



**IRMO CHAPIN  
RECREATION  
COMMISSION**

Irmo Chapin Recreation Commission  
Soft Drink Vendor

RFPs due no later than 3 P.M. on July 16, 2026

# Irmo Chapin Recreation Commission

## Request for Proposal

**Title:** Soft Drink Vendor  
**Mailing/Posting Date:** July 2, 2026  
**RFP will be received until:** Thursday, July 16, 2026 at 3:00PM  
**Direct inquiries to:**  
Ashley Smith  
(803) 772-1228  
asmith@icrc.net

**Scaled RFP should be mailed to:**  
Ashley Smith  
Irmo Chapin Recreation Commission  
5605 Bush River Road  
Columbia, SC 29212

**Or hand carried to:**  
Administrative Office  
Irmo Chapin Recreation Commission  
5605 Bush River Road  
Columbia, SC 29212

### SUBMITTER INFORMATION

Vendor Name: \_\_\_\_\_

Street Address/PO Box: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Federal I.D./SSN: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

### **MUST BE SIGNED TO BE VALID**

I understand that Irmo Chapin Recreation Commission (ICRC) reserves the right to reject any and all proposals, the right in its sole discretion to accept the proposal it considers more favorable to ICRC's interest, and the right to waive minor irregularities in the procedures. ICRC further reserves the right to reject all proposals and seek new proposals when such procedure is reasonably in the best interest of ICRC. ICRC also reserves the right to award portions of this RFP to separate vendors. I also certify that this proposal is made in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

Authorized Signature: \_\_\_\_\_

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

Irmo Chapin Recreation Commission  
Request for Proposal

SOFT DRINK VENDOR

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## **Background and Purpose**

The Irmo Chapin Recreation Commission intends to provide quality drinks to its participants at a fair and equitable price. The Recreation Commission also intends to derive revenue from the sale of drinks. Furthermore, the Recreation Commission intends to receive sponsor and product donations. In return, the soft drink vendor will receive an exclusive three (3) year contract for dispensing drinks at ICRC facilities. The term may be renewed for four additional one year terms, upon the written expression of intent to renew by the Parties. The written renewal correspondence must be completed no later than sixty (60) days prior to the term expiration. The parties may agree to continue the agreement thereafter, if agreed to in an executed new Agreement or Addendum.

## **Scope of Work**

The selected firm will furnish, at a minimum, the following services:

- A. Provide ICRC with vending and product for concession stands at Crooked Creek Park, Melvin Park, Saluda Shoals Park, and Seven Oaks Park facilities from February through November. Normal operations are Monday-Friday, plus Saturdays and Sundays for tournaments and special events. Days of operation may vary based on number of teams in each league and each weekend tournament.
- B. Vending and Product for operations at Crooked Creek Park, Melvin Park, Michael J. and Mary Meech Mungo Park, Saluda Shoals Park, and Seven Oaks Park which are operated year round.
- C. ICRC reserves the right to review and monitor all vending prices to ensure that patrons are not overcharged for items. The selected bidder shall submit a comprehensive list of products and associated pricing for review and approval by the Executive Director and/or their designee.
- D. It is the responsibility of the vendor to comply with applicable local, state and federal laws, codes, regulations and ordinances (i.e. DHEC).

## **Requirements for Proposals**

- A. Three local references: commercial, private, governmental, or a combination of any of these. Include the contact person's name and telephone number.
- B. The vendor must have and submit a copy of a \$1,000,000 liability insurance policy covering bodily injury, property damage, and list Irmo Chapin Recreation Commission as "additionally insured" on the policy. The contractor shall provide proof of worker's compensation insurance on the contractor's employees as required by South Carolina law, and the failure to do so shall constitute default. All these items must be purchased at the vendor's expense.
- C. Indicate the contractual entity that will be responsible for performance of all aspects of this contract. Provide the name of the firm, address, contact person(s), email addresses, cell phone numbers, and 24 hour telephone numbers.

- D. Provide information which best illustrates your company's qualifications and capabilities for handling the needs presented by the Irmo Chapin Recreation Commission. Include descriptions and information related to similar contracts held within the past five years.
- F. Proposer Question Responses – The responses given by the proposer to the three questions listed below will be evaluated during the selection process.
1. How will your services, customer service and products be unique when compared to those of your competitors? Please list if there are any additional charges for these services?
  2. Please provide a comprehensive inventory of items available for sale, along with a detailed cost proposal for each product to be supplied to the concessions contractor. Additionally, include the validity period for the quoted pricing. Items may include, but are not limited to, bag-in-box (BIB) syrups, CO<sub>2</sub> tanks, 12-pack beverages, various cup sizes by the case, 24-pack beverage cases, and products aligned with healthy initiative offerings.
  3. Please provide a detailed description of any promotional items, services, cash sponsorships, scoreboard programming, or in-kind product sponsorships your company would offer. Examples may include, but are not limited to, concession menu boards, branded coolers, banners, signage, and product wagons for large-scale events.
    - a. Additionally, please outline the customer service standards and support that ICRC can expect from your company. This should include, but not be limited to, equipment maintenance, availability of dedicated customer service representatives, and any other service-related commitments.

### Procedures for Submitting Proposals

- A. Proposals must be sealed and arrive at the Administrative Office at Saluda Shoals Park, c/o Ashley Smith 5605 Bush River Road, Columbia SC 29212 no later than 3:00 P.M. on Thursday, July 16, 2026, in order to be considered. Responses received after this time will be marked as LATE and returned to the proposer.
- B. Three copies of the proposal should be furnished on or before the above mentioned deadline. Responses will be retained as Irmo Chapin Recreation Commission property.
- C. Proposals must contain the signature of an authorized representative of the responding firm(s).
- D. Notification of award will be in writing by the Irmo Chapin Recreation Commission Executive Director. Upon notification, the vendor shall submit to the ICRC Executive Director all required insurance certificates and such other documentation as may be requested, or required, under these terms. Upon their receipt and subsequent approval by the ICRC Executive Director will forward the contractor a written **NOTICE TO PROCEED**. Work shall NOT be started until such Notice to Proceed is received by the

contractor. Irmo Chapin Recreation Commission is not liable for any costs incurred by proposers prior to the issuance of a Notice to Proceed.

- E. Firms responding to this RFP must be available for presentations or interviews.
- F. The contents of the proposal of the successful firm may become part of any subsequent contractual obligation.

## **Terms and Conditions**

### **1. Request for Proposal / Contract**

This Request For Proposal (RFP), and any addendums, are part of the contract.

### **2. Hold Harmless**

- A. Vendor shall defend, indemnify and save harmless Irmo Chapin Recreation Commission, its officials, employees, departments, agents, boards, commissions, and volunteers against and from all attorney fees and costs, claims, judgments, losses, damages, demands, payments, recoveries, legal proceedings, and decrees of every nature, and expenses to persons or property occasioned, wholly or in part, by the negligent acts or omissions of Vendor, Vendor agents, employees, and subcontractors. The Irmo Chapin Recreation Commission is not responsible for any losses incurred by the lessee including, but not limited to, any force of nature, natural disaster, loss of power, or other occurrences beyond its control.
- \*The vendor hereby releases, jointly and severally, the Irmo Chapin Recreation Commission, its officers, employees, agents, and staff members from any losses, claims, damages, or lawsuits arising from the use of the Agency's facilities by the vendor or the vendor's guests.
- \*Further – All persons or property of any kind that may on the premises during the term of this Agreement shall be at the risk of the vendor. The Irmo Chapin Recreation Commission, its agents and employees, shall not be liable to Lessee, or any other person on these premises, during the term of this Agreement, for injury to, damage to, or loss of, property or any person on these premises. Vendor further agrees to indemnify the Irmo Chapin Recreation Commission and hold them harmless from all damages, injuries, losses, and expenses incurred by any person, or party, in any way, from vendor's use of these premises. Vendor also releases the Irmo Chapin Recreation Commission, and its agents and employees from all damages, injuries, liabilities, losses, and expenses incurred by vendor in any way from use of these premises and equipment. Vendor also agrees to indemnify the Irmo Chapin Recreation Commission against all costs, including attorney's fees, arising out of the Vendor's use of this property and these premises.

## Selection Process

- A. General – The Irmo Chapin Recreation Commission will evaluate all qualifying proposals. All requirements in this RFP should be satisfied to ensure that your proposal will qualify for consideration. The Irmo Chapin Recreation Commission desires to receive only proposals from firms who can demonstrate those qualifications specified in this RFP.
- B. Proposer References – Current and previous clients of each firm that submits a proposal may be approached with specific questions regarding performance. Responses to these questions will be used as part of the evaluation process.
- C. Proposal Evaluation Criteria – The following criteria will be used to evaluate all proposals. The order in which these criteria are listed is not intended to imply any ranking of importance:
  - 1. Qualifications of submitting firm(s).
  - 2. Demonstrated ability to provide the product and services required by the Commission.
  - 3. Responses to questions in the RFP.
  - 4. Fees proposed by the vendor (Yearly, monthly, percentage or a combination).

**References**

**REFERENCE #1**

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Length of Service: \_\_\_\_\_

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**REFERENCE #2**

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Length of Service: \_\_\_\_\_

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**REFERENCE #3**

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Length of Service: \_\_\_\_\_

