



## **NOTICE TO BID – CONCESSION FACILITIES**

The Town of White Bluff, Tennessee, invites sealed bids from qualified individuals or organizations to operate the concession facilities at Veterans Memorial Park, located on Hwy 70E, White Bluff, TN 37187. The successful bidder will be granted the exclusive rights to manage and operate the concession stands within the park, providing food and beverage services to park visitors. Bid term is for two (2) years with an option to renew for an additional two (2) years if both parties agree. The initial bid term will run from March 1, 2025 to February 28, 2027.

### **Bid Submission:**

Sealed bids must be received by **Thursday, February 20, 2025, at 2:00pm**, at White Bluff Town Hall, located at 52 Graham St., P. O. Box 300, White Bluff, TN 37187 at which time bids will be publicly opened and read aloud. Bid should be clearly marked "Bid for Concession Facilities - Veterans Memorial Park" and addressed to: White Bluff Town Hall, 52 Graham St., P. O. Box 300, White Bluff, TN 37187.

### **Pre-Bid Meeting:**

A mandatory pre-bid meeting will be held at Veterans Memorial Park on **Thursday, February 13, 2025, at 4:00pm**. Prospective bidders will have the opportunity to inspect the concession facilities and ask questions regarding the bid process.

### **Bid Requirements:**

- A completed bid form (see below).
- A business plan outlining the proposed operations, menu offerings, pricing, and staffing.
- An annual bid amount for leasing the concession facilities.
- Proof of liability insurance.
- Relevant experience in operating concession facilities or similar businesses.

**Evaluation Criteria:** Bids will be evaluated based on the following criteria:

- Completeness and compliance with the bid requirements.
- Experience and qualifications of the bidder.
- Proposed business plan and its feasibility.
- The annual bid amount for leasing the concession facilities.
- Financial stability of the bidder.

### **Contract Award:**

The contract will be awarded to the highest responsible bidder whose proposal is deemed to be in the best interest of the Town of White Bluff. The Town of White Bluff reserves the right to reject any and all bids and to waive any informalities or irregularities in the bidding process.

For more information or to obtain a copy of the bid documents, please contact White Bluff Town Hall (615) 797-3131 or visit our website at [www.townofwhitebluff.com](http://www.townofwhitebluff.com).

## **Bid Form for Concession Facilities at Veterans Memorial Park in White Bluff, Tennessee**

### **Section 1: Bidder Information**

- Name of Bidder: \_\_\_\_\_
- Organization Name (if applicable): \_\_\_\_\_
- Address: \_\_\_\_\_
- City, State, Zip: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### **Section 2: Business Plan Summary (attach a separate sheet if necessary)**

- Description of proposed operations:
  
- Menu offerings and pricing:
  
- Proposed staffing plan:

### **Section 3: Insurance and Experience**

- Proof of liability insurance (attach copy)
- Summary of relevant experience: (attach a separate sheet if necessary)

### **Section 4: Financial Information**

- Financial stability (attach relevant documents):

**Section 5: Annual Bid Amount. Reminder:** Bid term is for two (2) years with an option to renew for an additional two (2) years if both parties agree. The Total Annual Bid Amount is the amount you are bidding for one (1) year.

- Total Annual Bid Amount: \$ \_\_\_\_\_
- Proposed frequency of payment (e.g. monthly, quarterly, etc.) and the timing of the same:  
\_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_ **Date:** \_\_\_\_\_