



INVITATION FOR BIDS (IFB)

Unit Make-Ready Services

The Housing Authority of the City of Greenville (TGHA)

IFB No.: 01-2026-UMR

Issue Date: **March 02, 2026**

Bid Due Date: March 10, 2026, at 2:00 PM EST

INTRODUCTION

The Housing Authority of the City of Greenville (TGHA) invites sealed bids from qualified contractors to perform unit make-ready services for one vacant residential unit. The purpose of this procurement is to restore the unit to service and prepare it for occupancy. This procurement is conducted in accordance with the TGHA Procurement Policy.

IFB INFORMATION AT A GLANCE

Agency Contact: Irenalina Chantre - Email: procurement@tgha.net

Question Deadline: March 6, 2026, at 2:00 PM EST - via email only - Email: procurement@tgha.net

Bid Submission Deadline: March 10, 2026, at 2:00 PM EST

Submission Location: 122 Edinburgh Court, Greenville, SC 29607. All sealed bids will be publicly opened and read aloud at the stated time and location. Bids received after this time will not be accepted and will be returned unopened. All interested parties are invited to attend.

RESERVATION OF RIGHTS

The Housing Authority of the City of Greenville (TGHA) reserves the right to reject any or all bids, to waive any informalities or minor irregularities in the bids received, and to award to the lowest responsive and responsible bidder whose bid conforms to the material terms and conditions of this IFB.

TGHA reserves the right to cancel this Invitation for Bids (IFB), to re-advertise, or to reissue the IFB at its sole discretion.

TGHA reserves the right to request clarification of any bid submission, to conduct investigations regarding the responsibility of any bidder, and to require additional information as necessary to determine bidder responsibility.

TGHA reserves the right to determine the responsiveness of any bid and to reject any bid that does not conform to the material terms and conditions of this IFB.

TGHA further reserves the right not to award a contract as a result of this IFB.

This IFB does not commit TGHA to award a contract or to pay any costs incurred in the preparation or submission of bids.

Site Information & Access

TGHA has a vacant 3 bedroom, 1 1/2-bathroom unit approximately 1,064 sq ft located at 116 Osmond Drive, Taylors, SC 29687 and is seeking sealed bids for a full unit turn in accordance with the attached Scope of Work.

Address: 116 Osmond Drive, Taylors, Greenville, SC 29687.

TGHA has made available a video walkthrough of the unit at the following link:
LINK TO VIDEO:

https://www.dropbox.com/scl/fi/1zqyp05f8zbf9k3tkstqu/IMG_7650.MOV?rlkey=1umw6mt9ddwzs5phlhtoo0t05&st=ss29m2ox&dl=0

Bidders may access the video for preparation of bids.

A site visit is permitted but not mandatory. Contractors wishing to conduct a site visit must coordinate with TGHA.

POC: Stacie Harris- StacieH@tgha.net / 864.399.5694

Bidders are responsible for visiting the site (if desired) and verifying quantities and field conditions prior to submitting a bid. No adjustment to contract price will be made for conditions that were reasonably observable.

Scope of Works:

The Contractor shall provide all labor, materials, tools, equipment, supervision, and incidentals necessary to complete a full unit turn and prepare the property for move-in ready condition. All work shall be performed in a professional and workmanlike manner consistent with industry standards. The Contractor shall verify all

field conditions prior to commencing work and shall coordinate with TGHA regarding any discrepancies or unforeseen conditions.

The Scope of Services includes, but is not limited to, the following:

1. (Front Entry Door) replace the steel door doorknob & paint the outside back black
2. (Front Metal Screen Door) clean & paint the inside and outside with white metal paint
3. (Entrance Hallway) install damaged shoe mold trim at wall to left entering the front door
4. (Entrance Hallway) repair **all** sheetrock holes, dents & cracks in the walls
5. (Entrance Hallway) install all new outlet cover plates & switch cover plates
6. (Kitchen) remove all peel & stickers off all surfaces & walls
7. (Kitchen Cabinets & Shelving) repair all damaged kitchen cabinets and hardware
8. (Kitchen) repair all sheetrock holes, dents & cracks in the walls
9. (Kitchen) install all new outlet cover plates & switch cover plates & GFI's plates
10. (Kitchen) install new light fixtures
11. (Garage) repair garage overhead door & hardware – hard to open & dented
12. (Garage) repair all sheetrock holes, dents & cracks in the walls
13. (Garage) install all new outlet cover plates & switch cover plates & GFI's plates
14. (Garage) replace the steel door with weather stripping & paint the outside back black
15. (Garage) scrub & clean concrete floor inside garage, removing dark stains
16. (Living Room Area) install a new ceiling fan
17. (Living Room) repair all sheetrock holes, dents & cracks in the walls
18. (Living Room) install all new outlet cover plates & switch cover plates
19. (Living Room) install a new sliding patio door security bar
20. (Living Room) install weather stripping on sliding door
21. (Hallway) repair all sheetrock holes, dents & cracks in the walls
22. (Hallway) install all new outlet cover plates & switch cover plates
23. (Hallway) install new light fixture
24. (Bathroom in Hallway) replace entry door & hardware
25. (Bathroom in Hallway) removal peel & stick stickers off all surfaces & walls
26. (Bathroom in Hallway) repair all sheetrock holes, dents & cracks in the walls
27. (Bathroom in Hallway) install all new outlet cover plates & switch cover plates
28. (Bathroom in Hallway) reglaze bathtub & vanity sink
29. (Bathroom in Hallway) replace shower head fixture
30. (Bathroom in Hallway) repair lavatory sink cabinets inside – paint inside bottom board
31. (Bathroom in Hallway) replace lavatory sink cabinets hardware – missing knobs
32. (Bathroom in Hallway) replace towel bar & toilet tissue roller
33. (Bathroom in Hallway) replace commode seat – elongated
34. (Hallway Storage Closet) replace closet double doors hardware -missing doorknobs & closet rod
35. (Hallway Storage Closet) repair all sheetrock holes, dents & cracks in the walls
36. (Hallway Storage Closet) install all new outlet cover plates & switch cover plates
37. (Laundry Room & Utility Room) replace dryer vent outlet – painted over & damaged
38. (Laundry Room & Utility Room) repair all sheetrock holes, dents & cracks in the walls
39. (Laundry Room & Utility Room) install all new outlet cover plates & switch cover plates
40. (Master Bedroom#1 & ? Bathroom) replace bedroom entrance door hardware – loose & broken
41. (Master Bedroom#1 & ? Bathroom) removal peel & stick stickers off all surfaces & walls
42. (Master Bedroom#1 & ? Bathroom) replace light fixture with a new ceiling fan & light combo
43. (Master Bedroom#1 & ? Bathroom) repair all sheetrock holes, dents & cracks in the walls
44. (Master Bedroom#1 & ? Bathroom) install all new outlet cover plates & switch cover plates

45. (Bedroom#2) removal peel & stick stickers off all surfaces & walls
46. (Bedroom#2) repair all sheetrock holes, dents & cracks in the walls
47. (Bedroom#2) install all new outlet cover plates & switch cover plates
48. (Bedroom#2) replace light fixture with a new ceiling fan & light combo
49. (Bedroom #3) removal peel & stick stickers off all surfaces & walls
50. (Bedroom #3) repair all sheetrock holes, dents & cracks in the walls
51. (Bedroom #3) install all new outlet cover plates & switch cover plates
52. (Bedroom #3) replace light fixture with a new ceiling fan & light combo

Entire House

1. Install tamper proof wireless smoke detector
2. Paint the entire interior of the unit/house (ceilings, walls, trims) with pre-prep before painting
3. Window repairs, (all windows to lock & close with window screens on every window)
4. Outdoor back splash block replaced & placed underneath downspouts
5. Power washing the entire house
6. Cleaning of the entire house

Bidders shall submit a firm, fixed lump sum price for the complete scope of work.

Award shall be made to the lowest responsive and responsible bidder whose bid conforms to the material terms and conditions of this IFB.

The Contractor shall be responsible for providing all labor, materials, supplies, tools, equipment, permits (if applicable), and supervision necessary to fully complete the Scope of Work in accordance with this IFB.

Work shall commence within three (03) calendar days after issuance of Notice to Proceed and shall be fully completed within 14 calendar days thereafter.

Insurance Requirements

The selected Contractor shall provide proof of General Liability Insurance and Workers' Compensation coverage prior to execution of the contract.

Inspection and Acceptance

Work will be inspected by TGHA upon completion. All work must be performed in a professional and workmanlike manner consistent with industry standards.

Work will be considered complete only when:

- All listed scope items are fully performed.
- Surfaces are properly prepped prior to painting (no visible cracks, dents, or patch marks).
- Paint coverage is uniform, with no visible streaking, peeling, or overspray.
- Fixtures are securely installed and operational.
- Doors and windows open, close, and lock properly.

- Reglazed surfaces are smooth and free from defects.
- Unit is fully cleaned and move-in ready.
- No construction debris remains on site.

TGHA reserves the right to require correction of defective or incomplete work prior to final acceptance.

Payment: Single Payment Upon Completion

Payment shall be made upon:

- Completion of all work,
- TGHA inspection and written acceptance,
- Submission of invoice.

No payment shall be made for incomplete, defective, or non-conforming work. TGHA may withhold payment until all deficiencies are corrected.

Any additional work not included in the original Scope of Work must be approved in writing by TGHA prior to commencement. Unauthorized work will not be compensated.

Warranty

Contractor warrants workmanship for a period of one (1) year from date of acceptance.

SEALED BID SUBMISSION REQUIREMENTS

Bids must be submitted in a sealed envelope clearly marked:

'Sealed Bid – IFB No. 01-2026-UMR.'

**The Greenville Housing Authority Attention:
Procurement Office - 122 Edinburgh Court Greenville,
South Carolina 29607**

DO NOT OPEN BEFORE MARCH 10, 2026, AT 2:00 PM EST.

All bids received will be date and time stamped and securely maintained unopened until the public bid opening.

Late bids will not be accepted and will be returned unopened.

Bidders shall submit one (1) original signed hard copy and three copies of the bid. All documents shall be placed unfolded in a sealed envelope.

The following documents must be submitted with the bid:

- Completed signed Bid Form (lump sum price)
- Valid contractor license

- Proof of insurance
- Non-collusion statement
- Two references for similar work

At the date and time, all bids received will be opened and publicly read aloud by the TGHA staff, including the company name of the bidder and the total calculated costs.

At the bid opening the Agency will only disclose the following information: (a) The company name of each bidder; and (b) the calculated total amount bid.

A copy of bid tabulation will be made available upon request after the public bid opening. Individual bids submissions will not be available for inspection at the time of opening.

Bidders must submit all required documents including signed bid form, valid contractor license, proof of insurance, and required certifications. TGHA reserves the right to verify responsibility, including license status, references, and ability to perform.

EVALUATION AND AWARD

Award will be made to the lowest responsive and responsible bidder. TGHA will review bids for responsiveness and responsibility prior to award. TGHA reserves the right to request clarification or additional documentation.

Award will be based solely on the Lump Sum Price submitted by the lowest responsive and responsible bidder.

PRICING

Bidders shall provide a lump sum price for the complete unit make-ready service as described in Scope of work.

The lump sum price shall include all labor, materials, overhead, profit, supervision, tools, equipment, and disposal costs (if any).

INSURANCE AND LICENSING

The selected contractor must maintain general liability insurance and any other required coverage. Proof of insurance must be provided prior to contract execution.

EQUAL OPPORTUNITY

TGHA encourages participation by small, minority-owned, and women-owned businesses. The contractor shall comply with all applicable non-discrimination laws and regulations.

CONTRACT

No work shall begin without written Notice to Proceed. Payment shall be made upon satisfactory completion and approval. The contract shall terminate upon completion of work and final acceptance by TGHA.

The Agency will not execute a contract on the Contractor's form. Contracts will only be executed on the Agency form to be provided to the successful bidder. By submitting a bid, the Contractor agrees to execute the Agency form of contract.

The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.

The Contractor shall not assign any right nor delegate any duty for the work proposed pursuant to this IFB without the prior written consent of TGHA. Any purported assignment without prior written consent shall be void.

PROTEST PROCEDURE.

Any protest shall be handled in accordance with the TGHA Procurement Policy applicable to procurements under \$100,000

To ensure fairness and transparency in the procurement process, any bidder or proposer who wishes to file a protest or complaint regarding a solicitation, evaluation, or award decision must submit the claim in writing to the Contracting Officer (CO) within **10 business days** of the date of the action or decision being protested. The CO will review and respond to all timely protests in writing within a reasonable period.

BID FORM – PRICING PROPOSAL

**IFB No.: 01-2026-UMR
Unit Make-Ready Services**

Bidders shall provide a lump sum price for the complete unit make-ready service as described in Scope of work. The lump sum price shall include all labor, materials, overhead, profit, supervision, tools, equipment, and disposal costs.

1. LUMP SUM PRICE

Total Lump Sum Price for Complete Unit Make-Ready:

\$ _____

The Lump Sum Price shall include all costs necessary to complete the work in accordance with the IFB requirements.

2. UNIT PRICING (If Authorized by TGHA Only)

The following unit prices shall apply only if additional work is authorized in writing by TGHA:

Description	Unit	Unit Price
Additional Drywall Repair	Per SF	\$ _____
Additional Painting	Per SF	\$ _____
Additional Cleaning	Per Hour	\$ _____
Additional Minor Carpentry	Per Hour	\$ _____

No additional work shall be performed without prior written authorization from TGHA.

3. COMPLETION TIME

The Bidder agrees to complete all work within:

_____ Calendar Days.

4. BID CERTIFICATION

The undersigned certifies:

- This bid is made without collusion or fraud.
 - The Bidder has examined the IFB documents.
 - The Bidder understands the scope of work.
 - The prices stated are firm for a period of sixty (60) days.
 - The Bidder possesses all required licenses and insurance.
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BIDDER INFORMATION

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

**ACKNOWLEDGEMENT OF ADDENDA AND RESPONSES TO WRITTEN
QUESTIONS**

INVITATION FOR BIDS (IFB)

Unit Make-Ready Services

The Housing Authority of the City of Greenville (TGHA)

IFB No.: 01-2026-UMR

Bidders acknowledges having checked the website, at www.tgha.net, for all Addenda and responses to written questions through the end date of XXXXXX, 2026 at xxxx Eastern Standard Time. Noted addenda numbers are listed below with the date of receipt.

Addendum Number: _____ Date Received: ____

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Addendum Number: _____ Date Received: ____

Addendum Number: _____ Date Received: ____

Addendum Number: _____ Date Received: ____

Firm Name

Signature

Printed or Typed Name

Date

NON-COLLUSIVE AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says:

THAT HE/SHE IS _____ (*a partner or officer of the firm of, etc.*) the party making the foregoing proposal or bid; that such proposal or bid is genuine and not collusive nor sham; that said bidder has not colluded, conspired, connived nor agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding; and has not in any manner, directly or indirectly, sought by agreement of collusion, or communication or convergence, with any person, to fix the bid price of affiant or of any other bidder; nor to fix any overhead, profit, or cost element of said bid price, nor of that of any other bidder; nor to secure any advantage against GRDC122 Edinburgh Court – Greenville, SC 29607, or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signatures of:

BIDDER, if the Bidder is an individual: _____

PARTNER, if the Bidder is a partnership: _____

OFFICER, if the Bidder is a corporation: _____

SUBSCRIBED AND SWORN TO BEFORE ME

This _____ day of _____, 20_____

(Notary Public)

My Commission expires: _____

ACCEPTABLE INSURANCE LIMITS

TYPE OF COVERAGE	LIMITS OF LIABILITY
Worker's Compensation – Statutory	Required over and above S.C. State requirements and irregardless of the number of employees
Employer's Liability	\$25,000 One Accident & Aggregate Disease
COMPREHENSIVE GENERAL LIABILITY:	
(A) Bodily Injury and Personal Injury	\$100,000 ea. person – Premise & Operations \$100,000 ea. person – Independent Contractors *\$100,000 ea. person – Products, including completed operations* \$100,000 ea. person – Contractual, to include Owner & Architect \$300,000 ea. Occurrence: \$300,000 ea. Aggregate: Products, including completed operations to include Owner & Architect
(B) Property Damage	\$ 50,000 ea. Occurrence: Premises & Operations \$ 50,000 ea. Occurrence: Independent Contractors \$ 50,000 ea. Occurrence: Products, including completed operations \$ 50,000 ea. Occurrence: Contractual, to include Owner & Architect \$100,000 Aggregate

	\$300,000 Aggregate: Operations; protective products; contractual, to include Owner & Architect
COMPREHENSIVE AUTOMOBILE LIABILITY (Includes owned, non-owned, hired)	
(A) Bodily Injury	\$150,000 ea. person \$300,000 ea. occurrence
(B) Property Damage	\$ 50,000 ea. accident

* Shall be carried for a minimum of one (1) year after completion of the Agreement.

** Coverage shall include owned, non-owned, and hired automobiles