



**TOWN OF WESTWOOD  
COMMONWEALTH OF MASSACHUSETTS**

***REQUEST FOR QUOTES***

**Westwood Fireworks  
Quote # REC-23-Q-015**

**I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS**

- All Quotes must be delivered no later than **10:00 am on August 22, 2022** to:

Procurement Department  
Westwood Town Hall  
580 High Street  
Westwood MA 02090

- Quotes may be emailed to [procurement@townhall.westwood.ma.us](mailto:procurement@townhall.westwood.ma.us).
- Quotes received after the time and date established herein **SHALL NOT** be accepted or considered, regardless of the cause for delay in the receipt of such proposal(s).
- Emailed Quotes should be titled “*Quote # REC-23-Q-015, Westwood Fireworks.*” Mailed quotes should be in a sealed envelope clearly marked “*Quote # REC-23-Q-015, Westwood Fireworks.*”
- Questions concerning this Request for Quotes (RFQ) must be submitted in writing to: Procurement Department, [Procurement@townhall.westwood.ma.us](mailto:Procurement@townhall.westwood.ma.us).
- Any and/or all work is subject to available funds. The Town reserves the right to waive any informalities in, or to reject, any or all bids should the Town deem it to be in the Town’s best interest to do so.
- The Town of Westwood may cancel this RFQ, or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.
- Below is a list of all Attachments. Bidders should note that Attachment A **must be completed and be submitted** with the bid documents.
  - Attachment A – Bid Pricing Sheet

**II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICE**

- The Town of Westwood hosts a fireworks display for the community on two occasions each year. The first occasion is for Westwood Day in September and the second occasion is on New Year’s Eve. In 2022, the specific dates are September 16 and December 31.



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- Firework displays are hosted at Westwood High School, 220 Nahatan Street, Westwood MA 02090. The Contractor shall operate from the property of Thurston Middle School, 850 High Street, Westwood MA 02090.
  - The September fireworks display shall begin at 9:15 pm and consist of 10-12 minutes display.
  - The December fireworks display shall begin at 7:00pm consist of 15-minute display
  -
- The Contractor shall adhere to all safety precautions. Contractor shall be responsible for the removal of all equipment and cleanup of any Live or unexploded material. Town of Westwood will provide Fire Detail, security personnel and barricades for the area designated as set up and fallout area
- In the event of inclement weather, the September fireworks will be postponed approximately 24 hours.
  - For 2022, the display shall be moved from September 16, 2022 at 9:15 pm to September 17, 2022 at 9:15
  - For 2022, the display shall be moved from December 31, 2022 at 9:15 pm to January 1, 2023 at 9:15
- The Contractor shall provide pricing for three (3) full years. The Town intends to award a contract for FY23 with options to extend for up to an additional two years.
- All quotes must be firm and continue in effect for a period of thirty (30) days from date of submittal.

### Unit Quantities Specified:

- If the actual Work requires greater or lesser quantities than those quantities indicated in the Bid Form, Contractor shall provide the required quantities at the unit price contracted.

**Delivery Requirements:** All delivery charges shall be included in the price of the service.

- The newsletters not mailed shall be delivered to:

Town of Westwood  
580 High Street  
Westwood MA 02090



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### III. PRICING AND PAYMENT

- Unit Prices
  - Item and the quantity of units completed. Unit prices are to include cost of all necessary materials, labor, equipment, overhead, profit and other applicable costs.
  - The Town reserves the right to increase or decrease the scope of the Contract work by up to and including twenty-five percent (25%) of the original scope without adjusting the lump sums or unit prices.
- The Town shall pay and the Contractor shall receive the prices stipulated in the bid made a part hereof as full compensation for everything performed and for all risks and obligations undertaken by the Contractor under and as required by the Contract.
- Final payment for Work governed by unit prices will be made based on the actual quantities accepted by the Town multiplied by the unit price for work that is incorporated in or made necessary by the Work.

### IV. QUALITY REQUIREMENTS

- Bidders must provide all of the items described in Section II: Purchase Description/Scope of Services and comply with all Section I: Proposal Submission Requirements. Missing information may cause the proposal to be considered unresponsive.
- All deliveries must comply with the Specifications identified above in Section II, Purchase Description/Scope of Supplies/Services.
- Bidders must have satisfactory performance under at least two (2) different contracts similar in size to the proposed contract.



**TOWN OF WESTWOOD  
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**ATTACHMENT A**

**QUOTE PRICING SHEET  
WESTWOOD FIREWORKS**

BIDDER: \_\_\_\_\_

BIDS MUST BE TYPED OR LEGIBLY WRITTEN

2022 FIREWORKS PRICE	\$ _____
2023 FIREWORKS PRICE	\$ _____
2024 FIREWORKS PRICE	\$ _____
<b>TOTAL PRICE</b>	<b>\$ _____</b>

**Please specify all specifications for the above quoted item**

\_\_\_\_\_

The quote price for each item on the form shall be stated in figures. Discrepancies between indicated sum of any column(s) and the correct sum of any column(s) will be resolved in favor of the correct sum. Please Attach Additional Sheets if necessary.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Printed Name of individual submitting bid or proposal

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Email of individual submitting bid or proposal