

## REQUEST FOR PROPOSALS: MAIN LIBRARY CAFÉ AND CATERING

Addendum 1 – Responses to Proposer Questions and Inquiries

Date of Publishing: 10/15/2025

Note: All submitted proposals must include a signed Acknowledgement of Addenda form confirming receipt and review of all issued addenda.

1. Is automobile insurance needed if no automobiles?

Yes. The Library's standard vendor insurance requirements include Automobile Liability Insurance with a minimum coverage of \$1,000,000 to provide for hired and non-owned vehicle use. This coverage is generally required for all vendors. However, if the selected vendor can demonstrate that no vehicle use of any kind (owned, hired, or non-owned) will occur in the performance of the contract, they may request a waiver of this requirement. Any such waiver will be subject to review and approval by the Library and its Risk Management representatives.

2. With letting outside caterers in, can we control the sale of all alcohol?

The sale and service of alcohol at any event are subject to Library approval and must comply with all applicable laws and regulations. Alcohol service will only be permitted through vendors approved by the Library. The selected café/catering operator will not have exclusive control over alcohol sales but may coordinate service if approved for specific events by the Library.

3. Do we(concessionaire) sell the events or does the library?

The RFP specifies that the selected operator will provide non-exclusive catering services across Library property. The Library is responsible for all event bookings and overall event management. Proposers should describe how they would coordinate catering services in collaboration with the Library's event team to ensure a seamless experience for patrons and guests.

4. I do not see the bars for the Theater, is that still included? I had spoken to Mr. Dillard regarding this a long time ago.

The theater space is not included in the scope of this RFP, as this area will not be operational when the Main Library opens. Any future opportunities related to theater concessions or bar service will be addressed through a separate process once the space is ready for use.