



**REQUEST FOR PROPOSAL  
FOR  
PROPERTY MANAGEMENT SERVICES**

The City of Orangeburg is requesting proposals for property management services of several buildings in Downtown Orangeburg.

We request the following information for consideration and award of the services requested:

1. Amount of square footage your company currently manages.
2. Average length of time you have managed the properties in your portfolio.
3. Management fee and terms of your agreement.
4. Sample of property inspection forms you complete on properties managed by your company.
5. Must provide evidence of licensing with SCLLR for property management.
6. Must provide a current certificate of insurance.
7. Must provide a copy of your property management agreement.
8. All City licensing and fees must have been current for the last two years.

All proposals need to be submitted by **May 16, 2022 at 12:00 Noon.**

The contact for this proposal is: John Singh, Assistant City Administrator

Email: [john.singh@orangeburg.sc.us](mailto:john.singh@orangeburg.sc.us)

Phone: 803-533-6000.

The City of Orangeburg reserves the right to accept or reject any and all bids.

The City of Orangeburg is an Equal Opportunity Employer.