

CITY OF DRIPPING SPRINGS REQUEST FOR PROPOSALS EVENT TECHNOLOGY AND SITE-SECURITY EQUIPMENT

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 technology and site-security equipment for City-sponsored events. This is a separately issued procurement and is distinct from private-security-officer staffing.

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 mobile surveillance cameras, camera trailers, monitoring support, temporary access-control equipment, lighting towers, deployment, testing, maintenance, technical support, removal, and related equipment. Contractor shall comply with applicable privacy, security, safety, and site-access requirements.

2. PROPOSAL INSTRUCTIONS, PRICING, AND EVALUATION

Submit a signed proposal form; three comparable-event references; proposed equipment, deployment and monitoring approach, technical support, staffing, equipment inventory, operational capacity, data/privacy practices, 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
Mobile camera unit/trailer	Per unit/event day	\$	\$	\$	\$
Monitoring support	Per hour or day	\$	\$	\$	\$
Lighting tower	Per unit/event day	\$	\$	\$	\$
Access-control equipment	Per unit/event day	\$	\$	\$	\$
Technical support/call-out	Per occurrence	\$	\$	\$	\$
Delivery/deployment/removal	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 event technology/security-equipment experience	15
Equipment, technical personnel, and operational capacity	15
Deployment, privacy, safety, and 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.]