



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

Issue Date: August 5, 2025

Proposal Due Date: August 20, 2025, 4 PM

Bid opening: August 20, 2025, 4 PM, New Brookland Room, West Columbia City Hall

Contact: Katherine Call

Email: kcall@westcolumbiasc.gov

Phone: 803-939-3181

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. Shop drawings must be signed and sealed by a professional engineer licensed in the State of South Carolina.

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
 - Repair must closely match existing surface or be an approved alternative by owner
- 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 and manufacturers certifications
- Three (3) references from similar projects
- Proof of valid licensing for the State of South Carolina
- Contractor shall furnish a performance bond and a payment bond, each in an amount at least equal to the Contract Price, as security for the faithful performance and payment of all of Contractor's obligations under the Contract.
- The limits of liability for the insurance shall provide coverage for not less than the following amounts or greater, where required by Laws and Regulations:

1.	Workers' Compensation and related coverages:	
	State:	<u>Statutory</u>
	Employer's Liability:	
	Bodily injury, each accident	\$ <u>1,000,000</u>
2.	Contractor's Commercial General:	
	General Aggregate	\$ <u>2,000,000</u>
	Each Occurrence (Bodily Injury and Property Damage)	\$ <u>1,000,000</u>
3.	Automobile Liability:	
	Bodily Injury:	
	Each person	\$ <u>1,000,000</u>
	Each accident	\$ <u>1,000,000</u>
	Property Damage:	
	Each accident	\$ <u>1,000,000</u>
4.	Excess or Umbrella Liability:	
	Per Occurrence	\$ <u>4,000,000</u>
	General Aggregate	\$ <u>4,000,000</u>
5.	Contractor's Pollution Liability:	
	Each Occurrence	\$ <u>1,000,000</u>

General Aggregate

\$ 1,000,000

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:

Bid opening: August 20, 2025, 4 PM, New Brookland Room, West Columbia City Hall

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

Contact Information

For questions regarding this RFQ, please contact:

Katherine Call

kcall@westcolumbiasc.gov

803-739-3181

***All questions are due in writing no later than August 12, 2025, by 5pm. All responses will be made via addendum and posted on SCBO and the city's website.**

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.