



**HOUSING AUTHORITY OF THE CITY OF CHARLESTON**  
**550 MEETING STREET, CHARLESTON, SC 29403**  
**[WWW.CHACITY.ORG](http://WWW.CHACITY.ORG)**  
**(843) 720-5345**

<b>JOB NUMBER</b>	<b>231106</b>
<b>JOB NAME:</b> <b>RFP ON-CALL APARTMENT MAINTENANCE AND REPAIR SERVICES PHASE II</b>	
<b>DATE ISSUED</b>	<b>NOVEMBER 1, 2023</b>
<b>DATE DUE</b>	<b>ON-GOING UNTIL MARCH 31, 2024</b>
<b>REQUEST PROJECT MANUAL FROM</b>	<b>CONTRACTS@CHACITY.ORG</b>
<b>PROCUREMENT MANAGER</b>	<b>PRISCILLA M. WARING</b>
<b>SUBMIT RESPONSE TO</b>	<b>PWARING@CHACITY.ORG</b>

The Housing Authority of the City of Charleston (CHA) will receive ongoing proposals for a pool of contractors to perform On-Call Apartment Maintenance and Repair services for occupied and vacant units at various CHA locations. CHA will receive proposals at any time during the open window for this project. The window for receipt of proposals for this project is November 1, 2023, through March 31, 2024 at 4:30 p.m. Eastern Standard Time (est) or at CHA's discretion. After this deadline, no other Proposals will be accepted. CHA reserves the right to award contracts at various times while this project is open. By submitting a proposal, the respondent agrees to be bound by the terms and conditions of this RFP. This is an as-needed contract and CHA does not guarantee a minimum award amount.

One electronic copy of the proposal package should be sent to [pwarning@chacity.org](mailto:pwarning@chacity.org). or delivered to The Housing Authority of the City of Charleston, ATTN: Priscilla M. Waring, Procurement & Contracts Manager, 550 Meeting Street Room 102, Charleston, SC 29403.

The proposal documents may be obtained via email from [contracts@chacity.org](mailto:contracts@chacity.org). Project-related questions may be directed to Priscilla M. Waring via email at [pwarning@chacity.org](mailto:pwarning@chacity.org)

Proposals submitted to be included in the pool will be evaluated based upon the following criteria: Completeness of submission 10%; Qualifications and Experience 30%; References 10%; Cost Proposal and unit Turn Days 45%; Section 3 Business or Section 3 Business Plan 5%. Total Possible 100%.

This federally assisted contract will obligate the contractor and subcontractors to comply with local, state, and federal regulations for employment and business practices. The Contractors and Subcontractors must comply with the applicable Davis-Bacon Act; HUD Maintenance Wage Rate; Federal Labor Standards provisions; and Section 3 Provisions of the Housing and Urban Development Act of 1968. Minority and Women-Owned Businesses and Veterans are encouraged to respond. CHA reserves the rights to retain all proposal packages submitted and use any idea in a proposal package regardless of whether the package is selected and reserves the right to wave irregularities, to reject any/and all proposals and to re-advertise this project in accordance with any state, local and federal regulations.

Arthur S. Milligan, Jr., President & CEO

