

## REQUEST FOR PROPOSAL – FIREWORKS DISPLAY

**PURPOSE:** The Village of Johnsburg is requesting proposals to conduct a fireworks display at its annual Celebration in the Park event on Saturday, October 7, 2023 at Hiller Park, 5500 Skyhawk Lane, Johnsburg, Illinois.

Hiller Park; 5500 Skyhawk Lane, Johnsburg, IL 60051 (Parcel 10-06-100-010)



**GENERAL INFORMATION:** Johnsburg is a community of approximately 6,400 residents situated at the mouth of the Fox River in McHenry County Illinois, approximately 8 miles south of the Illinois/Wisconsin border. The Village provides municipal services including but not limited to public safety, code enforcement, public works, engineering, water and sewer, planning and zoning, building inspections, plan review and administrative services.

The Village is seeking to contract with a pyrotechnic display contractor to conduct a fireworks display, at its annual Celebration in the Park event held Saturday, October 7, 2023 at Hiller Park beginning at dusk. In addition to the fireworks display, the event features, food and beverages, children's games and live entertainment. The fireworks will be discharged from Hiller Park (Northeast Baseball Field - Showcase Field) and viewed by a few thousand spectators both at the park and in nearby neighborhoods.

**INSTRUCTIONS:** Submit proposals in a sealed envelope clearly marked “RFP Celebration in the Park Fireworks Display” no later than 3:00 p.m. on September 18, 2023 at the Village Hall, 1515 Channel Beach Avenue, Johnsburg, Illinois 60051.

**SUBMISSION REQUIREMENTS:** Bidders must meet the qualifications set forth in the attached ordinance regulating pyrotechnic displays in the Village. The following information shall be submitted as part of the proposal:

- A. Letter of introduction including a general overview of the bidder’s company; the bidder’s experience with similar events; and the names of the individuals who will be assigned to work the event and their area of responsibility;
- B. Current BATFE license for distribution of display fireworks;
- C. Proof of insurance limits set forth in INSURANCE paragraph below
- D. Proof of a current United States Department of Transportation (USDOT) Identification Number;
- E. Proof of a current USDOT Hazardous Materials Registration Number;
- F. Copy of the Pyrotechnic Operator Licenses for all personnel engaged in discharging fireworks at the event.
- G. References – the Bidder shall provide at least three (3) references with contact names, addresses, telephone numbers and email addresses.
- H. Description of the show including the duration and a detailed list of Shell Count with a breakdown of the number of shells of each size to be shot during the opening, main body and finale of the show. Counts shall be itemized in the attached Appendix A and include a definitive list of the size and number of shells to be fired as well as their origin, color, unusual features, and any visuals and explanation that assist in describing the show.

The Village of Johnsburg will not be responsible for expenses incurred in preparing and submitting the proposal and therefore should not be included in the proposal.

**PAYMENT:** Payment shall be made after services are rendered. The Village and MTFPD has the right to perform an on-site inspection of the shells prior to the show. If any shortage is discovered during the inspection or if any fireworks are defective, deductions shall apply.

**TERMS AND CONDITIONS:**

- A. **Right to Reject Proposals:** The Village reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
- B. **Clarification:** The Village reserves the right to request clarification of information submitted and to request additional information from any proposer.
- C. **Right to Award to Contract to Next Most Qualified Contractor:** The Village reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within 10 days after the award of the proposal.

- D. **Contract Resulting:** The contract resulting from the acceptance of a proposal by the Village shall be in the form supplied and approved by the Village and shall incorporate the specifications in this RFP.
- E. **Amendments to Scope of Services:** The Village may elect to amend the scope of services of the contract at any time. If any order causes an increase or decrease in the cost of or time required for the performance of any part of the work under the contract, an equitable adjustment shall be made in the contract price or delivery schedule, or both and the contract shall be modified in writing accordingly. However, the successful bidder is not obligated to comply with any order unless and until the parties reach agreement as to an equitable adjustment, and same shall be reflected as an amendment to the contract.
- F. **Unforeseeable Circumstances:** In the event of any unforeseen circumstances, which significantly delay or cancel the display on the designated day, an alternative day shall be established at no additional cost if mutually agreed upon by the Village and the contractor. If a mutually acceptable alternative date cannot be established no display will be held and both the Village's and the contractor's obligations under the contract resulting from this bid document shall be null and void.
- G. **Technical Conditions:** The successful contract shall be required to follow the technical fireworks display guidelines established by the McHenry Township Fire Protection District. The guidelines for the Celebration in the Park display shall include but not be limited to the following:
  - 1. The display must comply with the National Fire Protection Association Code (NFPA) 1123, Code for Fireworks Display.
  - 2. The display must be electronically fired.
  - 3. No subcontractors may be used to set up or fire the display
  - 4. The contract must complete a site visit with the McHenry Township Fire Protection District and Johnsburg Police Department prior to the event.
  - 5. Any additional requirements as decided by the McHenry Township Fire Protection District and Johnsburg Police Department.

**SCOPE OF SERVICES:** The Village anticipates that the successful contract shall include each of the following:

- A. The contractor shall be prepared to hold the display at dusk (approximately 8:00 p.m.) on the Saturday, October 7, 2023 at Hiller Park, 5500 Skyhawk Lane, Johnsburg, Illinois
- B. The full display should be no less than 20 minutes and no longer than 30 minutes
- C. The contract shall provide all necessary cleanup of combustible materials and/or shells before and following the display.

**INSURANCE:** The successful contractor shall carry as a minimum for the event, the following insurance in such forms and with such carriers who have a rating, which is satisfactory to the Village. Said coverage shall be primary and non-contributory. Proof of same shall be provided prior to signing of contract:

- A. Commercial general liability insurance of at least \$5,000,000; naming the Village of Johnsburg, its agents, officials and employee as additional insured for all activities related to the fireworks display.
- B. Worker's Compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Illinois; with combined single limits of liability not less than \$3,000,000 for bodily injury, including personal injury or death, products liability, property damage and waiver of subrogation;
- C. Automobile liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage.

**CONTACT:** Contacts for the Village of Johnsburg are Ms. Claudett Sofiakis, Village Administrator at [csofiakis@johnsburg.org](mailto:csofiakis@johnsburg.org) and Vinny Lamontagna, Assistant Administrator at [vlamontagna@johnsburg.org](mailto:vlamontagna@johnsburg.org). Alternatively, both may be reached at 815-385-6023

## APPENDIX A: Detailed Shell Count Sheet

The undersigned, having full knowledge of the requirements of the Request for Proposal to provide a Fireworks Display at the Village of Johnsburg's Celebration in the Park event on Saturday, October 7, 2023 at Hiller Park and agrees to supply and discharge the below listed items for the performance in strict accordance with Contract. (Complete and submit with Proposal)

### FIREWORKS SHELL COUNT

#### CELEBRATION IN THE PARK

##### OPENING:

Length in minutes: \_\_\_\_\_

Quantity/shell size	_____	x	_____	inch shells
	_____	x	_____	inch shells
	_____	x	_____	inch shells
	_____	x	_____	inch shells
	_____	x	_____	inch shells
Shell	_____	x	_____	inch shells

Subtotal: \_\_\_\_\_

##### MAIN PROGRAM:

Length in minutes: \_\_\_\_\_

Quantity/shell size	_____	x	_____	inch shells
	_____	x	_____	inch shells
	_____	x	_____	inch shells
	_____	x	_____	inch shells
	_____	x	_____	inch shells
Shell	_____	x	_____	inch shells

Subtotal: \_\_\_\_\_

##### FINALE:

Length in minutes: \_\_\_\_\_

Quantity/shell size	_____	x	_____	inch shells
	_____	x	_____	inch shells
	_____	x	_____	inch shells
	_____	x	_____	inch shells
	_____	x	_____	inch shells
Shell	_____	x	_____	inch shells

Subtotal: \_\_\_\_\_

##### Grand

##### Total:

Shells: \_\_\_\_\_ Length in minutes: \_\_\_\_\_

Total Proposed Cost for Display: \$ \_\_\_\_\_