

REQUEST FOR PROPOSALS

ANNUAL FIREWORKS DISPLAY



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428  
Ph: (610) 828-1092 | Fax: (610) 828-0920

Issue Date: Thursday, November 21, 2024

**Responses Due by: Thursday, December 12, 2024 (12:00pm)**

## Borough of Conshohocken | RFP for Fireworks Display

### SECTION I: INTRODUCTION

Conshohocken Borough, Montgomery County, Pennsylvania, is located about 15 miles from Philadelphia. The Borough of Conshohocken (Borough) occupies about one square mile and its current population is approximately 9,255. Further information about the Borough's government can be found at [www.conshohockenpa.gov](http://www.conshohockenpa.gov).

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified contractors to provide a fireworks display in the Borough of Conshohocken on Thursday, July 3, 2025. If agreed to by all parties, the contract may be awarded for a term of three years. The contractor would provide a fireworks display in 2025, 2026 and 2027.

### SECTION II: SCOPE OF SERVICES

1. Display must be a minimum of 20 minutes in length and not exceed 25 minutes. Cost for the display shall not exceed \$30,000.00.
2. The Borough shall provide all necessary safety zones.
3. The Borough shall furnish an appropriate firing site that will be inspected by the contractor prior to the display.
4. All necessary permits must be secured 30 days prior to show.
5. Display shall include a spectrum of styles, patterns and sound effects. Shells shall not exceed 6" in diameter unless determined safe by the contractor and Borough Fire Chief and Emergency Management Coordinator.
6. Contractor shall provide information on average pace of shells per minute.
7. Conshohocken Borough Fire Chief will have sole discretion as to the decision to fire shells based on inclement weather, wind, crowd issues, security, etc.
8. Contractor must be available for display on back-up date (July 5, 2024)
9. Display presentation must be staffed and executed by trained and certified personnel in pyrotechnics.
10. In the event the display is canceled for any reason, contractor is responsible for securing product and equipment in the staging area. Contractor is also responsible for providing security needed for equipment, product and staging area until the display is executed on the back-up date.
11. The Borough will barricade and determine staging location.
12. Staging area for firing display will be ready for set-up at 8:00 am the day of the scheduled event.
13. Contractor must provide at a minimum \$5,000,000.00 general commercial liability insurance policy with the Borough listed as an additional insured along with transportation insurance and proof of worker's compensation insurance.
14. Contractor will be required to attend pre-event organizational meeting with Borough staff.
15. Contractor must submit an invoice prior to receiving payment. The payment schedule is determined by the Borough and payment for goods and services will follow all state and local guidelines.
16. The Borough will provide support at the event to include Public Safety and Emergency Management personnel.
17. Contractor will execute a Municipal Services Agreement as required.

### SECTION III: CONTENTS OF PROPOSAL

1. **Letter of Transmittal:** Each proposal should be accompanied by a letter of transmittal which summarizes the key points of the proposal and is signed by an authorized officer.
2. **Proposal Format:**
  - a. Provide a detailed listing of the display outline, cancellation security/storage plan, and rain date confirmation

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- b. Submit three (3) references for companies for which you provide firework displays, including contact information.
3. **Fee Proposals:** The fee proposal for the display will include all costs associated with the event, including all equipment, product, permitting, staffing, delivery, insurance, installation, breakdown, taxes and service charges. Each firm is required to provide the maximum amount of fireworks for that fee. Fees are to be quoted in one lump sum for a land-based shoot.

### SECTION IV: TIMELINE AND SUBMISSION PROCEDURES

The Borough anticipates the following general timeline for this RFP. The anticipated schedule may be changed if it is in the Borough's best interest to do so.

1. RFP Advertised – Thursday, November 21, 2024
2. Proposal Due Date – Noon (12:00pm) on Thursday, December 12, 2024
3. Administration Evaluation of Proposals
4. Council to consider authorizing award of bid – Wednesday, December 18, 2024

Copies of the RFP are available at Conshohocken Borough Hall located at 400 Fayette Street, Suite 200, Conshohocken, PA 19428, and the office hours are 8:30 AM to 4:30 PM Monday through Friday. Copies of the RFP are also available on the Borough website ([www.conshohockenpa.gov](http://www.conshohockenpa.gov)).

Qualified applicants shall submit one (1) electronic copy via email or flash drive to:

Borough of Conshohocken  
Attn: Stephanie Cecco, Borough Manager (c/o Brittany Rogers)  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428  
Email: [scecco@conshohockenpa.gov](mailto:scecco@conshohockenpa.gov) ([brogers@conshohockenpa.gov](mailto:brogers@conshohockenpa.gov))

**Proposals shall be stamped received no later than noon (12:00pm) on Thursday, December 12, 2024.**

### SECTION V: SELECTION PROCESS

Proposals submitted by the deadline and deemed complete will be evaluated by the Borough Administration. Any businesses submitting a proposal may be required to provide additional detailed information. The award of contract will be at the sole discretion of the Borough Administration, with the approval of Borough Council as necessary. Proposals will be evaluated on a variety of factors including, but not limited to, the following:

- Relevant experience and business qualifications.
- Satisfactorily completion of similar services
- Previous experience working directly with Municipal Emergency Management Personnel and Borough of Conshohocken Emergency Management Personnel
- Cost

SECTION VI: ADDITIONAL REQUIREMENTS

**Indemnification**

The selected contractor shall defend, indemnify and hold harmless the Borough, its officers, agents and employees and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the scope of services required by this RFP, including the acts or omissions perpetrated by employees of the firm.

**Insurance**

Provide a description of the contractor's insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services described herein and must include at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage. Contractor must accept the provisions of the act of June 2, 1915 known as the Workers' Compensation Act and will file with the borough a certificate of insurance providing evidence of the coverage.

**Right of Refusal**

The Borough reserves the right to reject any and all proposals without qualifications. Proposals will be considered only in their entirety. The Borough reserves the right to add or deduct any specific requirements and associated costs from the selected proposal.

**Questions**

Questions may be addressed to:  
Brittany Rogers, Executive Assistant to the Borough Manager  
Borough of Conshohocken  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428  
[brogers@conshohockenpa.gov](mailto:brogers@conshohockenpa.gov)