

# JOHNS HOPKINS UNIVERSITY

## The Milton S. Eisenhower Library

3400 N. Charles Street  
Baltimore MD 21218-2683  
(410) 516-8325 / FAX (410) 516-5080

Administrative Office

Post-It <sup>®</sup> Fax Note	7671	Date	5/17/00	# of pages	2
To	JANE WILLIAMS	From	KEN FLOWER		
Co./Dept.	UMD	Co.	JHU		
Phone #		Phone #	410 516-8325		
Fax #	301 314-6293	Fax #	410 516-5080		

May 3, 2000

Matt McCauley  
5602 Rockspring Road  
Baltimore, MD 21209

*Jane,  
Per your  
request.  
Ken*

Dear Matt:

We would like to request from you a proposal to provide coffee service, with some pre-made foods, at the Milton S. Eisenhower Library on the Johns Hopkins University Homewood Campus. This coffee service is known as Café Q. Please submit your proposal to me by Friday, May 19, 2000.

The available hours are from library opening until the library closes, throughout the year, and excluding the few days during the year that the library is closed. Below are the elements which need to be addressed in the proposal, and the criteria upon which we will base our decision. We reserve the right to accept or to reject, any or all proposals in whole, or in part.

Elements requested in proposal:

### Financial

- 1) amount of rent payment per month and percentage of gross sales to be paid library;
- 2) a proposed menu with prices including pre-made sandwiches and salads (No food is to be prepared on site.);
- 3) your expected initial investment;
- 4) your projection of gross revenue, profits, capture rate, and average sale per customer;

### Operational

- 5) description of service, including proposed cart and signage;
- 6) description of how the storage room will be utilized (The room is 7' x 6 3/4' with door width clearance of 32 ".);
- 7) the hours and days of operation;
- 8) how you propose to staff and to manage the service;

- 9) your plan for a movable cart which must be able to fit into the storage closet;
- 10) description of how you will manage the seating area on the library's patio;
- 11) any electrical, plumbing and janitorial requirements needed beyond what is currently available;
- 12) all employees must be acceptable to library; adherence to the University's living wage agreements; (All staff will be required to be appropriately identified as working at Café Q. Johns Hopkins is a smoke free environment.)
- 13) agreement to meet insurance coverage needs to fulfill University requirements;
- 14) assurance and provision for high level of cleanliness, including cleaning the indoor and outdoor cafe tables regularly;
- 15) assurance of ability to provide quick and efficient service (long waiting line and lack of food and drink are not acceptable);
- 16) assurance of ability to start service on or before September 1, 2000;

#### References

- 17) and references we may contact.

We will evaluate the proposals on a variety of criteria, including the following:

- the amount of revenue for the library - a significant factor in consideration;
- price of coffee and other items;
- presentation;
- responsiveness to customer needs and library needs, especially need for high level of cleanliness;
- and the potential for a highly cooperative working relationship.

Please let me know if you have any questions. Thank you.

Sincerely,



Kenneth Flower  
Associate Director

xc: Judy Zimmer, University Purchasing Office

Fri Aug 18 15:27:55 2000

Date: Thu, 17 Aug 2000 09:11:34 -0100 (Mid-Atlantic Daylight Time)  
From: Jane Williams <mjwillia@deans.umd.edu>  
Subject: Re: coffee vendor  
To: Ken Flower <Ken.Flower@jhu.edu>  
In-Reply-To: <Pine.WNT.4.05.10008110924340.236-100000@ladmin10.mse.jhu.edu>  
Message-ID: <SIMEON.10008170934.E@Jane.deans.umd.edu>

Thanks, Ken, for your note below. Please send the RFP to fax # 301-314-6293. Thanks also for offering to work on the contract, but please don't do that now. It'll be some time before we're on that stage, and a contract will likely be governed by univ.procurement in any case. The RFP probably will be as well, but we're not to that stage either yet. Jane W.

On Mon, 14 Aug 2000 09:35:20 -0400 (Eastern Daylight Time) Ken Flower <Ken.Flower@jhu.edu> wrote:

>  
> Jane,  
> You're quite welcome. Matt and Ashley have been very good to work.  
>  
> Yes I have a lot of experience. Glad to share what I know. We are going  
> into our third year and over this period I wrote the RFP, established the  
> review criteria, organized and chaired our review group, negotiated and  
> wrote the contract (based on a coffee vendor contract elsewhere in the  
> University), organized PR such as a name the cafe contest, got two senior  
> class gifts to pay for indoor and outdoor cafe furniture, and most  
> recently renegotiated our contract for increased revenue and expanded the  
> menu to include sandwiches and salads. It has actually been one of the  
> more fun things I have done in the past few years as it has been received  
> so well here, especially by students and faculty.  
>  
> I'll send you our RFP and will fax it if you let me know your fax number.  
> Let me know if you have any questions. With regard to the contract I  
> would probably need to do some work on it to blank out parts and make it  
> into a more generic form to avoid compromising confidentiality. If you  
> want me to proceed with contract information let me know. I may not be  
> able to get to it as quickly. Glad to help in whatever way I can. Ken  
>  
>  
> Ken Flower  
> Associate Director  
> Sheridan Libraries  
> Johns Hopkins University  
> 3400 North Charles St.  
> Baltimore, MD 21218  
> kflower@jhu.edu  
> 410 516-8325  
>

Fri Aug 18 15:27:55 2000

> On Thu, 10 Aug 2000, Jane Williams wrote:

>  
> > Ken,  
> >  
> > Lori Goetsch and I just met with the McCauleys and their general mgr about  
> > their vending operations in your library and elsewhere. Many thanks for  
> > referring them to us.  
> >  
> > Another favor, if possible: do you have an RFP you could share -- also a  
> > sample or blank contract? As novices in this area, your experience would again

> > be valuable to us.

> >

> > Thanks again.

> >

> > Jane W.

> >

> > -----

> > Jane Williams

> > mjwillia@deans.umd.edu

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> >

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>

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Jane Williams  
mjwillia@deans.umd.edu

Thu Aug 17 10:39:10 2000

Date: Mon, 14 Aug 2000 09:35:20 -0400 (Eastern Daylight Time)  
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In-Reply-To: <SIMEON.10008101554.K@Jane.deans.umd.edu>  
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