



REQUEST FOR PROPOSALS (RFP)

On Call Unit Turnover and Make-Ready Services

RFP No. 06-2026-2

TGHA

122 Edinburgh Court, Greenville, SC, 29607

2nd SOLICITATION

RFP TIMETABLE is provided as a guideline only and is subject to change at the discretion of TGHA

RFP issue date	April 15, 2026,
Deadline for clarification:	April 27, 2026, by 5:00 pm
Proposals due:	May 14, 2026, by 12:00 pm
Anticipated Contract Award:	June 2026

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SECTION 1: INTRODUCTION

The Housing Authority of the City of Greenville, South Carolina (hereinafter, as “TGHA” or “Authority” or “Agency”) is a public entity that was formed in 1938 to provide federally subsidized and housing assistance to low-income families. TGHA is headed by a Chief Executive Officer and governed by a seven- person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and TGHA’s procurement policy.

Today, TGHA and its non-profit organization, owns and manages a real estate portfolio of approximately 1,117 affordable units, three Rental Assistance Demonstration consisting of 161 units, five Mixed Finance/LIHTC communities consisting of a total of 485 units; and five Tax Credit only communities consisting of 471 units. The Mixed Finance communities include 189 Rental Assistance Demonstration units, 108 Project Based Section 8 assisted units, and 175 Tax Credit units. In addition to these multi-family rental communities, TGHA administers a combination of tenant based and project-based vouchers totaling 3,346; a homeownership program; and the HUD-VASH (Veterans Supportive Housing) rental assistance program for homeless veterans. TGHA also administers a multitude of resident support and service programs under various HUD grants.

RFP Objective. The intent of this RFP is to establish a pool of qualified small contractors to provide unit turnover service on an as needed basis. Offerors may submit a proposal for one, several, or all service categories identified in this RFP, and shall clearly indicate the category or categories for which they are submitting qualifications and pricing. The actual number of small contractors chosen will depend on the number of anticipated units to be turned and availability of in-house maintenance staff.

Contractors should limit their proposal to the services for which they are qualified and competent to complete.

This form must be signed, along with any subsequent addenda, and all pages returned in a sealed envelope. All signatures must be original and not photocopies. In compliance with this Request for Proposal, and subject to all conditions herein, the undersigned offers to furnish any or all of the services upon which prices are quoted, at the stated or negotiated prices, to be delivered at the time and place specified. Proposals shall remain valid for at least hundred-twenty (120) calendar days from the submission date.

The undersigned certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal, and is authorized to contract on behalf of firm named below.

Company Name: _____

Federal Tax ID: _____

UEI/DUNS Number: _____

Registration number: _____

Company Website: _____

Address: _____

City/State/Zip: _____

Telephone / Fax: _____

Email: _____

Print Name: _____ Title: _____

Signature: _____

Date: _____ /- _____ -/ _____

SECTION 2 SCOPE OF SERVICES

RFP Objective. The intent of this RFP is to establish a pool of small, qualified contractors to provide vacant unit preparation service for new tenants (unit turnovers) for approximately 1,112 units across multiple sites on an as needed basis. The number of contractors selected will depend on the anticipated number of units to be turned and availability of in-house maintenance staff. Offerors may submit a proposal for one, several, or all service categories identified in this RFP and shall clearly indicate the category or categories for which they are submitting qualifications and pricing. Offeror are not required to propose in all categories in order to be considered for award. Contractors should limit their proposal to the service for which they are qualified and competent to complete. Contractors may also be required to provide supplemental support to the property maintenance staff in occupied units

1. Contractors selected to participate in the pool will be assigned work at the discretion of the TGHA based on quality of work, availability, manpower timeliness, and services category or categories for which the contractor was awarded. TGHA will attempt to match each assignment to the contractor best suited for the specific task within the contractor's awarded service category or categories. For example, when the TGHA has a need for minor renovations such as kitchens baths, a contractor with proven renovation experience may be selected over a contractor whose experience is primarily painting. TGHA will also determine the number of units assigned to each contractor.

2. Nothing herein guarantees any contractor minimum number of units, assignments, service categories, or services phases. TGHA reserves the right to assign full unit turnovers or individual service phases based on its sole discretion, on operational needs, contractor availability, and performance. Full unit turnover means completion of all services categories awarded to the contractor and assigned by TGHA for a given unit, under the applicable Work Assignment Notice to Proceed.

3. As tenants move out, the requirement for turnover must happen swiftly and contractors must be available on a short notice. Time is of the essence, and timely turnover of vacant units is critical to operations to provide affordable housing. The number of annual turnarounds depends on tenant move-outs status and other occupancy factors and cannot be accurately estimate.

4. Once a unit is ready for service, a selected contractor will be contacted by TGHA for availability. TGHA will review the project site with the contractor and discuss the scope of work. The contractor shall then provide a detailed proposal based on the applicable contract pricing for the awarded service category or categories. The proposal must clearly describe all services to be performed. Contractors proposed fixed unit prices include labor, supervision, tools, equipment, transportation, and incidental supplies; separately authorized materials not included in fixed pricing may be billed at actual documented supported by supplier invoices or receipts. No percentage markup shall be applied to such materials

5. Additional items such as replacing cabinets, installing appliances, and other unit-related work may be requested, where applicable at TGHA discretion. TGHA may request such item be included in a contractor's proposal only to the extent they are related to the contractor's awarded category or categories. These costs will be part of the contractor's proposal, if requested. If the requested work is outside the contractors awarded scope or not included in the awarded pricing schedule, TGHA may be required to obtain one or more proposal from contractors within the pool, in accordance with its procurement procedures.

6. If authorized by TGHA to perform the work the contractor will be issued a Work Assignment Notice to Proceed, under the resulting contract(s). The contractor shall commence unit turnover work within two (2) business days, unless otherwise directed by TGHA, and shall complete the work within a timeframe mutually agreed upon by TGHA and the contractor. The time required to complete a unit turnover will depend on the number of bedrooms; the services phases are required and the extent of work within each phase. Based on past experience turnarounds are typically done in 3 to 5 days. For purposes of this contract, business days consists of Monday through Friday, 8:00 a.m. – 5:00 p.m.

7. Work assignments Notice to Proceed may be issued at any time during the term of the contract, and the assignment of work projects will be made solely at the discretion of TGHA . If a contractor accepts more than one work assignment at same time for more than one site, the Contractor remains responsible for completing each assignment within the agreed-upon timeframe, and such timeframe shall run concurrently, not consecutively. For example, if assigned one three-bedroom unit and contractor accepts additional three-bedroom unit on the same day, and the agreed-up-round turnaround time is 3 to 5 business days per unit, both units must be completed within 3 to 5 business days. TGHA may issue a purchase order in accordance with terms, conditions and cost pricing established under the contract.

8. Regular communication with the property managers and/or maintenance supervisors is essential to the successful performance of the contractor. Contractors should not make assumption regarding the scope of work and shall not begin work on any unit until an executed Work Assignment Notice to Proceed has been issued by TGHA.

9. TGHA will inspect the work after the contractor notifies TGHA that the work is complete, but no later than the fifth (5th) business day of the scheduled work period and will prepare a punch list. Punch list items shall be completed within a reasonable timeframe agreed upon by TGHA and the contractor prior to the final walk-through and inspection. Payments will not be made until all punch list items have been completed and any required liens releases or other closeout document have been submitted.

10. The services requested are broken in phases/categories. The work listed below is a typical list of all work associated with a complete turnover; however, it may not be required for all units. TGHA may select one or more phases or all services to be performed by the contractor(s). Contractor(s) shall supply all equipment, supplies, labor, for unit turnover, where required. All work associated with the phases are described below. Note that the description of the work will be applicable to the phases chosen for each project. Any replacement items (i.e.: flooring, fixtures, water heaters) shall be determined by TGHA and at the option of TGHA may be furnished and/or installed by others.

11. The Contractor shall comply with all applicable federal, state, and local laws and regulations. TGHA reserves the right to revise applicable compliance requirements if the scope of work changes.

12. Debarred or Suspended: TGHA staff is responsible for ensuring prior to contract award, if a contractor has been debarred or suspended. Contractors debarred, suspended, or proposed for debarment are excluded from receiving contracts, and agencies shall not solicit offers from, award contracts to, or consent to subcontracts with these contractors.

Services to be provided for a complete vacant unit turn/make-ready are as follows:

- **Cleaning:** complete janitorial services, cleaning and sanitizing the unit in preparation for a new tenant. Performance shall be in accordance with Part 1 Cleaning below.
- **Painting:** preparation, paint, and finish work as identified in Part 2 Painting below.
- **Minor Repairs:** necessary repairs to (or replacement of) apartment fixtures and hardware and all items identified in Part 3 Minor Repairs - Standard Unit Repair below.
- **Trash Removal:** Trash removal is simply the removal of all designated trash from the site which may include paper, items inside cabinets and closets, see Section Four Trash Removal.

PART 1: CLEANING

At a minimum, cleaning shall include and shall be done in accordance with the following:

- A. **Dusting:** Thoroughly dust all vertical and horizontal surfaces in all cleanable areas with dust cloth or tool up to and including ceiling vents, air bars, and lighting devices, window blinds, etc. Contractor shall not move dusting residue from spot to spot but remove it directly from the areas in which dirt lies by the most effective means appropriate using treated dusting cloths or vacuum tools.
 - 1. Leave no dust streaks.
 - 2. Leave corners, crevices, molding and ledges free of dust and cobwebs.
 - 3. Leave no oil spots or smudges on dusted surfaces caused by dusting tools.
 - 4. Unit must be free of all dust.
- B. **Wall Spot Cleaning:** Thoroughly clean all spots, smudges, stains, etc. from walls using appropriate chemicals at approved dilutions. All surfaces must be dirty and streak free.
- C. Clean and re-install all light globes and fixtures.
- D. Clean all interior glass with appropriate alcohol-based glass cleaner and wipe dry with clean dry cloth. Clean window screens, sills and tracks. Lock when finished.
- E. Clean front and back screen or storm doors including windows, screens, and thresholds.
- F. Sweep and mop porches balcony (if applicable).
- G. Clean exterior of water heater, vent pipe, flue pipe, and area of closet surrounding water heater. Ensure flue pipe is properly secured.
- H. Clean exterior of radiators, fin tube covers, air conditioners and area surrounding equipment in unit.
- I. Remove, clean, paint and reinstall all HVAC register covers.
- J. **Laundry Room/Utility Rooms:** Thoroughly clean all walls and ceiling. Floors must be swept and mopped. All vents are to be cleaned and free of dust, dirt or particles.

K. Bathroom Cleaning:

1. Clean and Disinfect Sinks: Thoroughly clean all sinks, including bottom, faucets, and spigots, with appropriate cleanser. Rinse thoroughly as all cleanser residues must be removed. Then wipe each item with approved disinfectant solution and allow to air dry.
2. Clean and Disinfect Tubs: Thoroughly clean all tubs, including bottom, faucets, and spigots, with appropriate cleanser. Rinse thoroughly as needed, then wipe all areas with approved disinfectant solution and allow to air dry.
3. Clean and Disinfect Toilets: Thoroughly clean toilets, toilet seats, with approved acid free bowl cleaner, rinse thoroughly. Wipe each toilet and toilet seat completely with appropriate disinfectant solution. Surface should be streak, smear, and smudge free. Leave seats in a raised position.
4. Clean Glass and Mirrors: Thoroughly clean all glass and mirrors using an appropriate glass cleaner. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached frames, edges, and shelves are also cleaned and dried as well as the glass surface.
5. Clean and Disinfect Walls, Doors, Partitions and Handrails: Thoroughly clean all walls (including switch and plug covers), doors with appropriate chemicals using the prescribed dilution. Rinse thoroughly as needed, then wipe all areas with disinfectant solution and allow to air dry.

L. Kitchen Cleaning

1. Clean and Disinfect Cabinets: Thoroughly clean interior and exterior of cabinets with appropriate cleanser. Ensure all items are free of grease. Rinse thoroughly as all cleanser residues must be removed. Then wipe each item with disinfectant solution and allow to air dry.
2. Clean and Disinfect Kitchen: Thoroughly clean sink, faucets and spigots, fixtures, countertop, and backsplash with appropriate cleanser. Ensure all items are free of grease. Rinse thoroughly as all cleanser residues must be removed. Then wipe each item with disinfectant solution and allow to air dry.
3. Clean and Disinfect Appliances: Thoroughly clean interior and exterior of all appliances with appropriate cleanser. Ensure appliances are free from grease, dirt, and other residue. Rinse thoroughly as all cleanser residues must be removed. Then wipe each item with disinfectant solution and allow to air dry.

M. Floor Cleaning

1. Floor Cleaning Thorough Sweeping: Floors shall be clean and free of trash and foreign matter. No dirt, dust shall be left in corners, behind radiators, under or behind doors. Carpets shall be cleaned.
2. Damp Mop: Thoroughly damp mop all non-carpeted areas. Use a clean cotton mop head that is in good condition. Always Use clean water (change water often). Mop head must be only damp. No excess water can be left behind. Appropriate chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free.
3. Waxing and Buffing: All floors are to be swept, mechanically stripped twice, and then waxed with two (2) coats (Only strip and wax VCT. LVT to be cleaned and mopped), including under appliances and inside all closets. Under no circumstances shall the floors be saturated with water solvents during the cleaning process. Damage due to excessive moisture may be the liability of the Contractor. No dirt, dust shall be left in corners, behind radiators, or behind doors. Cove base baseboard shall be left in a clean condition.

PART 2: PAINTING

At a minimum, painting shall include and shall be done in accordance with the following:

A. Paint Preparation

- 1) Contractors shall perform surface prep throughout unit on all walls and surfaces requiring painting for the application of paint including fin tube covers and radiators. Contractor shall scrape off all flaking and/or loose paint from ceiling, walls and trim, interior doors (Contractor to assume 5 doors) and windowsill surfaces. Where chipped paint exists, sanding will be performed by use of various grades of sandpaper to featheredge chipped areas to allow a smooth flow of paint and prevent further chipping.
- 2) All nails, screws, brackets, debris etc., shall be removed. All holes in the walls, ceilings, doors, trim, etc. as well as cracks, will be properly filled, floated or caulked flush with existing surfaces. Finish will match all other existing finish work.
- 3) All bare wood shall receive a thorough primer coat prior to the application of any finish coats of paint. Under no circumstances shall a finish coat product be used as a suitable substitute for a primer product manufactured solely for that purpose.
- 4) The Contractor shall ensure sufficient drying time between primer and subsequent finish coats, as recommended by the manufacturer of the product.
- 5) Unfinished walls and ceiling surfaces, due to repairs will be textured with matching texture and painted (to include new and old patches and/or repairs).

- 6) Plaster Surfaces: Plaster shall have all loose and scaling paint removed. All depressions and cracks shall be routed out to a minimum of 12-inch width, filled with patching plaster, properly keyed to the existing plaster, and sanded smooth to produce a uniform homogenous surface. All dirt and grease shall be removed from the surface prior to any application of paint. If existing paint has a hard, glossy finish, the surface shall be lightly sanded or treated with a wash as recommended by the manufacturer of the new paint to be applied.
- 7) Gypsum Wallboard: All gypsum wallboard surfaces shall have all dirt, dust, oil, grease stains and loose and scaling paint removed. All cracks shall be struck with a knife or other suitable tool to remove loose gypsum and paint, and filled with joint cement. The joint cement shall be forced into the open joint and bonded to both edges of the separated wallboard. After the cement has dried, the area shall be sanded smooth and shall blend with adjacent surfaces.
- 8) Treatment of Mildew and Greasy Areas Requiring Washing: Mildew and grease on painted surfaces shall be cleaned by the Contractor before repainting. After scrubbing, the surface shall be rinsed with clear water and allowed to dry. When applicable, a stain killer, sealer and/or primer shall be applied to the affected area to prevent bleed through.
- 9) Remove and replace switch plate covers throughout the unit as required in the work order.

B. Painting

1. All painted surfaces within the unit including, but not necessarily limited to kitchen, living room, bathroom, bedrooms, laundry room, hallways, ceilings, closets, all doors, and the stairwell, will be repainted to provide a uniform finish and shall be free from runs and bleed through. All flat areas are to be painted including walls, ceilings, columns, beams closet interior, etc.
2. Unless specified otherwise by the Maintenance Supervisor, painting shall be in a color that matches the original paint. Painting will be provided by TGHA. Paint will be provided by TGHA (1) 5-gallon bucket per unit.
3. All surfaces will receive two coats of selected paint. There will be no additional cost if more than one coat of paint is required for sufficient coverage.
4. All paintings shall be done according to the manufacturer's recommendations or as specified herein. Equipment and materials will be used properly and only for their intended purpose (i.e. interior paint for interior surfaces). The Contractor will be responsible, at his/her own expense, for correcting any work not accepted by the Owner's staff.
5. Contractors shall include normal wall preparation, customary patching, filling sanding, and related surface prep necessary to complete routine turnover painting price. Major wall repair beyond ordinary turnover preparation if identified by

TGHA may be handled separately only upon prior written approval by TGHA. All patching will follow industry standards of repair.

6. All areas that will not be receiving paint will be properly taped off, covered and protected. Contractor will assume the unit is vacant and absent of debris for this proposal.
7. All work areas will be properly cleaned after painting is completed.
8. Pricing will be based on the unit type. All units will include a kitchen, bathroom, and separate bedrooms. Units typically feature an entry coat closet, a linen closet, and a closet in each bedroom. Some units also include a laundry room or closet.
9. **Lead Certification.**
 - a) If work is to be performed that could potentially disturb any encapsulated lead the Contractor(s) selected must provide a work crew, qualified by training and experience, and licensed to perform the work required (e.g. Lead Certified as needed) or they will need to decline the request for specific work in question.
10. **General Rules for Work that may Disturb Lead Based Paint**
 - a. Contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, childcare facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. This includes, but is not limited to:
 - i. Contain the work area.
 - ii. Minimize dust.
 - iii. Clean up thoroughly
11. **Asbestos.**
 - a) Contractors must not disturb any material that is known or suspected to contain asbestos. If such materials are encountered, the contractor shall immediately stop work in the affected area and notify TGHA. Only certified asbestos abatement contractors may perform asbestos removal or repair, in compliance with EPA and OSHA regulations

PART 3: MINOR REPAIRS STANDARD UNIT REPAIRS:

At a minimum, standard unit repairs shall include and shall be done in accordance with the following:

- A. Remove and replace all existing window blinds. Remove any window treatment or window blind hardware from windows. Contractors to assume replacement of windows blinds.
- B. Remove and replace all smoke detectors and CO detectors with hardwired wall or ceiling mounted smoke and CO combination alarm detectors in accordance with applicable code.
- C. Only replace broken or inoperable electrical outlets, switches, GFI/GFCI and corresponding cover plates and replace with new. Assume: two GFIs (kitchen and bathroom); six light switches (bedroom, hallway entry, bathroom, bedroom, living room, dining room); six electrical outlets (assume two outlets to be replaced in the bedroom, kitchen, living room dining room). Contractor to increase count for any additional bedrooms, bathrooms in accordance with bedroom unit type.
- D. Repair or replace doorbell, if necessary.
- E. Verify that all electrical main panel and subpanels are not missing any covers, breakers, or spacers.
- F. All light fixtures, interior and exterior, to be cleaned and covers shall be removed and replaced. Light fixture covers shall match existing. *Assume a minimum of one light fixture for each room and hallway*, where applicable. Replace all light bulbs with new.
- G. Remove and replace all filters. Contractor to assume replacement of one air filter.
- H. All window returns, jamb, head and sills shall be patched repaired (as required) of cracks, notches, holes, etc.
- I. Clean thoroughly all stair treads. Contractor to assume replacement of an average of 3 tread covers and risers per walk up units. Match covers and risers in color and material.
- J. Contractor to remove and install an average of 25 square feet of flooring. Assume planks, 18"x18" or 12"x12'18" VCT/LVT floor tile.
- K. Contractor to remove and install an average of 30 linear feet of 4" vinyl cove base (roll).
- L. All existing plumbing fixtures, trim and accessories shall be free of leaks and improper water flow. The contractor shall provide all parts such as washers, seals, packing nuts, knobs and handles, stems, escutcheon plates, etc. as required for proper plumbing fixture and trim operation.
- M. Repair or replace missing address numbers on exterior of unit.
- N. Remove debris and make sure all yard space on the exterior of the unit is clean.
- O. Sheds and garages shall be clean and free of debris. Shed doors to be repaired and painted.
- P. Remove exterior graffiti.
- Q. Doors

1. All existing doors and door hardware shall be in proper working condition.
2. All existing doors not specified to be removed shall remain and shall be free of binding and looseness. All existing doors shall hang level and square within each existing doorframe with latch sets securing properly.
3. Clean and refinish wood doors. Sand and vacuum between coats and apply two to four coats of polyurethane finish on wood doors as needed. Prepare existing door surfaces and frames as required for specified finish.
4. Existing door surfaces with doorframes and trims shall be free from dents, marks, and holes. Replace missing door trim with new to match the existing.
5. All doors and frames are to be painted on both sides.
6. All existing door frames not specified to be removed shall remain and shall be free of looseness, missing trim, damages and skewed angles.
7. All existing hardware specified to remain shall perform properly. Lubricate existing hinges and locksets using a silicone-based spray. All parts missing shall be replaced and match existing.

R. Windows

1. Clean all windows, window wells, frames and sills, to include glass surface
2. All sliding windows sashes shall be adjusted for proper operation. Where required for proper operation, replace all missing window parts.
3. All existing window hardware shall perform properly. Lubricate locksets as required. All missing hardware elements shall be replaced to match existing.
4. Remove all stationary curtain rods and/or window treatments and provide new horizontal springs 1” mini blinds, formed-steel or extruded aluminum (head rail and bottom rail) for each window in unit, if applicable.

S. S. Kitchen Cabinets

1. All cabinets not specified to be removed shall remain and shall be free from surfaces marks, scratches and dents. All cabinets must be cleaned with an approved Furniture Polish and Cleaner.
2. Kitchen countertops shall be integral with backsplash with a radius edge and sealed tight to wall.
3. All cabinets must align and close properly. Make adjustments as required.
4. Caulk kitchen countertops and backsplash tight to wall.

T. Bathrooms

1. Caulk tub, tub surround, vanity and sink
2. Remove and install toilet seat – or other type/color as required to match existing fixture.
3. All medicine cabinets and vanities shall be cleaned inside out thoroughly and replace any missing shelves, if any. Lubricate hinge with a silicone-based spray for proper operation.
4. Clean, repair, or replace towel bar as needed.
5. Clean, repair, or replace toilet paper holder as needed.

6. Contractor shall repair, replace, or refinish bathroom fixtures as required, including bathtub and/or shower resurfacing when necessary to restore a clean and durable finish.

U. Plumbing Fixtures Trim and Accessories

1. All existing plumbing fixtures, trim and accessories shall be free of leaks and improper water flow. The contractor shall provide all parts such as washers, seals, packing nuts, knobs and handles, stems, escutcheon plates, etc., as required for proper plumbing fixture and trim operation.
2. All existing lavatory stems shall have aerators, and all bathroom lavatory sinks shall have an overflow hole.
3. All existing toilet flush tank assemblies shall operate properly.
4. All new and existing sink and lavatory stems have aerators, and all bathroom sinks shall have an overflow hole.

V. Water Supply Piping

1. Unless specified otherwise, all existing plumbing supply lines and valves exposed within the unit shall be free of leaks, breaks, corroded sections, and slow flow rates. Existing damaged pipes and valves shall be replaced with new plumbing supply lines and shutoff ball valves for kitchen and bathrooms type to match existing for kitchen and bathrooms.
2. All through wall existing penetrations shall have escutcheon plates matching pipe size and type.

W. Drain Waste Vent

1. All existing plumbing drainage lines exposed within the unit shall be free of leaks, breaks, corroded sections, slow flow rates and clogs. Where needed, snake clogged drain lines. Existing damaged pipes shall be replaced with type to match existing.
2. All through wall existing and new pipe penetrations shall have escutcheon plates matching pipe size and type.

PART 4: TRASH REMOVAL

Trash removal is simply the removal of all designated trash from the site which may include paper, items inside cabinets and closets. Trash may be disposed of in the on-site dumpsters except for regulated items such as fluorescent bulbs, computer equipment, or large heavy furniture items etc. Regulated items must be disposed removed from TGHA property and legally disposed of at an authorized facility.

Heavy furniture, non-working appliances, and similar items shall be removed and disposed of by contractor. However, if the contractor is responsible for the removal of heavy furniture and/or appliances, they will be notified prior to submitting a proposal for the specified site.

Contractor shall furnish trash bags, truck(s), trailer(s) and/or other supplies for the project.

Contractors shall legally dispose of all materials removed from site and are cautioned not to overfill vehicles and properly tie down all items being removed from the location. The removal of trash shall be done in a safe manner to not cause damage to property (i.e.: dragging furniture over floors and carpet, etc.)

Estimated Square footage of the Units;

Units	Estimated Square foot
1 Bedroom	from: 531 to 889
2 Bedroom	from: 632 to 1165
3 Bedroom	from: 1020 to 1497
4 Bedroom	from: 1150 to 1200
5 Bedroom	from:1400 to 1500

Estimated Property Inventory Table

Information on unit data is estimated; provided for informational purposes only and does not constitute any guarantee of work.

Properties	Typologies	Qty	Total by properties
Arcadia Hills	1 bedroom	5	
Arcadia Hills	2 bedroom	27	
Arcadia Hills	3 bedroom	15	
Arcadia Hills	4 bedroom	1	48
Charleston Place	1 bedroom	40	40
Clark Ridge	2 bedroom	72	
Clark Ridge	3 bedroom	24	96
Evergreen Place	1 bedroom	26	
Evergreen Place	2 bedroom	102	
Evergreen Place	3 bedroom	40	168
Forestview	1 bedroom	10	
Forestview	2 bedroom	41	
Forestview	3 bedroom	21	72
Harbor and Gallery 1	1 bedroom	26	
Harbor and Gallery 2	2 bedroom	46	
Harbor and Gallery 3	3 bedroom	31	
Harbor and Gallery 4	4 bedroom	16	
Harbor and Gallery 5	5 bedroom	4	123
Manor I-BR	1 bedroom	42	
Manor 2 BR	2 bedroom	13	55
Nicholtown Green	2 bedroom	48	
Nicholtown Green	3 bedroom	48	96
Preserve 70	1 bedroom	113	
Preserve 80	1 bedroom	80	193
Ridgeway	1 bedroom	8	8
Scattered Sites	3 bedroom	92	
Scattered Sites	4 bedroom	13	105
Sliding Rock-	1 bedroom	42	
Sliding Rock-	2 bedroom	6	
Sliding Rock-	3 bedroom	12	60

Valley Creek	1 bedroom	12	
Valley Creek	2 bedroom	22	
Valley Creek	3 bedroom	10	44
Total units		1108	1108

SECTION 3: PROPOSAL FORMAT & SUBMISSION INSTRUCTION

General Conditions. The RFP will be available at the Administrative Office of the Housing Authority of the City of Greenville, located at 122 Edinburgh Court, Greenville, South Carolina 29607. The RFP will also be available on the TGHA website [Procurement | Greenville HA](#) and on Housing Agency Marketplace.

Proposals may be submitted by delivery to the TGHA Administrative Office at the address stated herein and through the Housing Agency Marketplace (HAM), in accordance with the submission instructions set forth in this RFP.

Offerors intending to submit a proposal through Housing Agency Marketplace (HAM) must be properly registered in the HAM system prior to submission. It is the sole responsibility of each Offeror to ensure that its registration is complete and active in sufficient time to submit its proposal by the deadline established in this RFP.

Link for vendors to register: [Housing Agency Marketplace](#)

Sites visit. An estimated list of Properties is provided above for informational purposes only; Offerors are encouraged to visit the properties on their own to familiarize themselves with site conditions and scope of unit turnover service that may be required. Site visits are not mandatory and may be conducted at the Offeror's discretion. Offerors shall not contact tenants or property management staff during their visit and are expected to respect all property rules and privacy requirements. TGHA staff will not provide oral interpretation of the solicitation during any site visit. Questions must be submitted in writing in accordance with this RFP.

For arranging site visits only, Offerors may contact Stacie Harris directly at StacieH@tgha.net

All proposals must conform to requirements outlined herein. TGHA reserves the option to request additional information from selected candidates, for clarification purposes only. The successful Offeror will be expected to execute a standard professional service contract with TGHA based on the proposal submitted and the requirements of this RFP and any future addenda thereto.

Offerors shall be responsible for informing themselves with respect to all conditions, which might in any way affect the cost or performance of any of the work. Failure to do so shall be at the sole risk of the Offeror and no relief shall be given for errors or omissions by the Offeror.

Confidentiality of Proposals: There will be no public opening of proposal packages. All proposal packages and information concerning same shall remain confidential until all negotiations are completed and the Notice of Award is issued. Offerors are hereby notified that all proposal packages received by the Authority shall be included as part of the official contract file. Therefore, any part of the proposal package that is not considered confidential, privileged or proprietary under any applicable Federal, State or local law may be available for public inspection upon completion of the procurement process. Notwithstanding the foregoing, the applicable provisions of Federal, State and local laws shall govern the confidentiality of proposal packages despite anything contrary to this provision stated in the Request for Proposals.

Ownership of all data, materials, and documentation originated and prepared for the Authority pursuant to the RFP shall belong exclusively to the Authority and be subject to public inspection in accordance with the South Carolina Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the South Carolina

Freedom of Information Act; however, the Offeror must invoke the protections of § 30-4-10 of the Code of South Carolina, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal. Therefore, any part of the proposal package which, in the opinion of counsel to the Authority, is not exempt from production under the South Carolina Freedom of Information Act shall be available for public inspection upon completion of the procurement process.

Should the proposal contain proprietary information, provide one (1) redacted hard copy of the proposal and attachments with proprietary portions removed or blacked out. The electronic file should also include a copy of the redacted copy labelled as such. The redacted copy should be clearly marked "Redacted Copy" on the front cover. The classification of an entire proposal document, line-item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. TGHA shall not be responsible for the Offeror's failure to exclude proprietary information from this redacted copy.

This RFP does not represent a commitment by TGHA to enter into contract or other agreement with proposer. The proposal and any information made a part of the proposal will become a part of TGHA's official files without any obligation on TGHA's part to return it to the individual proposer. This RFP and the selected firm's proposal will, by reference, become a part of any formal agreement between the firm and TGHA resulting from this solicitation.

TGHA reserves the right to waive any irregularities or formalities in any or all proposals.

The U.S. Department of Housing and Urban Development, the US Government Accounting Office, the State of South Carolina, TGHA, any duly authorized representatives of each, shall have access to, and the right to examine any and all pertinent books, records, documents, invoices, papers, and the like, of the firm, which shall relate to the performance of the services provided.

All Offerors selected through this RFP process shall be required to retain all pertinent records for a period of not less than three (3) years after final payment has been made and all pending matters closed.

The Offeror shall not collude in any manner or engage in any practices with any other proposer(s), which may restrict or eliminate competition. Violations of this instruction will cause the proposal to be rejected. This prohibition is not intended to preclude joint ventures or subcontracts.

In submitting a response, the Offeror acknowledges that the Authority shall not compensate the Offeror for any submission or contract negotiation costs, including without limitation costs of preparation, appearances for interviews, if conducted, and/or travel expenses. It is essential that the Offeror selected have the necessary knowledge, skills and experience to implement all aspects of the work. All work is to be performed with the highest degree of professional standards, in compliance with all applicable laws, regulations, procedures, criteria and requirements; to include all applicable Federal, State, and local laws and regulations.

SUBMISSION PROCESS AND REQUIREMENTS

To be deemed responsive and eligible for consideration, Respondents shall submit proposal as specified under these Submission Requirements.

Proposals must be received by TGHA on or before May 14, 2026, at 12:00 p.m. (EST).

Proposal may be submitted either (1) in hard copy as specified herein , or (2) electronically only through Housing Agency Marketplace (HAM).

Option 1: HARD COPY: Submit a closed, clearly identified envelope or package to the following address:

**HOUSING AUTHORITY of the CITY of GREENVILLE, SC
Attention: Procurement Department
122 Edinburgh Court Greenville,
SC 29607**

Respondents must provide one (1) ORIGINAL and three (3) additional bounded copies of complete proposal package.

To assure that the respondent's Proposal arrives at the proper place, on time, and to prevent opening by unauthorized individuals, the package's exterior shall be identified as provided below. The jump/flash drive must be enclosed in an envelope also identified on the outside, as follows:

NAME OF THE PROPOSER
RFP No. **06-2026-2- On Call Unit Turnover and Make-Ready Services**

Due Date: **At or before Tuesday, May 14, 2026, 12:00 PM EST**
And the mention in the outer packet; “ **DO NOT OPEN BEFORE May 14, 2026, 12:00 PM EST** ”

It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and time.

The official time used in the receipt of proposals is that time written or stamped by the Authority.

Option 2 - ELECTRONICALLY only through Housing Agency Marketplace (HAM): Upload the proposal through the Housing Marketplace platform.

Offerors intending to submit a proposal through Housing Agency Marketplace (HAM) must be properly registered in the HAM system prior to submission. It is the sole responsibility of each Offeror to ensure that its registration is complete and active in sufficient time to submit its proposal by the deadline established in this RFP.

Link for vendors to register: [Housing Agency Marketplace](#)

FAXED OR SUBMISSIONS THROUGH EMAIL WILL NOT BE ACCEPTED.

DEADLINE FOR WRITTEN QUESTION

Formal communication, such as requests for clarification and/or information concerning this solicitation shall be received by TGHA no later than **5 pm EST on April 27, 2026**. Question must be submitted to via e-mail to Procurement email address Procurement@tgha.net

In order to maintain fair and impartial competitive process the TGHA will answer inquiries only in response to written question received within the specific time frame and at the appointed email address.

Responses to inquiries will only be provided in writing via issuance of Clarification to this RFP and posted on TGHA website and Housing Agency Marketplace.

Any amendment or addenda may be issued prior to the opening of proposals for the purpose of changing or clarifying the intent of this RFP. All amendments or addenda shall be binding in the same way as if originally written in this RFP.

All addendums and responses to written questions will be published on TGHA website and Housing Agency Marketplace.

It is the Offeror's responsibility to regularly check both the TGHA website and the Housing Agency Marketplace for addenda, updates, and written responses to questions during the open period of this RFP. TGHA will not email answers or issued addenda to Offerors.

It should be noted that the dates listed are estimated and may change based on the needs of TGHA.

TENTATIVE PROCUREMENT TIMELINE	DATE
RFP issue date	April 15, 2026,
Deadline for clarification:	April 27, 2026, by 5:00 pm
Proposals due:	May 14, 2026, by 12:00 pm
Anticipated Contract Award:	June 2026

Submissions shall be organized in sections, tabbed and numbered pursuant to each Evaluation Criteria TABS as stated below. The electronic file shall also include a divider page inserted at the beginning of each Evaluation Criteria that clearly labels and identifies the corresponding section of the submission.

The burden of proof to establish timely submission of a proposal by overnight delivery service shall be solely upon the entity or person submitting the proposal. It is the respondents' obligation to ensure the required submission arrives in a timely manner at the specified location. Any proposal which is not properly marked, addressed or delivered to the submission place, in the required form, by the required submission date and time will be ineligible for consideration.

TABBED PROPOSAL SUBMITTAL.

Please be sure to submit proposals in the following order with the tab number clearly indicated. Failure to submit the required information may result in the proposal being determined non-responsive. Minor formatting irregularities that do not affect substance of the proposal may be waived at TGHA's discretion.

TAB N#	Tabbed Proposal Submittal Description
No.1	Relevant Experience and Past Performance
	<p>Offerors shall submit:</p> <ul style="list-style-type: none"> • Signed cover letter on company letterhead including name, title, phone number and email of primary contact; • Brief company profile, including years in business and; • A describing documented experience and successful past performance in completing projects of a similar type for the specific service category or categories proposed. • Provide a minimum of three (3) references relevant to the specific service category or categories proposed, including the company name, address, contact person, phone number, and email address and a brief description of the service performed • Evidence of timely project(s) completion and ability to manage multiple sites or units concurrently, for the specific service category or categories proposed. <p>An authorized representative of the Offeror shall sign this letter and proposals. TGHA should be able to verify these references as part of its standard due diligence process. Completed Experience form and Profile of a Firm as part of this tab.</p>
No. 2	Organizational capacity
	<p>Offerors shall provide:</p> <ul style="list-style-type: none"> • A brief statement regarding organizational capacity for the specific service category or categories proposed, including a list of employees with their CV, and subcontractors (if any) demonstrating experience and qualifications, and their ability to perform the proposed work in a timely and professional manner. • Staffing plan showing how the contractor can handle multiple unit turnovers simultaneously, including peak periods or on-call requirements for the specific service category or categories proposed.
No 3.	Technical Ability to complete the proposed service(s)
	<p>Offerors shall provide</p> <ul style="list-style-type: none"> • Provide a brief detailed statement describing the respondent's technical ability to complete the specific service category or categories proposed, as identified under the Scope of services item 1 to 4. • If proposing full-service, describe sequencing approach, supervision structure, and capacity to meet required turnaround timelines.
No4	Pricing Proposal
	<p>Offeror shall submit pricing by unit type in the Price Proposal Form for the service category or categories proposed. TGHA will evaluate price reasonableness based on the pricing submitted. Contractors are not required to submit pricing for service categories they are not proposing. Pricing not submitted in the Price Proposal Form may be considered non-responsive.</p>
No. 5	Preference Documentation (Optional, if claimed)
	<p>Section 3 Business/WBE/MBE Preference Documentation (Optional Item). For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Exhibit A and any documentation required by that form.</p>

These forms shall constitute a part of the RFP and any contract

- Experience form
- Profile of a firm
- Questionnaire
- Acknowledgement of Addendum
- Non-Conclusive Affidavit
- Form W-9
- Certificates of insurance Liability,
- Current business license for SC state

HUD FORMS

- **HUD-5370-C, General Conditions for Non-Construction Contracts (Sections I and II)**
- **HUD-5369-B, Instructions to Offerors, Non-Construction**
- **HUD-5369-A, Representations, Certifications, and Other Statements of Bidders**

Must be signed and submitted within the Offer

Offerors are encouraged to include any information or other documentation that demonstrates qualifications and capabilities they deem relevant or necessary to support the evaluation of their proposal.

By completing, executing and submitting the Proposal, the Offerors thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Authority.

SECTION 4: PROPOSAL EVALUATION AND AWARD

Evaluation Process. The selection committee will initially screen the proposals, rate according to the evaluation factors and scores in this solicitation. Any submission not in compliance with requirements will be deemed non-responsive & disqualified from evaluation process.

Evaluation Factors. The following factors will be utilized by committee to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

EVALUATION CRITERIA	POINTS
• Relevant Experience and Past Performance	15
• Organizational capacity	20
• Technical Ability to complete the proposed service(s)	25
• Price Proposal.	40
TOTAL POINTS	100 Points
Preference Documentation (Optional, if claimed) Section 3 and/or MBE/WBE/DBE) - this additional 5 Points listed in the Preference Evaluation Category Below.*	05
TOTAL AVAILABLE POINTS	105 Points
Offeror must demonstrate compliance with insurance requirements	Yes No

* Preference Evaluation Category – 05 Points

Section 3 Job Training, Employment and Contracting Opportunities & Minority- and Women-Owned Business Enterprises

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that minority-owned, small disadvantaged and Section 3 businesses, women’s business enterprises, labor surplus area businesses and other individuals or firms located in or owned in substantial part by persons residing in the area of TGHA project are used when possible. Such efforts shall include but shall not be limited to: 05 Points will be awarded to proposals meeting either one of the following criteria.

Section 3 Criteria

- Section 3 Resident (low-income person earning less than 80% of the area median income).
- Resident Employment and/or Training Opportunity
- Section 3 Business concern as defined under 24 CFR Part 75
- Contribution to TGHA Resident Services Section 3 Employment Education Fund

Minority-Owned Business Enterprise Criteria

- 51% of the business is owned by one or more minority group members; or in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals.

Women-Owned Business Enterprise Criteria:

- 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

Disabled Veterans Enterprise Criteria:

- A sole proprietorship, partnership, or corporation owned, operated, controlled by a disabled veteran (as determined by the Veterans Administration) who have at least 51% ownership. The disabled veteran must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of women ownership. To qualify as an eligible DVE, the business must be certified and in good standing with the State of South Carolina

TOTAL POINTS

05 points

Evaluation by Service Category

Proposals will be evaluated only for the service category or categories for which the Offeror submits a proposal. Evaluation of relevant experience, organizational capacity, and ability to perform the work will be limited to the service category or categories proposed.

Price will be evaluated based on the pricing submitted for the service category or categories proposed. Price scoring will be conducted separately within each service category.

All selected contractors will be included in a master pool and will only be eligible for assignment in the service category or categories for which they submitted pricing and demonstrated qualifications.

Award. Award may be made for the purpose of establishing a pool of qualified contractors to perform the unit turnover/make-ready services.

TGHA reserves the right to award one or more responsive and responsible respondents whose proposals are determined to be most advantageous to TGHA, price and other evaluations factors considered in accordance with the terms of this solicitation.

There is no obligation to make an award to any respondent or to make any award under this solicitation.

SECTION 5: SPECIAL CONDITIONS

Contract Award Procedure. Each contractor selected may be awarded one or more service categories; the contract/NTE applies only to the category or categories awarded; work assignments may only be issued within those awarded categories.

Pricing and Work Assignment Notice to Proceed. If approved by TGHA to perform the work, the contractor shall be issued a Work Assignment Notice to Proceed under the resulting Agreement/Contract. The actual number of contractors chosen will depend on the number of anticipated units to be turnaround and availability of in-house staff. Contractors should limit their proposal to the services category or categories for which they are qualified and competent to perform. Contractors may also be required to provide supplemental support to the property maintenance staff in occupied units, if authorized by TGHA.

TGHA may issue Work Assignment Notices to Proceed for a full unit turnover or for individual service phases. Completion timelines will be established in each Work Assignment Notice to Proceed based on the scope and service category assigned. When multiple service phases are assigned separately, TGHA shall coordinate sequencing. Contractors shall be responsible only for the service category or categories assigned under their Work Assignment Notice to Proceed.

Each Work Assignment notice to Proceed shall identify, as applicable, the property, unit number, service category or categories, and the program, property, or funding source for the assigned work. Contractor's invoice shall reference the corresponding Work Assignment Notice to Proceed.

The unit prices awarded under the Price proposal form shall constitute the fixed contract price for the standard services category or categories awarded under this contract and shall be used for all Work Assignment Notices to Proceeds issued under this contract.

Any work requested by TGHA that is outside the contractor's awarded service category or categories, outside the standard priced scope, or not covered by the awarded contract, pricing may require a separate proposal from one or more contractors in the pool, in accordance with TGHA procurement procedures.

Any material separately authorized by TGHA and not already included in the contractor's fixed unit pricing shall be billed at actual documented cost only, supported by supplier's invoices or receipt, only. No percentage markup shall be allowed on separately authorized material.

Contract term. The term of the contract will be two (2) years, with three (3) optional one-year extensions at the discretion of TGHA, based on the Contractor's performance and availability of fund.

A contract/Agreement will be executed with the selected contractor(s) based on the TGHA terms and condition. Submission of a proposal indicates the Offeror's acceptance of the TGHA standard contractual requirements.

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

Unauthorized Sub-Contracting Prohibited. The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the Authority . Any purported assignment of interest or delegation of duty, without the prior written consent of the Authority shall be void and may result in the cancellation of the contract with the Authority, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the Authority.

The Contractor shall comply with all applicable Federal Staes and local requirements.

Confidentiality. During the term of this contract, as well as thereafter, all information pertaining to the Authority shall be kept confidential unless such information is open to the public under local, state, and/or federal law. Contractor shall not use any such information to the detriment of the Authority or its officers or employees at any time during or after the period of this contract.

SECTION 6: GENERAL CONDITIONS

CONFLICT OF INTEREST

a. The respondent warrants that to the best of their knowledge and belief, and except as otherwise disclosed, Respondent has no organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm's organizational, financial, contractual or other interests are such that:

1. Respondent may have an unfair competitive advantage; or
2. The objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall fully disclose such conflict of interest in the proposal submission.

b. The respondent agrees that if, after award he, she or it, discovers an organizational conflict of interest with respect to this solicitation, he, she or it, shall make an immediate and full disclosure in writing to TGHA that shall include a description of the action which the respondent has taken or intends to take to eliminate or neutralize the conflict. However; TGHA may at its sole discretion disqualify the respondent or if a contract has been entered into with the respondent, immediately terminate said contract.

c. In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to TGHA, respondent will then be disqualified.

d. The provisions of Section 5.1 shall be included in all subcontracts or other agreements wherein the work to be performed is similar to the service provided by the respondent. The respondent shall include in such subcontracts and other such agreements any necessary provisions to eliminate or neutralize conflicts of interest. No member of or delegate to the U.S. Congress or Resident Commissioner or Resident Advisor to the Board of Commissioners, shall be allowed to share in any part of the contract awarded under this solicitation or to any benefit that may arise there from. This provision shall be construed to extend to any contract made with the successful respondent.

e. No member, officer, or employee of TGHA, no member of the governing body of the locality in which the projects are situated, no member of the governing body in which TGHA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in any contract or the proceeds thereof resulting from this solicitation.

f. No member, officer or employee of the respondent selected to perform the services described herein shall, during the term of their contract, or for one year thereafter, have any interest direct or indirect, in any contract that they are responsible for procuring, managing or overseeing the proceeds of any such contract.

COST OF PROPOSAL

All costs incurred, directly or indirectly, in response to this proposal shall be the sole responsibility of and shall be borne by the respondent.

AWARD

A contract shall be awarded in accordance with the terms and conditions of this RFP. TGHA reserves the right to reject any or all proposals, to waive minor informalities or irregularities in proposals received.

FORM OF PURCHASE

The acceptance of the proposed firm's offer for the services specified herein shall be made through execution of a duly authorized contract prepared by TGHA. Respondents are cautioned to make no assumptions or accept any representations by any employee, member, officer or representative of TGHA concerning the award until a contract agreement is executed. Prior to contract execution the selected firm shall submit current Form W-9 to ap@tgha.net to enable TGHA Accounting to create required Vendor File.

GOVERNMENT RESTRICTIONS

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful firm to immediately notify TGHA in writing specifying the regulation which requires alteration. TGHA reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to TGHA.

NONCONFORMANCE TO CONDITIONS/SPECIFICATIONS/SCOPE OF SERVICES

Services will be inspected for compliance with Scope of Services and TGHA requirements. Services not conforming to with Scope of Services and TGHA requirements will not be accepted. Services not provided in accordance with the Scope of Services and TGHA requirements may result in the firm being found in default. In the event of default all procurement costs may be charged against the firm.

ASSIGNMENT OR TRANSFER

The successful firm shall not assign or transfer any interest in the contract, in whole or part, without prior written approval of TGHA. Claims for sums of money due, or to become due from TGHA pursuant to the contract may be assigned to a bank, trust company or other financial institution. TGHA is hereby expressly relieved and absolved of any and all liability in the event a purported assignment or subcontracting of the contract is attempted in the absence of the firm obtaining TGHA prior written consent.

AVAILABILITY OF RECORDS

The Comptroller General of the United States, the Department of Housing and Urban Development (HUD), TGHA and any duly authorized representative of each, shall have full and free access to, and the right to audit and to make excerpts and transcripts from, any and all pertinent books, records, documents, invoices, papers and the like, of the vendor, or in the possession of the firm, which shall relate to, or concern the performance of the contract.

PATENTS – LICENSES AND ROYALTIES

The successful firm shall indemnify and save harmless TGHA, the employees and consultants, from liability of any kind, including cost and expenses for or on account of any copyrighted, patented, or not patented invention, process or article manufactured or used in the performance of the contract, including its use by TGHA.

PERMITS, LICENSES AND BUSINESS LICENSE

The successful firm shall obtain all permits and licenses that are required for performing its work. The firm shall pay all related fees and costs in connection with required permits and licenses.

The firm shall visit the following link to acquire a Greenville City Business License <https://www.greenvillesc.gov/340/Business-Licenses> . All businesses conducting business within the City of Greenville are required to have a Business License. Businesses must be purchased each calendar year and are valid from January 1 to December 31.

TAXES

The successful firm is responsible for all state and federal payroll and/or social security taxes. The firm shall hold TGHA harmless in every respect against tax liability.

ADVERTISING

In submitting a proposal, the firm and consultants of the firm agree not to use the results as a part of any commercial advertising.

INSURANCE AND PROOF OF INSURANCE

- a. Insurance. The selected firm shall maintain at its expense during the term of the Contract the following insurance. TGHA shall be named as additional insured on all policies.
- b. Waiver. The selected firm shall not hold TGHA liable for any personal injury incurred by their respective employees, agents or consultants, contractors or subcontractors while working on these projects. The firm agrees to hold TGHA harmless from any such claim by its employees, agents, consultants, contractors or subcontractors, unless a Court having jurisdiction finds there is gross negligence of an employee of TGHA while acting within the scope of their employment.
- c. Qualification. The insurance company covering the firm must be licensed to do business in the State of South Carolina and have a Best’s Guide rating of “A+” or higher.

TGHA MINIMUM INSURANCE COVERAGE LIMITS

TYPE OF COVERAGE	LIMITS OF LIABILITY
Worker’s Compensation – Statutory	Required over and above S.C. State requirements and regardless of the number of employees. <u>EXEMPT</u> : Sole Proprietorship and Limited Liability Companies.
Employer’s Liability	\$25,000 One Accident & Aggregate Disease

COMPREHENSIVE GENERAL LIABILITY:	
(A) Bodily Injury and Personal Injury	\$1,000,000 ea. person – Premise & Operations \$1,000,000 ea. person – Independent Contractors *\$1,000,000 ea. person – Products, including completed operations* \$1,000,000 ea. person – Contractual, to include Owner & Architect
	\$1,000,000 ea. Occurrence: \$1,000,000 ea. Aggregate: Products, including completed operations to include Owner & Architect
(B) Property Damage	\$ 1,000,000 ea. Occurrence: Premises & Operations \$ 1,000,000 ea. Occurrence: Independent Contractors \$ 1,000,000 ea. Occurrence: Products, including completed operations \$ 1,000,000 ea. Occurrence: Contractual, to include Owner & Architect \$1,000,000 Aggregate \$1,000,000 Aggregate: Operations; protective products; contractual, to include Owner & Architect
COMPREHENSIVE AUTOMOBILE LIABILITY (Includes owned, non-owned, hired)	
(A) Bodily Injury	\$250,000 ea. person \$500,000 ea. occurrence
(B) Property Damage	\$500,000 ea. occurrence

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

** Coverage shall include owned, non-owned, hired vehicles.

NOTE: The following statements are required on the Certificate of Insurance:

- “The Greenville Housing Authority (TGHA) – 122 Edinburgh Court – Greenville, SC 29607” shall be named as an additional insured (in respect to a specific contract or, for any and all work performed with the TGHA may be included in this statement).
- “Should any of the above described policies be canceled before the expiration date thereof, the issuing company shall mail 30-days written notice to the Certificate Holder named.” Language such as, “endeavor to mail” and “failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representative” is not acceptable and must be omitted.

The successful firm shall furnish to TGHA a certified copy of the policy or policies covering the work as required in the specifications as evidence that the insurance required will be maintained in force with TGHA for the duration of the contract and no less than one year thereafter. Current Certificate(s) of Insurance shall be provided to TGHA annually as policies are renewed.

STANDARDS OF CONDUCT / REMOVAL OF EMPLOYEES

The successful firm shall be responsible for maintaining satisfactory standards of its employees' competence, conduct, courtesy, appearance, honesty, and integrity. It shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary. TGHA will provide TGHA photo identification badges to all Contractor's employees, which shall be worn at all times when working on site at any TGHA property.

TGHA may request the successful firm to immediately remove from assignment to TGHA and/or dismiss any employee found unfit to perform duties due to one or more of the following reasons:

- (1) Neglect of Duty.
- (2) Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
- (3) Theft, vandalism, immoral conduct or any other criminal action.
- (4) Selling, consuming, possessing, or being under the influence of intoxicants, including
- (5) Alcohol or illegal substances while on assignment at TGHA.

SUPERVISION AND COMMUNICATION

The successful firm shall provide adequate and competent supervision at all times during the performance of the contract. To that effect, a qualified supervisor and one or more alternates shall be designated in writing to TGHA prior to contract start. The firm or its designated representative shall be ready to meet with TGHA personnel on an as need basis.

The successful firm shall provide the telephone numbers where its representative(s) can be reached.

REPORTING COMPLIANCE

The selected firm shall provide such financial and programmatic information as required by TGHA to comply with all Federal, State and Local law reporting requirements.

NONDISCRIMINATION

The selected firm agrees that it will abide by Federal, State and Local Laws, and City ordinances incorporated by reference herein.

SECTION 3 CLAUSE

Every applicant, recipient, contracting party, contractor, and subcontractor shall incorporate or cause to be incorporated a "Section 3 Clause" in all contracts for work in connection with a Section 3 covered development. All proposals must also include a Compliance Plan to include submittal of reports applicable to Section 3 requirements.

PROJECT PERSONNEL

Except as formally approved by TGHA, the key personnel identified in the accepted proposal shall be the individuals who will actually complete the work, at the proposed levels of effort. Changes in staffing must be proposed in writing to TGHA and approved.

PAYMENT

Periodic payment requests for services rendered shall be submitted in accordance with Work Assignment Notice to Proceed. Payment shall be made only for work actually performed, complete and accepted by TGHA for the assigned unit or assigned services phase.

Invoices shall at minimum include the contract number or other identification, the applicable Work Assignment Notice to Proceed number, the property name, unit number, service category or categories performed, date(s) of service and the amount due in accordance with the awarded contract pricing. Any separately authorized materials charges shall be clearly itemized, supported by supplier invoices or receipt and billed only as permitted under the contract.

Payment will not be made until the assigned work has been inspected by TGHA, all required punch list items have been satisfactorily completed and any required closeout document, including lien release is applicable, have been submitted and accepted.

The total compensation payable under this contract shall be based on the services performed on an as needed basis, with no guarantee of minimum numbers of units, work assignment, or contract values and shall not exceed the not-to-exceeded amount established in the final contract.

TGHA shall pay properly submitted and accepted invoices in approximately thirty(30) days.

NOTICES

All written notices required to be given by either party under the terms of the contract(s) resulting from the contract award shall be addressed to the firm at their legal business residence as given in the contract. Written notices to TGHA shall be addressed as provided in the contract.

CANCELLATION

Irrespective of any default hereunder, TGHA may also at any time, at its discretion, cancel the contract in whole or in part. In the event of cancellation, the Firm shall be entitled to receive equitable compensation for all work completed and accepted prior to such termination or cancellation as shall be indicated in the contract.

LAWS

The laws of the State of South Carolina and applicable federal law shall govern the contract.

SECTION 7: TGHA PROTEST PROCEDURE

To handle and resolve disputes relating to procurements by TGHA, the following procedures shall be followed:

RIGHT TO PROTEST	Any actual or prospective bidder, respondent, contractor or Subcontractor (“Protester”) who is aggrieved in connection with the solicitation, intended award or, award of contract may file a protest with TGHA “Contracting Officer”.
TIME FOR FILING PROTEST	Protest shall be filed with TGHA within ten (10) calendar days of date of GHA issuance of an invitation for bid or other solicitation document or within ten (10) calendar days of TGHA notice to Protester of its award or intended award of Contract or intended rejection of bid, whichever is applicable.
CONTENT OF PROTEST	Protest shall be in writing and shall set forth the grounds of the protest, and the relief requested with enough particularity to give notice of the issue to be decided.
AWARDING AGENCY NOTICE	Upon receiving a protest, the Contracting Officer shall cause disclosure of information regarding the protest to any agency (“Awarding Agency”) that awarded a grant directly funding in whole or in part for the Contract.
CONTRACTING OFFICER’S REVIEW	Contracting Officer shall review the protest and, at his/her discretion, take one or more of the following actions prior to rendering a decision: <ul style="list-style-type: none"> <input type="checkbox"/> Request a meeting with Protester or; <input type="checkbox"/> Request additional information from Protester or; <input type="checkbox"/> Conduct such investigation as he/she may deem appropriate under the circumstances.
CONTRACTING OFFICER’S DECISION	Within thirty (30) calendar days of receipt of protest, the Contracting Officer shall notify in writing the Protester and Awarding Agency of his/her decision.
END OF TGHA REVIEW	Contracting Officer’s decision as to Protester’s protest shall constitute the end of the TGHA Protest Procedure. If Protester objects to Contracting Officer’s decision, he/she may pursue remedies through the Courts or through Awarding Agency as well as other remedies as may be available by stature of regulation provided; however, pursuit of such remedies shall not delay award of Contract to another bidder, respondent, contractor or subcontractor.

EXHIBIT A
Section 3 Business/WBE/MBE Preference Documentation

SECTION 3

Job Training, Employment, and Contracting Opportunities for Low-Income Persons

A TOOL FOR “ECONOMIC UPLIFT”

Section 3 of the Housing and Urban Development Act of 1968 is a tool that is used to realize HUD’s commitment to the “economic uplift” for public housing (HA) communities. It requires that public housing authorities (HAs), as well as their contractors and subcontractors, make good faith efforts to provide opportunities for job training, employment, and contracting to low-income persons, particularly those who are recipients of Federal housing assistance.

GOOD FAITH EFFORT

Under regulations at 24 CFR 75, HAs and their contractors must make “good faith efforts” to use area residents as trainees and employees and to award contracts to businesses located within the Section 3- covered project areas. Good faith effort means a contractor must take concrete steps to expand resident training and employment opportunities, such as making residents aware of the employment application process and actually employing Section 3 area residents.

OUTREACH TO EXPAND SECTION 3 RESIDENT TRAINING AND EMPLOYMENT OPPORTUNITIES

- Advertising in the local media;
- Distributing flyers on training & job opportunities to every occupied dwelling unit of Section 3 communities, and posting in common areas;
- Asking resident councils and other resident bodies to help promote resident participation, and asking similar help from community leaders and organizations;
- Informing labor organizations and private job training agencies of potential jobs and contracting opportunities;
- Holding job information meetings and workshops to help Section 3 resident’s complete applications;
- Arranging for a place within the housing community for residents to drop off employment application forms and hold interviews.

PROMOTING BUSINESS PARTICIPATION

- Advertisement in local media and trade association papers;
- Posting flyers in the housing community;
- Developing a list of eligible Section 3 businesses;
- Giving all eligible concerns written notice in time for them to participate in pre-bid meetings and meet proposal deadlines;
- Holding workshops on contract procedures;
- Dividing contract work to allow wider participation;
- Promoting joint ventures between a large business and Section 3 business concerns;
- Limiting competition for PHA-administered opportunities to resident-owned businesses through the use of alternative procurement procedures for contracts under \$500,000, as described in HUD regulations at 24 CFR 963.

TGHA requires that all contractors doing business with the Authority make a “good faith effort” to use area residents as trainees and employees and to award contracts to businesses located within the Section 3 covered project areas. Good faith efforts will include concrete steps to expand resident training and employment opportunities, such as making residents aware of the employment application process and employing qualified Section 3 area residents.

It is the policy of TGHA to ensure that employment and other economic opportunities generated by the result of contracts awarded that are funded with federal financial assistance shall, to the greatest extent feasible, be directed toward low and very low- i n c o m e persons, particularly those who are recipients of government assistance for housing.

This policy sets forth the practices required for contractors to hire Section 3 Residents and to subcontract with business concerns owned as a whole or in part by Section 3 Residents. This document also sets forth the requirements for the contracting with business concerns owned in whole or in part by Section 3 Residents, Minority, Women, Disadvantaged, Disabled Veterans and Labor Surplus Area Business Enterprises.

Contractors who are not able to otherwise meet the Section 3 requirements set forth in this policy may contribute to the TGHA Resident Services Section 3 Employment Education fund. Such contribution shall be in the amount of a minimum of 5% of the total contract costs below \$100,000; 4% of the total contract costs between \$100,001 and \$500,000; and 2% for contracts in excess of \$1,000,000 and so noted within proposal submittal.

A. **Required Efforts**

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that minority-owned, small disadvantaged and Section 3 businesses, women’s business enterprises, labor surplus area businesses and other individuals or firms located in or owned in substantial part by persons residing in the area of the TGHA project are used when possible. Such efforts shall include, but shall not be limited to:

1. Including such firms, when qualified, on mailing lists;
2. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms; Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

5. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 75 (so-called Section 3 businesses); and
6. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Definitions

1. A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR Part 121 should be used to determine business size.
2. A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals.

Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.

3. A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
4. A "Section 3 business concern" is as defined under 24 CFR Part 75.
5. A Disabled Veterans Enterprise (DVE) is a sole proprietorship, partnership, or corporation owned, operated, controlled by a disabled veteran (as determined by the Veterans Administration) who have at least 51% ownership. The disabled veteran must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of women ownership. To qualify as an eligible DVE, the business must be certified and in good standing with the State of South Carolina.
6. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.
7. Section 3 Residents are residents of housing programs managed, administered or sponsored by TGHA; an individual residing in the Greenville County Statistical Metropolitan Survey Area and, who is a low-income person, earning less than 80% of area median income; or a very low-income person, earning less than 50% of area median income.

Goals

1. **Section 3 Resident Participation Goal.** TGHA has established a goal of a minimum percentage of 10% of Section 3 Residents as “New Hires” for all contracts in excess of \$100,000.
2. **Minority/Women Business Enterprise Goal.** TGHA has set a goal of achieving at least 30% of each Section 3 Covered Contract sum to be awarded to minority and disadvantaged in the categories described above.

SECTION 3 ESTIMATED PROJECT WORK FORCE BREAKDOWN
(Complete and Return to TGHA with submittals)

Job Category	Total Estimated Positions Needed For Project	No. Positions Occupied by Permanent Employees	Number of Positions Not	Number of Positions to be filled with Section 3 (NEW)
Professionals				
Technician				
Office/Clerical				
Officials/Managers				
Sales				
Other:				
Other:				
Other:				
Other:				
TRADE:				
Craft Workers (skilled)				
Operatives (semi-skilled)				
Laborers (unskilled)				
Service Workers				
Other:				
Other:				
Other:				
Other:				
Other:				

Section 3 Resident is defined as an individual residing within the Section 3 area whose family income does not exceed 80% of the area median income (AMI) of the area in which the project is located. Contractors must give first priority for Section 3 hires to the following groups in order of preference: 1) TGHA Public Housing residents and/or Housing Choice Voucher Program participants; 2) residents of the City of Greenville; and, 3) residents of Greenville County.

Company:			
Project Name:			
Name:		Title:	
Signature:		Date:	

The information contained within this proposal is considered confidential to The Greenville Housing Authority.

RESIDENT EMPLOYMENT OPPORTUNITY DATA

(Complete and Return to TGHA with submittals)

**THE GREENVILLE HOUSING AUTHORITY (TGHA)
122 EDINBURGH COURT – GREENVILLE, SC 29607**

ELIGIBILITY FOR PREFERENCE

Eligibility for Preference

A section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Section 75. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)

Certification for Resident Seeking Section 3 Preference in Training and Employment

I, _____, am a legal resident of the _____

_____ and meet the income eligibility guidelines for a low- or very-low-income person as published on the reverse.

My permanent address is: _____

I have attached the following documentation as evidence of my status:

- | | |
|--|---|
| <input type="checkbox"/> Copy of lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of Evidence of participation
in a public assistance program | <input type="checkbox"/> Other evidence |

Signature

Print Name

Date

first employment with the business:
List of all current full-time employees

List of

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING
SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION
OF CAPABILITY**

(Complete and Return to TGHA with submittals)

Name of Business

Address of Business

Type of Business:
Partnership

Corporation

Sole Proprietorship

Joint

Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

Copy of resident lease of public assistance	Copy of receipt
Copy of evidence of participation in a public assistance program	Other evidence

For business entity as applicable:

Copy of Articles of Incorporation	Certificate of Good Standing
Assumed Business Name Certificate	Partnership Agreement
List of owners/stockholders and Annual Report	Corporation
% ownership of each minutes appointing officers	Latest Board
Organization chart with names and titles and brief function statement	Additional documentation

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least percent of their workforce are currently Section 3 resident or were Section 3 eligible residents within 3 years of date

SECTION 8: APPENDIX

Submit the following Forms. These forms shall constitute a part of the RFP and any contract.

- Profile of a Firm
- Experience Form
- Questionnaire
- Price Proposal Form
- Acknowledgement of Addenda
- Non-Collusive Affidavit
- Properties List and address
- W9

Profile of Firm Form

(1) Prime Sub-contractor (This form must be completed by and for each).

(2) Name of Firm:

Telephone:

Fax:

Email:

(3) Street Address, City, State, Zip:

(4) Please attached a brief biography/resume of the company, including the following information: (a) Year Firm Established; (b) Year Firm Established in South Carolina; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (submit under Tab No. 1 a brief professional resume for each):

[Table No. 1]

(1) Name	(2) Title	(3) % of Ownership

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 3 a brief resume for each. (Do not duplicate any resumes required above):

[Table No. 2]

(1) Name	(2) Title

(7) Bidder Diversity Statement. You must mark all the following that apply to the ownership of this firm and enter where provided enter the correct percentage (%) of ownership of each:

Caucasian
American (Male)
_____%

Public-Held
Corporation
_____%

Government
Agency
_____%

Non-Profit
Organization
_____%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following):

<input type="checkbox"/> Resident- Owned* _____%	<input type="checkbox"/> African American _____%	<input type="checkbox"/> Native American _____%	<input type="checkbox"/> Hispanic American _____%	<input type="checkbox"/> Asian/Pacific American _____%	<input type="checkbox"/> Hasidic Jew _____%	<input type="checkbox"/> Asian/Indian American _____%
<input type="checkbox"/> Woman-Owned (MBE) _____%	<input type="checkbox"/> Woman-Owned (Caucasian) _____%	<input type="checkbox"/> Disabled Veteran _____%	<input type="checkbox"/> Other (Specify): _____%			

WMBE Certification Number:

Certified by (What Agency):

(NOTE: A CERTIFICATION/NUMBER IS NOT REQUIRED TO BID—ENTER IF AVAILABLE)

(8) Federal Tax ID No.:

(9) Local Business License No. (if applicable):

(10) South Carolina License Type and No. (if applicable):

(11) Federal License Type and No. (if applicable):

(12) Worker’s Compensation Insurance Carrier:

Policy No.:

Expiration Date:

(13) General Liability Insurance Carrier:

Policy No.

Expiration Date:

(14) Automobile Liability Insurance Carrier:

Policy No.

Expiration Date:

Experience Form

Please complete a form for each organization that you have provided Unit Turnover Services in the last five (5) years similar to TGHA. (List no more than 5 organizations)

Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____ Organization

Size (# Employees): _____ Organization Website: _____ Type of Organization: _____

Public _____ Private _____ Quasi-Governmental

Organization Description:

Contact Name: _____ Address:

_____ City: _____ State: _____ Zip: _____

Email Address _____ Phone Number: _____

Contract Term (if renewable, has it been renewed?):

Type of of unit turnover /make ready services Provided to Organization:

Questionnaire

If you answer yes to any of the following, on a separate attachment, provide a detailed explanation regarding the circumstances relating to same, including the names, addresses and phone numbers of persons who might be contacted for additional information.

1. Has your organization, any principal of your organization, or any “Affiliated Entity” (i.e. an entity of which your organization or one or more principals of your organization serves or served as general partner, managing member, or manager, or an entity in which your organization or the principal[s] of your organization (individually or collectively) have or had a greater than 50% interest):
 - a. Ever been terminated on a contract for cause?
Yes ____ No ____
 - b. Within the last five years, made payment on a contract for damages?
Yes ____ No ____
2. Has your organization, any principal of your organization, or any Affiliated Entity, in the last three years, received a final order for willful and/or repeated violation(s) issued by any government Authority?
Yes ____ No ____
3. In the last ten years, has your organization, any principal of your organization, or any Affiliated Entity, had any judgment entered against it or them for any claim sounding in breach of contract, tortious interference with contract or a contract expectancy, discrimination, or fraud?
Yes ____ No ____

If yes, please, on a separate attachment, state the person or entity against whom the judgment was entered, give the location and date of the judgment, describe the project involved, and explain the circumstances relating to the judgment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

4. If you answer yes to any of the following, please, state the person or entity against whom the conviction or debarment was entered, give the location and date of the conviction or debarment, describe the project involved, and explain the circumstances relating to the conviction or debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information. In the last ten years, has your organization or any officer, director, partner, owner, project manager, procurement manager or chief financial officer of your organization:
 - a. Ever been found guilty of charges related to conflict of interest?
Yes ____ No ____

b. Ever been convicted of criminal charges relating to contracting or bribery?

Yes ____ No ____

5. Is your organization or any officer, director, partner or owner currently debarred from doing federal, state or local government work for any reason?

Yes ____ No ____

Yes ____ No ____

**Price Proposal Form –
Price Proposal Form Instructions**

Offerors shall submit pricing only for the service category or categories for which they are proposing. The price shall apply to the unit type across TGHA properties, notwithstanding normal variations in layout or square footage.

Except where expressly identified as owner-furnished, prices shall include all labor, supervision, tools, equipment, transportation, and incidental supplies necessary to perform the work. Any allowable material charges not included in the fixed unit prices shall be proposed separately at the time of work assignment and shall be subject to the contract's terms.

Notes:

1. **Trash Removal:** Price shall include removal and lawful disposal of routine trash, debris, and discarded items from the unit. If heavy furniture, non-working appliances, or similar bulky items are present, TGHA will identify such items prior to the contractor's submission of the site-specific proposal, and such removal shall be priced in accordance with the contract pricing structure.
2. **Cleaning** pricing shall include all services described in Part 1 of the Scope of Services.
3. **Minor Repairs – Labor Only:** Price shall include labor only for the standard unit repair tasks described in Part 3. Do not include the cost of replacement materials, replacement parts, fixtures, doors, hardware, flooring materials, plumbing parts, electrical devices, or similar items unless expressly stated as included in the solicitation. Such items shall be proposed separately at the time of work assignment and if approved billed at actual documented cost only in accordance with contract terms.
4. **Painting** pricing shall include all work required under Part 2. Painting, including normal surface preparation and customary wall patching necessary to complete routine turnover painting. **Paint shall be furnished by TGHA.**
5. **Wall patching in excess of 9 inches square is not included in the base painting price and shall be separately priced as a unit price item.**

Estimated square footage ranges are provided for informational purposes only to reflect typical unit configurations across TGHA's portfolio and to assist Offerors in preparing an average price for each unit type.

Units	Estimated Square foot
1 Bedroom	from: 531 to 889
2 Bedroom	from: 632 to 1165
3 Bedroom	from: 1020 to 1497

4 Bedroom	from: 1150 to 1200
5 Bedroom	from:1400 to 1500

Pricing shall be submitted by unit type. Estimated square footage ranges are provided for informational purposes only and to assist Offerors in preparing their pricing.

Unit Type	Trash Removal	Cleaning	Minor Repairs (Labor Only)	Paint (Labor Only)
1 Bedroom	\$___	\$___	\$___	\$___
2 Bedroom	\$___	\$___	\$___	\$___
3 Bedroom	\$___	\$___	\$___	\$___
4 Bedroom	\$___	\$___	\$___	\$___
5 Bedroom	\$___	\$___	\$___	\$___

ACKNOWLEDGEMENT OF ADDENDA AND RESPONSES TO WRITTEN QUESTIONS

REQUEST FOR PROPOSALS

RFP N# 06-2026-2 On call Unit turnover and Make Ready Services

Offeror acknowledges having checked the website, at www.tgha.net, for all Addenda and responses to written questions through the end date of April 27, 2026 at 05:00 pm Eastern Standard Time. Noted addenda numbers are listed below with the date of receipt.

Addendum Number: _____ Date Received: ____
Addendum Number: _____ Date Received: ____
Addendum Number: _____ Date Received: ____
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 The Greenville Housing Authority (TGHA) 122 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: _____

PROPERTIES LIST & ADDRESS
For information purpose only. No minimum work is guaranteed.

Property	Address
Manor at West Greenville	11 Manning Street
Harbor at West Greenville	430 Perry Ave.
Gallery at West Greenville	81 Textile Avenue
Heritage at Sliding Rock	125 Ramsey Ct Greenville, SC 29607
Valley Creek	2 Provence St Greenville, SC 29607
Preserve at Logan Park	80 Thruston Street, Greenville, SC
Charleston Place	335 Greenacre Road, Greenville, SC
Forest View	200 Clark Street, Greenville, SC
Clark Ridge Commons	200 Clark Street, Greenville, SC
Nicholtown Greens	200 Clark Street, Greenville, SC
Evergreen Place	102 Roosevelt Avenue, Greenville, SC
Ridgeway Apartments	389 Industrial Drive, Greenville, SC
Arcadia Hills	Woodlark St. & Keith Drive, Greenville, SC
Scattered Sites	Various

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What Is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities 3— A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a) 11— A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4 F.
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state **G.**

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a) J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLÉ accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

H. What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³ The
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	grantor ³
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a

systemic problem, or are seeking help in resolving tax problems that

have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by

calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

HUD-5370-C – General Conditions for Non-Construction Contracts

<https://www.hud.gov/sites/dfiles/OCHCO/documents/5370-C1.pdf>

<https://www.hud.gov/sites/dfiles/OCHCO/documents/5370-C2.pdf>

HUD-5369-B – Instructions to Offerors, Non-Construction

<https://www.hud.gov/sites/documents/5369-b.pdf>

HUD-5369-A – Representations, Certifications, and Other Statements of Bidders

<https://www.hud.gov/sites/documents/5369-a.pdf>