

**CITY OF DRIPPING SPRINGS REQUEST FOR PROPOSALS
VIP HOSPITALITY AND BARTENDING 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 VIP hospitality and bartending 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 bartending labor, setup and cleanup, bar tools, customary service equipment, mixers, garnishes, cups, coolers, VIP entry monitoring, and related hospitality support. Contractor must hold and maintain all required permits, certifications, insurance, and alcohol-service compliance.

2. PROPOSAL INSTRUCTIONS, PRICING, AND EVALUATION

Submit a signed proposal form; three comparable-event references; staffing, licensing, alcohol-service compliance, equipment, hospitality, entry-monitoring, 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
Bartender	Per hour	\$	\$	\$	\$
Bar lead/supervisor	Per hour	\$	\$	\$	\$
Setup/cleanup	Per event	\$	\$	\$	\$
Tools/coolers/service equipment	Per event	\$	\$	\$	\$
Mixers, garnishes, cups	Per unit/package	\$	\$	\$	\$
VIP entry monitoring	Per hour	\$	\$	\$	\$
Bartender	Per hour	\$	\$	\$	\$

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 hospitality and bartending experience	15
Staffing, licensing, equipment, and operational capacity	15
Alcohol-service compliance and hospitality 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.]