VILLAGE OF
LINCOLNSHIRE
PUBLIC WORKS DEPARTMENT

Request for Proposals

FOURTH OF JULY
FIREWORKS DISPLAY SERVICES

(RFP) ISSUE DATE: September 8, 2026
PROPOSALS DUE: September 25, 2026

The Village of Lincolnshire will receive sealed proposals until 4:30 p.m. CST on Friday, September 25, 2026. Proposals can be submitted in person to the Lincolnshire Village Hall (1 Olde Half Day Road, Lincolnshire, IL 60069) or digitally via email to bwoodbury@lincolnshireil.gov with the subject line "RFP Fourth of July Fireworks Display Services".

The Village of Lincolnshire is seeking separate proposals for a 5-year agreement to provide a 25-30 minute fireworks display, to take place on Sunday, July 4, 2027, Tuesday, July 4, 2028, Wednesday, July 4, 2029, Thursday July 4, 2030 and Friday July 4, 2031.

Proposal specifications will be made available free of charge on Tuesday, September 8, 2026 at the Village of Lincolnshire website located at http://www.lincolnshireil.gov/i-want-to/find/bid-information.

All Contracts for Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12) and the Employment of Illinois Workers on Public Works Act (30 ILCS 570).

The Village of Lincolnshire reserves the right to defer the acceptance of a proposal for a period not to exceed 90 calendar days after the date proposals are received

The Village of Lincolnshire reserves the right to accept or reject any and all proposals and to waive technicalities and to accept the proposal which best meets the needs and requirements of the Village.

Village of Lincolnshire

Bradford H. Woodbury

Public Works Director

PROPOSAL SUBMISSION FORM
FOURTH OF JULY
FIREWORKS DISPLAY SERVICES

TO: Mayor and Board of Trustees
Village of Lincolnshire
1 Olde Half Day Road
Lincolnshire, Illinois 60069

FROM: _____
Company

_____
Address

_____
City State Zip

(_____)_____
Telephone

Dear Mayor and Trustees:

We, the undersigned, hereby propose to furnish all labor, materials, tools, and services required to conduct the **Fourth of July Fireworks Display Services** project for the Village of Lincolnshire, Illinois ("Village") in accordance with the Plans and Specifications, Notice to Bidders, Instructions to Bidders, and forms of Contract and bid bond. The undersigned declares that we have examined said Contract Documents and acknowledges that the same are accurate and complete and are approved by the undersigned.

The undersigned agrees that the initial contract shall be for a one (1) year period with four (4) optional one-year extensions, not to exceed five (5) total years based on the terms in the bid document submitted in response to the request for proposal. Contract pricing submitted shall remain firm and fixed for the entire duration of the contract and any extensions, and shall not be subject to unilateral price escalation, fuel surcharges, tariff adjustments, or inflationary increases. The undersigned agrees to commence work not later than 10 calendar days after the notice to proceed from the Village, and to complete the project within the time frame specified in the Contract Documents.

The Contractor understands that a contract to purchase products and/or work shall be based upon the terms of the Contract Documents upon acceptance of Contractor's proposal by the Village, and that the Village will not execute any form of contract submitted by the Contractor. The Village expressly rejects any form of contract submitted by the Contractor, and that by submitting a bid the Contractor has agreed that any such form is expressly superseded by the Contract Documents. No substitutes will be permitted unless specified by the Contractor in the proposal and approved by the Village.

RETURN WITH PROPOSAL

The undersigned submits the following Schedule of Unit Prices for the work to be performed as shown on the Plans and Specifications, and agrees that the items of work not specifically mentioned in the Schedule which are necessary and required to complete the work intended shall be done incidental to and as part of the items of work for which a unit price is given, and understands that no additional payment will be made for such incidental work.

The undersigned has received and considered in this proposal the following:

Addendum # _____
Addendum # _____
Addendum # _____

If no addenda were received, mark not applicable.

The prices stated in this proposal are guaranteed for 90 days from the date hereof, and if awarded the work within that period, we agree to complete the work covered by this proposal at said prices.

Dated this _____day of _____20____.

Respectfully submitted,

_____
Company

_____
Title

PREVAILING WAGE ACT
NOTIFICATION TO CONTRACTORS

Pursuant to P.A. 96-0437, effective January 1, 2010, a public body that fails to provide written notice to its public works contractors that a project is subject to Illinois prevailing wage requirements is, itself, liable for interest, penalties, and fines as stated under Section 4(a-3) of the Act. Failure by the public body to provide written notice does not relieve the contractor of the duty to comply with the prevailing wage rate, nor of the obligation to pay any back wages, to the extent applicable under the Act. This notice is being provided for the mutual benefit of you and the Village.

This contract may call for the performance or delivery of a "public work" within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act"). P.A. 96-0437 requires contractors and subcontractors, to the extent that the Act applies, to pay laborers, workers, and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. Related to the Act, the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1, et seq., requires contractors and subcontractors performing services on public works to have in place a written substance abuse program, which meets or exceeds the program requirements in this Act, on file with the Village.

As the prevailing rate of wages are revised by the Department of Labor and are available on the Department's official website, the revised prevailing rate of wages shall apply to this contract and the cost therefore shall be borne solely by the contractor. The most current prevailing rate of wages can be found here:

https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx

To the extent that the Act applies, all contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping and submittal duties, including the Substance Abuse Prevention on Public Works Act. If the contractor determines that the Act does not apply to it, contractor shall, in lieu of certified payrolls, submit a letter stating that the Act does not apply to it and set forth the reasons therefore.

RETURN WITH PROPOSAL

SCHEDULE OF UNIT PRICES

Fireworks Display Services Proposal (Years 2027–2031)

The Village of Lincolnshire is requesting unit pricing for three (3) potential annual budget options. Bidders must provide firm, fixed annual pricing for all three budget options across each of the five (5) contract display years.

Contractor shall complete the schedule of unit prices to include the minutes and cost for each year in each tiered option and then add up all five years for a 5-year total.

Option A: Base Display Level (*$35,000 Budget Target*)

Display Year	Event Date	Guaranteed Duration	Cost
2027	Sunday July 4, 2027	_____ Minutes	$_____
2028	Tuesday July 4, 2028	_____ Minutes	$_____
2029	Wednesday July 4, 2029	_____ Minutes	$_____
2030	Thursday July 4, 2030	_____ Minutes	$_____
2031	Friday July 4, 2031	_____ Minutes	$_____
Option A: 5-Year Total Cost			$_____

RETURN WITH PROPOSAL

Option B: Enhanced Display Level (*$45,000 Budget Target*)

Display Year	Event Date	Guaranteed Duration	Cost
2027	Sunday July 4, 2027	_____ Minutes	$_____
2028	Tuesday July 4, 2028	_____ Minutes	$_____
2029	Wednesday July 4, 2029	_____ Minutes	$_____
2030	Thursday July 4, 2030	_____ Minutes	$_____
2031	Friday July 4, 2031	_____ Minutes	$_____
Option B: 5-Year Total Cost			$_____

Option C: Premium Display Level (*$55,000 Budget Target*)

Display Year	Event Date	Guaranteed Duration	Cost
2027	Sunday July 4, 2027	_____ Minutes	$_____
2028	Tuesday July 4, 2028	_____ Minutes	$_____
2029	Wednesday July 4, 2029	_____ Minutes	$_____
2030	Thursday July 4, 2030	_____ Minutes	$_____
2031	Friday July 4, 2031	_____ Minutes	$_____
Option C: 5-Year Total Cost			$_____

RETURN WITH PROPOSAL

Dated this _____ day of _____, 202_____.

Respectfully submitted,

_____
Company

By: _____

_____
Title

RETURN WITH PROPOSAL

CONTRACTOR'S CERTIFICATION

_____, of_____, Illinois, as part of its bid on a contract for _____for the Village of Lincolnshire, hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either Section 5/33E-3 or 5/33E-4 of Article 33E of Chapter 720 of the Illinois Compiled Statutes, 1994.

_____, having submitted a bid/proposal for **Fourth of July Fireworks Display Services** for the Village of Lincolnshire, hereby certifies that said contractor has a written sexual harassment policy in place in full compliance with Chapter 775 ILCS 5/2-105(A), 1994.

I, _____ duly authorized agent for _____, having been first duly sworn depose and state as follows:

1. The above-named company is not delinquent in payment of any tax administered by the Illinois Department of Revenue. If it is:

2. a. It has previously filed the appropriate document contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate revenue Act; or

   b. It has entered into an agreement with the Department of Revenue for payment of all its taxes due and is in compliance with that agreement.

3. **Patriot Act.** The aforementioned Contractor represents and warrants that it is not acting, directly or indirectly, for or on behalf of any person, group, entity, or nation named by the United States Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity, or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit, or supports terrorism; and that it is not engaged in this transaction directly or indirectly on behalf of, or facilitating this transaction directly or indirectly on behalf of, any such person, group, entity, or nation.

By: _____
Signature

_____
Name, printed
Authorized Agent of Contractor

Subscribed and sworn to
before me this _____day
of _____, 20__.

_____
Notary Public

SEAL

RETURN WITH PROPOSAL

CONTRACTOR REFERENCES

Please list below three (3) references for which your firm has performed similar work.

Municipality: _____

Address: _____

City, State, Zip Code: _____

Contact Person/
Telephone Number: _____

Dates of Service/
Award Amount: _____

Municipality: _____

Address: _____

City, State, Zip Code: _____

Contact Person/Telephone
Number: _____

Dates of Service/
Award Amount: _____

Municipality: _____

Address: _____

City, State, Zip Code: _____

Contact Person/
Telephone Number: _____

Dates of Service/
Award Amount: _____

GENERAL CONDITIONS & INSTRUCTIONS TO BIDDERS

1. **Examination of Plans, Specifications and Site of Work:** The bidder shall carefully examine the site of the proposed work and the plans, specifications, and forms of proposal, and contract before submitting their bid for the work contemplated. The submission of a proposal shall be considered conclusive evidence that the bidder has investigated and is satisfied as to all conditions to be encountered in performing the work, and is fully informed as to the character, quality, quantities, and costs of work to be performed and materials to be furnished, and to the requirements of the Contract Documents. Should this bid be accepted, the bidder will be responsible for all errors in the proposal resulting from failure or neglect to comply with these instructions, and for any anticipated profits resulting from such failure or neglect.

2. **Preparation of Proposal:** The bidder shall submit the proposal on forms furnished by the Village. All writing shall be in ink or typed, except the signature of the bidder shall be handwritten with ink. A proposal made by an individual shall be signed by the bidder or a duly authorized agent. A proposal made by a partnership shall be signed by one partner or by a duly authorized agent thereof. A proposal made by a corporation shall be signed by an authorized officer or duly authorized agent of such corporation.

3. **Bidder's Statement of Competency:** The bidder shall submit with the proposal a satisfactory statement of competency to perform the work contemplated in the form of a signed letter addressed to the Village. The bidder's statement of competency shall consist of a complete report of equipment, prior experience including project names, locations, dates of completion, contact names with telephone numbers of at least three (3) clients with similar projects completed within the last 18 months.

4. **Delivery of Proposal:** The proposal shall be placed in a sealed envelope plainly marked to indicate the project name, its contents, and the bidder's name and address. Proposals shall be delivered prior to the time and at the place designated in the Notice to Contractors. When delivered by mail, the sealed proposal marked as specified above shall be enclosed in an additional envelope addressed to the Village and preferably sent by registered or certified mail. If the proposal is received after the opening of bids, it will be returned to the bidder unopened. The bidder is solely responsible for delivery of its proposal on time.

5. **Opening of Proposals:** Proposals will be opened and read publicly at the time and place designated in the Notice to Contractors. The Village reserves the right to hold a closed bid opening with the recording being available per the instructions in the Notice to Bidders. The Village will not accept any unsolicited information regarding the proposals after the bid opening, but reserves the authority to request supplemental information meant to clarify any ambiguities in a proposal.

6. **Rejection of Proposals:** The Village reserves the right to reject a bidder's proposal for any of the following causes:

   6.1 Developments or information discovered subsequent to the bid opening which in the Owner's opinion would reasonably be construed as affecting the competency or responsibility of the bidder.

   6.2 Conviction of a violation of State or Federal law, or rule or regulation of a State or Federal agency, relating to or reflecting on the competency of the bidder for performing the work contemplated.

   6.3 More than one proposal for the same work from an individual, partnership, or corporation under the same or different names, or evidence of collusion among bidders.

6.4 Proposal contains omissions, erasures, alterations, unauthorized additions, conditional or alternate bids, or irregularities of any kind which tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.

6.5 Proposal form is other than furnished by the Village.

6.6 Proposal is not accompanied by a proper bidder's statement of competency.

6.7 Lack of qualifications as revealed by the bidder's statement of competency.

6.8 Uncompleted work which in the judgement of the Village might hinder or prevent the prompt completion of additional work if awarded.

6.9 The bidder's history of performance or nonperformance on prior projects for the Village.

7. Award of Contract: Unless all proposals are rejected for good cause, award of contract will be made to the lowest responsive, responsible bidder whose proposal complies with all specified requirements stated herein. The successful bidder will be notified by letter that his bid has been accepted and he has been awarded the contract by the Village.

8. Insurance Requirements: The contractor shall secure and maintain such insurance from an insurance company authorized to write commercial general liability insurance in the State of Illinois with An A.M. best rating of A-/VII or better to protect against claims for bodily injury, death, or property damage which may arise from the project. The policy shall name the Village as an additional insured on a primary and non-contributory basis, and Contractor shall submit a certificate of insurance or certified copy of the policy to the Village not less than 60 days prior to each years event.

The insurance shall cover the following:

8.1 Commercial Workers' Compensation & Employer's Liability Statutory limits in accordance with the Illinois Workers' Compensation Act and Occupational Diseases Act. Employer's Liability limits shall be a minimum of:

- $1,000,000 each accident for bodily injury
- $1,000,000 policy limit for bodily injury by disease
- $1,000,000 each employee for bodily injury by disease

Policy shall include a Waiver of Subrogation in favor of the Village.

8.2 Commercial General Liability insurance covering display setup, firing, post-show cleanup, and related operations.

- Minimum Primary Limits: $1,000,000 per occurrence / $2,000,000 general aggregate / $2,000,000 products-completed operations aggregate.
- Pyrotechnic Coverage: The policy must explicitly cover fireworks/pyrotechnic display operations and contain no active exclusions for explosion, collapse, or pyrotechnics hazards (XCU).

8.3 Commercial Auto Liability covering all owned, non-owned, rented, and hired vehicles used in performance of the contract.

- Minimum Primary Limit: $1,000,000 Combined Single Limit (CSL) per accident.
- Hazmat Requirements: Must include DOT Endorsements MCS-90 and CA 99 48 (or equivalent broadened pollution liability coverage) for any vehicles transporting Division 1.3G, 1.4G, or other display explosives.

8.4 Total Required Protection (Umbrella / Excess Liability): Vendor shall maintain Excess or Umbrella Liability coverage on a "follow-form" basis over underlying General Liability, Automobile Liability, and Employer's Liability.

- Flexible Layering Option: Total combined limits (Primary + Umbrella) must equal at least $5,000,000 per occurrence. (Example structures accepted: $1M Primary + $4M Umbrella OR $2M Primary + $3M Umbrella).

8.5 Additional Insured & Administrative Provisions:

Additional Insured: The Village, its elected and appointed officials, officers, employees, agents, and volunteers shall be named as Additional Insureds on a Primary and Non-Contributory basis on the Commercial General Liability, Auto Liability, and Excess/Umbrella policies.

- Waiver of Subrogation: A Waiver of Subrogation in favor of the Village shall apply across all policies where permitted by law.
- Notice of Cancellation: Contractor or its insurance carrier shall provide at least thirty (30) days' advance written notice to the Village prior to any policy cancellation, non-renewal, or material reduction in coverage (10 days' notice for non-payment of premium).

9. Failure to Execute Contract: Failure on the part of the successful bidder to execute a contract within 15 days after the date the contract was mailed or otherwise delivered, will be just cause for annulment of the award. If the Village fails to execute the contract agreement within a reasonable time, not to exceed 90 days after receiving the executed contract agreement from the successful bidder, the Contractor shall have the right to withdraw his proposal.

10. Indemnification

10.1 To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Village and its officers, agents, and employees from and against claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to party or person described in this Paragraph 10. The Contractor shall further indemnify, defend, and hold harmless the Village and its officers, agents, and employees from and against any claims, damages, losses, and expenses, including but not limited to attorneys' fees, resulting from Contractor's breach of the Contract.

10.2 In claims against any person or entity indemnified under this paragraph by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation or amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workman's compensation acts, disability benefit acts or other employee benefit acts.

11. Tax Exempt: The Village of Lincolnshire is a tax exempt body. All purchases of materials subject to a sales or use tax shall be coordinated with the Village in order to claim this tax exempt status.

12. Delays and Extensions of Time: If the Contractor is delayed at any time in progress of the work by an act or neglect of the Village, or of a separate contractor employed by the Village, or of an employee of either, or by changes ordered in the work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, or other causes beyond the Contractor's control, or by delay authorized by the Village, at its sole discretion, pending arbitration, or by other causes which the Village, at its sole discretion, determines may justify delay, then the contract time shall be extended by change order for such reasonable time as the Village may determine at its sole discretion.

13. Payment and Holdback: The Village approves invoices on the second and fourth Mondays of each month. All invoices must be submitted for payment one week prior to each board meeting which generally fall on the second and fourth Mondays of each month. Invoices will be submitted for approval by the Village Board at each respective board meeting and payment will be made the following business day once approved.

14. Subcontractor: If contractor proposes to perform contract with Subcontractor(s), then all qualifications, insurance requirements, and other applicable terms and conditions shall apply to each and every Sub-contractor. The proposal shall include such documentation for each Subcontractor. Prior to any work being performed by the Subcontractor, the Contractor shall submit all the necessary information to the Village regarding Subcontractor including company name, company address, certificate of insurance, licenses, years in business, bid certification, name of project, and contact person. The Village, at its sole discretion, may require additional insurance, bonds, or deposits to assure faithful performance.

15. Clean Up: The Contractor shall at all times keep the premises free from accumulation of waste materials and rubbish caused by the work. Tools, equipment, and surplus materials shall be removed upon completion of the work.

If the Contractor fails to clean up as provided in the Contract Documents, the Village may do so and the cost thereof shall be charged to the Contractor or subtracted from any holdback amount.

16. Final Acceptance

16.1 Preliminary Procedures: before requesting final payment, complete the following:

16.1.1 List any exceptions in the request for final payment.

16.1.2 Submit a final statement, accounting for final additional changes to the Contract.

16.1.3 Submit the notice of final acceptance from the Village along with all other documentation.

16.1.4 Submit a final lien waiver and contractor sworn statement from the Contractor, all subcontractors, and materialmen.

17. Warranty: The Contractor shall guarantee that the materials, merchandise and workmanship incorporated into the work are of the highest quality in every respect and that it will make well any defects in materials or workmanship which may develop within one year from the date of final acceptance, at no cost to the Village.

Contractor shall assign to the Village, to the fullest extent permitted by law, all warranties provided by original equipment manufacturers for materials incorporated into the work or provided in the performance of the Contract.

If defects appear due to faulty workmanship or materials within the warranted period, the Contractor will upon receipt of notice thereof repair or replace same without charge to the Village. All non-warranty services furnished by the Contractor after installation and acceptance will be provided by the Contractor at the prevailing rate of wages for the trade required. The Contractor will provide such service through its own mechanics and Subcontractors and shall charge only the effective rate. Replacement merchandise and parts other than those furnished under warranty shall be provided at the same rates as the basic products sold under these General Conditions.

In the case any work performed in correcting defects pursuant to the guarantees provided for by the Contractor, the guarantee period shall begin anew from the date of the notice of acceptance of the repair work.

The forgoing remedies shall not deprive the Village of any action, right, or remedy otherwise available for breach of any of the provisions of the Contract Documents by the Contractor and the periods referred to above and shall not be construed as a limitation on the time in which the Village may pursue other action, right, or remedy.

Liens/Waivers: The Contractor shall submit in a timely manner a waiver of lien for each and every item of equipment procured or installed under this contract. No payment shall be made to the Contractor until all necessary waivers of lien are submitted to the Owner

Section I: Fireworks Displays Specifications

A. General Event Information

DATES: Sunday, July 4, 2027; Tuesday, July 4, 2028; Wednesday, July 4, 2029; Thursday, July 4, 2030; and Friday, July 4, 2031.

(Inclement Weather Dates: The make-up date for any postponed display shall be July 5th of that calendar year, or an alternative date mutually agreed upon by the Village and the Contractor)

TIME: Dusk; approximately 9:30 PM

LOCATION: Lincolnshire Marriott Resort

B. Specifications for Fireworks Displays

1. Duration and Timing of Displays. The Contractor shall provide at a minimum a 25 minute, continuous aerial fireworks display at the designated location with no delays between firing. Each display shall commence promptly at dusk. The decision to cancel, postpone, or alter the display due to severe weather, dangerous wind conditions, or other safety hazards shall be made collaboratively by the Village, local fire protection district and the contractor's lead operator. Unilateral cancellation by the contractor without joint consultation is prohibited.

2. Weather Cancellation and Re-Scheduling. In the event of inclement weather, the Village, in consultation with the Lincolnshire Riverwoods Fire Protection District and the Contractor, shall have the final decision on whether the display will be postponed, halted, or altered due to unsafe conditions that could endanger the safety of the spectators, operators, and/or crew members provided by the Contractor. In the event the Village postpones the display, the make-up date shall be July 5th or another date mutually agreed upon by the Village and the Contractor. No financial penalty shall be incurred to reschedule the date.

3. Aerial Displays Only. Due to the nature of the discharge location, and to accommodate multiple viewing locations, each fireworks display must be entirely aerial; ground displays are not to be provided. The size of aerial shells should be such that the display reaches an altitude that can be easily seen above the tree canopy and building obstructions from approximately 4,000 feet away.

4. Provision of Labor and Equipment by Contractor. The Contractor shall furnish all labor, equipment, supplies, personnel and supervision to provide the fireworks displays. The Contractor shall provide a crew of experienced pyrotechnic operators to deliver, set up and execute entire displays and remove all equipment after displays are finished. The Contractor shall not allow any employee to perform work who is intoxicated or under the influence of a controlled substance.

5. Safety perimeter and Setback Standards. The contractor shall strictly maintain minimum spectator setback and safety radius perimeters around the discharge site in compliance with NFPA 1123 standards (minimum 280 to 560 feet depending on largest shell inches utilized). Contractor shall coordinate perimeter security and crowd barriers if needed with coordination of the Lincolnshire Police Department and Public Works.

6. Cleanup of Shooting Area. The Contractor must clean up the shooting area after each fireworks display to the satisfaction of the Village. Specifically, and without limitation of the foregoing, the Contractor must remove and properly dispose of all unfired and/or unexploded material. A Contractor representative, along with representatives from the Village, will be required to visually inspect the shooting area at the conclusion of each fireworks display to determine that the Contractor has satisfactorily cleaned the area.

7. Compliance with National Standards. The Contractor shall conduct each fireworks display in accordance with National Fire Protection Association standards and guidelines for safety.

8. Compliance with Laws. The Contractor shall be required to obtain, at the Contractor's expense, all permits, give all necessary notices, pay all license fees, and comply with all local, state and federal rules and regulations, ordinances and statutes that apply, including, without limitation, the Pyrotechnic Distributor and Operator Licensing Act, 225 ILCS 227/1 *et seq.* ("Act"). The Contractor assumes complete and sole liability for all federal, state and local taxes that are applicable.

Section II: Qualifications

A. Pyrotechnic Operator's License

The Contractor shall present to the Village evidence that all persons involved in the provision of fireworks display are properly licensed pursuant to the Act and any other applicable law.

B. On-Site Staffing & Qualifications

1. The display shall be under the direct, personal supervision of a licensed OSFM Lead Pyrotechnic Operator who is at least 21 years of age.
2. All assistants and support crew on-site shall be at least 18 years of age, trained in safety protocols, and direct employees of the Contractor.
3. The Contractor shall ensure no personnel under the influence of alcohol, drugs, or controlled substances are permitted within the discharge area at any time.

C. Company Experience & References

The Contractor shall have a minimum of five (5) consecutive years of experience in designing and executing commercial municipal fireworks displays. Proposals shall include a reference list of at least three (3) similar municipal or public display events executed in the State of Illinois within the last three (3) years, including contact names and phone numbers.

Section III: Content of Proposals

Proposals must include firm description, shell inventory breakdown, proof of operator licensing, USDOT/CDL Hazmat credentials, fee structure, and references. Each proposal submitted to the Village shall include, without limitation, the following information:

A. Description of the Firm

Describe your firm's structure, areas of expertise, time in business, number of employees and other information that would help characterize your firm.

B. Content of Proposed Displays

1. Provide a detailed written narrative, script, and visual representation (such as video recordings or computer simulation renderings of comparable past shows) illustrating the style, choreography, and flow of the proposed fireworks display.

2. Detailed Shell Inventory & Show Breakdown: To ensure a fair, transparent, and equivalent evaluation across all submitted proposals, bidders MUST complete and submit the Mandatory Shell Breakdown Matrix Attachment for each proposed budget option (Option A - $35,000; Option B - $45,000; Option C - $55,000). Bids submitted without a completed Shell Breakdown Matrix for each tier will be deemed incomplete and non-responsive. Raw shell counts alone will not determine the award; evaluation will focus on shell size distribution (calibers), total explosive mass, barrage densities, and overall visual impact.

    a. Shell Breakdown by Caliber Size: Number and percentage of shells categorized by diameter (e.g., 2.5", 3", 4", 5", 6", 8”).
    b. Show Sequence Totals: Quantity of shells allocated to the Opening Segment, Main Body, Mid-Show Barrage, and Grand Finale.
    c. Visual Effects & Variety: Specific descriptions of break patterns, color palettes, special effects (e.g., brocades, horsetails, crossettes), and custom shapes (e.g., hearts, stars, smiley faces, rings).
    d. Display Duration: Exact planned duration of the show (minimum 25 minutes).

3. Specifications & Show Execution Compliance

    a. Aerial Display Requirement: Confirm that all proposed fireworks are strictly aerial-based displays adhering to NFPA 1123 safety clearance standards.
    b. Firing & Timing Controls: Describe the proposed firing system and execution method to ensure continuous, seamless show pacing throughout the full 25-minute (minimum) duration.

C. Identification of Operators and Crew Members

Proposals must include a complete list of the on-site manager(s), display operators and crew members and a listing of licenses, other credentials and years of experience. Proposals must also indicate compliance with the licensing obligation set forth in Section II.A of this RFP.

D. Proposed Fee

State the proposed fee for the provision of the fireworks displays. The Village is exempt from all Federal and State tax; proposals must quote prices which do not include such tax.

Contractor shall complete the schedule of unit prices to include the minutes and cost for each year in each tiered option and then add up all five years for a 5-year total.

The Village may increase its investment for any fireworks display within a minimum of four months written notice to the Contractor.

E. References

All Proposals must include a completed copy of the enclosed reference sheet.

Section IV: Evaluation of Proposals and Selection Process

Village staff will evaluate all properly submitted proposals and will grade and rank all proposals based on the evaluation criteria detailed below. While the Village will consider all aspects of each submittal, proposals will be scored using the following weighted evaluation criteria:

- **Proposed Fees & Cost Efficiency (30%):** Evaluation of firm, fixed annual pricing for Options A, B, and C across the 5-year contract term.
- **Shell Breakdown Matrix & Show Design Quality (30%):** Evaluation of caliber distribution, total pyrotechnic mass, barrage density, visual effects, and overall choreography submitted in Attachment A.
- **Firm Experience & Past Performance (25%):** Demonstrated track record in delivering municipal fireworks displays, quality of past show performance, and feedback from professional references.
- **Safety Protocol, Licensing & Regulatory Compliance (15%):** Verification of OSFM operator licenses, USDOT/CDL Hazmat credentials, safety records, and compliance with NFPA 1123 setback and site clearance standards.

The Village will select the top-ranked Proposer to negotiate a final contract on a form provided by the Village. The Village Board holds ultimate authority to approve any proposal and authorize contract execution. The Village reserves the right to make clarifications, corrections, or changes in this Request for Proposals at any time prior to the proposal opening.

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise. Issuance of this RFP does not obligate the Village to pay any costs incurred by a respondent in preparing or submitting a proposal. A proposer may withdraw its proposal, either personally or by written request, at any time prior to the scheduled deadline for submittals. No proposal shall be withdrawn for 90 days after the RFP Due Date, and all proposals shall remain subject to acceptance during this period.

The Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the Village and the public; to reject the low-price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal or in the RFP process. Waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.

Section V: Termination of Agreement

The Village of Lincolnshire reserves the right to terminate the agreement at any time as a result of poor vendor performance. Cancellation will not release the vendor from legal remedies available to the Village. If the contract is an extended term agreement, after completion of the first contract period, either party may cancel the contract without penalty. Written notice of such termination shall be made a minimum of ninety days (90) prior to its effective date.

Section VI: Submittal Procedures

A. Voluntary Proposed Site Walk-Through

A Proposer may attend a voluntary site walk-through as requested. To schedule a site walk-through, please contact Brad Woodbury at bwoodbury@lincolnshireil.gov or by phone at 847.913.2381

B. Questions and Clarifications

All questions regarding this proposal should be directed electronically in writing to Brad Woodbury, Public Works Director, at bwoodbury@lincolnshireil.gov Questions will be accepted until 12:00 PM CST on September 18, 2026. All questions and responses will be compiled and submitted to all known and registered potential respondents electronically in one general response memorandum by Tuesday September 22, 2026 and posted on the Village's web site at www.lincolnshireil.gov

C. RFP Submittals

Proposals can be submitted in person to the Lincolnshire Village Hall (1 Olde Half Day Road, Lincolnshire, IL 60069) or digitally via email to bwoodbury@lincolnshireil.gov with the subject line "RFP Fourth of July Fireworks Display Services".

Proposals must be received by e-mail no later than 4:30 PM CST, Friday, September 25, 2026. Proposals submitted after the deadline will not be accepted.

Section VII: Anticipated Project Timeline*

- RFP Released and Posted on Village Website — Tuesday September 8, 2026
- Due date for RFP Questions — Friday September 18, 2026
- Responses Provided to RFP Questions — Tuesday September 22, 2026
- **RFP Due Date** — **Friday September 25, 2026**
- Selection of Firm — Week of October 5, 2026
- Approval of Professional Services Agreement — December 2026

* All deadlines are in Central Daylight Time

RETURN WITH PROPOSAL

ATTACHMENT A: MANDATORY SHELL BREAKDOWN MATRIX

MUST BE COMPLETED AND RETURNED WITH PROPOSAL SUBMITTAL

Instructions & Requirements:

1. Bidders must provide an itemized breakdown of aerial display shells for EACH budget option proposed.
2. Ground displays, set pieces, or non-aerial items shall NOT be counted toward aerial shell totals.
3. Proposals submitted without a completed matrix for all three budget tiers will be deemed non-responsive.
4. Evaluation will focus on shell caliber distribution, visual variety, and total pyrotechnic mass—not solely raw shell count.

Shell Caliber / Segment	Option A	Option B	Option C
2.5” Aerial Shells			
3” Aerial Shells			
4” Aerial Shells			
5” Aerial Shells			
6” Aerial Shells			
8” Aerial Shells			
Note: Of the shells above, how many are Specialty/Pattern Shells (Hearts, Rings, Crossettes, etc.)			
Opening Segment Shell Quantity			
Main Body Segment Shell Quantity			
Grand Finale Segment Shell Quantity			
TOTAL AERIAL SHELL COUNT (All Calibers)			
TOTAL ESTIMATED PYROTECHNIC MASS (LBS)			
GUARANTEED SHOW DURATION (MINUTES)			

RETURN WITH PROPOSAL

CONTRACTOR AUTHORIZATION & AFFIRMATION

I hereby affirm that the shell counts, sizes, pyrotechnic mass, and show duration detailed above accurately represent the fireworks display specifications offered by our firm for each respective budget option.

Authorized Signature: _____ Date: _____

Printed Name & Title: _____ Phone: _____

CONTRACT

THIS AGREEMENT made this _____ (Date), by and between the Village of Lincolnshire, County of Lake, State of Illinois, hereinafter called the "Village" _____Contractor), of _____ (address) hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The purpose of this Agreement is for the Contractor to provide all labor, materials, equipment, tools, and services necessary to perform the **Fourth of July Fireworks Display Services** in accordance with the Village's Request for Proposals and all associated Contract Documents.

2. The Contract Documents include, without limitation, the Proposal, Notice to Contractors, Instructions to Bidders, Plans and Specifications, Schedule of Unit Prices, Supplemental Special Provisions, and all terms, conditions, representations, and requirements contained therein. These documents are fully incorporated into and made part of this Agreement.

3. The Village agrees to compensate the Contractor as outlined in the Contract Documents, and the Contractor agrees to perform the work consistent with the specifications, conditions, and pricing established in the accepted Proposal.

4. This Agreement shall be binding upon the parties and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement as of the day and year first above written.

Attest:

By _____
Signature
Barbara Mastandrea, Village Clerk

Village of Lincolnshire:

By _____
Signature
Elizabeth J. Brandt, Mayor

Attest:

_____
Signature

_____
Printed Name and Title

(Contractor)

_____
Signature

_____
Printed Name and Title