



**CITY OF WEST COLUMBIA – Sail Shade Installation- Carraway Park  
REQUEST FOR PROPOSALS (RFP)  
July 2025**

**Issue Date: July 3, 2025**

**Proposal Due Date: July 17, 2025, 2 PM**

**Contact: Jamie Hook**

**Email: [jhook@westcolumbiasc.gov](mailto:jhook@westcolumbiasc.gov)**

**Phone: 803-739-4322**

**1. Introduction**

The City of West Columbia is seeking proposals from qualified contractors for the design, procurement, and installation of three (3) shade structures (sail shades) at Carraway Park, located in West Columbia, South Carolina. The objective is to provide protective and aesthetic shading over select play and recreational areas.

**2. Project Scope**

The selected contractor will be responsible for furnishing all labor, materials, tools, equipment, engineering, freight, and installation services required to complete the project.

Scope includes:

a. Equipment & Materials

- i. Offset Single Post Pyramid Shade (1)

Dimensions: 20' x 20' x 12' Height

Pier-mounted column

Standard color selection

Location: Small structure

- ii. Rectangle Shade Structure (1)

Dimensions: 30' x 60' x 12' Height

Pier-mounted columns

Standard color selection

Location: Glider

- iii. Rectangle Shade Structure (1)

Dimensions: 25' x 40' x 12' Height

Pier-mounted columns

Standard color selection

Location: Swings

b. Services

- iv. Freight and delivery of all materials
- v. Installation including:
  - Anchor bolts
  - Dumpster for spoils
  - Rubber surface repair as needed
- vi. Engineering services, including structural calculations (3 sets)

**3. Proposal Requirements**

- Company background and relevant experience
- Detailed project approach and timeline
- Itemized pricing matching the outlined scope
- Warranty information
- Three (3) references from similar projects
- Proof of licensing, insurance, and bonding

**4. Evaluation Criteria**

Award of the contract will be made to the lowest, responsive, and responsible bidder whose proposal meets the specifications and requirements outlined in this RFP.

**5. Submission Instructions:**

**Due July 17, 2025 by 2 PM**

Please submit four (4) copies of the proposal in a sealed envelope clearly labeled:

City of West Columbia  
Attn: Katherine Call, Director of Community Development  
200 N. 12th Street  
West Columbia, SC 29169

**Electronic-only submissions will be accepted.**

**Contact Information**

For questions regarding this RFQ, please contact:

**Jamie Hook**

**[jhook@westcolumbiasc.gov](mailto:jhook@westcolumbiasc.gov)**

**803-739-4322**

The contract award shall be at the sole discretion of the City. The award(s) shall be based on evaluating all information the City may request. The City reserves the right to accept or reject any or all qualifications in whole or part and waive any informalities in the RFP. Further, the City reserves the right to enter into a contract deemed to be in its best interest. From the time the RFP is first advertised to the time a contract is signed, all Offerors and contents of any qualification shall be kept confidential. The City intends to make every effort to be fair and equitable in its dealings with all candidates for selection. However, the City reserves the right to reject all proposals. Issuance of this Request for Proposals does not commit the City of West Columbia to award a contract, to pay any costs incurred in preparing an RFP, or to procure related services or supplies.