

**CITY OF DRIPPING SPRINGS REQUEST FOR PROPOSALS
SUPPLEMENTAL EVENT EQUIPMENT RENTAL SERVICES**

NOTICE TO VENDORS

Solicitation No.: [Insert]

Issue Date: [Insert]

Proposals Due: [Insert date and time]

Submission Method: [Portal and instructions]

City Contact: [Name, title, email, telephone]

1. NOTICE AND SCOPE OF SERVICES

The City requests proposals from qualified respondents to furnish supplemental event equipment and related rental services for City-sponsored events. This is a separately issued procurement.

The resulting agreement will have a five-year term and may be used for City-sponsored events. The City reasonably expects Founders Day Festival and Christmas on Mercer to occur each year during the term, but the agreement may also be used for other City-sponsored events.

The agreement will be nonexclusive. The City makes no minimum purchase, volume, frequency, or annual event assignment.

The scope may include utility trailers, golf carts/UTVs, forklifts, storage containers, cooling equipment, signage stands, portable fencing not included in other awards, and comparable movable equipment; together with delivery, operation if requested, service, pickup, and removal.

2. PROPOSAL INSTRUCTIONS, PRICING, AND EVALUATION

Submit a signed proposal form; three comparable-event or equipment-rental references; equipment inventory, delivery/service personnel, maintenance, replacement, and operational capacity information; insurance; City certifications/disclosures; non-collusion affidavit; and addenda acknowledgment. Capacity information is evaluative only; the City is not asking respondents to reserve capacity.

Use one pricing structure for all City-sponsored events. Respondent may complete this table or attach a current price sheet/published list identifying the unit rate or discount for each notice period.

Item	Unit	120+ Days	90–119 Days	30–89 Days	On- Call: <30 Days
Utility trailer	Per unit/event day	\$	\$	\$	\$
Golf cart/UTV	Per unit/event day	\$	\$	\$	\$
Forklift with operator	Per hour or day	\$	\$	\$	\$
Storage container	Per unit/event	\$	\$	\$	\$
Cooling equipment	Per unit/event day	\$	\$	\$	\$
Signage stands/portable fencing	Per unit/package	\$	\$	\$	\$
Delivery/service/removal	Per event	\$	\$	\$	\$

Once selected, Contractor must furnish goods and services ordered with at least 30 days' notice. Orders under 30 days are on-call and require written availability confirmation.

Criterion	Points
Price and overall value	50
Comparable equipment-rental experience	15
Equipment condition, service personnel, and operational capacity	15
Delivery, maintenance, replacement, and safety approach	10
References, past performance, and responsiveness	10
Total	100

The City may reject proposals, waive permitted informalities, request clarification, negotiate with the apparent best-value respondent, make multiple awards, or cancel this solicitation.

3. FORM OF AGREEMENT

[Attach the City's Event Services Agreement and City Insurance Requirements before issuance.]