

# Irmo Chapin Recreation Commission Request For Proposal

**RFP Title:** Saluda Shoals East Guard Building

**Mailing/Posting Date:** March 4, 2024

**Proposals will be received until:** March 21, 2024, at Administrative Offices 5605  
Bush River Road. Columbia SC. 29212 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: \_\_\_\_\_



**IRMO CHAPIN RECREATION  
COMMISSION (ICRC)**

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

BID Date:

Contact: Jay Downs  
Superintendent  
Email: [jdowns@icrc.net](mailto:jdowns@icrc.net)  
Phone: (803)213-1184

**SUBMISSION REQUIREMENTS**

1. PROPOSAL MUST BE RECEIVED AT: Administration Office – 5605 Bush River Road Columbia SC. 29212, NO LATER THAN **2:00PM** ON **3/21/2024** ATTENTIONED TO JAY DOWNS
2. SUBMITTER INFORMATION AND SIGNATURE PAGE (Pg 1), SUBMISSION REQUIREMENTS (Pg 2 & 3&4)
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](mailto: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 proposals and this form must be submitted in a sealed envelope. The face of the envelope shall contain the proposal title (**Saluda Shoals East Guard Building**), and the date and time of proposal opening. Proposals not submitted on this form will be subject to rejection. The Commission assumes no responsibility for unmarked or improperly marked envelopes. Proposal, amendments or withdrawal requests must be received by the time advertised for proposal 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 signing. 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.

**1.0 Scope of Work: Turn Key**

Provide and deliver prefabricated structure to be utilized as Guard Entry Building

**2.0 Definitions:**

- 2.1 **ICRC** – Irmo Chapin Recreation Commission
- 2.2 **Vendor** – Company who has been awarded this bid.
- 2.3 **Turn Key** - Complete product or service that is ready for immediate use:

**3.0 Existing Conditions**

- 3.1 See attached drawing showing location for building.



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**4.0 Specifications**

**The building must comply with 2021 International Building Codes or South Carolina Building Codes (Documentation must be submitted to confirm)**

Building to include following:

- Size - 12w x 16 L (Approximate size)
- Framing: durable weather resistant aluminum
- Insulation: 2" weather resistant R-10
- Insulated Floor
- Building anchoring Brackets
- Restroom w/holding tank.
- Plumb for water
- Built in AC Unit
- Baseboard Heater
- Sliding Door
- Standard Window
- Cashier Drawer
- Tinted Windows
- Pathway to bring in electrical and fiber
- 100 Amp Breaker Panel
- Small Storage Closet (Closet to contain one electrical outlet & Two Data Port)
- Four Data Ports and one Electrical Outlet in main part of building
- Safety Package (Fire Extinguisher – Smoke Detector – First Aid Kit – Wall Mounted Flashlight)
- Provide exterior Options
- Provide method of securing building to ground

**7.0 Indemnification**

**7.1 Hold Harmless and Indemnification** - The contractor shall protect, save, and keep the ICRC forever harmless and indemnified from any damages (including fines or penalties) arising as a result of accidents, injuries, or other occurrences, caused by the negligence or willful conduct of the contractor, its employees, or subcontractors on the Property to conduct the demolition activities contemplated herein, regardless of who the injured party may be. Notwithstanding the foregoing, ICRC shall not be responsible for that proportionate share of the damages arising from the negligent or willful conduct of the contractor, its employees, or sub-contractors.

**7.2 Environmental Indemnification and Hold Harmless** - The contractor shall indemnify and hold the ICRC harmless from any and all claims, demands, judgments, orders, or damages resulting from hazardous substances discharged onto the Property by the contractor, its employees, or sub-contractors in connection with the resurfacing or repair activities



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contemplated herein. The term "hazardous substances," as used herein, shall mean any substance heretofore or hereafter designated as hazardous under the Resource Conservation and Recovery Act, 42 U.S.C. Sec. 6901 et seq.; the Federal Water Pollution Control Act, 33 U.S.C. Sec. 1257 et seq.; the Clean Air Act, 42 U.S.C. Sec. 2001 et seq.; the Comprehensive Environmental Response Compensation and Liability Act of 2080, 42 U.S.C. Sec. 9601 et seq.; or the Hazardous Waste Cleanup-Model Toxics Control Act, RCW 70.105D, all as amended and subject to all regulations promulgated there under.



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**Proposal Submittal Document**

All components are required to be completed to be eligible for consideration.

**Proposal Components**

**Proposal Submittal Requirements**

- I. Provide Drawing of building to include.
  - a. Detailed set of architectural construction drawings (
  - b. Documentation of 2021 IBC and or S.C. Building Codes compliance.
  - c. Floor Plan
  - d. Profile
  
- II Provide copy of certificate of insurance.
  
- III. Provide at least three references of customers who had similar work conducted by your company.
  
- IIII Provide time frame to complete work.

**Total All (Extended Pricing) \$ \_\_\_\_\_**

**Comments / Proposed Addendum**

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

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

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

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



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**Building Location Layout**

