

Request for Service Work – Maintenance Contracts

Reading Housing Authority (RHA) is soliciting vendors for the calendar years 2026 and 2027. Applications will be received until **11:00am (EST) on Monday, December 1st, 2025**, at **400 Hancock Blvd, Reading, PA 19611** or by electronic submission to contracts@readingha.org. Instructions for submission will be available at www.readingha.org, by request to Steve Notario, RHA Administrative Officer, at contracts@readingha.org, or by telephone to 610-775-4813 extension 1115. Submissions must include a fixed hourly rate that includes wages, overhead, general and administrative expenses and profit. Submissions must also include the mark-up to be associated with any materials or supplies. Work performed under this solicitation is to occur on properties or programs operated by Reading Housing Authority and/or the City of Reading.

Copies of required documents are available to qualified contractors at www.readingha.org. Questions about technical specifications, HUD forms, application forms, etc. can be emailed to Steve Notario, Administrative Officer, at contracts@readingha.org.

RHA will prepare an annual vendor list from these submissions for the purpose of performing emergency and as-needed services. Vendors with complete submissions will be ranked and generally contacted in the order of lowest hourly rate. As work performed under this solicitation is unpredictable in nature, vendors will be issued an Indefinite Quantity Contract, with no one project anticipated to exceed \$22,500, or the state bidding threshold for solicitations of this nature. (All work anticipated to exceed this threshold shall be offered by public bid.) RHA reserves the right to forgo ranking order based upon vendor availability and any unique circumstances associated with a service need. No additional vendors will be added to this list at the vendor's request outside of this solicitation, however RHA and the City of Reading reserve the right to seek vendors outside of this solicitation and throughout the calendar year for categories in which less than three (3) vendors are identified and/or available.

Advertisement Dates

October 23, 2025 – Thursday

October 24, 2025 – Friday

October 27, 2025 – Monday