



**Boulder County Procurement
1325 Pearl Street
Boulder, CO 80302**

SUBMISSION INSTRUCTIONS

Reference Number: RFP-107-24

Project Name: The Spoke Café Operator

Background:

The Spoke on Coffman (“The Spoke”) is Boulder County Housing Authority’s (BCHA) new mixed-use development in the heart of downtown Longmont, opened as of late April, 2022. The Spoke includes 73 permanently affordable apartments, a 262-space parking garage with bike and electric vehicle charging, BCHA offices, and a café space. The project is the result of a collaboration between Boulder County, BCHA, the Longmont Downtown Authority (LDDA), and the City of Longmont, providing much needed affordable housing and contributing to the economic vitality of downtown. The Café will be an affordable, new coffee shop in Longmont’s Main Street Corridor and provide supportive employment programs dedicated to mentorship, job training, and apprenticeships for special populations.

BCHA is seeking proposals for a creative and community-driven service provider (“Operator”) to operate a new café/coffee shop at The Spoke with a focus on two primary goals: 1) Provide delicious and affordable new light-fare dining options in Longmont’s Main Street Corridor, and 2) Provide supportive employment programs in a workplace environment dedicated to mentorship, job training, and apprenticeships for special populations. The supportive employment program model may be a partnership with Workforce Boulder County or an alternative training and job readiness program with a proven model. Responders to this RFP are encouraged to reach out to Workforce Boulder County to discuss the potential for a partnership, although this is not required. Operators should specify which special populations they intend to serve, as well as how their business model and/or partnerships provides services and job training to those specific populations.

The Operator will be expected to run a legally permitted, self-sufficient, financially independent, and successful light-fare food service/coffee business while providing supported employment opportunities. BCHA is committed to the success of the business and development of individual employees and will charge for Common Area Maintenance costs (CAM) and minimal rent of only \$750/month. Operator will also be responsible for paying Utilities, Services, Insurance and Other Business Expenses.

The Space - The café is a new light-fare food preparation and service venue with great curb appeal and a significant presence on Coffman Street. The space is approximately 2,500 square feet including a service/prep/food warming area, a seating area, and a management office. The café features overhead glass doors that open to Coffman Street and covered outdoor seating next to the covered walkway to Main Street. See the Café Attachments for more details on the design and layout of the space. Note that the café does not, and cannot, include a full commercial kitchen. It was not designed for any open flames and does not include hooded venting for cooking. The selected Operator must work with Boulder County Public Health to apply for and obtain all required licenses/permits before facility operation. Furniture, Fixtures & Equipment (FFE) - BCHA has outfitted the space to be attractive to customers and fun to work in. Specialty items related to specific operator needs will be the responsibility of the Operator to furnish. The selected Operator will be responsible for any additional furnishings, equipment, decorations, soft goods, 3rd party vendor services, and business supplies required to function and to personalize the space.

Americans with Disabilities Act (ADA): Boulder County aims to ensure all digital content and documents are accessible. While efforts have been made to maximize accessibility, some types of content have inherent technical limitations. For alternate formats or accommodations, please email ADA@bouldercounty.gov, or call 303-441-1386.

Instructions:

Boulder County uses a [Boulder County Bonfire portal](#) for accepting and evaluating proposals digitally:

- To post the Proposal
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notices

Proposals must be submitted electronically on or before the Close Date at [Boulder County Bonfire portal](#).

Important: Submissions will not be accepted by email, fax or hand-delivery; unless otherwise noted.

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

Contact:

To contact Boulder County Purchasing or ask questions in relation to this proposal, respondents must register on [Boulder County Bonfire portal](#) and initiate the communication electronically through the **Vendor Discussions** or the **Ask a Question** feature.

All questions must be received on or before the Deadline for Submission of Clarifications, as specified in the Schedule of Events. Boulder County will not accept any respondent's communications by any other means, except as specifically stated in this proposal.

Addendum:

At any time prior to the Close Date, Boulder County may alter, clarify, amend, delete or add to, in whole or in part, any terms or provisions of this proposal.

In order to afford the Bidders a reasonable time for taking into account a material amendment (the materiality of which Boulder County in its own discretion may determine) or for any other reason, Boulder County may, at its own discretion, extend the Close Date.

For the most up-to-date project information refer to our Bonfire portal.

All vendor submissions may be amended, but only before the Close Date on [Boulder County Bonfire portal](#).

Need Help:

To assist with registration and submission of responses, learn how to get started with Bonfire, watch this [training video](#). For questions or support when using the platform, [access the Bonfire online knowledge base](#), search the FAQ or contact the Bonfire support team at support@gobonfire.com.

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