made by the vendor should be clearly and prominently stated in the proposal.
6. Alternative or innovative proposals are encouraged. However, vendors submitting alternative or innovative proposals are asked to also provide a proposal in accordance with the base requirements of this RFP. The alternative/innovative proposal portion of the response should be clearly identified as such and separated from the proposal provided for the base requirements. The District reserves the right to make an award based on any alternative/innovative proposal.

## SERVICE CONTRACT

7. The supply of any services pursuant to this RFP shall be acquired under a mutually acceptable service contract. The District reserves the right to negotiate all terms and conditions (including price) with any vendor at its sole discretion.
8. Vendors (and/or its employees and agents) may be required to sign supplemental agreements prior to having access to the Assembly Hall building.

## PROPOSAL CONTENTS AND COST OF PROPOSALS

9. Proposals must be submitted in writing and should be in the form attached as per Appendix B. Vendors may provide additional information beyond that requested in the RFP for the District's consideration. Any such additional information may be considered by the District at its sole discretion.
10. The District is not responsible for any costs incurred by vendors in preparing their proposals, attending any meetings or interviews with the District, making any presentations to the District in connection with their proposals, or otherwise incurred in connection with the RFP process.

## ANTICIPATED SCHEDULE OF EVENTS

11. The following is the anticipated schedule of events related to this RFP. These dates are provided as target dates only and may be changed at any time by the District at its sole discretion:

RFP Event	Estimated Date(s) *Subject to Change
RFP Made Available	May 11, 2022
RFP Closing Date	June 3, 2022

RFP Event	Estimated Date(s) *Subject to Change
Completion of Selection Process	June 17, 2022
Service Signing	June 20, 2022

\* Schedule may change if vendor is available sooner than indicated dates.

## EVALUATION PROCESS

12. Proposals will be kept confidential.
13. The District reserves the right to keep evaluation details and/or vendor rankings confidential.
14. Vendors will be requested to participate in an interview, demonstration, or other interactive process with the District in connection with this RFP.
15. The District reserves the right to select a short-list of vendors who may be subject to a further evaluation and/or negotiation process.
16. Competitive negotiation will be a part of this RFP process.
17. The District will conduct reference checks independent of the client references provided by the vendor.
18. The Districts objective is to select the applicant able to provide the best overall value and service solution to the District and the Kenilworth community. Vendors are advised that the evaluation process is subjective in nature and the Districts intention is to consider, at its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding or other legal duties, including without regard to whether a proposal is compliant with this RFP. Applicant proposals will be judged based on the evaluation criteria outlined in Appendix C.

## LEGAL FRAMEWORK

19. This RFP is not intended to, and shall not, create any binding obligation on the District to purchase all or any of the Services, or to enter any service or service contract related thereto. Vendors are advised that the District is intending to conduct a flexible procurement process, not subject to the laws of competitive bidding.
20. Without limiting the generality of the above paragraph, the District reserves the right, at its sole discretion at any time and for any reason, to:
  - Reject any or all proposals (including, for greater certainty, the lowest cost proposal)
  - Accept any proposal or any combination of proposals received
  - Accept a proposal in whole or in part

- Clarify a proposal where, in the sole judgement of the District, an error or mistake is apparent on its face
- Accept any non-compliant proposal where the non-compliance is, in the District's sole judgement, not material
- Reject any non-compliant proposal
- Accept or reject any conditional proposal
- Accept any alternative or innovative proposal
- Negotiate any aspect of any proposal (including price) and/or any purchase terms and conditions
- Cancel this RFP at any time for any reason (with or without commencing a new RFP or other similar process in its place)

21. Proposals may be withdrawn or amended by vendors at any time by written notice to the District prior to the District and a vendor signing a formal contract.

## CONFIDENTIALITY

22. Vendors are expected to keep confidential all documents, data, information, and other materials of the Districts which are provided to or obtained or accessed by a vendor in relation to this RFP. Proponents are expected to refrain from making any public announcements or news releases regarding the services without the prior written approval of the District.

## APPENDIX A: SERVICE REQUIREMENTS

### BACKGROUND AND DESCRIPTION OF THE PROJECT

The Kenilworth Park District took over the ownership and operation of the Kenilworth Assembly Hall ("Hall") in 2016 through a generous donation of the building from the Kenilworth Club. Prior to 2016, the building was run privately. Since taking over, the District has turned the Hall into a community center, bustling with life from community members, private renters, children participating in programs, and musicians looking to make their big break into the industry. The building has become a prosperous home for the District and for the Kenilworth Community.

The District has invested over \$1,000,000.00 into the Kenilworth Assembly Hall since becoming its owner. These capital improvements were made to not only enhance the buildings features and offerings, but to improve its overall condition and structure to ensure the structural integrity would last for a lifetime. In addition, the District has acted as the historical steward of the building. Being on the list of nationally historic places and under a preservation easement from Landmarks Illinois, historically correct improvements and renovations have always been at the forefront of the Districts mind.

In 2002, the building was renovated to add a commercial kitchen. In 2017, the Park District updated all of the appliances in the kitchen. Additionally, the District refinished the floors, installed a new A/V system, replaced the stage curtains, and improved the appearance of the exterior landscaping. In 2020, the District installed a historically accurate lighting system updated with modern technology. Most recently, the District has constructed a 1700 sq ft patio on the west side of the building. The newly built patio is available for use during café hours and emphasizes the beauty of the Kenilworth Assembly Hall West Lawn, which is used for community events and special events.

In 2022, the Village of Kenilworth conducted a survey to residents asking them what they would like to see the most in the business district. 91% of respondents who took the survey indicated that they would like to see a café.

The Kenilworth Park Districts Assembly Hall is located just across the street from the Kenilworth Train Station. A perfect spot for commuters. Additionally, it is located at the heart of the Village, right next to several parks and Kenilworth Village Hall.

We are looking for a professional vendor who can open and operate our Community Café daily and carry out full catering services for small groups.

## LEASE OFFERINGS

The chosen vendor would be a true partner of the Kenilworth Park District, meeting with our staff on a regular basis to evaluate and proposed changes and improvements with a focus on visitor experience and customer service.

## BRANDING

The chosen vendor would be a true partner of the Kenilworth Park District, meeting with our staff on a regular basis to evaluate and proposed changes and improvements with a focus on visitor experience and customer service.

- The Kenilworth Park District is responsible for the overall branding of the Community Café. The successful operator will have full access to a complete Community Café brand, designed by our graphics and marketing department (See Appendix D). This includes a logo, various menu templates, and social media accounts handled by the Kenilworth Park District. Additionally, the District's e-newsletter can be used to share information with the community about café offerings. The District will also help with illustrations and promotions.
- The District will assist with and deliver a co-branded marketing strategy to be disseminated via the District's channels (online, website, social media, newsletter, flyers, etc.).

## HOURS

The Community Café will be open to the public 7 days a week at the following hours:

- Monday-Sunday
- 6:30AM - 10:30AM
- The Community Café would be closed during holidays witnessed by the Kenilworth Park District.
- The above current hours will be the maximum hours of operation. The District will work with the vendor on analyzing traffic and optimizing the schedule to fit the business needs of the vendor.
- The Gallery hosts several events a year in which the vendor would be required to work with the District to modify hours to accommodate the events and rentals. However, scheduled events also serve as a potential revenue generator for the vendor, as a majority of renters/event staff set up early in the morning and would love access to a café.

## SPACE

The Kenilworth Assembly Hall Community Café would operate out of one of the only commercial kitchens in the North Shore. Our kitchen comes equipped with commercial refrigerators, ovens, coffee maker, and ice machine.

The Community Café would be located in the Neighbors Room inside of the Kenilworth Assembly Hall. This room is located on the west side of the building and connected to the Community Patio.

The District would provide the following to the vendor for use:

- Public WiFi
- Tables, chairs, and bar stools
- An outdoor patio and ADA accessible entrance
- Chest freezer
- Ice machine
- Convection oven
- Stovetop Range
- Walk-in cooler
- Stainless steel prep table
- Dishwasher (lease of which is included in rent)
- Various small wares
- Use of space will be limited according to the priorities of the District in terms of facility rentals and program events, to be negotiated in a sublease with the Kenilworth Park District.
- Catering opportunities will be available to the café vendor on a non-exclusive competitive basis (receptions, weddings, meetings, etc.).

- Vendor must supply liability insurance and name the Kenilworth Park District as an additional insured with minimum policy limits of \$5,000,00.00.
- Cleaning of kitchen area is the responsibility of vendor. The vendor will be required to apply for and pay directly all taxes, fees, charges, rates, duties and the like charged against or in respect of the vendor's occupancy of the premises (such as building permits, food and beverage permits, cost of inspections, insurance, telephone, etc.).

## TERM AND RENT

To be negotiated, the Kenilworth Park District is looking for a partnership commitment of four (4) years. This 4-year agreement can be renewed for an additional 2 years upon the completion of the initial lease agreement.

*The vendor will be granted a grace period—to be negotiated—of rent-free occupancy following the Possession Date (such date is referred to as the “Commencement Date”).*

*Through this RFP, vendor is required to offer basic rent amount to be paid to the Kenilworth Park District yearly without any set-off, abatement, or deduction whatsoever, in equal installments to be paid to the District monthly on the first day of each month.*

*Percentage rent: 12 months following the Commencement Date of the sublease, the Kenilworth Park District will collect 2.00% of monthly sales in addition to basic rent. Reporting and payment of percentage rent is due on or before the 12th day of each month. A monthly profit and loss statement detailing sales by category for the reporting period is required.*

*This unique rent arrangement will allow the vendor to become a true partner with the Kenilworth Park District. Due to the percentage arrangement, it is in the best interest of the District to help promote the Community Café wherever possible.*

## APPENDIX B: FORM OF PROPOSAL

Vendors should, at a minimum, address the following in their proposals:

- Vendor Detail
  - A brief description of your business including any qualifications you consider relevant.
- Relevant Experience
  - A description of your business's experience in performing similar work, including two (2) references of work performed for other agencies (or other relevant experience) in the previous five (5) years, and appropriate contact information for references.
- Lead Personnel



- Identify the lead personnel responsible for the delivery of the services the proponent is prepared to offer and their expected involvement. The District expects that each of the identified lead personnel will be licensed and in good standing to perform the services in Illinois/Cook County, and that a lead café manager will be onsite daily, with preference given to the owner/operator.
- Describe the relevant experience of the lead personnel and include their resumes and professional designations.

➤ Capacity

- The Kenilworth Park District expects that the vendor will have sufficient resources available to meet the service requirements of the Kenilworth Park District in a timely and efficient manner. Provide a brief description of your firm's staffing resources that will be utilized to meet the service requirements of the Kenilworth Park District.

➤ Liability Insurance

- Vendor must have minimum combined single limits of one million dollars (\$1,000,000) each occurrence and one million dollars (\$1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interest's provision. Coverage must be on an "occurrence" basis as opposed to a "claims made" basis. This insurance must pay on behalf of the Vendor all sums which the Vendor shall become legally obligated to pay as damages because of bodily injury or property damage caused by an occurrence up to the specified limits of liability for each occurrence.

➤ Workers Compensation Insurance

- Vendor must have Workers Compensation Insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Agreement:
  - Worker's Compensation
  - Each accident – Statutory
  - Each employee for disease – Statutory
- Vendor shall comply with the requirements of the Worker's Compensation Act of Illinois and shall provide Worker's Compensation Insurance to protect the Vendor from and against any and all Worker's Compensation claims arising from performance of work under the Agreement. The requirements of this provision shall apply to the Vendor and to the Kenilworth Park District as an additional insured.

➤ Indemnity

- The successful Vendor shall indemnify and hold the Kenilworth Park District harmless from any and all claims, liabilities, losses and causes of action which may arise out of the fulfillment of the Vendors contractual obligations. The vendor shall payu all claims and losses of any nature in connection therewith, and shall defend all suits, in the name of the Kenilworth Park

District when applicable, and shall pay all costs and

➤ Fee Proposal

- Vendor will be required to submit a basic rent amount to be paid to the Kenilworth Park District yearly without any set-off, abatement, or deduction whatsoever, in equal installments to be paid to the District monthly on the first day of each month.

➤ Schedule

- Proposals should include a confirmation of whether your company can meet the Kenilworth Park Districts schedule for completion of the Services, as set out in this RFP.

➤ Conflict of Interest Disclosures

- Disclose any actual or potential conflicts of interest that may exist between your business and its management, and the Kenilworth Park District and management, and the nature of such conflict of interest. If a proponent has no such conflict of interest, a statement to that effect should be included in its proposal.

➤ Employment Opportunities for Individuals with Disabilities

- The Kenilworth Park District prides itself on promoting an inclusive culture that embraces equal opportunities for everyone. The District belongs to the Northern Suburban Special Recreation Association and serves individuals with disabilities through this organization and within its own programs and amenities.
- The Kenilworth Park District encourages all vendors considering this proposal to actively pursue employment opportunities for individual with disabilities in their efforts to the Community Café.

➤ Proposals must include:

- A. General description of café concept.
- B. Proposed rent and percentage rent structure if different than the terms outlined above.
- C. Sample menu with price points.
- D. Proposed structure of staff and level of service (serving, busing, counter service, etc.).
- E. Any relevant support materials.
- F. Proposed hours of operation (must be within the hours given within this proposal per the Special Use Permit granted to the Kenilworth Park District by the Village of Kenilworth).
- G. Proposed staffing structure and key personnel (resumes of principals).
- H. Any proposed modifications to equipment or space provided.
- I. Proposed timeline for occupancy of space and opening operation.
- J. Brief business plan highlighting key customer targets, expected gross income, revenue projections, and start-up costs and initial investment requirements.

- K. If an additional site is added to an existing operation, how does the Kenilworth Park District Community Café relate to the overall business operation of the vendor.
- L. Any additional relevant information.

Tours of café space may be scheduled through the above contact.

## APPENDIX C: EVALUATION RUBRIC

Weight	Scoring	Description
20%	Business Operations	Demonstrates strong knowledge of financial management Demonstrates strong knowledge of cost controls Demonstrates knowledge of occupational health & safety, HR Willingness to operate within specified hours of operation Willingness to hire individuals with disabilities
20%	Culinary Experience	Education/ Practical Experience Proven record of industry success Expertise in menu development High levels of cleanliness standards Creativity in food offerings Plating and presentation design Exhibits a high level of food quality
20%	Catering Experience	Has experience in catering events Demonstrates plan for staffing small to medium scale events Ability to respond to short notice catering requests
20%	Management	Personal Interview Willingness to be a true partner to the Kenilworth Park District and a growing asset within the Kenilworth Community
20%	Visitor Experience (Hospitality)	Demonstrates outstanding hospitality in accordance with the mission of the Kenilworth Park District Emphasis on hospitality training with staff Customer service expertise in all areas

## APPENDIX D: PHOTOS/BRANDING

### ➤ Public Relations and Branding

M. The Kenilworth Park District will work with the vendor to create a mutually agreed upon logo for the Community Café.

N. The District will assist the vendor in branding, advertising, and photography.

O. The District can assist with sprucing up menus, graphics design, and public advertisements.

### ➤ Submission of materials

P. The District needs a 1 week of lead time to produce materials for the vendor.

Q. Material production may be limited to the Districts capabilities, as programming and Kenilworth Park District events take priority.

