



PARKS, RECREATION & FORESTRY

1900 AVIATION DRIVE
WAUKESHA, WISCONSIN 53188-2471
TELEPHONE 262/524-3737 FAX 262/524-3713

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2018 OFFICIAL NOTICE TO CONTRACTORS ADVERTISEMENT FOR BID

FIREWORKS BID (WEDNESDAY, JULY 4, 2018)
City of Waukesha, Wisconsin 53188

BIDS CLOSE: WEDNESDAY, JANUARY 10, 2018 AT 4:00 P.M.

Sealed proposals will be received by the City of Waukesha Department of Parks, Recreation and Forestry until **Wednesday, January 10, 2018 at 4:00 p.m.** at the Office of the Parks, Recreation and Forestry Department, 1900 Aviation Drive, Waukesha, Wisconsin 53188, Attention: Joanna Adamicki, Special Events Coordinator. Your bid envelope must be plainly marked "Fireworks Bid" in the lower left hand corner of the envelope.

In accordance with the plans and specifications on file in the Office of the Parks, Recreation and Forestry Department.

The Parks, Recreation and Forestry Department hereby, reserves the right to accept the bid most advantageous to the City or to reject any and all bids.

The successful bidder will be required to enter into a contract with the City for a two (2) year period. The City will have the option to renew the contract for an additional third year. The City has allocated an amount of \$7,000. Sponsorship dollars obtained for fireworks would increase the show value accordingly. The amount allocated for 2019 and subsequent years shall be set during the budget process and could include committed sponsorship dollars.



BID OPENING: WEDNESDAY, January 10, 2018
WAUKESHA PARKS, RECREATION & FORESTRY DEPARTMENT
1900 AVIATION DRIVE, WAUKESHA, WI 53188

**BID REQUEST
FIREWORKS
City of Waukesha**

Bid Request

Following you will find an Outline Specifications and Plan for City of Waukesha Fireworks Show. The terms of the agreement are as follows:

The successful bidder will be required to enter into a contract with the City for a two (2) year period. The City will have the option to renew the contract for an additional third year.

The Fireworks Bid Request should include all of the following:

1. **Dates:** The 2018 Fireworks Show will be presented on Wednesday, July 4, 2018 (rain date of Thursday, July 5, 2018). The 2019 Fireworks Show will be presented on Thursday, July 4, 2019 (rain date of Friday, July 5, 2019). Third year option show date is Saturday, July 4, 2020 (rain date of Sunday, July 5, 2020).
2. **Location:** The Fireworks Display will be presented at the Waukesha County Expo Grounds, 1000 Northview Road, Waukesha, WI 53188.
3. **Time:** The Fireworks Display will begin at 9:30 pm.
4. **Insurance Requirements:** The City will require you to furnish a copy of your personal liability and property damage insurance coverage within twenty-one (21) days after the contract is awarded to you. The policy shall state that it will be effective on July 4, 2018/July 5, 2018 and the City of Waukesha, Department of Parks, Recreation and Forestry will receive notice from said insurance company if the policy is cancelled prior to July 4, 2018. The minimum coverage shall be in the amount of not less than five million dollars (\$5,000,000.00) bodily injury liability limit and property damage liability of five million dollars (\$5,000,000.00) on each occurrence. The City of Waukesha, its officers, employees and agents and the Waukesha County Expo shall be listed as additional insured as it relates to the Fireworks Display on July 4, 2018 (Rain date: July 5, 2018) at the County Expo Grounds. Vendor shall assume all responsibility and be liable for any and all injuries incurred by their personnel.
5. Vendor will provide a show that is a minimum of 30 minutes in length. Any show less than 30 minutes, as timed by WPRF designee, will result in a deduction of allocated payment as determined by the average minute value of the show. (example: \$7,000 show for 30 minutes = minute value is \$233.00).
6. The vendor shall take complete responsibility for the fireworks display including furnishing a sufficient number of experienced pyrotechnic personnel to execute a safe display.
7. The show will have an opening announcement salute(s) with sponsor name(s), if applicable, to be put on a light up board with fireworks and displayed during opening.
8. The show will consist of a combination of low level special effect items; with aerial shells shot simultaneously behind to provide a continuous flow of fireworks for the duration of the show.



9. The exact location on the Expo grounds where the show or any portion of the show is to be shot will be determined by the Waukesha Fire Department and the Waukesha Parks, Recreation and Forestry Department. The Shoot Site Plan and Shoot Specifications will be presented no later than thirty (30) days before show date and approved by Waukesha Parks, Recreation and Forestry Department and Waukesha Fire Department staff.
10. The vendor shall ensure familiarity with the entire performance site prior to submitting a proposal.
11. The aerial shells will be 3" – 6" maximum. Unit price, per size and the grade(s) of the shells in the aerial portion of the show shall be indicated on the bid. A variety of types of aerial shells are preferred. The diameter, duration, and number of shots per cakes used in the low level special effects portion should also be indicated on the bid. Special effects or attractions should be noted.
12. The show will have at least one (1) ground piece, The American Flag, (5' x 10') or larger.
13. The show will include a Grand Finale. The Grand Finale should be 3 ½ - 4 minutes in length.
14. Vendor should state if display will be manually or electronically fired.
15. Vendor shall elaborate on safety precautions used during the display (i.e., protective clothing, procedures used to assure pre and post show safety as well as during the show). Indicate past safety record including any incidents related to execution of a fireworks show.
16. Vendor shooting the fireworks show is responsible for inspecting the grounds for any unexploded fireworks and disposing of any such materials. Vendor is required to report to the City any unfired or misfired shells. Failure to do so will result in a deduction from payment no less than \$500.00.
17. In addition to the number and quality of the shots for the dollar amount that is allocated for this show, any sponsorship dollars the vendor can provide will be factored into the awarding of the bid. Please indicate sponsor(s) name, contact information and the amount of sponsorship being offered and return it with the proposal.
18. City has allocated an amount of \$7,000 for the 2018 show. Any sponsorship dollars obtained for Fireworks would increase the show value accordingly. The amount allocated for 2019 and subsequent years shall be set during the budget process. Any weather related, acts of God, or other mutually agreeable cancellation will result in rescheduling or refund.
19. Vendor to ensure all fireworks materials and devices in transit to the fireworks discharge site shall be transported in accordance with Title 49, Code of Federal Regulations, "Federal Regulation for Transport"; NFPA 1124, "Code for the Manufacture, Transportation, and Storage of Fireworks"; and Title 27, "Code of Federal Regulations", part 18, Bureau of Alcohol, Tobacco and Firearms, Part 181, "Commerce in Explosives". Vendor must provide a safe, dry area for storage of firework materials and a trailer or other suitable container for storage the day of the events.
20. Vendor is to furnish a list of references, including contact person, phone number, mail address, and e-mail addresses.
21. Questions regarding this proposal shall be directed to: Joanna Adamicki, Special Events Coordinator, City of Waukesha, Parks, Recreation & Forestry Dept., (262) 524-3717, jadamicki@waukesha-wi.gov



ALL COLUMNS MUST BE FILLED IN FOR THE
SHELL AND CAKES USED IN THE SHOW

ANNOUNCEMENTS

<u>SIZE</u>	<u>NAME OF SHELLS</u>	<u>GRADE/ 1 - 4</u>	<u>NUMBER</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
_____	_____	_____	_____ @	_____	_____
_____	_____	_____	_____ @	_____	_____
_____	_____	_____	_____ @	_____	_____

Sponsor(s) name light up display board during announcement. _____

TOTAL ANNOUNCEMENTS _____

AERIALS

3 INCH	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
4 INCH	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
5 INCH	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
6 INCH	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____
	_____	_____	_____ @	_____	_____

TOTAL AERIALS _____



ALL COLUMNS MUST BE FILLED IN FOR THE
SHELL AND CAKES USED IN THE SHOW

LOW LEVEL SPECIAL EFFECT ITEMS

<u>SIZE CAKE DIAMETER</u>	<u>DURATION OF CAKE</u>	<u>NUMBER SHOTS/ CAKES</u>	<u>NUMBERS OF CAKES</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
_____	_____	_____	_____ @	_____	_____
_____	_____	_____	_____ @	_____	_____
_____	_____	_____	_____ @	_____	_____
_____	_____	_____	_____ @	_____	_____
_____	_____	_____	_____ @	_____	_____
_____	_____	_____	_____ @	_____	_____
_____	_____	_____	_____ @	_____	_____
_____	_____	_____	_____ @	_____	_____

TOTAL LOW LEVEL SPECIAL EFFECTS SHOW

GROUND DISPLAY

5' x 10' American Flag (or larger)

_____ @ _____

TOTAL GROUND DISPLAY

GRAND FINALE **3 1/2 – 4 minutes in duration**

<u>SIZE</u>	<u>NAME OF SHELLS</u>	<u>GRADE/</u>	<u>NUMBER</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
_____	_____	_____	_____ @	_____	_____
_____	_____	_____	_____ @	_____	_____
_____	_____	_____	_____ @	_____	_____
_____	_____	_____	_____ @	_____	_____

TOTAL GRAND FINALE

TOTAL COST OF ALL ITEMS

\$

DATE: _____

ORGANIZATION'S NAME: _____

ORGANIZATION'S ADDRESS: _____

CONTACT NAME: _____

CONTACT ADDRESS: _____

TELEPHONE NUMBER: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

EMAIL: _____

