



City of North Charleston Housing Authority

"Providing Safe and Decent Housing to the Citizens of North Charleston"

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INVITATION FOR BIDS (IFB)
IFB:03032026-JANITORIAL SERVICES

The North Charleston Housing Authority (NCHA) is soliciting sealed bids from qualified and experienced contractors to provide comprehensive janitorial services for its Administrative Building located at **6327 Rivers Avenue, North Charleston, SC 29406**.

The selected contractor will be responsible for furnishing all labor, supervision, equipment, materials, and supplies necessary to maintain a clean, sanitary, and professional environment within the facility.

To be considered you are required to attend a **mandatory** site visit at **3:00 p.m. on Thursday, March 19, 2026 at 6327 Rivers Avenue, North Charleston, SC 29406** and your quote must be received by **Tuesday, March 31, 2026 at 3:00 p.m. local prevailing time** at 6327 Rivers Avenue, North Charleston, SC 29406.

Comments on scope of services or other provisions in this Invitation for Bid must be submitted in writing to Rhonda Scott at rscott@nchashousingauthority.com or by email no later than Close of Business on **Wednesday, March 25, 2026**.

Bids must be sealed and clearly marked:

"IFB – Janitorial Services – NCHA Administrative Building"

Submit to:

North Charleston Housing Authority
Attn: Rhonda Scott
6327 Rivers Avenue
North Charleston, SC 29406



6327 Rivers Avenue, North Charleston, S. C. 29406
Phone: 843-747-1793—Fax: 843-744-3466—TDD: 800-735-8583
Web: northcharlestonhousingauthority.org

Bid Due Date: March 31, 2026

Time: 3:00 p.m.

SCOPE OF WORK

The contractor shall provide routine janitorial services including, but not limited to:

Daily Services

- Empty and sanitize trash receptacles
- Vacuum carpeted area located at the doorways
- Sweep and mop hard surface floors
- Clean and disinfect restrooms
- Clean breakroom/kitchen areas
- Dust common surfaces
- Clean interior glass
- Spot clean walls and doors

Weekly Services

- Dust baseboards and vents
- Clean interior windows
- Sanitize high-touch surfaces
- Polish hard floor surfaces as needed

CONTRACT TERM

The contract term shall be for one (1) year, with the option to renew for up to two (2) additional one-year periods at the discretion of NCHA.

BID SUBMISSION REQUIREMENTS

Bidders must submit:

- Completed Bid Form
- Company profile and experience
- Proof of business license
- Proof of insurance (General Liability & Workers' Compensation)
- Three (3) references for similar services
- Proposed staffing plan

- Pricing sheet (monthly and annual cost)

INSURANCE REQUIREMENTS

The selected contractor shall provide:

- Commercial General Liability Insurance (\$1,000,000 minimum)
- Workers' Compensation Insurance (as required by South Carolina law)
- Automobile Liability Insurance (if applicable)

Certificates of Insurance must name North Charleston Housing Authority as additional insured.

EVALUATION CRITERIA

Bids will be evaluated based on:

- Price
- Experience and qualifications
- References
- Ability to meet scope requirements
- Compliance with IFB instructions

NCHA reserves the right to reject any and all bids.

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North Charleston Housing Authority
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North Charleston, SC 29406

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Time: 3:00 p.m.

Late submissions will not be accepted.

North Charleston Housing Authority is an Equal Opportunity Employer and encourages participation from minority-owned, women-owned, and Section 3 businesses.

