

Tourism Contact:
Matt Anderson
Director of Tourism and Events
matt@kittitascountychamber.com



Request for Proposals (RFP) Community Fireworks Display

1. Introduction

The Kittitas County Chamber of Commerce (“Chamber”) is requesting proposals for the purpose of providing a community fireworks display on July 4th, 2023, December 2nd 2023, July 4th, 2024 and December 7th 2024 at Cle Elum Memorial Park. The Chambers needs are outlined in the following ***Request for Proposals*** (“RFP”). The selected firm will be issued a two-year contract for services

1.1 Scope of Work

Qualified service providers shall submit a proposal to provide a community fireworks display for an amount not to exceed \$10,000 for the 4th of July dates and \$7500 for the December dates. The proposal should include a grand finale display. The length of the display should be identified, and must have a minimum length of 14 minutes and a maximum length of 20 minutes. The show on the 4th of July showings will take place at 9:45 p.m., at the Memorial Park. Attendance at the event location in 2022 was approximately 1,000. The December shows will be viewed from 1st Street in Cle Elum Washington at the conclusion of the Xmas in Cle Elum Parade – approximately 7:00 PM. Attendance along 1st St is approximately 2,000 people. Please identify the relationship between price and length of program.

Each proposal should include a description of all the fireworks to be included in the display, an explanation that assists in describing the show, and how the show will be set up and removed.

Services to be performed must be in compliance with all provisions of RCW Chapter 70.77 and all other applicable local laws and regulations.

Chamber Responsibilities

The Chamber will provide a site map and inform local officials of the location and time of the shows

2.0 Proposal Schedule and Submittal Information

609 N Main Street
Ellensburg, WA 98926
(509) 925-2002



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2.1 Preliminary Schedule

TASK	Scheduled Date
RFP Issued	02/06/23
RFP Submittal Deadline	02/22/23
Notify Firm	03/01/23

2.2 Proposals, Due Date, Time Location

Submit two copies of the proposal responding to the RFP. Proposals are due in the Kittitas County Chamber office no later than 5:00 PM on 02/22/23. Proposals are to be marked "Kittitas County Chamber of Commerce Fireworks Display". Proposals submitted after the deadline date and time may not be considered or accepted.

Submittal address:

Kittitas County Chamber of Commerce
609 North Main Street
Ellensburg, WA 98926

Electronic submittals are acceptable and should be sent to Director of Tourism and events Matt Anderson, at matt@kittitascountychamber.com. Those submitting electronically are encouraged to contact the Kittitas County Chamber of Commerce so receipt of materials can be confirmed.

3.0 Proposal Format and Requirements

The proposal shall include the qualifications and components requested below. Information should be complete and demonstrate that the provider can perform professional work within the budgets listed (\$7,500 for December shows, \$10,000 for July 4th Shows). Proposals should not exceed 20 single-sided pages.

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3.1 Introduction

Prepare a brief introduction including a general demonstration of understanding of the scope and complexity of the required work.

3.2 Experience and Personnel

Provide company contact information, how long you have been in business, and what services you provide. Identify and briefly describe related work completed in the last three years. Describe only work related to the proposal that is in the size, scope, and budget that we have listed. Specify the Project Manager who will serve as a contact person.

3.3 Pricing and Budget

The budget is limited to \$7500 for December shows and \$10,000 for July shows. Based on the preliminary scope of work, provide a breakdown of the estimated costs of this project including expenditures for services, production, and any other costs. Contract costs and fees may be negotiated with the finalist(s).

3.4. Insurance

The provider must agree to maintain Commercial General Liability Insurance and Professional Liability Insurance. The provider will also provide coverage requirements outlined by the municipality and site location.

3.5 References

Provide a minimum of three client references with contact names and phone numbers which you have produced for a fireworks display.

4.0 Evaluation

4.1. Review Process

A team of reviewers will rate the proposals. The review team will recommend finalist for final review and select a firm by 03/01/23

4.2. Evaluation Criteria



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Proposals will be ranked based upon the merits of the written proposals and the qualifications and experience of their team. Each reviewer will award a score based on a 100 points total as follows

- Responsiveness: The Chamber will consider the materials submitted by the provider to determine whether the provider is in compliance with the deadline. (10)
- Creativity, variety and content of the proposed display. (20)
- Pricing (30)
- Responsibility: The Chamber will consider the materials submitted by the provider and other evidence it may obtain to determine the company's ability and history of successfully completing contracts of this type, meeting established deadlines, experience in similar sized projects, and satisfaction of previous clients.

The Chamber reaffirms its right to make any selection it deems prudent, and further affirms its right to reject any and all proposals. Responding providers acknowledge that such selection or rejection is not subject to protest or contest.

The successful provider selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected provider and the Chamber will finalize the contract terms and conditions. If the Chamber and the selected provider are unable to agree on terms and conditions at this point, the Chamber may exercise its right to negotiate with other providers.

5.0 Compensation

Payment by the Chamber for the services will only be made after the services have been performed for each date. An itemized billing statement shall be submitted to the Chamber and approved by an appropriate Chamber representative. Payment shall be made within the Chamber's regular billing cycle within 30 days after receipt of such billing statement.

6.0 Terms and Conditions

- All facts and opinions stated within this RFP and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process.

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- Respondents to this RFP shall be responsible for the accuracy of the information they provide to the Chamber.
- The Chamber reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFP's, and to either substantially modify or terminate the Project at any time prior to the final execution of a contract.
- The Chamber shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFP or to any interview process.
- Nothing contained herein shall require the Chamber to enter into exclusive negotiations and the Chamber reserves the right to amend, alter and revise its own criteria in the selection of a provider without notice.
- The Chamber reserves the right to request clarification of information submitted and to request additional information from any respondent.
- The Chamber may or may not accept any submission after the time and date specified on the RFP. It will be the Chamber's sole discretion to either accept or reject submittals after the specified date and time.
- The qualifications of the selected provider are important criteria in the selection process. The provider will not be allowed to substitute key members without prior approval by the Chamber. The Chamber, at its sole discretion, reserves the right to accept or reject proposed changes to the provider's team.
- If negotiations are not completed with the top ranked provider, negotiations may proceed with the next most qualified provider.
- Upon selection of a qualified provider through the RFP process, the Chamber shall enter into a contract of services (based on an approved scope of services and budget) with the selected provider on terms and conditions acceptable to the Chamber. Until execution of a contract, the Chamber reserves the right to cease negotiations and to start the RFP process again.

7.0 Other Considerations

- The Chamber reserves the right to award a contract based solely upon the submitted requirements/ information listed above. The Chamber may also choose to request additional information, or to conduct interviews for further clarification past a submitted resume and cover letter, and to answer any questions that may arise in conjunction with the written and submitted responses to this RFP.

Confidentiality

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- Kittitas County Chamber of Commerce is a non-profit organization of Central Washington. It is understood that RFP responses may contain confidential information relating to a previous client's strategies, goals, and results. The Chamber will act in good faith to retain confidentiality of submitted materials, however, the Chamber cannot guarantee confidentiality of materials received.

Questions/Clarifications

- Questions regarding this process may be emailed to the Director of Tourism and Events, Matt Anderson at matt@kittitascountychamber.com.