



Request for Proposal – Event Bleachers for 2025 Parade Spectacular

General Information

The Stamford Downtown Parade Spectacular is one of the largest helium balloon parades in the country with 15 balloons, marching bands, dance troupes and more. This single day event in Stamford, CT attracts over 75,000 spectators. This annual is held the Sunday before Thanksgiving.

Stamford Downtown Special Services District (DSSD) is requesting proposals of a full-service bleacher production company. The interested parties should be able to address the needs of DSSD in the most efficient manner possible.

Program Objective: To produce Signature Events that contributes significantly to the economic vitality of DSSD.

Scope of Work:

Stamford Downtown Parade Spectacular—Sunday, November 23, 2025

1. Provide, install, and remove bleachers throughout one-mile parade route in several locations to seat 1400 people
2. Be available to install the week leading up to the parade, as well as the early morning of the parade.
3. Attend an inspection as required by fire marshals and city officials.
4. Remove all bleachers within 2 days after the parade.
5. Have all necessary city permits for installation and inspection.
6. All labor required to install and remove the bleachers, and its associated rigging should be included in proposal.

The proposal must contain the following items of information:

1. Background and description of the company.
2. Description of the equipment that will be used.
3. Pricing for entire scope of work including labor.
4. References for similar scope of work



Insurance Requirements

- a) Evidence of a policy of general liability insurance insuring against any property damage **or** bodily injury in an amount not less than \$1,000,000 per occurrence,
- b) \$2,000,000 aggregate for general liability,
- c) \$1,000,000 CLS automobile) and (hired and non-owned automobile coverage to be included)
- d) \$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 DSSD will be notified not less than 30 days in advance of the cancellation of any such policy.

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. DSSD reserves the right to accept or reject all or part of a proposal for any reason DSSD deems advisable.

Proposals should be submitted to the Stamford Downtown Special Services District via email events@stamford-downtown.com.

Submission deadline: July 30, 2025 at 4pm.

*Stamford Downtown reserves the right to cancel this RFP during the process.
Any bids received will be returned.*

