

CITY OF DRIPPING SPRINGS REQUEST FOR PROPOSALS SANITATION, RESTROOMS, AND CLEANUP 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 sanitation, portable restroom, hand-wash, waste-management, trash-porter, cleanup, hauling, and street-sweeping services. This is a separately issued procurement. The resulting agreement will have a five-year, nonexclusive term, during which the City may order services for City-sponsored events without any minimum purchase commitment.

The City reasonably expects annual Founders Day Festival and Christmas on Mercer events to occur during the term; those events are examples only and do not limit the City's right to order services for other City-sponsored events. Respondents must describe their equipment, personnel, inventory, subcontractor resources, and other operational capacity for evaluation; that information is not a required capacity reservation.

A selected contractor must furnish all Goods and Services ordered by the City when the City gives at least thirty (30) days' notice. For an order issued fewer than thirty (30) days before the first service date, the contractor is required to perform only if it confirms availability in writing.

The scope may include standard, ADA, and VIP restroom units; hand-wash and sanitizer stations; restroom trailers; dumpsters and waste containers; service and pump-outs; trash-porters; collection, hauling, disposal, cleanup, and street sweeping; and emergency service calls. Contractor shall maintain clean, stocked, safe units and provide a designated on-site or on-call contact.

2. PROPOSAL INSTRUCTIONS, PRICING, AND EVALUATION

Submit through the designated portal: a signed proposal form; three comparable-event references; key personnel and subcontractors; available restroom, trailer, hand-wash, waste, vehicle, and staffing capacity; safety/service-response approach; required licenses, insurance information, City disclosures/certifications, non-collusion affidavit, and addenda acknowledgment.

Use one uniform pricing structure for Founders Day Festival and Christmas on Mercer. A respondent may complete this table or attach a current price sheet or published price list, but must identify the unit rate or discount from list price for each notice period.

Item	Unit	120+ Days	90–119 Days	30–89 Days	On-Call: <30 Days
Standard portable restroom	Per unit/event day	\$	\$	\$	\$
ADA portable restroom	Per unit/event day	\$	\$	\$	\$
Hand-wash station	Per unit/event day	\$	\$	\$	\$
Restroom trailer	Per unit/event	\$	\$	\$	\$
Restroom service/pump-out	Per service	\$	\$	\$	\$
Dumpster/waste container	Per unit/event	\$	\$	\$	\$
Trash porter	Per labor hour	\$	\$	\$	\$
Street sweeping/hauling	Per shift, load, or 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 and overall value	50
Comparable sanitation and festival-service experience	15
Equipment condition, availability information, and operational capacity	15
Service-response, cleanup, 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.]