



WINNEBAGO COUNTY

— ILLINOIS —

County Administration Building
404 Elm Street
Rockford, Illinois 61101

Purchasing Department
Phone: 815-319-4380
Fax: 815-319-4381

July 8, 2026

ADDENDUM ONE

WINNEBAGO COUNTY COURTHOUSE FOOD/RETAIL LESSEE REQUEST FOR PROPOSAL #26P-2480

1. The RFP indicates the café will serve court patrons, jurors, and courthouse staff. Can the County provide the following information to assist proposers in developing staffing and financial projections?
 - a. Average daily courthouse visitors - For 2025, an average of 16,623 visitors per month or 830 per day.
 - b. Average daily employee population within the courthouse Approximately 340 employees have assigned workstations within the subject courthouse complex. Additional county and court employees are staffed within other buildings within the downtown county campus and would regularly access/visit the main courthouse complex.
 - c. Average number of jurors reporting each day Jurors are summonsed to appear on Mondays and Tuesdays of each week, typically 48/52 weeks per year. Jurors are told to report either at 8:30 am or 1:00 pm on given days. Actual number of jurors reporting per day is dependent on trial needs, and could range from zero to 150 on Mondays and zero to 100 on Tuesdays. For current calendar year, an average of 350 prospective jurors per month have report have appeared for jury selection. A tentative reporting number could be provided weeks in advance but several factors go into those dynamics to consider, it's ever evolving.
 - d. Estimated daily building occupancy - 1,170, calculated based on assigned employees with the subject courthouse and average daily visitors.
2. Has this location previously operated a café, vending program, or other food service operation? If so, can the County provide any historical sales volumes, transaction counts, or other usage data? This is a brand-new operation. We have not operated a café style option in our courthouse in 30+ years.
3. The RFP notes there is a second service window accessible to the Jury Assembly area. Can the County provide:
 - a. The average number of jurors reporting each day? Jurors are summonsed to appear on Mondays and Tuesdays of each week, typically 48/52 weeks per year. Jurors are told to report either at 8:30 am or 1:00 pm on given days. Actual number of jurors reporting per day is dependent on trial needs, and could range from zero to 150 on Mondays and zero to 100 on Tuesdays. For current calendar year, an average of 350 prospective jurors per month have report have appeared for jury selection.

- b. Typical peak jury periods throughout the year? Jury trial take place throughout the calendar year, typically on 48/52 weeks per year. See jury trial and court holiday calendars at: <https://illinois17th.com/about/calendars>. Jury trials are typically not held during the last two weeks of the year. Trials typically last between 2-4 days. A total of 57 jury trials have been taken place year-to-date.
 - c. Whether vendors may accept pre-orders or scheduled deliveries for jurors? We are open to suggestions regarding pre-orders.
 - 4. The RFP identifies preferred operating hours of 9:00 a.m. to 2:00 p.m. Are proposers permitted to recommend alternative operating hours based on customer demand, or will the selected vendor be expected to maintain fixed operating hours? Yes, absolutely we are looking for a partner and open to suggestions as we navigate this lessee relationship.
 - 5. Can the County provide a detailed inventory of the furnishings and equipment that will be included with the café space (e.g., refrigeration, shelving, counters, point-of-sale utilities, electrical capacity, internet access, etc.)? There is no kitchen equipment being provided. There are counters, a hand washing sink and multiple outlets. We are open to increasing capacity as needed regarding electrical. The space was built with the intention of operating as a low-risk permitted food establishment. There is Wi-Fi access in the building.
 - 6. Will utilities (electricity, water, internet, refuse removal, etc.) be provided by the County, or are these costs the responsibility of the selected vendor? We are open to suggestions and negotiations here upon finalizing our submissions and discussions with a short list of vendors.
 - 7. The RFP states that rent will be determined through discussion with the selected vendor. Can the County provide additional information regarding how rent will be established (e.g., fixed monthly rent, percentage rent, negotiated amount, or another methodology)? We are open to negotiations here. We are looking for a simplistic approach likely leaning towards a negotiated amount or fixed monthly rent which encompasses utility usage.
 - 8. Can the County describe the procedures for vendor deliveries, including designated loading areas, delivery hours, security screening requirements, and access to the café space? There is not a large loading dock near this location similar to other County entities. The lessee would have full access to the facility as well as café to handle deliveries as needed at their discretion. Employees accessing the facility would enter the main entrance and be subject to security screenings.
 - 9. Is any storage space available outside of the café footprint for inventory, paper goods, or small equipment? There is not designated storage at this time but we are open to determining potential options near the space.
 - 10. Are there any restrictions regarding accepted payment methods (cash, credit/debit, mobile payment applications), and are cashless operations permitted? There are no payment method restrictions.
 - 11. Will the selected vendor have exclusive rights to provide retail food and beverage services within the courthouse, or are there existing vending machines, catering providers, or other food service operators that will continue to operate? There is not a comparable food and beverage operation within the County or Courthouse that is public facing. We will continue to manage separate contracted relationships for Food Operations at our Nursing Home, Jail and Juvenile Detention Center, to name a few. We do plan on continuing our vending operations with the existing vendor, Canteen.
 - 12. Does the County anticipate any changes in courthouse occupancy, staffing, or public traffic following the opening of the Family Court Center that proposers should consider when forecasting future sales? We do anticipate courthouse occupancy to flow differently when it comes to public traffic as several Jury, Family Court Center and Courthouse operations in general were further spread across multiple floors and buildings. This addition will bring a more cohesive and welcoming flow to our operations especially from a public entry perspective. The café space is located right across the elevators and main entrance and exit for the Courthouse.
 - 13. Are there any photos of the space? Photos are attached online here: [26P-2480 – LOCATION ATTACHMENTS - PHOTO](#)
-

14. Do you know the current power situation inside the space? (Asking for any equipment we may want to bring in). Multiple 120-volt outlets are available within the space. We are open to look at increased capacity needs as requested but we also need to maintain this is a low-risk permit location with the Winnebago County Health Department.
15. I see there is an anticipated launch of the café for mid-October.
 - a. How soon would the company whom is selected for this opportunity be selected? Our goal is to finalize conversations and evaluations with all interested vendors by mid-September.

END OF ADDENDUM ONE