Request for Proposal

Fireworks at Scott Stadium
March 1, 2016

A VASCUPP Member Institution
Issued by
Procurement and Supplier Diversity Services
Charlottesville, Virginia
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Fireworks at Scott Stadium

RFP Number: # JG030116

Issue Date: March 1, 2016

Brief Description: The University of Virginia is seeking a firm to provide a fireworks display at home football games.

Preproposal Conference: An optional Preproposal Conference will be held on Tuesday, March 15, 2016 at 10:00 a.m. at the entrance to Bryant Hall on the parking deck, Charlottesville, Virginia (map may be viewed at this web site: http://www.virginia.edu/Map/). The purpose of the Preproposal Conference is to allow potential interested parties an opportunity to present questions and obtain clarification relative to any facet of this RFP. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are strongly encouraged to attend. Bring a copy of the solicitation with you.

Firms planning to attend the Preproposal Conference should notify John Gerding by email (jeg5y@virginia.edu) no later than 1:00 p.m. on March 14, 2016 of the names, titles, and phone numbers of the individuals who will attend. Firms traveling to Charlottesville can go to the following website for travel arrangement assistance: http://www.virginia.edu/placestostay/

Proposal Due Date: 5:00 p.m., Tuesday, March 29, 2016. Firms must submit an electronic original proposal that will be received by the University by the proposal deadline. The electronic original proposal must be submitted to pur-rfp@virginia.edu. All electronic proposal documents should be formatted as Microsoft Word documents.

Any trade secrets or proprietary information submitted with a proposal for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.

Negotiations: Negotiations, if needed, will be held on Friday, April 15, 2016

Expected Award Date: Friday, April 22, 2016.

Term of Agreement: The term of a resulting Agreement or Purchase Order will be for three years, with the ability to renew on the same or similar terms and conditions, for two additional two-year periods if mutually agreeable to the University and the Selected Firm. The Selected Firm and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.
This Request for Proposal (RFP) has been posted on Procurement and Supplier Diversity Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: http://www.procurement.virginia.edu/pagerfp. It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web.

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

B. SCOPE OF GOODS & SERVICES

The University and its Department of Athletics are requesting proposals for firework and pyrotechnic displays (pyro) for the home football games during the 2016, 2017, and 2018 football seasons, with the ability to renew on similar terms and conditions for two additional two-year terms. On average, the football team plays seven home games per season. In 2016, Virginia football will host six home games. The team has played as many as eight home games as recently as the 2013 season.

The 2016 home football game dates are September 3, September 24, October 15, October 22, October 29, and November 12. The successful contractor must be flexible for kickoff times, as most are determined 13 days prior to the date of the game, while some are not determined until six days prior to the game.

Scott Stadium has a seating capacity of approximately 61,500.

Firms should plan to provide a minimum of three technicians who will be on-site for game days. One technician will be on field to communicate between the Sports Promotions team and the technicians on the scoreboard. At least one technician must be federally licensed for pyrotechnic work.
Historically, firms have been permitted to store their launching apparatus on the scoreboard for the duration of the season. No transportation or storage of equipment other than the launching apparatus will be provided by the University. Fireworks shall never be left unattended while on University property.

The contracted vendor will work with athletic department staff (with approval of the fire marshal) for pyro and effects for the following activities:

- Pyro from the field the final time the team heads to the locker room during pre-game (approximately 22:00 before kickoff)
- Pyro from the field for the full team entrance, including concussion mortars (approximately 4:00 before kickoff)
- Pyro from the top of the scoreboard on the north end of the stadium for all Virginia scores, including touchdowns, extra points, safeties and field goals
- Pyro from the top of the scoreboard on the north end of the stadium following any Virginia win

The perimeter for on-field pyrotechnic display is approximately 25 feet in all directions. This space is occupied by game-day users up until approximately 90 seconds prior to display activation. Firms must be able to independently, efficiently, and safely set-up on-field pyrotechnic connections in the allotted time.

Firms should be prepared to provide sufficient fireworks for an entire game, including the launches following each score (following touchdowns, extra points, safeties and field goals). Please include how many launches your firm would be capable of providing per game in your proposal.

In conjunction with athletic department staff, contractor will build/provide Virginia branded boxes for presentation of any on field or field level effects. Bursts should be loud and visible to fans (via smoke streams and/or actual bursts) throughout the stadium even during daylight hours, while maintaining the safety of the fans and facility. The University of Virginia colors are orange (PMS 172) and blue (PMS 282) – firms are encouraged to utilize these in their proposals and planning.

Estimates are also requested for utilizing red fireworks during the National Anthem for a minimum of one game per season designated as the “Military Appreciation Game” (will vary season to season but in 2016 is planned for November 12). This may be taken into consideration for the National Anthem during all home games.

For on field pyro and effects, Scott Stadium is a natural grass field and sparks, debris, and other factors should be taken into consideration when proposing effects for field use.

The contracted vendor must adhere to any local, state, or federal laws, regulations, etc. that may apply to pyrotechnic activity, including, but not limited to any applicable National Fire Protection Association (NFPA) requirements and the University of Virginia Fire Safety Office. The successful contractor shall comply with any directives from local fire officials on-site. Pyro must meet the guidelines set forth by the State Fire Marshal’s Office available at this link: http://www.vafire.com/state_fire_marshal/fireworks.htm
Firms will also need complete and comply the University’s Application for the DISPLAY OF AERIAL FIREWORKS on State-owned Property for each event. The application is located at this link: http://www.vafire.com/state_fireMarshal/fireworks/SFPC%202012%20Edition%20Application%20for%20NFPA%202012%23%20Display%20Fireworks.pdf

The University will provide one parking pass adjacent to the facility at no charge to the firm for use on game-days. Firms may request up to one additional pass, at a location within one mile from the stadium. The University will also provide event credentials for necessary personnel that will be working at the event.

Overnight accommodations and any travel-related expenses will be the sole responsibility of the firm.

C. BASIS OF SELECTION

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm’s plan to provide the University with the products as described in the Scope of Good and Services section;
2. The firm’s experience in providing Goods and Services similar to those described in this RFP, to include the firm’s references from clients;
3. The firm’s price proposal; and
4. The firm’s Small, Woman-owned and Minority-owned (SWAM) business status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWAM and the University’s SWAM plan, please see the letter in Attachment 1 and refer to the following site: www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.
Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Les Haughton, Director Supplier Diversity, at (434) 924-7174 or lh7sn@virginia.edu.

D. CONTENTS OF PROPOSAL

Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP.

Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the firms’ lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

Firms will provide the following information:
1. A detailed description and the full specifications of the product/equipment proposed. Each firm will indicate in its proposal the firm’s ability to achieve/comply with each specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm will detail the proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.

2. A brief history of the firm and its experience, qualifications and success in providing the type of product requested. This should include the training and/or certifications of each employee that would be utilized in the performance of this contract.

3. Video clips of daytime and nighttime displays of similar exhibitions to those proposed, from outdoor facilities of a comparable capacity (60,000).

4. Photographs of equipment that would be brought on-site and utilized for on-field displays.

5. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.

6. The firm’s proposed price/fee for providing the Goods and Services.

7. At least three references from NCAA Division I-A or professional teams where similar goods and/or services have been provided. Include the name of the firm/organization, the complete mailing address, and the name of the contact person and telephone number.

8. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.

9. Provide a list of institutions of higher education with which the firm has signed a term contract.

10. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at https://vascupp.org

11. Complete and return the information requested in Attachment 2, Firm Information.

NOTE: Virginia Freedom of Information Act

Except as provided, once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or proprietary information redacted. If all of these requirements are not met, then the firm’s entire proposal will be available for public inspection.

IMPORTANT: A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential.
E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia.  
  https://www.procurement.virginia.edu/pagevendorregistrationform

- Unless otherwise deemed appropriate by the University, the Selected Firm(s) will enroll in one of the University approved methods for receipt of electronic payments. Accordingly, the Selected Firm agrees to accept Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment.

- The Selected Firm registering and accepting eVA Terms and Conditions prior to award.  
  http://www.eva.virginia.gov/

- The University’s Mandatory Contractual Provisions:  

- The University’s Preferred Contractual Provisions:  

**Note:** Unless a firm *expressly and specifically states its exception* to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.

- The University's Procedure for Resolution of Contractual Claims  

F. OTHER INFORMATION

**Insurance**

Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be its limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A-financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

**Commercial General Liability:**

The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence and a $3,000,000 aggregate with coverage for the following:

- {X } Premises/Operations  
- {X } Products/Completed Operations  
- {X } Contractual  
- {X } Independent Contractors
Automobile Insurance:
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence with the following coverages for vehicles operated by their employees.

- Any Automobile
- Owned and Non-Owned Automobiles
- Garage Liability
- Transportation of Hazardous Substances
- Additional Insured
- Other

*Additional Insured:
The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."

Formation of the Agreement with the Selected Firm
All proposals received will first be carefully evaluated by the University, and then the University intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the University chooses to make award, the University will select the firm which, in its opinion, best meets the needs of the University. Alternately, if the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the University may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women- and minority-owned (SWaM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have a particular institutional focus on developing long-term business relationships with minority-and women-owned businesses. We count on our majority firms to help us achieve our goal.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. The office of Procurement and Supplier Diversity Services is ready to assist you in identifying qualified diverse business partners. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Colette Sheehy
Vice President for Management and Budget
### Firm Information

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<tr>
<th><strong>Full Legal Name</strong></th>
<th><em>(Company name as it appears with its Federal Taxpayer Number):</em></th>
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<td>Address:</td>
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<td>Telephone Number:</td>
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<td>Web Address:</td>
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<td>Email Address:</td>
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<td>DUNS Number:</td>
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**SWAM Information:**

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<th><strong>Is the firm certified with the Commonwealth of Virginia’s Department of Small Business &amp; Supplier Diversity (SBSD):</strong></th>
<th>☐ Yes ☐ No</th>
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<tr>
<td>Minority-Owned Business:</td>
<td>☐ Yes ☐ No</td>
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<td>Women-Owned Business:</td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>Small-Owned Business:</td>
<td>☐ Yes ☐ No</td>
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| **Is the firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)?** | ☐ Yes ☐ No |

**Point of Contact for this Proposal:**

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<th><strong>Name:</strong></th>
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<td><strong>Address:</strong></td>
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