



City of Holts Summit

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February 29, 2024

REQUEST FOR QUALIFICATIONS / PROPOSALS 2024 JULY 4TH FIREWORKS FESTIVAL DISPLAY

The City of Holts Summit, Missouri, through its Special Events Committee, is seeking proposals from qualified contractors ("Contractor") for the **2024 July 4th Fireworks Festival** located at Greenway Park (282 S. Greenway Drive). The successful Contractor will provide all materials, supplies, set up, transportation, certified pyrotechnicians, and clean-up for this display (see additional requirements on the pages to follow). The City will provide an approved shooting site and set up a viewing area for spectators. Please review the following pages for complete information on the request for proposal process. **THE ACTUAL DATE OF THE EVENT IS FRIDAY, JUNE 28, 2024.**

Timeline of Activities

Request for Qualifications Announcement	Friday, March 1, 2024
Qualifications Submission Deadline	4:00PM Friday, March 15, 2024
Contract Presentation to Board of Aldermen (Contract Award)	Tuesday, April 9, 2024

Proposal Format

Please send qualifications and proposals via email in a PDF to cityclerk@holtssummit.org. Responses will be accepted up until 4:00PM local time on Friday, March 15, 2024 (closing date and time). Email subject listed as **"2024 July 4th Fireworks Festival PROPOSAL."** For questions regarding this Request for Qualifications/Proposals, please contact City Clerk Rachel Anderson at (573) 896-8420, or at cityclerk@holtssummit.org.

REQUEST FOR QUALIFICATIONS / PROPOSALS

2024 JULY 4TH FIREWORKS FESTIVAL DISPLAY

Section 1: Purpose / Project Overview

The purpose of this solicitation is to obtain fixed pricing from a qualified, licensed and/or registered contractor; who has at least 10 years of experience in providing fireworks displays, to produce the fireworks display for the City of Holts Summit during the annual 4th of July Fireworks Festival.

Section 2: Scope of Work

The above stated July 4th Fireworks Festival will have a start time of approximately 9:30PM local time (dark). The City of Holts Summit's July 4th fireworks display is scheduled to be conducted on and over city owned property located at 282 S. Greenway Drive and will be shot from that same location. It shall be the responsibility of all bidders to check the launch site for safety concerns. The fireworks display shall be approximately 20 minutes in length AND choreographed to music. The selected contractor will be responsible for working with Quality Sound Solutions to ensure compatibility of systems.

The selected contractor shall comply with all applicable federal, state, and local laws and regulations. The entire show shall meet NFPA 1123 Standards.

The contractor must obtain all necessary licensing and permits and shall coordinate with a fire department agency for fire related safety concerns.

The selected contractor shall be responsible for safely conducting all aspects of the show including, without limitation, the following: ordering, delivery, set-up, loading of fireworks, shooting of fireworks, clean-up, post show inspection, security, and disposal of any leftover shells or duds.

Section 3: Standard Terms and Conditions

When preparing qualifications for submission in response to this solicitation, contractors should be aware of the following terms and conditions which have been established by the City of Holts Summit:

- This request for qualifications/proposals is not an offer to contract. The provisions in this solicitation and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting proposals. The City of Holts Summit reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, to abandon the project and this solicitation at any time, and to re-solicit qualifications.
- The City of Holts Summit reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
- The successful contractor shall be required to sign a contract with the City of Holts Summit. The contractor shall be an independent contractor of the City of Holts Summit.
- TAX EXEMPTION
 - Do not bill federal tax. Certificate number 43-1215239
 - Do not bill state tax. Certificate number 12490083

The City of Holts Summit assumes no responsibility for payment of any expenses incurred by any proponent as part of the solicitation process. The following criteria will be used to evaluate all qualifications:

- The contractor's interest in the services which are the subject of this solicitation, as well as their understanding of the scope of such services and the specific requirements of the City of Holts Summit.
- The reputation, experience, and efficiency of the contractor. The ability of the contractor to provide quality services within time and funding constraints.
- The general organization of the proposal: Special consideration will be given to submittals which are appropriate, address the goals; and provide in a clear and concise format the requested information.
- Other selection factors within this solicitation or the City's purchasing policies, or that the City determines are relevant to consideration of the best interests of the City.
- All responses to this solicitation become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure, and submitting it constitutes proposer's waiver of any recourse against the City in respect to disclosure and proposer's agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total solicitation will be considered proprietary.

Section 4: Required Submittals

Contractors shall submit a copy of their qualifications, which shall contain the following:

- The name, address, and email address of contractor. If an entity, provide the legal name of the entity and the names of the entity's principal(s) who is proposed to provide the services.
- A review of your qualifications and briefly explain how you plan to complete the required tasks.
- Brief company history and company experience with fireworks displays.
- Name of insurance provider.
- Name and contact information of 5 organizations that have hired your company to provide fireworks displays within the last 5 years.
- Written description of the proposed fireworks display. This description must include, at a minimum:
 - (1) total shot count;
 - (2) a detailed list of the type and size of shells you propose to use;
 - (3) number of cakes used, and whether or not the cakes are included in the total shot count;
 - (4) any special affects you would propose;
 - (5) the approximate length of the show;
 - (6) Estimated cost of show.

Section 5: Permits

Upon successful award of a contract, contractor will be responsible for securing all applicable permits as requested by the City of Holts Summit, Holts Summit Fire Protection District, and the State of Missouri. Contactor shall provide all requested permits at least two weeks prior to the commencement of the display.

Section 6: Display

- Contractor shall provide a site plan/layout of their proposed shooting area and safety/fall-out areas at least two week prior to the commencement of the display.
- Shooting crew will have access to the shoot area any time after noon on Tuesday, June 25, 2024. Shooting crew will have all set up done and show ready by 8:00PM on Friday, June 28, 2024.
- Contractor will provide all mortar tubes, racks, firing mechanisms, and other shooting supplies.
- Contractor is responsible for complete cleanup of the shooting area and proper disposal of materials and debris. The shooting area will be cleaned and restored to prior condition by 3:30PM on the afternoon after the show (June 29, 2024, assuming the show is shot on June 28, 2024).
- City will provide cleanup of the viewing area and removal of safety barriers at the perimeter of the shooting site.
- The City will provide safety barriers/markers and security personnel at least four hours prior to the show, during the show, and immediately after the display's conclusion, for the purpose of keeping spectators clear of the shooting and fallout areas.
- The Contractor is responsible for 24-hour security of the shooting area; once they have materials on-site.
- The Contractor is responsible for fire control of the shooting area.
- If the Contractor has additional requests of the City for set up, those must be identified in the proposal. Those items will be considered in reviewing proposals. No last-minute requests will be given consideration.
- City Staff will meet with a representative of the successful Contractor after awarding of the bid to assess the site and determine precise setup, materials, stand-off areas, and other requirements (if any).
- The fireworks display will be fired by a licensed pyrotechnicians(s) provided by the Contractor. The Contractor must utilize pyro-digital technology to conduct the show. No "hand-firing" will be permitted.

Section 7: Alternate

In the event inclement weather prohibits shooting of the display on June 28, 2024, the display will be shot on the **next clear night** as determined by the City of Holts Summit City Administrator, at no additional charge to the City of Holts Summit.

Section 8: Insurance

The selected Contractor will be required to agree to and sign a Hold-Harmless Agreement; as well as provide certificates of insurance evidencing the required coverages. Contractor shall provide proof of insurance coverage with a minimum amount of \$10,000,000.00. The Contractor shall also make sure the City is named as an additional insured on each policy of insurance that the contractor is required to maintain. All insurance documents and certificates of coverage shall be provided to the city at least two weeks prior to the commencement of the display.

Section 9: Payment

Terms of payment shall be mutually agreed in a signed Agreement.