

**CITY OF CROSSVILLE**  
**REQUEST FOR PROPOSALS – CONCESSION SERVICES**

**ISSUED:**

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

Ethan Medley, Leisure Services Dept.  
(931) 456-6632  
[ethan.medley@crossvilletn.gov](mailto:ethan.medley@crossvilletn.gov)

**Request for Proposal submission documents must be received via mail or delivered by 2:00 pm (C.S.T) on or before November 19, 2024 to:**

City of Crossville  
ATTN: BID – CONCESSION SERVICES  
392 North Main Street  
Crossville, TN 38555

**NO LATE OR UNSEALED BIDS WILL BE ACCEPTED.**

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 \$700 per year (March - \$50, April - \$100, May - \$100, June - \$100, July - \$100, August - \$100, September - \$100, October - \$50). In addition, a “NO SHOW” penalty of \$100 may be assessed at the City’s option should the Concessionaire not show for a scheduled event. This fee is due to the City of Crossville by the end of each month.

The selected entity will be requested to enter into an agreement (sample attached) to cover the period from February 1, 2025 through November 10, 2025. After the first successful year of operation, City will retain the option to renew agreement yearly for up to three (3) additional seasons. Agreement will be issued to cover the following:

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

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. Concessionaire will be responsible for

fully cleaning/removing all litter from and around the on-site concession facility. 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 and Recreation office
- Supplies – Paper towels and trash bags

**Submission Requirements:**

Sealed proposals must be submitted to the City Clerk at 392 North Main Street by 2:00 p.m. on or before November 19, 2024. 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 ensure that a reasonable selection is available.)
- Summary and references of prior food service experience
- Financial plan and primary funding sources
- Proof of Insurance

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, three 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 Leisure Services Dept. 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 December 10, 2024 with all contracts to be executed by December 20, 2024.