

## **Request for Proposals (RFP)**

### **Winnebago County Courthouse – Food/Retail Lessee Vendor**

#### **RFP Schedule of Events**

Issue RFP: Monday, June 22, 2026

Addendum Questions Due: Wednesday, July 1, 2026 by 5:00 pm

Addendum Response Issued: Wednesday, July 8, 2026 by 5:00 pm

RFP Submissions Due: Monday, July 20, 2026 by 5:00 pm

#### **Overview**

The 17<sup>th</sup> Judicial Circuit Court of Winnebago County is seeking a small business or local vendor to operate a first-floor café in the Winnebago County Courthouse, within the new Family Court Center located at 400 W. State Street in Rockford, IL. The café will provide convenient food and beverage options for court patrons, jurors, and courthouse staff.

#### **Important Facility Information**

- No commercial kitchen is available on-site
- On-site food preparation is not permitted
- All food must be prepared off-site in a licensed commercial kitchen and delivered to the courthouse
- Alcohol sales are prohibited
  - Café is about 200 square feet, with a counter and window accessible to anyone who has cleared security and entered the courthouse. A second window in the same space is accessible to the Jury Assembly area.
  - It is anticipated the space will be available for set-up and access in September. We are wanting operations up and running by mid-October.
  - There is a hand-washing sink but no three-compartment sink or grease trap for this location.

#### **Hours of Operation**

Negotiable; preferred 9:00 am to 2:00 pm

Courthouse hours are 8 am to 4:30 pm, Monday through Friday

Café would not be operational when the Courthouse is closed. Court holidays may be found at [illinois17th.com](http://illinois17th.com)

#### **Services Requested**

The selected vendor will sell grab-and-go food and beverages, including:

- Coffee and non-alcoholic beverages
- Sandwiches and wraps
- Pastries and baked goods
- Chips, snacks, and packaged items

#### **Vendor Responsibilities**

- Prepare all food off-site in a licensed commercial kitchen or provide pre-packaged food options
- Transport and restock food items as needed
- Staff the café during operating hours
- Maintain cleanliness and sanitation of the café area
- Comply with health, safety, and courthouse security requirements
- Comply with Winnebago County Health Department Requirements including low-risk operational permitting

### **Financial Information**

- No profit-sharing is requested
- Rent for the café space will be determined through discussion with the selected vendor
- Vendor is responsible for all operating costs, including appliances not included with the café.

### **Who Should Apply**

This opportunity is well-suited for:

- Small businesses
- Local cafés or coffee vendors
- Mobile or pop-up food operators with access to a licensed kitchen

### **What to Submit**

Interested vendors should submit:

1. Business name and contact information
2. Brief description of your business and experience
3. Sample menu, with estimated prices, and proposed hours of operation
4. Description of off-site food preparation and delivery plan
5. Proof of obtaining required licenses, permits, and insurance

### **Submission Information**

Proposals are Due:

**Date:** Monday, July 20, 2026

**Time:** 5:00pm

**Submission Method:** Interested vendors should submit the above information by email to Court Administrator, Thomas Jakeway at [tjakeway@17thcircuit.illinoiscourts.gov](mailto:tjakeway@17thcircuit.illinoiscourts.gov)

### **Questions may be directed to:**

Thomas Jakeway, Court Administrator

[tjakeway@17thcircuit.illinoiscourts.gov](mailto:tjakeway@17thcircuit.illinoiscourts.gov)

815-319-4800

The 17<sup>th</sup> Judicial Circuit Court and Winnebago County reserve the right to accept or reject any proposal.