

City of Rosenberg

Request for Written Quotations

July 4th Fireworks Display

Background

The City of Rosenberg has a reputation for providing high quality, family-friendly events. Our annual Independence Day celebration, Family 4th, is our biggest annual event and culminates in a fireworks display. The City has made a commitment to our Family 4th guests to bring the finest of pyrotechnic artistry and professionalism to the celebration and wishes to continue to grow attendance by providing a first-class fireworks show at our 2017 event. In addition to event attendees in Seabourne Creek Nature Park, the fireworks display is also viewed and enjoyed by many, at different locations throughout Rosenberg and surrounding communities.

Point of Contact

Carrie, Recreation Programs Coordinator
City of Rosenberg
P.O. Box 32
3825 State Highway 36 South (Rosenberg Civic Center)
Rosenberg, TX 77471-0032
Phone: 832-595-3520
Fax: 832-595-3521
Email: carrie.kmiec@rosenbergtx.gov (All inquiries must be made in writing)

The City shall not be responsible for any verbal communication between any employee of the City and any potential Vendor.

Completed quotes must be received by 5:00 p.m. on Friday, January 27, 2017

Purpose

The City of Rosenberg (City) is requesting Written Quotations from qualified pyrotechnic/fireworks companies (Vendor) to produce a fireworks/pyrotechnic display (Display) as the finale to our Family 4th Independence Day Celebration (Event).

Date/Time of Event: Friday, July 4, 2017, at approximately 9:15 p.m.
Weather Date: On a mutually agreed upon date
Event Location: Seabourne Creek Nature Park
3831 State Highway 36 South, Rosenberg, TX 77471
Delivery/Set-up Time: Monday, July 3, 2017 at 8:00 a.m.

The proposed Display is based on a budget not to exceed thirty-thousand dollars (\$30,000.00).

Scope of Service

It is the intent of the City to be descriptive, not restrictive, and to establish a desired level of service and to meet a pre-established standard of quality. Submitting Vendors may offer items of equal quality but the burden of proof of such quality rests with the Vendor. The City shall act as sole judge in determining quality and acceptability of services offered. Award preference will be given to the Vendor who has verifiable experience in providing same or similar scope of work and performance.

The City wishes to enter into a contract with a single vendor to provide a turnkey Display to include the following:

1. Provide a twenty (20) minute Display choreographed to patriotic music.
2. Written Quote should be based on a Display utilizing aerial shells only.
3. Shells should be a mix of three-inch (3") to ten-inch (10") shells with the maximum shell size within the limits of the safe fallout area for the Display.
4. No parachutes may be used in City of Rosenberg Display.

5. Provide all necessary labor, equipment, and supervision to set-up, monitor, and dismantle Display. Vendor will locate and remove all unexploded shells at the conclusion of the Display, and perform a thorough clean up of Display site.
6. Vendor will allow an official representative from the City to be at the launch site to communicate with City staff at stage area to coordinate the start of the Display with the musical accompaniment.

Vendor Requirements

The successful Vendor will be required to the following by May 4, 2017:

1. Submit a compact disc or other digital source of mutually agreed upon, pre-recorded patriotic music to the City for review and approval.
2. Make a pre-site inspection with City representatives.
3. Complete and submit attached **Fireworks Display Permit Application** to Rosenberg Fire Department.

The successful Vendor will also be required to:

1. Shoot Display from the required launch site, indicated on attached **aerial map**.
2. Transport Display products to shoot site and store Display product at the shoot site according to the requirement of the National Fire Code published in the NFPA 1124-1998, Code for Storage of Fireworks, Manufacture, and Transportation, current edition.
3. Have a competent company representative, thoroughly experienced in the type of work being performed, at the shoot site at all times beginning with product delivery.
4. Secure all Display products at shoot site in an area mutually agreed upon by the City and the Vendor. At no time shall Display products be left unattended.
5. Protect all Display products from inclement weather before Display.
6. Should there be inclement weather that prevents firing of the pyrotechnics, fire on an alternate date, mutually agreed upon by the Vendor and City.
7. Assume responsibility for all electronic systems for detonation of Display and related electrical connects.

Written Quotations should include

1. Completed **Quote Worksheet**, including length of Display, total shell count, range of shell sizes in inches, cost of Display. Vendor may also provide option to renew for up to two (2) additional, one-year terms, with associated per year costs. *Note: The City is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.*
2. Quotation should also include a separate detailed breakdown of the overall Display (introduction, main body, grand finale, etc.), including the size and number of shells to be used.
3. Completed **Bidder Certification** page.
4. Completed **Bidder Information** page, including all company contact information, organizational structure of company as it relates to this project, list of staff/key personnel for Display and financial reference.
5. Completed **Bidder Customer/Client References** page, to include three (3) references where Vendor provided Display of similar size and scope. Submissions may include hyperlinks to examples of similar work.
6. Completed **Conflict of Interest Questionnaire**.
7. Proof of Insurance in the form of a copy of a Certificate of Insurance for General Liability coverage in accordance with the attached **Exhibit A, City of Rosenberg Policy for Bidding Projects**. Any subcontractor(s) hired by the Vendor shall maintain insurance coverage equal to that required of Vendor. It is the responsibility of the Vendor to assure compliance with this provision.

The City reserves the right, without prejudice, to reject any or all Quotations and to accept the Quotation which is in the best interest of the City.

Following award for services

1. Vendor shall provide a full and complete copy of General Liability Insurance Certificate, naming the City of Rosenberg as an additional insured for the Display dates including set-up and dismantle, and to keep the coverage in force until the obligations have been fully performed, without cost to the City.
2. The City shall generate a purchase order to the successful Vendor. Said purchase order number must appear on all invoices, packing list, and all related correspondence. Invoice submitted for payment shall be addressed to the Point of Contact previously stated.
3. The successful Vendor shall indemnify, defend, and hold the City, its officers, agents, and employees harmless from any claim, loss, damage, suit, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person, or for damage to any property, arising from or caused by any act of omission of Vendor, its officers, employees, agents or subcontractors in performing its obligation under the agreement.

Attachments

City of Rosenberg Fireworks Display Permit Application
Aerial Map of Launch Site
Quote Worksheet
Bidder Certification
Bidder Information
Bidder Customer/Client References
Conflict of Interest Questionnaire (CIQ)
Exhibit A, City of Rosenberg Policy for Bidding Projects



City of Rosenberg
Fire Marshal



1012 5th St * Rosenberg, TX 77471
(832) 595-3600 * FAX (832) 595-3601

FIREWORKS DISPLAY PERMIT

The below named person or organization is hereby authorized to conduct a Class "C" 1.4g fireworks display in Rosenberg; on _____, 2017 at _____ p.m. for _____. A \$50 permit fee to City of Rosenberg is required under the following conditions:

A licensed pyrotechnic operator certified by the Texas State Fire Marshal's Office must personally conduct the ignition of the fireworks and be in attendance at all times during the display. An inspection of the setup shall be conducted by the City of Rosenberg Fire Marshal's Office prior to ignition to verify compliance with all regulations.

Display must be conducted in accordance with the rules and regulations set forth in Article 5.43-4 (Fireworks and Storage and Sales of Fireworks) by the State Department of Insurance, State Fire Marshal's Office.

Additionally, the area where the display is to be conducted must be clear of any debris that is considered to be combustible. All vegetation shall be mowed as close as possible to the ground; any trash and trash receptacles, etc. shall be removed from the area. A water source, complete with supply line and nozzle shall be readily available to extinguish any fire that may result from said display. This will be provided by the City of Rosenberg with a fee of \$25.00/hour per firefighter with a minimum of 2 hours. One fire apparatus and two firefighters will be used. Permit must be with operator on site. Failure to comply with these regulations will result in the revocation of permit and a fine of up to \$2,000.00.

Issued by: _____ Date: _____

Justin Jurek, Fire Marshal

Pyrotechnic operator: _____ License No.: _____

Company: _____ Phone: _____

Address: _____

Permit Holder: _____

Representative: _____

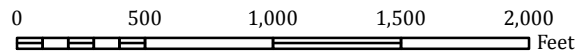


July 4 Fireworks Launch Site
Seabourne Creek Nature Park - 3831 SH 36 S
City of Rosenberg, Texas

- | | | | |
|--|-------------------------|--|---------------|
| | Fireworks Launch Site | | US Highway |
| | 560' Launch Site Buffer | | State Highway |
| | Audience Site | | Local Road |



Scale:
 1:9,000
 or
 1 inch = 750 feet



This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of geographic features.



QUOTE WORKSHEET
July 4, 2017 Firework Display

Completed quotes must be received by 5:00 p.m. on Friday, January 27, 2017.

Carrie Kmiec
City of Rosenberg
P.O. Box 32
3825 State Highway 363 South (Rosenberg Civic Center
Rosenberg, TX 77471
Fax: 832-595-3521
Email: <mailto:carrie.kmiec@rosenbergtx.gov>

The contractor may submit in person, by mail, fax or email for consideration. The proposal must include all forms referenced in bid specification. No quotes will be considered without all completed documents.

The City reserves the right to request additional information or to meet with representatives from proposing organizations or individuals to discuss points in the proposal before and after submission, any and all of which may be used in forming a recommendation.

Quote consists of turnkey, pyrotechnic display for July 4, 2017 event.	2017	2018 <i>(optional one year extension)</i>	2019 <i>(optional one year extension)</i>
Length of Display in total minutes			
Total number of shells in Display			
Range of shell sizes <i>(quantity should be listed separately)</i>			
LUMP SUM TOTALS	\$	\$	\$

ACCEPTANCE OF WRITTEN QUOTES:

It is understood by the undersigned that City reserves the right to reject any or all written quotes for this service.

DATE: _____

BIDDER: _____
 Company's Name

ATTEST/SEAL (if a corporation)
 WITNESS (if not a corporation)

BY: _____

NAME: _____

TITLE: _____

BY: _____
 Signature

 Printed or Typed Name

 Street Address

 City, State & Zip Code

 Area Code & Phone

BIDDER CERTIFICATION
July 4, 2017 Firework Display

By signature affixed, the bidder certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the anti-trust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business.

Bidder has examined the specifications and has fully informed themselves as to all terms and conditions. Any discrepancies or omissions from the specifications or other documents have been clarified with City representatives and noted on the bid proposal submitted.

Bidder guarantees product offered will meet or exceed specifications identified in this bid invitation. Bidders agree that the bids submitted shall remain firm for ninety (90) days following the date specified for the opening of bids.

BIDDER MUST COMPLETE AND SIGN

NAME OF FIRM/COMPANY: _____

AGENTS NAME: _____

AGENTS TITLE: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

AUTHORIZED SIGNATURE: _____

DATE OF BID: _____

BIDDER INFORMATION
July 4, 2017 Firework Display

FULL LEGAL FIRM/COMPANY NAME: _____

BUSINESS STREET ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

BUSINESS TELEPHONE NUMBER: _____

BUSINESS FAX NUMBER: _____

COUNTY: _____ MINORITY OWNED: _____ NO. OF EMPLOYEES: _____

CORPORATION: _____ PARTNERSHIP: _____ PROPRIETORSHIP: _____ L.L.C. _____ L.L.P. _____

YEAR EST: _____ NO. OF YEARS IN BUSINESS: _____ FEDERAL ID NO: _____

NATURE OF BUSINESS: _____

PRINCIPALS

NAME: _____ TITLE/POSITION: _____

NAME: _____ TITLE/POSITION: _____

NAME: _____ TITLE/POSITION: _____

BANK REFERENCE: _____

NAME OF BANK OFFICER: _____

ADDRESS/CITY/STATE/ZIP: _____

PHONE NO: _____

BIDDER CUSTOMER/CLIENT REFERENCES
July 4, 2017 Firework Display

Bidders must establish the firm's work experience and abilities through a minimum of three verifiable clients within the Fort Bend County or Greater Houston area. References must be for clients with two (2) years or more successful service.

1. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO: _____

NAME OF CONTACT: _____

2. COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NO: _____

NAME OF CONTACT: _____

3. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO: _____

NAME OF CONTACT: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

EXHIBIT A

POLICY FOR BIDDING PROJECTS

Price Quotations and Purchase Awards

- 1) Procedures of Negotiated Purchases Not Subject to Competitive Bidding. Purchase requisitions for \$5,001 to \$50,000. Purchases in excess of \$5,000 will require written competitive price quotations from at least three (3) vendors. Failure of the vendor to provide price quotations in writing may be grounds for exclusion of that vendor from the purchasing request.
 - a) Purchases between \$5,000 and \$50,000 will require a certificate of insurance on award of contract for General Liability coverage naming the City of Rosenberg (City) as an additional insured.
 - b) No bidders' bond or cashiers' check will be required as bid security.
- 2) Purchase Subject to Competitive Bidding. Purchases in excess of \$50,000 shall be competitively bid and awarded by the City Council, except as otherwise provided in the Purchasing Policy. Such purchases shall be solicited by formal competitive bids or proposals. Purchases exceeding \$50,000 during any fiscal year period shall be deemed as meeting the competitive bidding requirements of the Purchasing Policy.
 - a) For one time jobs in excess of \$50,000, the City will require \$500,000 General Liability coverage, as well as Employers' Liability coverage, with the City being named as an additional insured.
 - b) For more significant work, (i.e. infrastructure construction, etc.), the City will require \$1,000,000 in General Liability coverage minimum combined single-limit General Liability coverage per occurrence and \$2,000,000 General Aggregate for bodily injury and property damage coverage, as well as Employers' Liability coverage. If the work will exceed \$1,000,000 these limits may be increased upon recommendation of the City Manger. The City will be named as an additional insured.
 - c) Workers' Compensation coverage will be required as set forth by State Law.
 - d) Vehicle Liability Insurance coverage will be required as the same limits as General Liability coverage for any contractor who uses his own vehicles in the course of the work (not just driving to and from, but actually performing the work).
 - e) For work in an amount greater than \$50,000 (rather than the \$25,000 current requirement in our Purchasing Manual), an Official Bidders' Bond signed by the Surety and Bidder, Cashiers' Check, Certified Check, or a letter of credit from an FDIC insured bank in an amount equal to five (5) percent of the total cost of the project will be required with each submitted proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with time and specifications of the Request for Proposal.

Procurement of Professional Services

Procurement of Professional Services shall remain the same with the following exception:

- a) Although contracts for professional services may not be awarded on the basis of competitive bids, the City Council must authorize any professional service contract which will exceed \$50,000, on the basis of the above criteria.
- b) Professional services rendered to the City which do not exceed \$50,000 in any fiscal year must be approved for payment by the Department Head of the user department, the Finance Director, and the City Manager, as provided herein.