



Catoosa County Georgia

**REQUEST FOR PROPOSALS**

**2021 Fourth of July  
FIREWORKS  
DISPLAY**

August 19, 2020

**All submissions are due at the address below no later than:**

**THURSDAY, SEPTEMBER 17, 2020 - 4:00 PM, EST**

Catoosa County Board of Commissioners  
Attention: Projects Administration Department  
800 LaFayette Street  
Ringgold, GA 30736  
706-965-2500

## GENERAL OVERVIEW

### 1. Purpose

Catoosa County is seeking proposals from qualified vendors to provide a community firework display on Saturday, July 3, 2021 for an amount not to exceed \$25,000. The proposal should include a grand finale display. The length of the display should be identified and must have a minimum length of 25 and maximum length of 30 minutes. The show location will be near the Northwest Georgia Amphitheatre in the Benton Place Campus, Ringgold, Georgia.

The 2020 display was approximately 25 minutes long with a mix of various sizes of fireworks and mostly patriotic music. The display was fired from one central staging area.

### 2. Scope of Work

- The Vendor will provide a 25-30-minute fireworks display choreographed to music on Saturday, July 3, 2021 from near the location of the Northwest Georgia Amphitheatre at 220 Catoosa Circle, Ringgold, GA 30736.
- The Vendor will provide a flash-drive with music selections to County for approval prior to show (a mix of patriotic & other appropriate music).
- Display must include a spectrum of styles, patterns and sound effects. There should be no large gaps of time between shells. Vendor will provide information on average pace of shells per minute.
- Total Cost not to exceed \$25,000
- The Vendor will be responsible for complete set-up and take down of the fireworks staging area.
- The Vendor will be responsible for cleaning up the fireworks site from all debris when the show is over.
- Site Map for the event is provided.

### 3. Vendor Requirements:

- Vendor to have previous experience in large-scale fireworks displays presentations.
- Vendor is to hold a valid federal pyrotechnicians license issued by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).
- Vendor is required to provide security at staging area for equipment and product during pre-event setup and up through display execution and cleanup.
- Vendor must be available for providing the fireworks display on a back-up date.
- In the event the display is canceled for any reason, the vendor is responsible for securing product and equipment in the staging area. The vendor is also responsible for providing security needed for equipment, product and staging area until the display is executed on the back-up date.
- The County will provide Security during after dark hours for equipment and product.

- Services to be performed 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 fireworks discharge site in order to ensure a safe public display, and obtaining all necessary licenses and permits.
- Proposal should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

#### 4. Questions

**All written questions or concerns regarding the RFP must be made via email only. The Deadline for questions is Wednesday, September 9, 2020 by noon. Send to:**

**[BidQuestions@catoosa.com](mailto:BidQuestions@catoosa.com).** No contact is to be made with any other employee of Catoosa County. Such contact may result in disqualification from the proposal process.

County will publish all Q & A and any Addenda issued on its website at [www.catoosa.com/bids](http://www.catoosa.com/bids) on or before Monday, September 14, 2020. **It is the sole responsibility of the vendor to look at the website and include any addenda in their package.**

#### 5. Terms and Conditions

- a) All Proposals and supporting materials as well as correspondence relating to this RFP become property of Catoosa County Board of Commissioners (CCBOC) when received. Any proprietary information contained in the submittal should be so indicated. However, a general indication that the entire contents, or a major portion, of the Proposal is proprietary will not be honored.
- b) All applicable State of Georgia and Federal Laws, County and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondent, the Vendor and Project throughout and are herein incorporated. The Agreement with the Vendor, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the Agreement, shall be interpreted in all respects in accordance with the laws of the State of Georgia.
- c) Professionals requiring special licenses must be licensed in the State of Georgia and shall be responsible for those portions of the work as may be required by law. A copy of your federally issued Pyrotechnician's License must be included in your proposal package.
- d) Subcontractors as part of the project team must be clearly identified in the submittal, including roles, resumes of key personnel and project references. The Vendor is responsible for obtaining E-verify Affidavits from his subs.
- e) From the date CCBOC receives a Respondents Proposal through the date a contract is awarded to a Vendor(s), no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent's Proposal.
- f) All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Catoosa County. All such materials shall remain the property of Catoosa County and will not be returned to the respondent.
- g) The issuance of this RFP constitutes only an invitation to submit a Proposal. Catoosa County

reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. Catoosa County also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event this RFP is withdrawn, or the project canceled for any reason, Catoosa County shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.

- h) Failure to submit all the mandatory forms for this RFP package shall be just cause for the rejection of the qualification package. However, Catoosa County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.
- i) In case of failure to deliver goods in accordance with the contract terms and conditions, Catoosa County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Catoosa County may have.
- j) By submitting a Proposal package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting Proposals on contracts by any agency of the State of Georgia.
- k) Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of Catoosa County in the State of Georgia. The vendor shall comply with applicable federal, state, and local laws and regulations.
- l) It is understood and agreed between the parties herein that Catoosa County shall only be bound to accept a proposal and enter into a contract with the successful vendor for the Project advertised hereunder to the extent of the amount of funds allocated and available, or which may hereafter be allocated or become available, for the Project by the Catoosa County Board of Commissioners.
- m) Following review of all qualified Proposals, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made to the Catoosa County Board of Commissioners by the project representative. Following approval by the Board of Commissioners, the County will complete the negotiations.
- n) Vendor must have minimum Worker's Comp and General Liability Insurance as described in the RFP Document in full force and effect. No Proposal will be considered unless it is accompanied by satisfactory evidence that the Vendor holds any and all necessary or required Federal, State or local licenses and/or permits. Pursuant to O.C.G.A. § 13-10-91, all contractors and sub-contractors performing work within the State of Georgia on a contract with a public employer must register and participate in a federal work authorization. Each Respondent shall submit with its bid a copy of current Business License &/or Occupational Tax Certificate issued in Georgia. If vendor cannot provide this License, it will be required to obtain one from Catoosa County if it is the Awarded Respondent.
- o) Catoosa County reserves the right to accept the response that is determined to be in the best interest of the County. Catoosa County reserves the right to accept or reject any and all proposals, to waive formalities, technicalities or irregularities and to re-advertise if necessary.

## 6. Review Process

Written information will be reviewed by Catoosa County Proposal Review Committee. The outcome of the review process may, at the County's sole discretion, result in steps to gather more information for further evaluation. The proposal selected shall provide the most cost-effective approach that meets the stated requirements. The lowest price proposal will not necessarily be selected. **This may mean an oral interview could be requested of the vendor;** all costs incurred by the vendor in preparing the proposal, or costs incurred in any other manner by the vendor in responding to this proposal will be wholly the responsibility of the vendor.

## 7. Evaluation Criteria

In making its selection, the County will not only consider cost but also the proposal with the best combination of attributes that provides the desired display, in the opinion of the County. Consideration will be given to the following criteria:

Weight	Evaluation Criteria
40%	Organizational Qualifications
30%	Creativity in proposed Fireworks Display
30%	Cost
<b>100%</b>	<b>Total</b>

### a) Organizational Qualifications: 40%

- Years of experience providing Pyrotechnical services
- Provide examples of the success of the displays provided in similar venues.

### b) Creativity: 30 %

- Provide detailed information on the proposed Fireworks Display and Music.
- Provide the most "Bang for our Buck" – a unique and patriotic display with a GRAND Finale.
- Describe any other factors that distinguish your proposed goods and services.

### c) Cost: 30%

The selection committee will make a recommendation to Catoosa County Board of Commissioners based on the total score determined to be in the best interest of the County.

The County is under no obligation or requirement to request vendor presentations or to entertain vendor presentations.

All Proposals must remain valid for a period of **30** days following the receipt of proposals.

## 8. Indemnification

The County shall be held harmless against any and all claims for bodily injury, sickness, disease, death or personal injury, or damage to property or loss of use of any property or assets resulting therefrom, arising out of resulting from the performance of the products or from the services, of which, the County is contracting hereunder, provided such is caused in whole or in part by any negligent act or omission of the vendor, or any subcontractor or any of their agents or employees, or arises from any job-related injury.

The vendor agrees to indemnify the County and pay the cost of the County's legal defenses, including the fees of attorneys as may be selected by the County, for all claims described in the hold harmless clause herein. Such payment on behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

It is agreed by the parties hereto that specific consideration has been received by the Vendor under this agreement for this hold harmless/indemnification provision.

## 9. Insurance Requirements

Vendor providing services under this agreement will be required to procure and maintain, at their own expense and without cost to the County, until final acceptance by the County of all products or services covered by the contract, the following types of insurance. Vendor must have as a minimum, the following insurance limits: a) Worker's Compensation and Employer's Liability Insurance, statutory limits; b) Comprehensive General Liability Insurance, a total of \$1,000,000 for each occurrence and \$2,000,000 in aggregate; c) Comprehensive Automobile Liability Insurance, \$1,000,000 Combined Single limit; d) \$1,000,000 Commercial Umbrella policy. **ADDITIONALLY, THE COUNTY REQUIRES INCREASED LIABILITY LIMITS AND OTHER PARTIES TO BE LISTED AS ADDITIONAL INSURED.** A list of additional insured parties will be provided to the awarded vendor.

The vendor shall provide certificates of insurance to the County demonstrating that the aforementioned insurance requirements have been met prior to the commencement of work under this contract. The General Liability and Auto Liability certificates of insurance shall indicate that the policies have been indorsed to cover the County as an Additional insured and that these policies may not be canceled or modified without thirty (30) days prior written notice to the County.

The insurance coverage enumerated above constitute the minimum requirements and shall in no way lessen or limit the liability of the vendor under the terms of the contract. Sub-Contractor's insurance shall be the responsibility of the vendor.

Surety and insurance companies must have an AM Best rating of A-10 or greater, be listed in the Federal Registry of Companies holding Certificates of Authority and Acceptable Sureties on Federal Bonds, be licensed by the Georgia Insurance Department and the Georgia Secretary of State to do business in the State of Georgia.

## 10. Georgia Immigration & Compliance Act

Pursuant to O.C.G.A. § 13-10-91, all contractors or subcontractors who enter into a contract with Catoosa County Government or a contractor of Catoosa County Government in connection with the physical performance of services within this state, shall register and participate in the federal work authorization program to verify information of all newly hired employees. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy these requirements. Access to the authorization program to obtain an E-Verify number can be found at <https://e-verify.uscis.gov/enroll>, the website operated by the U.S. Department of Homeland Security (USDHS). **FOR A PROPOSAL TO BE CONSIDERED, SUCH CERTIFICATION SHALL BE INCLUDED IN THE VENDOR RESPONSE TO ALL SOLICITATIONS ISSUED BY CATOOSA COUNTY BOARD OF COMMISSIONERS.**

### 11. Local Vendor Privilege

Because bids awarded to local vendors contribute to the Catoosa County tax base and promote the local economy, the Catoosa County Board of Commissioners has instituted a local vendor privilege as follows. To qualify as a local vendor, the following conditions must be met:

1. The vendor must have an established place of business within Catoosa County.
2. The vendor must have at least two (2) employees who have been working for six (6) months or longer before requesting a local vendor privilege.

All vendors who meet these conditions and who wish to claim the local vendor privilege must complete the Affidavit of Eligibility included in the Bid or Proposal Documents and submit with your Bid or Proposal. The local vendor privilege gives qualifying vendors, who are within 4% of the lowest cost, the opportunity to agree to match the lowest cost within 24 hours. (If more than one local vendor meets the qualifications, the lowest local vendor will be given the first opportunity to agree to match the lowest cost. If they refuse, the next lowest vendor will get the opportunity and so on until all local vendors within the 4% range have been given an opportunity.)

IN THE CASE OF A PROPOSAL, AWARD IS MADE BASED ON MANY CRITERIA OTHER THAN JUST THE LOWEST COST, SO THIS PRIVILEGE MAY OR MAY NOT COME INTO CONSIDERATION DEPENDING ON THE PROPOSAL SCORE BEFORE COST IS FACTORED IN.

### 12. Preference for Georgia Products

In accordance with the provisions of O.C.G.A. §36-84-1, et. seq., when contracting for or purchasing supplies, materials, equipment or agricultural products, excluding beverages for immediate consumption, Catoosa County shall give preference, as far as may be reasonable and practicable under the circumstances and without otherwise sacrificing quality, to such supplies, materials, equipment and agricultural products which are manufactured and/or produced in the State of Georgia.

### 13. Submittal Deadline

Sealed Proposals must be delivered in person, by mail or overnight delivery service to the office of the Catoosa County Board of Commissioners on or before 4:00 p.m. EST, Thursday, September 17, 2020. Proposals received after this time and date will not be considered. The envelope should be clearly marked with the Vendor's name and address and shall state **"SEALED PROPOSAL – CCBOC – 2021 FIREWORKS"** to prevent accidental opening.

Each Vendor must submit one (1) original, plus four (4) copies (**Total 5**) of its proposal to:

**Catoosa County Board of Commissioners**  
**Projects Administration Department**  
**800 LaFayette Street**  
**Ringgold, GA 30736**

#### 14. Right of Refusal

Catoosa County reserves the right to accept or reject any and all proposals, to waive formalities, technicalities or irregularities and to re-advertise if necessary.

#### 15. Format of the Submitted Proposal

**Please respond by following the numbering scheme used in this RFP.**

##### A) The Organizational & Personnel Qualifications

- 1) The Firm
  - a) Name and address of firm.
  - b) The name of the contact person that the County should contact for questions and clarifications concerning your company's proposal. Include phone number, fax number, and E-mail address.
  - c) History of the company
  - d) Please include the names and addresses of any subcontractors and the portion of your proposal to be assigned to them.
- 2) References and Clients
  - a) A representative listing of references that the County may contact. Please include references where the firm has performed and completed engagements similar to this RFP, preferably from local governments, and a brief (one or two sentences) description of the application provided.  
  
Include the length of the relationship you have had with each client you use as a reference. Please include contact information for each reference.
- 3) Include any other information that would assist the County in evaluating your company's experience and ability to furnish the requirements of this RFP.

##### B) The Cost Proposal

- 1) A signature and title of an officer or other individual of your firm authorized to enter into contracts.

##### C) Affidavits and Forms

Please use the REQUIRED PROPOSAL FORMS below supplied by the County in your Proposal:

- 1) Non-Collusion Form
- 2) Acknowledgment of Addenda
- 3) Proposal Fee Summary Form
- 4) *Business & Professional Licenses, Permits and / or Certifications*
- 5) *Local Vendor Privilege Affidavit (if applicable)*
- 6) *PROOF of Liability Insurance Requirements Compliance (Sample COI – not supplied by County)*
- 7) *IRS Form W-9 (not supplied by County)*

### Implementation Schedule

All dates are tentative and subject to change. Times are Eastern Standard Time.

<b>Date</b>	<b>Milestone</b>
August 19, 2020	Begin 4-week advertising period for RFP
September 9, 2020	Last day for written Question submittals, by noon
September 14, 2020	Q & A / Addenda issued on County website by end of business day
September 17, 2020	Sealed Proposals accepted no later than 4 pm
September 18-28, 2020	Proposal Review Committee – Review & Scoring of proposals
October 6, 2020	Award recommendation to CCBOC
October 7, 2020	Notice of Award to selected vendor
October 20, 2020	Notice to Proceed - <b>Contract Docs due</b>
January – June 2021	County Review and Finalization of Display and Music
July 1-2, 2021	Set-up Period
July 3, 2021 (Saturday)	2 <sup>nd</sup> Annual Fireworks Display
July 4, 2021	Clean-up Period (or back-up date)