

**City of Mascoutah**

**Fourth of July Fireworks Displays: 2019 – 2021**

**Request for Proposals**

**Issue Date: November 5, 2018**

**Proposals Due: November 29, 2018 at 11:00 a.m. CST**



Responses may be mailed / hand-delivered in a sealed envelope with title and due date marked on the outside of the envelope.

Please submit to:  
Kari Haas, City Clerk  
City of Mascoutah  
3 West Main Street  
Mascoutah, IL 62258  
ATTN: Fourth of July Fireworks Displays RFP

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

The City of Mascoutah is seeking proposals from firms for the provision of the City's annual Fourth of July fireworks displays for calendar years 2019 through 2021.

**SECTION I: Fireworks Displays Specifications**

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**A. General Event Information**

DATES: Monday, July 4, 2019; Tuesday, July 4, 2020; and Wednesday, July 4, 2021

(Inclement weather dates: to be determined by mutual agreement between City and contractor, as necessary, but generally on July 5)

TIME: Dusk; approximately 9:30 p.m.

LOCATION: Scheve Park, Mascoutah, IL. Discharge location is northwest of 905 Park Drive, Mascoutah, IL.

**B. Specifications for Fireworks Displays**

1. Duration and Timing of Displays. The Contractor shall provide at a minimum a 20 minute, continuous aerial fireworks display at the designated location with no delays between firing. Each display shall commence promptly at dusk. In the event of inclement weather, the City, in consultation with the Contractor, shall have the 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 of 48 hour written notice, no financial penalty shall be incurred to reschedule the date.

2. Aerial Displays Only. Due to the nature of the discharge location, and to accommodate multiple viewing locations, each fireworks display must be entirely aerial; ground displays are not to be provided. The size of aerial shells should be such that the display reaches an altitude that can be easily seen above the tree canopy and building obstructions from approximately 4,000 feet away.

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. The Contractor shall not allow any employee to perform work who is intoxicated or under the influence of a controlled substance.

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 each fireworks display to determine that the Contractor has satisfactorily cleaned the area.
5. Compliance with National Standards. The Contractor shall 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. The Contractor assumes complete and sole liability for all federal, state and local taxes that are applicable.

## **SECTION II. Qualifications**

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### **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 laws.

### **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. The limit of liability shall cover bodily injury and property damage and shall be in minimum amounts of \$2,000,000 for personal injury and \$2,000,000 for property damage. 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 section, not less than 60 days prior to the performance of each fireworks display.

## **SECTION III. Content of Proposals**

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

### **A. Description of the Firm**

Describe your firm's structure, areas of expertise, time in business, number of employees and other information that would help characterize your firm.

## **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 a shell inventory that indicates the number of proposed shells by size, type, show breakdown totals (Grand Opening, Main Body, Grand Finale) and overall total. Detail and indicate how many of each size shell would be used for each fireworks display. Please include information that indicates proposed shell types by break patterns and colors.
3. Explain how the proposed displays comply with the specifications set forth in this Request for Proposals to include aerial only displays.

## **C. Identification of Operators and Crew Members.**

Proposals must include a list of qualifications and other documentation / evidence of experience levels of the pyrotechnic operators to be assigned to the City's event.

## **D. Proposed Fee**

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

The City may increase its investment for any fireworks display within a minimum of four months written notice to the Contractor.

***BE ADVISED that the City does not intend to pay more than \$10,000 annually.***

## **E. References**

All proposals must include a minimum of three references including contact information for each listing and date of the event(s), preferably with other government/municipal agencies.

## **SECTION VI: Evaluation of Proposals and Selection Process**

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City staff will evaluate all properly submitted proposals, and will select the top preferred proposer based on the information provided in the proposal, references, past show performances, and the proposed fee.

The City reserves the right to make clarifications, corrections, or changes in this 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 e-mail to [khaas@mascoutah.com](mailto:khaas@mascoutah.com) 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 the firms submitting proposals. Issuance of this RFP does not obligate the City to pay any costs incurred by a respondent in its submission of a 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.

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. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.

## **SECTION V: Submittal Procedures**

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### **A. Questions and Clarifications**

All questions regarding this proposal should be directed in writing to Kari Haas, City Clerk, at [khaas@mascoutah.com](mailto:khaas@mascoutah.com).

### **B. RFP Submittals**

Proposals must be received by U.S. mail, other carrier, or hand delivery no later than 11:00 a.m. CTS, Thursday, November 29, 2018. The proposal opening will be held in the Council Chambers. Proposals submitted after closing time will be returned unopened.

All proposals should be delivered to:

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