

# Irmo Chapin Recreation Commission Proposal Invitation

**Title:** Request For Proposal – SSP Playground Shade Structure  
**Mailing/Posting Date:** Monday, January 6, 2025  
**Mandatory Pre-Proposal Meeting** Wednesday, January 15, 2025 at 2:00 p.m.  
At Playground site (Leo’s Landing) Saluda Shoals Park 5605 Bush River Road, Columbia SC. 29212  
**Proposals will be received until:** Thursday, January 23, 2025, by 2:00pm

**Presentation dates will be scheduled**

**Direct inquiries to:**  
Jay Downs  
(803) 213.2004  
jdowns@icrc.net

**RFPs should be mailed to:**  
Jay Downs  
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

	<p><b>IRMO CHAPIN RECREATION COMMISSION (ICRC)</b></p> <p><i>Administration Office 5605 Bush River Road Columbia, SC 29212</i></p>	<p>RFP Date: January 23, 2025  Contact: Jay Downs  Email: <a href="mailto:jdowns@icrc.net">jdowns@icrc.net</a>  Phone: (803)213-2004</p>
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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: \_\_\_\_\_

**SUBMISSION REQUIREMENTS**

1. A PROPOSAL MUST BE RECEIVED AT THE ABOVE MAILING ADDRESS NO LATER THAN 2:00pm ON Thursday, January 23, 2025. ATTENTIONED TO Jay Downs (as stated above).
2. SUBMITTER INFORMATION AND SIGNATURE PAGE (Pg 1), SUBMISSION REQUIREMENTS (Pg 2 - 4)
3. QUESTIONS

All questions regarding this Proposal must be submitted in writing or e-mailed to Jay Downs at [jdowns@icrc.net](mailto:jdowns@icrc.net). Reponses 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 – SSP Playground Shade Structure**), 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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COMMISSION (ICRC)**

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Contact: Jay Downs  
Email: jdowns@icrc.net  
Phone: (803)213-2004

**Scope of Work:**

The Irmo Chapin Recreation Commission request proposals for a playground shade structure to be located at Leo's Landing Playground located in Saluda Shoals Park. Shade is to be located over the musical instrument area as outlined in the attached drawing. Approximately 1,400 Square Feet

**Existing Conditions**


1. Please see attached Sheet – Playground and equipment layout is delineated on the attached sheet

**Specifications for Proposal.**

Proposals will be evaluated and scored by a selection committee

Elements to be provided but not limited to in Playground Shade Structure proposal

- I Plan View
  - Overhead layout showing covered area (Square Footage)
- II. Elevation View
  - Finish Grade
  - Column Height
  - Eave Height
  - Top of Structure Height
- III. Footing Detail
  - Depth
  - Finished Surface Condition
- IV Parts and Materials
  - Shade Material & Color
  - Post/Structure Material & Color

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**Proposal Submittal Requirements**

The proposal must provide the following information

- I. Provide a copy of the certificate of insurance.
- II. Provide at least five references of customers who had playground shade structures provided and installed on public facilities by your company.
- IV. Provide documentation that the structure has been designed in accordance with (IBC) International Building Code.
- V. Supply all documentation of licenses and certification required to perform 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 Jay Downs, [jdowns@icrc.net](mailto:jdowns@icrc.net) all question and answers will be distributed to everyone who has received a proposal invitation.



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**Bid Submittal Document**

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

**Bid Components**

**Provide pricing**

- Provide and install Shade Structure                      \$ \_\_\_\_\_

**Comments or Addendum Information:**

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**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Ph.** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**IRMO CHAPIN RECREATION COMMISSION (ICRC)**

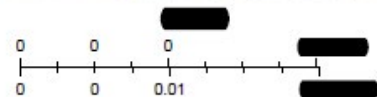
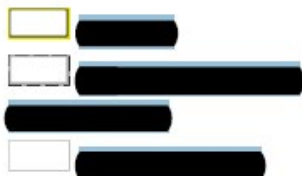
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**Lexington County Map**



12/5/2024, 3:11:28 PM



Shade Structure Area - Delineated Above

Area to cover approximately 1,400 to 1,500 square feet

Printed from Lexington County One Map. Lexington County makes no warranty, representation or guaranty... View the full data disclaimer at <https://lex-co.sc.gov/departments/planning-gis/gis/>