

Request for Proposal for Purchase and Installation of Nature Trail Lighting at Doko  
Meadows Park



**BLYTHEWOOD**

**• SOUTH CAROLINA •**

171 Langford Road

POB 1004

Blythewood, S.C. 29016

803-754-0501

[www.townofblythewoodsc.gov](http://www.townofblythewoodsc.gov)

Doko Meadows Park Nature Trail Lighting  
January 31, 2023

The Town of Blythewood is soliciting written proposals from qualified firms to replace the nature trail lighting at Doko Meadows Park.

**SCOPE OF WORK**

Doko Meadows Park is located next to Town Hall at 171 Langford Road in Blythewood. Within the Park is a 0.4 mile nature trail that runs along the eastern perimeter of the Park as well as behind the Park’s amphitheater (see Exhibit A). The Town is seeking a contractor to purchase and install lighting along the Doko Meadows Park Nature Trail. The existing trail lights are in constant need of repair and the parts are difficult to replace. New electrical underground wiring will likely be necessary. The new lights should resemble the existing trail lights, but need to be durable, aesthetically appealing, and with parts that are easily replaceable if damaged.

**CONTRACT TIME**

The selected firm will provide the Town with a schedule that details the price proposal for the procurement of lighting structures and their installation. The purchase and installation will commence once a contract is awarded and a Notice-to-Proceed issued by the Town.

**PAYMENT**

The Town will make payment to firm within 30 days of receipt by the Project Manager of a correct and complete invoice. No payments will be made prior to completion of the work.

**SUBMITTAL REQUIREMENTS**

All submissions shall include:

1. Proposal for purchase/installation of nature trail lighting
2. Certificate of Insurance
3. Three references

Proposals should be submitted no later than 2 p.m. on Thursday, February 23, 2023 to the following in a sealed envelope:

Office of the Town Administrator  
Town of Blythewood  
171 Langford Road

Doko Meadows Park Nature Trail Lighting  
January 31, 2023  
P.O. Box 1004  
Blythewood, SC 29016

Submittals shall be made in a sealed envelope or box marked "Doko Meadows Park Nature Trail Lighting." The Town will date and time stamp all envelopes or boxes when they are received. Envelope(s) shall show the Proposer's name and address in the upper left-hand corner. Submittals will be opened immediately following the submittal closing time at the location mentioned above.

### **INSURANCE REQUIREMENTS**

The selected firm will be required to possess and maintain insurance in accordance with the Town's requirements. Contractors are required to provide certificates of insurance naming the Town of Blythewood as an additional insured. The certificates of insurance should indicate that the contractor has both general liability and workers compensation coverages of no less than \$1,000,000 each. These policies must be in effect for a period covering the duration of the work plus an additional 30 days after work is completed. These certificates must be submitted to Julie Emory at the Town of Blythewood (803-754-0501 or [emoryj@townofblythewoodsc.gov](mailto:emoryj@townofblythewoodsc.gov)) before work commences.

### **BUSINESS LICENSE**

If awarded, a business license shall be obtained as required by the Town of Blythewood.

### **PRE-BID INSPECTIONS**

Please contact Carroll Williamson or Jason Moseley at the Town of Blythewood (803-754-0501) to schedule pre-bid inspections of Doko Meadows Park Nature Trail.

**ADDITIONAL RFP INFORMATION**

**LOWEST BIDDER**

The contract will be awarded to the lowest responsible bidder (as defined in the Town purchasing regulations) whose work, in the opinion of the Council, will best meet the requirements of the Town of Blythewood. It is clearly understood by all bidders that said Council reserves the right to reject any and all bids and to waive informalities in said bids.

**GENERAL CONDITIONS OF RFP**

- a) The Town reserves the right to reject any and all proposals, to waive any informality, to request interviews of Contractor(s) prior to award and to select and negotiate the Contract services in the best interest of the Town.
- b) The Contractor shall guarantee to perform the services offered and the total price of the proposal for a period of no less than 120 days from the deadline for submission of proposals.
- c) The Town reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Contractor.
- d) The Contractor shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
- e) The Contractor shall be unbiased and vendor-neutral.
- f) The Town intends to recommend award of a contract to the Town Council for the requested services within one (1) month of receipt of the proposals. The Contractor shall be prepared to commence work immediately upon execution of a contract with the Town.
- g) Unless otherwise stated, invoices are to be submitted to Julie Emory, Administrative Coordinator, upon delivery of service to the Town. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.

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- h) Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the Town, and receipt of invoice, whichever is later.
- i) This contract will be for the services described in the RFP response; however, this agreement should not be considered exclusive. As deemed necessary, the Town reserves the right to obtain these services from any other vendor. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the Town of Blythewood will commit the Town to award a contract to any respondent even if all the requirements in the RFP have been met.
- j) Unless otherwise specified all costs listed are firm for the term of the contract.
- k) Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.
- l) Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- m) Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposers, bidders, or any person or firm responding to a Request for Information.
- n) All contracts entered into by the Town of Blythewood shall be governed by the Laws of the State of South Carolina. Any disputes shall be resolved within the venue of the State of South Carolina.

### EXHIBIT A

