

CITY OF DRIPPING SPRINGS REQUEST FOR PROPOSALS FAMILY ENTERTAINMENT AND STAFFED ATTRACTIONS

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 family entertainment and staffed attractions for City-sponsored events. This is a separately issued procurement. The City may make multiple awards by attraction type.

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 inflatables, mechanical attractions, trackless trains, mobile games, interactive entertainment, delivery, installation, operation, safety monitoring, staffing, cleanup, takedown, and removal. Contractor shall comply with manufacturer instructions, applicable safety rules, and City site directions.

2. PROPOSAL INSTRUCTIONS, PRICING, AND EVALUATION

Submit a signed proposal form; three comparable-event references; proposed attractions, staffing, equipment, safety procedures, insurance, cleaning/sanitation procedures, and operational capacity; 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
Inflatable attraction	Per unit/event day	\$	\$	\$	\$
Mechanical attraction	Per unit/event day	\$	\$	\$	\$
Trackless train	Per hour or event day	\$	\$	\$	\$
Mobile game/interactive attraction	Per unit/event day	\$	\$	\$	\$
Required operator/attendant	Per hour	\$	\$	\$	\$
Delivery/setup/takedown	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 and overall value	50
Comparable attraction and event-operations experience	15
Equipment, staffing, and operational capacity	15
Safety, sanitation, and attendee-supervision 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.]