

REQUEST FOR PROPOSAL

THE CITY OF MANCHESTER, TENNESSEE IS ACCEPTING SEALED BIDS FROM QUALIFIED BUSINESSES TO PROVIDE CONCESSION SERVICES AT THE CITY PARKS, SOCCER COMPLEX AND RECREATION CENTER.

SCOPE OF SERVICES: THE SELECTED VENDOR WILL BE RESPONSIBLE FOR OPERATING FOOD AND BEVERAGE CONCESSION SERVICES AT CITY OWNED PARK AND REC CENTER FACILITIES DURING APPROVED DATES AND HOURS. SERVICES MAY INCLUDE BUT ARE NOT LIMITED TO THE SALE OF FOOD AND BEVERAGES AND CONCESSION ITEMS. VENDOR MUST BE COMPLIANT WITH ALL HEALTH, SAFETY AND LICENSING REQUIREMENTS. MUST HAVE PROPOER STAFFING AND CONDUCT SETUP, CLEAN UP AND DAILY OPERATION OF CONCESSIONS.

CONTRACT TERM: ONE YEAR WITH THE POSSIBILITY OF RENEWAL SUBJECT TO CITY APPROVAL.

SUBMISSION REQUIREMENTS: BUSINESS NAME, ADDRESS AND CONTACT INFORMATION. PROPOSED OCONCESSIONS, PROOF OF LICENSES AND PERMITS, PROOF OF INSURANCE MEETING CITY REQUIREMENTS AND YOUR PROPOSED FEE STRUCTURE AND REVENUE SHARING AGREEMENT WITH THE CITY.

SUBMISSION DEADLINE AND OPENING: SEALED BID PACKETS SHOULD BE DELIVERED BY 4PM ON FEBRUARY 19, 2026, TO THE CITY OF MANCHESTER, ATTN FINANCE DIRECTOR, 200 WEST FORT STREET, MANCHESTER, TN 37355. ALL BIDS WILL BE OPENED PUBLICLY AT NOON IN THE CITY HALL BOARDROOM ON FEBRUARY 20, 2026. THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS. IF MORE INFORMATION IS NEEDED, PLEASE CONTACT THE FINANCE OFFICE AT 931-728-4652 Ext. 1300.

IT IS THE POLICY OF THE CITY OF MANCHESTER, TENNESSEE TO ENSURE COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964; 49 CFR, PART 21. NO PERSON SHALL BE EXCLUDED FROM PARTICIPATION IN OR BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE ON THE GROUNDS OF RACE, COLOR, SEX, AGE, DISABLILITY, OR NATIONAL ORIGIN.

ANTHONY BURROWS
FINANCE DIRECTOR