Town Council
Regular Meeting
Agenda Item 6.g.

Agenda Item: **Resolution 25-G-53 to award Contract RFP 26-01 Holiday Decorations**

Meeting Date: September 23, 2025

Category: Consent

Prepared by: Bob Williams, Parks and Recreation Director

Description:
This is a request to award contract RFP 26-01 for the annual holiday decoration display around downtown Herndon. This is a single-year contract, with renewals for four, one-year agreements.

Background:
The holiday decorations are an annual tradition that are displayed from before Thanksgiving through the New Year. This supports the festivities of the season, including the annual Light Up Night. The location of the decorations is focused on downtown Herndon. There are several mandatory items included, including decorating Old Town Hall, the Depot, the holiday tree, the Caboose, a photo op item, and a wreath at the Herndon Municipal Center (HMC).

The RFP for the Holiday Decorations was advertised on July 1, 2025, and was due on August 21, 2025. One bid was received from Arborist Pro LLC.

Timing Impact:
The contract requires action at this time to allow time for the contractor to prepare for the annual holiday season. The scope includes having the decorations in place is from the Wednesday before Thanksgiving to a date between January 2 and Martin Luther King, Jr. Day, 2026.

Strategic Focus Area:
Thriving Community

Fiscal Impact:
The FY 2026 budget for the first year's Holiday Decorations is $25,000. The Contractor shall be responsible for providing lights, decorations, equipment, labor, technical expertise, and all other necessary items to ensure safe and aesthetically pleasing holiday decorations.

Legal Impact:
The term of this contract shall be from the date of award until June 30, 2026. The Town of Herndon may renew this contract upon written agreement of both parties for four (4) additional one-year periods under the terms and conditions of the original contract. Price increases may be negotiated only at the time of extension. Renewal shall depend upon the performance of the Offeror. The performance evaluation shall be dependent upon the ability of the Offeror to follow instructions given by the Director of Parks and Recreation or the Town's authorized representative.

Staff Recommendation/Next Steps:
Recommend approval to award RFP 26-01 Holiday Decorations to Arborist Pro LLC. for $25,000.

Attachments:
1. Resolution (Proposed)