



## **Request for Proposals: Pleasant View City Founder's Day Fireworks Display**

**RESPONSES DUE:** February 13, 2024 by 1:00 p.m.

### **QUESTIONS & SUBMITTALS:**

Sara Urry  
City Councilmember  
[surry@pleasantviewcity.com](mailto:surry@pleasantviewcity.com)  
801-737-0523

### **PART I- SCOPE OF SERVICES**

**SCOPE:** To provide an annual Founder's Day fireworks display for a period of 3 years, with full services, including, but not limited to:

1. A fireworks display consisting of at least a 20-minute continuous period of assorted firework shells, including a false finale, and grand finale. The show is expected to be choreographed with a musical arrangement.
2. All materials, costs and expenses for the show.
3. Transportation and delivery of pyrotechnics and show materials.
4. Event set-up, staging and clean-up.
5. All permitting and property use approvals with Weber High School and Weber School District.
6. Interfacing with appropriate authorities including the North View Fire District.
7. All insurances, bonds, licensing, etc. are required for providing such a service.

Weather permitting, these services shall be provided on Founder's Day at or near dark. If on Founder's Day weather conditions exist (such as wind, hail, or rain) that are not conducive to a safe fireworks display, then these services shall be provided on an agreed upon rain date.

Founder Day Dates (subject to change):

2024 – June 22  
2025 – June 28  
2026 – June 27

2027 – June 24  
2028 – June 22  
2029 – June 23

Pleasant View City is exempt from federal and state taxes. DO NOT include taxes in the proposal.

It is the intent of this Request for Proposals (RFP) to set forth the *minimum* acceptable requirements for responses to this request.



## PART II- RESPONDING TO RFP

To be considered, send three (3) copies (one original and two copies) of the sealed proposal to:

**Pleasant View City**  
ATTN: Fireworks RFP  
Sara Urry  
520 West Elberta Drive  
Pleasant View, UT 84414

Responses are due Tuesday, February 13, 2024, no later than 1:00 PM. Any response, modification, or amendment received after the due date and time is considered late and will not be accepted. No electronic responses (facsimile, e-mail, etc.) will be accepted.

**INSTRUCTIONS FOR RESPONDING TO THIS RFP:** It is incumbent upon each respondent to carefully examine these specifications, terms and conditions contained in this RFP. Any clarification or additional information shall be made in writing to the appropriate person called out on the cover page. When appropriate, the city will respond through written means.

If the City must revise or amend any part of this RFP, notice will be given to all respondents who are registered when receiving this RFP. To register please send an email to: [surry@pleasantviewcity.com](mailto:surry@pleasantviewcity.com) with contact information sufficient to forward any amendment.

### Information that shall be submitted includes:

1. **Qualifications & Contact Information:** Please provide detailed contact information for your business and contact person, including phone(s), email, website, fax, etc. Describe, in sufficient detail the business experience providing fireworks displays, expertise and include a brief history of the business. Also include a brief description of established training and safety programs for employees.
2. **Display Length:** Describe in detail the length of the main show, the false finale, and the grand finale.
3. **Shell Assortment:** Describe, in sufficient detail, the shell assortment, and the count and size of shells. Please include multiple shot effects (listing shot only, and not the shot effects per item) and the diameter of those effects. Note that the City reserves the right to count and verify inventory prior to the show being fired.
4. **Price:** Detail the proposed all-inclusive fee for the services which includes, but is not limited to, all costs, materials, expenses, supplies, permits, bonds, insurance, etc.
5. **Proposed Approach:** Describe, in sufficient detail, how the Proposer plans to provide the Services (firing techniques, timing, display, etc.) and any other information the Proposer considers relevant. Preference may be given to electrical firing.
6. **Clean up:** Please provide an outline of the plan for post-show cleanup.
7. **Manufacturer and Materials:** Please specify the manufacturer of the products you will be firing, including contents of product and the use of plastic vs. cardboard fillers.
8. **Loss or damage:** Please provide an outline of how loss or damage claims will be managed.
9. **Licensing & Insurance:** Include a copy of the Proposer's valid Utah State business license and certified pyrotechnics certificate. Please provide proof of workers compensation insurance, DOT liability insurance for transportation and be prepared to re-submit this information within 30 days of the scheduled show. A certificate of limited liability insurance coverage will also be required.

10. **References:** Include names, addresses and contact persons of at least three (3) similar clients with whom the Proposer has provided similar services. The city may contact such persons.
11. **Rain Dates:** Provide an alternate date should inclement weather prohibit the fireworks display taking place on the scheduled Founder's Day. Rain dates will preferably be the Friday or Saturday following the scheduled Founder's Day date.
12. **Disciplinary Actions:** Summarize any notices, disciplinary actions, and suits by or against Proposer or related entities during the past five (5) years.
13. **Submission of Form - Cost Breakdowns (attached).** The respondent must provide a proposal of the work to be completed and include the maximum cost for the service.

### **PART III- SELECTION PROCESS**

Proposals shall be opened in private by a representative from the City and a witness after the deadline has passed. The amount of each proposal, the number of respondents, and any other relevant information shall not be made public until after the contract negotiation process has concluded.

Each proposal will be reviewed and then the recommended proposal will be presented to City Council for approval. Evaluation criteria will include the following:

- ✓ Compliance with required information requested in the RFP.
- ✓ The duration of the display, size and type of shells, the number of shells.
- ✓ Cost of service.
- ✓ Accident and safety history.
- ✓ The business' recent experience with providing services of similar size and scope and the satisfaction of previous client(s).
- ✓ Licenses and certifications required to perform work within the state of Utah.
- ✓ Preference may be given to in-state and local vendors.
- ✓ Any other criteria deemed pertinent by the committee in review of the proposals.

### **PART IV- REQUIREMENTS/STANDARDS GOVERNING RFP**

**COMPLETING PROPOSALS:** Proposals must be submitted with the required forms herein and all forms must be completed in accordance with the instructions. Each proposal must be manually signed in ink by an authorized respondent and all required information must be provided.

Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified must be sealed and submitted to the city prior to the proposal submission deadline. Any and all corrections and/or erasures must be initialed and dated by the respondent.

**CONFIDENTIALITY OF PROPOSAL INFORMATION:** Each proposal must be securely sealed to provide confidentiality of the proposal information prior to the proposal opening and must be prominently marked "Fireworks RFP." Failure to mark proposal envelopes as required is cause for proposal rejection. Proposal documents and contents will NOT be returned to the respondents.

All proposals become public information after the proposal opening and are available for inspection by the general public in accordance with the Government Records Access and Management Act.

**PROPOSALS BINDING:** All proposals submitted shall be binding upon the respondent if accepted by Pleasant View City within ninety (90) calendar days of the proposal submission date.

**NEGOTIATION:** The City reserves the right to negotiate any and all elements of this proposal.

**BOND AMOUNTS:** Upon the award of all construction contracts, the following bonds or security shall be delivered to the City: (a) A performance bond in an amount equal to 100% of the contract price; or (b) A payment bond in an amount equal to 100% of the contract price to serve as protection of all persons or companies supplying labor and/or material to the contractor or its subcontractors for the performance of the contract.

**RFP DISCLAIMER:** Pleasant View City reserves the right to disqualify incomplete proposals, waive minor defects, as it deems applicable in the written proposals, request additional information from any respondent, change or modify the scope of the project at any time without any penalty, negotiate terms with one or more of the respondents, reject any or all proposals without a penalty, and take any steps necessary to act in the City's best interest. The City also reserves the unilateral right to order, in writing, changes in the work within the scope of the contract and changes in the time of performance of the contract that do not alter the scope of the contract work.

**Proposal Cost Breakdowns**

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

I, \_\_\_\_\_ (Printed Name) on behalf of \_\_\_\_\_ (Print

Company Name), provide Pleasant View City with this proposal and agree to comply with Part IV- Requirements/Standards Governing RFP.

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

**Fireworks Contract Proposal**

1. All services described in this RFP \$ \_\_\_\_\_