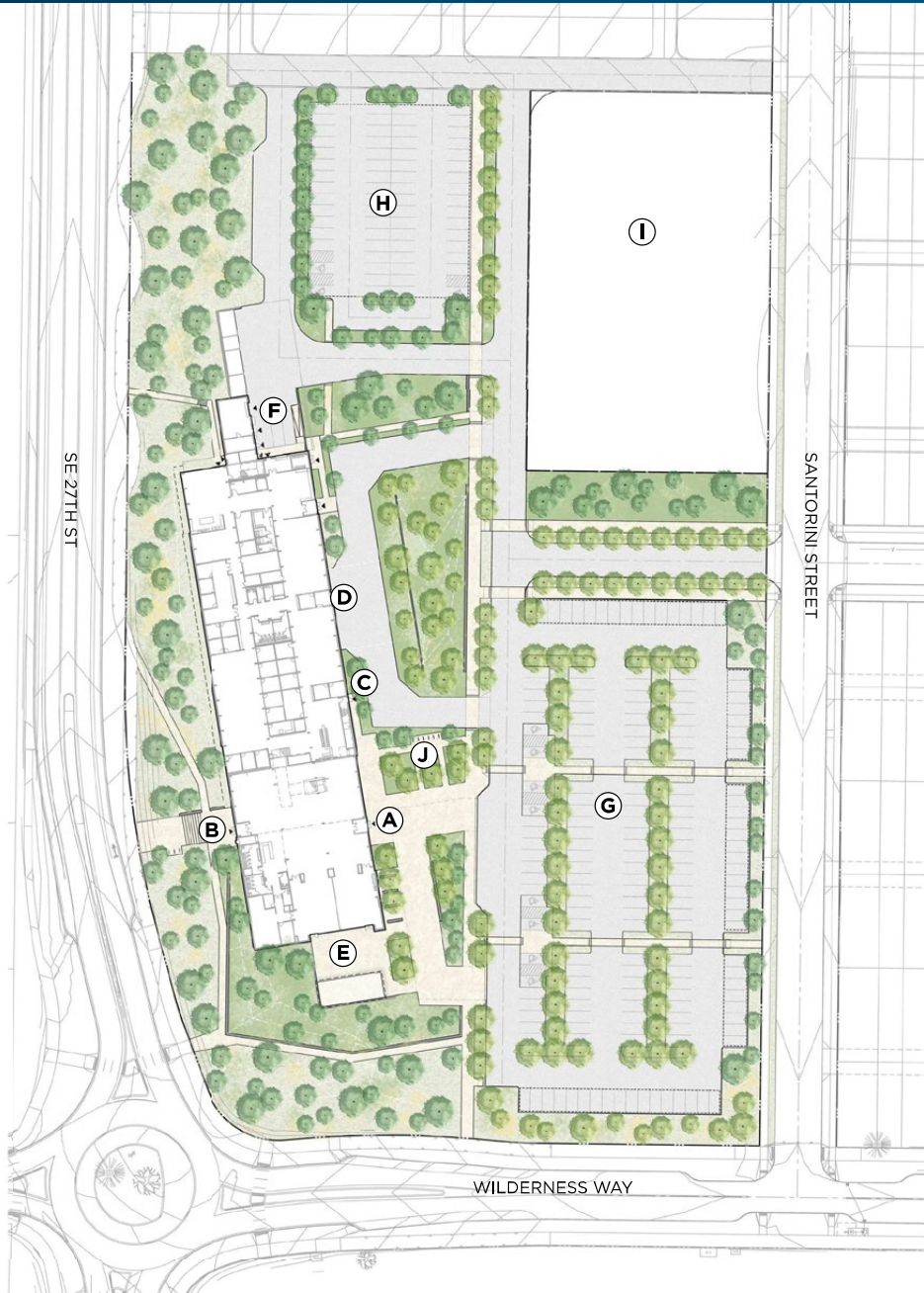


REQUEST FOR PROPOSAL

Seeking a Coffee Vendor for the New Stevens Ranch Library



**COMPASS COMMERCIAL ON
BEHALF OF THE DESCHUTES
PUBLIC LIBRARY**

RESPONSES DUE:

Wednesday, May 31, 2023

SUBMISSION:

Via email to:

Dan Kemp
dkemp@compasscommercial.com

Or drop off at:

Compass Commercial
c/o Dan Kemp
600 SW Columbia St. Suite 6100
Bend, OR 97702

541.383.2444

www.Compass Commercial.com

COMPASS
COMMERCIAL

**REAL
ESTATE
SERVICES**

NOTICE

Request For Proposals

COFFEE VENDOR FOR THE NEW STEVENS RANCH LIBRARY

Compass Commercial represents the Deschutes Public Library (“Landlord”) in Bend, OR and has been retained to procure a coffee vendor for the new Stevens Ranch Library. The new facility will be constructed with the goal of opening in January of 2026. The Stevens Ranch Library will be built on the NE corner of Wilderness Way and 27th Street on land that is part of the Steven’s Ranch Master plan (“Subject Property”). This Request For Proposal (“RFP”) sets forth basic criteria for desired terms, conditions, and features to allow interested coffee vendors to provide appropriate responses.

This Request For Proposal is not intended to be contractual in nature, but only an expression of the basis upon which Landlord would consider entering into a lease agreement at the Subject Property. Any written or verbal negotiations, conversations, proposals, counteroffers and/or documents prepared or exchanged in connection with this proposal shall not be binding upon Landlord or Tenant unless and until a mutually acceptable final lease agreement, acceptable to Landlord’s counsel and approved by Landlord’s senior management shall be fully executed and delivered on behalf of Landlord and Tenant.

Please submit responses by 5:00 p.m. PST on Wednesday, May 31, 2023. One-on-one meetings will be scheduled during the first two weeks of June to discuss responses and ask additional questions. The Library is currently in the design phase, and desires to incorporate the selected coffee vendors plans into the final design.

Thank you in advance for responding to this Request For Proposal.

Best regards,



Dan Kemp
CCIM, Partner



Ron Ross
CCIM



Kristie Schmitt
CCIM

DETAILS & INSTRUCTIONS

1. Building:	New Stevens Ranch Library to be constructed on the NE corner of Wilderness Way and 27 th Street.
2. Ownership and Management:	Deschutes Public Library District.
3. Premises:	102,000+ SF facility on approximately 8.26 acres land.
4. Space:	An area that is approximately 816 SF (34' feet wide by 24' long) for the sales counter, production area and customer seating.
5. Plans, Drawings, & Reports:	The Landlord has provided a site plan and floor plan in the attached Exhibit A. CAD/AutoCAD architectural and engineering drawings depicting the future layout and design of the premises can be provided once a vendor has been selected.
6. Lease Commencement Date:	January 1, 2026.
7. Zoning	The property is zoned Commercial (CL & CG). A retail coffee shop is an outright permitted use.
8. Lease Document:	Landlord will provide lease document for this transaction within 30 calendar days of full execution of a Letter of Intent.
9. Term:	<i>Please propose a term. (Seeking a 5 to 10-year term).</i>
10. Base Rent:	<i>Please propose a rent structure with annual escalations.</i>
11. Rent Abatement:	<i>Please propose the number of months of Base Rent you'd need abated (if any)?</i>
12. Taxes, Additional Rent, Utilities and Operating Expenses:	This is a Modified Gross lease. Landlord is responsible for paying all property taxes, insurance and other operating expenses.
13. Tenant Improvement Allowance:	<i>Please propose the amount of TI's (on a per square foot basis) needed to build out the space?</i> Landlord would provide tenant access to the building with enough lead time to build out the space to be ready for the grand opening in January 2026.
14. Landlord Responsibility:	Landlord is responsible for the entire building except for tenant trade fixtures.
15. Renewal Options:	<i>Please state the number of renewal options needed (if any), and any specifics that would be relevant to those renewals.</i>

DETAILS & INSTRUCTIONS

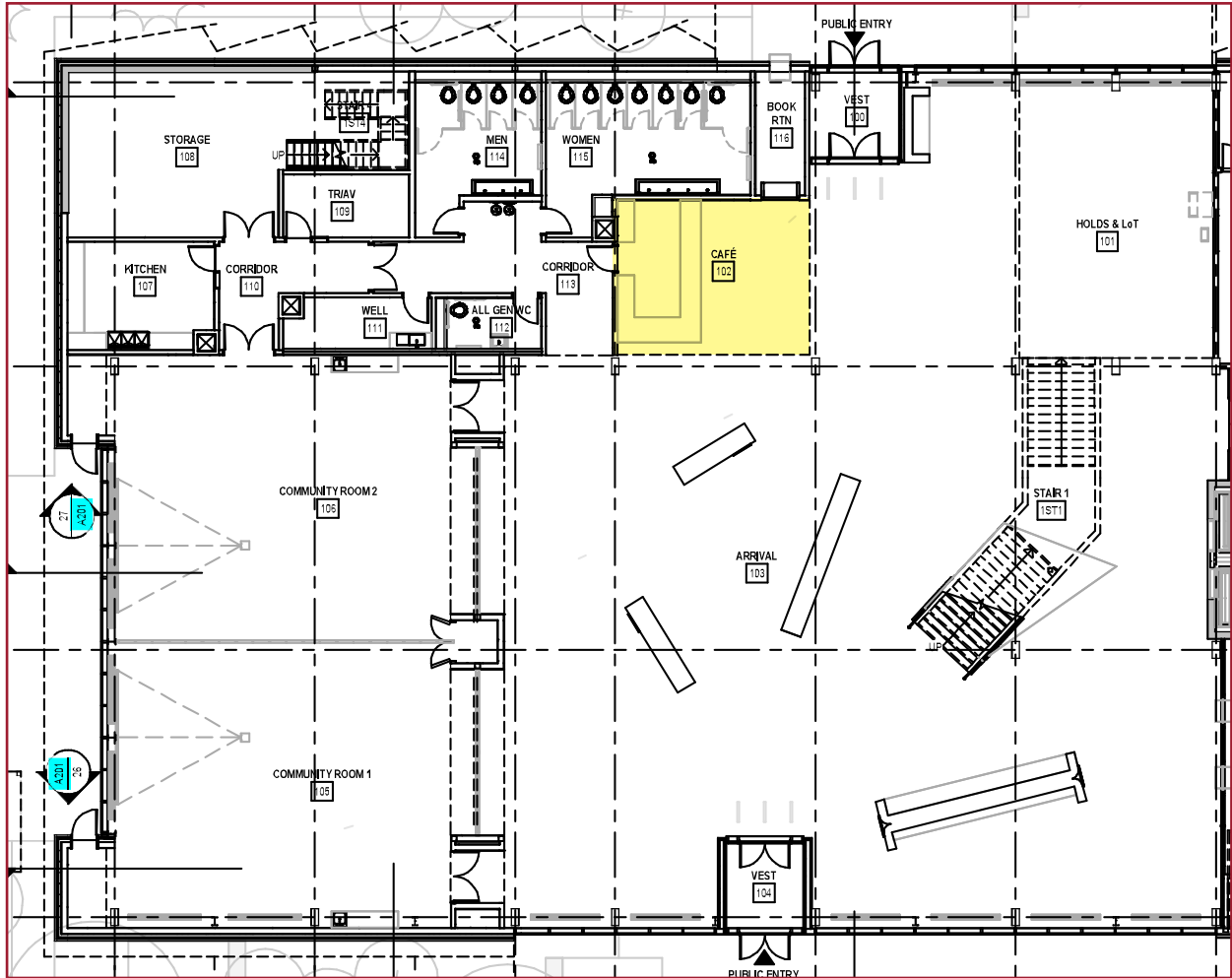
<p>16. Signage:</p>	<p>Tenant shall have the right to install their signage subject to approval from the landlords, which shall not be unreasonably withheld.</p> <p><i>Please describe your signage needs.</i></p>
<p>17. Landlord Delivery:</p>	<p>Landlord shall deliver the Premises and all building systems in good working order and condition and in compliance with all applicable codes and regulations.</p>
<p>18. Tenant Responsibilities:</p>	<p>Tenant shall keep the interior of the Premises in a clean and orderly condition and shall perform any maintenance and repairs to trade fixtures and to grease trap (if applicable). Tenant has no other maintenance responsibilities.</p>
<p>19. ADA Compliance:</p>	<p>The Building and Premises must meet all requirements as established by the Americans With Disabilities Act of 1990 (ADA) as amended; and all local standards; as amended. Should the Building not be in compliance with ADA local standards now or during the lease term or any options in the future, then Landlord shall, at its sole cost and expense, make any changes or alternations required to so comply, including but not limited to, any compliance matter outside of the tenant's premises that may be triggered by the acts of tenant within the tenant's premises. No expenses of such compliance shall be passed through to Tenant as increases in operating expenses. Tenant shall have the responsibility for all ADA compliance within Tenant's premises post-lease commencement arising as a result of Tenant's specific use of the Premises.</p>
<p>20. Security Deposit:</p>	<p>\$5,000.</p>
<p>21. Assignment / Subletting:</p>	<p>Tenant shall have the right to assign or sublet all or a portion of the demised premises to any subsidiary, affiliate, or parent company without Landlord consent. Any other assignment or subletting will be subject to Landlord's prior consent, which shall not be unreasonably withheld or delayed.</p>
<p>22. Property Service Providers:</p>	<p>Power – Central Electric Coop Water & Sewer – City of Bend Garbage – Cascade Disposal Gas – None – All Electric</p>

DETAILS & INSTRUCTIONS

23. Broker / Commission:	<p>Landlord and Tenant acknowledge that Compass Commercial Real Services represents the Landlord (“Landlord’s Broker”). For purposes of the transaction contemplated herein all brokerage fees shall be the obligation of the Landlord. Tenant’s Broker shall be paid half of the total fee, pursuant to a separate agreement between the Landlord and the Landlord’s Broker.</p> <p><i>Please state if you are represented by a broker? If you are, please include your broker’s name and contact information.</i></p>
24. Confidentiality:	<p>Landlord agrees to regard and preserve as confidential all information related to the business and activities of Tenant, its subsidiaries, affiliates and related companies, their customers, clients, suppliers and other entities with whom Tenant, its subsidiaries, affiliates and related companies do business, that may be obtained by Landlord (“Confidential Information”). Landlord agrees to hold such Confidential Information in trust and confidence for Tenant and not to disclose such information to any person, firm or enterprise, or use, directly or indirectly, any such information for its own benefit or the benefit of any other party, unless so authorized by Tenant in writing.</p>

FLOOR PLAN

COFFEE SPACE



MAIN FLOOR

