

LINDON CITY  
LINDON DAYS  
FIREWORKS  
RFP # 12-02

RFP CLOSES 5:00 PM FRIDAY, APRIL 13th, 2012

REQUEST FOR PROPOSAL (RFP) Lindon City hereby requests proposals for the following:

Fireworks for the city celebration on the night of Friday, August 11, 2012 at Pheasant Brook Park (800 W 300 N in Lindon City)

#### I. RFP TERMS AND CONDITIONS

A. This RFP does not commit the City to award a contract. No other party, including any proposer, is intended to be granted any rights hereunder. Proposals which, in the sole discretion of the City, do not meet the minimum requirements, including without limitation the minimum proposal submission requirements, will not be reviewed. This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City. Any response, including written documents and verbal communication by any proposer to this RFP, will become the property of the City and if required by law may be subject to public disclosure by the City or any authorized agent of the City. The City is not liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material(s) submitted in response to this RFP.

B. It shall be the proposer's responsibility to review and verify the completeness of its proposal. The City may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer. The City may request to inspect properties or contact clients referenced in the proposer's proposal. The City also reserves the right to conduct investigations with respect to the qualifications of a proposer.

C. Verbal communication made by any City employee or agent of the City with respect to this RFP is not binding and shall not in any way be considered as a commitment by the City. Only written responses to questions submitted in writing to the City or written addenda to this RFP issued by the City will be considered binding on the City.

D. City employees and officials are prohibited from responding to this RFP or being a party, direct or indirect, to any contract resulting from the RFP and no proposal shall be accepted from, or contract awarded to, any City employee or official who submits a proposal or solicits any contract in which he or she may have any direct or indirect interest. No proposer may be a proposer to more than one proposal submitted pursuant to this RFP. Entities that are legally related to each other or to a common entity may not submit separate proposals. Any proposal may be rejected that, in the City's sole judgment, violates these conditions or the spirit of these conditions.

E. The City reserves and may exercise the following rights and options with respect to evaluation of proposals and selection for negotiation:

- i. To reject any and all proposals and re-issue the RFP at any time prior to execution of a final contract if, in the City's sole discretion, it is in the City's best interest to do so;
- ii. To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiation and to cancel this RFP with or without issuing another RFP;

- iii. To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so;
- iv. To reject the proposal of a proposer that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City or another government entity, is financially or technically incapable or is otherwise not a responsible proposer;
- v. To reject as informal or non-responsive any proposal which, in the City's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from this RFP or contains erasures, ambiguities, alterations, or items of work not called for by this RFP;
- vi. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the City's sole judgment, material to the proposal;
- vii. To permit or reject, at the City's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the respondents following proposal submission;
- viii. To request that some or all of the proposers modify proposals based upon the evaluation of the City.

F. The City may enter into negotiations for a contract, on terms and conditions satisfactory to the City with one or more selected proposer(s). However, the City reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple proposers. The City reserves the right to negotiate acceptable terms in an otherwise unacceptable proposal. Such negotiations may result in changes in terms material to this RFP; in such an event, the City shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless the City, in its sole discretion, determines that doing so and permitting such is in the City's best interest. Should negotiations not prove satisfactory with the selected proposer(s), the City reserves the right to discontinue negotiations. Additional firms may be asked to enter into negotiations, and/or the City may solicit new proposals.

## II. PROPOSAL GUIDELINES

- a. This is an open and competitive process.
- b. Proposals received after 5:00pm, Friday, April 13, 2012 will not be considered.
- c. Priced quotes should be inclusive. The price excludes additional fees or charges, you must provide a detailed list of excluded fees with a complete explanation and nature of those fees.
- d. If no suitable candidate is found as a result of this RFP advertisement, Lindon City reserves the right to re-advertise the RFP and/or not to select fireworks operator at this time.

## III. REQUIRED QUALIFICATIONS OF COMPANY

In order to be considered for award, the Company must meet or exceed the following minimum qualifications:

- Be properly licensed in the State of Utah and Lindon City to provide the designed fireworks for the show.

- Be in good standing with URMMA. (Utah Risk Management Mutual Association)

## VI. PROPOSAL INSTRUCTIONS

### Submission Date and Requirements

Proposals must be submitted no later than April 15th, 2012 by 5:00 p.m. to Lindon City Office, 100 North State Street, Lindon, Utah 84042.

All proposal documents will be plainly marked with RFP 12-02 on the outside of the sealed envelope. Envelopes are to be addressed - Attn: Parks & Recreation.

The City reserves the right to reject any or all bids or waive any irregularity.

QUESTIONS: Questions concerning information in the package should be directed to:

Heath G. Bateman  
Parks & Recreation Director  
Lindon City  
100 N State Street  
Lindon, Utah 84042  
(801) 769-8628

## TERM OF AGREEMENT

The term of the resulting agreement shall be for a period of one year. Award of contract is estimated on May 1st, 2012. The City may extend the contract on an annual basis not to exceed two one (1) year renewals under the same terms subject to conditions stated herein. The agreement shall be cancelable by either party upon ninety (90) days written notice to the other party.

## IV. SCOPE OF SERVICES

A. The amount of money available for the show is \$6,650 for the Show. The Show must be synchronized to music. Music will be provided by the vendor, sound system provided by the city.

## REQUIRED ELEMENTS OF PROPOSALS

Respondents may submit any information they deem necessary and appropriate for the City to fully and completely evaluate their qualifications. The proposal must, at a minimum, include the following general information:

1. Vendor Application
2. Description of the proposer's business structure, key staff and their qualifications.
3. Description of the proposed show including size of shells, length of show, number of shells, etc.

## VII. REVIEW OF PROPOSAL RESPONSES

### Review Process

All proposals received by the deadline will be evaluated by City Staff and the City Councilperson responsible for the Parks & Recreation Department. Upon the review and discussion of the quality and responsiveness of the proposals received, this group will make recommendations to the City Mayor.

#### REVIEW CRITERIA

1. Overall show proposal within the amount of money available from the City.
2. Overall experience and business structure of responder.
3. Description of music synchronization system for accurate fireworks/music ignition.
4. Length of the show
5. Number/size of shells

LINDON CITY VENDOR APPLICATION FORM

TYPE OF APPLICANT:

Legal Contractual Name of Business: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

General Business

Contact Person for Business Operations: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail Address for Business Operations \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Fiscal

Contact Person for Fiscal Operations: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail Address for Fiscal Operations \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Is your business: (check one)

NON PROFIT CORPORATION

FOR PROFIT CORPORATION

Is your business: (check one)

CORPORATION

LIMITED LIABILITY PARTNERSHIP

INDIVIDUAL

SOLE PROPRIETORSHIP

PARTNERSHIP

UNINCORPORATED ASSOCIATION