

City Council Agenda Summary Sheet (Purchases)

Agenda No: 2004-0313
Date: April 1, 2004
Prepared By: Alan Buckenmeyer, Park Operations Manager
City File No:

Meeting Date: April 7, 2004

PURPOSE:

It is recommended that the City enter into a purchase agreement with Melrose Pyrotechnics, Inc. for a five-year period (2004-2008) for an annual amount of \$26,000 for a fireworks display choreographed to music for the Festival of the Hills. The total not-to-exceed amount for the five-year period would be \$130,000.

DISCUSSION:

In the fall of 2003, Request for Proposals were solicited for a fireworks display choreographed to music with options for 2005, 2006, 2007 and 2008 at the City's discretion. The RFP was available through the Michigan Intergovernmental Trade Network (MITN) and was mailed to additional vendors. Melrose Pyrotechnics, Inc. of Kingsbury, Indiana, was selected, as the sole proposal. Melrose is a very professional company that has put on five successful shows for the City. They provide \$5,000,000 insurance coverage and have been very cooperative with City staff. The evaluation committee was satisfied with the pricing and proposal submitted by Melrose.

Melrose has offered the City consideration for a long term agreement in the form of a bonus in year three and year five. In each of those two years the City would receive an additional 5% of product for the same fee. That is, in years 2006 and 2008 the City would receive a \$27,300 show for \$26,000. Although the agreement is for five years, a 90-days termination clause is included, as the fireworks are dependent upon private funding.

The Fire Department, Oakland County Sheriff's Department, the Traffic Division and the Parks Division has a standing task force to coordinate safety, parking and traffic control for this event.

FISCAL INFORMATION:

The Festival of the Hills is funded primarily through donations. As a major special event, there will be many City staff members involved with the planning and execution of this program. There will be some overtime for full-time staff. We will endeavor to keep this to a minimum while providing a safe, organized, heavily attended community event.

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
General/Parks	756-801008		\$45,000	\$26,000	\$19,000

Vendor Name and Address:

Melrose Pyrotechnics, Inc.
Kingsbury Industrial Park Heinold Complex
Post Office Box 302
Kingsbury, IN 46345

Reason for Selection:

Met all of the City's requirements per the RFP

Method of Purchase:

Blanket Purchase Order/Contract

RECOMMENDATION:

It is recommended that Melrose Pyrotechnics, Inc. be awarded a purchase agreement for five years for \$26,000 each year for a not-to-exceed amount of \$130,000 to provide a fireworks display choreographed to music for the Festival of the Hills.

ATTACHMENTS:

[Click **here** and list attachments submitted]

Department Authorization: [Click **here** and type your director's name]

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA