



June 4, 2026

REQUEST FOR PROPOSAL

**City of Bennettville, SC
COMMUNITY CENTER FLOOR REPLACEMENT**

City of Bennettville, SC RFP #26-05-001

DUE DATE:

June 18, 2026

RECEIPT LOCATION:

501 East Main Street

P.O. Box 1036

Bennettville, SC 29512

OFFICIAL CONTACT:

Tasha Townsend, Procurement Manager, (843) 479-9001, Ext. 331,
tasha.townsend@bennettvillesc.com

The City of Bennettville reserves the right to reject any and all submissions or any parts thereof and to waive any irregularities or minor informalities in any submission or in the procurement process and to make a contract award in the best interest of the City of Bennettville.

GENERAL INFORMATION

BACKGROUND

The City of Bennettsville is seeking proposals from qualified contractors to provide all labor, materials, equipment, supervision, and related services necessary for the removal of existing vinyl flooring and installation of new epoxy flooring at the Community Center located in Bennettsville, South Carolina.

The project is intended to improve the durability, appearance, functionality, and long-term maintenance of the facility while providing a modern and resilient flooring system suitable for recreational and community use.

GOALS FOR COMMUNITY CENTER FLOOR REPLACEMENT

- Remove approximately **7,814 square feet** of existing vinyl flooring.
- Properly dispose of all removed materials in accordance with applicable local, state, and federal regulations.
- Remove adhesives and prepare substrate for epoxy application.
- Inspect concrete substrate for defects, cracks, moisture issues, and irregularities.
- Perform mechanical grinding, shot blasting, or equivalent surface preparation methods as necessary.
- Repair minor cracks, chips, and surface imperfections to ensure proper adhesion and finish quality.
- Install a commercial-grade epoxy flooring system over approximately 7,814 square feet.
- Ensure smooth and uniform finish throughout all designated areas.
- Protect adjacent surfaces and facility components during construction.
- Perform final cleanup and remove all construction debris from the site.

PROCUREMENT PROCESS

The RFP (***Request for Proposal***) is **not a bid**. In the event the City elects to negotiate a contract with the successful Vendor, any contract shall contain, at a minimum, the terms and conditions (or substantially the same terms and conditions) as hereinafter stated. The City reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, or terminate, restructure or amend this procurement process at any time. The final selection and contract negotiation rests solely with the City.

QUESTIONS

Every effort has been made to ensure that all information needed by the Offeror is included herein; however, questions are allowed and encouraged to clear up any information as described herein, etc. The city will not accept telephone calls or visits regarding this RFP. **All questions shall be in writing (or email) and addressed to: Tasha Townsend, City of Bennettsville, Procurement Division, P.O. Box 1036, Bennettsville, South Carolina 29512, or email to: tasha.townsend@bennettsville.sc.com. All questions must be received before 12:00pm on June 5, 2026.** No interpretation shall be binding upon the City unless in writing from the City's Counsel.

UNAUTHORIZED COMMUNICATIONS

Respondents' contact regarding this RFP with employees or officials of the City of Bennettsville will result in disqualification from this procurement process. Any oral communications are considered unofficial and non-binding regarding this RFP. The only authorized contacts for this procurement are any designated Procurement staff.

DISQUALIFICATION OF OFFERORS

Offerors may be disqualified for any of the following reasons:

- Failure to comply with Section 33.25-27 of the Code of the City of Bennettsville.
- Reason to believe collusion exists among the Offerors.
- The Offeror is involved in any litigation against the City.
- The Offeror is in arrears on any existing contract or has defaulted on a previous contract with the City.
- Lack of financial stability – the Offeror has filed for bankruptcy within the last 7 years.
- Failure to perform under previous or present contracts with the City.
- Is currently debarred by the State of South Carolina Procurement Services.

CONTRACT NEGOTIATIONS

The City will rank, based upon the evaluation criteria, all responsible and responsive vendors. The City will begin negotiations with the top-ranked vendors and will continue with negotiation down the ranking until a satisfactory contract with the City is finalized, if any. The terms and conditions of the contract will be no less advantageous than the provisions of this RFP or the vendor's proposal. The City reserves the right to make a partial award or to split the award at its sole discretion.

PROPOSAL INSTRUCTIONS

All proposals should be complete and carefully worded and must convey all the information requested by the City of Bennettsville. If significant errors are found in the Offeror's proposal, or if the proposal fails to conform to the essential requirements of the RFP, the city, and the city alone, will be the judge as to whether that variance is significant enough to require rejection of the proposal.

RECEIPT OF PROPOSALS

Proposals must be submitted to and received by the city no later than the date and time specified within this RFP. Offerors mailing proposals should allow a sufficient mail delivery period to insure timely receipt **June 18, 2026 @ 5:00pm** of their proposal by the City. Proposals received after the scheduled due date and time will not be considered.

BASIC SUBMITTAL

Interested firms must submit a detailed proposal that clearly addresses the following components. Proposals will be evaluated on technical merit and cost.

- ✓ **ITEMS THAT MUST BE INCLUDED IN THE PROPOSALS**

✓ **Project Approach, Methodology, and Cost Proposal**

Describe the proposed approach for completing the floor replacement project based on the goal stated above:

✓ **Timeline and Milestones**

Include a proposed project schedule with clearly defined phases, including but not limited to:

- Project kickoff
- Estimated project completion date

✓ **Company Background and Qualifications**

Include the following details:

- Company name, address, and primary contact information
- Brief history of the company and years in business

PROPOSAL FORMAT

Proposals should be submitted as a .pdf document which can be emailed or mailed to city hall. Hand-delivered proposals are accepted as well. Label or title your proposals - **“RFP #26-05-001: Community Center Floor Replacement.”**

PROPOSAL EVALUATION PROCESS

The city will conduct a comprehensive, fair, and impartial evaluation of all Proposals received in response to this request for competitive sealed proposal as defined in this section. An Evaluation and Selection Committee will be established to evaluate the Proposals and select a proposal which represents the best value to the City. The Evaluation and Selection Committee will be comprised of City personnel and any other persons as designated by the city. This Committee will determine the responsiveness and acceptability of each proposal. The Evaluation and Selection Committee may request additional information from Offerors.

TIMELINE

RFP Issued	June 4, 2026
Close of Question/Answer Period	June 11, 2026
Proposal Submittal Deadline	June 18, 2026
Selection Committee Meeting	June 19, 2026
Final Selection & Notification	June 19, 2026

REFERENCES

REFERENCES

Offerors must supply a minimum of three references for which they have provided services as requested within the last three (3) years. Please include their name, address, phone number, and email. Feel free to include a letter or memo as well.