



# Soft Drink Beverage Provider Request for Proposal

## **Proposal Due**

January 27, 2023 by 5:00 PM

Freeport Park District Administration Office

P.O. Box 417

1122 S. Burchard Ave

Freeport, IL 61032

Attention: Berin Jackson, Superintendent of Recreation

# Introduction

The mission of the Freeport Park District is to promote the use of recreation in generating an exciting, dynamic quality of life by providing the highest quality facilities and programs to meet the ever-changing needs and interests of individuals of all ages and abilities. The Park District will preserve and protect land and resources for the enrichment of the community and future generations.

The Freeport Park District operates a number of facilities including a 36-hole championship golf course including a driving range and restaurant; a 750 swimmer capacity aquatic center featuring sand play areas, several water play features and a 175 ft. water slide; an antique 20-horse carousel; an 18-hole miniature golf course; an 18-hole disc golf course; a 600 seat performance amphitheater; 10 rental shelters; a boat rental operation; a 135 acre nature preserve; 11,000 sq. ft. skate park; 3 concession stands; and 9 baseball/softball field. The District is also host to over 100 recreation programs and events; Freeport Little League and numerous baseball/softball tournaments.

## Request for Proposal Section I

### **A. General**

The purpose of this section is to set forth the minimum requirements for submission of a proposal as the exclusive purveyor (vendor) of soft drinks for the Freeport Park District (FPD).

### **B. Term**

The agreement shall be for a term beginning May 1, 2023, expiring on April 30, 2026. The FPD retains the right to terminate the agreement upon 30 day notice if vendor fails at any time, to perform to the satisfaction of FPD. The beverage agreement will be between the FPD and the selected vendor. Any existing or future private concessionaire(s) providing product on Park District property will be responsible for ordering their own product and financing all associated costs agreed to in the final contract.

### **C. Exclusions**

This RFP provides for the sole exclusive right for sales of all carbonated soft drinks, isotonic drinks, bottled juice, frozen drinks and water. FPD reserves the right to secure a separate hot coffee drink provider.

### **D. Supplies and Equipment**

The vendor must agree to provide, at no cost, the needed equipment to cool and dispense product in all existing locations as well as in test and new sales locations. Through mutual agreement between parties, vendor representatives are encouraged to identify new points of sale locations and secure the necessary equipment to serve those locations. All supplies, equipment and fixtures shall be new or recently refurbished and in top operating order. Vending machines must be equipped with \$ changers, locks, and factory installed product counters. Please provide product literature for all proposed equipment. The items listed below are minimum requirements that should be checked by company representatives prior to bid submission.

### **Park Hills Golf Course**

4 – 20 oz. Bottle vendor

1 – Single door cooler

1 – Table top cooler

1 – 6-8 valve fountain including rack, hoses & installation

1 – 2 hopper frozen drink dispenser

### **Read Park Family Aquatic Center**

1 – Single door cooler

1 – Double door cooler

1 – 2 hopper frozen drink dispenser

### **Krape Park Boat Rentals**

1 – Table top cooler

### **12 oz. Can Vending**

1 – Park Maintenance Shop

### **Read Park Little League Concession Stand**

1 – 6-8 valve fountain including rack, hoses & installation

1 – Double door cooler

1 – 2 hopper frozen drink dispenser

### **Misc. Equipment & Supplies**

Menu boards as needed for each location

Misc. promotional and giveaway materials (e.g. t-shirts, hats, water bottles, free product etc...)

## **E. Equipment Maintenance and Support Services**

Service during the term of the agreement is a prime consideration in the evaluation of vendor proposals. Ownership of dispensing and vending equipment remains with vendor. Please provide a statement that responds to each of the following customer service issues.

- Installation will meet or exceed all requirements of Federal, State and local jurisdictions for health and safety.
- Indicate procedure for ordering product and proposed delivery schedule.
- Provide annual closing (winterizing) and start-up of equipment
- We require each fountain be checked for proper mix of product, water and CO<sup>2</sup> on a monthly basis from May through October.
- Please state procedure for handling equipment service request and average estimated response time for service personnel to arrive at our facility.
- Equipment, product and service availability during non-traditional times (evenings, weekends and holidays)

## **F. Ordering, Delivery, Return & Billing information**

All proposals shall include specific information concerning standard ordering procedures i.e., dates, times, phone numbers etc., correlating delivery dates, product shelf life (from time product is received until expiration), return policy and billing procedures and terms.

## **G. Product Cost**

All proposals must include product pricing for various soft drinks in all package combinations and cups and lids for all sizes offered. Provide any guarantees, lock-ins, and/or percentage ceilings on price increases applicable to the 3-year service agreement. Also, state the amount of complimentary product, if any, you are willing to provide for non-profit FPD use throughout the year.

**H. Product and Market Share**

Proposal should include information regarding product and market share on local, regional and national basis.

**I. Proposal Submission:**

Three copies of the proposal are due by 5:00 pm on Friday, January 27, 2023 to:

Freeport Park District  
PO Box 417  
1122 S. Burchard Ave.  
Freeport, IL 61032  
Attn: Berin Jackson, Superintendent of Recreation

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Any opportunity for future contributions to capital improvements are not part of this proposal and will be treated separate to this agreement.

The Park District reserves the right to:

- Request clarification or additional information from any firm at any time
- Modify, remove or add requirements to the RFP and to reopen the proposal process
- Reject any and all proposals.

## Section II

### A. Product Volume

The following table represents approximate annual product volume.

	20 oz. Soda (case of 24)	12 oz. Soda (case of 24)	20 oz. Sport Drink (case of 24)	20 oz. Water (case of 24)	12 oz. Water (case of 24)	18.5 oz. Tea flav. (case of 24)	5 gal BiB (each)	3 gal BiB (each)
Totals	85	20	120	90	8	25	12	50

### B. Concession Expansion

The Freeport Park District continues to look at opportunities to expand current beverage vending. We invite your ideas, suggestions and vision of how our relationship can grow to meet the needs of the community as well as the needs of both organizations.

## Section III

### Provider's Bid Document

The Freeport Park District requests that vendor provide all information requested below as part of Bid Document. Please provide 3 copies of Bid Document.

1. Product and market share information (Section I; paragraph H)
2. Detailed description of all equipment needed to dispense and/or serve product. (Section I; paragraph D).
3. Information on equipment maintenance and support services (Section 1; paragraph E)
4. Information on ordering, delivery, return policy, billing etc... (Section 1; Paragraph F)
5. Complete information on product pricing, including best pricing in exchange for exclusive pouring rights (Section I; paragraph G. Also see below)

#### Product pricing

Item	Package Size	Price
Premix Canisters		
Post mix Bag-n-Box 3gal/5gal		
CO <sup>2</sup> cylinder		
12 oz. Paper Cups		
Lids		
16 oz. Paper Cups		
Lids		
20 oz. Paper Cups		
Lids		
32 oz. Paper Cups		
Lids		
20 oz. Bottled Soft Drink		
20 oz. Sports Drink		
20 oz. Bottled Water		
12 oz. Canned Soft Drink		
Juice selection	Attach information	
Other Products offered	Attach information	

## **Evaluation**

A Park District selection committee will review competing proposals submitted in response to the RFP. The selection committee will take all criteria of the proposal into consideration when selecting bids.

## **Questions Concerns & Inquiries**

Please direct questions, concerns and inquiries to Berin Jackson, Superintendent of Recreation at 815-801-8709 or email at [bjackson@freeportparkdistrict.org](mailto:bjackson@freeportparkdistrict.org).

## **Schedule**

All bids are due on or before 5:00 PM, Friday, January 27, 2023.  
Bid review and recommendation by Tuesday, February 7, 2023.

## **Insurance Requirement**

The (vendor) accepted by the Freeport Park District shall be required to obtain and maintain adequate insurance, with the Freeport Park District as an additional insured, covering the following: Workman's Compensation; Commercial General Liability; Automobile Liability; with Waiver of Subrogation Provisions. Please state in your proposal what insurance will be provided (amounts, insurers, etc.) Liability policies are to be on an occurrence rather than claims-made basis.

The agreement with the successful vendor shall contain a statement of responsibility for all loss and damage caused to any of the vendor's property, employees, agents, subcontractors, suppliers and an indemnification or hold-harmless provision.