

**Glen Ellyn Park District  
Request for Proposal**

**License for Vending Services**

The Glen Ellyn Park District is accepting proposals from organizations whose purpose is to provide the installation, operation, and maintenance of health-conscious, non-alcoholic beverage and snack machine products and services at various locations within the Park District. The Park District anticipates that the successful applicant will (i) pay to the Park District a percentage of revenue collected from the vending machines, and (ii) an annual up-front sponsorship fee for Park District projects or programs in exchange for an exclusive vending license.

Information and proposal forms are available by contacting Stacey Lim, [slim@gepark.org](mailto:slim@gepark.org) or via the Park District's website at <https://gepark.org/bids-rfps/>.

Each proposal must be placed in a sealed, opaque envelope clearly marked **“Sealed Proposal: License for Vending Services”** and addressed to **Glen Ellyn Park District, Spring Avenue Recreation Center, 185 Spring Avenue, Glen Ellyn, IL 60137 Attention: Stacey Lim**. Proposals will be received until 1:00pm, December 5, 2025.

The Glen Ellyn Park District Board of Commissioners reserves the right to waive any technicalities or irregularities, to accept or reject any or all proposals, to accept only portions of a proposal and reject the remainder without disclosure for any reason. Failure to make such a disclosure will not result in accrual of any right, claim, or cause of action by any Applicant against the Glen Ellyn Park District.

By order of the Glen Ellyn Park District Board of Park Commissioners, 185 Spring Avenue, Glen Ellyn, IL 60137.

Published on October 31, 2025

Dave Thommes  
Executive Director

**REQUEST FOR PROPOSAL  
VENDING SERVICES  
GLEN ELLYN PARK DISTRICT**

**I. Introduction**

The Glen Ellyn Park District is seeking proposals from qualified firms interested in obtaining a license from the Park District for the installation, operation, and maintenance of non-alcoholic beverage and snack vending machine products and services at various facilities operated by the Park District. Coinciding with the Park District's vision and core value of wellness, an important aspect this service includes providing healthy product options to the community.

The Board of Park Commissioners deems it to be in the best interest of the Park District and the users of its parks and facilities to grant an exclusive concession license for vending services.

**II. General Conditions and Requirements**

This Request for Proposal (RFP) is only an invitation to submit a proposal and does not commit the Park District in any way to enter into a license for non-alcoholic beverage and snack vending services. In addition, the RFP does not obligate the Park District to pay any costs incurred by any respondent in conjunction with the preparation of a response to this request.

The Park District intends to select a qualified vending company and negotiate a license agreement for vending services including, without limitation the following provisions:

- A. Licensee to provide non-alcoholic beverage vending machines at Park District facilities as outlined in Appendix A.
- B. Licensee to provide snack vending machines at Park District facilities as outlined in Appendix A.
- C. Licensee to maintain all associated vending machines on a seven-day per week basis. If not, provide specifications and explanation of the days of availability. [Likewise, Licensee to provide a description of its procedures for keeping inventory in machines fresh and within best-by dates for sale.](#)
- D. Licensee to pay to Park District a percentage of revenue collected from the vending machines. Licensee's proposal should state the percentage that will be provided to the Park District, based upon gross revenue. The minimum agreement term is 12 months, with an annual renewal option including two additional years. Licensee should include an annual

escalation provision for years following the initial 12-month term.  
[Licensee should also disclose if any pricing is subject to minimum quantity volumes.](#)

- E. Licensee to provide to the Park District an annual up-front fee for sponsorship of Park District projects or programs in exchange for an exclusive vending license. An annual sponsorship fee will apply to each year within the term of the agreement.

The up-front fee will be non-refundable unless the license is terminated by the Park District without cause. In the event of termination by the Park District without cause, the license fee refunded will be reduced by ten (10) percent for each year or part thereof that the license is in effect.

- F. Licensee to allow the Park District to participate in the licensee's purchase of beverages and snacks at a reduced cost for the Park District's use in connection with Park District-operated non-vending concession areas, programs, events, rentals, and staff meetings.
- G. Licensee to maintain insurance coverage in amounts, types, and with insurers approved by the Park District.
- H. Licensee to fully indemnify and hold harmless the Park District from and against claims and liabilities associated directly or indirectly with the license or licensee's vending operations.
- I. Licensee to comply with all applicable Federal, State, and local laws, rules, and regulations, including, but not limited to: the Illinois Human Rights Act; the federal Equal Employment Opportunity Act; and the Illinois Drug-Free Workplace Act.

Documents submitted in response to the RFP become the exclusive property of the Park District and accordingly are considered public records under the Freedom of Information Act. The Act specifically exempts proposals from disclosure until a final award is made.

Financial information that the firm considers being proprietary, privileged, or confidential should be stamped "Confidential".

The Park District expressly reserves the right at any time and from time to time, for its convenience, and without notice to do any of all the following:

- Waive or correct any defect or technical error in any response, proposal, or proposal procedure, as part of the RFP or any subsequent negotiation process.
- Reject any proposals, with or without cause, and without obligations to indicate any reason for such rejection.
- Modify the selection procedure, the scope of the proposed license, minimum requirements, or the required responses.
- Negotiate with any, all, or none of the respondents to the RFP.

### **III. Qualifications**

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

Proof of achievement in the following areas:

- A. Provide health-conscious options for non-alcoholic beverage and snack vending products. National guidelines and the following organization may be used as a resource for healthy snacks: [eatright.org](http://eatright.org). At least 50% of the products are preferred to be health-conscious.
- B. Ability to provide services 7 days per week, year round.
- C. The ability to provide timely maintenance and repair of machines, within 24-48 hours of a service call as reported by Park District staff, on an as needed basis.
- D. Provision of clean, safe, and sanitary machines that meet or exceed government or industry standards.
- E. Provision of trained personnel to properly service the machines.
- F. Maintenance of an approved system of retaining accurate readings and records of the amount of product dispensed from and supplied to the machines in a manner requested and approved by the Park District.
- G. Establish a refund process for dealing with situations in which products do not properly dispense as expected, are incorrect, or no change is made from the machine.
- H. Proof of insurance coverage in amounts, types, and with insurers reasonably acceptable to the Park District for:

1. Workers' Compensation
2. Comprehensive General Liability
3. Comprehensive Automobile Liability
4. Product Liability
5. Fire & Theft Insurance

I. Provide three (3) to five (5) acceptable reference.

J. Provide a list of available products as well as suggested sample product lists of non-alcoholic beverage and snack vending items, including health-conscious products. List each product along with coinciding suggested customer cost/item.

#### **IV. Response to the Request for Proposal (RFP)**

Questions concerning this request must be submitted in writing to the e-mail address below.

The Park District will respond to all questions in writing making all questions and responses available to all interested firms.

Interested firms must respond to this RFP no later than 1:00pm, December 5, 2025. Proposals should be submitted in an enclosed packet, in writing and must include the completed documents contained within the RFP packet. Additional supporting documents may be included.

The RFP should be mailed and/or delivered to the Glen Ellyn Park District, Spring Avenue Recreation Center:

Stacey Lim, Director of Recreation and Facilities Glen Ellyn Park District  
185 Spring Avenue  
Glen Ellyn, IL 60137

General Questions: [slim@gepark.org](mailto:slim@gepark.org)

#### **Facility Location Site Visits**

Main Street or Spring Avenue Rec. Center: [dmacdonald@gepark.org](mailto:dmacdonald@gepark.org)

Ackerman Sports & Fitness Center: [bthomas@gepark.org](mailto:bthomas@gepark.org)

The Board of Park Commissioners will evaluate all proposals submitted. The firm will be awarded a License on December 10, 2025. Such license will commence on January 1, 2026 (negotiable).

**APPENDIX A**  
**Vending Request for Proposal (RFP)**

Proposals will be considered for exclusive vending operations on all or any part of vending services.

**Locations**

Ackerman Sports & Fitness Center  
800 St. Charles Road  
Glen Ellyn, IL 60137

- One Beverage Vending Machine
- One Snack Vending Machine

Spring Avenue Recreation Center  
185 Spring Avenue  
Glen Ellyn, IL 60137

- One Beverage Vending Machine
- One Snack Vending Machine

Main Street Recreation Center  
501 Hill Avenue  
Glen Ellyn, IL 60137

- One Beverage Vending Machine
- One Snack Vending Machine

## **PROPOSAL FORM**

### **SPONSORSHIP**

Annual Exclusive Vending Rights Sponsorship: \$\_\_\_\_\_ Annually

### **VENDING PRODUCTS**

Specify product item with coinciding customer cost/item below and/or attach supporting documents with requested information. Include health-conscious options among product list.

#### **Available Beverage Product List:**

#### **Suggested Beverage Product List:**

Beverage Vending Commission Paid to the Park District: \_\_\_\_\_ %

Annual Escalation (Year 2): \_\_\_\_\_ %

Annual Escalation (Year 3): \_\_\_\_\_ %

Product Discount Per Case (See Section II: F): \_\_\_\_\_ %

**Available Snack Product List:**

**Suggested Snack Product List:**

Snack Vending Commission Paid to the Park District: \_\_\_\_\_ %

Annual Escalation (Year 2): \_\_\_\_\_ %

Annual Escalation (Year 3): \_\_\_\_\_ %

Product Discount Per Case (See Section II: F): \_\_\_\_\_ %

**Additional Product Services Provided to the Glen Ellyn Park District:**

Name:

Signature:

Company Name:

Address:

Phone Number:

Date:

**GLEN ELLYN PARK DISTRICT  
LICENSE FOR VENDING SERVICES  
REFERENCES**

Please provide a description of and contact information from at least three organizations for which your organization has provided previous/similar uses or services or with which your organization has collaborated with to provide the similar uses or services:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date and Description of Services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date and Description of Services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date and Description of Services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date and Description of Services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date and Description of Services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Complete this form and submit with Form of Proposal**

Applicant's Name: \_\_\_\_\_

Signature: \_\_\_\_\_