



Purchasing Department

REQUEST FOR QUOTES

Campus Event Service Personnel

All Bids in Response to this RFQ are Due Before

[July 31, 2023]

1.0 GENERAL OVERVIEW

1.1 Background

1.2 Purpose

Request for Quotes (RFQ)

2.6 Proposal Acceptance/Rejection

2.7 Implementation

2.8 Response Submittal

Responses must be received by 3:00 pm CST on or before July 31, 2023.

Each firm is required to submit one (1) electronic copy of their response to:

3.0 SCOPE OF WORK

3.1 Method of Engagement

3.2 Campus Locations and Capacities

3.7 Service Requirements – Event Services

3.8 Parking

3.9 Radios and Communication Devices

3.10 General Guidelines for Personnel Warnings

3.11 Background Checks

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3.12 Drug Testing

3.13 Self-Evaluation Performance Requirements

3.14 Management Proposal

3.15 Subcontractor Information

3.16 On Site Organizational Structure

3.17 Event Service Training



3.21 Emergency and Contingency Response Plan

4.0 COST PROPOSAL

EXHIBIT A
Southern Methodist University
Office of Risk Management
Insurance Requirements of the Agreement
(Third Party Doing Business with SMU) as of 2/15/22

Exhibit A

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SOUTHERN METHODIST UNIVERSITY
Standard Minimum Limits of Liability and Certificate of Insurance Requirements