

# TOWN OF GANDER



REQUEST FOR PROPOSAL RFP24-03  
FESTIVAL OF FLIGHT FIREWORKS DISPLAY  
August 5, 2024

**Closing Date and Time:**  
Thursday May 16<sup>th</sup>, 2024 2:00 p.m.

## **1.0 INFORMATION TO PROPONENTS**

### **1.1 General Description**

The Town of Gander invites qualified companies to submit proposals for an aerial fireworks display during the Town of Gander's 2024 Festival of Flight.

### **1.2 Proposal Cost**

All costs associated with the provision of any proposal submission will be the responsibility of the proponent only.

### **1.3 Deviations**

Deviations from specifications will be considered informalities when submitting a proposal which may or may not be accepted at the Town's sole discretion.

### **1.4 Evaluation**

Evaluation of proposals will be based on criteria as set out in the Evaluation table in section 5.0 of the Terms of Reference below.

### **1.5 Limitation of Liability**

The proponent, by submitting a proposal, agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its proposal for matters relating to an agreement or in respect of the competitive process, and the proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the proponent.

### **1.6 Confidentiality**

All proposals received will be considered proprietary and as such information relating to any proposal will be considered confidential. Only Town of Gander personnel, and outside agencies deemed by the Town as necessary for evaluation purposes, will be permitted access to information relating to any proposal. No proponent will be permitted to see details of any other proposal other than their own.

**TOWN OF GANDER  
REQUEST FOR PROPOSALS RFP24-03  
FESTIVAL OF FLIGHT  
2024 FIREWORKS DISPLAY**

**TERMS OF REFERENCE**

**2.0 SCOPE OF PROJECT**

The Town of Gander invites confidential proposals to supply the Town of Gander with an aerial fireworks display during the 2024 Festival of Flight on August 5, 2024 between 9:30 - 10:00 p.m (time will depend on confirmation from Nav Canada).

The successful vendor will be required to design, supply, set up and fire the entire show. Vendors quoting on this proposal must be appropriately licensed to do so. The vendor will also be responsible for:

- set up and execution of the fireworks display in addition to supplying the fireworks.
- all travel, meals, personnel, time, etc., necessary to do all the work required.
- delivery of fireworks to a storage site in Gander at least 2 weeks before the Festival of Flight.
- pick up and delivery of fireworks from the storage site to the firing site at Cobb's Pond.  
\*Please note the firing site can only be accessed via a boardwalk/granular trail through the woods. It is the vendors responsibility to get the fireworks from the parking area to the firing site without assistance from the Town of Gander.
- providing security on the boardwalk and in the fireworks restricted area before, during and after the show.
- site clean up after the show ensuring that no misfired shell/motors, firing wire, etc. remain at the scene when the show is finished.
- personnel and equipment to remove all fireworks equipment from firing site and leaving the site in its original condition.
- assuring that any remaining equipment used to fire the fireworks is packaged and ready for transportation and that pick up of equipment is arranged and paid for.

The budgeted amount for this show is \$20,000.00 including, but not limited to all taxes, licenses, shipping, TDG placards and documentation and including all set up and firing costs.

**3.0 MANDATORY REQUIREMENTS**

Proposals must consist of a combination of high level and nautical fireworks display in accordance to the Guideline sheet attached.

The show must be fired by an electronic computer firing system. There should be no large gaps of time between shells, good display pacing, multiple firing, tailed effect and a choreographed control

of the display execution. The price quoted must include necessary electrical squibs, etc. Supplier must supply sufficient quantity of mortars to fire show without reload and the supplier must supply sufficient quantity of electrical wire to fire the show. The cost of these items must also be included in the quoted price.

All mortars and fireworks used must be approved by appropriate government regulatory authority(ies). It will be the vendor's responsibility to ensure that setup and firing is done in accordance to all appropriate regulations. The vendor will be responsible for all costs associated with the supply, setup, firing and clean-up of the fireworks show.

The Town of Gander **will not** be providing qualified fireworks supervisor or personnel, members of the local fire department, liability insurance or site security for the show- all of this will be the sole responsibility of the vendor. In relation to the provision of insurance, the vendor will be responsible to have liability insurance of **at least \$2,000,000.00** in effect that would be applicable to this event. A certificate of liability naming the Town Council of the Town of Gander as insured for at least the above amount will be required from successful vendor (if awarded).

A plan detailing what will be done should a fire occur at the firing site must be submitted to the organizer and Gander Fire Rescue at least one month prior to August 5<sup>th</sup>. This will ensure that should a fire occur; an appropriate plan is in place to mitigate damage to the housing and wooded area surrounding the firing site.

The setup of the fireworks display will only be able to take place the day before the event - (SUNDAY) due to other events occurring the same weekend at the firing location. We ask that the area of the boardwalk affected remain open until at least 2 hours before the firing of the display occurs.

The following information also pertains to this proposal:

The main firing area for the fireworks display is at Cobb's Pond Rotary Park. A picture of the location is as follows:



Please note: Fire retardant material must be used to cover wooded platform to prevent damage.

#### **4.0 PROPOSAL SUBMISSIONS AND GUIDELINES**

Proponents are to include the following with their submission:

- Cost of show in Canadian Dollars (showing HST separately);
- A minimum list of four (4) client references with contact names, phone number and email address for whom you have produced a fireworks display similar in size.
- Professional qualifications of staff including key personnel that will be assigned to perform the shoot and the number of years' experience in handling and shooting fireworks.
- Show itinerary including the number, size and type of shells to be used for a **nautical, high-level display and a grand finale**. The display shall include a spectrum of styles, patterns and sound effects.
- Length of the proposed display must be identified - a minimum length of 15 minutes and maximum length of 23 minutes.
- A computer model of proposed show for preview **MUST** be submitted with the quote.
- A summary list of the number of shells of each size of firework contained is to be shown at the end of that proposal. The number in each size range shall be further broken down to indicate the number of multiple effect / multiple break / special shells within that size.
- A list of equipment to be used indicating the safety of each item
- Venders are to show on their response, **the total cost component of the setup and firing portion of the display** as opposed to total remaining value of the fireworks (bombshells, barrage boards, roman candles etc.).

Proposals may be faxed, e-mailed (PDF format only), mailed or hand delivered in a sealed envelope, clearly marked as to its contents to the Procurement Officer up to closing May 16<sup>th</sup>, 2024 2:00:00 pm. Persons faxing or emailing proposals or amendments are advised to contact the Procurement Officer at 709-800-4543 to confirm receipt of said document. Faxed or emailed amendments are to indicate the amount of increase or decrease only in the proposed amount (including HST) and must not show the final revised proposed amount. All proposals are to be forwarded by the proponent via either method listed below and addressed to the following:

**Mailed, Couriered or Hand Delivered bids are to be addressed to the following:**

Suzanne White  
Procurement Officer  
Town Hall, 100 Elizabeth Drive  
Gander, NL  
A1V 1G7

**Fax bids or amendments to: 709-256-5809**

**Email Tender bids to: [tenders@gandercanada.com](mailto:tenders@gandercanada.com)**

**Note: Bids sent to any other e-mail address will NOT be accepted**

Proposals will be opened in public at the Town Hall, 100 Elizabeth Drive, Gander, Newfoundland on Thursday May 16<sup>th</sup>, 2024. Proposals will be acknowledged as received at the public opening, and prices will not be announced at the time until evaluations have been completed.

Management will make a final recommendation to the Municipal Council and make the award as directed by the Council. Your proposal will be held firm for a minimum of sixty (60) days after RFP closing date.

The Town of Gander also reserves the right to negotiate any change that it deems to be in its best interest with relation to any submitted proposal.

All costs relating to the provision of any proposal will be the responsibility of the vendor only.

Submission of a proposal by any vendor will be deemed as acceptance by that vendor of all conditions in this request for proposals, including the Town of Gander's sole right in determining which proposal is in its best interest.

The Town also reserves the right to seek clarification and / or additional information concerning any aspect of any submitted proposal

## **5.0 EVALUATION OF PROPOSALS**

**Proposals will be evaluated using the following criteria:**

<b>Criteria</b>	<b>Rating</b>
<b>Cost of show</b>	30%
<b>Fireworks proposed</b> <i>Creativity and variety of display</i> <i>Total Number of Fireworks proposed</i>	30%
<b>Qualifications and Experience</b> <i>Experience with similar projects</i> <i>Experience of key personnel who will be assigned to fire the Festival of Flight show</i> <i>References from other Municipalities</i>	20%
<b>Design layout</b> <i>Based on computer model of show</i>	15%
<b>Equipment to be used</b> <i>Demonstration of safety of product</i>	5%

Town of Gander  
Request for Proposal RFP24-03  
Festival of Flight Fireworks Display

## Appendix A – STATUTORY FORM OF DECLARATION

This page must be completed and submitted with your proposal form as Appendix A

### STATUTORY FORM OF DECLARATION

We certify that: \_\_\_\_\_

The party executing this document is authorized to sign the same.

The matters set forth in the Proposal are correct.

This Proposal is made without any connection, comparison of figures or arrangement with or knowledge of any other Corporation, Firm or Person making a Proposal for the same work.

This Proposal will remain open for acceptance for a period of 60 (sixty) days after opening of proposals and the Town of Gander may at any time within this period accept this proposal.

Name of Firm:

Signing Officer's Signature:

Declared before me this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Name of Firm: \_\_\_\_\_

Signing Officer's Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_