



VERNON

EMERGENCY MEDICAL SERVICES

Station 1

164 Breakneck Road
Highland Lakes, NJ 07422

Station 2

3 Baldwin Drive
Vernon, NJ 07462

Station 3

1 Drew Mountain Road
Sussex, NJ 07461

REQUEST FOR PROPOSALS (RFP) Seasonal Holiday Lighting Installation and Removal

Issue Date: July 15th 2026

Proposal Due Date: October 15th 2026

1. INTRODUCTION

Vernon Emergency Medical Services (VEMS) is seeking proposals from qualified and insured holiday lighting contractors to furnish, install, maintain, remove, and store, if offered, commercial-grade seasonal holiday lighting at VEMS Station 2, located at:

**3 Baldwin Drive,
Vernon, New Jersey 07462**

VEMS operates 24/7 emergency medical services. All work must preserve safe and unobstructed pedestrian, emergency vehicle, apparatus-bay, and driveway access so emergency response operations remain uninterrupted.

2. SCOPE OF WORK

The selected contractor shall provide all labor, commercial-grade lighting, materials, equipment, supervision, lifts, timers, extension systems, fastening devices, and other items necessary to complete a professional seasonal display covering the exterior of the station building and designated trees and exterior areas identified during the required site visit.

Services shall include, but are not limited to:

- Required site visit and confirmation of measurements, electrical access, mounting locations, tree conditions, and equipment needs
- Preparation of a proposed lighting design for the approved building areas and surrounding trees
- Supply and installation of commercial-grade, outdoor-rated LED holiday lighting
- Installation of lighting on the building exterior, roofline, entry areas, designated trees, and other approved features
- Supply and installation of timers, extension cords, controllers, splitters, and weather-resistant electrical connections

- Use of non-damaging, temporary mounting clips, ties, and fastening materials
- Safe routing and securing of all cords and electrical connections
- Start-up, testing, and verification of proper operation
- Maintenance and repair of the display during the contracted display period
- Removal of all lighting and temporary installation materials after the display period
- Removal and disposal of all installation debris
- Off-season storage, if included in the contractor's proposal

Contractor shall ensure:

- All lighting and electrical components are approved and rated for outdoor seasonal use
- Installation is completed in accordance with manufacturer specifications
- All applicable electrical, fire, building, and safety requirements are followed
- Emergency entrances, exits, garage bays, driveways, walkways, cameras, signage, and utility access points remain unobstructed
- Trees, landscaping, siding, roofing, and other property features are not damaged during installation or removal
- All cords and equipment are installed to prevent trip hazards and interference with emergency operations or snow removal
- The work area is left clean and safe upon completion of installation and removal

3. INSTALLATION, DISPLAY, AND REMOVAL SCHEDULE

The contractor shall provide proposed installation and removal dates with the submission. Final dates and daily work hours will be coordinated with VEMS after award. The contractor shall also state the anticipated display period, service response time, and estimated duration of installation and removal.

4. RESPONSE REQUIREMENTS

- Contractor must be experienced in commercial exterior holiday lighting installation and removal.
- Contractor must visit the site and verify field conditions before submitting final pricing.
- Contractor must provide a written description, sketch, or marked photograph showing the proposed lighting design and coverage.
- Contractor must identify all lighting products, colors, control equipment, and materials proposed.
- Contractor must state whether the lighting will be purchased by VEMS, leased for the season, or supplied under a service agreement.
- Contractor must provide warranty and in-season service information, including

response time for outages or damaged sections.

- Contractor must provide separate pricing for any optional enhancements,

storage, specialty decorations, wreaths, garland, or additional tree coverage.

5. INSURANCE REQUIREMENTS

Contractor must provide:

- General Liability Insurance (minimum \$1,000,000 per occurrence)
- Workers' Compensation Insurance
- Proof of appropriate lift, ladder, and elevated-work coverage, if applicable.
- Commercial Auto Insurance (if applicable)
- Certificate naming Vernon Emergency Medical Services as additional insured

6. PROPOSAL REQUIREMENTS

Proposals must include:

1. Company name, address, and contact information
2. Years in business and relevant commercial holiday-lighting experience
3. At least two commercial references
4. Description of the proposed lighting design and exact areas included
5. Type, color, style, and estimated quantity of lighting and decorations
6. Total price for installation, in-season maintenance, removal, and any storage
7. Separate pricing for optional items or expanded coverage
8. Proposed installation date, removal date, and project duration
9. Service response time during the display period
10. Proof of insurance
11. Warranty and replacement policy
12. Any exclusions, electrical requirements, assumptions, or VEMS responsibilities

7. SITE VISIT AND FIELD VERIFICATION

A site visit is required. Contractors are responsible for confirming all dimensions, quantities, tree and building conditions, available electrical sources, lift access, snow and ice considerations, and any other conditions affecting the work. Photographs provided by VEMS are for general reference only and do not replace field verification.

8. SUBMISSION INSTRUCTIONS

Proposals must be submitted as soon as possible to ensure timely completion of services.

Submit via:

Email: CFO@vernonems.com

Mail:

Vernon Emergency Medical Services

PO BOX 911

Vernon, NJ 07462

9. RESERVATION OF RIGHTS

VEMS reserves the right to accept or reject any or all proposals, request clarification or revised pricing, select all or any portion of a proposal, and waive informalities in the proposal process. Award may be based on overall value, qualifications, proposed design, safety, service responsiveness, and price, and may not necessarily be made to the lowest-priced contractor.

Vernon Emergency Medical Services appreciates your interest in helping us create a safe, professional, and welcoming seasonal display for our members and community.