

TOWN OF IRMO | SOUTH CAROLINA  
INVITATION FOR BIDS  
IFB NO. B2023-01



IRMO COMMUNITY PARK  
IMPROVEMENTS

Due: Friday, August 25, 2023 | 11:00 AM



TOWN OF IRMO, S.C.  
INVITATION FOR BIDS  
IRMO COMMUNITY PARK  
IMPROVEMENTS  
IFB NO. B2023-01

Sealed bids will be received by the Town of Irmo, South Carolina until 11:00 a.m. ET, **Friday, August 25, 2023**, and promptly afterward all received bids will be opened and read aloud. The bid envelope should be addressed: Irmo Community Park Improvements IFB No. B2023-01; Town of Irmo; Attn: Douglas Polen; 7300 Woodrow Street; Irmo, SC 29063. Bids may be hand-delivered or mailed. It is the bidder's responsibility to ensure timely delivery of their bid. **FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED.**

### IRMO PARK IMPROVEMENTS

- SUBMITTAL:** All bids must be received NO LATER THAN 11:00 a.m., ET, Friday, August 25, 2023
- Any offer submitted as a result of this solicitation shall be binding on the bidder for SIXTY (60) CALENDAR DAYS FOLLOWING THE BID OPENING DATE.
- TO:** Town of Irmo  
Attn: Douglas Polen, *Assistant Town Administrator*  
7300 Woodrow Street | Irmo SC 29063
- BID CHANGES OR WITHDRAWAL:** Bid amendment or withdrawal requests must be received before the bid opening. Any requests after will not be considered.
- BID OPENING:** Bids will be opened at 11 a.m. For confirmation of receipt prior to opening at 11 a.m. send an inquiry to the email address below.
- DEADLINE FOR QUESTIONS OR CLARIFICATIONS:** 2:00 p.m. ET, Wednesday, August 9, 2023
- E-MAIL| PHONE:** [dpolen@townofirmosc.com](mailto:dpolen@townofirmosc.com) | 803.781.7050 ext. 108
- PRE-BID CONFERENCE:** Monday, August 7, 2023, at 10:00 a.m. on-site at the Prisma Health Amphitheatre at the Irmo Community Park, 7507 Eastview Drive, **MANDATORY**

## BID CONTENT

**Bids are due on or before Friday, August 25, 2023, at 11:00 a.m. (EST).** The bidder/contractor bid must contain the following:

1. Bid Form
2. Certificate(s) of Insurance must be included in the bid. Insurance specifications are listed in General Terms and Conditions.

## BASIS OF BID EVALUATION/AWARD

Award of the bid shall be made to the responsive and responsible bidder(s) meeting the specifications indicated the scope of work. The lowest possible cost consistent with the expected quality and service is a consideration. However, it is weighed against the quality, satisfaction of similar services, work experience, and warranties if applicable. The Town reserves the right to negotiate with the successful bidder to comply with budgetary allocations.

## BID/AWARD TIMELINE

The below dates are estimates.

Award Bid Notification	September 8, 2023
Engage in Contract Negotiation	September 11, 2023
Execute Contract(s)	September 22, 2023
Anticipated Work Activity	October 9, 2023
Completed Activity	December 21, 2023

Any revisions to this Invitation for Bid will be issued and distributed as an addendum. All addenda, additional communications, and/or responses to questions pertaining to the Invitation for Bids will be posted on the Town of Irmo website at the address below. All bidders should consult this website for updates before submitting bids.

[https://www.townofirmosc.com/business/resources/bids\\_grant\\_opportunities.php](https://www.townofirmosc.com/business/resources/bids_grant_opportunities.php)

If the bidder discovers any ambiguity, conflict, discrepancy, omission, or other errors in the IFB, the bidder shall immediately notify the Town of such error in writing and request modification or clarification of the document. The bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the IFB, or it shall be deemed waived.

Administration may release written changes to a solicitation due to an inadvertent error or omission on the part of the Town. Any changes to the published terms and conditions, the scope of work, minimum requirements, or insurance and bonding requirements will be published in a formal, written addendum. However, the Town is not obligated to make any changes to the published solicitation based on an inquiry from a vendor.

The words “Bidder”, “Vendor”, “Proposer”, and “Contractor” are used interchangeably throughout

this IFB, and are used in place of the person, firm, or corporation submitting a bid.

The awarded contractor shall comply with any and all applicable federal, state, or local laws, rules, and regulations relating to a drug-free workplace.

The awarded contractor(s) shall procure and maintain insurance for the duration of the contract against any and all claims for injuries to persons or damages to property which may in any way arise from, or in connection with, the performance of the work. All coverage shall be primary and shall apply separately to each insured against whom claim is made or suit is brought. Original endorsements, signed by a person authorized to bind coverage on its behalf, shall be furnished to Town by the contractor.

The contract for awardee(s) may require bond guarantees. The Town engages in performance-based contracts, reimbursement hinges on satisfactorily, completed work. The contract will include a \$500 liquidation clause for unwarranted delays in completing work.

## BACKGROUND

The Town of Irmo is a burgeoning community affectionately known for the Okra Strut, a festival commemorating okra. Located off I-26 and next-door neighbor to the City of Columbia adds to its regional visibility. The Town has experienced exponential growth over the last 10 years. We have a diverse population of approximately 12,000. Residents and visitors have access to a myriad of dining and shopping options. Our growth increases the demand for amenities matching our diverse interests. Recreation is one of them. Consequently, the Town of Irmo is seeking to make cosmetic improvements to the Irmo Community Park.

The Community Park, one of Irmo's three parks, is over two decades old. The park features numerous amenities, including two picnic shelters, the Prisma Health Amphitheatre, a playground, and a variety of other features. The Park is the home of the biweekly Makers' Market, civic events such as the 4<sup>th</sup> of July and National Night Out, and the Town's signature event, the Okra Strut.

## SCOPE OF WORK

The invitation for bids is an opportunity to update the Irmo Community Park. This is a multi-phased project with simultaneous work activities. The scope of work includes multiple tasks that can be completed under one or multiple vendors. Interested vendors have the opportunity to submit as a team or individually. Exhibit B provides context to the scope of work. Below outlines the anticipated roles of the selected bidder(s) and the Town of Irmo.

### *Bidder/Contractor*

The bidder/contractor responsibilities include, but not limited to:

1. Maintain minimum insurance requirements, and obtain business and contractor licensing;
2. Completion of Bid Projects, each to be awarded separately (See Exhibit B.);
3. Maintain a safe and clean work environment.

*Town of Irmo*

The Town responsibilities include, but not limited to:

1. Ensure contractor(s) and/or subcontractor(s) have obtained the required business and contractor licensing and meet the minimum insurance requirements.
2. Facilitate the flow of the project;
3. Provide clear and concise communication to the contractor(s), coordinating the overall project.  
That may include coordination with multiple contractors simultaneously;
4. Inspecting work for quality and completeness before reimbursement payment;
5. Provide technical assistance on relevant matters.

## GENERAL TERMS AND CONDITIONS

### *Jurisdiction*

This bidder shall be governed by the laws of the State of South Carolina.

### *Public Record/Confidential Information*

Your bid is a public document under the South Carolina Freedom of Information Act (FOIA), except for information that may be treated as confidential as an exception to disclosure under the FOIA. Any information that you desire to be treated as confidential and/or proprietary must be **clearly and specifically** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so noted and identified may be disclosed by the Town. Blanket-type identification by designating whole pages or sections as containing confidential and/or proprietary information will not ensure confidentiality.

After an award is made, copies of the bid will be available for public review, under the supervision of the Town's Administrative Office from 8:30 am to 5:00 pm, Monday through Friday at 7300 Woodrow Street; Irmo, South Carolina.

### *Requirements*

The successful bidder will comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

### *Information And Irregularities*

The Town has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a bidder with the bid, the Town has the right to require such additional information as it may deem necessary after the time set for receipt of bids to properly evaluate the bid, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured.

### *Determination of Responsibility*

The Town may make such investigation as it deems necessary to determine the ability of a bidder to furnish the required services, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. Town reserves the right to reject any bid if the evidence submitted or investigation of such bidder fails to satisfy the Town that bidder is properly qualified to carry out the obligations of a contract and to deliver the services contemplated herein. Bidders will fully inform themselves as to the conditions, requirements, and scope of work before submitting their bid. Failure to do so will be at the bidder's own risk.

### *Independent Contractor*

The selected firm/consultant will be legally considered an independent contractor and neither the firm/consultant nor its employees will, under any circumstances, be considered employees of the

Town, and the Town will be at no time be legally responsible for any negligence or other wrongdoing by the contractor or its employees.

*Right of Rejection and Clarification*

The Town of Irmo reserves the right to reject any and all bids and to request clarification of information from any proposer.

*Request for Additional Information*

Before the final selection, proposers may be required to submit additional information which the Town may deem necessary to further evaluate the proposer's qualifications.

*Denial of Reimbursement*

The Town will not reimburse proposers for any costs associated with the preparation and submittal of any bid, or any travel and/or per diem costs that are incurred.

*Gratuity Prohibition*

Proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Town of Irmo to influence consideration of this bid.

*Right of Withdrawal*

A bid may not be withdrawn before the expiration of 90 days from the bid due date.

*Right of Negotiation*

The Town reserves the right to negotiate with the selected proposer the act terms and conditions.

*Rights to Submitted Material*

All bids, responses, inquiries, correspondences, reports, charts, and other documentation relating to or about this bid submitted by proposers shall become the property of the Town of Irmo.

*Basis of Award*

Bids will be evaluated based upon the information submitted in response to this bid. Bids shall be evaluated by staff. Staff may request additional information or clarity, which may include oral responses.

*Assignment*

The successful proposer will not sell, assign, transfer, or convey any contract resulting from this bid, in whole or in part, without the prior written consent from the Town of Irmo.

*Lawsuits, Bribery*

The proposer will disclose any record of pending lawsuits, criminal violations and/or convictions, etcetera, and shall not have conflicts of interest.

*Conflict of Interest*

The proposer attests that they presently have no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The proposer further attests that no person having any such known interest shall be employed or convey an interest, directly or indirectly, in the contract.

*Licensing – LLR & Business*

Selected bidder(s)/contractor(s) must be licensed, as applicable, by the South Carolina Department of Labor, Licensing and Regulation Contractors’ License Board, per Title 40, Chapter 11 of the Code of Law of South Carolina, Requirements may be obtained at [www.llr.state.sc.us](http://www.llr.state.sc.us). If this requirement is not met, your bid will be disqualified and rejected.

A business license is not required to submit a bid. However, the selected firm/consultant and/or its agents under this bid shall be required to obtain a business license before work can begin. For further information, contact the Town of Irmo’s at 803.781.7050 ext. 104.

*Indemnification*

The selected proposer and its contractor shall indemnify and hold the Town, its employees, officers, officials, and agents free and harmless from and against any liabilities, losses, claims, demands, suits, judgments, causes of action, and /or expenses of any kind, any injury or damages to any persons or property resulting from the performance of the terms of the contract, including claims by any employees of the contractor or employees of the contractor’s subcontractors, or claims by any third parties.

*Award Protest*

The Town of Irmo allows any prospective bidder, offeror, or contractor who is aggrieved to protest to the Administrator within ten (10) calendar days of the date of award notification. Any protest shall be submitted in writing to the Administrator outlining the grounds of the protest and the requested relief.

*Insurances*

The following minimum insurance is required:

1. Commercial General Liability:  
     Bodily Injury (Injury or Accidental Death) and Property Damage.....\$1,000,000 per occurrence
2. Comprehensive Automobile Liability:  
     Bodily Injury (Injury or Accidental Death) and Property Damage.....\$1,000,000  
     Combined Single Limit
3. South Carolina Workers’ Compensation.....Statutory Limits  
     Employers’ Liability Insurance ..... \$500,000 Each Accident  
     \$500,000 Disease Each Employee  
     \$500,000 Disease Policy Limit



EXHIBIT A: BID FORM  
IRMO COMMUNITY PARK IMPROVEMENTS IFB NO. B2023-01

Bidder's Name: \_\_\_\_\_

The undersigned, having become familiar with the existing conditions and the bid specifications, hereby proposes and agrees, if this bid is accepted, to furnish all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment, and services to complete the work as described in the specifications in accordance with the Invitation for Bids.

**PLEASE ATTACH AN ADDITIONAL SHEET ITEMIZING BIDS, BIDDING ON EACH INDIVIDUAL PROJECT FOR WHICH YOU ARE INTERESTED IN BIDDING**  
**NOTE: THERE ARE THIRTEEN (13) INDIVIDUAL PROJECTS**

Bidder accepts all of the terms and conditions, including without limitations those dealing with the disposition of bid security.

In submitting this bid, BIDDER represents that:

1. **Bidder** has examined all documents and of the following addenda:

Addendum No.	Date
_____	_____
_____	_____

2. Bidder has has not examined site and locality where work is to be performed, legal requirements (federal, state, and local laws, ordinances, rules, and regulations), and conditions affecting cost, progress, or performance of work and has made such independent investigations as Bidder deems necessary.
3. Bidder warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the Bidder to any officer or employee of the Town to secure the bid or secure favorable treatment.
4. This bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Bidder has not directly induced or solicited any other Bidder to submit false or sham bids; Bidder has not solicited or sought by collusion to obtain for itself any advantage over any other Bidder or Owner.
5. It is understood and agreed that the quantities shown herein are approximates only and are subject to increase or decrease.
6. SC Contractor License #: \_\_\_\_\_ Irmo Business License #: \_\_\_\_\_

7. BIDDER REFERENCES & PAST EXPERIENCE (MINIMUM OF THREE (3))

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

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

8. NAME OF INSURANCE CARRIERS (**Include Certification(s) of Insurance**)

General Liability \_\_\_\_\_ Expires \_\_\_\_\_

Auto Liability \_\_\_\_\_ Expires \_\_\_\_\_

Worker's Compensation \_\_\_\_\_ Expires \_\_\_\_\_

**I am authorized to make representations and decisions, binding the firm to this bid. I attest the information provided is true and accurate.**

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

## EXHIBIT B: BID PROJECTS

### **Sealing, Striping, and Flatwork**

1. All sidewalks, roads, and concrete trails to be sealed
2. All paved parking areas to be restriped
3. Repair sidewalk cut near Magnolia Picnic Shelter
4. Resurface trail near Magnolia Shelter restroom
5. Asphalt the gravel trail near the Magnolia Shelter restroom and around the playground
6. Widen pavement to 12' from the amphitheater to the road. This area should be completely replaced with new subbase.
7. The sidewalk at the top of the stairs near the amphitheater bathroom to be repaired
8. Repair sidewalk between the sidewalk and the back side of the playground

### **Carpentry**

9. Repair/refinish Information Kiosks
10. Repair/replace the bridges
11. Repair/replace ramp and rail at the Children's Playhouse

### **Painting**

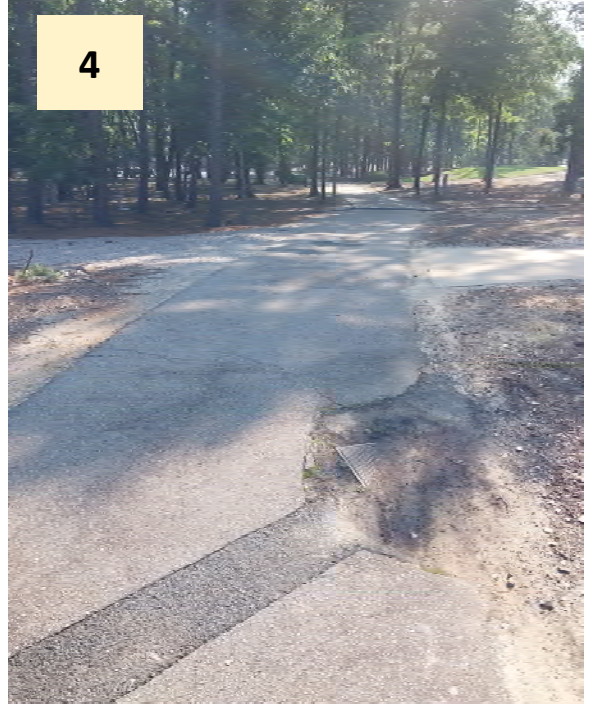
12. Restain Shelters and Amphitheater

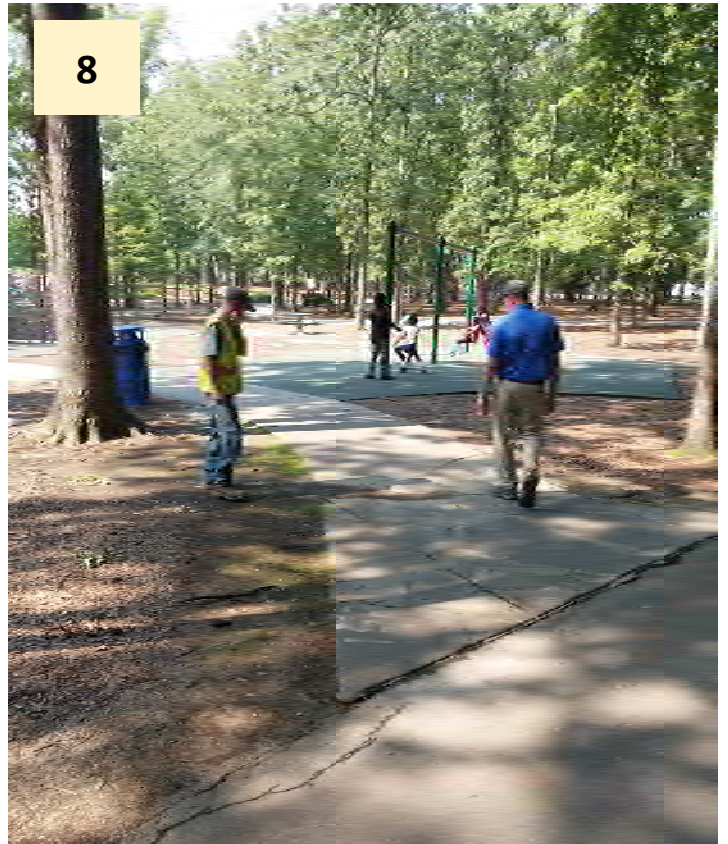
### **Earthwork**

13. Install drain boxes near the playground and pipe to the rocks where existing pipes drain.  
Build a rock flume to then carry this water to the pond.

EXHIBIT C: BID PROJECT PICTURES



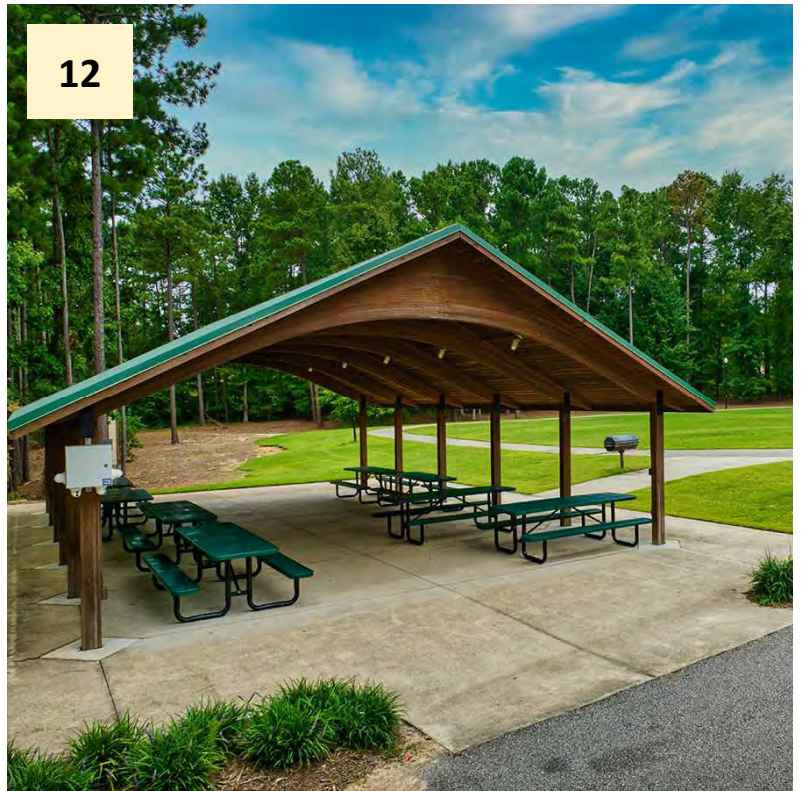




11



12



12



13



13



13



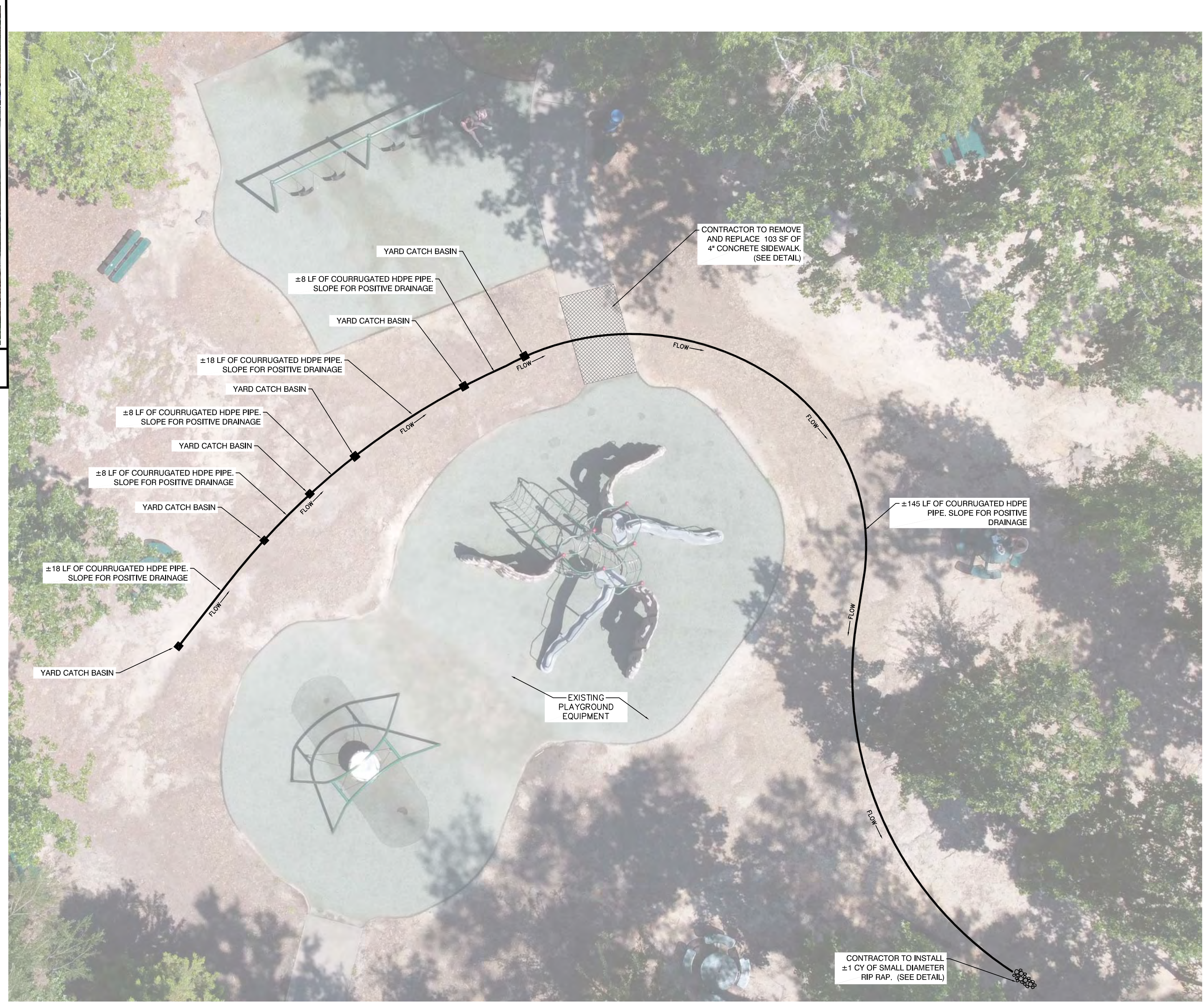


File Name: C:\Users\Larry.Watts\Hybrid Engineering, LLC\Communication site - Projects\220223-32 Community Park Playground Drainage - Town of Irmo\Drawings\Sites\Sites.dwg ~ Printed: Jul 06, 2023 - 4:19pm ~ Printed by: Larry Watts  
 THIS DRAWING AND THE DESIGN SHOWN THEREON ARE THE PROPERTY OF HYBRID ENGINEERING, INC. THE REPRODUCTION, COPYING OR OTHER USE OF THIS DRAWING WITHOUT WRITTEN CONSENT OF HYBRID ENGINEERING, INC. IS PROHIBITED AND INFRINGEMENTS WILL BE SUBJECT TO LEGAL ACTION.

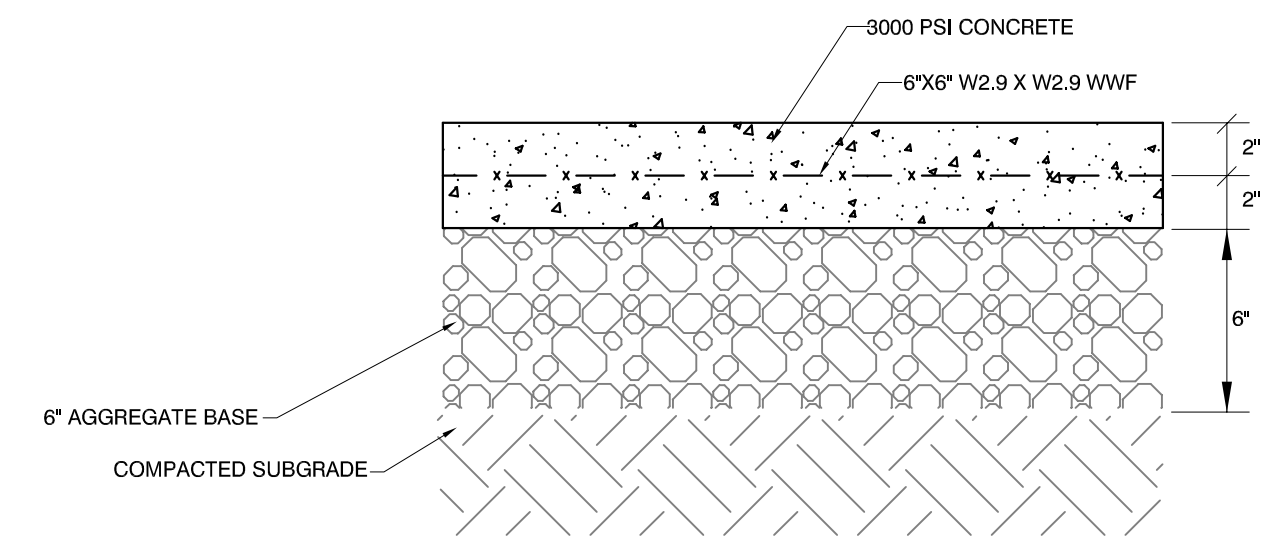


Vicinity Map  
NOT TO SCALE

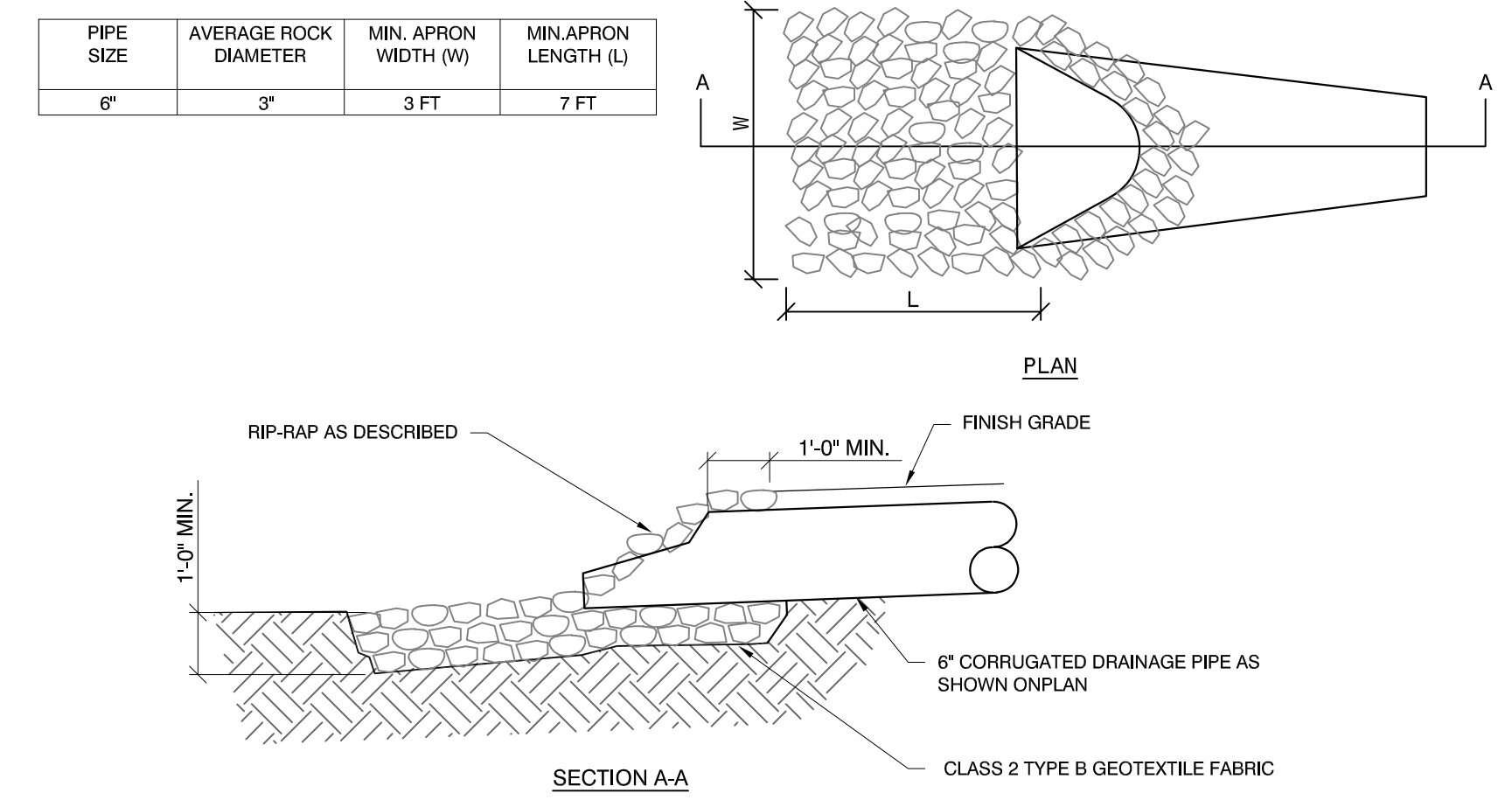
# Item 13



PLAYGROUND DRAINAGE IMPROVEMENTS PLAN  
SCALE: 1" = 10'



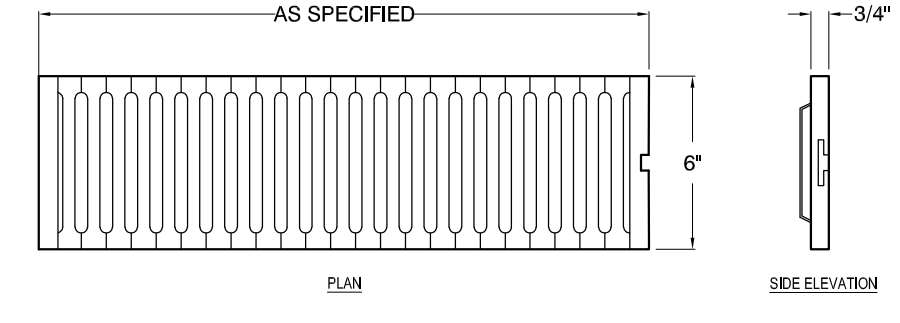
CONCRETE SIDEWALK DETAIL  
NOT TO SCALE



STONE RIP-RAP DETAIL  
NOT TO SCALE

**GENERAL NOTES:**

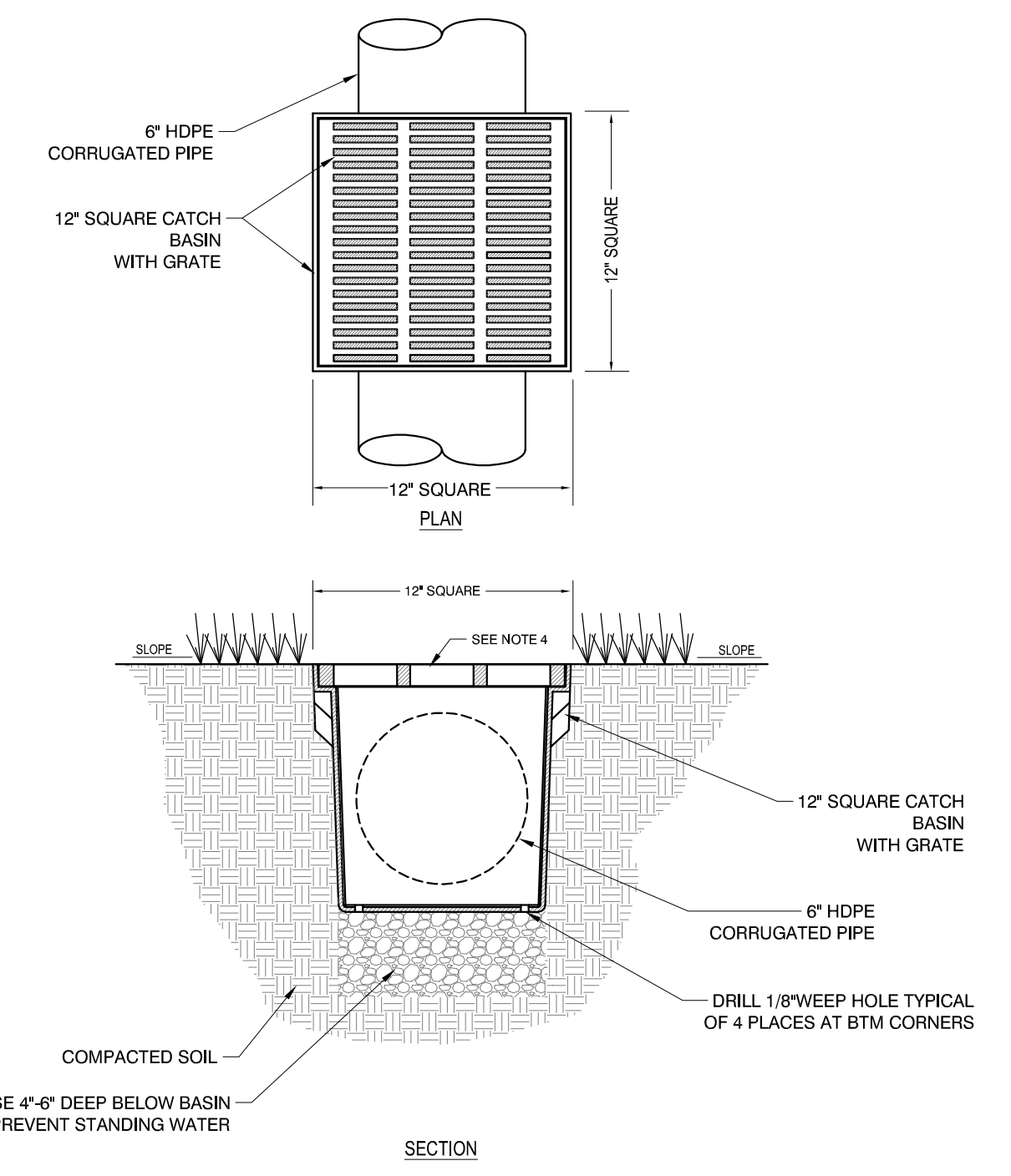
- EXISTING SITE INFORMATION TAKEN FROM A GOOGLE EARTH IMAGE
- TRANSFER OF SITE BENCHMARK(S) IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR AND SHALL ONLY BE COMPLETED BY A SURVEYOR LICENSED/REGISTERED IN THE STATE IN WHICH THE PROJECT IS LOCATED.
- THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFICATION OF EXISTING BENCHMARK PRIOR TO ANY CONSTRUCTION AND SHALL REPORT ANY DISCREPANCIES IMMEDIATELY TO THE ENGINEER. FIELD VERIFICATION CAN BE ACCOMPLISHED BY CHECKING A MINIMUM OF TWO FIXED OBJECTS DISPLAYED ON THE SURVEY (i.e. MANHOLE RIM, STORM GRATE, PIPE INVERTS, ETC.).



NOTES:

- INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
- DO NOT SCALE DRAWING.
- THIS DRAWING IS INTENDED FOR USE BY ENGINEERS, CONTRACTORS, CONSULTANTS AND DESIGN PROFESSIONALS.

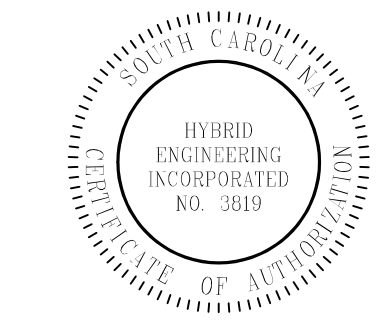
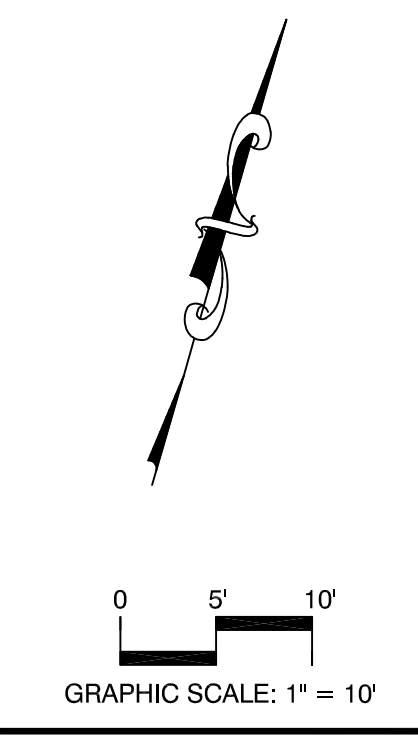
6" CORRUGATED PIPE DETAIL  
NOT TO SCALE



NOTES:

- INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
- DO NOT SCALE DRAWING.
- THIS DRAWING IS INTENDED FOR USE BY ARCHITECTS, ENGINEERS, CONTRACTORS, CONSULTANTS AND DESIGN PROFESSIONALS FOR PLANNING PURPOSES ONLY. THIS DRAWING MAY NOT BE USED FOR CONSTRUCTION.
- ALL INFORMATION CONTAINED HEREIN WAS CURRENT AT THE TIME OF DEVELOPMENT BUT MUST BE REVIEWED AND APPROVED BY THE PRODUCT MANUFACTURER TO BE CONSIDERED ACCURATE.

YARD CATCH BASIN DETAIL  
NOT TO SCALE



NO.	REVISION	DATE

DESIGNED BY:  
DRAWN BY:  
CHECKED BY:  
APPROVED BY:

**HYBRID**  
engineering, inc.  
7400 IRMO DRIVE  
COLUMBIA, SOUTH CAROLINA 29212  
P-803.407.0475  
F-803.407.0475  
hybrideng.com

**IRMO COMMUNITY PARK  
PLAYGROUND DRAINAGE  
IMPROVEMENTS  
FOR  
TOWN OF IRMO  
IRMO, SOUTH CAROLINA**

**PLAYGROUND DRAINAGE  
IMPROVEMENTS PLAN**

PROJECT #  
DATE  
SHEET  
**C1**