



Charleston County Housing and Redevelopment Authority (CCHRA)
Billing Address: 2106 Mount Pleasant Street, SC 29403

RELEASE DATE: 10/22/2026

END DATE: 11/5/2026

Dear Sir/Madam:

CCHRA (hereinafter referred to as the "Agency" is requesting bids for the following:

TREE TRIMMING, LIMB REMOVAL AND CLEAN UP

SERVICE ADDRESS: 2705 CRESTLINE DR. CHARLESTON, 29405

SCOPE OF WORK:

1. Assess service site and tree limbs. Bidders are required to assess the work site and tree in question prior to submitting a bid.
2. Quotes must include earliest possible start and completion dates.
3. Quotes must specify materials and tools used. Quotes must include approximate number of labor hours. Quotes must include pricing for all labor, materials, and clean-up expenses. Pricing should be broken down by item.
4. Quotes should include warranty information if applicable.
5. Quotes should be submitted as soon as possible to inventory@cchra.net
6. Quotes must cover the following work: Trim two trees in the backyard and remove the smaller limb. Please include removing the vines.
 - a. Take before AND after pictures of the trees showing what it looked like at start and what it looks like after work was completed.
 - b. Trim both trees in the back yard.
 - c. All limbs must be no less than 20ft. over the top of the highest point of the roof.
 - d. Remove all vines and vegetation growing on or up the trees.
 - e. Do not cut any other trees.
 - f. Complete all prep work in a timely and professional manner.
 - g. Complete all portions of work in a timely and professional manner.
 - h. All work must be completed to the satisfaction of the Agency.
 - i. Clean up and dispose of all organic and non-organic debris that might result from the work.
 - j. Remove any large limbs and sticks that have already fallen from the trees in this job.
 - k. Complete clean-up in a timely and professional manner.
 - l. All debris from this job must be removed from the property completely. Vendor may not leave for "city pick up" or for any other reason.
 - m. All clean-up must be completed to the satisfaction of the Agency.
7. All work must be completed in a professional and timely manner with focus on the safety of the workers, resident(s), passersby, property, etc. The vendor is solely responsible for any harm or damage caused to any property or person during the performance of the work.
8. Work must be conducted in a safe manner keeping the safety of residents, CCHRA employees, passing vehicles, and any pedestrians in mind.
9. Contractor(s) must provide and are responsible for their own staff, tools, equipment, and supplies.

10. Contractor(s) must be properly licensed and insured throughout the entire project. Copies of the vendors W-9, COI and license must be provided to the Agency upon approval and before commencement of work.
11. Contractor(s) must apply and pay for any and all required permits (city, county, state).
12. Contractor is responsible for contacting 811 if applicable.
13. Contractor(s) must leave the area in a clean and acceptable manner according to the Agency.
14. NO SMOKING or VAPING on or in any Agency Property at any time. No alcohol or drug use of any kind on or in any Agency Property.
15. Contractor is **not to engage the tenants that occupy the property.**
16. If there is any difficulty with the tenant, please contact CCHRA immediately.

BIDDER REQUIREMENTS:

- Assess service site and trees. Bidders are required to assess the work site and areas in question in person or through a designated representative prior to submitting their bid(s).
- **Contractor must make an appointment with the CCHRA for site assessments. This requires at least 24-hour notice.**
- Contractor(s) must provide a completed "Statement of Experience" upon approval.
- Contractor(s) must provide and are responsible for their own staff, tools, equipment, and supplies.
- Contractor(s) must be properly licensed and insured throughout the entire project. Copies of the vendors W-9, COI and license must be provided to the Agency upon approval and before commencement of work.
- Contractor(s) must apply and pay for any and all required permits (city, county, state).
- Contractor is responsible for contacting 811 if applicable.
- Contractor(s) must leave the area in a clean and acceptable manner according to the Agency.
- A representative is only allowed to represent one contractor at a time. If the representative is selected for more than one contractor submitting for consideration, they must select the contractor that they wish to represent. The other bidder(s) must then appoint a different representative for consideration.

QUOTE REQUIREMENTS:

- Quotes must include earliest possible start and completion dates.
- Quotes must detail material and labor descriptions and pricing. Quotes must specify materials and tools used. Quotes must include approximate number of labor hours. Quotes must include pricing for all labor, materials, and clean-up expenses. Pricing should be broken down by item.
- Quotes should include warranty information if applicable.
- Quotes should be submitted as soon as possible to inventory@cchra.net
- All work must be completed in a professional and timely manner with focus on the safety of the workers, resident(s), passersby, property, etc. The vendor is solely responsible for any harm or damage caused to any property or person during the performance of the work.
- Work must be conducted in a safe manner keeping the safety of residents, CCHRA employees, passing vehicles, and any pedestrians in mind.

****Please confirm when you will be inspecting the site.**

- The Agency reserves the right to refuse any and all bids in part or in total.

Bids should be submitted as soon as possible. Work should be completed as soon as possible.

Thank you for your consideration of our request. **Charleston County Housing & Redevelopment Authority**

Megan Galluci, Procurement P: 843-628-6235

