



**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**

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## **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

Venue	Capacity	Est. Hours









### 3.7 Service Requirements – Event Services

### **3.8 Parking**

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### **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

## **5.0 BASIS OF SELECTION**

**3.0 Scope of Work**

**.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**