

CITY OF ST JOSEPH

Proposals Must Be Received No
Later Than

Time: 4:00PM Date: 11/21/2019

For Information Contact

Purchasing

at (816) 271-5330

REQUEST FOR PROPOSAL

NO RFP2020-07

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This document constitutes a request for sealed bids, including prices, from qualified individuals and organizations to furnish those services and/or items as described herein.

Proposals must be mailed or delivered to the Division of Purchasing, 1100 Frederick Avenue Room 201, St. Joseph, MO 64501.

Fireworks Display

This form must be completed, signed and returned with the proposal.

Please have the Bid Name and Number on the outside of the sealed proposals.

The offeror must provide all information required in this document pursuant to the specifications attached and included herein.

The offeror hereby agrees to provide the services and/or items at the prices quoted, pursuant to the attached terms and conditions of Request for Proposal or Invitation to Bidders and Terms and Conditions of Purchase, and further agrees that when this document is countersigned by an authorized official of the City of St. Joseph, a binding contract, as defined herein, shall exist between the offeror and the City of St. Joseph.

SIGNATURE REQUIRED

Offeror's Signature: _____ Offeror's Printed Name: _____ Title: _____

Company Name: _____ Date of Proposal: _____

Mailing Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Social Security or Federal Tax No _____

NOTICE OF AWARD (This section for City of St. Joseph use only)

Requisition No. _____

This proposal is accepted by the City of St. Joseph as follows:

Purchase Order _____

Buyer

Purchasing Agent

Date

CITY OF ST. JOSEPH
PURCHASING DIVISION
TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL
OR INVITATION TO BIDDER

1. PREPARATION OF BIDS

- a. Bidder's are expected to examine the specifications, delivery schedule, bid prices and all instructions of the Request for Proposal or Invitation to Bid. Failure to do so will be at bidder's risk. In case of a mistake in extension, the unit price(s) will govern.
- b. Any manufacturer's names, trade names, brand names, information and/or catalogue numbers listed in a specification are for information and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item. If bids are based on equivalent products, indicate on the bid form the manufacturer's name and model number. The bidder shall explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to bid on alternate brands will be received and considered in complete compliance with the specifications as listed on the bid forms.
- c. All supplies and equipment offered in a bid must be new and of current production unless the Request for Proposal or Invitation to Bidder clearly specifies that used or reconditioned supplies or equipment be offered.
- d. Firm fixed prices shall be bid and include all packing, handling and shipping charges.
- e. Unless otherwise indicated, prices quoted shall be firm for acceptance for ninety days (90) from bid opening and for the specified contract period.

2. TAX EXEMPTION

- a. Do not bill federal tax. Certificate number 44-6000256.
Do not bill state tax. Certificate number 12493457.

3. SUBMISSION OF BIDS

- a. A bid submitted by a bidder must (1) be manually signed by the bidder on the Purchasing Division's Request for Proposal or Invitation to Bidder, (2) contain all requested information, (3) be priced as required, (4) be sealed in an envelope or container, (5) be attached to a security deposit if required, and (6) be delivered to: the Purchasing Division, 1100 Frederick, Room 201; St. Joseph, MO 64501, and officially clocked in no later than the exact time and date specified on the Request for Proposal or Invitation to Bidder.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside left corner with (1) the official Price Inquiry number and (2) the official closing date and time.
- c. Submission of this bid constitutes an assignment by the bidder to the City of all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or the State of Missouri, which causes of action have accrued or will accrue as the result of or in relation to the particular good or services purchased or procured by it in fulfillment of any contract with the City arising from this bid.

4. MODIFICATION OR WITHDRAWAL OF BIDS

- a. Bids may be modified or withdrawn by written or telegraphic notice received prior to the official closing date and time specified. A bid may also be withdrawn or modified in person by the bidder or his authorized representative provided proper identification is presented before the official closing date and time. Verbal phone requests to withdraw or modify a proposal will not be considered.
- b. After the official closing date and time, no bid may be modified or withdrawn.

5. BID OPENING

- a. Bid openings shall be public on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by facsimile, telegraph or telephone will not be acceptable. Bid files may be examined during normal working hours by appointment. Bid tabulations will not be provided by telephone.

6. AWARDS

- a. Unless otherwise stated in the Price Inquiry, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- b. As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none or a combination thereof, to reject any and all bids or waive any minor irregularity or technicality in bids received.
- c. Awards will be made to the bidder whose bid (1) meets the specifications and all other requirements of the Price Inquiry and (2) is the lowest and best bid, considering price, responsibility of the bidder and all other relevant factors. When multiple bidders are equally responsible and qualified and submit equivalent bids, those bidders that are equally responsible and qualified and submit equivalent bids may be allowed to submit a subsequent lower bid price in accordance with a schedule established by the Purchasing Agent; such bid price must be submitted in a sealed envelope or container clearly marked on the outside left corner with (1) the official Price Inquiry number and (2) the closing date and time established by the Purchasing Agent; the submission may modify only the bid price.
- d. Each bid is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all the materials, equipment, supplies or services described therein shall constitute a contract between the bidder and the City; and shall bind the bidder to furnish and deliver at the price, and in accordance with the conditions of said accepted bid and detailed specifications.
- e. The City of St. Joseph is not obligated for expenditures unless funds have been encumbered by Purchase Order or Contract. The completion of the "Notice of Award" by the City is not an authorization for shipment or to proceed with services.

7. OPEN COMPETITION

- a. It is the intent and purpose of the Division of Purchasing that the Price Inquiry permits free and open competition. However, it shall be the bidder's responsibility to advise the Purchasing Division if any language, requirements are, or any combination thereof, inadvertently restricts or limits the requirements, are, or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a bid. The notification should be received by the Purchasing Division at least ten days prior to the Price Inquiry closing date and time. The bidder may submit notification after the bid closing providing sufficient time is permitted for a thorough review by the Purchasing Division and its decision will be final.

Bid Specifications

Fireworks Display

The City of St. Joseph, Missouri, through its Parks, Recreation and Civic Facilities Department, is seeking bids for a fireworks display for July 4, 2020. The successful bidder will provide all materials, supplies, set up, transportation, certified pyrotechnicians, and clean-up for this display. (See additional requirements below.) The City of St. Joseph will provide an approved shooting site and set up a viewing area for spectators.

Bidders should submit along with acknowledgement of the following specifications, a listing of the types of fireworks to be used in the display. Please use Attachment A-1, or your standard form of the list of shells and displays, including the information requested on Attachment A-1. Please also complete and return Fireworks Exhibit A with your bid. Responses may be returned in a sealed envelope marked "RFP2020-07 Fireworks Display" to Tammy Bembrick, Purchasing Agent, at the address stated below, no later than 4:00 p.m., **Thursday, November 21, 2019.**

RFP proposals must be delivered to:

City of St. Joseph
Attn: Purchasing Agent
1100 Frederick Avenue, Room 201
St. Joseph, MO 64501

I. Location:

Shooting Site: Huston-Wyeth Park (Wyeth Hill), St. Joseph, Missouri

Viewing Site: Missouri Riverfront @ St. Joseph, Missouri

II. Date: July 4, 2020

Time: 9:45 p.m.

Length of Display: Not less than 20 minutes, limit to 40 minutes.

III. Permits:

Bidder will be responsible for securing all applicable permits as requested by the City of St. Joseph, St. Joseph Fire Department and the State of Missouri. Bidder will provide all requested permits at least three weeks prior to the commencement of the display. The Fire Department permits must be applied for at least 30 days prior to the display.

IV. Alternate:

If inclement weather prohibits shooting of the display on July 4, 2020, the display will be shot on the next clear night as determined by the City of St. Joseph Parks, Recreation and Civic Facilities Director, at no additional charge to the City of St. Joseph.

V. Budget:

The City of St. Joseph has a budgeted amount not to exceed \$14,500 for this display. The bid should include, but not be limited to, materials, supplies, labor, insurance and permits.

VI: Insurance:

Bidder will provide proof of insurance coverage in a minimum amount of \$5,000,000.00. Ability to provide this coverage must accompany bid and a Certificate of Insurance, naming the City of St. Joseph as an additional insured, must be received by the City of St. Joseph at least four weeks prior to the display.

VII: Display:

- A. The shooting area is not directly adjacent to the viewing area(s). All shells and displays will be aerial, no ground displays.
- B. The shooting area may accommodate no larger than a twelve-inch (12") shell. Four-inch (4") shells or smaller are not suitable to view from viewing area(s). Please take that into consideration in bidding your show.
- C. Shooting crew will have access to the shoot area anytime after noon on July 3rd. Shooting crew will have all set up done and show ready by 6:00 p.m. on July 4, 2020.
- D. Bidder will provide all mortar tubes, racks, firing mechanisms and other shooting supplies.
- E. Bidder 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 3:30 p.m. on the afternoon after the show. (July 5, 2020, assuming the show is shot on the 4th).
- F. City will provide cleanup of viewing area and removal of safety barriers at the perimeter of the shooting site.
- G. The City will provide safety barriers and security personnel at least four hours before 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.
- H. The bidder is responsible for 24 hour security of the shooting area.
- I. The bidder is responsible for fire control of the shooting area.
- J. If the bidder has additional requests of the City for set up, those must be identified in the bid. Those items will be considered in reviewing bids. No last minute requests will be given consideration.

K. The Parks, Recreation and Civic Facilities staff will meet with a representative of the successful bidder after awarding of the bid to assess the site and determine precise setup, materials and other requirements.

L. The fireworks display will be fired by licensed pyrotechnicians provided by the bidder.

VIII: Payment

A. The bidder agrees to submit an invoice for the fireworks show after the fireworks show has completed.

B. The City agrees to provide a one-time payment to the bidder after the fireworks display has been completed.

C. In the event of weather related cancellation, no payment will be remitted to the bidder.

**St. Joseph, Missouri
Fireworks Display
July 4, 2020**

The shooting area may accommodate no larger than a twelve-inch (12”) shell. Four-inch (4”) shells or smaller are not suitable to view from viewing area(s). Please take that into consideration in bidding your show.

Please list Show and Finale separately:

<u>SHELL SIZE</u>	<u>DESCRIPTION OF SHELL (include origin)</u>	<u>QUANTITY</u>
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Additional Requests: (please list here, as stated in specifications)