PROPOSALS OF INTEREST
POP-UP RETAIL STORE AT THE NEW
MARTIN LUTHER KING JR. MEMORIAL LIBRARY

The District of Columbia Public Library (DCPL) is an independent agency of the District of Columbia government, open seven days a week and receiving over 4 million annual visits, citywide at twenty-six library branches.

Over the past decade DCPL has made significant investments in its infrastructure. Twenty of the branches have been rebuilt, refurbished or renovated.

The flagship, Martin Luther King Jr. Memorial (MLK) Library, located on 9th and G Streets, NW in Washington, DC, will soon reopen its doors after being closed for approximately three (3) years for renovation and new construction.

The new MLK Library will have many new features to include: a monumental staircase, dedicated café and catering spaces, auditorium, dance studio, rooftop terrace, conference center and more.

DCPL is looking for a local retail merchant to operate and sell their merchandise in our uniquely designed 900+ square foot retail space in the early fall of 2020. The storefront retail space is prominently located on the corner of 9th and G Streets, closely adjacent to the café.

We are considering a facility use agreement model for interested merchants to operate a pop-up retail store in the space for a minimum of 12, not to exceed 18 months. Under this agreement, the selected merchant would be strongly encouraged to promote the sale of locally sourced products and would also agree to selling MLK Library-inspired products. In lieu of a monthly fee for leasing the space, the selected merchant will pay the library an agreed upon percentage of their gross monthly sales receipts, to be deposited in the agency’s revenue-generating fund.

Please email the details of your proposal of interest to the attention of:

mlkpopupretail@dc.gov, by no later than 12:00 pm EDT on March 20, 2020. Proposals should not exceed 6 pages, single-spaced, 12-point font. Feel free to include pictures of potential product offerings in your submission. Proposals exceeding this requirement will not be considered.

Should you have any questions, please email your inquiries to:

mlkpopupretail@dc.gov prior to the March 20, 2020 deadline.