



WHITE COUNTY, TENNESSEE
DEPARTMENT OF FINANCE
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WHITE COUNTY, TENNESSEE
Procurement Package

for

RFP Number: 2024-0307-01-006

Published February 22, 2024

White County Freedom Celebration
Fireworks Display

RFP Opening:

March 7, 2024

2:00pm Central Time

RFP Opening Location:

White County Department of Finance
1 East Bockman Way, Room 204
Sparta, Tennessee 38583

Posted for public inspection at
whitecountyttn.gov/bids

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I. Purpose and Overview

A. Purpose

The White County Department of Finance, on behalf of White County Parks and Recreation, is soliciting proposals for a fireworks display to take place in conjunction with the county's Freedom Celebration to be held on July 6, 2024.

B. Project Description

The objective of this request for proposals is to secure a contract with a firm to provide a fireworks display at the conclusion of White County's Freedom Celebration on Saturday, July 6, 2024. The annual event is held at the White County Recreational Complex located at 4201 Smithville Highway in Sparta, Tennessee.

Proposing firms are encouraged to visit the site before submitting a proposal. Site visits may be scheduled by calling the White County Executive's Office at 931-836-3203.

C. Scope of Work

1. General

The awarded contractor will be responsible for all aspects of the fireworks display, including site preparation, security, safety, and clean-up.

2. Establish Launch Site

The awarded contractor shall coordinate with county in advance of the event on the location of the launching site at the recreational complex. The contractor is responsible for setting up all equipment and establishing a security perimeter around the launch site.

3. Show Display

The show shall consist of a powerful start to grab the audience's attention and end with a spectacular grand finale.

4. Site Clean-Up

The awarded contractor will be required to clean the launch site within 12 hours of the show's completion. Site clean-up includes dismantling all equipment and removing all debris from the launch site. The site should be left in a clean and tidy manner.

5. Inclement Weather

White County intends to hold the event as scheduled, and will only cancel or reschedule the event in case of significant inclement weather. White County will make every effort to make this determination as early as possible. In the event of a significant weather event causing the fireworks display to be postponed or canceled, the awarded contractor agrees to work with the county on a mutually agreeable date to hold the fireworks display. Any charges for rescheduling must be clearly indicated in the proposal.

In the event of small or insignificant weather events which do not cause a postponement of the fireworks display, the awarded contractor will be required to provide sufficient protective coverings for fireworks. Failure to adequately protect fireworks will not alleviate contractor from show obligations.

6. Regulatory Requirements and Permits

The awarded contractor shall be responsible for adhering to all regulatory requirements governing fireworks displays. Such regulations may include, but are not limited to, those prescribed by the Bureau of Alcohol, Tobacco, & Firearms; Federal Aviation Administration; United States Coast Guard; United States Department of Transportation; and the National Fire Protection Association.

The awarded contractor shall be responsible for obtaining any and all permits as may be required by federal, state, or local jurisdictions.

7. Independent Contractor

The awarded contractor will be responsible for all labor, material, and equipment required to complete all aspects of the fireworks display, and for all intents and purposes shall be considered an independent contractor of the county.

D. Specifications

Any solution proposed in response to this request for proposals shall meet or exceed these specifications.

1. Show Length

All proposals submitted in response to this RFP shall provide for a show which is ten (10) minutes in length.

2. Firework Shell Size

Due to the site location, the maximum shell size is restricted to 6". Historically, White County has found utilizing aerial shell sizes from 3" to 6" to be acceptable for visibility. Contractors must submit a proposed listing of all fireworks to be utilized in their response to this RFP. This listing should include shell size, shell type, quantity, location in show sequence (i.e. beginning, middle, finale) and any other characteristics proposer deems appropriate to list.

3. Insurance Requirement

Upon execution of contract, the proposing firm must provide White County with a certificate of insurance naming White County as an additional insured. The certificate of insurance must provide for the following:

- Commercial general liability with combined single limits of liability not less than \$5,000,000 for bodily injury, including personal injury or death, projects liability, and property damage.
- Automobile liability with a combined single limit of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property.
- Worker's compensation and employer's liability in amounts sufficient pursuant to the laws of the State of Tennessee.

4. Fireworks Display Operator

All proposers shall submit the names and valid Tennessee license numbers of the fireworks display operators proposed to be onsite during the show. The awarded contractor will be required to update the county of any changes in the roster of operators prior to the actual event.

5. Experience and Ability

All proposers must submit details regarding their firm's ability to provide a fireworks display of this size and magnitude. Proposers must provide at least three (3) references on the provided reference form who can speak to the firm's ability and experience with fireworks displays. If possible, references from local governments are preferred.

E. Method of Source Selection

White County will score responses to this RFP based on the below matrix.

<u>Criteria</u>	<u>Possible Points</u>
Pricing	50
Proposed Show Components	30
References, Experience, & Ability	20

The responder with the highest points after applying this matrix will be awarded the contract for this project. White County reserves the right to request additional information or clarification from Proposers in order to correctly score the RFPs.

II. Instructions for Request for Proposal Responses

A. Compliance with RFP

Submissions must be in strict compliance with this Request for Proposals. Failure to comply with all provisions of the RFP may result in disqualification.

Requests for additional information or clarifications by potential Proposers must be made in writing. Proposers should email requests for additional information or clarifications.

Requests for additional information or clarifications shall be sent to:

Chad S. Marcum
Director of Finance
White County, Tennessee
chad.marcum@whitecountyttn.gov

Prior to the due date, responses to inquiries and all RFP amendments White County deemed necessary will be issued and published on the solicitation web page. Proposers should not rely on any representations, statements, or explanations other than those made in any written addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued shall prevail.

Addenda will be made available on the solicitation web page and it is solely the Proposer's responsibility to assure receipt of all addenda.

Solicitation Web Page is: www.whitecountyttn.gov/bids

B. Delivery of RFP Response

Submissions will be accepted by the White County Department of Finance no later than **2:00 p.m. March 7, 2024** (local time).

All documents shall be submitted to the following:

Chad S. Marcum
Director of Finance
White County Department of Finance
1 East Bockman Way, Room 204
Sparta, Tennessee 38583

All submissions must be written, sealed, and labeled as a response to this RFP. Submission by electronic means will not be accepted.

III. General Terms and Conditions

A. Bid Document

For certain projects White County will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the day, date and time as set forth in the "bid invitation". On construction related bids, the envelope must contain the following information visible from the outside: TN License number, expiration date, classifications and limitations.

B. Electronic Transmissions

Electronic transmissions will not be accepted, except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of facsimile or email transmissions.

C. Bid Bond

For construction related bids, in excess of \$100,000 dollars, White County requires a bid bond equal to five percent of the total price of the bid. Contracts for the services of a construction manager shall require a bid bond in the amount of ten percent. White County may request bonds on other services or waive such bond requirements, as determined by the Director of Finance.

D. Performance Bond

For construction related bids, in excess of \$100,000 dollars, the White County requires a performance bond equal to one hundred percent of the contract price. White County may request bonds on other services, as determined by the Director of Finance.

E. Payment Bond

For construction related bids, in excess of \$100,000 dollars, White County requires a payment bond equal to one hundred percent of the contract price except as stipulated under T.C.A. §12-4-201. White County may request bonds for other services as determined by the Director of Finance.

F. Disclosures by Bidders

For construction bids in excess of \$25,000 interested bidders must include the following information on the outside of the envelope containing the bid document: Name, License number, Expiration date thereof, and license classification of the contractors applying to bid as stated in T.C.A. §62- 6-119. For construction bids less than \$25,000, the name only is required. White County maintains a drug- free workplace and requires all bidders for construction contracts to comply with T.C.A. §50-9-114.

G. Laws and Regulations

The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Bidders may be required to provide proof of valid business license and Workers Compensation Insurance if required by law.

H. Sub-contracts

The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to White County.

I. Award of Contract

White County further reserves the right to reject any and all proposals, to waive any and all informalities and to negotiate contract terms with the successful proposer, and the right to disregard all non-conforming, non-responsive or conditional proposals. White County may conduct such investigations as it deems necessary to assist in the evaluation of any proposal to establish the responsibility, qualifications, and financial ability of the proposer, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the proposer who has the highest overall score as per the specified matrix. White County does not enter into contracts which provide for mediation or arbitration.

J. Retainage

White County will retain five percent (5%) of funds on construction contracts over \$500,000 dollars as per T.C.A. §66-34-104. White County may require the withholding of retainage on other contracts as deemed appropriate by the Director of Finance.

K. Title VI of the Civil Rights Act of 1964

All interested parties, without regard of race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." White County strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

L. Warranty

The vendor shall provide warranty information on the equipment, components, and items bid with the bid submittal.

M. Payments

Invoices or Applications of Payment that are submitted by the awarded bidder are required to provide accurate and current addresses. Payment terms shall be specified in the bid response, including any discounts for early payment. The Finance Department of White County discourages the practice of picking up checks in person, unless there is an emergency situation.

N. Errors in Bids

When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications or bidding schedule, is made at the risk of the bidder.

O. Taxes

White County is tax exempt except where T.C.A. §67-6-209 shall be applicable.

P. Tie Bids

If two or more bidders submit identical bids and are equally qualified; selection shall be made at the discretion of the county based upon performance.

Q. Background Checks and Dress Code

For school related projects, White County reserves the right to require background checks, dress codes, and certain ethical standards of all employees on school property. At the discretion of the Director of Finance, this requirement may be extended to other non-school properties.

R. Specification Details

These specifications have been designed to meet a certain level of quality as well as to standardize certain components. In numerous places reference to specific brands of components may have been made. This has been done to establish a certain level of quality and in no way is an attempt to write out venders of similar or equal equipment components.

IV. Advertisement for RFP

White County, Tennessee
Request for Proposals
RFP No. 2024-0307-01-006

Take notice that the Director of Finance for White County shall accept sealed written proposals for a fireworks display.

Proposals, bids, or responses must be submitted to the office of the Director of Finance, Room 204, White County Courthouse, Sparta, Tennessee, 38583, no later than 2:00 P.M. central time, March 7, 2024 at which time the proposals will be opened and considered.

Copies of bid documents may be obtained at whitecountyttn.gov/bids

The owner (White County) further reserves the right to reject any and all proposals, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive, or conditional proposals.

Chad S. Marcum
Director of Finance
Publication Date: 02/22/2024

V. RFP Response Form

Project: White County Freedom Celebration Fireworks Display

Bid Date: March 7, 2024; 2:00p.m. Central Time

Company Name: _____

Address: _____

Phone Number: _____

Contact: _____

Email Address: _____

Please include this page with the following items in your response:

- 1) Proposed solution for the project, in a format of your choosing, that corresponds with the requirements as outlined in this RFP.
- 2) Itemized quote for the proposed solution
- 3) Reference form (*required*)
- 4) Exception form (*if necessary*)
- 5) Iran Divestment Act Certification (*required*)

By signing below, I affirm that I am a duly appointed and authorized representative of the company named herein. Furthermore, acting on behalf the named company I acknowledge that I have read, understand, and agree to abide by all terms and conditions as outlined in this request for proposal unless otherwise properly and specifically noted.

Signature: _____

Title: _____

Date: _____

VI. References Form

Use this form to provide details of at least three (3) references with firsthand knowledge of your firm's ability to complete a project of this scope.

Reference #1:

Name of Client: _____
Procuring Entity (Federal Agency, State Agency, Local Government, Other)

Location (City, State): _____

Client Representative knowledgeable about the project work:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Reference #2:

Name of Client: _____
Procuring Entity (Federal Agency, State Agency, Local Government, Other)

Location (City, State): _____

Client Representative knowledgeable about the project work:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Reference #3:

Name of Client: _____
Procuring Entity (Federal Agency, State Agency, Local Government, Other)

Location (City, State): _____

Client Representative knowledgeable about the project work:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Attach additional pages as necessary.
White County reserves the right to contact the client representative for this project.

VII. Exception Form

Proposer has agreed to abide by all terms and conditions of this RFP, except for specific exceptions as noted below. If taking exception, please note the page and section number where exception is taken.

Use Additional Pages as Needed

VIII. Iran Divestment Act

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party hereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.

I affirm, under penalties of perjury, this statement to be true and correct.

Date

Signature of Bidder

Company Name

A bid shall not be considered for award nor shall award be made where the foregoing certification has been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. White County may award a bid to a bidder who cannot make the certification, on a case-by-case basis if:

- 1) The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or reviewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- 2) White County makes a determination that the goods or services are necessary for White County to perform its functions and that, absent such an exemption, the County will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.