



## REQUEST FOR QUALIFICATIONS / PROPOSAL NOTICE

The City of Pigeon Forge is requesting qualifications from professional festival concession food vendors interested in being the outdoor provider of festival style concession food and beverage for outdoor events held at the LeConte Center at Pigeon Forge.

The City of Pigeon Forge will contract a Professional Outside Festival Concession provider for a term of two (2) years commencing on March 31, 2023.

### The Provider's General Scope of Services:

The Outdoor Festival Concession company will provide a selection of no less than 10 separate food and beverage items to be sold to attendees of outdoor events licensed by the LeConte Events Center at Pigeon Forge. The Events produce attendees from 1,500 to 30,000 requiring inventory and staffing levels from provider to efficiently service large numbers of patrons. Food and beverage items such as hamburgers, hot dogs, corn dogs, cheese steaks, sausages, fries, funnel cakes, soft drinks, lemonade and similar items should be considered for a proposed menu.

### Requirements of Provider Proposal to Include:

- A listing of items and prices provider proposes to make available for sale at LeConte Center events
- Be available to service scheduled outdoor events – current schedule available upon request of the LeConte Center General Manager.
- Provide management and staff as required, during each event set up, duration of the event, and move out leaving a clean area where concessions were provided.
- Supply all necessary equipment, power, food and beverage inventory, ice, tents, trailers, tables, seating, condiments, serving pieces, and trash receptacles.
- Provide a facility fee equal to a percentage of gross sale remitted 15 days following the conclusion of each event.
- Staff uniform to include branded shirt with name tag.
- Provide certificate of insurance for no less than \$1,000,000 liability and workers compensation naming City of Pigeon as additional insured.
- Provide inspection scores that show any home based kitchen and on site serving area achieve health inspection scores of 90 or above.
- A listing of all similar current or past events provider's services were used
- Listing of references to valid provider's ability to efficiently service large crowds
- Picture/s of provider's set up in use (tent, serving area, food truck/s or similar)

Requirements if Provider Proposal is Accepted:

- Obtain City of Pigeon Forge business tax registration and pay all applicable taxes
- Coordinate with Tennessee Health Department in Sevier County for in site inspection per event
- Provide liability insurance in an amount no less than 1,000,000 making the City of Pigeon Forge an additional insured
- Provide worker compensation insurance as required by law
- Review and accept all terms and contents of the Outdoor Festival Food Concessionaire Contract available for review upon request

Qualifications will be received until 10:00 a.m., Tuesday, March 14, 2023 addressed to LeConte Center at Pigeon Forge, P.O. Box 1390, Pigeon Forge, TN 37868-1390 or hand delivered to 135 Jake Thomas Road, Pigeon Forge, TN 37863. Proposals and qualifications must be submitted in a sealed envelope with **“Outdoor Festival Food Concessionaire”** labeled on the front.

The City reserves the right to reject any or all proposals and to accept the proposals deemed most favorable to the City.