



## INVITATION TO BID – FIREWORKS

PROPOSAL NUMBER: RFP 17-001PR | ISSUE DATE: February 1, 2017

The City of Villa Rica Parks & Recreation Department seeks sealed bids for its Monday, July 3, 2017 Fireworks Display. Proposals must be received no later than **Noon on Friday, February 17, 2017.**

No late proposals will be accepted.

**Send proposals to:**

Villa Rica Recreation Department  
Attn: Administrative Office, Gold Dust Park  
Reference Proposal No. RFP 17-001PR  
646 Industrial Blvd  
Villa Rica, GA 30180

In determining the responsive and responsible bidder, in addition to price, the following may be taken into consideration:

- a) The ability, capacity and skill of the bidder to perform the contract.
- b) The character, integrity, reputation, judgment, experience and efficiency of the contractor.
- c) The quality of performance on previous contracts of similar size and budget.

**For any questions, please email:**  
Tara Ivey, Administrative Manager  
Email: [tivey@villarica.org](mailto:tivey@villarica.org)  
No Phone Calls Please

## **SPECIAL INSTRUCTIONS**

Parties interested in acquiring this contract with the City of Villa Rica's Parks & Recreation Department shall submit one copy of the proposal package to meet the requirements below:

1. All bids must be labeled "**City of Villa Rica Parks & Recreation Department - Fireworks**".
2. Bidders must be properly licensed and secure necessary permits wherever applicable.
3. Complete Mandatory Bid Submittal Form
4. Complete City of Villa Rica vendor information packet, if not currently a vendor. Responsive documents are available online at <http://villarica.org/businesses/bids-proposals/>
5. Preservation of Rights: The owner reserves the right to reject any and/or all bids and waive all minor technicalities, informalities and irregularities. The owner reserves the right to accept the bid, which in the judgment of the Owner, is in their best interest.
6. The City of Villa Rica is the sole determiner of a qualified bidder and may request other information sufficient to determine bidder's ability to meet these minimum standards listed above. Request for information contained in this section may also occur at any time during the effective period of this Contract, or any extension/renewal thereof.
7. List of 3 references including Company name, contact person, address, phone number and e-mail.
8. Termination of Contract: The City of Villa Rica may, at any time they deem necessary, terminate this agreements with thirty (30) calendar days written notice.
9. Freight Terms: Unless otherwise noted, all freight and shipping must be prepaid. All freight charges must be included in prices submitted on proposal.
10. Discounts: Any discounts allowed prompt payment, etc., must be noted and reflected in bid figures and not entered as separate pricing on the proposal form.

**MANDATORY BID SUBMITTAL FORM**

BID NUMBER: RFP 17-001PR

City of Villa Rica Parks & Recreation Department: Fireworks

Name of Company submitting proposal: \_\_\_\_\_

Address of Company: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

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

Cell Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The proposal shall be signed by a representative who is authorized to contractually bind the Contractor.**

Description:

- I. **INTENT:** It is the intent of the CITY to procure the services of a qualified CONTRACTOR(s) to shoot the fireworks display. The show is to be computer designed, musically choreographed and digitally fired, including expanded requirements for electrical firing systems and equipment. The standard for this provision is the “Fire One® system” or equivalent electronic firing system.
  
- II. **PERFORMANCE STANDARDS:** CONTRACTOR must:
  - a) Observe and comply with all of the current N.F.P.A. Code 1123 and the Georgia Building Code as adopted by Carroll County, and any changes to the codes enacted during the term of the contract. To include all updated regulations regarding displays.
  - b) Fire show by computer firing only. In the event of an electrical malfunction, vendor is to describe alternate firing methods that would be used to complete the show.
  - c) Provide, deliver and secure fireworks to the designated point of fire area.
  - d) All firework shells and boxes shall be readily marked for identification, including size and what shells contain multiple projections so that inventory can be confirmed prior to set up. Boxes must be inventoried prior to set up.
  
- III. **TECHICIANS/PERSONNEL:** A minimum of two (2) licensed pyro-technicians plus an applicable number of handlers to help set-up are required. The two (2) pyro-technicians each must have a minimum experience of ten (10) major electronically fired shows and a minimum of five (5) years certified experience in the handling, transporting and discharge of fireworks.
  
- IV. **TIME OF DISPLAY:** Display shall begin promptly at a time mutually agreed upon by the City and the Contractor. Typically, this time is 9:20pm. E.S.T.
  
- V. **CONTRACTOR RESPONSIBILITIES:** Contractor shall, at a minimum, ensure the following:
  - a) Must be setup no later than 8:00 a.m. Monday, July 3, 2017. The contract may begin setup the day

before.

- b) Provide radio communications, including a minimum radios for shooter, and designated CITY staff, for the day of the show beginning with the inventory check at 8:00 am, and maintain radio contact throughout the day. In addition, provide the shooter with a working cellular phone, and provide the designated CITY personnel with the cellular phone number.
- c) Provide to the designated CITY staff one week before the shoot, a printed, detailed, itemized, inventory shipping list of all shells shipped for the fireworks display.
- d) Prior to the loading of the shells, provide an on-site inventory check of shells with assigned CITY staff at a mutually agreed upon time but no later than 12:00 noon on the day of the show. All fireworks packages shall be clearly labeled as to size, type, quantity and country of origin.
- e) Provide to the CITY, as early as possible, but no less than three (3) weeks prior to the shoot, a copy of all applicable permits (fire, police, local and state approval).
- f) Provide compliance with all state and local requirements.
- g) Provide to the CITY a copy of the approved fireworks permit submitted to the Carroll County Probate Court, as early as possible, but no less than three (3) weeks prior to the shoot.
- h) Allow access of CONTRACTOR operations to the Carroll County Fire Marshall all times on the day of the display.
- i) Provide written procedures outlining plans for delivery, set-up and discharge of fireworks display in response to variable weather.

**VI. CITY RESPONSIBILITIES.** The City shall, at a minimum, ensure the following:

- a) Police presence to be available for patrolling display area to maintain a safety zone around the shooting area.
- b) A member from the CITY Parks and Recreation staff to coordinate with the CONTRACTOR and act as a representative of the CITY on matters not directly relating to safety or regulations.
- c) A member of the CITY Parks and Recreation staff to count and inventory all shells prior to loading.
- d) This employee will verify the actual number of shells delivered vs. the proposed shell count submitted in this RFP.

**VII. INCLEMENT WEATHER:** In the event the show is completely canceled due to weather conditions, (as determined by CITY personnel) the CITY reserves the right to reschedule or to completely cancel the display. CONTRACTOR is to outline in CONTRACTOR's proposal what price, if any, CONTRACTOR may charge if show is postponed or completely cancelled due to weather conditions.

**VIII. BUDGET FOR DISPLAY:** The city budget is set at \$23,000.00 for the display. Bidders may show total value that exceeds the \$23,000.00 budget but the total amount paid by the City to the Contractor shall not exceed the budgeted amount.

**IX. MINIMUM REQUIREMENTS OF DISPLAY:** The City is requesting a bid price as follows:

- a) A show divided into three segments including an opening barrage, main body and grand finale
- b) A minimum of at least (200) 6” shells.
- c) A minimum of at least (250) 5” shells.
- d) A minimum of at least (250) 4” shells.
- e) A variety of special effect shells including special effect barrage boxes, Saturn’s, smiley faces, etc.
- f) A false ending prior to the grand finale.
- g) Total should be based on a minimum number of 1400 shells **NOT TO INCLUDE** flashing strobes or reports. The majority of shells should fall in the range of 4” to 6” high-grade shells.

Firing locations shall be from a minimum of four separate locations with the main battery located at the back in the center and with additional batteries located a minimum of 100’ in front of and flanking the main battery to the left and right. Some mortars shall be angled to the left and right of center to diminish the “white out” effect of a multitude of shells exploding in the same volatile air space.

- X. **INSURANCE REQUIREMENTS** – The selected *Fireworks Company* agrees to provide Liability Insurance containing contractual Indemnification Coverage in the amount of five million dollars (\$5,000,000.00), in addition to Worker’s Compensation Insurance for operators and crew members no later than thirty days prior to the scheduled event, naming the following on the Certificate of Insurance as Additional Insured:

The City of Villa Rica  
 571 West Bankhead Highway  
 Villa Rica, GA 30180

THE MILL amphitheater  
 106 Temple Street  
 Villa Rica, GA 30180

- XI. **HOLD HARMLESS STATEMENT** – The following statement must be included in the accepted contract – *Fireworks Company (your name)* agrees to hold harmless, indemnify and defend the City of Villa Rica, the Parks & Recreation Department their officers, commissioners, employees, successors and assigns from and against any and all losses, costs, judgments, suits, liabilities, claims, demands and expenses (including reasonable attorney fees) incurred by any one or more of said indemnities and arising out of or connected with any personal injury, property damage or death resulting from the performance or malperformance of *Fireworks Company (your name)*, hereunder.

## PART II

### ADDITIONAL CONSIDERATIONS FOR AWARD/AWARD PROCEDURES

The contract award will be based on certain objective and subjective considerations listed below:

1. **PROGRAM SELECTION**: This section will be scored on the following criteria:
  - a) Total number of shells – including specialty colors and size of shells, variety and uniqueness of shells. A listing and descriptions of specific shells will be preferred.
  - b) Very limited number of three and four inch shells. (*see PART I, section IX*)
  - c) High quantity of special effects shells, i.e. multiple break shells, amount of shells per minute, lack of dead air time.
  - d) Length of show – **SHOW MUST BE AT LEAST 20 MINUTES DURATION.**
  - e) Dead Spots – The maximum number of seconds with no shells exploding shall be 5 seconds.
  - f) Cancellation Policy.
  - g) Meeting all specifications as outlined in Scope of Work. (Cakes, Roman Candles and other

special effects will be taken into consideration but will not be calculated into the total shell count of the show)

2. **EXPERIENCE AND QUALIFICATIONS:** This section will be scored on the following criteria:
  - a) Experience and qualifications of pyro-technicians, size of crew, and number of shooters onsite.
  - b) Length and quality of company experience.
  - c) Performance of other fireworks displays shows, including safety records.
  - d) Prior failure (if any) to perform awarded contract.
  - e) Previous material violations, if any, of federal, state, or local regulations.
  - f) Specific references from the past three years with contact names, email addresses and phone number.
  
3. **ESTIMATED COST TO THE CITY:** This section will be scored on the following criteria:
  - a) Price of display. (BUDGET: \$23,000)
  - b) Price of static flag display
  - c) Price for postponement of show
  - d) Price for cancellation of show
  
4. **SHOW VALUE:** This section will be scored on the following criteria:
  - a) Total shells in opening barrage: (not including reports)
  - b) Total shells in main body of show (not including reports)
  - c) Total shells in finale (not including reports)
  - d) Total number of 6” or larger shells (not including reports)
  - e) Total number of 5” shells
  - f) Total number of special effect shells as described in proposal (NOTE: If staff cannot determine and/or identify the effect, based on the contractor’s description in their proposal, the shell will not be counted as a special effect shell.
  
5. **FIRING SYSTEM AND CHOREOGRAPHY:**
  - a) Musically choreographed in a studio with firing points built in to disc or storage device (Describe steps and procedures to be used)
  - b) Computer fired using the “Fire One®” system or equivalent. (Describe/identify system to be used)
  - c) Backup plan identified in the event of electronic failure

Each category will be evaluated for each proposer. Scoring shall be at the sole discretion of the evaluator(s) whose decision is final and not up for discussion or further interpretation. Bidders are therefore encouraged to be specific and concise with their descriptions. Evaluation of proposals will be conducted by an evaluation committee of qualified City Staff, or other persons selected by the City based upon the information and references contained in the proposals as submitted. If necessary, the committees will then conduct discussions, for clarification purposes only and score the proposals. The committee will then make a recommendation to the City Council for award.

## **PART III**

### **REQUIREMENTS OF THE PROPOSAL**

Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the

RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. This will provide a quick reference for the evaluators. Proposals not providing this reference will be considered to have no reference material included in the additional documents.

## REFERENCES

Reference No. 1 of 3

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

Street Address: \_\_\_\_\_

City/State/ZIP code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_



Reference No. 2 of 3

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

Street Address: \_\_\_\_\_

City/State/ZIP code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Reference No. 3 of 3

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

Street Address: \_\_\_\_\_

City/State/ZIP code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_