



**Yellowstone County - MetraPark
Request for Proposals**

**SOFT DRINK POURING RIGHTS
MetraPark Campus**

**REQUEST FOR PROPOSALS
YELLOWSTONE COUNTY, MONTANA
METRAPARK CAMPUS SOFT DRINK POURING RIGHTS**

Notice is hereby given that the Board of County Commissions of Yellowstone County is requesting proposals for a pouring & event promotional opportunities on the MetraPark Campus located at 308 6th Avenue North, Billings, MT The MetraPark Campus. Proposals will be received until 5:00 p.m. November 20th, 2023. Proposals should be submitted to the Board of County Commissioners, P.O. Box 35000, Billings, MT 59107 or delivered to their office at the Stillwater Building 316 North 26th Street, 3rd Floor, Room 3101 - Billings, MT. All proposals should be labeled “*MetraPark Pouring Rights*” in the lower right-hand corner and mailed with 5 copies (1 Original & 4 copies). To the Board of County Commissioners, PO Box 35000, Billings, MT 59107 or delivered to their office, Room 3101, located on the 3rd floor of the Stillwater Building, 316 North 26th street, Billings, MT 59101. All timely Proposals will be opened and acknowledged at 9:30 a.m. November 21st, 2023, in the Commissioners Board Room, Room 3108, located on the 3rd floor of the Stillwater Building, 316 North 26th Street Billings, MT 59101. All Proposals received that are time and date stamped later than 5:00 p.m. November 20th, 2023 will not be opened.

Information relating to the proposal specification should be addressed to Tim Goodridge - tgoodridge@metrapark.com. Question concerning the procedure for submitting proposals may be addressed to James Matteson, Procurement Officer, at jmatteson@yellowstonecountymt.gov.

A mandatory pre-submittal meeting has been scheduled for 9:00 a.m. – 11:00 a.m. Wednesday November 8th, 2023, to discuss any questions relating to either the proposal submittal procedure or specifications of the RFP. This meeting will be held at the MetraPark Box Office Lobby, 308 6th Avenue North, Billings, Montana 59101. Any parties who intend to submit a proposal are required to attend.

SCOPE OF WORK

Yellowstone County – MetraPark – MetraPark Advisory Board is seeking proposals from qualified soft drink vendors that can provide its customers with the highest quality product and selection of soft drink beverages on the MetraPark Campus. The MetraPark Campus includes the First Interstate Arena, Montana Pavilion, Montana Expo Center, Chiesa Plaza, and other areas on the campus as identified by MetraPark staff.

- It is the intent for contract to be a 4-year contract with a 3-year extension, for a maximum term of 7-years.
- The right to make vendor’s premium and mutually agreeable products available for sale in adequate quantities to meet the public demand for soft drinks and other beverages at all times through outlets on Campus where products are sold, dispensed, or vended including, but not limited to fountain dispensers and vending machines, and to be the only sources of the supply for the products.

SPECIFICATIONS

MetraPark RFP Specs for Soft Drinks and Related Beverages

- 1) Contract term: *12/01/2023 - 11/30/2027* with mutual consent for additional three (3) years for a total of seven (7) years .
- 2) Exclusive vending machine rights in all MetraPark facilities and grounds; MetraPark reserves the right to determine location of vending machines and to shut down vending machines before and during certain events as required by event promoter, security or MetraPark management. MetraPark has the sole right on all pricing decisions.
- 3) 3rd party vendors under contract with MetraPark that opt in will be bound by the terms of this RFP until 1) The contract between MetraPark and the 3rd party vendor is terminated, or 2) The terms of the RFP expire. The following will apply to all 3rd party vendors that opt in
 - 3rd party vendor will be supplied with appropriate equipment. Equipment will be of equal quality to those supplied to MetraPark, see sec 14) below.
 - 3rd party vendor will agree to only use product provided by MetraPark under this agreement for their operations in relation to MetraPark.
- 4) Exclusive product sales from designated concession stands are as follows:
 - First Interstate Arena Concession Stands.
 - Montana Pavilion Concession Stands.
 - Expo Concession Stands.
 - Mobile Alcohol Bars.
- 5) The exclusivity provision is not event specific and does not apply to concession activity in other areas of the MetraPark campus other than those specified in 4) above.
- 6) MetraPark reserves the right of final approval on the retail selling price of all concession stand product.
- 7) Vendor agrees to assist MetraPark with rotating stock by accepting returns of any unused product after events, if necessary, without charging a restocking fee, so long as the product is unopened, undamaged, and fit for use.
- 8) Product purchase volume estimates are shown in Attachment A.
- 9) No signage is required as a condition of this RFP. Soft drink vendor has no control over signage, event sponsorships, or sampling of competing products during sponsored events.
- 10) MetraPark can order and request delivery from vendor on an “as needed” basis, no less frequently than on a weekly basis.
- 11) Pricing is FOB MetraPark.
- 12) Paper products are considered "optional products" relative to this RFP, and MetraPark reserves the right to purchase from other, non-branded source in order to advertise MetraPark, MontanaFair, and other MetraPark events.
- 13) Vendor pricing for all products will be fixed for 1-year increments, and annual increases, if any, will not exceed Consumer Pricing Index West Region for All Urban Consumers (CPI-U): by expenditure category “Food – Nonalcoholic beverages and beverage materials” by the U.S. Bureau of Labor Statistics. In no case shall this annual increase exceed 4%. Vendor will notify County in writing 30 days prior to annual price increase.
- 14) Include in soft drink pricing the following terms:
 - A) Equipment in new or like-new condition should be included in product pricing:

1. Fast-flow Fountain Machines - Number of machines specified under Attachment A with opportunity to add as needed.
 2. Pre-Mix Fountain Guns for fixed and mobile bars - Number of machines specified under Attachment A with opportunity to add as needed.
 3. Mobile pre-mix fountain machines.
 4. Vendor will install fountain equipment and all required hoses, fittings, and other supplies under the supervision of MetraPark Maintenance Engineers.
 5. Service for routine maintenance -next day response time.
 6. Service for event related emergencies – 45 minutes. Certain events such as Montana high school tournament events and MontanaFair shall, at MetraPark’s discretion, require a repair technician on hand for the event.
 7. Vending machines with temperature control timers in new or like-new condition; MetraPark management reserves the right to determine the location of vending machines.
 8. Refrigeration units for bottled products in new or like-new condition for soft drink products. Number of units determined at MetraPark’s sole discretion.
 9. Vendor to provide various insulated ice coolers for bottled products as needed for events.
 10. Vendor agrees to install, change-out, provide, and/or update equipment by 12/31/23.
 11. Free training and procedural support.
 12. Vendor agrees to provide additional equipment as needed for 3rd party concessions vendors.
- B) Carbon dioxide cylinders to be included in pricing for fountain drinks.
- 15) Respondents should indicate their bid pricing by completing and signing Attachment A of this RFP. Respondents should indicate in their bid response any RFP specifications in which they are not able to comply.
- 16) Respondents should also address non pricing values to MetraPark to include:
- A) Sponsorship dollars available
 - B) Marketing and Advertising co-promote dollars.
 - C) Local distributorship value in terms of service and accounting.
 - D) Invoicing protocol
 - E) Local contacts and availability for service
 - F) Address any other non-monetary items given to MetraPark at no cost.
- 17) Bids must be received by Board of County Commissioners, PO Box 35000, Billings, MT 59107, or delivered to their office located on the third floor of the Stillwater Building, located at 316 North 26th street, Billings, MT 59101, to be received no later than 5:00 p.m. November 20th, 2023.
- 18) The winning Proposal will be determined by:
- A) Using the product volumes identified in Attachment A, and
 - B) Vendor's ability to install or update equipment within specified time frame, and
 - C) Compliance with RFP specifications, and
 - D) The Board of County Commissioners reserves the right to reject any or all bids received, to waive informalities to evaluate the bids submitted, and to accept the bid that best serves the interests of Yellowstone County.

1. Vendor Responsibility

- a. Quality products, service, and equipment at a nationally competitive pricing during the term of the agreement.
- b. Complete detailed explanation of pricing structures, level of service to be provided, and the provision or necessary equipment by vendor during the term of the contract.
- c. Any and all options which will encourage MetraPark to choose the vendor's submittal. MetraPark requires that any and all incentives, rebates or product returns are the property of MetraPark, and are to be addressed in the initial proposal to MetraPark.
- d. Detailed proposal/explanation of vendor's marketing efforts in securing and generating new events for the MetraPark facilities, as well as its proposed involvements with current MetraPark tenants.
- e. Proof of General and Product liability Insurance must be kept current with certificates of insurance (COI) on file with MetraPark Administration.

All questions and contact regarding the Scope of this RFP must be submitted in writing or email to:

Yellowstone County/MetraPark
Attention: Tim Goodridge
308 6th Avenue North
PO Box 2514 Billings, MT 59103
406-256-2414
email- tgoodridge@metrapark.com

All questions and contact regarding the Proposal submission must be submitted in writing or e-mail to:

Yellowstone County Purchasing
Attention: James Matteson
316 North 26th Street
PO Box 35015
Billings, MT 59107
406-256-2717
email- jmatteson@yellowstonecountymt.gov

The Board of County Commissioners reserves the right to reject any or all proposals received, to waive informalities to evaluate the proposals submitted, and to accept the proposal that best serves the interests of Yellowstone County.

Done by order of the Board of County Commissioners of Yellowstone County, MT this 31st day of October, 2023.

Board of County Commissioners
Yellowstone County, Montana

John Ostlund, Chair

Attest:

Jeff Martin
Clerk & Recorder

METRAPARK SOFT DRINK POURING RIGHTS COST PROPOSAL

Volume estimates are past annual usage

5 Gallon Syrup BIB Post Mix- Volume estimate- 300

Cost

_____ - per _____

_____ - per _____

_____ - per _____

_____ - per _____

_____ - per _____

_____ - per _____

_____ - per _____

_____ - per _____

3 Gallon Syrup BIB Post Mix-Volume estimate- 120

_____ - per _____

_____ - per _____

_____ - per _____

_____ - per _____

_____ - per _____

_____ - per _____

_____ - per _____

_____ - per _____

CUP/LID/STRAW PRICING Continued

_____ - per _____
_____ - per _____
_____ - per _____
_____ - per _____
_____ - per _____
_____ - per _____

CO2 (Post mix & premix dispensers)

20 lb cylinder Estimated volume 20 _____ - per _____
50 lb cylinder Estimated volume 25 _____ - per _____

VENDING

Refrigerated Vending Machines for public areas _____ % Commission.

MARKETING & SPONSERSHIP CONSIDERATIONS

(Please quantify values of sponsorships for events; Specific Event Sponsorship, MontanaFair days and shows, Banners, Posters, Custom Artwork, etc.)

END OF THIS REQUEST FOR PROPOSALS