

Irmo Chapin Recreation Commission Proposal Invitation

Title: Request For Proposal – Keyless door entry
Mailing/Posting Date: Monday, September 16, 2024
Proposals will be received until: Thursday, October 3, 2024, by 2:00pm

On-site Appointments
Presentation dates will be scheduled

Direct inquiries to:
Alex James
(803)213.2005

RFP's should be mailed to:
Alex James
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 bid 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): _____

 <p>IRMO CHAPIN RECREATION COMMISSION</p>	<p>IRMO CHAPIN RECREATION COMMISSION (ICRC)</p> <p><i>Administration Office 5605 Bush River Road Columbia, SC 29212</i></p>	<p>RFP Date: September 16, 2024 Contact: Alex James Email: ajames@icrc.net Phone: (803)213-2005</p>
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Title: _____


SUBMISSION REQUIREMENTS

1. A PROPOSAL MUST BE RECEIVED AT THE ABOVE MAILING ADDRESS NO LATER THAN 2:00pm ON Thursday, October 3, 2024. ATTENTIONED TO ALEX JAMES (as stated above).
2. SUBMITTER INFORMATION AND SIGNATURE PAGE (Pg 1), SUBMISSION REQUIREMENTS (Pg 2 - 4)
3. QUESTIONS

All questions regarding this bid must be submitted in writing or e-mailed to Alex James at ajames@icrc.net. Responses to questions will be distributed to all companies, which have received an original proposal from Irmo Chapin Recreation Commission.

4. INFORMATION AND INSTRUCTIONS

All RFP sheets and this form must be submitted in a sealed envelope. The face of the envelope shall contain the RFP title (Request for Proposal – keyless door entry), and the date and time of RFP opening. RFP's not submitted on this RFP form will be subject to rejection. The Commission assumes no responsibility for unmarked or improperly marked envelopes. RFP's, amendments or withdrawal requests must be received by the time advertised for RFP opening. It is the vendor's sole responsibility to insure that RFP documents are received by the time and date indicated in the solicitation notice. All prices and notations shall be printed in ink or typewritten. Errors shall be crossed out and corrections entered and initialed by the person signing the RFP. No RFP shall be altered or amended after the specified time for opening. By submission of a bid, the vendor shall guarantee that all goods and services shall meet the requirements of the solicitation.

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Scope of Work:

The Irmo Chapin Recreation Commission request proposals for keyless door entry for multiple locations across the agency. Software managed unique key code that can be used to gain entry into locations. Also, needs to be able to grant access to more than one location at a time.

Existing Conditions

Inventory – Below is a list of Parks/ Facilities listing number of doors

- | | |
|---|-------------------------|
| 1. Crooked Creek Park Recreation Center | 1 door (glass) |
| 2. Melvin Park Tennis Building | 1 door (glass) |
| 3. Melvin Park Maintenance | 1 gate & 1 door |
| 4. Melvin Park Concessions | 1 door |
| 5. Seven Oaks Park Recreation Center | 1 door (glass) |
| 6. Seven Oaks Park Concessions | 1 door |
| 7. Seven Oaks Park Maintenance | 1 gate & 1 door |
| 8. Seven Oaks Park Tower 5 & 6 | 1 door |
| 9. Saluda Shoals Park Administration Building | 1 door (glass) |
| 10. Saluda Shoals Park River Center | 1 door |
| 11. Saluda Shoals Park Environmental Center | 1 door |
| 12. Saluda Shoals Park East Tennis | 1 gate & 1 door (glass) |
| 13. Saluda Shoals Park East Concessions | 1 door |
| 14. Mungo Meech House | 1 door (glass) |


Specifications for Proposal.

Elements to be provided but not limited to in keyless door entry proposal

- I All facilities listed in Inventory to include, but not limited to: (Include any additional items provided by your company)
 - Software
 - Locking system hardware
 - Software has automatic key code expiration by specific time and date
 - Key code can be changed manually
 - Door compatibility with hardware include in quote if replacement door is needed
 - Unique key code per location per user
 - Itemized pricing for each location

- II Parts and Materials – Please document percentage discount (if any) from standard pricing.

- III On-site appointment required. Presentation of Proposal is required.

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Proposal Submittal Requirements

Proposal must provide the following information

- I. Provide copy of certificate of insurance.
- II. Provide at least five references of customers who had service contracts (preventive maintenance) for commercial / public facilities work conducted by your company.
- III. Provide number of technicians on staff qualified to perform service and repairs on commercial units
- IV. Supply all documentation of licenses and certification required to perform keyless door entry services in the state of South Carolina and Lexington County.

Scheduling appointment for site visit

An appointment may be made to provide access to facilities included in this proposal. Any questions must be submitted in writing to Alex James, ajames@icrc.net all question and answers will be distributed to everyone who has received a proposal invitation.



**IRMO CHAPIN RECREATION
COMMISSION (ICRC)**

*Administration Office
5605 Bush River Road
Columbia, SC 29212*

RFP Date: September 16, 2024

Contact: Alex James

Email: ajames@icrc.net

Phone: (803)213-2005

Bid Submittal Document

All bid components are required to be filled in for bid to be eligible for consideration

Bid Components

Provide pricing on each location listed below – All or portions of this bid may be awarded.

- Crooked Creek Park 1 door(glass) \$ _____
- Melvin Park Tennis 1 door (glass) \$ _____
- Melvin Park Maintenance 1 gate & 1 door \$ _____
- Melvin Park Concessions 1 door \$ _____
- Seven Oaks Park 1door (glass) \$ _____
- Seven Oaks Park Concessions 1 door \$ _____
- Seven Oaks Park Maintenance 1 gate & 1 door \$ _____
- Seven Oaks Tower 5&6 1 door \$ _____
- Saluda Shoals Park Admin 1 door (glass) \$ _____
- Saluda Shoals Park River Center 1 door \$ _____
- Saluda Shoals Park Environmental Center 1 door \$ _____
- Saluda Shoals East tennis 1 gate & 1 door (glass) \$ _____
- Saluda Shoals East Concessions 1 door \$ _____
- Mungo Meech House 1 door (glass) \$ _____
- Total All (If all areas awarded) \$ _____

Company Name: _____

Address: _____ Ph. _____

Company Representative: _____ Title: _____

Signature: _____ Date: _____