# Request for Proposals (RFP)

## Handyman Services for Biddeford Housing Authority/Southern Maine Housing

**Issued By:** Biddeford Housing Authority
**RFP Issue Date:** 11-04-2026
**Proposal Due Date:** 11-15-2026
**Contract Term:** Month to Month service agreement
**Service Area:** Multiple Apartment Communities

---

# 1. Introduction

Biddeford Housing Authority is seeking qualified, licensed, and insured handyman contractors to provide general repair, maintenance, and minor improvement services across multiple apartment communities managed by BHA.

The selected contractor(s) will be responsible for performing routine maintenance, service requests, unit turnover repairs, common area repairs, and emergency response services as needed.

The objective of this RFP is to establish a reliable partnership with experienced service providers capable of maintaining high standards of workmanship, professionalism, and responsiveness.

---

# 2. Portfolio

41 Birch Street, 47 units
39 Sullivan, 35 units
41 Sullivan, 15 units
46 Sullivan, 2 units
73 Bacon, 1 unit & 1 office
36 Emery, 4 units
25 Green, 5 units
208 Graham, 2 offices
25 Adams,
22 South, Current BHA office

26 South, 4 units & 4 offices
66 South, 2 units
70 South, 4 units
65 Adams, Adams Point

---

# 3. Scope of Services

The successful contractor shall provide labor, supervision, tools, equipment, transportation, and materials necessary to complete handyman services including, but not limited to:

## Interior Unit Repairs

- Drywall repairs and patching
- Interior painting and touch-up
- Door and lock repairs
- Cabinet repairs and adjustments
- Window hardware repairs
- Flooring repairs
- Caulking and sealing
- Appliance installation assistance
- Blinds and curtain rod installation
- Shelving installation

## Plumbing Repairs

- Faucet replacement and repair
- Toilet repairs and replacements
- Drain clearing
- Leak investigations
- Sink installations

## Electrical Repairs

- Light fixture replacement
- Switch and receptacle replacement
- GFCI installation and replacement
- Ballast and LED fixture upgrades
- Ceiling fan installation

*Contractor shall perform only work permitted under applicable licensing laws.*

### Exterior Repairs

- Fence repairs
- Exterior painting and touch-up
- Sign installation
- Stair and handrail repairs
- Minor concrete repairs

### Common Area Maintenance

- Community room repairs
- Hallway maintenance
- Door adjustments and repairs
- Furniture assembly and repairs
- General maintenance requests

### Unit Turnover Services

- Punch list completion
- Hardware replacement
- Minor carpentry repairs
- Cosmetic repairs
- Move-in/move-out maintenance

### Emergency Response

Contractor shall provide emergency response services for urgent maintenance issues when requested by management.

---

# 4. Service Requirements

Contractor shall:

- Respond to routine service requests within 24 to 48 hours.
- Respond to emergency requests within 2 to 4 hours.
- Coordinate scheduling with property management staff.
- Maintain professional appearance and conduct.
- Keep work areas clean and safe.
- Comply with all federal, state, and local regulations.
- Follow OSHA safety requirements.

- Provide written work summaries upon completion.

---

# 5. Contractor Qualifications

Proposals should demonstrate:

- Minimum three (3) years of relevant experience.
- Experience servicing multifamily housing communities.
- Appropriate business licenses.
- General liability insurance coverage of at least $1,000,000 per occurrence.
- Workers' compensation insurance as required by law.
- Ability to service multiple locations simultaneously.
- Positive references from similar clients.

---

# 6. Pricing Proposal

Contractors shall provide pricing for:

## Labor Rates

| Service | Rate |
|---|---|
| Standard Hourly Rate | $_____ |
| Overtime Hourly Rate | $_____ |
| Emergency Hourly Rate | $_____ |

## Unit Turnover Pricing

| Service | Rate |
|---|---|
| Drywall Repair | $_____ |
| Paint Touch-Up | $_____ |
| Lock Replacement | $_____ |
| Miscellaneous Repairs | $_____ |

### Trip Charges (If any)

| Description | Rate |
|---|---|
| Standard Service Call | $_____ |
| Emergency Call-Out | $_____ |

### Materials

- Cost plus percentage: _____% OR
- Materials billed at actual cost with receipts.

---

# 7. Contractor Staffing

Provide:

- Number of technicians available
- Service territory covered
- Supervisory structure
- After-hours contact procedures

---

# 8. References

Provide at least three references from multifamily, commercial, or residential property clients:

| Company | Contact | Phone | Email |
|---|---|---|---|
| | | | |

---

# 9. Proposal Submission Requirements

Include:

1. Company profile
2. Proof of licensing
3. Certificate of insurance

4. W-9
5. Staffing information
6. References
7. Pricing proposal
8. Sample service reports or work orders
9. Description of emergency response procedures

---

# 11. Contract Award

Biddeford Housing Authority reserves the right to:

- Reject any or all proposals.
- Negotiate pricing and scope.
- Award contracts to one or multiple vendors.
- Request additional information prior to award.

---

# 12. Contact Information

All questions and proposal submissions shall be directed to:

**Paul Pettengill**
**Facilities Manager**
**Biddeford Housing Authority**
**22 South Street, Biddeford, Maine 04005**
**207-281-1770**
**maintenance@bhousing.org**

---

**Proposal Submission Deadline:** November 15, 2026

Thank you for your interest in providing handyman services for BHA. We look forward to reviewing your proposal.