

City of Liberty Lake
Parks and Recreation Department
22710 E. Country Vista Drive
Liberty Lake, WA 99019
509-755-6726

Request for Proposal

Saturday July 4, 2015 Fireworks Show

The City of Liberty Lake is seeking qualified contractors to provide a high quality professional fireworks show on Saturday, July 4, 2015 for the City of Liberty Lake.

The selected contractor shall provide all necessary equipment, pyrotechnic materials, supplies, tools, delivery, permits, labor and supervision required to electronically perform the fireworks display according to the required specifications.

Selection of the contractor shall be at the sole discretion of the City of Liberty Lake. Criteria used for the selection of a contractor may include the best combination of price, the proposed show content, contractor's performance record, and references from other cities.

The specifications should be considered minimum and should not prohibit a bidder from substituting fireworks of a higher quality material or equipment. Any substitutions must be noted and explained.

All sealed proposals shall be publicly opened and recorded on January 27, 2015 at 2:00 PM. Late submittals will **not** be accepted or considered.

Respondents are to deliver by e-mail the statements of qualifications and experience and other pertinent information for consideration, as indicated in this Request for Proposal.

All bid proposals must be received by the required deadline. The City of Liberty Lake reserves the right to reject any and all proposals received.

TIME, DATE, & COST

- 1.) The date of the show shall be Saturday July 4, 2015 from approximately 9:30 P.M. – 10:00 P.M. in Liberty Lake, WA. The City expects the successful bidder to identify a preferred location subject to the approval of the City. At this time, the City has identified the Liberty Lake Ball Fields as a preferred location but is amenable to a different location in order to enhance safety and visibility.
- 2.) The total budget for the show has been set for \$10,000.
- 3.) Additional donations may be received to extend the show time. The City will coordinate with the selected contractor to determine the purchase date the fireworks must be purchased to allow for an extension of the show based on donations

received.

- 4.) The bid shall specify a charge, if any, to re-schedule due to adverse weather. The decision to reschedule a show shall be at the sole discretion of the City of Liberty Lake.
- 5.) The bid shall specify a charge for set-up and tear down if the show is cancelled.

TERM

Term of this contract and arrangement shall be for one (1) fireworks display on July 4, 2015. The City shall have the option to renew the contract for additional firework displays, which shall include one (1) display on July 4, 2016, and one (1) display on July 4, 2017. Subsequent performances are at the option of the City and shall be provided under the same terms and conditions of the contract originally executed by the City and Contractor, provided the specific price for additional displays will be negotiated. The City shall notify Contractor in writing on, or before, December 31st, of each year, whether the contract shall be extended for the following 4th of July.

DISPLAY

1. Show length shall be a minimum of 15 minutes.
2. Display shall be a continuous presentation with no gaps longer than 10 seconds.
3. Majority of shells to be in the 3” to 6” range (including candles/fountains). Maximum size of the shells shall not exceed 10” in diameter. Total minimum shells shall be 370 for the general show and 190 for the finale; Intermingled within the shots will be between 15 and 18 cake displays ranging between 3296 and 3696 shots. All fireworks will be manufactured by reputable companies known within the fireworks industry (i.e. Sunny, Lidu, Flower King, etc.) Ground effect displays and low level shells may also be included.
4. Finale shall last 45 – 60 seconds.
5. Proposals must meet general requirements as outlined in this specification. Proposals should include a list of:
 - a. The size, type and brand of shells to be fired.
 - b. At least five (5) references listing comparable fireworks shows done by the Contractor during the last five (5) years.
 - c. The number of years of experience each technician has that will be involved with the show.

INSURANCE AND OTHER REQUIREMENTS

- 1.) The fireworks exhibitor must provide a performance bond in the amount of 100% of the bid price at no additional cost to the City of Liberty Lake.
- 2.) The fireworks exhibitor must be licensed, bonded and fully insured. The Contractor shall provide a certificate of general liability insurance naming the City of Liberty Lake as an additional insured with \$3,000,000.00 per occurrence and \$5,000,000.00 aggregate limit, naming the City of Liberty Lake, its elected officials, officers, employees, volunteers and agents, and sponsors of the event as

- additional insured. The policy must be placed with an insurance company with an AM Best rating of A+ or better and the liability insurance policy must be non-cancelable. A copy of the policy, all applicable insurance certificates and declarations must be submitted for review and approval by the City of Liberty Lake prior to execution of a contract between the City and Contractor. If any portion of the insurance is not under an “occurrence” policy, but rather under a “claims made” policy, the fireworks exhibitor must have in effect an extended coverage option which extends the insurance coverage and the time period that claims can be filed for at least twenty-four (24) months. This extended coverage option provides coverage during the twenty-four (24) months statute of limitations period for legal claims.
- 3.) The Contractor shall be required to have automobile liability insurance with a combined single limit, or the equivalent, of not less than \$3,000,000 including the cost of legal defense including coverage for owned, hired, or non-owned vehicles, as applicable. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Contractor or its insurer(s) to the City.
 - 4.) The Contractor shall be required to have Professional Liability coverage with limits of \$1,000,000 per occurrence and \$3,000,000 million aggregate. All insurance shall be primary and non-contributory.
 - 5.) For each employee participating in fireworks set-up and/or display, the exhibitor must submit copies of each employee’s Washington Display Operator’s license, and a copy of each employee’s driver’s license or other acceptable identification to prove that each employee is twenty-one (21) years of age or older. Also, a copy of the current Washington Distributors License must be submitted.
 - 6.) The exhibitor shall be required to apply for and obtain a Fireworks Display Permit from the Spokane Valley Fire Department at no expense to the City of Liberty Lake. A copy of the fireworks permit must be submitted to the City of Liberty Lake Parks and Recreation Department.
 - 7.) A proposed discharge site display map shall be provided to the City of Liberty Lake at the time of the fireworks permit application. The discharge site shall be arranged so that for each 1 inch of mortar diameter, there shall be at least 100 feet of separation between the display site and buildings and spectators.
 - 8.) The fireworks exhibitor must submit all required documents not less than thirty (30) days prior to the date of the event. This will permit the necessary time to review and approve the documents.
 - 9.) The Spokane Valley Fire Department will review all of the applicable documents relative to the application for a permit, certificate of insurance, and other information required to be submitted by the fireworks exhibitor.
 - 10.) Display shall be conducted in accordance with State, Federal and local laws.

QUALIFICATIONS AND REFERENCES

The selected contractor is required to be in the regular business of providing fireworks displays and pyrotechnic shows, of similar size or greater, for a minimum of five (5) years. Due to public welfare and safety considerations, the selected contractor must be fully

licensed and qualified to buy, possess, transport and fire the proposed pyrotechnic devices for the proposed show. The Contractor shall provide a minimum of five (5) commercial or municipal references for firework or pyrotechnic displays from within the last five (5) years similar to the size and scope of this arrangement. References for indoor or stage displays shall not be acceptable.

Each technician that will be involved in the show must be listed in the proposal, along with their qualifications and years of experience.

SAFETY

- 1.) The public shall be restricted from access to the fireworks display area during the set up and the firing of the display. No public access should be permitted within the fireworks display area until the morning after the show and a complete search of the area has been conducted to determine that no devices remain. A sweep of this area will be conducted by Fire Department personnel during daylight hours.
- 2.) The selected contractor shall perform all reasonable and necessary safety precautions to ensure the safety of the Contractor's personnel and the viewing public.
- 3.) Fire prevention personnel will be on-site during the entire set-up of the display, and during the firing of the show.

SET-UP

- 1.) All mortar tubes must be buried except those used in the finale racks.
- 2.) Mortar tubes shall be separated by a minimum distance of not less than the diameter of the mortar involved. When mortar tubes of differing sizes are used, the larger diameter shall be used as the minimum separation distance.
- 3.) All mortar tubes shall be physically marked at $\frac{3}{4}$ " of their length to indicate required burial depth. The mark shall be visible.
- 4.) In the event of an incident, the City of Liberty Lake may require blood or urine screening of all employees involved in the fireworks display.
- 5.) The fireworks may not be stored inside the City of Liberty Lake city limits prior to set-up.
- 6.) Security at the discharge site must be provided by the Contractor for all time period(s) that set-up personnel are not on-site, commencing with the start of the show set-up.
- 7.) The fireworks exhibitor and its employees shall be responsible for the search and removal of unexploded shells remaining in the fireworks display area, potential landing areas, and other areas adjacent to the site. This search will be conducted at daylight on the morning after the display.
- 8.) Contractor shall submit, at least fourteen (14) days in advance, a complete set-up schedule for approval by the fire official.

EVALUTION AND SELECTION PROCESS

- 1.) Due to the wide range of visual quality in a fireworks presentation, the selection of the successful Bidder will be based on a subjective evaluation of the proposed fireworks display and a review of the Bidder's industry qualifications and references for previous displays. The References Form and the Bid Page must be returned with the submitted bid.
- 2.) During the selection process, significant weight is given to the level of satisfaction expressed by the provided references and based on the City's own inquiries regarding the Bidder's perceived industry reputation.
- 3.) A video or graphic demonstration of the proposed fireworks display can be submitted with the Bid as an example of the type of display to be performed.
- 4.) Bidder should provide details about any unique or creative features included in the proposed fireworks display.
- 5.) Upon request, and for the Bid evaluation and selection, Bidder will submit to an interview by the City regarding the submitted Bid.

REFERENCES

References for five (5) similar-sized and type of fireworks displays, performed in the last five (5) years, preferably located in this geographical region:

1. Reference Name: _____

Contact Name: _____

Address: _____

Telephone: _____

2. Reference Name: _____

Contact Name: _____

Address: _____

Telephone: _____

3. Reference Name: _____

Contact Name: _____

Address: _____

Telephone: _____

4. Reference Name: _____

Contact Name: _____

Address: _____

Telephone: _____

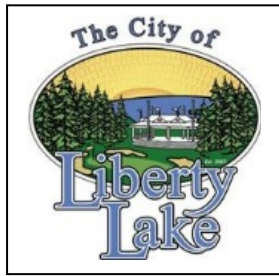
5. Reference Name: _____

Contact Name: _____

Address: _____

Telephone: _____

Note: This References Sheet must be returned with the Bid.



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BID PAGE - JULY 4, 2015
 FIREWORKS SHOW

WE, THE UNDERSIGNED HAVING READ THE SPECIFICATIONS IN THIS REQUEST FOR PROPSAL, INCLUDING ALL TERMS AND CONDITIONS, AGREE TO FURNISH THE FOLLOWING AT THE PRICE AS BID BELOW:

Fireworks Show 2015	\$ _____ EA
Sales Tax	\$ _____ EA
Grand Total	\$ _____ EA

Company _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

E-Mail _____

 Authorized Signature

 Date

To:

Parks and Recreation Coordinator
 City of Liberty Lake
 22710 E. Country Vista Drive
 Liberty Lake, WA 99019