

Town of Wilton, Maine
Wilton Blueberry Festival
Request For Proposal

PURPOSE OF REQUEST

The Town of Wilton Blueberry Festival is requesting proposals for the purpose of obtaining a quality professional pyrotechnics company for a community fireworks display on Saturday August 3, 2024, in conjunction with the annual Wilton Blueberry Festival. The town’s needs are outlined in the following request for proposal (RFP).

RFP TIMELINE

| Activity | Date |
|---|-------------|
| Distribution of RFP | 04/22/2024 |
| Proposals Due | 05/02/2024 |
| Evaluation & Review | 05/03/2024 |
| Selectboard Vote for Approval of Recommended Bidder | 05/07/2024 |
| Notification of Selected Bidder | 05/10/2024 |

DELIVERY INSTRUCTIONS

All proposals need to be received by 5:00 PM on May 2, 2024 and should be marked “RFP-Town of Wilton Blueberry Festival Fireworks”

Proposals may be emailed to mgreeley@wiltonmaine.org

You may drop off your proposal in person or mail to:

Town of Wilton
C/O M. Greeley
158 Weld Road
Wilton, Maine 04294

BACKGROUND

The Town of Wilton contracts to have a community fireworks display at approximately 9:05 PM to end the town’s annual Blueberry Festival. Fireworks are shot from barges in Wilson Lake. We are requesting proposals for a show ranging from 15-20 minutes. The budget for this show is no more than \$15,000.00.

SCOPE OF WORK

- Contractor must provide water barges to fire the display from as well as all the proper means of placing barges in the water and removing them.
- Display must be a minimum of 15 minutes and not exceed 20 minutes.
- The cost for the display shall not exceed \$15,000.00.
- Contractor must work with the Town of Wilton's Fire Chief and the State of Maine Fire Marshall's office to obtain the proper permits. All necessary permits must be secured at least 30 days prior to the show.
- Contractor must be available for display on back up date of Sunday August 4, 2024.
- The show must contain a variety of styles, patterns and , colors with good display pacing and no large gaps between firings.
- The display presentation must be staffed and executed by trained personnel licensed in pyrotechnics.
- The unloading/loading area and boat ramp used to place the barges in the water will be closed by the Town of Wilton and available for contractor use 12:00 PM Until 11:59 PM on the day of the display.
- Contractor is responsible for providing security needed for product and equipment for the duration of set up and the display.
- Contractor must help identify and locate any unexploded shells.
- Contractor must do a sweep for debris at the conclusion of the event and to the best of their ability, keep debris out of the lake and surrounding area.
- The final contract amount shall be inclusive of, but not limited to, all shells, set-up, labor, insurance, permits, equipment, materials, supplies, pre-show conferences, clean up, post-show wrap-up meetings and other items as necessary to perform the show

EVALUATION CRITERIA

Per the Town of Wilton Purchasing Policy when evaluating the lowest acceptable bid, the Town of Wilton may also take into account product availability, date and time of delivery, budgeted funds, product quality, vendor location, past service of vendor, life cycle costs, shipping costs and other pertinent factors.

INSURANCE

Contractor must provide insurance coverage and name the Town of Wilton as an additionally insured with the following minimum amounts:

- General Liability..... \$1,000,000.00
- Property Damage..... \$500,000.00
- Personal Injury..... \$500,000.00
- Automotive Liability..... \$500,000.00
- Worker’s Compensation.. Statutory requirements

COMPENSATION

Contractor must provide an invoice prior to receiving payment. The Town of Wilton will pay a 50% deposit at the signing of a contract with the remaining balance to be paid within ten (10) days of completion of services.

TERMS AND CONDITIONS

- The Town of Wilton reserves the right to accept or reject any or all bids and to award a bid to the acceptable bidder as may be determined solely by the town.
- The Town of Wilton reserves the right to request clarification of information submitted and to request additional information from and contractor.
- The Town of Wilton reserves the right to award any contract to the next qualified bidder if the successful bidder does not execute a contract within ten (10) days after the award of the proposal.
- The Town of Wilton shall not be responsible for any costs incurred in preparing or submitting a response to this RFP.