CITY OF DRIPPING SPRINGS REQUEST FOR PROPOSALS
EVENT MERCHANDISE, PRINTING, AND ONLINE STORE 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 event-merchandise, printing, and online-store 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 design adaptation of City-provided artwork, online storefront hosting/management, pre-printed merchandise, live on-site printing, booth staffing, inventory, fulfillment, sales reconciliation, and optional revenue-share or fee arrangements stated in the solicitation.

2. PROPOSAL INSTRUCTIONS, PRICING, AND EVALUATION

Submit a signed proposal form; three comparable-event or retail references; design, storefront, production, inventory, fulfillment, on-site staffing, reconciliation, and operational capacity information; proposed revenue-share/fee structure if applicable; 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
Design adaptation	Per design/hour	$	$	$	$
Online storefront	Per event/month	$	$	$	$
Pre-printed merchandise	Per unit	$	$	$	$
Live on-site printing	Per event/day	$	$	$	$
Booth staffing	Per hour	$	$	$	$
Sales reconciliation	Per event	$	$	$	$

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, revenue terms, and overall value	50
Comparable merchandise, printing, and online-store experience	15
Production, fulfillment, staffing, and operational capacity	15
Design, reconciliation, and customer-service 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.]