



**HARRIMAN UTILITY BOARD
REQUEST FOR PROPOSALS (RFP)
Exterior Christmas Lighting Services**

Issued: Wednesday, August 5, 2026

Proposals Due Date: **Wednesday, August 26, 2026, at 2:00 p.m. (Eastern Time)**
Late proposals will not be considered.

Introduction

The Harriman Utility Board ("HUB") is requesting proposals from qualified contractors to provide professional exterior Christmas lighting services for the HUB administrative building located at:

**Harriman Utility Board
200 N. Roane Street
Harriman, TN 37748**

The selected contractor will provide a turnkey solution that includes design, materials, installation, maintenance, removal, and storage (if applicable).

HUB intends to select the proposal that provides the best overall value based upon the evaluation criteria contained in this RFP.

Project Objective

HUB desires a professional, high-quality holiday lighting display that enhances the appearance of its administration building throughout the Christmas season while minimizing maintenance requirements and ensuring safe installation practices.

Scope of Work

The successful contractor shall provide all labor, supervision, equipment, materials, transportation, and permits necessary to complete the project, including:

- Design consultation
- Professional lighting design
- Supply of commercial-grade LED lighting and decorations



- Installation of all lighting and decorations
- Timers and control equipment
- Seasonal maintenance and repairs
- Removal of all decorations following the holiday season
- Cleanup of the work site
- Compliance with all OSHA and applicable safety requirements

Minimum Design Requirements

To ensure proposals can be evaluated on an equal basis, each proposal shall include, at a minimum, the following lighting elements:

- Continuous LED lighting along all rooflines, windows, and drive-thru
- Lighting around the primary entrance
- Timers and automated controls
- Inspection and adjustment following installation
- Lighted wreaths
- Light pole decorations

Contractors are encouraged to submit additional enhancement options; however, these enhancements shall be priced separately and shall not be included in the base proposal.

Examples of optional enhancements may include:

- Garland
- Ground lighting
- Animated displays
- Decorative bows
- Color-changing lighting
- Additional tree wrapping
- Lawn ornaments
- Other creative design elements

Maintenance Requirements

The base bid shall include seasonal maintenance throughout the holiday season.



Maintenance shall include:

- Burned-out lamp replacement
- Repair of damaged wiring
- Replacement of failed decorations
- Straightening or securing decorations affected by weather
- Routine inspections as necessary

The contractor shall identify:

- Normal response time for service requests
- Emergency response procedures
- Any maintenance exclusions

Preferred response time is within **48 hours** of notification.

Installation and Removal Schedule

Provide the proposed schedule for:

- Design approval
- Material procurement
- Installation
- Final nighttime inspection
- Removal after the holiday season

Removal shall be completed by the date proposed by the contractor unless otherwise agreed upon.

Contractor Qualifications

Each proposal shall include:

- Company profile
- Years in business
- Number of years providing commercial holiday lighting services
- Description of similar commercial projects
- At least two commercial references



- Tennessee business license (if applicable)
- Proof of General Liability Insurance
- Proof of Workers' Compensation Insurance
- Proof of Automobile Liability Insurance

Proposal Requirements

Each proposal shall include:

A. Design Concept

Provide a color rendering, sketch, or digital mock-up showing the proposed lighting design.

B. Materials

Indicate whether materials are:

- Contractor-owned and leased annually
- Newly purchased each year
- Owner-provided

Describe:

- Type of LED lighting
- Manufacturer
- Warranty
- Replacement policy for damaged decorations
- Whether materials are new or refurbished

C. Schedule

Provide estimated installation and removal dates.



Pricing

Provide pricing using the following format:

- Lump Sum Base Bid: \$_____ (includes design, materials, installation, maintenance, removal, and storage for minimum design requirements)
- If applicable, include an itemized listing of any additional enhancement options being proposed, on a per-each basis, separate from the base bid.

Multi-Year Option

HUB may elect to renew the agreement for up to **three (3) additional holiday seasons** by mutual agreement of both parties based upon satisfactory performance and negotiated pricing.

Renewal is at the sole discretion of Harriman Utility Board.

Evaluation Criteria

Proposals will be evaluated using the following criteria:

Evaluation Criteria	Weight
Overall Design Quality	40%
Cost Proposal	30%
Experience & References	20%
Maintenance Plan & Response Time	10%

HUB reserves the right to request interviews, additional information, or clarification prior to making a final selection.



Submission Instructions

Submit one (1) proposal clearly marked: **“RFP – Exterior Christmas Lighting Services”**

Mail proposals via USPS to:

Harriman Utility Board
Attn: Courtney Walker
P.O. Box 434
Harriman, TN 37748

or

Email proposals to:

cwalker@hub-tn.com

Proposals must be received no later than August 26, 2026, at 2:00 p.m. Eastern Time

Late proposals will not be considered.

General Conditions

- HUB reserves the right to reject any or all proposals.
- HUB reserves the right to waive informalities or minor irregularities.
- HUB may negotiate with one or more proposers.
- HUB is not responsible for costs incurred in preparing proposals.
- All work shall comply with applicable federal, state, and local regulations.
- The selected contractor shall perform all work in a manner that does not interfere with normal utility operations or public access.

The Harriman Utility Board appreciates your interest in providing holiday lighting services and looks forward to reviewing your proposal.