

CITY OF HILLSBORO

REQUEST FOR PROPOSALS (RFP)

DRIVE-THRU HOLIDAY LIGHT EVENT

1. NOTICE TO PROPOSERS

The City of Hillsboro, Ohio, is seeking sealed proposals from qualified vendors to provide design, installation, maintenance support, and removal services for a Drive-Thru Holiday Light Event to be held during the 2026 holiday season.

The selected vendor will be responsible for creating a festive, family-friendly holiday light display that residents and visitors may experience from the safety and comfort of their vehicles.

Proposal Deadline:

May 12, 2026 at 10:00 a.m.

Bid Opening:

May 12, 2026 at 10:30 a.m. at City Hall, 130 N. High St., Hillsboro, Ohio

Proposal Submission Address:

City of Hillsboro
Attn: Megan Blackburn
130 North High Street
Hillsboro, Ohio 45133

Proposals received after the stated deadline will not be considered.

The City of Hillsboro reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed most advantageous to the City.

2. PROJECT OVERVIEW

The City of Hillsboro is seeking proposals for a temporary drive-thru holiday light event to be hosted at the Highland County Fairgrounds, tentatively scheduled from November 2026 through December 2026.

The goal of the project is to provide a visually appealing and memorable holiday experience for the community while ensuring safe traffic flow, efficient installation, and reliable operation throughout the event.

3. SCOPE OF SERVICES

The selected vendor shall provide all labor, supervision, materials, transportation, equipment, and expertise necessary to complete the following:

A. Event Design

- Develop a themed holiday lighting layout for the designated event route.
- Include illuminated displays, themed decorations, and interactive visual elements.
- Provide a site plan showing placement of all displays.

B. Installation

- Deliver and install all lighting displays and related equipment.
- Ensure displays are weather-resistant and suitable for outdoor use.
- Coordinate installation schedule with City staff.

C. Operation & Maintenance Support

- Ensure displays remain operational throughout the event period.
- Provide maintenance or repair services for lighting failures or damage.
- Respond promptly to service calls during the event.

D. Removal

- Remove all lighting displays and equipment at the conclusion of the event.
- Restore site to original condition.

E. Safety Compliance

- Meet all applicable electrical, fire, and safety standards.
 - Maintain adequate liability insurance coverage.
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4. EVENT DETAILS

Proposed Event Dates: Start set up in October 2026 and take down the second week in January 2027

Proposed Event Location: Highland County Fairgrounds- See attached map. Green pin point is the starting point; red pin point is the exit.

The City will provide:

- Site access
 - Coordination with public safety personnel
 - Traffic control assistance (if applicable)
 - Utility access where available
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5. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include:

A. Company Information

- Company name
- Address
- Contact person
- Phone number
- Email address
- Years in business

B. Experience

Provide details of previous experience with:

- Holiday lighting displays
- Drive-thru events
- Municipal or public-sector contracts

Include at least three references.

C. Project Plan

Include:

- Design concept
- Installation timeline
- Maintenance response plan
- Removal timeline

D. Pricing Proposal

Complete the pricing sheet included in this packet.

E. Insurance

Provide proof of:

- General Liability Insurance
- Workers Compensation Coverage

6. PRICING SHEET

COST PROPOSAL FORM

Item	Cost
Design Services	\$ _____
Installation	\$ _____
Maintenance Support	\$ _____
Removal	\$ _____
Total Project Cost	\$ _____

Optional Add-Ons:

Item	Cost
Additional Displays	\$ _____
Custom Features	\$ _____
On-Site Staffing	\$ _____

7. TERMS AND CONDITIONS

1. The City reserves the right to reject any or all proposals.
2. The City may negotiate terms with the selected proposer.
3. The selected proposer must comply with all applicable federal, state, and local laws.
4. The selected proposer shall indemnify and hold harmless the City of Hillsboro from claims arising out of performance under this contract.
5. Payment terms shall be negotiated upon award.

8. SIGNATURE PAGE

The undersigned certifies that they are authorized to submit this proposal on behalf of the company listed below.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____