

**CITY OF DRIPPING SPRINGS REQUEST FOR PROPOSALS
PRIVATE EVENT-SECURITY STAFFING 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 for private, unarmed event-security staffing and related supervision. This is a separately issued procurement. It does not authorize the contractor to exercise governmental police powers or replace City, law-enforcement, fire-rescue, or emergency-management functions.

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, and the City makes no minimum purchase, volume, frequency, or annual event assignment.

Respondents must describe their personnel, subcontractor resources, communications resources, and other operational capacity for evaluation. The City is not asking respondents to reserve capacity. Once selected, however, Contractor must furnish the goods and services ordered by the City when the City provides at least thirty (30) days' notice. An order issued fewer than thirty (30) days before the first service date is an on-call order, which Contractor must perform only if Contractor confirms availability in writing.

The scope includes qualified unarmed officers and supervisors; post assignments; relief coverage; attendance verification; patrol, access-control, queue-support, entry-monitoring, observation, and incident notification; an on-site supervisor; written incident reports; communications, uniforms, and identification; backup staffing; and immediate escalation of emergencies and safety concerns to City-designated or public-safety personnel.

2. PROPOSAL INSTRUCTIONS, PRICING, AND EVALUATION

Submit through the designated portal: signed proposal form; three comparable multi-day public-event references; licensing and compliance information; proposed supervisor and key personnel; staffing, replacement, communications, and incident-reporting capacity; safety plan; insurance information; City certifications/disclosures; non-collusion affidavit; and addenda acknowledgment.

Use one pricing structure for Founders Day Festival and Christmas on Mercer. 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	Notes
Unarmed security officer	Per hour	\$	\$	\$	\$	Minimum shift
On-site security supervisor	Per hour	\$	\$	\$	\$	
Event/security manager	Per hour or day	\$	\$	\$	\$	
Emergency replacement/call-out	Per occurrence	\$	\$	\$	\$	
Radios/communications equipment	Per unit/day or included	\$	\$	\$	\$	

The capacity description is evaluative only. City orders made 30 or more days before first service must be performed; on-call orders require written vendor acceptance.

Criterion	Points
Price and overall value	50
Licensing, compliance, and comparable public-event experience	15
Staffing depth, supervisor qualifications, replacement and reporting capacity	15
Safety, communications, and incident-response 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.]