

# **CITY OF CUYAHOGA FALLS REQUEST FOR PROPOSAL**

**Accepted until February 22, 2024**

## **POURING RIGHTS AT PARKS AND RECREATION FACILITIES FOR SOFT DRINKS AND RELATED BEVERAGES**

**Cuyahoga Falls Parks and Recreation Department  
2310 Second Street  
Cuyahoga Falls, Ohio 44221**



**PARKS & RECREATION**

*Cuyahoga Falls*

**REQUEST FOR PROPOSAL  
CITY OF CUYAHOGA FALLS  
POURING RIGHTS AT PARKS AND RECREATION FACILITIES  
FOR SOFT DRINKS AND RELATED BEVERAGES FOR A MINIMUM OF FIVE (5) YEARS.**

**INTRODUCTION**

The City of Cuyahoga Falls Parks and Recreation Board is considering the awarding of pouring rights at city facilities to a soft drink and related beverage vendor. Facilities that would be included in the pouring rights contract would be Brookledge Golf Club, Downview Sports Center and Water Works Family Aquatic Center, beginning May 1, 2024 for a minimum of five (5) years.

The City of Cuyahoga Falls invites proposals from soft drink and related beverage vendors to provide product in these locations and participate in sponsorship and marketing activities.

**PURPOSE OF PROPOSAL**

The purpose of this Request for Proposal (RFP) is for the City of Cuyahoga Falls to request proposals for the supply of soft drink and related beverages at its facilities and for participation in sponsorship and marketing activities.

**GENERAL REQUIREMENTS**

**VENDOR RESPONSIBILITIES**

1. Locations where products would be sold are Brookledge Golf Club, Downview Sports Center and Water Works Family Aquatic Center.
2. Provide pictures of, and specifications for, equipment to be provided at concession-type locations (vending machines, dispensers, coolers, etc).
3. Describe concession-type equipment service and re-stocking schedules and procedures.
4. Provide a listing of all products to be sold in the areas above.
5. Provide information on the cost of these products and/or commission rates on their sales. Provide also, a projection of annual revenues that can be reasonably expected by the City through the sales and/or commissions related to these products.
6. Describe any financial sponsorship programs proposed, including total dollar amounts and terms of payment.
7. Provide a description of proposed marketing support and partnerships designed to promote City events, activities and amenities, and increase beverage sales.

## **MUNICIPAL REQUIREMENTS**

1. Vendor shall provide proof of insurance as required by the City of Cuyahoga Falls, Ohio, which covers bodily injury, property damages with a combined single limit of two (2) million dollars.
2. Vendor shall provide a list of customers for contact as references.
3. Vendor must adhere to the instructions in this Request for Proposal in preparing and submitting the Proposal.
4. Vendor must sign all documents required by the City of Cuyahoga Falls, Ohio.
5. Vendor shall reference any recycled materials utilized in the production or provision of their products.

## **PROPOSAL EVALUATION**

The Proposal will be evaluated using the following criteria, in no particular order:

1. Type and appearance of vending and concession equipment provided.
2. Servicing, re-stocking and delivery procedures.
3. References.
4. Marketing programs and support.
5. Product Selection.
6. Costs of products.
7. Amounts/rates of commission.
8. Financial sponsorship amounts and types.

## **FORMAT OF RESPONSE**

All submittals received as a result of this RFP shall include the following:

1. Cover letter. The cover letter must include the company name, address, and telephone number. It must also include the name, address, email address and telephone number of the person or persons who will be authorized to make commitments concerning this RFP.

2. Completion of the proposal page(s). The proposal page(s) are intended to easily delineate components of the Proposal and their costs and/or values.
3. Vendor information. Please include information on background, training, product information, and company profile regarding the Vendor's capability to serve the needs of the City.

## **CONTRACT DOCUMENTS**

The Vendor chosen as a result of this RFP shall complete a contract in the form required by the City of Cuyahoga Falls, Ohio. Specific items required will include certificate of insurance, certificate of premium payment to the Industrial Commission and Workman's Compensation for Ohio, Disclosure of Personal Property Tax Status, Non-collusion Affidavit, Drug Free Workplace Statement and Certification, Notice of Sub-contractors, and Equal Employment Statement.

## **DUE DATE AND DELIVERY OF PROPOSAL**

Proposals shall be delivered to the Parks and Recreation Department Office, 2310 Second Street, Cuyahoga Falls, Ohio 44221, by 5:00 PM, Thursday, February 22, 2024. An original and two copies of the Proposal shall be delivered by the deadline with the name of the proposing vendor clearly marked on the front of the envelope or package.

Submission of a proposal indicates acceptance by the Vendor of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Cuyahoga Falls, Ohio and the Vendor selected.

## **RIGHT TO REJECT PROPOSALS**

The City of Cuyahoga Falls, Ohio reserves the right without prejudice to reject any or all proposals. The award of a contract to a successful vendor is subject to approval by the Cuyahoga Falls Parks and Recreation Board and authorization by the Cuyahoga Falls City Council.

## **COSTS OF PROPOSAL**

Any and all costs incurred by the Vendor in the preparation and delivery of the Proposal are those of the Vendor and will not be reimbursed by the City of Cuyahoga Falls, Ohio.

## **ADDITIONAL INFORMATION OR QUESTIONS**

Requests may be directed to Sara Kline, Superintendent of Parks and Recreation at 2310 Second Street, Cuyahoga Falls, Ohio 44221. Phone number is 330-971-8225, and email is [kline@cityofcf.com](mailto:kline@cityofcf.com).

