

Request for Proposal  
for  
Fire Department Renovations

City of Bennettsville, SC RFP #26-06-001

**OFFICIAL CONTACT:**

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



City of Bennettsville  
PO Box 1036  
Bennettsville, SC 29512

July 2nd, 2026

## Notice of Request for Proposals

#26-06-001

### City of Bennettsville

Notice is hereby given that the City of Bennettsville is requesting proposals for a general contractor to assist with the Fire department renovations.

Respondents should not construe from this legal notice that the City of Bennettsville intends to enter a fixed-price contract with the respondent unless, in the opinion of the City of Bennettsville, it is in the best interest to do so. The City of Bennettsville reserves the right to negotiate final contractual terms with the successful respondent.

To request the RFP documents by e-mail or postal mail, please contact  
Tasha Townsend  
Tasha.Townsend@bennettsvillesc.com  
PO Box 1036, Bennettsville, SC 29512  
501 E Main St, Bennettsville, SC 29512

### QUESTIONS

Every effort has been made to ensure that all information needed by the Offeror is included herein, however, The City of Bennettsville will record and provide answers to any questions or requests for clarifying information. 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@bennettsvillesc.com](mailto:tasha.townsend@bennettsvillesc.com). If using a courier such as FedEx or UPS, the address is 501 E Main St, Bennettsville, South Carolina 29512.** All questions must be received before 12:00pm on July 10th, 2026. No interpretation shall be binding upon the City unless in writing from the City's Counsel.

The City of Bennettsville will hold a **Mandatory Tour** of the fire department on  
July 8<sup>th</sup>, 2026 at 2pm

Location: 254 Hwy 15-401 E, Bennettsville, SC 29512

**All potential respondents must attend to submit a proposal**

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 #26-06-001: Fire Department Renovation."

**The City of Bennettsville will accept all proposals received on or before July 16<sup>th</sup> at 5:00pm. Proposals submitted after the deadline will not be accepted.**

The City of Bennettsville 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 Bennettsville.

## **BACKGROUND**

The City of Bennettsville is seeking proposals from qualified contractors to provide all labor, materials, equipment, supervision, and related services necessary for upgrading the sleeping quarters, apparatus door, and bathroom remodels. The project is intended to improve appearance, functionality, and long-term maintenance of the facility.

## **GOALS FOR FIRE DEPARTMENT RENOVATIONS**

- Add exterior door to the apparatus bay.
- Insulated walls
- Bedroom (33'x34') ceiling to support light storage
- ½' drywall installation and paint
- Multiple lights with switches
- 2 inward swinging doors
- Electrical outlets
- HVAC system
- 15 bed dividers 4ft for each bed location
- 15 metal twin bed frames furnish and install
- 15 twin mattresses
- 15 lockers
- 2 4x3 shower stalls with shelves
- Shower heads at correct height
- 2 curtain rods with curtains
- 2 toilets with stall area and doors
- 1 urinal
- 2 sinks
- On demand hot water
- Washer/dryer with electrical outlets and breakers for both
- Water supply and drainage
- Venting for dryer
- Concrete work for plumbing

## **ITEMS THAT MUST BE INCLUDED IN THE PROPOSAL**

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

- Describe the proposed approach for completing the renovation 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

## **DISQUALIFICATION OF OFFERORS**

- 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.
- 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.

## **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.

## **TIMELINE**

RFP Issued July 2nd, 2026

Mandatory Site Visit July 8<sup>th</sup>, 2026

Close of Question/Answer Period July 10th, 2026

Proposal Submittal Deadline July 16th, 2026

## **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.

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.

## **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.