



## City and County of San Francisco City Hall Events Office (CHEO)

### RFQ INSTRUCTIONS

Instructions for completing the City Hall Events Qualified Vendor List Request for Qualification (RFQ) are listed below. Please read the entire RFQ online before completing any forms. The complete RFQ can be found online at: <http://sfcityhallevnts.org/vendors>

### SUBMISSION

---

The response must be submitted via email or postmarked by Friday, July 18, 2025, to the City Hall Events Office (CHEO) at the address below. Incomplete responses, late responses, and responses submitted by fax will not be accepted.

City Hall Events Office  
Attn: Vendor RFQ  
City Hall, Room 495  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102  
[cityhall.events@sfgov.org](mailto:cityhall.events@sfgov.org)

### RFQ ATTACHMENT 1 – VENDOR PROFILE FORM

---

Please complete all fields on the form. Points are awarded for each section of the form and by completing all fields you may receive points toward meeting the minimum score of eighty (80).

The client references to be listed on the Vendor Profile Form are the clients our Evaluation Panel may contact if they have additional questions about their experience of working with you. The event references requested on the Service Area Identification Form are events that exemplify service you've provided which might qualify you to work in City Hall, though those clients will not be contacted.

Clients listed as references on the Vendor Profile Form may be replicated on the Service Area identification Form. You are not required to list only client references you have worked with at City Hall. You may list clients you have worked with in other facilities with similar preservation requirements.

For "Number of Guests or Customers Served in 2024 (estimated)," please list the approximate combined total number of guests served at your events in 2024.

## RFQ ATTACHMENT 2 – RULES & REGULATIONS

---

The document should be completed and signed by an individual authorized to represent the Respondent, including initialing the bottom of each page and signing on the signature page.

## RFQ ATTACHMENT 3 – INDEMNIFICATION

---

The form should be completed and signed by an individual authorized to represent the Respondent.

## RFQ ATTACHMENT 4 – INSURANCE

---

If you submit all RFQ attachments completed and on time, and if your response meets the minimum qualifications, you will be placed on the Qualified Vendor List.

After you are placed on the list, you will be required to provide a Certificate of Insurance (COI) that conforms to the requirements outlined in RFQ Attachment 4.

A Certificate of Insurance with an Additional Insured Endorsement is required for all rental activities. Insurance must include Workers Compensation coverage, Public Liability coverage of \$1 million, and Property Damage coverage of \$1 million.

## RFQ ATTACHMENT 5 – SERVICE AREA IDENTIFICATION FORM

---

“Service Area” refers to the type of event service you provide (i.e. catering, rentals, lighting, etc.). The Service Area Identification Form is the form Respondents will use to apply to, and be listed in, a particular Service Area(s). When the list is established, Respondents will be listed on the CHEO website under the Service Area(s) they designate on the Service Area Identification Form.

Respondents may apply to be listed in up to three (3) Service Areas, if they provide more than one type of event service. Respondents should not submit a separate RFQ for each Service Area, but rather submit one (1) fully completed RFQ and select up to three (3) Service Areas on RFQ Attachment 5, Service Area Identification Form.

The Evaluation Panel will consider all types of events and facilities that meet the requirements. However, being that experience in City Hall is most directly related to the requirements of the RFQ, it is recommended you prioritize the listing of City Hall experience where possible.