

# Request for Proposals

*Smyth County, Virginia*

## *Annual 4<sup>th</sup> of July Fireworks Display (2025-2029)*

The Smyth County Administration is requesting unsealed proposals from qualified firms for a 4<sup>th</sup> of July fireworks display in 2025 with additional options for 2026, 2027, 2028 and 2029.

The successful offeror will work closely with the County staff to coordinate the event for July 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup>, depending on negotiations of pricing and availability.

Unsealed Proposals, plainly marked "***RFP – Fireworks Display for Smyth County***" ***on the outside of the mailing envelope***, shall be submitted to the Smyth County Administrator's office at the address listed below on, or before, **2:00 p.m.** local prevailing time, **December 6, 2024**.

Request for Proposal packets may be obtained by visiting the Smyth County website ([www.smythcounty.org](http://www.smythcounty.org)) and using the link labeled "***BID INFORMATION***". Addenda to this proposal, if any, including written answers to questions, will be posted on the County website as well.

Smyth County reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal and to negotiate such terms and conditions of any proposal that may be in the best interest of the County.

Smyth County is an Equal Opportunity Employer and will not discriminate on the basis of race, creed, color, sex, national origin, age, handicap or familiar status. Local, minority, and female owned firms are encouraged to participate.

Requests for additional information should be directed to Shawn Utt, County Administrator at 276-706-8302 or E-mail [alouthian@smythcounty.org](mailto:alouthian@smythcounty.org)

# **Request for Proposals**

*Smyth County, Virginia*

## *Annual 4<sup>th</sup> of July Fireworks Display*

Unsealed proposals, plainly marked “**RFP – Fireworks Display for Smyth County**” on the **outside of the mailing envelope**, shall be submitted to the Smyth County Administrator’s office at the address listed below on, or before, **2:00 p.m.** local prevailing time, **December 6, 2024**.

### **PROJECT PURPOSE**

Smyth County has gone many years without celebrating the 4<sup>th</sup> of July with fireworks. The Board of Supervisors have now decided to move forward with fireworks for 2025 and future years. The County is requesting proposals from qualified and licensed firms (the “Offeror”) to provide an outdoor firework display between July 3-5<sup>th</sup> with a rain date of July 6<sup>th</sup> in 2025 for the County (in the Town of Marion) with a renewable option for similar dates in 2026, 2027, 2028 and 2029. The County recognizes that displays on the evening of July 4<sup>th</sup> may be more costly but would like to have options to choose from, thus proposals are requested for July 3<sup>rd</sup>, July 4<sup>th</sup> and July 5<sup>th</sup>.

Discussions may be conducted with responsible offerors, who submit proposals, for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Addenda to the original RFP will be posted on the County website. Offerors are expected to examine the entire Request for Proposal document and accompanying addenda. Failure to do so will be at the offeror’s risk. An Offeror will be selected to provide fireworks and pyrotechnicians in accordance with the specifications. After award of the proposal, the successful offeror will enter into a contract with the Smyth County Board of Supervisors.

### **BACKGROUND**

Smyth County will host the fireworks display at the former site of the Marion Intermediate School, 820 Stage Street, Marion, VA 24354 (the “Site”). The 2025 show will be the first fireworks show sponsored by Smyth County ever and the first to be held in the Town of Marion in many years. There is a great desire to make this event memorable for many reasons and the County will look to partner with the Offeror who presents the best proposal to make that happen.

### **SPECIFICATIONS AND SCOPE**

Minimum specific items to be included in the proposal are:

1. An itemized listing of the quantities, size, and type of each shell and cake, and a description of each to include the brand, manufacturer, and the firing method (electronic or manual), to assist the County in evaluating the variety and quality of the proposed display.

2. Sequencing of the show. It is understood that the lead technician reserves the right to change the sequence of the display on-site the day of the event based on extenuating circumstances (weather, topography, etc.). Each proposal should include a description of all fireworks to be included in the display, an explanation that assist in describing the show, pricing for 2" to 6" shells, and a breakdown of costs for transportation, permits and labor.
3. Services to be performed must be in compliance with all provisions of the Code of Virginia, Chap. 9, Sec. 27-94 et seq. Statewide Fire Prevention Code NFPA 1123, NFPA 1124, and NFPA 1126 and all other applicable laws and regulations, including, without limitation, using one licensed pyrotechnic operator in connection with the handling or display of fireworks, combing the grounds for any live materials around the site immediately preceding the fireworks display, providing sufficient personnel at the fireworks discharge site in order to ensure a safe public display, and obtaining all necessary licenses and permits.
4. The vendor will be responsible for cleaning up the fireworks site from all debris after the show is over.

### **SUBMITTAL REQUIREMENTS**

Proposals should be as thorough and as detailed as possible so that the Town may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. **Introduction:** Prepare a brief introduction including a general demonstration of understanding of the scope and complexity of the required work.
2. **Personnel:** Identify individuals and list qualifications of key personnel who would be assigned to this project. Detail experience in work related to the proposed assignment. Specify the Project Manager who will serve as a contact person.
3. **Experience:** Provide company contact information, how long you have been in business, and what services you provide. Identify and briefly describe related work completed in the last three years. Describe only work related to the proposed effort and include any examples of similar local government projects. Include evidence of satisfactory and timely completion of similar work performed for past projects.
4. **Pricing:** Based on the preliminary scope of work, provide a breakdown of the estimated cost of this project including expenditures for services, production, communication with client and any other costs. Please provide specifics as to definitions of routine versus nonroutine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification. Contract costs and fees may be negotiated with the finalist(s). Also include an inventory of products to be used.
5. **Insurance:** The consultant must agree to procure and maintain Automobile Liability Insurance, Commercial General Liability Insurance, Workers Compensation Coverage, and Professional Liability Insurance. Requirements are outlined in the attached County's Terms and Conditions.

6. **Client References:** Provide a minimum of three client references with contact names and phone numbers which you have produced a fireworks display.
7. **Appendix** (Note: not counted in overall page count): An appendix with full resumes is allowed. The appendix material may or may not be considered as part of the selection process.
8. **Declaration:** Fully completed and executed Appendix A: Proposal Declaration.

**EVALUATION CRITERIA**

Proposals will be evaluated initially according to the following criteria:

<b>Evaluation Criteria</b>	<b>Rating</b>
<u>Responsibility:</u> The County will consider the materials submitted by the service provider and other evidence it may obtain to determine the company's ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work, and ability to accept the County's standard terms and conditions.	40%
<u>Price</u>	30%
Creativity, variety and content of the fireworks display	20%
<u>Responsiveness:</u> The County will consider the proposal submitted by the service provider to determine whether the service provider is in compliance with the RFP document	10%
<b>TOTAL</b>	<b>100%</b>

**SELECTION PROCESS**

The County Administrator will designate a committee to review proposals, conduct interviews, and recommend award of a contract.

The Smyth County Board of Supervisors intends to select one or more qualified firms to provide the services requested using the Competitive Negotiation Procedure for Professional Services as outlined in the Virginia Procurement Act of the Code of Virginia, §2.2-4301(3)a. The Smyth County Board of Supervisors, based upon funding, expects enter into a contract with the selected Firm(s). Smyth County reserves the right in its sole discretion to reject any, or all, proposals, or to re-publish this *Request for Proposals*, whichever is deemed to be in its best interest.

**SUBMISSIONS & DEADLINES**

One (1) proposal, plainly marked "***RFP – Fireworks Display for Smyth County***" ***on the outside of the mailing envelope***, shall be submitted to the Smyth County Administrator's office at the address listed below on, or before, **2:00 p.m.** local prevailing time, **December 6, 2024**. Mailed submissions shall be posted sufficiently early to ensure delivery prior to the deadline.

Shawn M. Utt, County Administrator  
Smyth County Administration  
121 Bagley Circle, Suite 100  
Marion, VA 24354

Smyth County is an Equal Opportunity Employer and will not discriminate on the basis of race, creed, color, sex, national origin, age, handicap or familiar status. Local, minority, and female owned firms are encouraged to participate.

PLEASE DIRECT ANY QUESTIONS TO: Shawn M. Utt, County Administrator at 276-783-3298 Ext. 8302 or E-mail [alouthian@smythcounty.org](mailto:alouthian@smythcounty.org)

## **GENERAL TERMS AND CONDITIONS**

1. Insurance Requirements – The minimum limits will be as follows:

Commercial General Liability

- General Aggregate Limit \$ 2,000,000
- Products-Completed Operations Aggregate \$ 2,000,000
- Personal and Advertising Injury \$ 1,000,000
- Each Occurrence Limit \$ 1,000,000
- Fire Damage Limit (Any One Fire) \$ 50,000
- Medical Expense Limit (Any One Person) \$ 5,000

Hold Harmless Agreement

Waiver of Subrogation

“The County of Smyth, Virginia, its officials, officers, agents and employees are additional insureds on a primary and non-contributory basis.”

Business Automobile Liability

- Liability \$1,000,000
- Non-Owned Autos and Hired Autos \$1,000,000

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Worker’s Compensation and Employer’s Liability

- Worker’s Compensation Virginia Statutory Benefits
- Employer’s Liability \$500/\$500/\$500,000 or  
Amount necessary for  
Excess Liability Underwriters
- USL&H “If Any” Basis
- Alternate Employer Endorsement If Needed

Excess Third-Party Liability

- General Aggregate Liability \$5,000,000
- Products-Completed Operations \$5,000,000
- Each Incident Limit \$5,000,000

Over and Above these Primary Placements:

Commercial General Liability

Business Auto Liability Including Hired and Non-Owned Auto Liability

Employer’s Liability

P&I if Possible

OFFEROR'S PROPOSAL SUBMITTAL MUST INCLUDE THE INSURANCE CARRIER'S  
ACKNOWLEDGEMENT THAT THE INSURANCE REQUIREMENTS CAN BE PROVIDED, SHOULD THE  
OFFEROR BE SELECTED FOR THE CONTRACT AWARD.

**APPENDIX A**

**PROPOSAL DECLARATION**

**TO THE COUNTY OF SMYTH:**

1. The undersigned hereby declares that he (it) is the only person (firm) interested in this proposal; that it is made without any connection with any person making another proposal for this same contract; that the proposal is in all respects fair and without collusion or fraud; and that no official of Smyth County or any person in the employment of the Board of Supervisors of Smyth County is directly or indirectly interested in the proposal or any portion of the profit thereof.
  
2. The undersigned also declares that he has carefully examined the request for proposal specifications and all annexed instructions and contracts and will provide all the required services and will fulfill all the terms of the proposal, if selected.

PRINTED NAME OF  
AUTHORIZED OFFICIAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS OF PRINCIPAL PLACE OF BUSINESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_