

April 24, 2019

**SUBJECT: INVITATION FOR SEALED BID**

The Town of Derry, NH, is soliciting bids from qualified firms for a July 4<sup>th</sup> Fireworks Display.

**INSTRUCTIONS TO BIDDERS:**

**Sealed Bids** must be submitted no later than **Friday, May 10, 2019** c/o Public Works Department, Derry Municipal Center – 2<sup>nd</sup> Floor, 14 Manning Street, Derry, NH 03038.

Bids must be submitted in the format provided and address the items specified in the bid package.

The Town of Derry may reject any or all of the bids on any basis and without disclosure of a reason, as in compliance with all Administrative Regulation #15 governing purchasing. Sealed bids / estimates are required for review and selection for the July 4<sup>th</sup> Fireworks Display contract as outlined in the attached detailed specification / bid sheet.

The Town of Derry reserves the right to accept or reject any/and or all bids, to waive any formalities and informalities in the bids received, and to accept any bid, which in its opinion, may be in the best interest of the Town. The Town also reserves the right to ask any potential bidder for a resume / overview of the company's accomplishments, previous/current clients and/or references.

Bidders who require any additional information upon which to base their bid should contact Eric Bodenrader, Parks & Recreation Director, at 603-432-6136.

The Town of Derry encourages prospective bidders and other interested parties to check the website periodically for addendums and bid results. Due to the volume of inquiries, the Town of Derry will not be responding directly to inquiries from internet based bid consolidation companies

Sincerely,

*Eric Bodenrader,*

Parks & Recreation Director  
Town of Derry, New Hampshire

## Scope of Services

The Town of Derry, New Hampshire is accepting sealed bids / proposals for its annual fireworks display to take place on Thursday, July 4, 2019 – rain date Friday, July 5, 2019. In the event of inclement weather and cancelation occurs, the Town stipulates that it will not incur any cancelation and/or rescheduling fees.

This proposal is designed for a budget of **\$20,000.00**. The program must contain an Opening, Flights, Midway Barage, and Finale. The show will be launched from Buckley Field, located behind Gilbert H. Hood Middle School.

All vendors' submissions must include an itemized / detailed list of proposed fireworks by program segment, size of the fireworks, size and number of shells, and name/description of the fireworks. In addition, prospective vendors are also required to complete the attached sheet breaking down the numbers of proposed shells contained within the display. The show must be in compliance with all State of New Hampshire requirements regulating fireworks displays and will be verified for compliance by the Derry Fire Prevention Officer. **Please note that due to site/distance restrictions, 5" shells or smaller are only permissible to launch as part of the display.**

## Insurance Requirements

As part of the bid process, the contractor shall furnish separate insurance certificates showing the certificate holders as the Town of Derry, 14 Manning Street, as well as the Derry Cooperative School District, 18 South Main Street, Derry, NH. The certificates must clearly and specifically name the Town of Derry and Derry Cooperative School District as an additionally insured on the liability coverage. If not otherwise specified, the minimum coverage shall be as follows:

- Worker's Compensation Insurance - Contractor shall have and maintain, during the life of this contract, Worker's Compensation Insurance for his employees connected to the work/delivery, in accordance with the Statutes of the State of New Hampshire and any applicable laws.
- Comprehensive General Liability Insurance - Contractor shall have and maintain, during the life of this contract, Commercial General Liability Insurance. Said Commercial General Liability Policy shall contain Contractual Liability and Products/Completed Operations Liability subject to the following minimum limits: BODILY INJURY of at least \$1,000,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PROPERTY DAMAGE of at least \$50,000 PER OCCURRENCE; or BODILY INJURY/PROPERTY DAMAGE with a general aggregate of \$2,000,000.
- Excess/Umbrella Liability Insurance – Required at \$4,000,000 limit per occurrence.
- The required insurance policy at the time of issue must be written by a company licensed to do business in the State of New Hampshire and be acceptable to the Town.
- The Contractor/vendor shall not cause any insurance to be canceled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be canceled or reduced, restricted or limited until fifteen (15) days after the Town has received written notice, as evidenced by return receipt of registered or certified letter. Certificates of Insurance shall contain transcript from the proper office of the insurer, the location, and the operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause.
- The information described above sets forth minimum amounts and coverage and is not to be construed in any way as a limitation on the Contractor's liability.

## **Criteria for Evaluation**

The RFP evaluation criteria listed below summarizes the items to be considered when evaluating the submitted bids/proposals. Awards will be based on the results of the evaluation process.

1. Qualifications and experience of the firm in relation to comparable municipal and/or corporate displays of similar size.
2. Qualifications and experience of key personnel, certified technicians involved with the launch / coordination.
3. The size of the proposed show; the number and size of the shells will have bearing.
4. Ability to meet the Town's annual display date {July 4<sup>th</sup> / Rain date – July 5<sup>th</sup>} without any additional fee and/or surcharge should the display have to be postponed due to inclement weather.
5. Previous experience with the Town of Derry, New Hampshire.
6. Recommendations from previous clients; references from other municipalities.
7. Responsiveness of the proposal submission.

## **Proposal / Bid Inclusions**

All proposals must include the following:

- A resume / overview of the company's accomplishments, previous/current clients and corresponding displays.
- A detailed outline of services to be rendered, including the program, number and sizes of the shells, and outline of the technical crew and their responsibilities relative to set-up, breakdown, etc.
- Certificate of liability insurance as coverage as stipulated / mandated by the RFP.
- Include any additional supplemental information that demonstrates your qualification for this work/event.

**All bids must be sealed and returned by Friday, May 10, 2019 to:**

**Town of Derry, New Hampshire  
Derry Public Works  
14 Manning Street  
Derry, NH 03038**

**TOWN OF DERRY, NEW HAMPSHIRE  
Parks & Recreation Department  
(603) 432-6136**

**July 4<sup>th</sup> Fireworks Display - 2019**

**BID SHEET**

**COMPANY NAME:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

- Number of cake shots included in overall display {2" and under}: \_\_\_\_\_
- Number of 2.5" shells included in proposed display: \_\_\_\_\_
- Number of 3" shells included in proposed display: \_\_\_\_\_
- Number of 4" shells included in proposed display: \_\_\_\_\_
- Number of 5" shells included in proposed display: \_\_\_\_\_

**NOTES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*AUTHORIZED SIGNATURE*

\_\_\_\_\_  
*DATE*

\_\_\_\_\_  
*(Printed/Typed Name and Title)*