Solicitation for Expressions of Interest and Statement of Qualifications/Experience

Operation of the County Office Building Eatery

April 8, 2011

Monroe County is seeking qualified individuals/entities to rent and operate the eatery in the County Office Building located at 39 West Main Street, Rochester, New York, 14614, as detailed below. Interested parties must submit the following information:

1. a letter indicating interest, including a proposed monthly rent to be paid to the County; and
2. a statement of experience and qualifications; and
3. a draft of a proposed menu.

A tour of the eatery will be held on Wednesday, April 27, 2011 at 3:00 PM EST. Any vendors who would like to attend can meet at 3:00 PM in the eatery at the lower level of the County Office Building. It is highly recommended that any potential Respondents attend the tour of the facility at the time specified in order to ensure their proposal is appropriate for the area provided. Any vendors who are unable to attend at that time may contact the liaison below to schedule a separate tour.

Submissions are due by Wednesday, May 11, 2011 at 3:00 PM EST. to the contact listed below:

Meagan Brennan
Monroe County Purchasing and Central Services
County Office Building (COB), Room 200
39 West Main Street
Rochester, New York 14614
Fax: (585) 753-1104
Email: mbrennan@monroecounty.gov

Background Information for the COB Eatery

Monroe County is accepting Expressions of Interest (EOI) for the operation of the eatery in the County Office Building (COB), located in the central business district of Downtown Rochester. The eatery is located on the lower level of the COB and is visible from street level. It consists of two rooms in the basement, and a storage area in the subbasement, totaling approximately 1,642 sq. ft.

There are approximately 280 employees working in the COB, and many of the County's most frequently visited public offices are located in the building, including the County Clerk's Office, Board of Elections, Monroe County Legislature, and Treasury. Core business hours in the COB are 8 AM to 5 PM, Monday through Friday. Recommended business hours for the eatery are approximately 8 AM until 3:30 PM from Monday through Friday. In addition to the numerous private companies in walking distance within the business district, other nearby public employee offices are located in the County's City Place building, the Hall of Justice building, and City Hall.

The County does not have a preconceived concept or plan for the eatery and is willing to consider all potential visions including, but not limited to, a café, restaurant, bakery, specialty food items store, coffee shop, etc. The food and beverage items can be prepared on site, off site, or a combination thereof.

The County reserves the right to invite additional vendors to submit proposals at any time beyond the initial EOI submission deadline, if it chooses to consider other proposals.