**CITY OF Westminster, SC**
**REQUEST FOR Proposals**
**Construction of Picnic Shelter with ADA Restroom Facilities and Playground Equipment at Horton Outdoor Recreational Fields**

The City of Westminster is soliciting sealed bids from qualified and licensed General Contractors for the construction of a new covered picnic shelter with ADA-compliant restroom facilities as well as playground components at 310 Hall Road, Westminster, SC 29693.

**Project Overview:**
The scope of work includes, but is not limited to:

- Construction of a permanent picnic shelter with ADA bathrooms and playground equipment
- Installation of accessible public restrooms (family) in accordance with ADA and state/local code.
- Construction of a covered open-air picnic area with concrete pad and shelter roof.
- Site grading, utility service connections (water, sewer, electrical), and concrete flatwork.
- Coordination with City staff and utility providers throughout the project.

**Bid Submission Requirements:**
Sealed bids must be clearly marked: **"Picnic Shelter with Restroom Facilities and Playground Equipment at Horton Outdoor Recreational Fields"** and delivered to:

Kevin Bronson, City Administrator
100 E. Windsor Street
Westminster, SC 29693

**Deadline: January 4, 2027 at 3:00 PM local time.** Late bids will not be accepted.

**Bid Package Must Include:**

1. A **detailed cost proposal** (itemized breakdown broken down at a minimum as demonstrated in Exhibit A).
2. A **proposed project timetable**, including estimated start date, key milestones, and final completion.
3. Proof of licensure as a General Contractor in the State of South Carolina.
4. List of similar completed projects and references – a minimum of three completed within the last three years.
5. Acknowledgment of the ability to furnish Performance and Payment Bonds, 100% of contract value.

**Pre-Bid Meeting:**
A **mandatory** pre-bid meeting and site walkthrough will be held on: **December 16, 2026 at 11:00 am at Horton Outdoor Recreational Area, 310 Hall Road, Westminster, SC 29693**. All prospective bidders are required to attend to ask questions and review site conditions.

**Equal Opportunity Statement:**
The City of Westminster is an **Equal Opportunity Employer** and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the employment or provision of services. Participation from minority- and women-owned businesses is encouraged.

**Contact for Questions and Documents:**
**Kevin Bronson**
**City Administrator**
**Phone:** [864-647-3200]
**Email:** info@westminstersc.org

**The Solicitation Process**

From time to time an addendum may be issued to this solicitation. Any such addendum will be posted on www.westminstersc.org/departments/administration/#bids. You should periodically check the website to download any addendum which may have been issued. If so, the Addendum Acknowledgement must be submitted with the proposal.

Proposals must be submitted to City Hall, 100 E. Windsor Street, Westminster, SC 29693. Digital or email proposals will not be accepted. All proposals must be entered by the date/time listed in the bid timeline within. No waivers shall be allowed for proposals which have not been submitted by the deadline date. Digital copies of proposals must be made available upon request.

All proposals must remain valid for a period of ninety (90) days to provide the City Council time to consider the contract.

The City's procurement policy can be found at www.westminstersc.org/departments/administration/#bids.

**Information about the Project**

Construction of a Picnic Shelter with ADA Restroom Facilities and Playground Equipment at Horton Outdoor Recreational Fields.

The design may include component units the Bidder may wish to substitute for a cost-saving alternative(s). Bidders are to bid the specified components and provide a separate line indicating the alternative and the alternative's unit pricing.

Bidders must provide a beginning to end construction schedule. Bidders should provide a list of all subcontractors. All subcontractors are required to have a valid City of Westminster Business License and provide a certificate of insurance with required minimums as listed below in item B. of General Conditions.

**CALENDAR OF EVENTS**

| DATE: | TIME (ET): | ACTION: |
|---|---|---|
| November 24, 2026 | 5:00 PM | Release Solicitation |
| December 16, 2026 | 11:00 AM | Mandatory Pre-Bid Meeting, Horton Outdoor Recreational Area, 310 Hall Road, Westminster, SC 29693 |
| December 21, 2026 | 9:00 AM | Last day for submission of written questions to City |
| December 21, 2026 | 5:00 PM | Last day for City to post answers to questions |
| January 4, 2027 | 3:00 PM | Proposal Due/Bid Opening (Westminster City Hall 100 E. Windsor Street, Westminster, SC 29693) |
| January, 12, 2027 | 6:00 PM | Anticipated recommendation of Award to Westminster City Council (Westminster Fire Department, 216 Emergency Ln, Westminster, SC 29693) |

**GENERAL CONDITIONS**

**A. Qualified Vendor**

A qualified vendor is defined for this purpose as one who meets, or by the date of bid acceptance can meet all requirements for licensing, insurance and service contained within this RFP.

**B. Insurance**

Company agrees that Company shall keep and maintain:

- Commercial General Liability - Per Occurrence limit of no less than $1,000,000 each occurrence and $2,000,000 aggregate.
- Each Occurrence $1,000,000
- Medical Expense (per person) $5,000
- Personal & Advertising Injury $1,000,000
- General Aggregate $2,000,000
- Products-Completed Operations Aggregate $2,000,000
- Additional Insured – Company agrees to endorse the City as an Additional Insured on the Commercial General Liability.

**C. Illegal Immigration Reform Act Compliance**

The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled Unauthorized Aliens and Public Employment and agrees to provide to the City of Westminster any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors.

**D. Indemnification**

Company shall indemnify and hold City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by City, to the extent arising from Company's or its Contractors' negligent performance of the Services under this Agreement, intentional misconduct, negligent acts or omissions, or breach of any term, covenant, representation or warranty of this Agreement.

**E. Non-Appropriation of Funds**

This Agreement shall be subject to the availability and appropriation of funds by the Administrator and City Council. If the Council does not appropriate the funding needed by the City to make payments under this Agreement for a given fiscal year, the City will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. No act or omission by the City, which is attributable to non-appropriation of funds, shall constitute a breach of or default under this Agreement.

**F. MWBE Statement**

To promote free competition and equal opportunity, the City of Westminster is committed to assisting small, minority-owned, and woman-owned businesses in becoming active vendors with the City of Westminster. The city encourages and invites small, woman-, and/or minority-owned businesses located inside and outside the city limits to participate in the city's procurement process. It is the policy of the city to prohibit discrimination against any person or business in pursuit of procurement opportunities on the basis of race, color, national origin, ancestry, religion, disability, political affiliation or gender.

**G. City Business License**

The successful contractor, prior to execution of the contract, must possess or obtain a City of Westminster Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the

contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Westminster, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact City Business License Office at 864-647-3212 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Westminster.

**H. Definitions:**

A) Bidder: This term is used to encompass the party seeking to have an agreement with the City of Westminster.

B) City: This term is defined as the City of Westminster, South Carolina. All communications relating to the bid process, or the resulting purchase should be directed to the City Administrator's Office or to their designated contact.

C) Purchase: This term means the agreement to be executed by the City and the successful bidder.

**I. Bid Preparation: All bid responses shall be:**

A) Prepared and submitted on the forms enclosed herein, unless otherwise prescribed.

B) Typewritten or completed in ink, signed by the bidding firm's authorized representative with all erasures or corrections initialed and dated by said signer.

C) Each bid constitutes an offer and may not be withdrawn except as provided herein. Bid prices are to remain firm for the period stated in the Bid Request.

D) Each bid shall include the name, address, telephone number, fax number and email address of at least three (3) current customers for whom they have provided similar products. These references may be contacted, and if so, their responses will constitute a significant part in the bid evaluation process.

**J. Bid Submission: two (2) copies of the Bid Response shall be:**

A) Submitted in a single sealed envelope with the following information written on the outside of the envelope: ***"Picnic Shelter with Restroom Facilities and Playground Equipment at Horton Outdoor Recreational Fields."***

B) Mailed or delivered to the address shown in the Bid Request for receipt by the City by the stated deadline.

C) Bids not received by the time and date specified will not be opened or considered, unless the delay is a result of the City, its agents, or assigns.

D) Electronic copies of the proposal must be made available to the City upon request.

**K. Errors in Bid:**

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price shall govern.

**L. Award Criteria:**

Selection Criteria:

The contract will be awarded based on the following factor:

- total cost (30%)
- proposed timeline (25%)
- design (25%)
- contractor qualifications and experience (20%)

Section 11-35-1520(10) For contracts with a total or potential value in excess of one hundred thousand dollars, notice of an intended award of a contract will be given by posting the notice for seven business days before entering into a contract and will be sent electronically to all bidders responding to the

solicitation on the same day that the notice is posted in accordance with this section. The posting date shall appear on the face of all these notices. If a change to the posting date is necessary, notice of the revised posting date must be given by posting the notice for three business days at the location identified in the solicitation and must be sent electronically to all bidders responding to the solicitation on the same day that the notice is posted in accordance with this section. The invitation for bids and a notice of award or notice of intent to award must contain a statement of a bidder's right to protest pursuant to Section 11-35-4210(1). When only one response is received, the notice of intent to award and the delay of award may be waived.

**M. Compliance with laws:**

The successful bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with all other standards or regulations required by federal, state, county, or City statute, ordinances, and rules during the performance of any purchase between the bidder and the City. Any such requirement specifically set forth in any purchase document between the bidder and the City shall be supplementary to this section and not in substitution thereof. Building permits and building inspections will be the responsibility of the Bidder/General Contractor. Oconee County manages building permits and building inspections in Westminster, SC. Contractor Responsibilities:

- Adherence to all safety regulations and building codes.
- Coordination with City officials and utility companies.
- Timely completion in accordance with approved schedule.

**SCOPE OF WORK**

The Project – Picnic Shelter with family bathrooms

The City of Westminster is seeking bid proposals to construct a new, timber-framed and metal roof, covered 40'X68' picnic shelter ("shelter") at 310 Hall Road, Westminster, SC 29693. This site is part of the Horton Outdoor Recreational Area The structure is planned to have a minimum of two (2) family restrooms, a covered picnic area, and an adjacent play area. The project also includes playground equipment, picnic tables, park benches, bike racks, trash receptacles, signs, kiosk, lighting and landscaping. Funding for the project is provided in part by Land and Water Conservation Fund (LWCF) funding administered by the South Carolina Department of Parks, Recreation & Tourism.

Proposals must include line-item pricing for each item listed in **Exhibit A**. Subtotals for the major components of the project should be tallied. The pricing schedule is a mandatory attachment and bidders are to complete every applicable line item.

Two images of the site are provided in **Exhibit B**; a general aerial map indicating the general location of the proposed structure and an aerial picture of the property.

Sales tax is to be included in the project total. The City of Westminster is not sales tax exempt.

Bidders shall provide a draft contract incorporating all elements of this RFP.

**1. Site Work (Grading:** Surveying, earthwork, erosion control, termite protection, water/sewer under concrete slab rough-in for plumbing, landscaping. Water/Sewer Trenching, Erosion Controls, Concrete Testing.

A site plan must be submitted, detailing to scale, the location and dimensions of the components of the project. The site plan must contain a North arrow in a corner of the plan.

Bidders shall provide a site plan which includes: water, sewer, electric and telecommunications trenching locations, utility tie-ins material type, connections, backfill, and restoration. Bidders are responsible for all erosion-control maintenance during construction.

Bidders are responsible for obtaining all necessary construction permits, erosion control permits, SCDOT permits, city business license, and any other permits that may be required to install and/or construct all components of the project.

Bidders shall include all plumbing, electrical connections, concrete, and installation pricing in their primary line items for the shelter.

The water and sewer service connections will be provided by the City of Westminster and though they are included in the design documents are NOT a part of the scope of work. Contractors must tie into the service connections as well as prepare electrical panel connection(s) for the field lighting. Parking lot lighting while shown on the design documents is NOT a part of the scope of work except for providing space in the electric panel for the field and parking lot lighting in a specified electric panel.

Landscaping and site restoration shall include a groomed area around the shelter and planted to a grass mix. Hydroseeding is acceptable.

**2. Shelter Construction:** Construction of pavilion that includes restrooms, covered picnic shelter, concrete pad.

The shelter shall be a timbered-framed and metal-roofed and sit on a smooth concrete pad, with a minimum of two feet beyond the shelter roof line; bidders may propose gutter and downspouts. The shelter must include LED lighting appropriate spaced in the picnic area along with outdoor-rated ceiling fans (at appropriate spacing); a metal roof (earth tone color); LED lights should also be included which adequately light the area of the bathrooms entrances as well as the four corners of the shelter. Covered electrical connections (110v) shall be spaced throughout the covered area and on posts of the shelter.

The family bathrooms shall be handicap accessible and include all components necessary for that designation; heated and cooled; toilets are to be auto flush; motion sensored sinks; motion sensored soap dispensers; air hand driers; mirrors, and, baby changing stations are to be included. Exterior bathroom designation signs are to be included.

Bidders shall include specifications for the shelter design (including dimensions), size, bathroom configuration, construction materials and square footage of covered areas (bathroom and covered area) shall be provided. Elevation renderings or picture(s) of multiple views must provided.

A water fountain designed for outdoor use with a bottle filler shall be included and mounted inside the picnic area of the shelter.

**3. Playground Equipment – Base Bid –**Playground Equipment is sensory play equipment that consists of at a minimum a climber and a chime instrument. Alternates to be considered are: swings set; frisbee golf baskets, and a slide
Bidders are required to include play equipment specifications to include: play equipment cut sheets, manufacturer, dimensions, accessibility features, and warranty information. The playground area must meet or exceed The Consumer Products Safety Commission's *Public Playground Safety Handbook* and the American Society for Testing and Materials' *Standard Consumer Specification for Playground Equipment for Public Use*. The play area is required to have appropriate border components and bidders should indicate their proposed surface material (playground mulch is acceptable).

**3.B. Optional Alternatives _ Priced Separately**
The City desires to review play components not listed in the base bid. Pricing for the items listed in Exhibit A is preferred as well as any play components bidders may wish to propose.

**4. Shelter and area lighting includes 14 LED light fixtures and installation.**
Bidders shall provide standalone pole site lighting (LED). Pole type and cut sheets shall be provided.

**5. Site Furnishings**
Bidders shall provide manufacturer cut sheets for all proposed site furnishings and fixtures. Benches, trach cans, bike racks, picnic tables: This includes 17 trash receptacles, 2 bike racks, 15 picnic tables, 18 park benches.

**6. Signage**
Bidders shall provide specifications for signs needed to enable users to understand the location of shelter amenities. Signage: 10 small signs, 1 large park sign, 1 message center kiosk.

Color scheme and design will be consistent with existing Horton Outdoor Recreation Area signage. Metal or composite material is acceptable; specifications must be provided. City staff will work with bidder to determine content.

The large shelter identification sign shall be free standing, a minimum of a 4x6 feet, and mounted on black metal posts.

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**Signature Page**

We, the undersigned, do hereby affirm that we have read and understand the enclosed bid requirements and specifications for the ***Construction of Recreation Concession Stand, Covered Picnic Area, and Restroom Facility at Horton Recreational Fields***; and do submit this bid for the items listed below:

Company Name: _____

Name: _____

Title: _____

Signature: _____

Date: _____

Telephone Number: _____

Fax Number: _____

Address: _____

Email: _____

**Exhibit A**

Contractor/Firm: _____

Date Submitted: _____

Instructions: Contractors shall provide pricing for each line item listed below. Pricing should include all labor, materials, equipment, delivery, installation, and other costs necessary to complete the described work unless otherwise noted. Any exclusions, assumptions, or proposed substitutions should be identified in the comments section.

| **1. Site Work** | | | | |
|---|---|---|---|---|
| Item | Description of Work | Quantity | Unit Price | Total Price |
| 1.1 | General Conditions/Mobilization | _ | $ | $ |
| 1.2 | Surveying and site layout | _ | $ | $ |
| 1.3 | Clearing, grading, and earthwork | _ | $ | $ |
| 1.4 | Erosion and sediment control | _ | $ | $ |
| 1.5 | Termite protection | _ | $ | $ |
| 1.6 | Water/sewer rough-in beneath concrete slab, including plumbing coordination | _ | $ | $ |
| 1.7 | Landscaping and site restoration | _ | $ | $ |
| 1.8 | Water/sewer trenching and associated installation | _ | $ | $ |
| 1.9 | Concrete testing | _ | $ | $ |
| **SITE WORK SUBTOTAL** | | | **$** | **$** |

| **2. Construction** | | | | |
|---|---|---|---|---|
| Item | Description of Work | Quantity | Unit Price | Total Price |
| 2.1 | Site preparation work, including grading | _ | $ | $ |
| 2.2 | Covered picnic shelter construction, including restrooms | _ | $ | $ |
| 2.3 | Concrete pad and associated concrete work | _ | $ | $ |
| 2.4 | Plumbing fixtures and restroom-related connections, if not included in 2.1 | _ | $ | $ |
| **CONSTRUCTION SUBTOTAL** | | | **$** | **$** |

**Exhibit A, continued**

| 3. Playground Equipment Base Bid – Sensory Playground Equipment | | | | |
|---|---|---|---|---|
| Item | Description of Work | Quantity | Unit Price | Total Price |
| 3.1 | Sensory play climber | - | $ | $ |
| 3.2 | Chime musical play instrument | - | $ | $ |
| 3.3 | Required playground surfacing, safety components, | - | $ | $ |
| **PLAYGROUND BASE BID SUBTOTAL** | | | **$** | **$** |

| Optional Alternates – Price Separately | | | | |
|---|---|---|---|---|
| Alternate | Description | Quantity | Unit Price | Total Price |
| A-1 | Swing set | | $ | $ |
| A-2 | Frisbee golf baskets | | $ | $ |
| A-3 | Fencing (4 feet tall, black coated, 3 sides, 20 feet from building and/or play structures) include one gate at least 4 feet wide. | | $ | $ |
| A-4 | Playground slide | | $ | $ |
| **TOTAL PLAYGROUND ALTERNATES** | | | **$** | **$** |

| 4. Lighting and Installation | | | | |
|---|---|---|---|---|
| Item | Description of Work | Quantity | Unit Price | Total Price |
| 4.1 | LED light fixtures | 14 | $ | $ |
| 4.2 | Electrical wiring, connections, and associated installation | 1 LS | $ | $ |
| | **LIGHTING SUBTOTAL** | | **$** | **$** |

| 5. Site Furnishings and Amenities | | | | |
|---|---|---|---|---|
| Item | Description | Quantity | Unit Price | Total Price |
| 5.1 | Trash receptacles | 17 | $ | $ |
| 5.2 | Bike racks | 2 | $ | $ |
| 5.3 | Picnic tables | 15 | $ | $ |
| 5.4 | Park benches (six feet long) | 18 | $ | $ |
| **SITE FURNISHINGS SUBTOTAL** | | | $ | $ |

**Exhibit A, continued**

| **6. Signage** | | | | |
|---|---|---|---|---|
| Item | Description | Quantity | Unit Price | Total Price |
| 6.1 | Small park signs | 10 | $ | $ |
| 6.2 | Large park identification sign | 1 | $ | $ |
| 6.3 | Message center kiosk | 1 | $ | $ |
| **SIGNAGE SUBTOTAL** | | | **$** | **$** |

| **7. Bid Summary** | | |
|---|---|---|
| **Category** | | **Total** |
| 1. Site Work | | $_____ |
| 2. Construction | | $_____ |
| 3. Playground Equipment – Base Bid | | $_____ |
| 4. Lighting and Installation | | $_____ |
| 5. Site Furnishings and Amenities | | $_____ |
| 6. Signage | | $_____ |
| **TOTAL BASE BID** | | **$**_____ |
| Optional Alternates A-1 through A-4 | | $_____ |
| **TOTAL WITH ALL ALTERNATES** | | **$**_____ |

| **8. Additional Pricing Information** | | |
|---|---|---|
| Description | | Contractor Response |
| Estimated time to begin work following notice to proceed | | |
| Estimated construction duration (weeks) | | |
| Proposed payment schedule (monthly) | | |
| Bid pricing valid through (Date or # of days) | | |
| Anticipated warranty period | | |
| Anticipated exclusions or qualifications | | |

**Exhibit B**



**Exhibit B, continued**

