



## **BID PACKET**

### **Sedalia Parks and Recreation 4<sup>th</sup> of July Fireworks Display 2026**

**Deadline:** 1:15 p.m. on Wednesday, October 1, 2025.

**Mail or deliver bid packets to:**  
**City of Sedalia Parks & Recreation Department**  
**1800 W. 3<sup>rd</sup> Street**  
**Sedalia, MO 65301**

#### **BID SUBMITTED BY:**

**BUSINESS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT PERSON & PHONE #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

## **PART I: NOTICE TO BIDDERS**

The Sedalia Parks & Recreation Department will receive proposals for the 4<sup>th</sup> of July fireworks display. Specifications are available in Part III.

Proposal forms provided by the Parks and Recreation Department shall be used.

All such proposals as provided for herein shall be sealed and mailed/delivered to the Sedalia Parks & Recreation Department, 1800 W. 3<sup>rd</sup> St., Sedalia, MO 65301, at or prior 1:15 p.m. on Wednesday, October 1, 2025. Proposals will be opened at or shortly after the above date & time.

Any proposal received after the above stated date will be returned unopened.

The Sedalia Parks Department retains the right to reject any and all proposals submitted, and to waive any informality contained in any proposal. The Sedalia Parks Department reserves the right to accept the proposal deemed most advantageous to the Sedalia Parks and Recreation Department.

Additional details concerning the requirements for submitting a proposal may be obtained from the Sedalia Parks & Recreation office by emailing Savannah Lynde [slynde@sedaliaparks.com](mailto:slynde@sedaliaparks.com) (preferred) or by calling (660) 826-4930.

## **PART II: INFORMATION TO BIDDERS**

Sealed proposals for the purchase for the 4<sup>th</sup> of July fireworks display as specified in the attached specification will be received until 1:15 p.m. on Wednesday, October 1, 2025. and will be opened at or shortly after the above date & time at the Sedalia Parks & Recreation Office, 1800 W. 3<sup>rd</sup> St, Sedalia, MO 65301.

No proposals will be accepted after the above stated time and date. A complete tabulation of the proposals received will be presented for consideration to the Park Board at their meeting.

Any qualified agent or company desiring to submit a proposal for the 4<sup>th</sup> of July fireworks may do so, but must submit such proposal on the form furnished by the City of Sedalia Parks and Recreation Department. Alternate proposals may be proposed by any company provided however, that no alternate proposal will be considered unless the company has first proposed a complete proposal as requested by the City Parks and Recreation Department for this purpose.

The proposal furnished the City Parks and Recreation Department must be submitted on the bid form enclosed with this packet. It is understood that no alternate proposal will be considered unless the bid form provided by the City of Sedalia Parks and Recreation Department has been

fully completed. Each bid form should be submitted with detailed information attached to the bid form. This detail breakdown should include all costs associated with the proposal.

The City of Sedalia Parks and Recreation Department retains the right to reject any and all proposals submitted, and to waive any informality contained in any proposal.

The City of Sedalia Parks and Recreation Department reserves the right to accept the proposal deemed most advantageous to the City.

Additional information or questions concerning this request may be directed to the Parks & Recreation Department by emailing [slynde@sedaliaparks.com](mailto:slynde@sedaliaparks.com) (preferred) or by calling 660-826-4930.

### **PART III: SPECIFICATIONS FOR 2026 4<sup>th</sup> of July Fireworks Display**

**A complete copy of this bid packet must be returned with accompanying bid form to constitute a responsive bid.**

The fireworks display is to be at the Missouri State Fairgrounds Grandstand located at 2503 W 16<sup>th</sup> St. Sedalia, Mo 65301 on the evening of July 4, 2026. If the display of fireworks cannot be given on the above date due to inclement weather conditions, the program will be given the next night or the following clear night as directed by the Director of Parks and Recreation, Amy Eppele.

The successful company shall take complete responsibility for putting on the fireworks display and furnishing a sufficient number of experienced pyrotechnic personnel to put on a safe display.

The company shall ensure that he/she is familiar with the entire performance site prior to submitting a proposal. The discharge of fireworks shall be in accordance with the International Fire Code, as adopted by the City of Sedalia and the referenced NFPA 1123 code for Fireworks Display. The insurance requirements must be a minimum of \$1,000,000 for general liability per occurrence. The City of Sedalia will need to be listed as an additional insured on the insurance certificate. Worker's compensation insurance as required by statutes.

Property Damage Insurance: The successful company shall assume all responsibility and be liable for any and all injuries incurred by their personnel.

Shoot Site Plan and Shoot Specifications will be presented to local Fire Chief and Parks Department 30 days before show date.

The proposal shall include a complete itemized list of quantity, size and kind of fireworks that will be displayed, along with a detailed description of any special effects (i.e. cakes). Pictures depicting shell effects preferred.

The display shall include:

1. Minimum finale of 400 shells.
2. Large shells (define sizes and quantities).
3. Special attractions and displays (define).
4. Show to be manual/ electronically fired.

The company is to furnish a list of references. References shall include contact person, phone number, and mailing address and list the e-mail addresses if available. References shall be from clients from either the years of 2024 or 2025 with similar size shows with similar features. Special effort should be given to provide references from the Missouri area.

The company shall elaborate on safety precautions used during the display, items such as protective clothing, procedures used to assure pre and post show safety, as well as during the show.

The total amount of money allocated for the display is not to exceed \$15,000. The contract will be valid for July 4, 2026 season. Any weather related, acts of God, or other mutually agreeable cancellation will result in a rescheduling or a refund.

All fireworks materials and devices in transit to the fireworks discharge site shall be transported in accordance with Title 49, code of Federal Regulations, 'Federal Regulation for Transport', NFPA 1124, Code for the Manufacture, Transportation, and Storage of Fireworks, and Title 27, Code of Federal Regulations, part 18, Bureau of Alcohol, Tobacco and Firearms, Part 181, Commerce in Explosives. Company must provide a safe, dry area for storage of firework materials, contractor must provide trailer or other suitable container for storage the day of the event and no overnight storage will be allowed on site.

The proposal will be awarded to the company that best serves the interest of the City. The City may interview one or more companies and they will be evaluated on the following criteria: proposed display show (encompassing shell count, shell types, length of show and show finale), past safety record (list any accidents related to putting on a display show), safety program proposed, references, proof of insurance, date availability, and overall impressions that best serves the interest of the City.

The successful company is required to report to the parks department any unfired shells and their disposition. All mortars shall be inspected and clean of any shells. Misfired or unfired shells shall be accounted for and reported to the city at the conclusion of the show. Clean up of the site shall be done to the department's satisfaction. Failure to do so will result in a deduction from payment no less than \$500.00.

One original and one signed copy of the proposal must be received in a sealed envelope plainly marked: "Fireworks Display 2026" with the date and time of when the proposals are due in lower left corner of the envelope.

## **General Provisions Related to the Bidding Process**

### **Reservation of Rights**

Sedalia Parks and Recreation reserves the right at its sole discretion to accept or reject any or all bids, wholly or in part, to waive any informalities or irregularities therein or in the bidding process, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgement will best serve Sedalia Parks and Recreation interests. Sedalia Parks and Recreation reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.

### **Errors and Omissions**

No bidder shall be permitted to use to his or her advantage any error or omission in this Invitation for Bid or related specifications.

### **Interpretation of Specifications or other Contract Documents Prior to Bidding**

If any person contemplating submission of a bid for items contained in this Invitation for Bids is in doubt regarding the true meaning of any part of the Invitation for Bids documents, he or she may submit to Savannah Lynde an e-mail at [slynde@sedaliaparks.com](mailto:slynde@sedaliaparks.com), requesting an interpretation or correction of the Invitation for Bids documents. Any interpretation or correction to the Invitation for Bids documents will be made by Sedalia Parks and Recreation by addendum and will be mailed or delivered to each bidder of record not less than 6 days prior to bid opening.

### **Questions Regarding Technical Specifications**

Any and all questions regarding the technical specifications shall be directed to Savannah Lynde at (660) 826-4930. Any material changes to the bid specifications arising as a result of such questions shall be approved by Sedalia Parks and Recreation in writing and mailed or delivered to each bidder of record not less than 6 days prior to bid opening.

### **Payment**

All items, including labor and materials for the Work will be paid in a single lump sum payment no earlier than April 1, 2026.

- The date upon which the written invoice for such materials and services is delivered by hand, e-mail, or by U.S. Mail, to Sedalia Parks and Recreation, 1800 West Third Street, Sedalia, Missouri, 65301;

Bidders are informed that the successful bidder shall comply with the Missouri Public Prompt Payment Act (Sections 8.960 and 8.962, RSMo) regarding payments to subcontractors and material suppliers in relation to the contract awarded as a result of this Invitation for Bids.

Sedalia Parks and Recreation expressly reserves its rights to withhold, in good faith, payment or final payment in accordance with Sections 8.960 and 8.962, RSMo, and in accord with the contract awarded as a result of this Invitation for Bids. Final payments will be made in accordance with Sections 8.960 and 8.962, RSMo.

### **Specific Requirements for Bids**

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result, at the City's sole discretion, in the rejection of a proposal.

### **Federal Work Authorization Program and Proof of Lawful Presence**

- Bidders are informed that pursuant to Section 285.530, RSMo, as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services.
- E-Verify is a qualified federal work authorization program. Additional information about E-Verify can be found at [www.uscis.gov/everify](http://www.uscis.gov/everify).
- Bidders shall also sign and submit with the bid an affidavit affirming that it does not and will not knowingly employ any person who is an unauthorized alien in connection to the contracted services. See Exhibit 1.

### **Anti-Discrimination Against Israel**

Section 34.600, RSMo., requires the City to ensure that contractors are not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. Successful bidders will be required to execute a sworn affidavit affirming these facts before entering into a contract.

### **Insurance Requirements**

Bidders are informed that the successful bidder will be required to obtain insurance coverage, which shall contain an endorsement, addendum, or rider amending the general liability policy to include the Sedalia Parks and Recreation Department as an additional insured, for the following types of insurance and in the following minimum amounts:

- Workmen's Compensation Insurance - per statutory requirement
- Bodily injury, including death & Property Damage \$ 1,000,000 per occurrence, \$ 3,000,000 aggregate

### **Assess RFP Documents**

Before submitting a proposal, vendors shall examine the specifications in order to understand all existing conditions and limitations. The vendor shall indicate in the proposal the total sum to cover the cost of all items included in the RFP.

#### **Costs of RFP Preparation and Submission**

Each vendor shall be responsible for all costs incurred in order to prepare and submit their response to this RFP.

#### **Proposal Review**

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the City's project team or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to the project team making a recommendation to the Sedalia Parks & Recreation Board. All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract, cancellation of this RFP, or within 180 days, whichever shall occur first.

#### **Proposal**

Proposals received by the closing date and time will be opened and evaluated by Sedalia Parks and Recreation. Proposals not received by the closing date and time will remain unopened and will not be considered. Incomplete proposals may, at the park department's sole discretion, be disqualified from consideration.

**The Sedalia Parks and Recreation Department reserves the right to amend or clarify the specifications at any time prior to the closing for receipt of proposals. Copies of any amendments may be transmitted to prospective vendors via e-mail or mail.**

The proposal must be prepared in the following format:

#### **Section 1 – Executive Summary**

Provide a concise overview of the design and implementation plan proposed.

#### **Section 2 – Vendor Background and Qualifications**

Provide narrative responses to the following questions, including any necessary documentation, for each item listed below.

1. Specify the number of years the vendor has been a provider of the services requested. Discuss the background of the vendor including company history, staff size and ownership structure. Briefly highlight projects completed similar to the project being proposed.
2. Describe the seniority, tenure and background of the proposed project team.
3. Discuss the vendor's commitment to understand and implement environmentally friendly applications that could be incorporated into the project.

#### **Section 3 – Customer References**

Please provide contact information for at least three (3) customer references that are representative of the proposed services.

#### **Section 4 – Cost Information**

Costs should be itemized by the project areas identified in the General Project Description.

#### **Section 5 – Statement of Understanding**

The City anticipates a contract award date of October 9, 2025 thereafter and completed on July 4, 2026 with a rain date of July 5, 2026. Provide a statement verifying your understanding of the anticipated contract award and completion date. Vendors may not withdraw their proposal for a period of ninety (90) days after the closing date for submission of proposals.

#### **Right of Refusal**

The City reserves the right to reject any or all RFPs in their entirety. The City reserves the right to award the contract in any manner deemed in the best interest of the City.

#### **Evaluations**

The primary criteria for vendor evaluation and consideration are:

Cost 40%, Quality 30%, and Experience and Reliability 30%:

- Completeness and thoroughness of proposal
- Demonstrated ability to understand the purpose/mission of the project
- Prior experience with similar projects
- Overall project approach
- Favorable past experiences of the City and/or references in working with the vendor

Evaluation of the proposals is expected to be completed within 10 calendar days after the stated closing date.

The proposal selected shall be the proposal deemed to be in the best interests of Sedalia Parks and Recreation while providing the most cost-effective approach to meet the stated requirements. The lowest priced proposal will not necessarily be selected.

Sedalia Parks and Recreation reserves the right to a) reject any or all proposals, or to make no award, b) require modifications to initial proposals or c) to make partial or multiple awards. Sedalia Parks and Recreation reserves the right to request clarification or explanation on any proposal submitted. Sedalia Parks and Recreation further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is in the best interests of Sedalia Parks and Recreation.

#### **Compensation**

Following the selection of a firm and the successful negotiation of an agreement for services, a contract shall be entered into between the City and the firm. Reimbursements shall be made



according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.

**Contract Period**

The original contract period shall be from date of award through July 4, 2026. The contract shall not bind, nor purport to bind, the City for any contractual commitment in excess of the original contract period. The City agency shall have the right, at its sole option, to renew the contract for two (2) additional periods, or any portion thereof. In the event the Parks Department exercises such right, all terms, conditions, and provisions of the contract shall remain the same and apply during the renewal period pursuant to applicable option clauses of this document.

If the Parks Department exercises the option for renewal, the contractor shall agree that the prices stated in the original contract shall not be increased in excess of the maximum price for the applicable renewal period stated on the pricing page of the contract. If the renewal options are left blank on the pricing page, then prices during the renewal period shall be the same as during the original contract period.

The Parks Department does not automatically exercise its option for renewal based upon the maximum price and reserves the right to offer or to request renewal of the contract at a price less than the maximum price stated.

The Parks Department reserves the right to terminate the contract at any time, for the convenience of the City of Sedalia, without penalty or recourse by giving the contractor a written notice of such termination at least 30 calendar days prior to termination. The contractor shall be entitled to receive just and equitable compensation for that work completed pursuant to the contract prior to the effective date of termination

## **PRIOR EXPERIENCE**

**1. PRIOR SERVICES PERFORMED FOR:**

Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

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

Description of Prior Services: \_\_\_\_\_

**2. PRIOR SERVICES PERFORMED FOR:**

Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

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

Description of Prior Services: \_\_\_\_\_

**3. PRIOR SERVICES PERFORMED FOR:**

Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

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

Description of Prior Services: \_\_\_\_\_

Display Proposal Price \$ \_\_\_\_\_ Lump Sum  
 Company Name /address/phone #: \_\_\_\_\_  
 Print Name \_\_\_\_\_ Signature \_\_\_\_\_

**Total Show – All Burst:** \_\_\_\_\_

Shell Size	Show Shell List Description	Shell Qty.

**Show Shell Total** \_\_\_\_\_

Shell Size	Finale Shell List Description	Shell Qty.


**Finale Shell Total** \_\_\_\_\_

<b>Shell Size</b>	<b>Cake List Description</b>	<b>Shell Qty.</b>

**Cake List Total** \_\_\_\_\_

Display Proposal Price 2026 \$ \_\_\_\_\_

Display Proposal Price 2027 \$ \_\_\_\_\_

Display Proposal Price 2028 \$ \_\_\_\_\_