

**REQUEST FOR PURCHASE**

**Concession Stand, Restroom, Storage Combination Building  
City of Walhalla**

**RFP# 2025-01**

**July 5, 2024**



**CITY OF WALHALLA  
WALHALLA, SC**

## **1.0 OVERVIEW**

The City of Walhalla is seeking qualified contractors to demolish the existing concession stand and construct a new facility that includes a concession area, storage space, and restrooms at Sertoma Field in Walhalla, SC. The purpose of this RFP is to solicit competitive quotations from experienced contractors. The selected firm or individual will be responsible for ensuring compliance with all relevant regulations and standards pertaining to concession/restroom construction and improvement projects.

## **2.0 BACKGROUND**

The City of Walhalla (City) is centrally located in Oconee County, serving as the County seat. The City encompasses approximately 4 square miles and has a population of over 4,000. Walhalla is a charming southern town with historical homes and business blending with new residential and commercial growth.

The City of Walhalla proposes to construct a new public restroom with exterior entrances, in a joint facility with concession stand and additional park storage. The structure will be adjacent to an existing park shelter area. Sidewalks are preferred around the entire building.

Sertoma Fields & Park serves both the public and user groups for various sports and festivals/events. The proposed facility would meet several of the needs identified by the user groups, as well as provide public restrooms in the park.

## **3.0 EXPERIENCE**

We invite proposals from qualified firms or contractors who possess expertise and technical qualifications in the following areas:

- a) Construction and installation of concession stands/restroom combination buildings; and/or the installation of prefab concession/restroom buildings
- b) Implementing building construction in accordance with International Code Council (ICC) requirements.
- c) Conducting thorough inspections related to concession stand/restroom projects.
- d) Adhering to Americans with Disabilities Act (ADA) design standards.
- e) Providing other related professional and technical services to benefit the City of Walhalla and its residents.

#### 4.0 SCOPE OF SERVICES

Proposal shall include all aspects of site design including but not limited to:

1. Design of a facility which provides space for concessions, restrooms and storage; or a pre-fabricated structure with required space. Will access an alternate of concession and storage only structure.
2. Design of sidewalks around the facility, as well as appropriate connections to existing infrastructure
3. Utility coordination.
4. Grading plan with elevations.
5. All areas should be designed to provide ADA accessibility.
6. Signed and sealed Architectural and Engineering drawings and specification for all aspects of the construction, including but not limited to, lighting and electrical system, plumbing, private well, private onsite wastewater treatment system, and structural system. All systems specifications shall be based on engineering calculations to properly size the systems for the building involved. All drawings and specifications shall be in sufficient detail to obtain fixed construction bids and apply for permits.
7. Generate a construction plan set, stamped, and signed by a professional engineer and/or architect.
8. Provide a construction or unit (for pre-fab) cost estimate and installation costs.

#### PREPARATION OF RESPONSE AND DEADLINES

a.) If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the submitting company or individual's responsibility to seek clarification from the City of Walhalla Administration Department by **July 27, 2024**.

Celia Myers, City Administrator  
206 North Church Street  
PO Box 1099  
Walhalla, SC 29691  
[cmyers@cityofwalhalla.com](mailto:cmyers@cityofwalhalla.com)  
864-638-4343 (phone)

b.) All responses must be submitted to the City of Walhalla before **10:00 AM, Monday, August 5, 2024**.

c. The City reserves the right to accept or reject all responses and waive technicalities, as deemed in the best interest of the City. The City reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

d.) Any variation from the specifications must be clearly stated by the submitting company in writing and submitted with the qualification.

## 5.0 INSTRUCTIONS TO SUBMIT A RESPONSE

Submit one (1) signed original and three (3) copies of the RFP response along with the Bid Submission Forms, completed W-9 form, proof of liability insurance and other supporting documents in person at City Hall (206 N Church Street, Walhalla) or by mail (PO Box 1099, Walhalla, SC 29691). Submissions must be received by **August 5, 2024, 10:00 AM**. Documents shall be submitted in sealed envelope or package containing the RFP number on the outside of the envelope/package. Responses must include the following:

a.) **Cover Letter** (not to exceed one page)

b.) **Fee Structure:** Provide a list or table detailing the products offered and the standard pricing. Products must include concession stand, restroom and storage combination building. Will accept an alternate of concession stand and storage combination building.

c.) **Timeline:** Provide a timeline detailing the estimated start and completion date with milestones.

d.) **Insurance:** Provide proof of insurance coverage applicable to the professional services described. Such coverage must include professional liability insurance (minimum \$1,000,000), workers compensation, employer's liability, comprehensive general liability, automobile liability and umbrella liability. The City of Walhalla will be named as an "additional insured" party. Certificates must include a summary of such coverage.

e.) **References:** List of three (3) municipalities or customers for whom you have provided similar products and service in the past five (5) years. Provide contact names, email address, and telephone numbers along with a description of product provided.

f.) **Other Supporting Documentation:** Provide any other supporting documents relevant to this RFP.

## 6.o EVALUATION CRITERIA

The selection committee will use the following criteria to evaluate and select the successful firm or individual. The City reserves the right to reject any or all RFP's and to award a contract that is in the best interest of the City of Walhalla.

- a.) **Overall Experience:** The firm or individual documented experience in successfully completing projects similar in scope to this RFP.
- b.) **Ability to Provide Product and Services Requested:** Estimated time to complete the project; successful completion of similar projects.
- c.) **Cost:** Product and service fees for each product & service provided.
- d.) **References:** Relevance and quality of references.

City staff may conduct in-person interviews and site visits as part of the final selection process.

## 9.o ACCEPTANCE AND PAYMENT

- a.) Upon acceptance of the contractor's proposal by the City, a Notice to Proceed will be issued. Once the Notice to Proceed is issued the contractor can begin performing services. Once a month, services will be evaluated according to the contract terms and conditions. Upon satisfactory completion of work, the contractor shall invoice the City. All invoices must display the purchase order number when submitting for payment. Payment will be made via a city issued check.
- b.) The city administrator or other city designee will be designated from the City at the time of the Award to administer the contract and approve pay requests. Changes to the terms of the contract will require approval from the city clerk and city council. All questions shall be directed to the city administrator or its designee. The vendor shall designate a person to act as a contact for the project.

## 10.o PROPONENT DECLARATION

- a.) By submittal of a bid the Responder declares to be fully informed and satisfied that the Scope- of-Work is a bases used to obtain submitted price quote; therefore, it is understood that actual quantities may be subject to adjustment by either increase or decrease, as deemed necessary, per conditions encountered during project construction and agreed by both the firm or contractor and the City (its representative). And should the quantities of work items be decreased or increased; the actual work quantity shall be completed at the unit prices stated therein.
- b.) The City shall be 'held harmless' for the Responder's lack of understanding of what is required by this solicitation. Should a Responder not understand any aspect of this request or require further explanation or clarification regarding the intent or requirements, it shall be the responsibility of the Responder to seek guidance from the City's designated Representative.

# BID SUBMISSION FORM

## CITY OF WALHALLA

RFP 2025-01

### CONCESSION STAND, RESTROOM, STORAGE COMBINATION BUILDING

#### TOTAL BID AMOUNT

By submission of this bid, the respondent certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid, with any other bidder or with any competitor.

The bid listed below must include all applicable cost relevant to the provision of supplying and installing a concession, restroom, storage combination building; and comply with the specifications or include detail specifications for optional recommendation.

**Fee Schedule** (Complete table below or attach a separate list of all services, parameters and rates.)

Type of Job	Response Time (days)	Standard Rate/Unit
Site Prep		
Building (Pre-fab or construction)		
Connection to utilities		
Sidewalk around the building		
Other:		

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE BY AND FOR THE BIDDER

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
PRINTED NAME OF ABOVE BIDDER

\_\_\_\_\_  
DATE OF QUOTE

\_\_\_\_\_  
CONTACT PHONE NUMBER

\_\_\_\_\_  
CONTACT EMAIL

*City of Walhalla reserves the right to reject any or all bids and to waive any irregularities, as deemed necessary and in its best interest.*

## BID SUBMISSION FORM | BID FORM – A

### CITY OF WALHALLA

RFP 2025-01

### Concession Stand, Restroom, Storage Combination Building

#### CERTIFICATION REGARDING DEBARMENT & OTHER RESPONSIBILITY MATTERS

*Signed copies of the Certification Regarding Debarment and Other Responsibility Matters must be included in the bid package.*

By submitting a bid, the Responder certifies, to the best of his/her knowledge and belief, that:

**I. Responder and/or any of its Principals:**

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency.

(B) Have not, within a three-year period preceding this bid, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of quotes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission or any of the offenses enumerated in paragraph I (B) of this provision.

**II. Responder has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.**

(A) The word "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; business manager; head of a subsidiary, division, or business segment, and similar positions).

(B) Responder will provide immediate written notice to the Owner if, at any time prior to contract award, Responder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(C) If the Responder is unable to certify the representations stated in paragraphs (I), Responder must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Responder's responsibility. Failure of the Responder to furnish additional information as requested by the Owner may render the bid as non-responsive.

(D) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a Responder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(E) The certification in paragraph I (A) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Responder knowingly or in bad faith rendered an erroneous certification, the Owner may terminate, for default, any Contract resulting from this solicitation, and in addition to other remedies available to the City of Walhalla.

*By signing, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same project, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the responder.*

**Authorized Representative and Title (Print):** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

SAM's No.: \_\_\_\_\_

Cage Code: \_\_\_\_\_

DUN's No.: \_\_\_\_\_



**BID SUBMISSION FORM | BID FORM - B**

**CITY OF WALHALLA**

**RFP 2025-01**

**Concession Stand, Restroom, Storage Combination Building  
BIDDER'S QUESTIONNAIRE**

*Note: Failure to provide the information requested in this questionnaire may be cause for rejection of the solicitation on the basis of non-responsiveness.*

Name of Your Business: \_\_\_\_\_

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

Mailing Address if Different: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Mailing Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

How many years has the business been under the above name? \_\_\_\_\_

Previous business name(s) if any: \_\_\_\_\_

My Bid Acceptance Period is \_\_\_\_\_ Days.

*(Quotes providing less than thirty (30) calendar days for acceptance may be considered non-responsive and may be rejected.)*

Are you acting as a broker or the primary supplier in this transaction?

Primary Supplier  Broker

Business Information (Please check all that apply):

- My business is Individual  My business is a Partnership
- My business is a Non-Profit  My business is a Joint-Venture
- My business is Full-Time  My business is Part-Time
- My business is Minority Owned  My business is Woman Owned
- My business is a corporation under the laws of the State of \_\_\_\_\_

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_