

**CITY OF CROSSVILLE**  
**REQUEST FOR PROPOSALS – CONCESSION SERVICES**  
**ISSUED: October 29, 2012**

The City of Crossville is seeking qualified persons, groups, or businesses to manage and operate concession stands at Centennial Park, Duer Soccer Complex, and Garrison Park. Inquiries for information related to this RFP should be directed to:

Steve Hill, Parks & Recreation Director  
(931) 456-6632  
[steve.hill@crossvilletn.gov](mailto:steve.hill@crossvilletn.gov)

Request for Proposals submission documents must be received via mail or delivered by 2:00 p.m. (C.S.T.) on or before November 27, 2012 to:

ATTN: City Clerk  
City of Crossville  
99 Municipal Avenue  
Crossville, TN 38555

In accordance with the City's nepotism policy, no RFP's will be considered from individuals, groups, or businesses where the principal parties are closely related to the City Manager, employees of the Parks & Recreation Department, or an elected official of the City of Crossville. The City Manager and City Attorney are granted authority to make such determination.

The City proposes to lease each stand for \$1 per season. In addition, a "NO SHOW" penalty of \$100 may be assessed at the City's option should the Concessionaire not show for a scheduled game or event.

The selected entity will be requested to enter into an agreement (sample attached) to cover the period from March 1, 2013 through November 15, 2013. After the first successful year of operation, City will retain the option to renew agreement for three (3) additional seasons. Agreement will be issued to cover the following:

- 1) Duer Soccer Complex – 1 stand
- 2) Centennial Park
  - a. Warner Complex
  - b. Turner Complex
  - c. T-Ball Fields/Horseshoe Pavilion
- 3) Garrison Park – 1 stand

Concessionaire will be responsible for the management and operations of their food concession services and will provide these from the City's concession stand facility or, in the case of Garrison Park, via food truck. Concessionaire will be responsible for fully cleaning/removing all litter from and around the on-site concession facility and/or around food truck, whichever is being used by Concessionaire. Concessionaire will also be

responsible for maintaining the adjacent restroom facilities. Concessionaire will abide by all park rules that are in place or will be put in place.

The City of Crossville will provide the following:

- Trash receptacles
- Equipment itemized by concession stand, list available at the Parks & Recreation office
- Supplies – toilet paper, paper towels, trash bags

**Submission requirements:**

Sealed proposals must be submitted to the City Clerk at 99 Municipal Avenue by 2:00 p.m. on or before November 27, 2012. Proposals should include the following information:

- Description of personnel and staffing plan
- Proposed food menu and pricing (It is not the intention of the City to dictate what products to offer, but to insure that a reasonable selection is available.)
- Summary and references of prior concession services experience
- Financial Plan and primary funding sources
- Signature of responsible party

Signed and completed proposals shall be submitted in a sealed envelope marked “RFP – Concession Services” with name and address of submitter. No faxed or electronic submittals will be accepted. In addition to one signed original, five additional copies should be submitted.

Following receipt, proposals will be reviewed and analyzed by an evaluation committee. Providers shall be available for interviews, if requested, to assure full understanding of and conformance with the RFP requirements. Selection shall be based on qualifications and based on their written responses to the RFP and information presented to the evaluation committee during the interview process. The committee may request additional materials, information, or references as may be deemed appropriate in the decision process.

**Award of Contract:**

The evaluation committee will recommend to the City Manager the concessionaire with the most qualified and best proposal to serve the interest of the City. The City Manager may also negotiate contract terms with the selected concessionaire(s), prior to award, and expressly reserves the right to negotiate with several concessionaires simultaneously and, thereafter, to award a contract to the submitter offering the most favorable terms to the City. The City Manager will submit a recommendation to the City Council for final award. The City expects to make an award by February 12, 2013 with all contracts to be executed by March 1, 2013.