



TOWN OF PENDLETON

REQUEST FOR PROPOSALS (RFP) Exchange Street Decorative Overhead Lighting Project

Issue Date: July 22, 2026

Proposal Due Date: August 19, 2026 2PM EST

1. INVITATION

The Town of Pendleton, South Carolina, is requesting sealed proposals from qualified lighting design contractors for the design, furnishing, installation, programming, testing, and commissioning of a permanent decorative warm lighting system consisting of:

- Decorative overhead lighting spanning Exchange Street
- Installation using existing lamp posts (with authorized extensions) or secondary poles placed within the lamp-post footprint. Attachment to buildings and areas not owned by the Town of Pendleton is discouraged.
- Contractors should recommend installation height and attachment mechanisms that ensure long-term safety and durability.
- All electrical infrastructure required for a complete turnkey installation

2. PROJECT OBJECTIVES

The Town desires a permanent lighting system that will:

- Enhance the appearance of Downtown Pendleton while complementing existing downtown architecture
- Improve nighttime aesthetics
- Minimize long-term maintenance
- Protect mature trees and tree roots by complying with ANSI A300 series
- To create improve safe walkable environment that is aesthetically appealing

3. PROJECT LOCATION

100 Exchange Street

Contractors should recommend precise locations of lighting strands and provide plans showing structural poles, lamp-post extensions, mounting methods, wiring, and electrical connections.

4. PROPOSAL TIMELINE

Advertisement of RFP	July 22, 2026
Final Date to Receive Written Questions/Clarifications	August 3, 2026
Submitted Questioned, Emailed and Posted by	August 7, 2026 at 5PM EST
RFP Closing Date	August 19, 2026 at 2PM EST
Decoration Committee Review of RFP	August 20, 2026
Called Design Review Board Meeting	August 27, 2026
Selected Proposal Submitted to Town Council for Approval	September 1, 2026
RFP Notification Sent	September 2, 2026

5. SCOPE OF WORK

The contractor shall furnish all labor, materials, equipment, permitting, electrical work, programming, testing, commissioning, restoration, and incidentals necessary for a complete installation.

6. FIXTURE REQUIREMENTS

Fixtures must:

- Be LED (minimum 50,000-hour rated life)
- Be wet-location rated
- Include surge protection
- Have replaceable components
- Include manufacturer warranty
- Be serviceable without full replacement

7. UNDERGROUND / SUPPORT POLE INSTALLATION

Contractor must locate all existing utilities, minimize trench disturbance, protect tree roots, and restore all disturbed areas.

8. ELECTRICAL REQUIREMENTS

All electrical work must comply with NEC, South Carolina codes, and local permitting.

9. CONTRACTOR QUALIFICATIONS

Contractors must have:

- Municipal-scale lighting experience
- ~~- Commercial General or Mechanical Electrical Contractor's License~~
- Contractor must be currently licensed by the South Carolina Department of Labor, Licensing and Regulation Contractors' License Board, in accordance with Title 40, Chapter 11 of the Code of Law of South Carolina, and must currently hold all South Carolina license(s) required to perform the Project.
- Bonded and insured, and obtain or have a current Pendleton business license

10. REQUIRED SUBMITTALS

Proposals must include:

- Cover letter
- Company profile (2 pages max)
- List of subcontractors
- Proof of license, bond rating, and insurance
- Project approach
- Lighting concept & electrical plan with visuals and map
 - If extension to light posts is deemed necessary, the contractor shall provide structural calculations for poles, extensions, cables & foundation.
 - Minimum clearance recommendations for the roadway to minimize damage to the system should be suggested.
- Timeline
- Warranty details & maintenance recommendations
- References
- Cost proposal

Project completion deadline: November 16, 2026.

11. COST PROPOSAL

Provide pricing for:

- Exchange Street lighting system
- Electrical infrastructure

Include all related costs (permits, engineering, utilities, restoration, programming).

12. PROJECT SCHEDULE

Provide a detailed timeline outline, key milestones, and dates for the project. All work must be approved by the Town Administrator and Public Works Director by Nov. 16, 2026.

13. EVALUATION CRITERIA & SELECTION PROCESS

- Experience (20%)
- Project vision (20%)
- Design (20%)
- Schedule (20%)

- Cost (20%)

14. GENERAL CONDITIONS

The Town may reject proposals, request more information, negotiate scope, waive informalities, and award portions of the project.

Selected firm must attend a Design Review Board meeting to request a variance.

15. TURNKEY REQUIREMENT

Contractor must provide a complete turnkey installation. Any component required for a complete system must be included.

16. OPTIONAL ADD-ALTERNATES

Provide pricing for:

- Maintenance agreements (1-, 3-, 5-year)
- Extended warranties

17. PROPOSAL SUBMISSION INSTRUCTIONS

All proposals must be submitted to:

Town of Pendleton – Town Hall

310 Greenville Street

Pendleton, SC 29670

Proposals may be submitted in person, Monday through Friday between 9:00 AM and 5:00 PM, or via mail.

All mailed submissions must be received no later than 2:00 PM on August 17, 2026. No late submittals will be accepted.

17. B Submission Package Requirements

Each proposer must submit:

- One sealed envelope containing:
 - Five (5) paper copies of the full proposal
 - One USB drive containing a complete digital version of the proposal
- Incomplete submissions may be deemed non-responsive.

17. C Contact Information to Receive Addendums

If a proposer wants to receive addendums (if any) please provide your name and contact information to:

Lindsey Watley

Community Engagement Manager

Email: lindseyw@townofpendleton.org

Phone: 864-646-9409