

# Request for Proposal



**City of Clemson**

## **LJCC Playground Equipment**

**RFP ID: 20210308LJCC**  
**Date of Issue: [03/09/2021]**

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# 1. Statement of Work

## 1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal for playground equipment for the Littlejohn Community Center.

## 1.2 Coverage and Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of the City of Clemson. The City of Clemson reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

# 2. General Information

## 2.1 Original RFP Document

The City of Clemson shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

## 2.2 The Enterprise

The Littlejohn Community Center is a municipal organization in the Upstate of South Carolina and provides services to members of the Clemson community.

## 2.3 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited bidders.

Issuance of RFP	[March 9, 2021]
RFP Closes	[March 19, 2021, 1:00PM, EST]
Open Sealed RFPs	[March 19, 2021]
Complete Initial Evaluation	[March 19, 2021]
Final Award Notification	[March 22, 2021]

# 3. Proposal Preparation Instructions

## 3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts the responsibility to fully understand the RFP in its entirety, and in detail, including making any inquiries to the City of Clemson as necessary to gain such understanding. The City of Clemson reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the City of Clemson reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award prior to contract signing, if an award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to City of Clemson.

## 3.2 Good Faith Statement

All information provided by the City of Clemson in this RFP is offered in good faith. Individual items are subject to change at any time. The City of Clemson makes no certification that any item is without error.

The City of Clemson is not responsible or liable for any use of the information or for any claims asserted there from.

### 3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by the specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

**3.3.1 Vendors' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between the City of Clemson and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed via email to:

**Attention:** Jeffrey M. Stone  
**Telephone:** 864-653-2033  
**Fax:** 864-653-2033  
**E-mail:** jstone@cityofclemson.org

**3.3.2 Formal communications** shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing and be received prior to [March 15, 2021, 1pm, EST]
- Errors and omissions in this RFP and enhancements. Vendors shall bring to the City of Clemson any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to the City of Clemson any enhancements, which might be in the City of Clemson's best interests. These must be submitted in writing and be received prior to [March 15, 2021, 1pm, EST]
- Inquiries about technical interpretations must be submitted in writing and be received prior to [March 15, 2021, 1pm, EST]. Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

**3.3.3 Addenda.** The City of Clemson will make a good-faith effort to provide a written response to each question received. Answers will be given to all bidders via addendum.

All addenda will be delivered via email.

- The City of Clemson will not respond to any questions/requests for clarification that require addenda, if received after [March 15, 2021, 1pm, EST]

### 3.4 Proposal Submissions

Proposals must be delivered sealed to:

City of Clemson  
Attn: Jeffrey M. Stone  
1250-1 Tiger Blvd.  
Clemson, SC 29631

On or prior to March 19, 2021 1:00PM, EST. The City of Clemson will not accept proposals received by fax.

Vendors are to submit [1] original copy of proposal marked "Original" and [2 copies], marked "Copy." Each original and copy must be individually bound. Originals and copies must be submitted in a sealed envelope. The city is not responsible for delays in the mail.

### 3.5 Method of Award

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and enterprise. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply the City of Clemson playground equipment as identified in the Scope of Work.

Then City of Clemson reserves the right to reject any and all offers and portions thereof, to waive minor technicalities and informalities, and to make an award deemed in its best interest.

Award will be made to the lowest responsive bid.

Evaluation grades will be weighted as follows:

Best Meets Specifications----10%  
Price-----90%

#### GRADING CRITERIA

- Thoroughness of proposal
- References/previous projects
- Price

### 3.6 Selection and Notification

Vendors determined by the City of Clemson who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via e-mail. Those vendors not selected for the negotiation phase will not be notified.

The City of Clemson reserves the right to reject any and all offers and portions thereof, to waive minor technicalities and informalities, and to make an award deemed in its best interest.

## 4. Scope of Work, Specifications and Requirements

The City of Clemson wishes to receive proposals on the following equipment and requirements to be used in conjunction with daily food service preparation at the Littlejohn Community Center:

#### LIST OF EQUIPMENT

- **Playground structure designed for children ages 2-12 years of age.**
- **Use zone: 37ft x 23ft**
- **Child capacity: 29**
- **Play activities: 7**
- **12" Timber Border**
- **ADA engineered wood fiber with filter fabric**

- **Installation of equipment and surfacing**
- **Ability to complete installation between April 5, 2021 and May 31, 2021.**

The City of Clemson and the Littlejohn Community Center reserve the right to reject any or all proposals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the proposals submitted; and to rank and select the proposers based on established criteria and according to the proposal which best services the interest of the City of Clemson.

## 5. Vendor Qualifications and References

All vendors must provide the following information in order for their proposal to be considered:  
A brief outline of the vendor's company and services offered, including:

1. Full legal name of the company.
2. Description for each piece of equipment.
3. A list of clients with similar needs using the same equipment.
4. References: Contact information for three references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

## 6. Budget and Estimated Pricing

All vendors must fill out the following cost breakdown for the equipment. The vendor must agree to keep these prices valid for 60 days as of [March 19, 2021].

### 6.1 Estimated Costs

For all available deployment models listed above, provide a summary to include:

- **Shipping**
- **Tax**
- **Miscellaneous**
- **Cost per item:** List, describe, and record the cost of each piece of equipment.
- **Shipping**
- **Tax**
- **Installation:** Describe any labor, equipment, supplies, or other associated costs that may be required for installation.
- **Miscellaneous:** List and describe any other costs associated with your proposal.

## 7. Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to [RFP ID 20210308LJC] issued by the City of Clemson. The undersigned is a duly authorized officer, hereby certifies that:

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(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of [60] calendar days as of the Due Date of the RFP.

Person(s) authorized to negotiate on behalf of this firm for purposes of this RFP are:

<b>Name:</b>	_____	<b>Title:</b>	_____
<b>Signature:</b>	_____	<b>Date:</b>	_____
<b>Name:</b>	_____	<b>Title:</b>	_____
<b>Signature:</b>	_____	<b>Date:</b>	_____

Signature of Authorized Officer:

<b>Name:</b>	_____	<b>Title:</b>	_____
<b>Signature:</b>	_____	<b>Date:</b>	_____