

CITY OF DRIPPING SPRINGS REQUEST FOR PROPOSALS TEMPORARY POWER AND GENERATOR 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 temporary power and generator services for City-sponsored events. This is a separately issued procurement.

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 includes generators, temporary power distribution, cabling, cable ramps, panels, fuel, delivery, setup, testing, monitoring, refueling, emergency service, strike, and removal. Contractor shall furnish properly rated, maintained, and safe equipment and comply with applicable electrical, fire-safety, noise, and site-access requirements.

2. PROPOSAL INSTRUCTIONS, PRICING, AND EVALUATION

Submit a signed proposal form; three comparable-event references; generator, distribution, technician, fuel, and emergency-response capacity information; key personnel and subcontractors; licenses/insurance; City certifications and 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
Generator by kW rating	Per unit/event day	\$	\$	\$	\$
Power distribution/panels	Per event or day	\$	\$	\$	\$
Cable/cable ramps	Per linear foot or package	\$	\$	\$	\$
Fuel/refueling	Per gallon/service	\$	\$	\$	\$
Technician	Per hour	\$	\$	\$	\$
Emergency service call	Per occurrence	\$	\$	\$	\$

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 temporary-power experience	15
Equipment, personnel, fuel, and operational capacity	15
Electrical safety, monitoring, and emergency-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.]