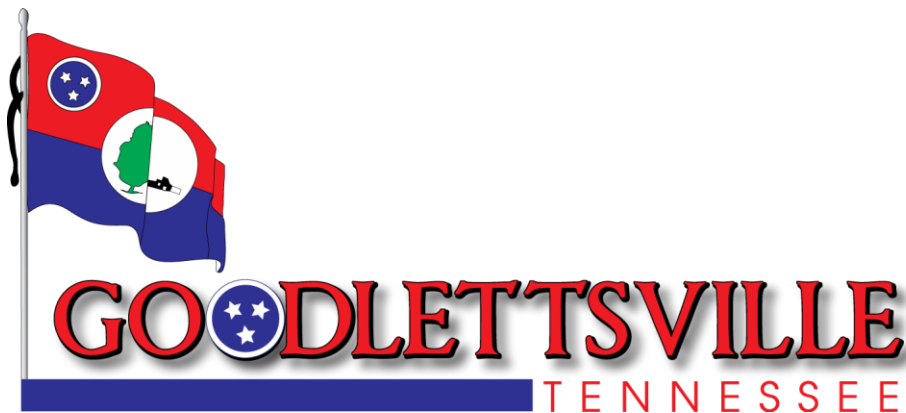


# City of Goodlettsville, TN

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Fourth of July Fireworks Displays  
2015 and 2016

## Request for Proposals



Responses may be mailed/hand delivered in a sealed envelope or box with title and due date marked on the outside of the envelope to:

City of Goodlettsville  
Charlie Ballard  
105 S Main Street  
Goodlettsville, TN 37072

Attn: Fourth of July Fireworks Displays 2015-2016

**City of Goodlettsville**  
**Request for Proposals (RFP)**  
**Fourth of July Fireworks Displays**

The City of Goodlettsville ("City") is seeking proposals from firms for the provision of the City's annual Fourth of July fireworks displays for calendar years 2015 and 2016.

**Section I: Fireworks Display Specifications**

A. General Event Information

**DATES:** Saturday, July 4, 2015 and Monday, July 4, 2016

(Inclement Weather Dates: To be determined by mutual agreement of the City of Goodlettsville and Contractor, as necessary)

**TIME:** 9:00pm

**LOCATION:** Moss-Wright Park, 745 Caldwell Drive, Goodlettsville, TN 37072

B. Specifications for Fireworks Displays

1. Duration and Timing of Displays. The Contractor shall provide at a minimum a 20 minute, continuous fireworks display at the designated location with no delays between firing. Each display will commence promptly at 9:00pm. In the event of inclement weather, the City, in consultation with the Contractor, shall have final decision on whether the display will be postponed, halted, or altered due to unsafe conditions that could endanger the safety of the spectators, operators and/or crew members provided by Contractor. In the event the City postpones the display and provides a minimum 48 hour written notice, no financial penalty shall be incurred to reschedule the date.
2. Music Synchronization. To entertain the large number of spectators at the launching site, the firework display shall be synchronized with music provided by the Contractor and determined by mutual agreement of the City.
3. Provision of Labor and Equipment by Contractor. The Contractor shall furnish all labor, equipment, supplies, personnel and supervision to provide the fireworks displays. The Contractor shall provide a crew of experienced pyrotechnic operators to deliver, set up, and execute entire displays and remove all equipment after displays are finished.
4. Cleanup of Shooting Area. The Contractor must clean up the shooting area after each fireworks display to the satisfaction of the City. Specifically, and without limitation of the foregoing, the Contractor must remove and properly dispose of all unfired and/or unexploded material. A Contractor representative, along with representatives from the City, will be required to visually inspect the shooting area at the conclusion of the fireworks display to determine that the Contractor has satisfactorily cleaned the area.
5. Compliance with National Standards. The Contractor will conduct each fireworks display in accordance with National Fire Protection Association standards and guidelines for safety.
6. Compliance with Laws. The Contractor shall be required to obtain, at the Contractor's expense, all permits, give all necessary notices, pay all license fees, and comply with all local, state, and federal rules and regulations, ordinances, and statutes that apply, including, without limitation, the Pyrotechnic Distributor and Operator Licensing Act, 225 ILCS 227/1 et seq. ("Act"). The Contractor assumes complete and sole liability for all federal, state, and local taxes that are applicable.

7. Permit Acquisition. The Contractor will supply the City of Goodlettsville with the information, fees, and forms needed to acquire a Fireworks Display Permit from the State of Tennessee.

## **Section II: Qualifications**

### A. Pyrotechnic Operator's License.

The Contractor shall present to the City evidence that all persons involved in the provision of fireworks display are properly licensed pursuant to the Act and any other applicable law.

### B. Insurance

The Contractor shall provide proper insurance protection for the benefit of spectators, which shall take effect upon arrival of Contractor's personnel at the site of the displays, and is to remain in effect during and after the display, or until the residuals from the fireworks program are removed from the site. Comprehensive General Liability Insurance, Comprehensive Automobile Liability Insurance, and Worker's Compensation Insurance are required with limits not less than those set forth below:

Comprehensive General Liability Insurance: Liability limits of \$5,000,000 General Aggregate and \$5,000,000 each occurrence

Comprehensive Automobile Liability Insurance limits of \$5,000,000 any 1 accident

Worker Compensation Insurance: Statutory Coverage, including Employer's Liability Coverage, with a limit of at least \$1,000,000

The City shall be named as additional insured parties on all required policies of insurance. The Contractor shall provide a certificate of insurance, evidencing compliance with this Subsection IIB, not less than 60 days prior to the performance of each fireworks display. Such certificates shall provide that the City be given 30 days written notice of any cancellation of intention to not renew, or material change in such coverage.

## **Section III: Content of Proposals**

Each proposal submitted to the City shall include, without limitation, the following information:

### A. Introduction and Description of Company

Prepare a brief introduction including a general demonstration of understanding of the scope of the required work and describe your company's structure, areas of expertise, time in business, number of employees and other information that would help characterize your company.

### B. Content of Proposed Displays

1. Provide a written and pictorial description, as appropriate, of the proposed fireworks displays to be provided to the City.
2. Provide shell inventory that indicates the number of proposed shells by size, type, show breakdown totals (Grand Opening, Main Body, Barrage, and Grand Finale) and overall total. Detail and indicate how many of each shell size would be used for each fireworks display. Please include information that indicates proposed shell types by break patterns and color.
3. Explain how the proposed displays comply with the specifications set forth in this RFP to include music synchronization.

C. Identification of Operators and Crew Members

Proposals must include a complete list of on-site manager(s), display operators and crew members and a listing of licenses, other credentials and years of experience. Proposals must also indicate compliance with the licensing obligation set forth in Section II.A of this RFP.

D. Proposed Fee

State the proposed fee for the provision of the fireworks display. The City is exempt from all Federal and State tax; proposals must quote prices which do not include sales tax.

<b>BE ADVISED</b> that the City does not intend to pay more than <b>\$12,000 annually</b>
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E. Experience and References

Describe past projects that are similar to the proposed project that the company has completed. All proposals must include a completed copy of the enclosed reference sheet.

**Section IV: Evaluation of Proposals and Selection Process**

City staff will evaluate all properly submitted proposals, and will grade and rank all proposals with respect to the criteria set forth in the Request for Proposals, each Proposer's references, past show performance (when applicable), and the proposed fee. The City will then select the top preferred Proposer, with whom a contract, on a form to be provided by the City, will be negotiated. The City Commission has the ultimate authority to approve any proposal and to authorize execution of the negotiated contract.

The City reserves the right to make clarifications, corrections, or changes in the Request for Proposals at any time prior to the time proposals are opened. All proposers or prospective proposers who register with the City will be informed of said clarifications, corrections, or changes. Prospective proposers may register via email to [cballard@cityofgoodlettsville.org](mailto:cballard@cityofgoodlettsville.org) prior to the due date for proposals.

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of companies submitting proposals. Issuance of the RFP does not obligate the City to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

A proposer may withdraw its proposal, either personally or by written request, at any time prior to the scheduled deadline for submittals. No proposal shall be withdrawn for 60 days after the date set for opening proposals. Proposals shall be subject to acceptance during this period.

The City reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Companies should not rely upon, or anticipate, such waivers in submitting their proposal.

## **Section V: Submittal Procedures**

A. All questions regarding this proposal should be directed in writing to Charlie Ballard, Purchasing Coordinator, at cballard@cityofgoodlettsville.org. Questions will be accepted until 4:00pm CST on December 1, 2014. All questions and responses will be compiled and submitted to all known potential respondents electronically in one general response memorandum by December 4, 2014 and posted on the City's website at cityofgoodlettsville.org.

B. RFP Submittals

City of Goodlettsville  
Charlie Ballard  
105 S Main Street  
Goodlettsville, TN 37072

ATTN: Fourth of July Fireworks Displays 2015-2016

Proposals must be received by U.S. Mail, other carrier, or hand delivered no later than 2:00pm CST, Thursday, December 18, 2014. The proposal opening will be held in the Conference Room at City Hall, 105 S Main Street, Goodlettsville, TN 37072. Proposals submitted after closing time will be returned unopened. No oral, telephone, or facsimile proposals will be considered.

## **Section VI: Anticipated Project Timeline**

- |   |                                   |
|---|-----------------------------------|
| • RFP Released and Posted on City Website     | November 17, 2014                 |
| • Due Date for RFP Questions                  | December 1, 2014                  |
| • Responses Provided to RFP Questions         | December 4, 2014                  |
| • <b>RFP Due Date</b>                         | <b>December 18, 2014 @ 2:00pm</b> |
| • Selection of Firm                           | Week of January 5, 2015           |
| • Approval of Professional Services Agreement | January 23, 2015                  |

All Deadlines are Central Standard Time.

**City of Goodlettsville  
Fourth of July Fireworks Displays**

**RFP - Reference Sheet**

**Fireworks Company Name** \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**References**

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Length of Association \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Length of Association \_\_\_\_\_

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\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Length of Association \_\_\_\_\_

**REQUEST FOR PROPOSAL**

**City of Goodlettsville  
Fourth of July Fireworks Displays**

A. Contract Price 2015 \$ \_\_\_\_\_

B. Contract Price 2016 \$ \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date