

CITY OF DRIPPING SPRINGS REQUEST FOR PROPOSALS TRAFFIC CONTROL AND EVENT-SITE SAFETY 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 temporary traffic-control equipment, barricades, signs, portable message boards, delivery, placement, maintenance, removal, and related services. This is a separately issued procurement and does not replace governmental law-enforcement, fire-rescue, or emergency-management functions.

The resulting agreement will be nonexclusive for five years. The City may order services for City-sponsored events, but makes no minimum quantity or annual-order 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 contractor shall comply with each City-approved traffic-control plan and may not make a safety-related substitution, deviation, or relocation without City approval.

The scope includes barricades, channelizing devices, cones, delineators, pedestrian barriers, gates, fencing, regulatory/detour/parking/event signs, message boards, delivery, installation, maintenance, replacement, recovery, removal, and authorized traffic-control labor.

2. PROPOSAL INSTRUCTIONS, PRICING, AND EVALUATION

Submit through the designated portal: signed proposal form; three comparable public-event references; traffic-control experience, key personnel, equipment and inventory information, operational capacity, safety plan, licenses/registrations, insurance information, City disclosures/certifications, non-collusion affidavit, and addenda acknowledgment.

Use one pricing structure for both events. Respondent may use this table or attach a current price sheet/published price list if it identifies the unit rate or discount for each notice category.

Item	Unit	120+ Days	90–119 Days	30–89 Days	On-Call: <30 Days
Barricade/device package	[Insert]	\$	\$	\$	\$
Pedestrian barriers/fencing	Linear foot or package	\$	\$	\$	\$
Regulatory/detour/event sign	Per sign	\$	\$	\$	\$
Portable message board	Per unit/day	\$	\$	\$	\$
Delivery/setup/removal	Per event or service	\$	\$	\$	\$
Maintenance/replacement call	Per occurrence	\$	\$	\$	\$
Optional labor	Per hour	\$	\$	\$	\$

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 public-event traffic operations experience	15
Equipment condition, availability information, and operational capacity	15
Safety, coordination, 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.]