



Given Tufts Foundation Request for Proposals

The Given Tufts Foundation ("Given") has an exciting opportunity for a Food & Beverage entrepreneur interested in collaborating with a local nonprofit organization to enhance its current retail space, in a move-in ready location at the center of downtown Pinehurst.

Given is inviting vendors to submit a proposal related to our plans around improving the current coffee shop operations, to include after-hours functions such as alcohol service and other options.

Given will review plans and suggestions for ways to enhance, utilize, and better work with existing building facilities for the common benefit of Given, the Outpost building, the Given Tufts Bookshop, and the coffee shop operator.

The goal is to maximize income to the Foundation for support of the library, extend operations, and present a more inviting and welcoming retail facility for visitors, residents, employees, and volunteers of the Pinehurst community.

Instructions for Bidders:

- A formal proposal is required by July 11, 2025 and should be emailed to Cara Mathis, Executive Director of the Given Tufts Foundation, at executivedirector@giventuftsfoundation.com.
- The proposal should include, but is not limited to:
 - Proposed monthly rent / profit-sharing opportunities, including:
 - Monthly rent payment
 - Reimbursement to Given of the following utilities:
 - 100% of Water/Sewer/Fire Protection (average \$300/month)
 - 90% of Electricity (average \$1,150/month)
 - 90% of Internet Service (average \$170/month)
 - Rent includes use of common area furniture and fixtures
 - Proposed term of lease (maximum 9 Years), co-terminus with primary lease
 - Start date
 - Proposed enhancements / improvements to common area, including:
 - Renovation timeline
 - Renovation budget
 - Mock-up / illustration of changes, cost, timetable for improvements
 - Overview of operations including, but not limited to:
 - Menu with pricing
 - Enhancements; expansion of the current menu offerings
 - Proposed hours of operation
 - Management/staffing overview
 - Opportunities for expansion of existing service areas:
 - Main floor
 - Back patio (additional seating)
 - Side patio seating