

REQUEST FOR QUOTATION (RFQ)**RFQ No. 109-26
City of Thornton Laser Light Show for 70th Anniversary****SCHEDULE OF EVENTS**

RFQ Issued	11/6/25		
Deadline to Submit Questions	11/19/25	4:30pm	Mountain Time
City's Response to Written Questions	11/20/25		
Quote Due Date & Time	12/2/25	4:30pm	Mountain Time

GENERAL INFORMATION:

The City of Thornton ("Thornton") is requesting quotations for a professional aerial laser light show as part of Thornton's 70th anniversary celebration during Thorntonfest on Saturday, June 6, 2026.

BUYER CONTACT INFORMATION:

The Purchasing Analyst's ("PA's") contact information from the City's Purchasing Division for this solicitation is as follows:

PA's Name: Joshua Houston
PA's Title: Senior Purchasing Analyst
PA's Email: Joshua.Houston@thorntonco.gov

Note: Communications with anyone other than the Purchasing Division during the course of the solicitation may result in rejection of your quotation. All questions, comments, and submissions regarding this RFQ shall be addressed to the Purchasing Analyst, not to the end user.

SCOPE OF WORK:

Thornton is a home-rule city in Adams County, Colorado, located ten (10) miles northeast of Denver. Thorntonfest is an annual family-friendly summer festival that is Thornton's signature community event. In the past, this event featured live music, a car show, beer garden, games, vendor marketplace, craft fair, and booths for City services. In 2026, Thorntonfest will celebrate 70 years since the City's incorporation in 1956.

Thorntonfest 2026 will conclude in the evening with a laser light show starting at approximately 9:00 p.m. local time. The awarded vendor shall design and produce a 15-to-20-minute outdoor aerial laser light show synchronized to music.

As in the past, Thorntonfest 2026 will take place on Carpenter Park Fields, located at the intersection of 108th Avenue & Colorado Boulevard in Thornton. A preliminary site sketch is attached “under separate cover” as an Adobe PDF file and is titled “Thornton Laser Light Show Site Sketch”. Thorntonfest will feature two performance stages – east and west – with the laser light show taking place from the west stage. Thornton anticipates roughly 10,000 attendees during the laser light show.

Thornton will supply the music and sound system to accompany the laser light show. The music will be upbeat and fast-paced; a recording of the music will be furnished by Thornton to the awarded vendor after award to facilitate design of the laser light show. The music may be performed by a live band or may be played from a recording; Thornton will make this decision closer to the event date. Thornton will also supply the electrical power to the laser light show systems. The awarded vendor is responsible for supplying all other equipment, materials, and qualified personnel to operate and produce the laser light show. Thornton will provide parking for the awarded vendor near the show site.

Thornton desires a laser light show featuring aerial laser beams that will project out over the audience (see attached “under separate cover” preliminary site sketch). There is no requirement for lasers to form logos, words, graphics, or other shapes. Vendors may propose a custom laser light show or the use of a pre-packaged laser light show (so long as it can be synchronized with the music).

Aside from synchronizing with the music, there is no other requirement for the laser light show to synchronize with other performances or visual effects (e.g., fireworks, drones, video on screens, pyrotechnics). Optionally, vendors may propose to use fog or smoke machines to supplement the laser light show, but any such ancillary machines must be supplied and operated by the vendor. Potential ancillary effects are limited to fog or smoke; vendors shall not propose pyrotechnics, confetti, balloons, streamers, or any other effects that may produce a fire or environmental hazard/refuse. The awarded vendor is responsible for any atmospheric generating equipment necessary to facilitate audience viewing of the laser beams.

There is no rehearsal requirement. The awarded vendor will set up on the afternoon of June 6, 2026, and tear down following completion of the laser light show that evening. The exact timeline will be further refined between Thornton and the awarded vendor. The show is rain or shine, and therefore the awarded vendor must be able to produce a laser light show in the rain.

Thornton’s budget for the laser light show is fifteen thousand dollars (\$15,000). This figure is not a ceiling nor a floor, and Thornton reserves the right to make an award at a higher or lower dollar value if deemed in the best interest of Thornton.

INSURANCE:

The awarded vendor shall maintain, or procure for this event, insurance coverage meeting the limits and requirements specified herein. Such coverage may be provided through an ongoing commercial policy or through a special event policy, provided that all required terms, limits, and endorsements are satisfied.

1. Workers' compensation insurance: Statutory limits.
2. Commercial general liability insurance at the following minimum limits:
 - a. Each occurrence: \$2,000,000
 - b. Products/completed operations aggregate: \$1,000,000
 - c. Personal and advertising injury: \$1,000,000
 - d. General aggregate: \$2,000,000
3. Automobile Liability Insurance: Minimum combined single limits for bodily injury and property damage of not less than \$1,000,000 for any single occurrence.

The awarded vendor shall name Thornton, its officers, agents, and employees as additional insureds with respect to the commercial general liability and auto liability coverages.

A Certificate of Insurance shall be completed and forwarded, along with the Additional Insured Endorsements, to Thornton by the awarded vendor's insurance agent(s) as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect and shall be subject to review and approval by Thornton prior to the day of the event (June 6, 2026).

REGULATORY REQUIREMENTS:

The awarded vendor is responsible for obtaining any and all required permits and licenses from, and filing all required notices to, local, state, and federal authorities to produce and operate the laser light show, including but not necessarily limited to requirements of the Center for Devices and Radiological Health (CDRH), U.S. Food and Drug Administration (FDA) and the Federal Aviation Administration (FAA). The awarded vendor shall supply proof of all required permits, licenses, and notices to Thornton upon request.

USE OF RECORDINGS:

Thornton may make audio and visual recordings of the laser light show. The awarded vendor shall grant Thornton a paid-up, nonexclusive, irrevocable, worldwide license to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose, and to have or permit others to do so, such recordings.

STANDARD PROPOSAL CONSIDERATIONS:

Thornton maintains a standard set of RFQ considerations and terms and conditions for RFQs that are non-federally funded and are not through a cooperative awarded process. These considerations are static between each RFQ process. It is the sole responsibility of the proposing Vendor to have read all RFQ considerations. A copy of these standard RFQ considerations is attached “under separate cover” to this RFQ.

VENDOR QUESTIONS:

Vendor questions shall be submitted to the Purchasing Analyst by the date and time shown in the Schedule of Events.

Vendor questions will be answered via an addendum to the RFQ that shall be sent to all participating vendors by the date in the Schedule of Events.

QUOTE SUBMISSION:

Thornton intends to award a single, firm-fixed-price purchase order resulting from this RFQ.

All prices quoted shall be firm until an award has been made by Thornton. Thornton plans to award the purchase order on the date listed in the Schedule of Events, although this date is subject to change without prior notice.

Quotations must be submitted in five (5) parts. These parts may be combined into a single file or submitted in multiple files.

- 1. Experience.** Vendors shall submit no more than two (2) pages describing their experience designing and producing laser light shows similar to Thornton’s requirement, including adherence to licensing, permitting, and insurance requirements, and ensuring safe laser operations. Vendors are encouraged to discuss any relevant experience supporting municipal clients, and to include web links to videos or galleries of past shows they have designed or produced, with identifying information for the show (e.g., location, date, client).
- 2. Preliminary show design.** Vendors shall submit no more than two (2) pages outlining a preliminary show design. This design is expected to be general in nature and would be refined further after award. However, vendors shall include sufficient information so that Thornton is able to ascertain the salient characteristics of the vendor’s proposed show and how the performance would differ from other vendors. Vendors shall include, as applicable:

- a. Number and type of laser projectors proposed, including salient characteristics of the lasers that impact performance and show quality, such as power output of the projectors, beam diameter, and beam divergence.
 - b. Potential laser effects that could be used during the show. Vendors may include web links to videos for examples.
 - c. Information on the vendor's show operator(s) and their qualifications.
 - d. Electrical power requirements that Thornton would need to provide to the vendor to support the equipment for the show.
3. **Pricing Form.** Vendors must submit the enclosed *Pricing Form* as part of their quote.
 4. **Acceptance of Conditions and Addenda Acknowledgement Form.** Vendors must sign and submit the enclosed *Acceptance of Conditions and Addenda Acknowledgement Form* as part of their quote.
 5. **W-9.** Vendors must submit a current completed copy of their W-9.

Quotations are to be submitted no later than the time and date listed within the Schedule of Events. Quotations shall be submitted either via BidNet® or direct email to the Purchasing Analyst. It is the vendor's responsibility to ensure their quote is received before the deadline.

Vendors may submit multiple options for pricing or service (e.g., multiple options for show design) within the same quote. If multiple options are submitted, the vendor shall clearly delineate the different options presented in the quote and, for each option, submit (1) a preliminary show design document and (2) pricing form. Vendors do not need to include multiple copies of the other parts of the quote (e.g., experience).

VENDOR INTERVIEWS

Following the submission and evaluation of quotes, Thornton may elect to create a shortlist of the most qualified vendors and conduct interviews with those vendors to clarify and answer additional questions. All interviews will be held virtually.

Thornton shall not compensate a vendor for any costs incurred by the vendor that are related to an interview conducted by Thornton as part of this RFQ.

BASIS OF AWARD:

Award shall be made to the responsive, responsible vendor whose quote is determined to be the best value, considering three factors:

1. **Vendor experience**, evaluated using the vendor's submitted experience information and, at Thornton's discretion, reference checks for prior laser light shows the vendor has produced.

2. **Preliminary show design**, evaluated using the vendors submitted preliminary show design and the extent to which the proposed laser light show meets Thornton's needs and would provide an impressive and memorable experience for the audience. Thornton will evaluate more favorably designs which provide the greatest "bang for the buck" in terms of laser system capabilities and effects.

3. **Price.**

Thornton-based businesses may be granted consideration in evaluation of price quotes if they meet the following criteria:

- a. The business maintains an office, manufacturing, training, retail, or repair facility within Thornton city limits;
- b. The business has a current Thornton business license;
- c. The business is current on all Thornton obligations; and
- d. The vendor requests the consideration on the *Acceptance of Conditions and Addenda Acknowledgement Form* and supplies the necessary documentation.

All nonmonetary bid criteria being equal, Thornton business' price quotes will be discounted for the purpose of evaluating the quotes when compared to non-Thornton-based businesses by the lesser of five percent (5%) of the price quote or twenty thousand dollars (\$20,000).

INVOICING REQUIREMENTS:

Thornton's Accounts Payable Division is the only division within Thornton that issues payments to Vendors who have submitted invoices. Thornton only issues payments from invoices and will not issue payments to Vendors off of quotes.

The Vendor should be capable of providing invoices that include the following details:

- Invoice number;
- Invoice date;
- Itemized charges, including unit of measurement;
- Total charge;
- Service date(s) or service period;
- PO number;
- Service location (Building name and address).

Vendor shall also provide monthly statement billing (as required).

Thornton's standard payment terms are net thirty (30) Calendar Days after receipt of an invoice. All invoices submitted shall be emailed to AP.Invoices@ThorntonCO.gov. In lieu of email, physical copies may be submitted to City of Thornton – Accounts Payable, 9500 Civic Center Drive, Thornton, CO 80229-4326. Invoices sent to anyone other than Accounts Payable are not considered to be properly submitted and will not be paid until they are properly submitted.

VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a vendor performance management program as part this award. The purpose of this program is to create a method for documenting and advising Thornton of exceptional performance or any problems related to the purchased goods and services.

COOPERATIVE PURCHASING:

Thornton encourages the proper use of cooperative purchasing and reserves the right to make results of this solicitation available to other governmental agencies seeking like equipment, goods, or services. Other agencies using this solicitation must do so according to regulations established by their individual organizations and accept sole responsibility for its use. The terms and conditions of any resulting transaction shall be exclusively between the buyer and the seller. Buyers and sellers using this solicitation in a cooperative or “piggy-back” fashion, agree to defend and hold harmless Thornton from any dispute or action arising from its use.

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PRICING FORM**(All quotations must be submitted on this form)**

Note to Vendors: Pricing provided shall be considered as a delivered price, inclusive of all costs needed to design and produce the laser show (including all transportation and logistics costs).

	<u>DESCRIPTION</u>	<u>DELIVERED PRICE</u>
1.	City of Thornton Laser Light Show for 70 th Anniversary	\$ _____

ACCEPTANCE OF CONDITIONS AND ADDENDA ACKNOWLEDGEMENT FORM

Vendor indicates acceptance of the following conditions:

1. City of Thornton Charter Section 7.4 prohibits Thornton from issuing a Purchase Order to firms which employ certain family members of employees unless the Thornton Council determines it is in Thornton's best interest. For the purposes of this Charter Section, a domestic partner shall be considered equivalent to a family member. The Vendor attests to the following:

No City Council Member, member of a board or commission, Municipal Judge, City Manager, City Attorney, or employee of the City of Thornton, or any such person's family member, domestic partner, or person assuming a relationship being the substantial equivalent of the above, has an existing or pending, direct or indirect, financial, pecuniary or personal interest in the proposing firm or this Invitation for Bid, except as follows: (list, if any) _____

2. The undersigned Vendor, having examined the Bid Documents, and having full knowledge of the product requested and described herein, hereby proposes that it will fulfill the obligations contained herein in accordance with all terms, conditions, and specifications set forth; and that it will furnish all required products and pay all incidental costs all in strict conformity with these Bid Documents, for the stated prices as payment in full.
3. I acknowledge receipt of any and all published addenda:
Yes No
4. My firm is claiming the Thornton Based Business Local Vendor Consideration:
Yes No

Proposing Vendor's Name: _____

Vendor Representative (Printed): _____

Vendor Representative (Signature): _____

Title: _____

Phone Number: _____

Email: _____

Date: _____