



Request for Proposal

REQUEST FOR PROPOSALS FOR FIREWORKS DISPLAY

The City of Elgin will receive proposals for the following professional services in the Purchasing Department until **5:00 p.m. local time, Monday, March 27, 2022.**

Title of Professional Services: Licensed Pyrotechnician

SPECIAL REQUIREMENTS

NEED FOR THE COMMUNITY

The City of Elgin is currently accepting proposals to provide firework display services for The Hispanic Heritage Month: Canta con Orgullo event scheduled to take place on Saturday, September 16, 2023. This request for Proposal (RFP) represents a publicly advertised and competitively awarded solicitation by the City of Elgin. The City of Elgin reserves the right to reject any or all RFPs, or any part thereof, or to accept any RFP or any part thereof, or to waive informalities in any RFP, if deemed to be in the best interest of the city.

BACKGROUND

This new event is expected to draw between 4,000-6,000 attendees to Festival Park in downtown Elgin. The event celebrates Hispanic Heritage Month with a car parade, Grito and Independence Day national cry, live music, interactive sculptures, food, drinks and much more, culminating in a fireworks display viewable from Festival Park and downtown Elgin.

SCOPE OF PROVIDER SERVICES

Prepare and execute a 20-25 minute fireworks show viewable from Festival Park in Elgin, IL. The proposal should include set up requirements, a listing of the products used, the number of shells and shell size (please note the maximum shell size at this location is 5") and past experiences dealing with high attendance events. Each proposal shall also include the number of staff present, safety plan, pyrotechnic license, and proof of insurance as listed below.

LOCATION:

National Street Bridge, Elgin IL

GENERAL SPECIFICATIONS

The City is seeking and will select a vendor that best demonstrates the ability to provide affordable and reliable services to downtown attendees. The City is open to a proposal that meets or exceeds the expectation of a 20-25 minute fireworks display. The awarded proposal can be renewed up to three years. If you are awarded this Agreement, vendor rights may not be sold, transferred, or given to anyone else. The City of Elgin will not be liable for any expense or cost associated with the preparation and/or submittal of a Vendor's response to this RFP.

GENERAL EXPECTATIONS

- Fireworks Operation Schedule:
 - TBD: Vendor arrives Site preparation begins
 - 3:00pm National Street Bridge road closures begins
 - 9:15pm* Fireworks show begins
 - 9:35pm-9:40pm* Fireworks show ends
- *Please note that times may adjust due to the Metra train schedule on September 16th
- Expectations of the city:
 - The city will provide barricades and close National Street Bridge at National St and State St, and National St and S Grove Ave
 - The city will require a City of Elgin fire official on site for the duration of the set up and event
- Expectation of the vendor:
 - Provide adequate certified personnel to safely prepare and set up display
 - Provide adequate personnel to execute the display
 - Provide on-site event supervisor. Supervisor's mobile phone and email contact information to be provided to city staff
 - Provide any power requirements
 - Provide safety plan

REQUIREMENTS

The applicant must operate the fireworks contract awarded to you. The applicant must have a Pyrotechnics/Fireworks license. Please note: proposals submitted after the deadline date and time or lacking one or more of the following requirements will not be accepted.

1. All proposals must be submitted on paper.
2. Please include your name, business name, business address, email address, phone and fax number.
3. All proposals must include the legal name of the organization, firm, individual or partnership submitting the RFP. Include the address of the principal place of business, phone numbers and primary contact person.
4. The proposal must be signed by an official who is legally authorized to bind the organization.
5. Provide all reference materials which includes a valid license, proof of insurance and business plan outlining the provided services.
6. If your proposal is accepted, the following will be due upon issuance of your concession agreement:
 - a. *Insurance Coverage and Proof of Policy* – The vendor/contractor shall obtain and maintain for the duration of the agreement, policies of comprehensive general liability insurance with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate. The City of Elgin shall be named additional insured.
 - b. *Permit* – It will be the vendor/contractor's responsibility to contact, arrange and

apply for specific Illinois and City of Elgin Fire Department Pyrotechnics/Fireworks Requirements for this event, including any permits or letters of approval. It is the responsibility of the contractor to verify adequate electrical service available to support the requirements and equipment they intend to operate at a particular location. Any modifications or improvements to the vendor area shall be at the sole expense of the contractor and will require advance written approval from the City. Not all improvements requested may be approved.

- c. *Contract Agreement (Not Lease)* – The contractor understands and agrees the City will only grant this agreement by contract and not by lease. Agreements will only confer permission to occupy and use the premises described for the purpose of providing a one-time fireworks display. The City will only grant a successful contractor an individual, revocable and non-transferable privilege of use in the premises for the display granted.

EVALUATION CRITERIA

It is the purpose of this Request for Proposal to obtain the highest quality services. A panel of city staff will review the qualified proposals as submitted. The panel will score the RFP proposals, determine the highest qualified applicants, conduct interviews if necessary, and make final recommendation to the City Manager regarding the award. The recommended RFP will also go before City Council for final approval.

When evaluating any proposal the City of Elgin shall consider:

- (a) All requirements above are met;
- (b) Competence to perform the services as reflected by technical training and general experience in providing the required services and the qualifications and competence of persons who would be assigned to perform the services;
- (c) Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously;
- (d) Past performance as reflected by the evaluation of private persons and officials or other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines;
- (e) Estimated cost and cost limitations;
- (f) Financial responsibility;
- (g) Provide the best products to be offered – prices, quality and value;
- (h) Meet licensing and insurance requirements;
- (i) Meet professional appearances, vibrancy, quality of unit/business, character/theme attributes, and cleanliness standards;
- (j) Preference may be given to past participants;
- (k) Other pertinent considerations and information determined by the city to be relevant.

