

Request for Proposals
Ronnie Hill Memorial Park
Concession Stand Vendor

The City of Eagleville is soliciting proposals in order to identify individuals and/or businesses qualified to operate and manage its concession stand to be located at the following location: 1019 Ronnie Hill Avenue, Eagleville, Tennessee.

This RFP is designed for those interested in creating a contract relationship to operate the concession stand at the above-mentioned City of Eagleville Park. The selected party will be required to operate the concession stand according to the terms and conditions outlined below. The RFP is seeking proposals to: 1. Operate the Concession Stand at a contracted price paid monthly to the city; or, 2. Operate the Concession Stand with a percentage of the profits (percentage to be set by the City) paid monthly to the City. Any Proposals submitted that offer a percentage of the profits must include in the offer a minimum amount to be paid monthly to the City.

Questions may be addressed to the City Manager at the address listed below. The proposals will be opened 4:00 p.m. on February 20, 2018 at the following address:

City of Eagleville
108 South Main Street
615 274 2922
hrriggins@eaglevilletn.com

I. RFP TERMS AND CONDITIONS

A. This RFP does not commit the City to award a contract. Proposals which, in the sole discretion of the City, do not meet the minimum requirements, including without limitation the minimum proposal submission requirements, will not be reviewed.

B. The City may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer.

C. The City reserves and may exercise the following rights and options with respect to evaluation of proposals and selection for negotiation:

1. To reject any and all proposals and re-issue the RFP at any time prior to execution of a final contract if, in the City's sole discretion, it is in the City's best interest to do so;

2. To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiation and to cancel this RFP with or without issuing another RFP;

3. To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so;

4. To reject the proposal that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City or another government entity, is financially or technically incapable or is otherwise not a responsible proposer;

5. To reject as informal or non-responsive any proposal which, in the City's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from

this RFP or contains erasures, ambiguities, alterations, or items of work not called for by this RFP; and,

6. To request that some or all of the proposers modify proposals based upon the evaluation of the City.

C. The City may enter into negotiations for a contract, on terms and conditions satisfactory to the City with one or more selected proposer(s). However, the City reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple proposers.

II. CONCESSION OPERATIONS

Concession operations are a key component to the overall character of the park. The selected proposer will be required to satisfy the following conditions as a part of the concession operations:

- A. Personnel. The operator will be responsible for hiring and paying the necessary personnel to conduct the daily operation of the concession in accordance with all Health Department and other pertinent regulations.
- B. Operating Hours. Hours of operation may vary based upon seasons and weather. Minimum hours may include week days, week nights and weekends (day and night). It is expected that the concession stand will be open from the beginning of games to after games are over. Opening during practices would be optional.
- C. Menu Items. The concessionaire is expected to serve quality food and drinks to meet the needs of the visiting public. The menu should consist of hot dogs, nachos, cold drinks, bottled water, and other snacks at a minimum. The City is seeking a vendor to sell more items than just pre-package food. All menu prices must be submitted in the bid package. Beer and wine sales are not permitted. Please submit the grades of meat you will be selling and various brands of food to be sold. The operator will be required to comply with any and all of the City's exclusive license agreements. The concessionaire, explicitly and solely, agrees to abide by all health code regulations, whether they be federal, state or local. Breach of such regulations shall immediately allow the City to void any consummated agreement.

III. QUALIFICATIONS

To ensure a high-quality level of operation for the facility, proposers must demonstrate minimum experience and qualifications, and provide evidence of the following:

- A. Documented experience in successfully operating and managing a similar type of business;
- B. Fiscal solvency and capacity to provide adequate concession start up materials;
- C. An equal opportunity employer;
- D. Not be indebted to the Federal Government, State of Tennessee, County of Rutherford or City of Eagleville for non-payment of taxes, fines, judgments, liens or fees;
- E. Maintains a business/residence within 30 miles from the City of Eagleville to increase response time in cases of emergency;

- F. Insured;
- G. Capable of providing a deposit of \$1,000.00;
- H. Capable of providing three references;
- I. Availability to run the Concession Stand Six (6) days a week as determined needed by the City Manager;
- J. Ability to run the Concession Stand from March through June, with the possibility of opening for Special Events in other months.

IV. PROPOSAL INSTRUCTIONS

Submission Date and Requirements

Five original unbound copies of completed proposals must be submitted either by mail or hand delivered to:

City of Eagleville

Proposal for Concession Operations

C/O City Manager

108 South Main Street

P.O. Box 68

Eagleville, Tennessee 37060

- a. Proposals must be submitted by 4:00 p.m. on February 20, 2018. Late proposals will not be accepted.
- b. Proposals must be signed by an individual authorized to bind the Proposer.
- c. Proposals must be sealed and labeled on the lower left cover of the envelope RE: Concession Operations Proposal.
- d. The City reserves the right to reject and return any proposal submitted after the time and date

VII. REVIEW OF PROPOSAL RESPONSES

Review Process

All proposals received by the deadline will be evaluated by the City Manager and the Park Board, who will make recommendation to the City Council.

Final notification of the outcome of the review process is before the end of February, 2018.

The successful proposer will be required to execute a concession agreement with the City, which is subject to formal approval by the Eagleville City Council.