REQUEST FOR PROPOSALS (Revised)

ANNUAL FIREWORKS DISPLAY

RAPID CITY, SOUTH DAKOTA

The City of Rapid City is requesting proposals for a fireworks display in Rapid City, South Dakota on Tuesday, July 4, 2017. If agreed to by all parties, the contract may be awarded for a term of three years; contractor would provide a fireworks display in 2017, 2018 and 2019.

SPECIFICATIONS

A. Display must be a minimum of 20 minutes in length and not exceed 25 minutes. Cost for the display shall not exceed $30,000.

B. The City will provide all necessary safety zones.

C. Display shall be choreographed to a music selection approved by the City of Rapid City, South Dakota. Contractor shall provide a computer model of show for preview by the City.

D. All necessary permits must be secured 30 days prior to show.

E. Contractor shall coordinate with local radio station for public broadcast.

F. Display shall include a spectrum of styles, patterns and sound effects. Shells shall not exceed 6" in diameter (approx. 600 feet to spectators and important structures).

G. All shells must be fired with an electronic computer firing system. There should be no large gaps of time between shells, good display pacing, multiple firing, tailed effect and a choreographed control of the display execution. Contractor shall provide information on average pace of shells per minute.

H. Rapid City Fire Chief will have sole discretion as to the decision to fire shells based on inclement weather, wind, crowd issues, security, etc.

I. Contractor must be available for display on back-up date (generally the next day). Display presentation must be staffed and executed by trained and licensed personnel in pyrotechnics. The specific date will be identified in the Contract for Services.
J. In the event the display is canceled for any reason, contractor is responsible for securing product and equipment in the staging area. Contractor is also responsible for providing security needed for equipment, product and staging area until the display is executed on the back-up date.

K. Supplier must provide a CD containing music which has been choreographed for the fireworks display. The CD will be given to the radio station broadcasting the event.

L. City will barricade and determine staging location.

M. Staging area for firing display will be ready for set-up at 8:00 am the day prior to the scheduled event.

N. Contractor is required to provide security at staffing area for equipment and product during pre-event set-up and up through display.

O. Contractor must be federally licensed for pyrotechnic displays.

P. Contractor must provide at a minimum $5,000,000.00 general commercial liability insurance policy with the City listed as an additional insured.

Q. Contractor will be required to attend pre-event organizational meeting with City staff.

R. Contractor must submit an invoice prior to receiving payment. To facilitate payment process, it is recommended that an invoice be submitted prior to the show. The payment schedule is determined by the City and payment for goods and services will follow all state and local guidelines.

S. The City will provide support at the event to include Public Safety personnel.

T. Contractor must help identify and locate any unexploded shells.

U. Contractor must participate with a sweep of grounds for debris at the conclusion of the event.

**PROPOSAL**

A. **Proposal Format.** The company will be responsible for submitting a written proposal providing a detailed listing of the display outline, firing equipment, staffing, proof of federal license, proof of insurance, cancellation security/storage plan, rain date, delivery and installation.

B. **Fee Quotations.** The fee proposal for the display will include all costs associated with the event, including all equipment, product, permitting, staffing, delivery, insurance, installation, breakdown / clean-up, taxes and service charges. Each firm is required to provide the maximum amount of fireworks for that fee. Fees are to be quoted in one lump sum for a land-based shoot.
C. **Submittal Requirements.** Each of the following items shall be considered an integral part of the Contractor’s proposal and shall be submitted to the City on or before the date and time stated on the Proposal Form:

1. Two copies of completed and signed proposal document sent to the contact listed herein.
2. List all products with brand and effect descriptions and quantities.
3. Identify electronic firing system to be used for display.
4. Include staging area layout drawing showing layout, safety zones, access, border and outside dimensions.
5. Provide copy of Insurance showing City named as an additional insured.
6. Provide the duration of display.
7. Provide copy of federal license.
8. Timeline for preparing pre-event staging area.
9. Provide a plan for product/equipment storage and security in the event of cancellation.
10. Budget for display.
11. Provide a list of references with a minimum of six contacts.
12. Contractor shall indicate any and all deviations from the specifications.

**TIMETABLE**

A. Proposal submittal deadline: 4:00 PM Mountain Time Friday, October 21, 2016
B. Notification of Contract award: On or before Tuesday, November 21, 2016.

Written proposals should be sent to:

Jeff Biegler, Director  
Department of Parks and Recreation  
515 West Boulevard  
Rapid City, SD  57701

Proposals can also be emailed to jeff.biegler@rcgov.org

If you have any questions, please contact us at (605) 394-5225.
Dated this ______ day of ____________________, 2016.

______________________________
Vendor’s Signature

______________________________
Vendor’s Name (Please Print)

______________________________
Vendor’s Address

______________________________
City, State, Zip

City of Rapid City, South Dakota

______________________________
Finance Officer
(SEAL)

______________________________
Mayor
Date: __________________________