



MACON-BIBB COUNTY, GEORGIA

Request for Proposal (RFP)

FOR

Property Management Services for Macon-Bibb County Affordable Housing Fund

27-014-LH

MACON-BIBB COUNTY

ISSUE DATE: SEPTEMBER 15, 2026

DUE DATE: OCTOBER 15, 2026

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens, Small Business Affairs at (478) 300-2297 or csthepens@maconbibb.us

GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to this Request for Proposal (original **plus 5 copies & Flash Drive**) in the Procurement Department, 700 Poplar Street Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, October 15, 2026**, for the Property Management Services for Macon-Bibb County Affordable Housing Fund.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, October 15, 2026, at 2:00 P.M.** in the Macon-Bibb County Procurement Conference Room, located on the 700 Poplar Street (3rd Floor), Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

1. Bid documents may be examined and obtained on Macon-Bibb County website (and can) to be viewed and downloaded from one of the links included below:

Georgia Procurement Registry website

http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100

Macon-Bibb County Procurement Page www.maconbibb.us/purchasing

D. Questions

Deadline for submitting questions is **Friday, October 2, 2026, by 3:00 p.m.** All questions must be submitted via email to Lhardwick@maconbibb.us

E. Bid Bond

Bids, in order to be considered, shall be accompanied by a bid bond, payable to the Owner, in amount not less than five percent (5%) of the total base bid.

- a) This bid security shall become payable to the Owner only if the bidder, to whom award is made, should fail to execute a contract with the Owner and furnish bond and insurance in accordance with the terms of the contract within ten (10) days after notification of award.
- b) Contractor may submit a cashier's check or certified check not less than 5% of the total base bid. The check must be made out to "Macon-Bibb County" and include the bid number in the memo line of the check. Personal Checks, business checks, and cash are strictly prohibited.

F. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

"27-014-LH Property Management Services"

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0550

-Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline for closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted in response to the RFP shall become the property of Macon-Bibb County.

G. Responsiveness

In order to be considered “*responsive*” the submission should include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit
- Non-Collusion Affidavit

H. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Ten (5) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

I. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Non-responsive submissions will not be reviewed for potential awards.

J. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within 5% (five percent) of the lowest responsive and responsible bid which conforms to the Invitation to Bid.

K. Surety

1. Whereas the anticipated Contracted Price exceeds \$25,000, the bidder to whom award is made shall submit a Payment Bond and a Performance Bond, both in amount of one hundred percent (100%) of the Contract Price.
 - a) Bonding company/Surety shall be:
 - (1) Rated B+ or better in current Key Rating Guide as issued by A.M. Best Company, Oldwick, NJ.
 - (2) Licensed to do business in the State of Georgia.

II. PROJECT DESCRIPTION

Macon-Bibb County Affordable Housing Fund, Inc. (MBCAHF) is a 501(C)3 nonprofit organization soliciting proposals for a full-service property management company to manage, including but not limited to, permanent supportive rental units, rental units supported with Section 8 Housing Choice Vouchers, and rental units with income restrictions. Housing units are scattered sites, single-family homes (SFH). Two SFHs will become available late October of 2026, and 11 more units are expected summer or fall 2027. MBCAHF is seeking additional funding for rental units and may continue adding them to the portfolio in the future. Proposals are for a one (1) year agreement, with an option to extend up to an addition four (4) years for a total of five (5) years.

III. MINIMUM REQUIREMENTS

The ideal property management firm must:

1. Hold a valid real estate broker's license.
2. Have reasonable and working knowledge and understanding of the general principles and responsibilities of property management, including: the laws concerning real estate licensing, contracts, tenant/landlord responsibilities, fair housing, employment, property protection and insurance.
3. Hold a current inventory of residential rental properties that meet minimum standards of habitability, consistent with housing quality standards and health, safety and building codes.
4. Have working knowledge of principles of business administration, marketing, accounting, advertising, insurance, repairs and maintenance, taxation and public relations.
5. Maintain separate bank accounts for each contracted client, with no commingling of funds between client accounts.
6. Carry a satisfactory fidelity bond on all employees whose duties involve the handling of funds and satisfactory liability insurance coverage that meets City standards.
7. Have demonstrated the ability to work with law enforcement, code compliance and/or fair housing advocates.

8. Have access to skilled specialists for routine repair and maintenance work and have the ability to address property maintenance in a timely manner and property related emergencies on a 24-hour a day basis. Repairs beyond those considered “routine” in nature, including but not limited to HVAC repair, carpet replacement, roof repairs, etc., will be performed by or at the direction of MBCAHF.

IV. SCOPE OF SERVICES

Within the Property Management Scope of Services, the respondents selected must:

1. Execute, administer and enforce the terms of all rental agreements, in compliance with federal, state and local laws and provide copies of each executed agreement to MBCAHF.
2. Collect rents, fees and late charges and collect and disburse security and other deposits.
3. Advertise and promptly lease vacancies.
4. Qualify prospective tenants.
5. Provide an affirmative marketing plan and tenant selection procedure that ensures that prospective tenants are not discriminated against due to race, religion, national origin, familial status, etc., in compliance with the Fair Housing Act.
6. Represent MBCAHF’s interest in all matters involving the tenant under the lease agreement.
7. Manage and resolve conflicts among tenants. Document and keep a record of communications with tenants on issues and complaints, and resolutions to such.
8. Terminate tenancies and serve notices as appropriate, recover possession of premises, recover rent and other sums due.
9. Institute legal action in the name of MBCAHF; settle, compromise or release such upon MBCAHF consultation and approval; and, appear in court when necessary.
10. Provide 24-hour a day emergency maintenance service and report emergencies to MBCAHF by the next business day.
11. Monitor properties on a regular basis for routine repairs and preventive maintenance, contracting with subcontractors to provide repair, maintenance, janitorial, landscaping and pest control services, as needed.
12. Ensure independent contractors have necessary licensing and insurance coverage.
13. Secure and maintain property in compliance with local or applicable State codes and guidelines. Ensure that all laws and rules related to loitering and criminal activity are vigorously enforced.
14. Perform and record an annual inspection of units (interior and exterior), in compliance with rules and regulations.
15. Assist the MBCAHF in capital improvements and rehabilitation-related scheduling.
16. Open and manage separate bank accounts for MBCAHF property finances.
17. Provide bank statements and reconciliations monthly.

18. Provide a detailed monthly management report to MBCAHF to include:

- a. Rent collection, delinquencies, vacancies and waiting list status, if any.
- b. Revenue and expenditure
- c. Monthly maintenance, preventive maintenance and tenant requested maintenance.
- d. Log of onsite property visits by property management representative(s).
- e. Tenant eviction status and current and pending legal matters.

19. At the direction of the MBCAHF Executive Director, may assist in the sale of surplus City properties, including appraisal, marketing, collection of proposals, and preparation of other incidental documents to public property sales.

V. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information in easily accessible with table of contents and labelled tabs. Technical and Cost Proposals must be submitted in separate envelopes.

Consultant Background

- Cover Letter/Letter of Interest
- Executive Summary: Provide a cover letter that serves as the executive summary of the proposal limited to no more than two (2) pages. This letter should include the firm's understanding of the work to be performed. In addition, state why the firm believes it to be the best qualified to perform the services requested. Also, include history of the consultant/firm (including years in business), contact information (including address(es), telephone/Fax numbers, email, etc. and structure/organizational information of the firm (including principal(s), project team, if applicable)

Experience/Qualifications

- Licenses/Certifications
- Minimum of three (3) references with names, email addresses, and telephone numbers of person(s) who can be contacted with regard to the services that were provided.
- Minimum of five (5) projects with similar scope and size

Management Technical Approach

- Provide a detailed overview of how your company, if selected, would address all items set forth in the "Scope of Services" section of this RFP. Additional information must be clearly identified. The items must be addressed in the order in which they appear in the "Scope of Services" section.
- Attach a sample of a lease agreement and typical monthly/annual reports. Redact information as needed.

Expertise and Qualifications of Key Staff

- Listing of the staff and management proposed for the Services to be provided, as well as an organization chart.
- Experience of and resumes of proposed personnel to be used.

Price Proposal

Provide a monthly property management service fee offered to fulfill the Scope of Services as outlined in “Section 4” of the RFP. If there is a specific service that the company provides that has not been called out in the Scope of Service but will be included as a service in the specified fee; or if there is a service within the scope service that will not be covered by the monthly service fee proposal. Attach additional sheets if needed. Costs shall include any and all incidental expenses related to completing the Scope of Services outlined in this RFP. Proposed fee structure must be broken down by each potential year that the contract may be extended (initial one (1) year term and optional four (4) year extensions).

V. SCORING (total possible number of points = 100)

Experience/Qualifications – Maximum 20 points
Management Technical Approach – Maximum 30 Points
Expertise and Qualifications of Key Staff – Maximum 20 Points
Project Fee – Maximum 30 Points

VI AWARD BASIS

Awards will be recommended to the respondent with the highest number of points.

VIII SUBCONTRACTOR REPORTING REQUIREMENTS

- A. Contractor shall submit a “Subcontractor/Supplier Participation Report” on this contract quarterly to the Macon-Bibb County Office of Small Business Affairs which shall include the following:
1. The name of each subcontractor or supplier participating in the contract.
 2. A description of the work to be performed, materials, supplies, and services provided by each subcontractor or supplier.
 3. Whether each subcontractor or supplier is a minority owned, woman owned, LGBTQIA+ owned, veteran owned, disabled person owned, Certified Disadvantaged Business Entity, non-profit, or local business.
 4. Whether each subcontractor is a supplier, subcontractor, or other.
 5. The dollar value of each subcontract or supply agreement.
 6. The actual payment to date of each subcontractor or supplier participating in the contract.
- B. The report shall be updated during the applicable quarter by the Contractor whenever any of the approved subcontractors or suppliers have completed the portion of the work they were contracted to perform. Copies of this report should be transmitted promptly to the Macon-Bibb County Office of Small Business Affairs.
- C. The County may withhold any payment due to the Contractor on any project for failure to submit the Subcontractor/Supplier Report within thirty (30) days following the end of the calendar quarter or for the failure to submit updates to the quarterly report within thirty (30) days of any subcontractor or supplier having completed the portion of work they were contracted to perform.