



The City of Lansing

Economic Development Department Convention & Visitors Bureau

REQUEST FOR PROPOSALS

LANSING DAZE FESTIVAL ON FRIDAY, MAY 5, 2017 & INDEPENDENCE DAY FIREWORKS DISPLAY ON JUNE 30 OR JULY 4, 2017

I. Purpose of Request:

- a. The City of Lansing is requesting proposals for a pyrotechnic fireworks show, choreographed to music for display at the Lansing DAZE Festival on Friday, May 5, 2017, for a cost that should not exceed \$5,000. The Fireworks Display is scheduled for dusk (9:15-9:30 p.m.) on May 5, 2017, at the Kenneth W. Bernard Community Park, 15650 Gilman Road, Lansing, Kansas, 66043.
 - i. The Lansing DAZE Festival shoot must be a minimum of 15 minutes **with a minimum of 850 shells**. Shoots for other festivals at this location have included shells up to and including 10”.
 - ii. A rain date has not historically been scheduled for this event.
- b. The City of Lansing is also requesting proposals for a pyrotechnic fireworks show, choreographed to music for display at the Independence Day Celebration on either of the following days: Friday, June 30, 2017 or Tuesday, July 4, 2017. The cost should not exceed \$17,000. The City will determine the celebration date following the receipt of proposals. For reference, the 2015 display was shot on Friday, July 3, 2015, and the 2016 display was shot on Friday, July 1, 2016. The celebration will take place at the Kenneth W. Bernard Community Park, 15650 Gilman Road, Lansing, Kansas, 66043.
 - i. The Independence Day Celebration fireworks show must be a minimum of 20 minutes, **with a minimum of 1100 shells**, and include a grand finale. Historically we have used shells up to and including 10”.
 - ii. Rain date would be scheduled for the day following the originally scheduled day at the same time and location.

II. Instruction for Submittal:

A. Please mail or hand deliver sealed proposals labeled “**RFP City of Lansing Fireworks Display**” by **5:00 PM on Thursday, January 5, 2017** to the following:

Timothy Dossey
Event & Marketing Coordinator
City of Lansing
730 1st Terrace
Lansing, KS 66043

B. All proposals must include the following information:

- The names of the individual(s) who will be working on the project.
- Information on Vendor’s experience and a minimum three (3) references with contact name, address and telephone number.
- Attach a list including the quantity and types of shell products to be used, including shell size, with an estimated length of time for the fireworks show.
- The total price, including, but not limited to, all costs associated with travel expenses, setup, cleanup, insurance, security, and all materials and equipment used to set up and fire the display for both the Lansing DAZE Festival and Independence Day Celebration.
- Verification of all insurance requirements.
- Willingness to provide materially similar display, for similar costs, if the City of Lansing exercises the right to renew for 2018.

III. Insurance

A. Vendor shall provide verification of a minimum \$5,000,000 in liability insurance, and prior to approval of a contract must include the City of Lansing as additional insured.

B. Vendor shall provide worker’s compensation insurance.

IV. Terms and Conditions

- All bid proposals must comply with NFPA 1123 Code for Fireworks Display.
- All bidders must provide licensed fireworks operators and with their own set up and clean-up crew. Bid price will include delivery, set up, and clean-up of the shooting area. In addition, bid price includes a sweep of the area where the shells were fired, as well as the entire fallout area where the exploded shells fall, and a search for unexploded shells. The contractor shall be responsible to return to the show site and remove any unexploded shells located by City Personnel.
- The vendor will be required to obtain necessary permits from Leavenworth County Fire District #1.

- The vendor must notify the City of Lansing and Leavenworth County Fire District #1 on the time of arrival for the display setup.
- The City of Lansing shall be responsible for the setting up of the display area this will include roping off the area, but not setting up the fireworks display, utilizing the criteria set forth in NFPA 1123.
- The vendor must do a ground clean up immediately following the fireworks display.
- The City of Lansing event staff will make a final inspection of the display area in the morning after the display, at which time the City may request a representative(s) of the company responsible for the display to accompany the City of Lansing on their inspection.
- The City of Lansing reserves the right to contact any reference or any client listed in the proposal for information which may be helpful to the City of Lansing in evaluating the vendor's performance on previous assignments.
- The City of Lansing reserves the right to request clarification and/or additional information from any proposer to the RFP.
- The City of Lansing reserves the right to reject any and all proposals.
- The City of Lansing is not responsible for any expenses incurred in connection with preparing a response to this RFP.

V. Criteria for Selection:

- Responsiveness: The City of Lansing will consider if the proposed Vendor is in compliance with all requirements listed in the RFP.
- Price
- Creativity, variety and content of fireworks show
- Responsibility: The City of Lansing will consider materials submitted, and any other evidence obtained, to determine the Vendor's ability and experience.

VI. Selection Process:

- The Community & Economic Development Dept. will open and review all bids after 5:00 PM on Thursday, January 5, 2017.
- Dept. staff will make a recommendation to the Lansing City Council based on the criteria for selection listed within this RFP.
- The City Council will consider the recommendation at its regular meeting on Thursday, January 19, 2017, at 7:00 PM.
- The selected vendor will be notified following the City Council's decision.

For additional information or questions, please contact Tim Dossey at 913.727.5488 or tdossey@lansing.ks.us.