



Request for Proposal: Stage Production

About the Stamford Downtown Parade Spectacular:

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 100,000 spectators. This annual is held the Sunday before Thanksgiving.

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

Scope of Work

Stamford Downtown Parade Spectacular –Sunday, November 23, 2025

Production Services and equipment:

1. Provide, install, one 20' x 24' stage (42-44" high) with steps, railings, skirt, 2 stools and 2 music stands, and eight 10 FT plywood cartoon characters (to be provided by Stamford Downtown)
2. Provide, install four 8' x 8' stages (42-44" high) with steps, 2 stool and 2 music stands at each along parade route.

Labor

1. All labor required to install and remove sound systems and their associated rigging should be included in quote
2. Load-in & Load-out: Sunday, November 23. Timing TBD

The proposal must contain the following items of information:

1. Description of the equipment that will be used.
2. Description of staffing plan
3. Background & Description of Company
4. References for similar scope of work



Insurance Requirements

1. 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,
2. \$2,000,000 aggregate for general liability
3. \$1,000,000 (CLS automobile) and (hired and non-owned automobile coverage to be included)
4. \$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. DSSD reserves the right to accept or reject all or part of a proposal for any reason DSSD deems advisable.

All questions regarding the interpretation of this RFP should be addressed to kate@stamford-downtown.com

Proposals should be submitted to kate@stamford-downtown.com by October 1, 2025 at 4pm.

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