



# Joplin Public Library

## Notice of Request for Proposal Library Coffee Shop

**RFP Due Date: 5:30 PM, October 26, 2026**

**Location:** Joplin Public Library  
1901 E 20<sup>th</sup> Street  
Joplin, MO 64804

**Library Staff:** Jeana Gockley, Library Director  
[jgockley@joplinpubliclibrary.org](mailto:jgockley@joplinpubliclibrary.org)

Justin Kelly, Facilities & IT Manager,  
[jkelly@joplinpubliclibrary.org](mailto:jkelly@joplinpubliclibrary.org)

**Phone:** 417-623-7953

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Proposals will be received by the Library at the time and date cited above.  
Only proposals received by the correct date will be recorded.

Proposals must be submitted in an envelope with the Vendor's name and  
address clearly indicated on the envelope. All proposals must be completed  
in ink or typewritten and submitted by the date and time above, **ATTN:  
Jeana Gockley.**

NOTICE TO BIDDERS

The Joplin Public Library will accept bids until **5:30 pm on Monday, October 26, 2026** at the Joplin Public Library located at 1901 E 20<sup>th</sup> St. to bid to operate a

### **Coffee Shop in the Joplin Public Library**

The Joplin Public Library reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The Library may waive any irregularities in the bid and negotiate variances from specifications and make awards that are in the best interest of the Library. The Library will make the final decision in all matters regarding acceptance of bids and issuance of awards.

Publication Date: September 14, 2026

# **Joplin Public Library**

## **Library Coffee Shop**

### **INTRODUCTION**

The Joplin Public Library, hereafter referred to as Library, is soliciting proposals for a Vendor/Operator to equip and operate a coffee shop in the Library located at 1901 E 20th Street in Joplin, Missouri.

### **BACKGROUND**

The Library is proud to be a community gathering place that houses spaces dedicated to children, teens and adult collections and program activities, a public computer lab, free Wi-Fi, study rooms, local history resources, U.S. Passport Acceptance services, Library Friends book sale area, community rooms for public gatherings and two outdoor patios.

The Library wants to work with a Vendor/Operator that will support and enhance the Library's mission of opening tomorrow's doors today through diverse opportunities to learn, create, explore, and have fun. The Vendor/Operator must share the Library's customer-oriented focus and should be willing to support library programming.

In 2025, the Library had 215,635 people through its doors, averaging almost 600 visits each day. The Library's operating hours are Monday, Wednesday and Friday 9 am to 6 pm, Tuesday and Thursday 9 am to 8 pm, Saturday 9 am to 5 pm and Sunday 1 pm to 5 pm. The Library allows covered beverages throughout the building, along with snacks.

### **SCOPE**

The Library will provide:

- Floor space measuring approximately 225 sq. ft.; plus space for patrons to sit and enjoy their beverages/snacks
- Plumbing, electrical and cabinetry
- Finished, painted interior walls
- Commercial sink and handwashing station
- Service Counter
- Ceiling and general lighting
- WiFi

The Vendor/Operator will provide:

- Equipment and appliances necessary to run the coffee shop. This includes, but is not limited to refrigerators, espresso machines, display cases, cash registers, ice machines, microwaves, coffee grinders and coffee machines. The equipment will remain the property of the vendor.

- Appropriate signage and menu approved by library administration

Terms of Agreement:

1. Rent. No rent will be charged.
2. Term. The lease begins as soon as the space is outfitted and open for business for a one year term with the right of Vendor/Operator to renew for a one year term with the same scope, obligations, responsibilities and terms as this lease, with the security deposit returned as described below. Should the Vendor/Operator renew for a third year, the Library reserves the right to renegotiate/rebid the contract.
3. Utilities. Utilities for electric, water, sewer and trash are provided by the owner of the facility at no cost to the vendor.
4. Maintenance.
  - a. The Library will be responsible for routine cleaning the floor areas in the cafe and common areas.
  - b. The Library will be responsible for any building permits needed.
  - c. The Vendor/Operator will be responsible for their own point of sale system. WiFi is provided.
  - d. The Vendor/Operator will be responsible for cleaning the public use tables and chairs in the cafe area, plus any spills during their open hours.
  - e. The Vendor/Operator will be responsible for cleaning the coffee shop operational area counter, cases and all prep areas.
  - f. The Vendor/Operator will be responsible for emptying their trash each day in a provided on-site dumpster.
  - g. The Vendor/Operator will be responsible for providing their own cleaning supplies and trash bags.
  - h. The Vendor/Operator must pass all Health inspections.
5. Staffing
  - a. The Vendor/Operator will be solely responsible for staffing the Coffee Shop.
  - b. Coffee Shop staff must comply with the Library's staff dress code.
  - c. Coffee Shop staff must comply with the Library's code of conduct for personnel.
6. Beverages & Food Offerings.
  - a. No food items will be prepared or cooked on site, only pre-prepared, packaged goods such as pastries and muffins from approved sources. Toaster-warmed and microwavable items are acceptable.
  - b. Beverages that appeal to all ages should be offered.
  - c. No alcoholic beverages may be served.
  - d. Business operations and delivery hours must be during Library operation hours.
7. WiFi. Wi-Fi service is provided by the Library.
8. Insurance. The Vendor/Operator must show proof of insurance for at least \$1 million liability insurance for operating on the Library premises. Insurance is to stipulate that the Library is not responsible for any theft, damage, or loss of property.

## LEASE TERM AND TERMINATION

1. The Vendor/Operator will commit to a one-year term and provide a \$5,000 security deposit which will be refunded after one full year of successful operation.
2. Either party may terminate the operation with a 90 day notice. The \$5,000 deposit will be forfeited if the Vendor/Operator terminates or the Library terminates the vendor for cause.
3. The Vendor/Operator will be notified in writing of violations. After three violations the operation may be terminated with the security deposit being forfeited.
4. The Vendor/Operator is prohibited from subleasing the operation to another Vendor/Operator.
5. The Vendor/Operator is required to have a current, valid City Business License for the Library location.

## PROPOSAL REQUIREMENTS

Proposals should be no more than 20 pages total, including introduction letter and references. Please submit 4 hard copies and a flash drive with a PDF. Flash drives will remain the property of the Library, unless arrangements for return are made in advance of submission. Emailed submissions are not allowed.

The Vendor/Operator will submit:

1. Company history. Vendors/Operators must have at least five years of experience running a coffee shop.
2. Operating Plan. Include plans for staffing and hours of operations and ideas for supporting the Library's programs and events.
3. Menus and Pricing. Submit a list of offerings and their prices. Describe any provision for special product pricing for library employees and/or special product pricing for Library events and/or programs.
4. Equipment. A detailed list of equipment. Provide a sketch of how the area would be modified from its current state to accommodate the equipment. Include any anticipated equipment, electrical requirements or any additional specific infrastructure requirements.
5. Finances. Provide a brief narrative (maximum 2 pages) demonstrating your organization's financial stability and capacity to launch and sustain this operation. Vendors/Operators may choose how to demonstrate this capability, which may include, but is not limited to:
  - a. A summary of the business's recent financial track record or historical growth.
  - b. Evidence of sufficient liquid capital or a secured line of credit to cover initial equipment and startup expenses.
  - c. A statement from a certified accountant, banking partner or investor attesting to the organization's financial health.
6. Liability Insurance. Proof of \$1,000,000 in general liability insurance. This insurance must be kept current throughout the time of operation.
7. References. Provide three references. One from a current supplier, one from a customer and one from a banking reference.

## **EVALUATION CRITERIA**

Operations Plan = 25 points

Finances = 25 points

Menu = 25 points

Experience = 20 points

References = 5 points

## **PRE-PROPOSAL MEETING**

An optional pre-proposal on-site meeting of interested Vendors/Operators will be held at the Joplin Public Library, 1901 E 20<sup>th</sup> Street, Joplin, MO 64804 on Monday, September 28 between 3:30 and 5:30 pm, at which time questions concerning the RFP package will be addressed.

## **SUBMISSION DEADLINE**

All proposals must be submitted to the Joplin Public Library, 1901 E 20<sup>th</sup> Street, Joplin, MO 64804, no later than 5:30 pm on October 26, 2026. Late submissions will not be considered. No email submittals are allowed.

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|------------------------------------------|-----------------------------|
| RFP Released by Library                  | September 14, 2026          |
| Pre-Proposal Meeting                     | September 28, 2026          |
| Deadline for Final Questions             | October 5, 2026             |
| Library Responses to Submitted Questions | October 19, 2026            |
| Proposal Submission Deadline             | October 26, 2026            |
| Interviews as needed                     | First week of November 2026 |
| Award Contract                           | November 17, 2026           |

Submit proposal ATTN:

Jeana Gockley  
Library Director  
1901 E 20<sup>th</sup> St.  
417 623-7953  
[jgockley@joplinpubliclibrary.org](mailto:jgockley@joplinpubliclibrary.org)