



**HOUSING AUTHORITY OF FLORENCE**

POST OFFICE DRAWER 969 / 2640 WEST PALMETTO ST.

Florence, South Carolina 29503

Phone (843) 669-4163 / TTY (800) 877-8339 / Fax (843) 679-2626

May 25, 2022

**REQUEST FOR PROPOSAL** – Ground Maintenance

Please be advised that the Housing Authority of Florence is requesting Bid Proposals for the Ground Maintenance (Grass Cutting & Edging) for Florence property.

**Florence**

**McGowan Commons Apartment  
709 Mechanic St Florence SC 29506**

The Housing Authority will be meeting with ALL interested Contractors on Wednesday June 1, 2022 @ 10:00am (visits McGowan Commons 709 Mechanic St Florence SC). The pre-bid meeting will be held at Central Maintenance located at 2640 WEST PALMETTO ST, FLORENCE, SC. It is highly Recommended that you go out and visit the sites to get measurements and visuals before submitting your proposal. The meeting on June 1 will be the time to ask any questions or any concerns you may have. We ask that your proposal be itemized between the Cutting & Edging in which we are requesting at least four cut a month during season (Beginning June 6) and the Edging completed as requested by the Housing Authority (no less than 1 time per month).

The bid submission should be received and/or delivered to the Housing Authority of Florence at 2640 West Palmetto Street by Thursday June 2, 2022 @ 8:00am. The proposals can be submitted by hand delivery, postal mail, email, or fax. A contract award will be made to the lowest responsive and responsible bidder as stated in HUD Procurement Handbook 7460.8 REV 2. The Housing Authority will inspect the awarded contractor's equipment before the contract award is final. The Housing Authority reserves the right to accept or reject any or all proposals presented.

If you have any questions or concerns please feel free to contact Adrian Mack, Superintendent of Maintenance at (843) 992-8408 or either Esperone Huggins, Director of Facilities Management (843) 610-0945. Thank you.

Respectfully,

Adrian Mack, Superintendent of Maintenance