



## REQUEST FOR PROPOSAL

**JOB NO.: 250820**

**JOB NAME: PROPERTY MAINTENANCE REPAIR SERVICES**

The Housing Authority of the City of Charleston (CHA) is seeking qualified contractors to provide services for residential repairs and maintenance services, rehabilitation of vacant residential units for re-occupancy and any other services needed to maintain the CHA real estate portfolio in a decent and safe condition.

The purpose of this solicitation is to establish sources of supply for qualified contractors. CHA reserves the right to qualify contractors and award contracts on an ongoing basis to increase the pool of available contractors according to its determination of needs and funding availability. The selection process will result in the approval of multiple contractors. This is an as-needed contract and CHA does not guarantee a minimum award amount. It is anticipated that regular work will be available to selected contractors to support CHA's in-house maintenance operations, including vacancies, unit turns, general repairs and repairs beyond the skillset of CHA's in-house maintenance operations.

CHA will receive proposals at any time during the open window for this project. The window for receipt of proposals for this project is August 25, 2025, through \*August 25, 2030 at 4:30 p.m. eastern Standard Time (est) or at CHA's discretion\*. After this deadline, no other Proposals will be accepted. By submitting a proposal, the respondent agrees to be bound by the terms and conditions of this RFP.

Proposals submitted will be evaluated by a CHA evaluation committee. Proposals will be evaluated based upon the following criteria: Qualification and Experience 40%; Methodology 15%; Base Costs 30%; Section 3 Business or Section 3 Business Plan 5%; Completeness of Submission 10%. Total Possible 100%.

One electronic copy of the proposal package should be sent to [pwaring@chacity.org](mailto:pwaring@chacity.org) or hard copy 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 [pwaring@chacity.org](mailto:pwaring@chacity.org)

This federally assisted contract will obligate the contractor and subcontractors to refrain from discriminating in employment practices and to comply with the Davis-Bacon Act, Section 3 of the Housing and Urban Development Act of 1968, as well as all applicable local, state, and federal regulations. Minority and women-owned businesses, Section 3 Businesses, Section 3 Residents, and Veteran-Owned Businesses are encouraged to respond.

CHA reserves the right to retain all submission packages, use any idea in a package regardless of whether the package is selected, and reserves the right to waive irregularities, to reject any/all bids, and to re-advertise this project in accordance with any state, local, and federal regulations.

Arthur S. Milligan, Jr., President & CEO

