

## 1.0 INTRODUCTION

- 1.1 Jackson County, Missouri is seeking bids for **Stage, Sound, Lighting for Jackson County's Christmas in the Sky** for use by the **Parks + Rec Department**.
- 1.2 Jackson County, Missouri Invitation to **Bid No. 26-025** has a response deadline of **2:00 p.m., CDT on May 19, 2026**.
- 1.3 Although exact usage cannot be determined, the County estimates it will spend up to **\$20,000.00** on the **Stage, Sound, Lighting for Jackson County's Christmas in the Sky**.
- 1.4 Bids must be submitted electronically through the Jackson County Bonfire Portal at <https://jacksongov.bonfirehub.com>. Bids submitted by any other method will not be accepted.
- 1.5 Jackson County reserves the right to request clarifications on any bid.

## 2.0 QUESTION PROCEDURE

- 2.1 All Questions regarding this Invitation to Bid shall be communicated electronically through the Jackson County Bonfire Portal via the Opportunity Q&A on the Invitation to Bid.
- 2.2 All questions must be received in the Bonfire Portal **by 5:00 p.m., CDT on May 12, 2026**.
- 2.3 All answers to questions will be published via Addenda/Amendment to the Invitation to Bid on the Jackson County Bonfire Portal. Bonfire will only notify the Respondent(s) of questions answered and addendums issued if they have obtained this Invitation to Bid through Bonfire.
- 2.4 Respondents and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must follow this procedure. Respondents or their agents may not contact any other County staff regarding matters covered by this Invitation to Bid during the solicitation and evaluation process. Inappropriate contact is grounds for REJECTION of the Respondent's submission.

## 3.0 BIDDING REQUIREMENTS

- 3.1 All work performed under this Contract shall be performed in the Greater Kansas City Metropolitan Area which is defined by the eight (8) County area of:

Cass County, MO  
Clay County, MO  
Jackson County, MO  
Lafayette County, MO  
Platte County, MO  
Ray County, MO  
Johnson County, KS  
Wyandotte County, KS

The Greater Kansas City Metropolitan area is defined by the eight (8) County area. If the Respondent is not located in the Greater Kansas City Metropolitan Area, documentation on company letterhead **MUST BE** submitted with your bid response detailing how your company would perform the work detailed herein.

- 3.2 Document Submittal: All documents listed herein the Required Submittal (Section 8.0) shall be submitted individually per the required document. Please do not submit bulk PDF documents of all the required documents for each individually required document.
- 3.3 Compliance with Responsible Bidders's Ordinance: Compliance with Jackson County, Missouri Ordinance No. 5825 for Responsible Bidders **may** be required for this bid. Responsible Bidders Affidavit (included with the Purchasing Forms, Attachment 2) must be read, completed, notarized and included with your bid response. Failure to attach the notarized form with your bid response may result in the REJECTION OF YOUR BID
- 3.4 If bid documents are obtained by the Respondent from a source other than Bonfire, it will be the Respondent's responsibility to verify all due dates and pertinent information (i.e. Response Deadline, Questions Deadline, Intent to Bid Deadline, Addendums) in the Bonfire Portal.

#### 4.0 AWARD REQUIREMENTS

- 4.1 Certificate of Insurance: The Successful Respondent will be required to submit to the Purchasing Department a Certificate of Insurance meeting or exceeding the positions of Item 15 "General Conditions" and Exhibit A included herein within ten (10) business days after receiving Notification of Award. The Certificate of Insurance must be received by the County prior to the commencement of any work on this contract.
- 4.2 Exempt Entity: Jackson County, Missouri is an exempt entity under Section 144.062 Revised Statutes of Missouri. Upon the request of the Successful Respondent, Jackson County will issue a project specific Missouri State Sales Tax Exemption Certificate to the Successful Respondent and their named subcontractors to be utilized during the performance of this Contract. The certificate must be requested prior to the purchase of any goods, supplies, materials and/or equipment. Under no circumstances will this certificate be backdated to cover goods, supplies, materials, or equipment already purchased.
- 4.3 W-9 Form: The Successful Respondent must provide a complete IRS W-9 Form for this Contract.
- 4.4 Other Licenses: The Successful Respondent must provide, upon written request, evidence of current required Federal, State, and Local Occupational Licenses.
- 4.5 Dedicated email addresses: All Purchase Orders, Award Letters and other information will be issued to awarded Respondents via email. It is the Respondents' responsibility to **provide two (2) updated email addresses** for their company with their bid. It shall also be the responsibility of the awarded Respondents to keep the County updated on any changes to their email addresses during the term of any resulting contract.
- 4.6 Insurance and Indemnification: The Successful Respondent shall indemnify, defend and save harmless the County and the Corps of Engineers against all damages to persons and property which may arise out of the work included in the performance of this Contract, including all claims for personal injuries and property damage and all losses, costs, attorney's fees or judgements which may arise out of any claims against the County. The Successful Respondent shall purchase and maintain as a minimum such insurance as described in Exhibit A of this Invitation to Bid. The Successful Respondent shall file with the County such Certificate of Insurance as described in Exhibit A and within the time specified in Exhibit A.

## 5.0 SPECIFICATIONS

5.1 **Event Date:** Wednesday, November 25, 2026

5.2 **Event Time:** Gates open at 5:00 pm and event concludes at approximately 8:00 pm

5.3 **Event Location:**

Longview Lake Beach  
11101 Raytown Road  
Kansas City, MO 64134

5.4 **Delivery, Set-up, and Removal:**

5.4.1 Stage and equipment shall be delivered and ready for set-up at designated site beginning at 7:30 am, Wednesday, November 25, 2026.

5.4.2 Set-up shall be completed by 2:00 pm on Wednesday, November 25, 2026 (or earlier).

5.4.3 Program run-through at 2:30 pm

5.4.4 Sound checks at 4:30 pm

5.4.5 Stage dismantling and removal may begin after 8:30 pm on November 25, 2026.

5.5 **Requirements:**

5.5.1 Staging System

5.5.1.1 Stage size: 40'W x 32'D x 5'H

5.5.1.2 Stairs & Handrails: Six (6) LIT stair units with handrails

5.5.2 Audio System

5.5.2.1 Twelve (12) JBL Vertec 4888 Top Boxes

5.5.2.2 Eight (8) JBL SRX 728S Subwoofers

5.5.2.3 Four (4) wireless microphones

5.5.2.4 CD Player

5.5.2.5 JBL Full Range Enclosure Package on tripods for VIP Area

5.5.2.6 Two (2) mixes on four (4) wedges

5.5.2.7 One (1) Behringer X-32 Console

5.5.2.8 All cabling, X-overs, EQs, Amps, etc.

5.5.3 Lighting Package

- 5.5.3.1 Two (2) PRT's (stood up on end and strapped down)
- 5.5.3.2 Twenty-four (24) Pars
- 5.5.3.3 Two (2) Molefay
- 5.5.3.4 One (1) Hog Console
- 5.5.3.5 All Dimming, Gel, Cabling
- 5.5.3.6 Lighting for stage banner
- 5.5.3.7 Spotlight for Santa's arrival

5.5.4 Tech Support

- 5.5.4.1 Successful Respondent shall supply professional technician(s) to operate audio/lighting systems.

5.5.5 Miscellaneous

- 5.5.5.1 Successful Respondent shall supply generator power for audio and lighting systems
- 5.5.5.2 FM Tuner
- 5.5.5.3 Pipe, Base Package to cover 40' stage back
- 5.5.5.4 Labor Package for SCE's exclusive use
- 5.5.5.5 Technician Package

5.5.6 Successful Respondent shall provide all labor for the set-up and removal of the stage and all lighting and audio equipment.

5.5.7 References are required

- 5.5.7.1 Successful Respondent shall provide 3 references on company letterhead.

5.5.8 Brief Description of Company

- 5.5.8.1 Successful Respondent shall provide a brief description of their business on company letterhead.

5.6 No delivery or extra miscellaneous charges will be added to the all-in price quoted on this bid.

5.7 All work performed under this Contract must be covered by a Purchase Order. Under no circumstances will work be performed that is not authorized in advance by a Purchase Order. Any work performed that is not covered by a Purchase Order will be at the Contractor's risk and expense.

## **6.0 EVALUATION PROCESS**

6.1 All bids that are responsive to the General Conditions, Specifications, and other provisions of this Invitation to Bid will be evaluated.

6.2 An Evaluation Committee made up of Jackson County, Missouri Personnel will evaluate bids and make recommendations.

6.3 Jackson County, Missouri shall be the sole judge of the bids submitted, and its decisions shall be final.

## **7.0 ATTACHMENTS**

7.1 Attachment A – Purchasing Forms to be downloaded, filled out and submitted with bid:

- 7.1.1 Affidavit
- 7.1.2 Certificate of Compliance
- 7.1.3 Statement of Contractor's Qualifications
- 7.1.4 Acknowledgment of Receipt of Addenda
- 7.1.5 Attachment 1 - Bidder's Quotation Sheet
- 7.1.6 Exhibit F – Exceptions

7.2 Attachment B – General Purchasing Information to be downloaded and ready prior to submitting your bid:

- 7.2.1 General Terms and Conditions
- 7.2.2 Exhibit A – Insurance

## **8.0 REQUIRED SUBMITTALS**

8.1 The following information and/or forms **MUST** be submitted with your response to this Invitation to Bid:

- 8.1.1 Affidavit
- 8.1.2 Certificate of Compliance
- 8.1.3 Statement of Contractor's Qualifications
- 8.1.4 Acknowledgement of Receipt of Addenda
- 8.1.5 Greater Kansas City Metropolitan Area Information Memo, if applicable
- 8.1.6 Two (2) Dedicated Email Addresses
- 8.1.7 Attachment 1 - Bidder's Quotation Sheet
- 8.1.8 Exhibit F – Bidder's Exceptions
- 8.1.9 Three (3) Business References on company letterhead
- 8.1.10 Brief Description of business on company letterhead

8.2 Failure to include any of the items listed in this Section may result in the **REJECTION** of your submitted bid.