

**OFFICIAL NOTICE  
REQUEST FOR PROPOSAL**

**Milwaukee Public Library  
814 West Wisconsin Avenue  
Milwaukee, Wisconsin 53233**

**RFP No.: MPL-22-007  
Dated: September 8, 2022  
Due Date: October 20, 2022**

REQUEST FOR PROPOSAL (Hereinafter referred to as “RFP”) from the Board of Trustees of the Milwaukee Public Library for Lease of Milwaukee Public Library Bookseller Café Space for Food Services in accordance with the Scope of Services. The initial term of the contract shall be for a two-year period with the effective date to be determined at time of award with the option of four (4) two-year renewal periods.

There will be an onsite tour and opportunity to submit questions on **Monday, September 26, 2022**. Vendors should be available to tour the Café space located in the Milwaukee Public Central Library at 814 West Wisconsin Avenue. The tour will take place at 1:30 p.m., attendees should meet in the Rotunda just inside the Wisconsin Avenue doors.

All questions concerning the meaning or intent of the RFP, Scope of Services, Standard Terms and Conditions, or other proposal documents should be submitted electronically to Jennifer Meyer-Stearns, Deputy Library Director, [LibraryProcurement@milwaukee.gov](mailto:LibraryProcurement@milwaukee.gov), no later than **Thursday, September 29, 2022**. An addendum will be issued on **Thursday, October 6, 2022** to answer all questions received relating to the RFP. It will be posted for vendors to view on MPL’s website, [www.mpl.org/vendors](http://www.mpl.org/vendors). Questions received after this time will not be answered.

All proposals shall be submitted electronically to the Board of Trustees of the Milwaukee Public Library, [LibraryProcurement@milwaukee.gov](mailto:LibraryProcurement@milwaukee.gov), with “MPL-22-007 Lease of Milwaukee Public Library Bookseller Café Space for Food Services” as the subject line. Proposals must be received no later than **3:00 p.m. on Thursday, October 20, 2022**. Any proposal received after the date and time specified will be rejected as non-responsive.

After proposals are opened, no proposal may be withdrawn for a period of thirty (30) working days after the scheduled time of closing, without the consent of the Board of Trustees of the Milwaukee Public Library. Proposals will be available for review only after an award has been made.

When preparing a proposal, responders are instructed to thoroughly read all instructions on the Request for Proposal and its specifications. Your proposal is an offer to perform or supply the service or materials described above in accordance with the terms and conditions set forth in the RFP, Scope of Services, and Standard Terms and Conditions. In no event shall the responder submit their own terms and conditions as a response to this RFP.

Proposals will be evaluated based on the criteria specified in the Request for Proposal. Award will be made to the responder that best meets the needs of the Milwaukee Public Library as defined in the RFP.

Chapter 370 of the Milwaukee Code of Ordinances established a Small Business Enterprise Program (SBE) which is implemented through establishment of percentages of participation in all contracting activities. The ordinance requires that certified SBEs be utilized for 18% of the total dollars annually expended through professional services contracts. Applicable forms must be submitted by responders as part of the proposal. Failure to comply with these requirements may result in the rejection of the proposal.

In accordance with Chapter 365 of the Milwaukee Code of Ordinances, the application of a Local Business Enterprise (LBE) program is required in all contracting activities, unless contrary to federal, state or local law, or regulation. To this end, the Milwaukee Public Library will apply an award standard that adds an additional number of points, equal to 5% or the maximum number of points used in the evaluation of the RFP, to increase the total score attained by a local business enterprise. Responders seeking the Local Business Enterprise preference shall

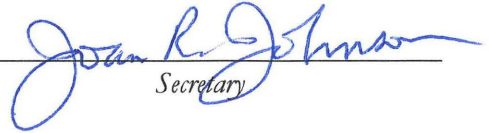
prepare and submit with the proposal an accurate affidavit certifying their LBE status. Failure to do so may result in an LBE forfeiting their rights to be considered for the program.

The Library reserves the right to award no contracts after proposals are scored.

Signed: *Joan Johnson, Secretary*

*CITY OF MILWAUKEE, represented by the  
Board of Trustees, Milwaukee Public Library*

BY

  
Secretary