

INVITATION FOR BIDS (IFB) No. 009-2026



CHARLESTON COUNTY HOUSING &
REDEVELOPMENT AUTHORITY

IMPROVING LIVES WITH DIGNITY & PRIDE

WASTE REMOVAL SERVICES

Release Date: October 26th, 2026

Due Date: November 25th, 2026

Due Time: November 25th, 2026, 2pm est

Procurement: Megan Galluci

Phone: (843) 628-6235 Email: inventory@cchra.net

Web: www.cchra.net

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INTRODUCTION

The Charleston County Housing & Redevelopment Authority (hereinafter, "the Agency", or "CCHRA") is a public entity that was formed in 1981 to provide federally subsidized housing and housing assistance to low-income families, within Charleston County, South Carolina. The Agency is headed by a Chief Executive Officer (CEO) and is 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 the Agency's procurement policy.

Currently, the Agency owns and/or manages: (a) Conventional Public Housing complexes totaling 381 units; (b) administers a total of 1,112 Section 8 Housing Choice Vouchers; (c) a non-profit Affiliate Action Housing Corporation, with plans to acquire several affordable housing units. The Agency is entrepreneurial in its mission to develop and provide housing to low-income families and individuals, and in serving the community at large. The Agency currently employs 21 staff.

In keeping with its mandate to provide efficient and effective services, the Agency is now soliciting proposals from qualified, licensed and insured entities to provide the above-mentioned services to the Agency. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in their entirety.

Thank you for your interest in bidding with Charleston County Housing and Redevelopment Authority.

Angela Childers
Chief Executive Officer
Charleston County Housing and Redevelopment
Authority

IFB INFORMATION AT A GLANCE

<p>AGENCY CONTRACTING OFFICER (NOTE: Unless otherwise specified, any reference herein to "Contracting Officer" or "(CO)" shall be a reference to Angela Childers.)</p>	<p>Angela Childers, Chief Executive Officer Telephone: (843) 628-0728 E-mail: achilders@cchra.net</p>
<p>AGENCY CONTACT PERSON</p>	<p>Megan Galluci, Procurement Manager Telephone: (843) 628-6235 E-mail: inventory@cchra.net</p>
<p>HOW TO OBTAIN THE IFB</p>	<p>The IFB may be obtained by contacting the Agency Procurement Manager at inventory@cchra.net or by phone at (843) 628-6235</p>
<p>IFB Release Date</p>	<p>10/26/2026</p>
<p>DEADLINE TO SUBMIT QUESTIONS</p>	<p>11/16/2026</p>
<p>PROPOSAL SUBMITAL RETURN & DEADLINE</p>	<p>2106 Mt. Pleasant Street, Charleston SC, 29403. (The "hard copy" proposal can be received sealed in-hand, by mail or emailed to inventory@cchra.net to the Agency by no later than 2:00 PM EST on this date)</p>

REQUEST FOR PROPOSALS

Waste Removal Services

The Charleston County Housing and Redevelopment Authority ("CCHRA") is seeking qualified contractors to provide solid waste collection, container maintenance, and related services for:

Joseph Floyd Manor, 2106 Mt. Pleasant St. Charleston SC 29403, containing 156 units and 10 office spaces.

Brighton Place Apartments, 1429 Orleans Rd. Charleston SC 29407, containing 100 Units and 1 office space

The objective is to ensure clean, safe, sanitary living conditions for residents through reliable and cost-effective waste management services.

Obtaining the IFB: To obtain a copy of the IFB, email inventory@cchra.net. You may call Megan Galluci by phone at (843) 628-6235 or visit our website at www.cchra.net.

Questions: Any questions or requests for further information must be submitted in writing no later than 4:00 PM EST, on November 16, 2026, by email to inventory@cchra.net. In order to maintain a fair and impartial competitive process, CCHRA will only respond to written questions received within the specified time frame. CCHRA must avoid private communication with prospective Respondents during the evaluation period. Responses to all timely submitted questions will be provided to all prospective Respondents no later than November 19, 2026. The written questions will be the only opportunity for the Respondents to ask questions as to form and content. Please respect this policy and do not attempt to query CCHRA personnel or members of its Board of Commissioners regarding this IFB except through written questions submitted in the manner and within the time frame indicated above.

Submission Deadline: Must be received no later than November 26th, 2026, 2:00 PM EST. All qualification proposals can be mailed by US mail, hand delivered or emailed to inventory@cchra.net by the deadline stated above.

INSTRUCTION TO BIDDERS

1. Bidders are expected to examine the specification, all instructions and work. Failure to do so will be at the bidders' risk.
2. All bids must be submitted on forms provided by CCHRA.
3. Bidders must complete and sign Form of Statement of Bidders Experience.
4. Bidders must complete and sign Business Information Form.
5. Bidders must complete and sign Non-Collusive Affidavit.
6. Bidders must complete and sign:
 - HUD Form 5369-A *Representations, Certifications and Other Statements of Bidders*
 - HUD Form 92010 *Equal Employment Opportunity Certification*
 - HUD Form 2992 *Certification Regarding Debarment and Suspension*
 - HUD Form 2530 *Previous Participation Certification*
 - Form HUD-5369-C *Certification and Representations of Offerors*
7. Awarded Contractor must provide evidence of the following insurance coverage:
 - A. Workers Compensation (must meet state requirements)
 - B. General Liability - \$500,000 Minimum Bodily Injury & Property Damage
 - C. Comprehensive General Liability Including Non-Owned Automobile Insurance (must meet state requirements)
8. Awarded Contractor must provide copies of the following:
 - A. Federal Tax ID/W9
 - B. State and/or local license
9. Minimum Wage Rate Requirements: Laborer \$7.25/Hour under the Fair Labor Standards Act.

Submission Information:

Charleston County Housing and Redevelopment Authority

IFB No. 009-2026

Waste Removal Services

Attention: Megan Galluci

2106 Mt. Pleasant Street, Charleston SC, 29403 or email

to inventory@cchra.net

THE AGENCY'S RESERVATION OF RIGHTS

The Agency reserves the right to:

1. **Right to Reject, Waive, or Terminate the IFB.** Reject any or all proposals, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by the Agency to be in its best interests.
2. **Right to Not Award.** Not award a contract pursuant to this IFB.
3. **Right to Terminate.** Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days written notice to the Contractor(s).
4. **Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer (hereinafter, "Contractor") shall provide the services called for in this IFB.
5. **Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 30 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
6. **Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
7. **Right to Reject Any Proposal.** Reject and not consider any proposal or proposer that does not meet the requirements of this IFB, including but not necessarily limited to incomplete proposals and/or proposers offering alternate or non-requested services.
8. **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this IFB.
9. **Right to Prohibit.** At any time during the IFB or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. The proposer agrees to abide by all terms and conditions listed within this document and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the Agency, but not the prospective or actual proposer, of any responsibility pertaining to such issue.
10. **Right to Prohibit.** By submitting a response to this competitive solicitation, the respondent thereby affirms that he/she obtained all information. Any other group such as a proposal depository that informs potential respondents of the availability of such competitive solicitation are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to contact the CO in order to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained documents from the CO.

ADMINISTRATIVE INFORMATION

Submittals will be evaluated based on the criteria listed in this section. In preparing the submittal to CCHRA is important for respondents to clearly demonstrate their expertise in the areas described in this document.

Respondents must identify and clearly label in the submittal how each criterion is being fully addressed. Evaluation of responses to this IFB will be based only on the information provided in the submittal package, and if applicable, interviews, and reference responses. CCHRA reserves the right to request additional information or documentation from the respondent regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. If a responding firm chooses to provide additional materials in their proposal beyond those requested, those materials must be included in a separate section of the proposal. In submitting a proposal, the respondent agrees that any costs or prices proposed will be valid for a minimum of 90 days from the proposal due date. Use of the words Bidder, Proposer, Offeror, or Respondent refer to the firm or entity responding to this IFB.

Diversity

CCHRA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, and small businesses to submit proposals or to participate in a subcontracting capacity on CCHRA contracts.

Discussions/Negotiations

In accordance with Federal and CCHRA Procurement Policy, CCHRA may conduct negotiations with any Respondent submitting a proposal which appears to be eligible for award pursuant to the selection criteria set forth in the IFB. All apparently eligible Respondents will be afforded the opportunity to submit best and final proposals if negotiation with any other Respondent results in a material alteration to the IFB and such alterations has a cost consequence that may alter the order of Respondents price quotations contained in the initial proposals. In conducting negotiations, there will be no disclosures of any information derived from proposals submitted by competing Respondents.

Respondent Responsibility/Specifications Mandatory

Each Respondent will fully acquaint himself with the conditions relating to the scope and restrictions attending the performance of obligations under the conditions of this IFB. The failure of a Respondent to acquaint himself with existing pre-contract conditions or post-contract consequences will in no way relieve such Respondents of any obligation with respect to the proposal or to any contract resulting here from. Respondents are notified that failures to inspect, familiarize, or otherwise gather information as to the total cost to CCHRA, will, in addition to any and all other remedies available, create cost difference liabilities and claims against the successful Respondent. The Respondent must meet all of the mandatory specifications and requirements set forth in this IFB. By incorporating said specifications into the Respondent's proposal, subject to acceptance by CCHRA of any amendments hereto as submitted by the Respondent, the Respondent is agreeing to comply with said specifications. Failure to provide mandatory capability will result in rejection of the Respondent's proposal.

Conflicts of Interest

The Respondent warrants that to the best of his/her knowledge and belief and except as otherwise disclosed, he/she does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this contract and the Respondent's organizational, financial, contractual or other interests are such that:

1. Award of the contract may result in an unfair competitive advantage.

2. The Respondent's objectivity in performing the contract work may be impaired. In the event the Respondent has an organizational conflict of interest as defined herein, the Respondent shall disclose such conflict of interest fully in the proposal submission.
3. The Respondent agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the Chief Executive Officer which shall include a description of the action which the Respondent has taken or intends to take to eliminate or neutralize the conflict. CCHRA may, however, terminate the contract if it is in its best interest.
4. In the event the Respondent was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Chief Executive Officer, CCHRA may terminate the contract for default.
5. The provisions of this clause shall be included in all subcontracts and consulting agreements where in the work to be performed is similar to the service provided by the Respondent. The Respondent shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.
6. No member of or delegate to the U.S. Congress or CCHRA Board of Commissioners shall be allowed to share any or part of this contract or to derive any benefit to arise therefrom. This provision shall be construed to extend to this contract if made with a corporation for its general benefit.
7. No member, officer, or employee of CCHRA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which CCHRA 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 this contract or the proceeds thereof.
8. CCHRA reserves total discretion to determine the proper treatment of any conflict of interest disclosed under this provision.

Multiple Proposals

Respondents may submit only one proposal for this IFB. It is the responsibility of the Respondent to submit that proposal which the Respondent feels best meets the requirements of this IFB.

Mistakes in Proposals

If a mistake in a proposal is suspected or alleged, the proposal may be corrected or withdrawn during any negotiations that are held. If negotiations are not held, or if best and final offers have been received, the Respondent may be permitted to correct a mistake in the proposal and the intended correct offer may be considered based on the conditions that follow:

1. The mistake and the intended correct offer are clearly evident on the face of the proposal.
2. The Respondent submits written evidence which clearly and convincingly demonstrates both the existing offer, and such correction would not be contrary to the fair and equal treatment of other Respondents.

Mistakes after award shall not be corrected unless CCHRA Chief Executive Officer makes a written determination that it would be disadvantageous to CCHRA not to allow the mistake to be corrected. The approval or disapproval of requests of this nature shall be in writing by CCHRA's Chief Executive Officer

Incurred Costs in Preparing Proposals

Respondent will be responsible for all costs incurred in preparing a response to this IFB. All material and documents submitted by Respondents will become the property of CCHRA and will not be returned. Firms selected for further negotiations, as well as the firm ultimately selected to enter into a contractual agreement with CCHRA, will be responsible for all costs incurred during negotiations.

Amendments

If it becomes necessary to revise any part of the IFB, all amendments will be provided in writing to all Respondents. All amendments to and interpretations of this solicitation will be in writing. CCHRA will not be legally bound by any amendment or interpretation that is not in writing.

Receipt of Proposals: Timeliness

Any proposal received after the schedule opening date and time will be immediately disqualified and rejected without any consideration what-so-ever.

Confidential Information

No documents relating to this IFB will be presented or made otherwise available to any other person until notification of Award. Commercial or financial information obtained in response to this IFB which is privileged and confidential and if clearly marked as such will not be disclosed at any time unless requested by court order. Such privileged and confidential information includes that which if disclosed might cause harm to the competitive position of the Respondent supplying the information. Respondent's therefore, must visibly mark as "CONFIDENTIAL" each part of a proposal which they consider to contain propriety information.

Public Opening

All proposals received in response to this IFB will be opened publicly at the time and place specified, if designated. At that time, only the name of each Respondent will be listed and made available for public inspection. No other information will be made available until after award.

Partial Acceptance

All proposals must be for the entire IFB. However, CCHRA reserves the right to accept any portion(s) of the Respondent's proposal if it is deemed to be in the best interest of CCHRA to do so.

Award

Award will be made to the responsive and responsible Respondent whose proposal is determined by CCHRA to be the most advantageous to CCHRA, taking into consideration price and the evaluation factors set forth in the IFB. No other factors or criteria may be used in evaluation and there must be adherence to any weights specified for each factor in the IFB. However, the right is reserved to reject any and all proposals received and, in all cases, CCHRA will be the sole judge as to whether an Respondent's proposal has or has not satisfactorily met the requirements of this IFB as governed by the Federal Regulations and CCHRA Procurement Policy.

Contract/Award

The contract requested in this IFB document may be subject to the approval of CCHRA Board of Commissioners.

This IFB will result in a fixed contract or specified payment schedule, the terms of which will be negotiated between CCHRA and the selected Respondents. The contract shall commence on the date specified therein and shall terminate upon completion of all services required pursuant to the contract unless terminated as provided therein.

Contract Term

The term of this contract shall be for one year, with the option to renew for an additional year, twice. No cost increase shall be allowed during the agreement unless it is stated as such in the respondent's proposal.

Termination

Either party may terminate this agreement by giving the other party thirty (30) days written notice.

Insurance

Contractor must have and keep in force during the term of the service the following insurance as a minimum:

1. Worker's Compensation in accordance with South Carolina Worker's Compensation requirements.
2. Minimum General and Public Liability Insurance of \$1,000,000 bodily injury and \$500,000 property damage to protect the Contractor and the Housing Authority.
3. Vehicle Insurance, at least the minimum specified by South Carolina law.

Provide the Authority Certification of the insurance coverage prior to commencement on the work.

The insurance company agrees that the policy(ices) shall not be canceled, changed or allowed to lapse until then (10) days after the Authority has received written notice of the of the cancellation or change or laps, as evidence by return receipt of certified or registered letter, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than 15 days prior to the expiration date shown on the policy.

Indemnification

The CCHRA, its officers, agents, and employees will be held harmless from liability from any claims, damages, and actions of any nature (including costs of reasonable attorney fees) arising from the use of any materials furnished by the Contractor, provided that such liability is not attributable to negligence on the part of the user to use the materials in the manner outlined by the Contractor literature or specifications submitted with the contractor's proposal.

Licenses, Permits, and Compliance

During the term of the contract, the contractor will be responsible for obtaining and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each. It will be the contractor's responsibility to comply with all codes, rules, ordinances, regulations, tariffs and industry standards.

Equal Employment Opportunity

During the performance of the contract, the Contractor agrees as follows:

- The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap.
- The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during the employment without regard to their race, color, religion, sex, national origin, or handicap.
- The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.

NO SMOKING on/in CCHRA Properties

HUD has issued a regulation instituting Smoke Free Public Housing. All Public Housing Developments are Smoke Free, and smoking will **NOT** be permitted on Charleston County Housing and Redevelopment Authority property. The Contractor will follow the Regulation.

EVALUATION CRITERIA

Category	Points
Cost Proposal	50
Experience & Qualifications	25
Service Approach	15
References	10

Total Points: 100

CONTRACTOR INFORMATION

Access for Emergency Vehicles

The Contractor shall ensure that any equipment and/or vehicles that he/she places on the work site shall not be placed in such a position to interfere with access by any emergency vehicles or traffic by the public at-large. The Agency reserves the right to approve or reject (and demand the movement) of the placement of any such equipment or vehicles at any time during the performance of the contracted work if, in the opinion of the Agency, the placement of such equipment or vehicles does interfere with such traffic.

Communication

All requests for changes shall be submitted to the Agency and approved by the Chief Executive Officer or their designee. The Agency anticipates that it will typically make a decision in such matters within 3 workdays of receipt, though such response time-frame may be shorter or longer depending on the situation; accordingly, the Contractor shall be required to submit such written requests in as timely a manner as reasonably possible. When construction commences, all communication must be directed to the designated Agency contact person only. Persons with disabilities or limited English proficiency who need the information contained in this IFB and related materials in an alternative format may contact inventory@cchra.net

Contractor's Request for Payment

Request for Payment. The awarded Contractor shall submit a request for payment upon completion of project. CCHRA will inspect all work and pay upon satisfactory completion.

Required Licensing

The Contractor(s) shall be in possession of any current appropriate licensing that may be required by the County of Charleston (and/or, if applicable, any city jurisdiction therein in which work will be performed) and/or the State of South Carolina.

Safety

It shall be the responsibility of the Contractor to ensure, at all times during the performance of the work and to the maximum extent feasible, to protect the safety of Agency residents and staff, the Contractor's staff and the public. This shall include, but not be limited to, compliance with all OSHA- related Federal and local laws, codes, and regulations.

Security During Work

The Contractor shall take all means necessary to maintain the security of the area in which they are working. These security measures must be carried out on a twenty-four-hour basis, not just during the normal work hours.

Tools/Equipment/Materials

The Contractor shall ensure that at all times during the work tools, equipment, and material are handled, placed, and stored in a secure and safe manner so as to protect all parties, including, but not limited to, the Contractor's workers, Agency tenants and staff, and the public at large. The Contractor shall ensure that during non-working hours such items are not left unattended on the job site when such safety may be compromised. If applicable, as the building the Contractor will be working in is occupied by housing tenants, including a number of elderly/disabled or special needs persons, it will be especially important that traffic areas are clear for access and egress.

Work Standards

It is the responsibility of the Contractor to ensure that each worker provided by the Contractor shall be fully trained and qualified to provide any assigned work. Accordingly, all work provided shall be guaranteed by the Contractor to be performed in a workmanlike manner and in accordance with all applicable laws, codes, and/or regulations, including those issued by, but not limited to, the County of Charleston (and/or, if applicable, any city jurisdiction therein in which work will be performed), and/or the State of South Carolina, or any applicable Federal Agency. Smoking is prohibited within the building and within the building property boundaries.

Davis Bacon Federal Wage Rates

As detailed within pertinent HUD and Federal regulation, the contractor is required to pay Davis-Bacon wage rates (for all "construction contracts in excess of \$2,000"). This work will not be subject to all the requirements pertaining to Davis-Bacon work, including the applicable Federal forms and procedures (e.g. on-site interviews; certified payrolls, etc.).

Wage Rates

1. This contract is subject to Federal HUD provisions; therefore, the Contractor must:
 - Pay employees a minimum HUD Determined Wage Rate
 - Certify each pay request that workers have been paid no less than the minimum HUD Determined Wage.
2. If the Contractor is a sole owner/operator and uses no employees for this contract, then the HUD Determined Wage Rates do not apply.
3. Following are the minimum HUD Determined Wage Rates the Contractor must pay all employees working under this agreement:

Position	<u>Minimum</u> HUD Determined Wage
Laborer	\$7.25/hour

Disputes

1. If the Contractor has a claim against CCHRA, the Contractor must submit the claim in writing within thirty days of the occurrence.
2. The Chief Executive Officer shall within thirty (30) days after the receipt of the request decide the claim or notify the Contractor of the date by which the decision will be made.
3. The Chief Executive Officer's decision will be final unless the Contractor appeals in writing to The CCHRA Board of Commissioners. The Contractor must make such an appeal within thirty days of written notification of the Chief Executive Officer's decision.

SCOPE OF SERVICES

The Contractor shall provide all labor, supervision, equipment, vehicles, containers, permits, transportation, disposal, and other resources necessary to perform the required services.

1. Service

Provide solid waste collection, container maintenance, and related services for:

Joseph Floyd Manor, 2106 Mt. Pleasant St. Charleston SC 29403, containing 156 units and 10 office spaces.

Brighton Place Apartments, 1429 Orleans Rd. Charleston SC 29407, containing 100 Units and 1 office space

A. Municipal Solid Waste Collection

Services shall include:

- Scheduled dumpster service
- Disposal at licensed facilities
- Overflow management
- Cleanup of spills resulting from service operations

Minimum service frequency:

- Five (5) collections per week
- Additional service as needed

B. Container Management

Contractor shall furnish, maintain, repair, and replace dumpsters including:

- Two, 8-yard, side door containers

Contractor shall ensure all dumpsters remain:

- Watertight
- Painted and maintained
- Equipped with functional swinging doors

2. Service Standards

The contractor shall maintain:

Missed Pickups

No more than:

- One missed pickup per location per month

Complaint Resolution

- Response within 4 business hours
- Resolution within 24 hours

Overflow Containers

- Service within 24 hours of notification

3. Contractor Qualifications

Proposers must provide:

Experience

Minimum:

- Five years' experience servicing multifamily housing communities

References

Three comparable clients including:

- Public Housing Authorities

- Apartment management firms
- Local governments

Staffing

Provide:

- Local office location
- Operations manager
- Customer service contacts
- Emergency contact information

4. Reporting Requirements

Monthly reporting shall include:

- Number of collections performed
- Missed pickups
- Overflow incidents
- Customer complaints and resolutions
- Total waste disposed

5. Pricing Proposal

Regular Collection

Service	Frequency	Monthly Price
2 Each: 8-Yard Dumpsters at Joseph Floyd Manor	_____	\$_____
2 Each: 8-Yard Dumpsters at Bright Place	_____	\$_____

Additional Services

Service	Each Cost
Extra Pickup	\$_____
One time delivery set up fee	\$_____

Proposal Submittal Requirements

Submitted proposals must be formatted according to the sequence noted below.

Section No.	Components
Section 1	Proposal Cover Sheet
Section 2	Company Information -Company overview -Experience in performing similar services -Previous experience working with federal and/or state governmental agencies -Identification of Project Team, including the point person that would be assigned to this project
Section 3	Proposed Scope of Work -Describe in detail how your firm will complete the required services

	<ul style="list-style-type: none"> -Describe specific deliverables included as part of the scope of work -Provide a timetable that includes when you would be able to start this project
Section 4	Fee Proposal (<i>Folded in sealed envelope</i>)
Section 5	Proposal Attachments
	Attachment A: Staff Resumes <ul style="list-style-type: none"> -Resumes of Project Team members that clearly demonstrate staff capability to perform Environmental Services
	Attachment B: Similar Projects <ul style="list-style-type: none"> -List of similar projects completed within the last two (2) years, including the original and actual project schedule and actual project costs
	Attachment C: References <ul style="list-style-type: none"> -Provide a list of at least two (2) current or recent (within the last 12 months) clients for whom you performed services of a similar nature, including their contact information
Section 6	CCHRA Exhibit Forms

BID PACKAGE CHECKLIST

Please use this checklist to ensure all required information has been included in your proposal.

- ☐ Statement of Bidder's Experience
- ☐ Business Information Form
- ☐ Non-Collusive Affidavit
- ☐ Bid
- ☐ Form HUD-5369-A - Representations, Certifications and Other Statements of Bidders
- ☐ Form HUD-5369-C Certification and Representations of Offerors
- ☐ Form HUD- Standard Form LLC Disclosure of Lobbying Activities
- ☐ Form HUD-92010 – Equal Employment Opportunity Certification
- ☐ Form HUD-2992 – Certification Regarding Debarment and Suspension
- ☐ Form HUD-2530- Previous Participation Certification

STATEMENT OF BIDDER'S EXPERIENCE

1. Name of Bidder: _____
2. Office Address: _____

3. Phone: _____
4. Email Address: _____
5. How many years have you been engaged in the current business under your present firm name? _____Years
6. List three most recent contracts completed:
 1. Name: _____
Address: _____
Phone: _____
 2. Name: _____
Address: _____
Phone: _____
 3. Name: _____
Address: _____
Phone: _____
7. Have you ever failed to complete any work awarded to you?
_____Yes _____No

If yes, please explain:

8. Have you ever defaulted on a contract?
_____Yes _____No

If yes, please explain:

9 Number of employees: _____

10. Insurance:

Do you carry bodily injury and property damage insurance? _____

Do you carry Workers Compensation Insurance? _____

I Certify The Above Is True And Complete.

Signature _____ Date _____

I AUTHORIZE A REPRESENTATIVE OF CHARLESTON COUNTY HOUSING AND REDEVELOPEMENT AUTHORITY TO
VERIFY ALL INFORMATION SUPPLIED ON THE STATEMENT OF EXPERIENCE.

Signature _____ Date _____

BUSINESS INFORMATION FORM

In order to fulfill our obligation, we must request some information from our bidders. Please answer Yes or No to the questions provided and sign and date the form before submitting along with your bid package.

1. Is your business 51% or more owned and controlled by one (or more) of the following (please check all that apply):

- ☐ Yes ☐ No a. A resident of the project area who is on public assistance or living in public housing?
- ☐ Yes ☐ No b. Is/are the owner (or owners) of the business able to verify that their income falls into the low-income bracket defined for Charleston County (80% or less of the median income, see attached sheet)? ""
- ☐ Yes ☐ No c. A minority? Please list your ethnicity: _____
- ☐ Yes ☐ No d. A woman?
- ☐ Yes ☐ No 2. Does your company employ low-income personnel for at least 30% of its full-time permanent labor force; or employees that were on public assistance within the 3 years directly before being hired by your company? ""
- ☐ Yes ☐ No 3. If awarded this project, would you be willing to provide training and employment opportunities to disadvantaged individuals should your company have a need for additional labor to complete this project?
- ☐ Yes ☐ No 4. Would you be willing to sign a contract that requires you to disclose Information about your employees, their legal US status, and their wages?
- ☐ Yes ☐ No 5. Would you be willing to sign a contract that discloses any subcontractors you plan to employ and their legal US status and other labor data?
- ☐ Yes ☐ No 6. Are you willing to record and maintain documents from this project for a maximum of 5 years in the event of a federal audit?
- ☐ Yes ☐ No 7. Are you able to certify that your company or any of its principals is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from performing work for any federal, state, or local agency? Or had any contracts terminated for cause or default?
- ☐ Yes ☐ No 8. Do you or have you had any civil judgments, charges or other legal proceedings against your company or one of its principals in regard to governmental contracting?

I, _____, _____ of the business
Name Title

Name of Business

Do hereby certify that all of the answers to the above questions are true and correct.
Furthermore, I understand that I may be asked to provide documentation to confirm my answers.
If, in fact, I am awarded this project and any of my answers are found to be false, my contract will be terminated.

Date: _____ Signature: _____

SECTION 3 CLAUSE

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of
- D. Apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- E. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- F. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- G. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- H. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Note*Refer to 24 CFR Part 135 for all the requirements related to Section 3.

NON-COLLUSIVE AFFIDAVIT

State of: _____

County of: _____

_____, being first duly sworn, deposes

and says: That he/she is _____ of
(title)

(company)

(A partner or officer of the firm of, etc.), the party making the foregoing proposal or bid; that said bidder has not colluded, conspired, connived or 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 or collusion, or communication or conference with any person, to fix the bid price of affiant or of any other bidder, or to fix overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the housing authority, or any person interested in the proposed contract; and that all statements in said Proposal or Bid are true.

(Signature of Bidder, if Bidder is an individual)

(Signature of Bidder, if Bidder is a Partnership)

(Signature of Bidder, if Bidder is a Corporation)

Notary:

Subscribed and sworn to before me this _____ Day of _____,

(Notary Public)

My Commission Expires: _____