

CITY OF DRIPPING SPRINGS REQUEST FOR PROPOSALS EVENT PRODUCTION 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 charter-bus and shuttle transportation services. 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, and the City makes no minimum purchase, volume, frequency, or annual event assignment.

Respondents must describe their equipment, personnel, fleet, inventory, subcontractor 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 safe, properly maintained vehicles; qualified and properly licensed drivers; dispatch; staging; route coordination; accessible transportation; fuel, tolls, travel, mobilization and demobilization; backup vehicles and drivers; real-time communication; incident reporting; and all other services necessary to operate City-authorized event transportation.

2. PROPOSAL INSTRUCTIONS, PRICING, AND EVALUATION

Submit through the designated portal: signed proposal form; three comparable event-transportation references; carrier authority and compliance information; fleet, driver, dispatch, accessible-service, and contingency capacity; key personnel; insurance information; City certifications/disclosures; non-collusion affidavit; and addenda acknowledgment.

Use one pricing structure for both annual 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	Notes
Standard charter/shuttle bus	Per vehicle/service day	\$	\$	\$	\$	Seating capacity
Accessible vehicle	Per vehicle/service day	\$	\$	\$	\$	
Driver	Per hour or included	\$	\$	\$	\$	
Dispatch/field supervisor	Per hour or day	\$	\$	\$	\$	
Additional service hour	Per vehicle/hour	\$	\$	\$	\$	
Standby vehicle	Per vehicle/day	\$	\$	\$	\$	

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
Carrier compliance and comparable event-shuttle experience	15
Fleet, driver, dispatch, accessible-service, and contingency capacity	15
Safety, route coordination, 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.]