

RFP INSTRUCTIONS TO BIDDERS

The purpose of this RFP is to solicit competitive proposals from qualified vendors capable of delivering an integrated drone and fireworks show for Hard Rock Hotel & Casino Tulsa. Vendors must carefully review all requirements before submitting a proposal.

Vendors are responsible for ensuring all required documentation is included. Incomplete submissions may be disqualified.

Proposals must be submitted electronically by the deadline listed in the Procurement Schedule.

A post-award site meeting with Hard Rock, the winning vendor, and fire safety officials will be required to validate operational plans and safety conditions.

Hard Rock reserves the right to accept or reject any proposal deemed not in the best interest of the organization.

SUBMISSION REQUIREMENTS

A complete proposal must include the following:

- Company Overview including legal name, address, years in operation, and key personnel.
- Technical Proposal detailing drone and fireworks capabilities, safety protocols, and regulatory compliance experience.
- Project Approach including concept description, timeline, and staffing plan.
- Bidder Pricing Proposal with complete itemization of all costs and optional enhancements (template provided).
- Compliance Documentation including insurance certificates, FAA Part 107 licenses, and ATF credentials if required.
- References from at least three similar events completed within the last three years.

PROPOSAL FORMAT

All proposals must follow the structure outlined below to ensure consistency and ease of review:

1. Cover Letter signed by an authorized representative.
2. Executive Summary outlining the vendor's capabilities and project understanding.
3. Technical Proposal detailing drone and fireworks plans, safety program, and logistics.
4. Project Management Plan including crew roster, production schedule, and equipment list.
5. Bidder Pricing Proposal with itemized cost breakdown (template provided).
6. Appendices including certificates, maps, resumes, and references.

PROCUREMENT SCHEDULE

The following schedule outlines the anticipated procurement timeline:

Procurement Step	Date
RFP Release	March 17, 2026
Vendor Questions Due	March 20, 2026
Hard Rock Responses Issued	March 25, 2026
Proposals Due	March 27, 2026
Target Award Date	March 31, 2026
Post-Award Site Meeting with Fire Marshal	Scheduled after award

VENDOR QUESTIONS PROCESS

Vendors may email questions to the contact listed in the RFP until the date specified.

Hard Rock may request clarification from vendor