



**Request for Proposals
Non-Alcoholic Beverages**

INVITATION

The South Bend Venues Parks & Arts (VPA) department is requesting proposals from qualified companies interested in non-alcoholic beverage contracts including soda, isotonic, juice and water commencing January 1, 2019 for a three year term.

The South Bend Park Department was established in 1879 when the City Council passed a local ordinance to create South Bend's first municipal park. In 2016, the unit was renamed to Venues Parks & Arts to encompass a comprehensive and progressive vision for the park. Consisting of 53 parks, three community centers, three golf courses, the Century Center, Morris Performing Arts Center, Palais Historic Ballroom, East Race Waterway, Byers Softball Complex and many other assets, VPA strives to make South Bend a more livable community connecting each citizen to engaging experiences and one another. We work to touch every resident, every year. South Bend is currently experiencing transformational growth with an infusion of more than \$50 million to enhance its parks and trails.

GENERAL CONDITIONS AND REQUIREMENTS

This request for proposal (RFP) is only an invitation to submit a proposal and does not commit VPA in any way to enter into an agreement for beverage services. In addition, the RFP does not obligate VPA to pay any costs incurred by any respondent in conjunction with the preparation of a response to this request.

VPA reserves the right to:

- A. Refuse any and all bids submitted which are not in substantial compliance with the proposed criteria;
- B. Reject any and all proposals with or without cause, and without obligation to indicate any reason for such rejection;
- C. Cancel the proposal process;
- D. Modify the selection procedure, the scope of the proposed license, minimum requirements or the required responses;
- E. Negotiate with any, all or none of the respondents to the RFP.

The award of the contract will not be based on the lowest fee proposed, but on the basis of the proposal deemed most advantageous to VPA.

PROPOSAL REQUIREMENTS

VPA seeks proposals for the right to supply non-alcoholic beverages including soda, isotonic, juice and water for a period of three years to the following venues.

- O'Brien Fitness Center
- Martin Luther King Jr. Community Center
- Charles Black Community Center
- Howard Park Community Center¹
- Byers Softball Complex
- Erskine Golf Course
- Studebaker Golf Course
- Elbel Golf Course
- Morris Performing Arts Center²
- Palais Royale Historic Ballroom³
- Century Center^{*4}
- VPA-owned events** (Best. Week. Ever., Kids' Triathlon; Community dances)

During the term of the contract, the vendor shall fully supply all products and fill all machines in a timely manner. The vendor will keep all vending and concessions fully supplied with respect to all cans, bottles, syrups, carbonation and all other necessary supplies to allow VPA and contractor to maximize sales.

The respondent shall include in the proposal an initial product line and pricing, including the pricing over the three year term.

Included as part of this proposal is an annual non-refundable sum payable to VPA in advance, the first payment due upon execution of the contract and each fixed annual sum due thereafter by January 31 of each subsequent contract year.

This annual fixed payment constitutes a fee for the intangible, valuable consideration to Vendor of the privilege from this contract of marketing Vendor's products within each/all of the VPA's designated venues and for sponsorship of VPA projects and programs. The manner and specific benefits associated with this vendor marketing/sponsorship privilege will be mutually negotiated and may include tickets/passes to events, placement of signage and similar benefits. Sponsorship privileges may be provided in a combination of product donation and cash.

The vendor will allow VPA and its contractors, who hold the agreements to provide food/beverage services in its venues, to purchase beverages at reduced cost for use in conjunction with VPA's operated and non-vending concession areas.

¹ Beverages sold via TBD provider in café (term TBD)

² Beverages sold via Navarre Hospitality (through 2020)

³ Beverages sold via Navarre Hospitality (through 2020)

⁴ Beverages sold via SMG's Savor (through 2020)

The vendor should also comment how their sponsorship will significantly enhance VPA's impact drivers, which include the following.

- A. Social equity: erasing societal divides and ensuring the ability to thrive for all, regardless of income level, race, gender, ability, orientation or age.
- B. Neighborhood and economic impact: creating strong and safe neighborhoods and providing significant return on investment.
- C. Health and wellness: enhancing the physical, mental and emotional well-being of individuals.
- D. Ecological stewardship: responsible use and protection of the natural environment through conservation and sustainability practices.

TERMS

The selected company will demonstrated a proven record in providing comparable services in the operation of similar facilities.

1. Ability to provide service seven days a week, year round;
2. Provision of clean, safe and sanitary machines that meet or exceed government or industry standards;
3. Provision of trained personnel to properly service the machines and equipment;
4. Proof of insurance coverages in amounts and types with insurers reasonably acceptable to the City of South Bend.

**Century Center is currently under contract through December 31, 2019 and would join this agreement as of January 1, 2020.*

***VPA events are subject to change annually and may NOT include retail/resale opportunities with them.*

INSTRUCTIONS FOR SUBMITTAL

All interested parties are encouraged to call Jeff Jarnecke, VPA executive director of venues, at 574-235-5796 or email at jjarnecke@southbendin.gov with any questions.

Responses should be emailed to Jeff Jarnecke at the above address by October 31, 2018. Proposals must be valid for 45 calendar days from the closing date.

CRITERIA FOR EVALUATION

Award criteria includes the following:

1. Product availability and cost. (35%)
2. Service, delivery and repair. (15%)
3. Promotional considerations. (10%)
4. Qualifications, capabilities and experience. (10%)
5. Reference verification. (5%)
6. Completeness, responsiveness and creativity of proposal. (5%)
7. Annual sponsorship dollars and commission rate. (20%)

Proposals will be evaluated by team consisting of staff members from the VPA department with feedback from our partners at SMG/Savor and Navarre Hospitality.

Appendix A
Vending Opportunities

1. O'Brien Fitness Center.
2. Charles Black Community Center.
3. Martin Luther King Jr. Community Center.
4. Howard Park Community Center.
5. Century Center.
6. Facility and Grounds' office.
7. Kennedy Pool.
8. Potawatomi Pool.

Appendix B
Sales Opportunity (By VPA to vendor)

<u>Location</u>	<u>2017 Gross Spend* – Beverages</u>	<u>Purveyor</u>
1. O'Brien Fitness Center	\$4,600	VPA
2. Morris Performing Arts Center	\$7,000	Navarre
3. Palais Royale Historic Ballroom	\$3,000	Navarre
4. Century Center	\$29,298	SMG / Savor
5. Golf Courses (Erskine/Elbel/Studebaker)	\$13,600	VPA
6. Byers Softball Complex	\$9,600	VPA
7. VPA Concessions (Two pools, East Race, recreation)	\$4,000	VPA

*"Gross spend" means dollars spent with bottler, not retailed beverages

Appendix C Equipment Needs

Morris Performing Arts Center & Palais Royale Historic Ballroom (via Navarre)

1. Six (6) roll around - circular with 18-24" diameter
2. Compensation for Beverage signage (Already agreed to by Pepsi)
3. Three (3) smaller foot print single door reach in coolers for smaller dressing rooms – on wheels easy to move
4. Two (2) medium sized double door reach in cooler for the larger dressing rooms on wheels easy to move
5. Six (6) counter display beverage tubs if available
6. Six (6) ice bins if available

Byers Softball Complex

1. One (1) large reach in single door cooler
2. Two (2) eight head fountain machines

Golf

Erskine

1. Four (4) two door coolers
2. Two (2) single door coolers
3. One (1) fountain machine with ice bin on top (8 Heads)
4. One (1) iced tea dispenser (Fountain)
5. Four (4) rolling coolers for events

Elbel

1. One (1) two-door cooler
2. One (1) fountain machine with Ice bin on top (8 Heads)
3. One (1) iced tea dispenser (Fountain)
4. One (1) small cooler for Pro Shop
5. Four (4) rolling coolers for events

Studebaker

1. Two (2) two door coolers
2. Two (2) rolling coolers for events

Century Center (via SMG/Savor)

1. Eight (8) two-door coolers

O'Brien Fitness Center

1. One (1) large reach in single door cooler

VPA Recreation

TBD