

Irmo Chapin Recreation Commission Bid Invitation

Bid Title: Trail Head Entrance Sign
Mailing/Posting Date: May 22, 2026

Mandatory Pre-Bid May 29, 2026 at 9:30 a.m.
6181 Bush River Road
Columbia SC. 29212

Bids will be received until: June 12, 2026, at 2:00pm

Direct inquiries to:
Jay Downs, Superintendent
(803)213.2004

Bids should be mailed to:
Jay Downs, Superintendent
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): _____

Title: _____

 <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>BID Date: Contact: Jay Downs Superintendent Email: jdowns@icrc.net Phone: (803)213-1184</p>
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SUBMISSION REQUIREMENTS

1. A PROPOSAL MUST BE RECEIVED AT THE ABOVE MAILING ADDRESS NO LATER THAN 2:00PM ON June 12, 2026. ATTENTIONED TO JAY DOWNS (as stated above).
2. SUBMITTER INFORMATION AND SIGNATURE PAGE (Pg 1), SUBMISSION REQUIREMENTS (Pg 2 & 3)
3. QUESTIONS

All questions regarding this bid must be submitted in writing and faxed or emailed to Jay Downs at (803)213-2004 or jdowns@icrc.net. Responses to questions will be distributed to all firms, which have received an original bid from Irmo Chapin Recreation Commission.

4. INFORMATION AND INSTRUCTIONS


All bid sheets and this form must be submitted in a sealed envelope. The face of the envelope shall contain the bid title (**Trail Head Entrance Sign**), and the date and time of bid opening. Bids not submitted on this bid form will be subject to rejection. The Commission assumes no responsibility for unmarked or improperly marked envelopes. Bids, amendments or withdrawal requests must be received by the time advertised for bid opening. It is the vendor's sole responsibility to insure that bid 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 bid. No bid 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.

Scope of Work:

The Irmo Chapin Recreation Commission request bids for Brick Façade Entrance Signage.

Definitions:

- I. **Brick Façade Sign – See attached Drawing**
- II.. **ICRC – Irmo Chapin Recreation Commission**
- III. **Contractor – General Contractor who has been awarded this bid.**
- IV. **Mandatory Pre- Bid – Must attend to be eligible to bid**

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Existing Conditions

One location

- I. Trail Head – 6181 Bush River Road Bush River Road, Columbia, SC 29212

Specifications The specifications include the following:

- I. **General Intentions** – To design and install signage based on concepts and locations specified within this bid package

- II. **SPECIFICATIONS FOR SIGN– Double Sided Sign**

- II. **Trail Head Sign** – 6181 Bush River Road Bush River Road, Columbia, SC 29212

- Sign inset in base of specified brick façade as indicated on enclosed conceptual drawing.
 - Double side signage with raised lettering, present material to be used in bid document. Sign to match or compliment building façade.(samples provided at pre-bid meeting
 - Bid must include scaled conception drawings per dimensions in conceptual drawing in this bid package.
 - Bid must include samples of all facade materials including colors to be used.
 - Match brick of trailhead building (Old Guignard -US Brick)
 - Sponsor portion of sign must be removable
 - Cabinet Dimension – 37” x 91”
 - Characters - Minimum Height 4.7” - Maximum Height 32”
 - Number of Lines – Maximum 6 - Minimum 1
 - Permitting
 - Contractor will be responsible for permitting including fees necessary to install sign at designated location
 - Warranty
 - Provide detailed manufacturer and service warranty information

Bid Submittal Requirements

Bidders will provide the following information

- I. Provide copy of certificate of insurance.
- II Provide at least three references of customers who had similar work conducted by your company.
- III Provide time frame to complete work (Work to be completed by August 7, 2026
- IV. Supply all documentation of licenses and certification required to perform all aspects of the installation & design in the state of SC



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COMMISSION (ICRC)**

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Superintendent
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Phone: (803)213-1184

Bid Submittal Document

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

<u>Bid Components</u>	<u>Unit Price</u>
Sign Construction	\$ _____
Permitting	\$ _____
Installation	\$ _____
Total All (Extended Pricing)	\$ _____

Comments / Proposed Addendum

Company Name: _____

Address: _____ **Ph.** _____

Company Representative: _____ **Title:** _____

Signature: _____ **Date:** _____



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