



REQUEST FOR QUOTATION CHARLESTON PLACE FLOORING REPLACEMENT

Removal of Existing Carpet and Installation of Glue-Down Luxury Vinyl Plank (LVP) Flooring

RFQ No.: RFQ # FS-01-2026

Issued on: September 22, 2026

Quotation Due Date and Time: October 06, 2026, at 12:00 PM EST

The Housing Authority of the City of Greenville, South Carolina

122 Edinburgh Court, Greenville, South Carolina 29607

Email: procurement@tgha.net

INVITATION FOR QUOTATION

The Housing Authority of the City of Greenville (TGHA) invites qualified flooring contractors to submit written quotations to remove existing carpet and install new glue-down Luxury Vinyl Plank (LVP) flooring at Charleston Place. The work includes common areas, hallways, lobbies, staff restroom, kitchenette, community room, sitting areas, library, stairwells, and elevator cab as described in this RFQ and Scope of Work.

Apartment units are not included in this RFQ.

Late quotations may be rejected. Vendors are responsible for submitting complete quotations by the stated deadline.

Quote Submission

Complete written quotation must be submitted electronically no later than **October 06, 2026, at 12:00 PM**. Submission may be sent via email to procurement@tgha.net clearly state **RFQ # FS-01-2026 - Charleston Place Flooring Replacement** - or uploaded directly in the Housing Agency Market Place. [The Housing Agency Vendor Platform | Housing Agency Marketplace](#)

Physical sealed paper envelopes are not required.

Requests for Clarification

Questions must be submitted in writing to procurement@tgha.net no later than **September 28, 2026, 03PM EST**. Answers, clarifications, or addenda will be issued in writing and posted at the TGHA website and at the Housing Agency Market Place.

Vendors shall not rely on verbal statements or assumptions not included in the RFQ, Scope of Work, or written addenda.

INTRODUCTION

TGHA is a public entity formed to provide federally subsidized and affordable housing assistance to low-income families and other eligible households. TGHA is governed by a Board of Commissioners and operates affordable housing programs and properties in the Greenville, South Carolina area.

The purpose of this RFQ is to obtain firm fixed-price quotations from qualified flooring contractors for the Charleston Place Flooring Replacement project. The selected contractor shall furnish all labor, materials, equipment, tools, supervision, transportation, furniture moving, protection, removal, disposal, cleanup, warranty, and incidentals necessary to complete the work.

CHAPTER I: SPECIAL CONDITIONS OF THE RFQ

Condition	Requirement
Purchaser	The Housing Authority of the City of Greenville (TGHA)
Project	Charleston Place Flooring Replacement
Location	Charleston Place, 10 McAlister Road, Greenville, SC 29607
Work Type	Removal of existing carpet and installation of glue-down Luxury Vinyl Plank (LVP) flooring
Contract Type	Firm fixed-price - Purchase order
Quote Validity	Quotes shall remain valid for 90 days from the submission deadline.
Warranty	Minimum one-year warranty on workmanship and installed materials, plus manufacturer warranty documentation.
Work Hours	Monday through Friday, 9:00 a.m. to 5:00 p.m., unless otherwise approved in writing by TGHA.
Desired Start	As soon as possible after award, purchase order issuance, and notice to proceed.

Site Walk-Through

A site walk-through will be available at the request of vendors. Vendors are strongly encouraged to attend and must verify measurements, site conditions, stairwell conditions, transitions, access limitations, and any work constraints before submitting a quote. Vendors remain responsible for the accuracy of their measurements and assumptions.

To schedule a walk-through, contact: Regina Robertson - ReginaR@tgha.net - 864-991-3468

Quotation Package Required

- Completed Quotation Price Form signed by an authorized representative.
- Detailed line-item quote using the categories in Chapter III.
- Proposed LVP product information, manufacturer, specifications, installation method, wear layer, thickness, color/style, and warranty.
- Confirmation that LVP is glue-down and suitable for senior multifamily residential common areas, hallways, stairwells where applicable.
- Proposed schedule, including earliest start date, estimated duration, work sequence/phasing, and any access or coordination requirements.
- At least three references for similar flooring projects, preferably in senior multifamily residential, housing authority, affordable housing, or occupied-site common area settings.
- Evidence of license/registration, insurance, and ability to perform flooring work in South Carolina.
- Identification of any subcontractors expected to perform work, if any.
- Vendors shall submit a firm fixed price quote for the full required scope and shall clearly identify any assumptions, exclusions, or exceptions. Vendors shall price only the base scope, and any alternates specifically requested by TGHA.
- Signed certification that the vendor's quote includes compliance with applicable Davis-Bacon/HUD labor standards requirements.
- Certificate of insurance and W9

Fixed Price

The quoted price shall be firm fixed price and shall include all labor, materials, equipment, tools, supervision, transportation, removal, disposal, cleanup, warranty, taxes, and all other costs necessary to complete the work as per requirement. No additional charges will be paid unless specifically approved in writing by TGHA through a formal written change order or contract modification before the additional work is performed.

CHAPTER II: QUOTATION EVALUATION AND AWARD

Evaluation Basis

TGHA will review quotations for responsiveness to this RFQ, responsibility of the vendor, and compliance with the Scope of Work. Award will be made to the lowest responsive and responsible vendor whose quote meets the RFQ requirements and is determined to be in TGHA's best interest.

Responsiveness Requirements

To be considered responsive, a quote must:

- Be received within the submission deadline.
- Include a signed total firm fixed price and completed Vendor quote form with all required line item priced.
- Include a proposed work schedule with the quote and
- Confirm compliance with the Scope of Work and clearly identify any exceptions, if any
- Include product information showing the proposed LVP meets or exceeds the minimum specifications.
- Include a written confirmation that the quoted price includes compliance with Davis-Bacon/HUD labor standards requirements.

Responsibility Requirements

TGHA may review the vendor responsibility based on similar project references, experience, insurance proposed schedule, supervision crew availability and ability to coordinate work in an occupied property. Vendors shall provide three similar project references with client contact name and phone number, and email address. Vendors shall also identify the proposed supervisor crew availability earliest start date and estimated numbers of working days.

AWARD

Award will be made to the lowest responsive and responsible vendor whose quotation meets the RFQ requirements.

Reservation of Rights

TGHA reserves the right to reject any or all quotes, waive informalities when in TGHA's best interest, request clarification, negotiate minor terms consistent with the RFQ, cancel the RFQ, not award, or re-solicit. TGHA has no obligation to compensate any vendor for costs incurred in responding to this RFQ.

Contract Terms

A firm fixed-price purchase order will be issued to the successful vendor. Work shall not begin until TGHA issues the purchase order and written notice to proceed. Vendors must include a proposed work schedule with their quote. Before mobilization, the selected contractor will coordinate with TGHA and provide any final schedule details, product submittals, and other information reasonably required to plan the work.

Davis-Bacon / HUD Labor Standards

Davis-Bacon/HUD labor standards apply to this project. Vendors must include related labor standards costs in their quoted price. The applicable SC Davis-Bacon Act wage determination is attached to this RFQ. Applicable wage determinations and required HUD forms will be incorporated into the purchase order/contract.

ATTACHMENT A: SCOPE OF WORK

Scope of Work Charleston Place Flooring Replacement

1. Project Location and Areas Included

The Scope of Works outlines the requested services the Authority requires as part of the resulting Contract / Purchase Order. Each Offeror is requested to restate on the Scope of Services and respond in writing how the services will be met by the Offeror.

The work shall be performed at Charleston Place, 10 McAlister Road, Greenville, SC 29607.

The work includes flooring replacement in designated common areas, including hallways, lobbies, staff restroom, kitchenette, community room, sitting areas, library, stairwells and elevator Cab floor.

Apartment units are not included in this scope of work.

The estimated total flooring area is approximately 8, 242 sq ft. This quantity is an estimated only.

Vendors are responsible for verifying all measurements, quantities, and site conditions during the site walk through and before submitting final pricing. Any discrepancy, assumption, exclusion, or condition affecting price must be clearly identified in the written quote.

2. General Scope of Work

The Contractor shall provide all labor, materials, equipment, tools, supervision, transportation, furniture moving, protection, disposal, cleanup, and incidentals necessary to remove existing carpet and install new glue-down LVP flooring in the designated areas.

The work includes, but is not limited to:

- verification of measurements, quantities needed and site conditions to complete the work;
- scheduling and coordination with TGHA staff;
- removal of existing carpet, carpet padding, tack strips, transition strips, nails, adhesives, and related carpet accessories;
- daily off-site disposal of demolished materials, packaging, and debris;
- protection of walls, doors, baseboards, trim, wall guards, furniture, fixtures, equipment, adjacent flooring, and adjacent finishes;
- moving and returning furniture as needed to complete the work;
- inspection and preparation of the existing subfloor/slab before installation, if needed;
- installation of glue-down LVP flooring in accordance with manufacturer instructions;

- installation of shoe molding, transition strips, stair edging/nosing, trim, and related accessories required for a complete installation;
- cleaning of the work area after installation; and
- correction of punch-list items identified by TGHA.

3. Flooring Material Specification and Pricing Basis

The Contractor shall provide and install glue-down Luxury Vinyl Plank (LVP) flooring. Floating, loose-lay, or click-lock flooring will not be accepted for the base quote or alternates.

The base quote shall be based on LVP meeting the following minimum specifications:

- Minimum thickness: 2.00 mm
- Minimum wear layer: 8 mil
- Installation method: glue-down
- Color/style: gray-toned wood-look
- Product use: suitable for multifamily common areas, hallways, stairwells, and similar traffic areas

Vendors shall identify the proposed LVP product, manufacturer, specifications, and installation method in the quote, and shall provide product information showing that the proposed flooring meets or exceeds the minimum specifications, is appropriate for the intended use, and is compatible with the required glue-down installation method.

Elevator Cab flooring shall be priced separately in the vendor quote form. The Vendor shall verify the elevator cab dimensions, existing conditions transitions material compatibility adhesive requirement and any coordination need during the site walk through. The vendors shall identify any required coordination with TGHA, property management or elevator service personnel before work begins. No working affecting elevator operation, safety weigh/load rating, cab compliance or service availability shall be performed without written TGHA approval and required coordination.

The stairwell work includes two stairwells with approximately 102 stair treads, 102 risers, and 10 landings. The Contractor shall include treads, risers, landings, edging, transitions, stair nosing/edge pieces, adhesive, trim, and all related accessories required for a complete and safe installation.

The Contractor shall inspect stairwell conditions during the site walk-through and include all labor, materials, adhesive, edging, and accessories necessary to complete the stairwell installation. Stair edging/nosing must be included.

Underlayment shall be priced separately as an alternate. TGHA will determine before award whether to include the underlayment alternate. If the vendor's proposed LVP product requires underlayment for manufacturer-compliant installation or warranty, the vendor shall clearly identify this requirement in the quote, including the underlayment product and related cost.

4. Existing Conditions, Site Protection, and Cleaning

The existing flooring to be removed is carpet. The Contractor shall inspect the subfloor/slab after carpet removal and before LVP installation. If subfloor damage, moisture issues, holes, gaps, breaks, uneven surfaces, or other hidden/latent conditions are identified, the Contractor shall notify TGHA before

proceeding with any additional work outside the approved scope. Photos are provided for reference only and do not replace field verification.

The building and common areas may remain occupied and in use by residents, staff, and visitors during the project. The Contractor shall coordinate work with TGHA to minimize disruption, maintain safe access where possible, confine work to the designated areas, and protect residents, staff, visitors, adjacent property, and building finishes from harm or damage.

The Contractor shall be responsible for any damage caused by its employees, subcontractors, vehicles, tools, materials, or equipment. Such damage shall be repaired or replaced by the Contractor at no additional cost to TGHA.

The Contractor shall remove and dispose of all demolished materials and debris off-site on a daily basis. Work areas shall be left clean, safe, and free from tripping hazards at the end of each workday. Upon completion, the Contractor shall clean the installed flooring and surrounding work areas and deliver the installation in excellent condition.

Contractor vehicles and delivery trucks shall not block street traffic, resident access, staff parking, sidewalks, greenways, driveways, or emergency access areas. Parking on sidewalks and greenways and driving over curbs is prohibited.

5. Work Schedule, Site Walk-Through, and Clarifications

The desired start date is as soon as possible; however, the final start date, work sequence, and installation schedule shall be coordinated with TGHA and the selected Contractor after award or issuance of the purchase order. Before starting work, the selected Contractor shall submit a proposed work schedule to TGHA for review, including the anticipated start date, estimated duration, work areas/phasing, and any access or coordination needs.

Work shall be performed Monday through Friday between 9:00 a.m. and 5:00 p.m., unless otherwise approved by TGHA. Vendors shall include in their quote the earliest available start date and estimated number of working days required to complete the project. The Contractor shall not begin work on site without providing at least 24-hour advance notice to the designated TGHA representative.

A site walk-through is recommended prior to submission of pricing, so vendors may verify measurements, site conditions, stairwell conditions, transition locations, furniture moving requirements, and any other conditions that may affect the work or pricing.

Any written clarification issued by TGHA will be provided to all participating vendors. Vendors shall not rely on verbal statements or assumptions that are not included in the written Scope of Work or written clarifications. Any exclusions, assumptions, or exceptions must be clearly identified in the written quote. TGHA will review any exclusions, assumptions, or exceptions when determining whether the quote is complete and responsive.

6. Vendor Quote Requirements

Each vendor shall review the Scope of Work and confirm in writing that its quote includes all labor, materials, equipment, removal, disposal, surface preparation, furniture moving, protection, installation, transitions, stair edging/nosing, shoe molding, cleanup, warranty, and all other items necessary to complete the work.

The quote shall clearly identify:

- proposed LVP product/manufacturer, specifications, installation method, and warranty;
- base quote total for the required scope of Work including any applicable taxes, fees or charges;
- alternate price for underlayment separately;
- any assumptions, exclusions, or exceptions;

- earliest available start date and estimated number of working days; and

7. Supervision, Inspection, Warranty, Acceptance, and Payment

The Contractor shall always have a Supervisor or Lead Person on the project site while work is being performed. The Supervisor or Lead Person shall be responsible for coordination with TGHA staff and for ensuring safety, quality, and timely completion of the work.

Before requesting inspection by TGHA, the Contractor shall conduct its own quality control inspection and correct visible deficiencies. TGHA will inspect the work to verify quality and completion. The Contractor shall correct all punch-list items identified by TGHA before final acceptance.

The Contractor shall provide a written warranty of no less than one year covering workmanship and installed materials, beginning on the date of final acceptance by TGHA. The Contractor shall provide manufacturer's warranty information and product data for the installed LVP and any underlayment, if applicable.

Final acceptance shall occur after all work is completed, debris is removed, furniture is returned, areas are cleaned, punch-list items are corrected, warranty and product information are submitted, and TGHA confirms the work is satisfactory.

Payment shall be made after completion of the work, final inspection, correction of any punch-list items, TGHA acceptance, and receipt of a proper invoice. Payment shall be based on the approved purchase order/contract amount and any written TGHA-approved alternates or change orders. No advance payment, deposit, or payment for materials not installed shall be made unless expressly approved in writing by TGHA. No payment shall be made for unauthorized work, verbal changes, or work outside the approved Scope of Work.

8. Changes, Additional Work, and TGHA Responsibilities

Any work not included in this Scope of Work must be submitted to TGHA in writing and approved before the Contractor proceeds. The Contractor shall not perform additional work based only on verbal direction. Unauthorized work may not be eligible for payment. Hidden or latent conditions discovered after carpet removal shall be reported to TGHA immediately for review, direction, and approval before additional work is performed.

TGHA will provide access to the designated work areas, coordinate scheduling and access with the Contractor, inspect work in a timely manner, review and approve any written additional work request before the Contractor proceeds, and process payment after acceptance of satisfactory work in accordance with the applicable purchase order or contract terms.

9. Applicable Contract and HUD Requirements and Labor Standards Compliance

Davis-Bacon/HUD labor standards apply to this project. The Contractor and all subcontractors shall submit weekly certified payrolls and any other required labor standards documentation for each week in which covered work is performed. Certified payrolls shall be submitted to TGHA's designated representative no later than seven calendar days after the regular payroll payment date.

Payment may be conditioned on TGHA's receipt and review of required labor standards documentation, including certified payrolls, wage classifications, fringe benefit information, and related compliance records. A vendor invoice alone will not satisfy Davis-Bacon/HUD labor standards documentation requirements. TGHA may withhold payment, in whole or in part, until required documentation is received, reviewed, and determined acceptable.

The resulting purchase order or contract shall include or incorporate the applicable TGHA terms and conditions, insurance requirements, labor standards requirements, and HUD requirements, including HUD-

5370-EZ - General Contract Conditions for Small Construction/Development Contracts, attached, and any applicable wage decision if required for this work.

The Contractor shall comply with all requirements incorporated into the purchase order or contract, including any applicable labor standards, certified payroll, posting, recordkeeping, and compliance documentation requirements.

Section 3 & Disadvantaged Business Notice

Qualified Section 3 business concerns, minority -owned and women-owned business are encouraged to submit quotations.

Charleston Place Flooring Replacement - Vendor Quote Form			
Project Location	Charleston Place, 10 McAlister Road, Greenville, SC 29607	Site Walk-Through Date	by appointment]
Quantity Note			
Vendor Information			
Vendor Name		Contact Name	
Address		Phone	
Email		Quote Date	
Proposed LVP Product Information			
Manufacturer		Product / Style Name	
Overall Thickness		Wear Layer	
Color/Style		Installation Method Glue-down only	
Warranty		Product Data Attached? (Y/N)	

Pricing - Base Quote and TGHA-Requested Alternate						
Line No.	Line Item	Unit	Vendor Verified Qty	Unit Price	Line Total	Notes / Assumptions / Exclusions
1	Removal and daily off-site disposal of existing carpet, padding, tack strips, transition strips, nails, adhesives, packaging, and related debris	sq. ft.		\$0.00	\$0.00	
2	Common area glue-down LVP installation, including LVP material, adhesive, standard surface preparation, labor, tools, equipment, transportation, coordination, cleanup, and warranty	sq. ft.		\$0.00	\$0.00	Note: Common areas, hallways, lobbies, staff restroom, kitchenette, community room, sitting areas, and library.
3	Stairwell glue-down LVP installation per SOW, including approximately 102 treads, 102 risers, 10 landings, stair edging/nosing, transitions, adhesive, trim, and related accessories	sq. ft.		\$0.00	\$0.00	Note: Vendor shall verify stairwell conditions.
4	Transition strips, shoe molding/base shoe, trim, and related finishing accessories required for complete installation	lump sum	1.00	\$0.00	\$0.00	
5	Furniture moving, returning furniture, site protection, daily cleanup, final cleanup, and protection of walls, doors, baseboards, trim, wall guards, fixtures, equipment, adjacent flooring and finishes	lump sum	1.00	\$0.00	\$0.00	
6	Staff restroom work, including pull/reset commode if required for complete flooring installation	lump sum	1.00	\$0.00	\$0.00	Note: If not required, enter \$0 and state N/A.
7	Applicable taxes, fees, or charges, if any	lump sum	1.00	\$0.00	\$0.00	
8	Elevator Cab flooring	Sq ft				
9	Optional underlayment alternate, if proposed or required for manufacturer-compliant installation/warranty	sq. ft.		\$0.00	\$0.00	TGHA will determine before award whether to include this alternate.
Base Quote Total (Lines 1-8)						\$0.00
Optional Underlayment Alternate (Line 9)						\$0.00
Total if TGHA accepts underlayment alternate						\$0.00
Schedule and Confirmations						
Earliest Available Start Date						
Proposed Work Hours / Phasing Notes			Site Walk-Through Attended? (Y/N)			

Subcontractors to be Used? (Y/N). If yes, identify.		Davis-Bacon/HUD labor standards included in quoted price? (Y/N)		
Can submit weekly certified payrolls and related labor compliance documentation? (Y/N)		Warranty meets or exceeds one year? (Y/N)		
Assumptions, Exclusions, Exceptions, if any				

Vendor Certification

By submitting this quote, Vendor confirms that it has reviewed the approved Scope of Work and that the quote includes all labor, materials, equipment, removal, disposal, surface preparation, furniture moving, protection, installation, stairwell work, stair landings, transitions, stair edging/nosing, shoe molding/base shoe, cleanup, warranty, applicable taxes/fees if any, Davis-Bacon/HUD labor standards compliance, and related items necessary for a complete installation, except for any assumptions, exclusions, or exceptions clearly identified above.

Company Name	
Address	
City/State / Zip	
Telephone	
Email	
Authorized Representative Name	
Title	
Signature	
Date	

HACG ACCEPTABLE INSURANCE 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
Employer's Liability	\$25,000 One Accident & Aggregate Disease
COMPREHENSIVE GENERAL LIABILITY:	
(A) Bodily Injury and Personal Injury	\$100,000 ea. person – Premise & Operations \$100,000 ea. person – Independent Contractors *\$100,000 ea. person – Products, including completed operations* \$100,000 ea. person – Contractual, to include Owner & Architect \$300,000 ea. Occurrence: \$300,000 ea. Aggregate: Products, including completed operations to include Owner & Architect
(B) Property Damage	\$ 50,000 ea. Occurrence: Premises & Operations \$ 50,000 ea. Occurrence: Independent Contractors \$ 50,000 ea. Occurrence: Products, including completed operations \$ 50,000 ea. Occurrence: Contractual, to include Owner & Architect \$100,000 Aggregate \$300,000 Aggregate: Operations; protective products; contractual, to include Owner & Architect
COMPREHENSIVE AUTOMOBILE LIABILITY (Includes owned, non-owned, hired)	
(A) Bodily Injury	\$150,000 ea. person \$300,000 ea. occurrence
(B) Property Damage	\$ 50,000 ea. accident

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

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