



**CITY OF ELIZABETHTON**  
**Park & Recreation Department**  
**Request for Proposal –Soda Vending Service**

**April 11, 2018**

**Request for Proposals:**

The City of Elizabethton, Tennessee is requesting proposals for a soda vendor contract for the Park & Recreation Department, as well as the Elizabethton Twins. Evaluations will be based on compliance with specifications, cost, service, vendor experience, performance, and meeting the requirements of the Park & Recreation Department.

**Submitting Requirements:**

Proposals will be received at:

*Purchasing Director's Office Suite 203  
City of Elizabethton  
136 South Sycamore Street  
Elizabethton, Tennessee 37643*

Until 1:00 PM on Tuesday, May 1, 2018. Any proposals received after this time will not be considered. Proposals must be submitted on the company letterhead. The proposal is to be signed and dated by a person authorized by the firm to submit bids and proposals. Return envelopes are to be marked in the lower left-hand corner "Soda Vendor Contract, Due Date May 1, 2018."

**Bidder Requirements:**

Bidder must service the City of Elizabethton Park and Recreation Department from one location being the closest one serving the City of Elizabethton.

**Cancellation and/or Rejection Policy:**

The City of Elizabethton reserves the right to reject any or all proposals, to waive informalities and to accept the proposal or proposals in its judgment is in the best interest of the City. The City of Elizabethton does not discriminate on the basis of race, creed, color, national origin, sex, religion, age or disability status in employment or the provision of services. Contract will be for a total of 1 year upon satisfaction of Park & Rec. Department.

**Contact Persons:**

*Greg Workman, Purchasing Director  
City of Elizabethton  
136 South Sycamore Street  
Elizabethton, Tennessee 37643  
423-542-1505  
gworkman@cityofelizabethton.org*

*Mike Mains, Park & Rec. Director  
Park & Rec. Department.  
300 W. Mill St.  
Elizabethton, Tennessee 37643  
423-547-6441  
mmains@cityofelizabethton.org*



## **Soda Vendor Contract Information**

The City of Elizabethton is accepting soda vending proposals for the Elizabethton Parks and Recreation Department. The following report will look at specific Parks and Recreation Facilities which are to be included in this contract. This information will look directly at aspects of each facility along with equipment needs and vending opportunities. Please contact the Elizabethton Parks and Recreation Department for any additional information.

### **Elizabethton Recreation Center**

**History:** The Elizabethton Recreation Center is considered the home of the Parks and Recreation Department. Throughout the year a wide variety of programs and events will take place at the Center. More than sixty teams will participate in league play which includes Coed Volleyball and Open and Adult Basketball Leagues. Numerous educational classes meet at the Center along with group meetings, church socials and private parties. Annual special events such as craft shows, school registrations, book fairs and concerts often take place.

**Vending Machines:** The Recreation Center currently has two soda vending machines at the facility. Throughout the year sales will fluctuate depending on the schedule of events at the Center.

### **Joe LaPorte Recreation Area /Franklin Pool**

**History:** Franklin Pool is Elizabethton's only public swimming facility. Our pool facility is open from Memorial Day to Labor Day of each year. The facility is visited by thousands of local citizens each year.

**Concessions:** Concessions are sold at Franklin Pool therefore we will need product to sell during our pool season.

### **Joe O'Brien Field / Carmon Dugger Sports Complex**

**History:** Joe O'Brien Field is the home of the Elizabethton Twins and the Elizabethton High School Baseball Teams. This facility is also used for community special events including outdoor concerts, baseball tournaments, firework shows and movie nights.

**Concessions:** Concessions are sold during all events at Joe O'Brien Field therefore we will need product to sell especially during late spring and summer months.

## **Community Special Events**

**History:** Annual special events play a very important role in our community as they attract thousands of citizens to our park facilities throughout the year. The Tweetsie Trail Treasure Trip and Celebration, Saturday night concerts at Covered Bridge Jams, our Independence Day Celebration, the Splash at Franklin Pool, free youth baseball clinics and the Show on The Doe, our free outdoor movie nights, provide tremendous opportunities for our citizens.

**Concessions:** Concessions are sold during several annual events sponsored by our Parks and Recreation Department. These events will also bring a great deal of exposure to our vendor.

### **Product Needs**

Please include in your contract proposal the cost for twenty ounce bottled drinks along with the cost of canned drinks as we may use this product for special events and programming needs. The City of Elizabethton also has vending machines located within several Departments including City Hall that needs to be restocked on occasion.

### **Compensation**

The following list represents what we believe should be included in the compensation plan we receive for vending rights:

- Price per case sold should benefit overall sales and be profitable
- Provide annual advertising dollars for community events which may include fireworks shows, outdoor concerts and movie events. Your business will be recognized as an advertising sponsor.
- Provide free product for annual special events

### **Summary**

The Elizabethton Parks and Recreation Department is seeking a one year soda vending contract agreement. This decision is based on the fact that we are still uncertain of the future of Minor League Baseball in Elizabethton as we continue to negotiate a long-term agreement with the Minnesota Twins.

We look forward to reviewing your proposal.



Purchasing Department  
423-542-1505  
Fax: 423-547-6221

Elizabethton Star  
300 Sycamore Street  
Elizabethton, TN 37643

ATTN: Classified Legals

FAX: 423-547-6221

Please publish the following legal notice at your earliest date:

### REQUEST FOR PROPOSALS

Sealed bids will be received in the Purchasing Department of the City of Elizabethton, 136 South Sycamore Street, Elizabethton, Tennessee, until 1:00 P.M., Tuesday, May 1st, 2018, at which time they will be opened and read aloud. Bids will be on the following:

#### SODA VENDOR FOR PARK & REC.

Specifications and bid sheets may be obtained from the above office. The City reserves the right to reject any and all bids and to waive informalities. The City does not discriminate on the basis of race, creed, color, national origin, sex, religion, age or disability status in employment or the provision of goods or services.

This the 11<sup>th</sup> day of April 2018.

Greg Workman  
Director of Purchasing