

Town of Chaplin, Connecticut



**Invitation to Bid (ITB)
For
Fireworks Display on 9/19/2026
Rain date of 9/20/2026**

The Town of Chaplin is requesting bids from pyrotechnic contractors to provide a professional fireworks display at Garrison Park through the Chaplin Recreation Commission and Board of Selectman on Saturday, September 19, 2026, with a rain date of Sunday, September 20, 2026.

ITB documents, including any addenda, will be available on the Town of Chaplin website at <https://www.chaplinct.org/> and on the State of Connecticut Department of Administrative Services (DAS) Contracting Portal at https://portal.ct.gov/das/ctsource/bidboard?language=en_US. Copies of this ITB can also be obtained from Town of Chaplin, Town Hall, 495 Phoenixville Road, Chaplin CT 06235.

Sealed bids must be received by the Office of the First Selectman, Chaplin Town Hall, 495 Phoenixville Road, Chaplin, CT 06235, by February 17, 2026 at 2:30 PM at which time they will be publicly opened. Bid envelopes must be clearly marked "Chaplin Firework Bid 2026". Late Proposals will not be accepted.

Questions regarding the scope of services, grounds and logistics must be submitted to the Public Works Contact, David Stone at (860) 455-0030 or cell (860) 576-2574 or email dpw@chaplinct.org. All other questions can be directed to Susan Welshman at (860) 455-0073 ext. 310 email assistant@chaplinct.org.

The Town of Chaplin reserves the right to reject any or all proposals, to waive any informalities or minor technical defects, and to accept any proposal deemed by the Town to be in its best interest. The Town of Chaplin is an Equal Opportunity Employer.

I. PURPOSE AND GENERAL INFORMATION

It is the intent of this Request for Bid to solicit bids for professional pyrotechnic services for the Town of Chaplin, through it's Recreation Commission and Board of Selectman. Town of Chaplin is inviting bids from State of Connecticut licensed Contractors to provide one fireworks display on Saturday September 19, 2026, with a rain date of September 20, 2026 at Garrison Park, 495 Phoenixville Road in Chaplin CT.

II. Chaplin Bicentennial Fireworks Display Inventory

3" Finale - 220
4" Finale - 0
3" Shells - 144
4" Shells - 72
5" Shells - 0
100 Shot Cakes - 4

Duration: 20-22 minutes

Contractor shall provide an agent of the Town safe access to identify and confirm correct inventory.

The anticipated budget for this display is \$10,000. Any deviation from the above inventory list to meet budgetary restraints should be noted in the bid submission.

III. TOWN RESPONSIBLE FOR:

Supplying Fire Marshall, Fire Department staff and required apparatus.
Installing barricade (s) at required distance from launch site.
Crowd control measures.

IV. BID REQUIREMENTS

Please complete the attached bid form and provide all necessary supplemental documents outlined in this ITB. Bids should provide a straightforward, concise description of the bidder's capabilities to satisfy the requirements of the ITB. Emphasis should be on completeness, clarity of content, and conveyance of the information required by the Town of Chaplin. At a minimum, the bid should contain the following information:

- Business Organization - State the full name, address, phone number, and email address.
- Qualifications - Include a brief narrative description of the proposed services that will be delivered, including experiences with federal, state or municipal programs pertaining to fireworks displays, and the equipment available to perform the services. Please indicate completed projects of similar nature.
- Proof of appropriate state certifications - Provide proof that you are licensed to operate in Connecticut.
- Bid contract – Contracts will be reviewed by Town for consideration of terms and the Town will submit desired contract to Town's insurance agent for approval. If unapproved, contractor will

be given the opportunity to make changes requested by the Town's insurance agent prior to be awarded the bid.

- References – Provide three municipal and/or commercial client references and include contact information.
- Certificate of insurance - Contractor shall submit certificate of insurance (COI) **WITH** their bid. COI's must meet the requirements outlined in Section IX of this ITB.

V. BID SUBMITTAL

One entire original bid must be submitted to the Chaplin First Selectman's office as follows: Town of Chaplin 495 Phoenixville rd. Chaplin CT 06235. All proposals must be received prior to Tuesday, February 17, 2026 at 2:30 pm. Bid envelopes must be clearly marked as "Chaplin Firework Bid 2026". Bids may be mailed or dropped off at the Chaplin Town Hall. Bids must be received in the First Selectman's Office by 2:30 pm for it to be considered in the ITB review process.

VI. EVALUATION OF BIDS

Only bids meeting minimum qualifications will be evaluated. Certification by the State of Connecticut is required. Personnel must be State of Connecticut licensed. The Town of Chaplin will evaluate bids based on, but not limited to, the following criteria:

- Experience in fireworks displays
- Capability of contractor and/or personnel
- References
- Price

VII. PROJECT CONTACT

Questions regarding the scope of services, grounds and logistics must be submitted to the Public Works Contact, David Stone at (860) 455-0030 or cell (860) 576-2574 or email dpw@chaplinct.org. All other questions can be directed to Susan Welshman at (860) 455-0073 ext. 310 email assistant@chaplinct.org.

VIII. RESERVES THE RIGHT TO REJECT

The Town of Chaplin reserves the right to accept or reject any or all bids, in part or in total, and to waive any irregularity in any bid if it is deemed to be in the best interests of The Town of Chaplin. The Town of Chaplin reserves the right to reject the bid of any contractor who has previously failed to perform properly, or to complete on time, contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his/her obligations to subcontractors, suppliers, or employees. The Town of Chaplin reserves the right to make an award based solely on the bids submitted or to negotiate further with one or more vendors. The contractor selected for the award will be chosen on the basis of greatest benefit to The Town of Chaplin, not necessarily on the basis of lowest price. All costs incurred in the preparation and presentation of the bid shall be wholly absorbed by the contractor. All supporting documentation and manuals submitted with this bid will become the property of The Town of Chaplin unless otherwise requested by the contractor at the time of submission.

IX. INSURANCE REQUIREMENTS - CERTIFICATE OF INSURANCE

The contractor shall furnish certificates of insurance in the following accounts:

- Comprehensive General Liability including premises/operations, contractual independent contractors, broad form property damage and personal injury. Limits of liability shall be combined bodily injury and property damage. \$1,000,000 per occurrence / \$2,000,000 aggregate.
- Workers' Compensation Insurance – Limit of liability shall be the statutory limits. State whether the sole proprietor and/or partners have elected to be included.
- The contractor shall have a certificate issued showing the Town of Chaplin as an additional named insured for the duration of the contract.
- Certificates shall be filed with the town's agent before work is started and contain a thirty (30) day written notice of cancellation clause.
- Contractor shall submit certificate of insurance (COI) **WITH** their bid. Prior to awarding the bid, Town of Chaplin will submit the COI to the Town's insurance agent for approval. If unapproved, The Contractor will be given the opportunity to make suggested changes prior to entering into contract.

X. AGREEMENT/EXCEPTIONS

Submission of a bid indicates the Contractor agrees to the terms, conditions and other provisions contained in the ITB, unless the Contractor clearly and specifically presents in its bid any exceptions to the terms, conditions, and other provisions contained in the ITB. Exceptions presented in a bid are not to be considered incorporated into the contract between The Town of Chaplin and the selected Contractor unless and until The Town of Chaplin agrees to accept such exceptions. The selected Contractor must acknowledge and agree that the contract resulting from this ITB includes the terms, conditions, and other provisions contained in the ITB, the proposal selected (including any exceptions accepted by the Town of Chaplin) which is acceptable to The town of Chaplin and is not in conflict or contravention of the ITB, and any other documents mutually agreed upon by The Town of Chaplin and selected Contractor. No oral statements or any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the ITB or the resulting contract. A formal contract will be awarded after the selection of a contractor for the services identified in the scope of services by The Town of Chaplin. The contractor shall not assign the contract or any part thereof to any other person unless such assignment is first approved in writing by The Town of Chaplin, it being understood that the contract shall not be assignable unless the proposed assignee is acceptable to the municipality. The request for assignment must include evidence that the proposed assignee qualifies under all requirements of the contract and must be addressed as defined in the contract for services.

XI. ADDENDA

All addenda shall become part of the RFP. Proposers are responsible for checking for and acknowledging addenda.

XII. WITHDRAWAL AND ACCEPTANCE OF PROPOSALS

Bids may be withdrawn prior to the submission deadline. Bids shall remain valid for 60 days after opening unless extended by mutual written agreement.

The Town of Chaplin reserves the right to reject any or all proposals, to waive any informalities or minor technical defects, and to accept any proposal deemed by the Town to be in its best interest.

XIII. FREEDOM OF INFORMATION ACT

All bids shall be made available for public inspection, in accordance with the provisions of Connecticut General Statutes § 1-210, Freedom of Information. Copies of any information resulting from any proposal opening are generally not available until a contract has been awarded or a purchase order issued.

XIV. NON-COLLUSION

By submitting a bid, the bidder certifies that the submission is made without collusion or fraud, and that no Town officer or employee has any financial interest in the bid.

XV. Equal Opportunity and Legal Compliance

The Town of Chaplin is an Equal Opportunity entity and conducts all procurement activities in accordance with all applicable local, state, and federal laws, regulations, ordinances, and executive orders. By submitting a proposal, the Proposer affirms that it will comply with all legal requirements governing nondiscrimination, ethical conduct, public contracting, and any other obligations imposed by law throughout the performance of any contract resulting from this ITB.

XVI. Sales and Use Tax

Vendors are reminded that the Connecticut State Sales and Use Tax and associated Federal taxes are not applicable under this contract, and therefore these taxes are not to be included in the price.

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Bid Form**

Company Name: _____

Company Address: _____

Project Contact: _____

Contact Phone Number: _____

Contact Email: _____

Brief Company Description and Relevant Experience

Please provide a concise overview of your company, including its history, core services, and qualifications. Additionally, describe your experience with projects of a similar scope and nature.

(Attach additional pages if more space is needed.) _____

Addendum received:

Total Bid Price: _____

Please include the following attachments:

- Proof of appropriate state certifications - Provide proof that you are licensed to operate in Connecticut.
- Bid contract – Contracts will be reviewed by Town for consideration of terms and the Town will submit desired contract to Town's insurance agent for approval. If unapproved, contractor will be given the opportunity to make changes requested by the Town's insurance agent prior to be awarded the bid.
- References – Provide three municipal and/or commercial client references and include contact information
- Certificate of insurance - Contractor shall submit certificate of insurance (COI) **WITH** their bid. COI's must meet the requirements outlined in Section IX of the ITB.

By signing below, the undersigned certifies that all information provided in this bid submission is accurate and complete to the best of their knowledge, and agrees to the terms and conditions outlined in the Invitation to Bid.

Authorized Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____