



**IRMO CHAPIN RECREATION
COMMISSION (ICRC)**

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

Contact: Jay Downs
Superintendent Planning & Development
Email: jdowns@icrc.net
Phone: (803)213-1184

REQUEST FOR PROPOSAL

Service Contract for Plumbing & Electrical

The Irmo Chapin Recreation Commission (ICRC) is seeking proposals from qualified firms to provide Plumbing and Electrical Contractual Services

I. Critical Dates

Date Advertised: June 16, 2026

Mandatory Pre-Proposal Meeting: June 25, 2026, at 10:00AM
5605 Bush River Road, Columbia SC. 29212

Proposal Due Date: July 7, 2026 at 2PM
Saluda Shoals Park, 5605 Bush River Road, Columbia, SC 29212.

Project Overview

The Commission is conducting a Request For Proposal to obtain services for plumbing and electrical maintenance & repair within the existing facilities.

Following review of the submitted proposals, ICRC intends to select a firm to provide the services described in this RFP in accordance with ICRC's Procurement Policy.

Requests for clarification of this RFP must be submitted in writing no later than close of business (COB) on June 30, 2026, to Jay Downs, Superintendent of Planning and Development, Irmo Chapin Recreation Commission, 5605 Bush River Road, Columbia, SC 29212, or by email at jdowns@ICRC.com. Questions received after that deadline will not be addressed. If deemed necessary, an addendum will be issued no later than July 2, 2026.



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II. Scope of Services & Technical Requirements

The contract explicitly outlines the trades, maintenance duties, and specific assets the contractor is responsible for managing

- **Plumbing Requirements:** Maintenance of public facility restrooms, potable water supply connections, backflow preventer testing, winterization/de-winterization of facilities, and commercial irrigation systems on large turf/athletic complexes. Splash pads
- **Electrical Requirements:** Upkeep of high-voltage athletic field sports lighting, parking lot and pathway lighting, pavilion wiring, security system feeds, and water pump electrical controls. Special event electrical connections
- **Regulatory Compliance:** Contractors must hold active, valid state trade licenses (e.g., Master Plumber or Master Electrician). They are solely responsible for pulling all municipal permits, scheduling city/county code inspections, and utilizing EPA Water Sense labeled plumbing fixtures

III. Operational & Response Time Terms

Because park plumbing leaks or exposed electrical wires pose public safety hazards, operational metrics are strictly enforced:

- **Emergency Response:** Contractors must typically respond to critical issues (e.g., water main breaks, major electrical outages) within **2 hours** of notification, 24/7/365.
- **Routine Response:** Non-emergency repairs usually dictate a response or diagnostic site visit within **24 to 48 hours**.
- **Site Restoration:** Labor rates include a "clean as you go" clause. Contractors must clear all trade debris, unused materials, and safety hazards from the public park footprint before leaving the site daily.



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IV TECHNICAL SCOPE OF SERVICES

1 Plumbing Services Scope

The Contractor shall provide all labor, tools, equipment, and materials necessary to maintain, repair, troubleshoot, and install commercial and public-use plumbing systems, including but not limited to:

Public Restrooms:** Repair and replacement of heavy-duty, commercial-grade, vandal-resistant flushometers, toilets, urinals, sinks, and electronic auto-faucets.

****Water Infrastructure:**** Maintenance, repair, and replacement of outdoor drinking fountains, bottle-fill stations, outdoor showers, and remote park hydrants/spigots.

Backflow Prevention:** Mandatory annual testing, certification, maintenance, and repair of all domestic water and irrigation backflow preventer assemblies. Contractor must submit compliance reports directly to the City Water Authority.

Seasonal Management:** Complete annual winterization (blow-outs, draining lines, adding non-toxic antifreeze) and spring de-winterization (pressurizing, leak testing, disinfection) of all seasonal park facilities, concession stands, outdoor water fountains and athletic complexes.

Specialized Facilities:** Maintenance of water infrastructure for splash pads, pool filtration rooms, and campground utility hookups.

2 Electrical Services Scope

The Contractor shall provide all labor, tools, specialty equipment (including bucket trucks/lifts), and materials necessary to maintain, repair, troubleshoot, and install electrical infrastructure, including but not limited to:

Sports & Field Lighting:** Maintenance, bulb replacement, and ballast/driver repair for high-voltage athletic field sports lighting, stadium fixtures, and automated lighting control panels (e.g., Musco systems).

Site and Security Lighting:** Upkeep of pedestrian path lighting, parking lot LED poles, pavilion wiring, and architectural building exterior lights.

Power Distribution:** Troubleshooting and repair of underground secondary electrical lines, exterior breaker panels, transformers, and disconnect switches.

Utility Support:** Electrical connections and control panel maintenance for water pumps, irrigation clocks, splash pad controllers, and lift stations.



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V. Compensation, Pricing, and Invoicing

- **Pre-negotiated Labor Rates:** The contract locks in fixed hourly rates categorized by role (e.g., Journeyman, Apprentice) and timing (Standard Business Hours vs. Nights/Weekends/Holidays).
- **Material Markups:** Material costs are billed at actual cost plus a pre-agreed maximum percentage markup (frequently capped between 10% and 15%). Contractors must supply original material receipts with invoices.
- **Invoice Tracking:** Every invoice must separate tasks by location, specifying the exact park name, timestamped arrival/departure times, and an itemized breakdown of parts installed.
- **Task Order Authorizations:** For extensive or non-routine repairs, contractors must submit a detailed cost estimate and obtain written approval (a "Task Order") from the Parks Project Manager before beginning any work.

VI. Duration, Termination, and Renewals

- **Contract Length:** Most standard contracts operate on a **1-year base term** with options to extend annually for up to 4 additional years (a "1+4" structure), contingent on funding availability and performance.
- **Termination for Convenience:** The park system retains the right to cancel the contract at any time, usually via a written 30-day notice, without penalty.
- **Termination for Cause:** Immediate cancellation terms apply if the contractor fails to maintain valid licensing, ignores emergency response windows, or performs work that fails local building code inspections.

VII. Indemnification, Insurance, and Bonding

- **Commercial Liability Insurance:** Contractors must carry substantial general liability insurance (often a minimum of \$1,000,000 to \$2,000,000 per occurrence) explicitly naming the Irmo Chapin Recreation Commission as an "Additionally Insured" party.
- **Statutory Protections:** Workers' Compensation and commercial auto insurance are universally mandatory.
- **Performance & Payment Bonds:** For larger multi-year contracts or continuous service agreements, contractors must submit a performance bond to ensure all jobs are completed and any subcontractors/material suppliers are paid, preventing mechanics' liens against public property.



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VIII Key Legal & Operational Clauses

- **The Emergency Response Clause:**

"The Contractor must maintain a 24/7/365 emergency dispatch line. For emergencies designated by the Parks Department (e.g., active water mains breaks, exposed electrical wires), the Contractor must have qualified technicians **on-site within two (2) hours** of the initial call. Failure to meet this window will result in a \$250 liquidated damages penalty per occurrence."

- **The Public Safety & Background Check Clause:**

"Because work will be performed in public parks, playgrounds, and recreational facilities, the Contractor shall ensure all personnel assigned to this contract pass a comprehensive criminal background check and sex offender registry screening. No employee listed on any registry shall be permitted on park property."

- **The Permitting & Inspection Clause:**

"The Contractor is solely responsible for identifying when a repair or installation requires a permit. The Contractor shall pull all necessary permits, pay associated fees (to be reimbursed at cost), schedule inspections, and ensure all work passes local building, plumbing, and electrical codes before billing the ICRC."

IX Service Rates – Definitions for following service - Provide information as applicable in the following ways.

- **After Hours Rate** (Hourly) – provide days & times that apply
- **Immediate Response Rate** (Hourly) – provide maximum response time (Not to exceed 4hrs.)
- **Standard Rate** (Hourly) – during regular course of business – provide date & times
- **Diagnosis and Trip Fee** (Immediate Response) - provide maximum response time (Not to exceed 4hrs.)
- **Diagnosis and Trip Fee** (Standard) – during regular course of business – provide date & times
- **Diagnosis and Trip Fee** (After Hours) – provide days & times that apply
- **Parts and Materials** – Please document percentage discount (if any) from standard pricing.



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Contractors must submit fixed hourly rates. Rates shall include all overhead, profit, travel, truck charges, and standard tools.

Labor Category	Standard Business Hours (M-F, 7AM - 5PM)	Overtime	Weekend Hours	Holiday Hours
Master Plumber	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____
Electrician	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____
Journeyman Trade Tech**	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____
Apprentice / Helper	\$_____ / hr	\$_____ / hr	\$_____ / hr	\$_____
Specialized Equipment	\$_____ / hr	\$_____ / hr	\$_____ / hr	

Material & Parts Markup: _____% *(Maximum allowable markup is capped at 15%. Receipts must accompany all invoices.)*

X. Selection Process

ICRC reserves the right to reject any or all proposals that do not adequately meet the intent of this RFP. **ICRC also reserves the right to accept a proposal in whole or in part.** No proposal may be withdrawn for sixty (60) days after the proposal’s due date. The anticipated schedule for the selection process is listed below.

Date Advertised: June 16, 2026

Pre-proposal (Mandatory): June 25, 2026, at 10:00AM - 5605 Bush River Road, Columbia SC. 29212

Deadline for Questions: June 30, 2026 – Close of Business

Written Proposals Due: July 7, 2026, at 2:00PM – Submit Sealed Envelope 5605 Bush River Road, Columbia SC. 29212

Presentation Date: TBA



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XI. Qualifications

Although ICRC is mindful of project cost, proposal evaluation will focus primarily on the factors listed below, which are not necessarily presented in order of importance.

These factors include: (1) the qualifications and relevant experience of the submitting firm; (2) the proposed approach; (3) the qualifications of project team members; (4) experience working with permitting agencies, if applicable; and (5) the firm's demonstrated ability and commitment to complete the project phases or tasks within an approved timeline and budget.

ICRC may request additional information from one or more firms after initial proposal submission in order to clarify, confirm, or properly evaluate proposals. ICRC also reserves the right to negotiate contract terms with the selected firm in accordance with ICRC's Procurement Policy.

ICRC has no express or implied obligation to reimburse responding firms for expenses incurred in preparing proposals, participating in interviews, or providing additional information.

If awarded the contract, the selected firm will be required to sign ICRC's contract. A copy of the firm's proposal will be attached to the contract; however, in the event of any ambiguity, ICRC's contract and Procurement Policy will control.



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XI. Fee Structure

ICRC uses State guidelines when negotiating final fees. The fee proposal must be submitted in a separate sealed envelope clearly marked

“Fee Proposal. ICRC **Service Contract for Plumbing & Electrical**”

XII. Submittals

Any questions or requests for clarification must be submitted in accordance with the instructions provided in this RFP.

Seven original copies of the proposal must be received no later than 2:00PM on Tuesday, June 30, 2026. All proposals must be submitted in a sealed envelope addressed to Jay Downs, Superintendent of Planning and Development, Irmo Chapin Recreation Commission, 5605 Bush River Road, Columbia, SC 29212, and clearly marked in the lower left-hand corner: “**ICRC Service Contract for Plumbing & Electrical**”

All proposals submitted will become the property of ICRC and are subject to public records law. If a proposal contains proprietary information, the proposer shall include a cover letter stating that the proposal contains such information. In addition, any information the proposer considers proprietary must be clearly marked “proprietary” adjacent to the relevant text in order to be treated as such.



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SUBMITTER INFORMATION

Vendor Name: _____

Street Address/PO Box: _____

City, State, Zip Code: _____

Contact Person: _____

E-mail Address: _____

Telephone 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: _____

Date: _____