

REQUEST FOR INFORMATION (RFI) FOR CATERING SERVICES AT THE KANSAS CITY PUBLIC LIBRARY

October 8, 2025

I. INTRODUCTION

THE KANSAS CITY PUBLIC LIBRARY (the “Library”) requests a written response to this Request for Information (“RFI”) for the purpose of obtaining information and gauging interest from qualified catering service providers interested in entering into a contract with the Library to provide catering services for its patrons and clients.

The Library is seeking a variety of food and pricing options offered by multiple vendors, and **intends to make a multi-year, multi-vendor contract award** to allow Library staff and clients the flexibility to choose the catering services that best meet their needs. **The Library makes no guarantee of a minimum or maximum amount of services which shall be requested of any vendor(s) selected.**

All RFI responses shall be delivered, and shall adhere to the format, as further indicated herein. The responses may, upon review by a Library staff committee, result in a qualified list of vendors for catering services. Finalists will be notified, and formal proposals will be requested.

The qualifications of each respondent will be judged based on the criteria presented in this RFI. The Library reserves the right to reject any or all of the responses with or without cause and accept any response that, in the Library’s sole judgment, will be in the best interest of the Library.

This RFI includes an overview the Library’s catering needs, response requirements, and instructions for submitting responses.

II. OVERVIEW

The Library has ten (10) branch locations, although catering services are generally provided at the Library’s Central Library location and at the Truman Forum located within the Library’s Plaza branch location. The address and hours of each site can be found online: <http://www.kclibrary.org/branches>. Events are held outside of Library hours as well.

The Library hosts both Library-sponsored catered events (“internal events”), such as speaker receptions and fundraising events, and catered events for clients (“external events”), such as weddings and other social or business gatherings. An estimated monthly

average of both the number of events and number of people served at an event (for both internal events and external events) is provided below. The Library anticipates spending approximately \$110,000 in the current fiscal year on internal events. **(NOTE: The approximate fiscal year total and estimates below are provided only to give vendors an idea of the monthly volume anticipated by the Library; the Library makes no guarantee of a minimum or maximum amount of services which shall be requested of any vendor(s) selected):**

- **Internal Events** – Ten (10) catered events for Library-sponsored events per month. Although these events can have crowds as high as 1,000 people, the average number of attendees is around 150 people.
- **External Events** – Three (3) catered events for clients per month, with an average of 100 people per event.

The selected catering firm(s) will have access to the Library's premises (including staging areas, where available) at reasonable times, as determined by the Library, to provide the desired catering services.

Please note: Although some of the external events are wedding-related events, wedding cakes will be excluded from the contract(s), to allow the Library's clients flexibility in selecting wedding cakes from any vendor as desired.

III. SCOPE OF WORK

Vendors may submit a quote for the estimated volume of internal and external events or for the number of events within their capacity.

The selected catering firm(s) is expected to:

- Provide friendly and professional service to the Library's staff, patrons, and clients.
- Provide timely and professional communication to the Library's staff and/or clients.
- Have a dedicated staff member responsible for events at the Library who is able to inform & direct all catering staff working these events so they know the locations & rules, such as where the event space & ice machines are located, where to park, how to get in the building, where trash goes, etc.
- Work with Library staff and/or clients to prepare menus for events that have various goals and price points.
- Be able to deliver, set up, and serve varying events from a buffet to a plated banquet including full service as well as drop off or pick up.
- Maintain the condition of the Library's property (no damages, theft, etc.)
- Provide all supplies (forks, knives, linens, cups, tableware, etc.). Linens for food tables and bar are expected to be provided by the caterer. Individual guest table

linens do not have to be provided but could be, if available. Please note if caterer is able to provide furniture for clients to rent, such as cocktail rounds, wooden folding chairs, table centerpieces, table numbers, etc.

- Clean-up catering materials (left over food, supplies, trash, etc.) after events.
- Have flexibility in staffing to accommodate changes in anticipated event attendance.
- Comply with all applicable local, state, and federal requirements for catering services.
- Obtain all permits, licenses, or bonds required for the operation of food, beverage, and liquor service in the city of Kanas City, Missouri.
- Have been in operation at least three (3) years.
- **NOTE:** Although not a requirement, the Library is interested in knowing if a caterer has the ability to offer a cash bar service and related requirements.

The selected service provider(s) is expected to have the following insurance:

- General Liability
Commercial Form (with aggregate limit):
 - a) General aggregate (bodily injury, property damage) -- \$2,000,000.
 - b) Products, completed operations aggregate -- \$2,000,000.
 - c) Personal and advertising injury -- \$1,000,000.
 - d) Each occurrence -- \$1,000,000
 - e) Claims Made Form: If such insurance is written on a claims made form, coverage shall survive for a period not less than five (5) years after termination of the contract and shall provide retroactive date of placement prior to or coinciding with the effective date of the contract.
- Liquor legal liability per occurrence -- \$1,000,000.
- Business auto liability per occurrence -- \$1,000,000.
- Fire legal liability per occurrence -- \$100,000.
- Worker's Compensation insurance covering all of service provider's employees providing services on Library premises as required under Missouri State Law.
- Required policy endorsements: all of service provider's insurance policies shall be issued by insurance companies licensed to do business in the State of Missouri with general policyholder's ratings of at least A- and a financial rating of at least VII in the most current Best's Insurance Reports available on the date the service provider obtains or renews the policies. If Best's ratings are changed or discontinued, the parties all agree to an equivalent method of rating insurance companies. All service provider insurance policies, except for Worker's Compensation policy, shall be endorsed to:
 - (1) name the Library as an additional insured;
 - (2) provide that service provider's insurance is primary;
 - (3) provide that the inclusion of more than one insured under the policy shall not operate to impair the rights of one insured against another insured and that the coverages afforded by the

insurance, except for the limits of such insurance, shall apply as though separate policies had been issued to each insured; and (4) to provide the Library with at least thirty (30) days prior written notice of cancellation or material change in any of the required insurance.

- No limitation of liability: The forms of insurance and limits of coverage required above shall not in any way limit the ability of the service provider under the contract or otherwise.

The Library shall have the right to have representatives, including health and safety officers and the Fire Marshall, review, inspect, and evaluate the operation of and conditions of the service provider's catering services at any time with respect to safety, sanitation, and maintenance of the facilities and equipment, all of which shall be maintained at levels satisfactory to the Library.

IV. RESPONSE SUBMITTAL INSTRUCTIONS

Responses shall be submitted no later than the time and date indicated herein. Responses submitted to a location or individual other than that listed below will not be considered duly delivered or timely. The Library shall not be responsible for re-routing responses delivered to a person or location other than that specified below. Late response submittals shall not be accepted or considered. All responses, whether selected or rejected, shall become the property of the Library and will not be returned. The Library reserves the right to waive minor defects and/or irregularities in response submittals and shall be the sole judge of the materiality of any such defect or irregularity. The Library reserves the right to seek additional responses if the received responses are deemed unsatisfactory. All costs associated with response preparation shall be borne by the applicant.

Responses to this RFI shall be e-mailed to purchasing@kclibrary.org. Additional questions may be addressed to the contact below:

Jessica Addo
Purchasing Manager
Kansas City Public Library
14 West 10th Street
Kansas City, MO 64105
purchasing@kclibrary.org

The response must be received no later than 11 a.m. (Central Time) on Friday, October 31, 2025. LATE RESPONSES WILL NOT BE CONSIDERED. Any questions regarding this RFI should be directed to Jessica Addo prior to **5 p.m. (Central Time) on Friday, October 17, 2025.**

Updates to this RFI will be posted online at the Library's RFP/RFI website (currently: <https://kclibrary.org/public-notice>). Firms should routinely monitor the Library's RFP/RFI website for updates/information/addenda/cancellations.

V. RFI RESPONSE REQUIREMENTS

Submittals should be limited to the sections and items identified below. The capacity of the applicant to make a complete and responsive presentation will be favorably considered.

Submittals should contain the following items:

A. Letter of Interest: Provide a brief letter expressing the applicant's interest and appropriate qualifications. The letter of interest should include the following information:

- Title of this RFI;
- Name and mailing address of applicant (including physical location if mailing address is a P.O. Box);
- Contact person, telephone number and email;
- Statement that the submitting service provider will perform the services as described in this RFI, including any addenda (reference addenda by date and/or number).

B. Relevant Experience/Qualifications

Provide a brief history of the respondent's company and discuss respondent's ability to meet the Library's needs as outlined in this RFI. **Also, please note if your firm has the ability to offer a cash bar service, if desired.**

C. Sample Menus

Provide a sample of menus including pricing used and/or proposed for the Library as well as any discounts available for the Library.

D. References

Provide three (3) references for catering services provided within the last five (5) years that the Library may contact. Provide contact name, address and telephone number. Provide a brief description of the catering services provided.

VI. Selection Criteria

The Library intends to choose three (3) to five (5) highly qualified catering service providers considered best qualified and capable of performing the desired catering services and attempt to negotiate a contract with the selected service providers.

The following criteria will be used by the Library to evaluate the responses:

- The service provider's ability to meet the Library's catering needs;
- The variety of menu options and catering services offered by the service provider;
- The service provider's experience and qualifications.

Per Library policy, a preference will be given to local vendors and minority and/or women business enterprises (M/WBE). Additionally, Missouri-based, service-disabled veteran enterprises (SDVE) certified by the State of Missouri Office of Administration will receive a three (3) point bonus preference.

VII. Confidentiality of Respondent Information

Any proprietary information furnished by a respondent to the Library that is designated confidential shall be treated as confidential to the Library to the extent allowable by law.

VIII. Confidentiality of Library Information

Respondent acknowledges that any information provided by or obtained from the Library in connection with this RFI, either before or after the issuance of this RFI, is the sole property of the Library and must be treated as confidential, and that this confidential information is not to be used for any purpose other than replying to this RFI, and that this confidential information must not be disclosed without the prior written authorization of the Library, and that this confidential information shall be returned by the respondents to the Library immediately upon the request of the Library.

IX. Pricing/Cost Model Information for General Information Purposes Only

Any pricing/cost model information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only when specified by the express terms of a subsequent bid or negotiation process, or where established through the execution of a written agreement.

X. Information in RFI Only an Estimate

Library and its representatives make no representation, warranty, or guarantee as to the accuracy of the information contained in the RFI or issued by way of addenda. Any quantities or data contained in this RFI, or provided by way of addenda, are good-faith estimates provided only as general background information.

XI. Governing Law

It is understood and agreed that the construction and interpretation of this RFI and related addenda shall at all times and in all respects be governed by the laws of the

State of Missouri. The parties agree that any legal action brought in connection with this RFI is to be maintained only in the Circuit Court of Jackson County, Missouri.