

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 event production services. This is a separately issued procurement. The City may make awards for main-stage, side-stage, lighting, backline, or technical-labor components separately.

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, 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 audio systems, monitors, microphones, consoles, cabling, stage platforms and risers, roof systems, barricades, stairs, ramps, stage/site/performance lighting, truss, power distribution, backline, production manager, technicians, stagehands, delivery, installation, testing, soundcheck support, live-event operations, troubleshooting, strike, removal, and appropriate backup equipment and staffing.

2. PROPOSAL INSTRUCTIONS, PRICING, AND EVALUATION

Submit through the designated portal: signed proposal form; three comparable multi-stage or outdoor-event references; proposed production manager and key technical personnel; equipment inventory; capacity and contingency plan; proposed subcontractors; insurance information; required City certifications/disclosures; non-collusion affidavit; and addenda acknowledgment.

The City requires one uniform pricing structure for Founders Day Festival and Christmas on Mercer. Respondent may complete the table or attach a current price sheet/published list that identifies the unit rate or discount for each notice period.

Item	Unit	120+ Days	90–119 Days	30–89 Days	On-Call: <30 Days
Main-stage production package	Lump sum	\$	\$	\$	\$
Side-stage production package	Lump sum	\$	\$	\$	\$
Lighting package	Lump sum	\$	\$	\$	\$
Backline package	Lump sum	\$	\$	\$	\$
Production manager	Per day	\$	\$	\$	\$
Audio/lighting technician	Per hour or day	\$	\$	\$	\$
Stagehand	Per hour or 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
Comparable multi-stage outdoor-event experience	15
Proposed technical plan, equipment, personnel, and contingency capacity	15
Schedule, safety, and quality-control 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.]