

**Advertisement: September 19, 2024  
Pittsburgh Post-Gazette**

**Request for Proposal**

**Municipality of Mt. Lebanon  
Exclusive Provision of Beverages for Mt. Lebanon Recreation Facilities**

For the

**Mt. Lebanon Recreation Department**

The Municipality of Mt. Lebanon is seeking proposals from beverage providers for the exclusive provision of beverages in Mt. Lebanon Recreation Department facilities. Successful providers will supply vending machines and other equipment, and offer a variety of non-alcoholic beverages including, but not limited to colas and other flavored carbonated drinks, fruit juices, tea, coffee, sports drinks and bottled water to be sold by a third-party vendor at recreation facilities. Detailed specifications may be obtained by contacting David Donnellan, Director of Recreation, at (412) 343-4519 or [ddonnellan@mtlebanon.org](mailto:ddonnellan@mtlebanon.org).

All proposals shall be submitted no later than 11:00 AM, Tuesday, October 8, 2024. Proposals must be placed in a sealed envelope addressed to David D. Donnellan, Director of Recreation, Mt. Lebanon, 900 Cedar Blvd, 2<sup>nd</sup>. Floor, Pittsburgh, PA 15228, and marked "Mt. Lebanon Recreation Department Beverage Proposal". Proposals must be delivered to this location before the time specified.

Mt. Lebanon reserves the right to reject any or all proposals, and to negotiate an agreement with any proposer.

**Municipality of Mt. Lebanon**  
**Exclusive Provision of Beverages for Mt. Lebanon Recreation Facilities**

**For the**

**Mt. Lebanon Recreation Department**  
**900 Cedar Blvd.**  
**Pittsburgh, PA 15228**

**OBJECTIVE**

To have a beverage provider ("Provider") supply all beverages to a third-party vendor for sale within the facilities of the Mt. Lebanon Recreation Department. Facilities include the recreation center, tennis center, swim center and golf course.

**AGREEMENT**

The length of the Agreement shall be 5 years and will include all beverages including, but not limited to colas and other flavored carbonated drinks, fruit juices, tea, coffee, sports drinks and bottled water. Milk will not be part of the agreement. All terms and conditions will be subject to a written Agreement satisfactory to the Municipality.

**FACILITIES BACKGROUND**

The Mt. Lebanon Recreation Department has 2 indoor ice skating surfaces, an outdoor 50-meter competition swimming and leisure pool, community rooms, historic nine-hole golf course and a 15-court award winning tennis center. The ice center is open 120 hours per week and is the home of several hockey teams. The facility also provides extensive public skating and instructional programs and has over 100,000 patrons per year participate in events. The swim center is open from Memorial Day weekend through the end of August each summer, and was completely renovated in 2014. The swim center has over 65,000 visitors each season. The golf course, established in 1907, is an historic landmark and has over 23,000 rounds of golf played annually. The tennis center operates year round, with 6 courts covered with air structures during the winter months. Attendance at the tennis courts is over 15,000 people per year.

There is a concession stand in the swim center and a self-serve market in the ice rink. The facilities currently utilize approximately 10 total beverage vending machines and several coolers for the concession stand and market.

## TERMS (not all inclusive)

1. Provider shall provide a variety of non-alcoholic beverages that appeal to the patrons of the recreation facilities.
2. Provider will have exclusive rights to provide beverages at the ice rink, community center, swim center, tennis center and golf course. The agreement will not apply to the concession stand on Cedar Boulevard at the ballfields.
3. The agreement shall not require private renters of recreation facilities to serve Provider's beverages.
4. The agreement shall not apply to milk, or other products not deemed to be beverages.
5. Provision of fountain drinks is desirable, but not required. Provider may make two separate offers: with and without fountain drinks.
6. Provider will be responsible for loaning, free of charge, all necessary vending machines, fountains and coolers for the operation. Preventative maintenance and repair of the equipment will also be provided.
7. Provider will not have access to the buildings when the buildings are closed.
8. Provider will confine displays to the concession stand and vending machines. Other displays may be permitted by mutual agreement.
9. Provider will not advertise any outside agency or programs on the premises.
10. Proposals will be based on total sales volume of 1400 cases of product per year.
11. Proposals will include 50 cases of donated product per year.
12. Proposals will include 5 annual payments to Mt. Lebanon.

## REQUIRED ITEMS FOR SUBMISSION

The following items must be included with the proposal:

1. A schedule of proposed annual payments to Mt. Lebanon.
2. A description and list of products available for annual donation of 50 cases.
3. A detailed list of products and pricing, including a schedule of planned price increases.
4. Proposals shall state whether fountain drinks are included, or a separate proposal which includes fountain drinks may be submitted.

The Municipality reserves the right to reject any or all proposals, and to negotiate an agreement with any proposer.

The Municipality will conduct a comprehensive and impartial review and evaluation of all Proposals meeting the requirements of the solicitation. The Municipality reserves the

right to reject any and all proposals, to waive any irregularities or information in any RFP response, and to accept/reject any item or combination of items.

The Municipality can award the contract only to a firm that, in the Municipality's sole discretion, best meets the needs and interests of Mt. Lebanon. Only timely submitted proposals will be reviewed and evaluated by staff to determine if they comply with the required forms and documents and submission requirements identified in the RFP. Failure to meet any of these requirements may result in the rejection of the entire Proposal.

Notwithstanding anything to the contrary contained herein, no bidder, whether successful or not, will acquire any legally binding rights against any party including the Municipality unless and until the bidder and the Municipality formally execute an agreement that is satisfactory to the Municipality, in its discretion. The submission of a bid, including the execution of the agreement that is part of this package, will not guarantee a contract award, nor will it guarantee that the Municipality will not request modifications or deletion of terms before entering into the contract.

Questions regarding this request for proposals should be directed to:

David D. Donnellan  
Director  
Mt. Lebanon Recreation Department  
900 Cedar Boulevard - 2nd Floor  
Pittsburgh, PA 15228  
(412) 343-4519  
ddonnellan@mtlebanon.org

Mt. Lebanon Recreation Department Beverage Proposal  
Mt. Lebanon Recreation Department  
900 Cedar Blvd.  
Pittsburgh, PA 15228

Gentlemen:

I (We) hereby propose to be the exclusive beverage provider in compliance with your Official Notice, Specifications and Instructions.

Proposed Agreement payment(s) as follows:

Year 1 \$ \_\_\_\_\_ plus 50 cases of donated product.

Year 2 \$ \_\_\_\_\_ plus 50 cases of donated product.

Year 3 \$ \_\_\_\_\_ plus 50 cases of donated product.

Year 4 \$ \_\_\_\_\_ plus 50 cases of donated product.

Year 5 \$ \_\_\_\_\_ plus 50 cases of donated product.

It is understood that Mt. Lebanon reserves the right to reject any or all proposals.

Respectfully submitted,

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Provider Name

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone

( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_