

**St James Township
Beaver Island, Michigan**

Request for Proposal

4th of July Fireworks Display

Date Issued: December 7, 2017

Due Date and Time: 11:00 a.m., Thursday, December 28, 2017

**Contact: Kathleen McNamara, Supervisor
231.448.2014 mcnamara.stjamestwp.bi@gmail.com**

Attached hereto is a copy of our proposal specifications:

4th of July Fireworks Display

The deadline established for the receipt of your proposal is 11:00 a.m., Thursday, December 28, 2017. The proposal is to be submitted to the St. James Township Clerk, 37830 King's Highway, Beaver Island, Michigan 49782.

REQUIREMENTS

1. Proposal must include all the information requested in this document.
2. Include expiration date of proposal if necessary.
3. Proposal must be enclosed in an envelope which has been sealed and clearly labeled with the words "4th of July Fireworks Display", date and time of proposal opening, and be received no later than 11:00 a.m., Thursday, December 28, 2017
4. St. James Township reserves the right to accept or reject any or all proposals, in whole or in part, and accept only the proposal deemed to be in the best interest of the Township.
5. St. James Township does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
6. If you have any questions regarding this proposal, please contact Kathleen McNamara at 231.448.2014 or mcnamara.stjamestwp.bi@gmail.com

4th of July Fireworks Display Request for Proposal

The Township of St. James, is seeking proposals from licensed fireworks companies to provide a fireworks display to the residents of Beaver Island on July 4th, 2018.

St. James Township is considering 1.) a fireworks display, and 2.) an option for subsequent annual renewals of the contract. If the contractor performs in an exemplary manner for the 2018 season, St. James Township reserves the right to select the awarded company for following seasons, individually, on a performance-based basis.

LOCATION

The following locations may be used depending upon weather conditions:

Township Owned Whiskey Point Lighthouse Property

Fogg Towing Company Barge or other Approved Private Barge

Private Property on South Side of Harbor

*Please contact Kathleen McNamara mcnamara.stjamestwp.bi@gmail.com (231.448.2014) for more information about potential launch sites.

EVENT DURATION

The fireworks display is scheduled for Wednesday, July 4, 2018, at dusk with a mutually agreed upon rain date to be determined. This contract may include an option for an auto renewal for up to 5 years with an opt-out clause, post-event for each year of the contract. The dates of the event for additional years will be on July 4th of each year.

INSURANCE

All coverage shall be with insurance companies licensed and permitted to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to the Charter Township of St. James.

Workers' Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability

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not less than \$3,000,000 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent.

Motor Vehicle Liability: The Contractor, or its subcontractors, shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Additional Insured: Commercial General Liability Insurance as described above, shall include an endorsement stating that the following shall be ***Additional Insured:*** The Township of St. James, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

Cancellation Notice: The Insurance coverage described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Jon LaFever, 46000 Summit Parkway, St. James MI, 48188.

Indemnification: To the fullest extent permitted by law, the (name of contractor) agrees to defend, pay on behalf of, indemnify, and hold harmless the Township of St. James, its elected and appointed officials, employees and volunteers, and others working on behalf of the Charter Township of St. James against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Charter Township of by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this agreement.

REQUIREMENTS

Each vendor must provide the following information with the proposal (please attach additional information if necessary).

- Each proposal should include a detailed description of all fireworks to be used during the show, including the size and number of shells to be fired. The preferred display is a minimum, 30-35 minute program with constant display with a total cost not to exceed \$8,000.00 annually.
- Note that total cost includes fireworks and all associated costs related to transport to the Island and to firing location and all labor related to show.

- Proposals should include a maximum shell size of six (6) inches and minimum of three (3) inches, electronic firing required. Indicate the number of 3" Shells, 4" Shells, 5" shells, 6" Shells and Multi Level Display Cakes.
- Submit a program detail outlining and identifying what special fireworks and accent shells are included in the proposal. Clearly indicate a definite description of size, origin, color and unusual feature of shells for each, as well as differentiate between the opening, main show (including a mid-show if applicable), and grand finale. Indicate whether the product is purchased or self-manufactured.
- Inclusion of a DVD, video, or any helpful materials to aid in the review of the proposed fireworks display is encouraged.
- Note that the area from which the fireworks are discharged is not visible to the spectators. For this reason, please do not include ground displays in your proposal. The show must clear tree lines and be seen from a large viewing area.
- The display set up should not include any reloads.
- No subcontractors to be used in the setup or firing of the fireworks display.
- The successful contractor will be required to obtain approval of display and related activities from the Fire Chief of the Township of St. James in order to operate in the State of Michigan; as well as complete all required permits by the time they are due.
- Provisions for alternate date if weather or other safety issue causes cancellation of designated date.
- License and Insurance meeting the requirements listed.
- A list of references with contact information, as well as a complete list of shows completed within the last two years.
- Provide a complete record of safety history.
- Qualifications and experience of the firm's individuals assigned to the project, including their experience with similar projects.

Please submit the following page with your company's proposal along with any attachments.

Fireworks Display Request for Proposal Vendor Information

Company Name: _____

Address: _____

Contact Person: _____

Phone: _____ **Email:** _____

Event Overview & Outlook

- What are your requirements of the Township? Please attach a detailed list.
- What do you anticipate to be your arrival date and time to set-up prior to the start of the show? Departure date and time?
- This contract may include an option for an auto renewal for up to 5 years with an opt-out clause, post-event for each year of the contract. The dates of the event for additional years will coincide with Fathers Day Weekend.
- Township representatives will rank each of the proposals and meet with the highest ranked companies January 2, 2018 at the St. James Township Governmental Center, 37830 King's Highway, Beaver Island, MI 49782.
- Please attach any questions that you may have.

Signature: _____

Date: _____

Selection Criteria

The selection committee to review the Request for Proposals shall use the following criteria to analyze the proposals:

Criteria	Score
<p>1. Safety & Professionalism (Max. 30 points) Has an established safety record, is able to demonstrate proper certifications and compliance with safety regulations, including launch site and transportation; reference checks as well as contacts with approving agency(s) for previous shows provide positive feedback without detrimental comment or reason for concern.</p>	
<p>2. Quality of the Program Proposal (Max. 40 points) Determined by overall shell selection, size, and distribution, contributing to the overall quality of the show. Proposal clearly indicates a definite description of size, origin, color and unusual feature of shells for each, as well as differentiates between the opening, main show and grand finale. Proposal includes creativity, variety, and clearly describes any special effects and accent shells incorporated into the content of the display.</p>	
<p>3. Reputation & References (Max. 15 points) Including scope of displays and a review of shows completed within the last two years. Is the company customer-service oriented? Did they over-deliver? General perception of end purchaser.</p>	
<p>4. Experience (Max. 15 points) History of Company, experience (in the number of years) by the shooting crew.</p>	
<p>Total Points (Max. 100)</p>	