

**STAMFORD DOWNTOWN**  
**PARADE**  
**SPECTACULAR**  
★ Presented by Stamford Advocate ★

**General Information**

Stamford Downtown produces signature concert events that greatly contribute to the economic vitality of Stamford Downtown.

The Stamford Downtown Parade Spectacular is one of the largest helium balloon parades in the country with 15 balloons, 18 marching bands and many dance troupes. This single day event in Stamford CT attracts over 150,000 spectators. This annual event now in its 26<sup>th</sup> year is always held the Sunday before Thanksgiving this year's date is November 24, 2019. To accomplish the latter, the District is requesting proposals of a full-service helium company. The interested parties should be able to address the needs of the District in the most efficient manner possible.

**Program Objective** To produce Signature Events that contributes significantly to the economic vitality of the district.

**Scope of Work**

**Stamford Downtown Parade Spectacular—Saturday November 23 and Sunday, November 24, 2019**

**1. Production Management:**

1. Be available for calls as required by DSSD and city officials.

**2. Production Services and equipment:**

1. Provide and fill 15-25 helium balloons approximate volume 80,000 CF of gas helium
2. Be available for press conference 3 weeks before the parade to inflate 1 balloon; as well as the inflation event the day before the parade and early morning of the parade.
3. Have all necessary hoses and equipment
4. Be in compliance with a city, state and federal regulations regarding the dispensing of helium

**3. Labor**

1. All labor required should be included

**The proposal must contain the following items of information:**

1. Background and description of the firm
2. A description of the services and equipment that the firm will provide
3. Description of staffing plan
4. Description of the equipment that will be used.
5. A portfolio of large outdoor production and at least three references

**Insurance Requirements**

Evidence of a policy of general liability insurance insuring against any property damage in an amount not less than \$1,000,000 per occurrence,

1. \$2,000,000 aggregate for general liability,
2. \$1,000,000 CLS automobile) and (hired and non-owned automobile coverage to be included)
3. \$500,000/500,000/500,000 Employers liability (workers' compensation), \$10,000,000 umbrella. The owner of the venue, the City of Stamford and the DSSD its agents, employees and representatives should be listed as additional insured for general liability with a waiver of subrogation for general liability and workers' compensation and contain a provision stating that the District will be notified not less than 30 days in advance of the cancellation of any such policy.

***Proposals should be submitted to the Stamford Downtown Special Services District by email to [lynne@stamford-downtown.com](mailto:lynne@stamford-downtown.com) The submission deadline is 4:00 p.m. on Friday, February 15, 2019.***

**All questions regarding the interpretation of this RFP should be addressed to: Lynne Colatrella [lynne@stamford-downtown.com](mailto:lynne@stamford-downtown.com)**

**Terms, Conditions & Limitations**

This Request for Proposals is subject to the specific conditions, terms and limitations stated below:

1. No applicant will be selected if it is in default upon any debt, contract or obligation to the Stamford Downtown Special Services District, or City of Stamford.
2. The Stamford Downtown Special Services District shall not pay any costs or losses incurred by any applicant at any time, including but not limited to, the cost of responding to this RFP.
3. This RFP does not represent any obligation or agreement whatsoever on the part of the Stamford Downtown Special Services District to vendor applying.
4. An invitation to respond to the RFP does not create any rights on the part of the applicant.
5. Any documents provided to the applicant represent the best available information at the disposal of the Stamford Downtown Special Services District, and are provided in good faith without warranty of accuracy or applicability. Respondents are encouraged to undertake their own investigations.
6. The District reserves the right to accept or reject all or part of a proposal for any reason the District deems advisable