

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR HIS DESIGNEE, TO ENTER INTO NEGOTIATIONS, AND UPON SUCCESSFUL NEGOTIATIONS, AWARD AND EXECUTE A LEGALLY SUFFICIENT AGREEMENT FOR RFP NO: 14-12 REHABILITATION SERVICES FOR SHIP PROGRAM

RECITALS

WHEREAS, the County desires to enter into negotiations with St. Johns Housing Partnership, Inc to perform rehabilitation services for the SHIP Program, on residences located throughout St. Johns County; and

WHEREAS, the scope of the project shall consist of performing home repairs and rehabilitation for the SHIP Program to bring low-income and very-low-income houses into compliance with the St. Johns County Standard Housing Code; and

WHEREAS, through the County's formal Request for Proposals (RFP) process, St. Johns Housing Partnership, Inc. was the only responding firm; and

WHEREAS, the Homeownership Programs Administrator has reviewed the St. Johns Housing Partnership's proposal and has determined that it is acceptable based on the requirements set forth in the Request for Proposals; and

WHEREAS, the services shall be funded by the St. Johns County Housing & Community Services Department SHIP Program; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the Request for Proposals, a copy of which is attached hereto and incorporated herein, and finds that entering into negotiations serves a public purpose.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or his designee, is hereby authorized to enter into negotiations under RFP No. 14-12 with St. Johns Housing Partnership, Inc.

Section 3. The County Administrator, or his designee, is further authorized to execute a legally sufficient Contract Agreement with St. Johns Housing Partnership, Inc on behalf of the County for the performance of rehabilitation services for the SHIP Program as specifically provided in the Contract Documents for RFP No 14-12 if negotiations are successful.

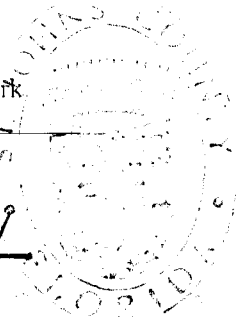
Section 4. To the extent that there are typographical or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

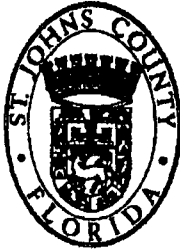
PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 21st day of January, 2014.

ATTEST, Cheryl Strickland, Clerk
By: Tom Halteman
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA
By: [Signature]
John H. Morris, Chair

RENDITION DATE 1/23/14





**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Dana Froberg, Homeownership Programs Administrator, SJC Housing & Community Svcs
FROM: Jaime Locklear, CPPB, Contracts Coordinator, SJC Purchasing Department
SUBJECT: RFP 14-12 – Rehabilitation Services for SHIP Program
DATE: November 7, 2013

Attached please find a copy of the RFP Evaluation Summary Sheet for your file as recorded and verified at the Evaluation Committee Meeting.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return to my attention as soon as possible.

Please let me know if I can assist your department in any other way.

Dept. Approval BENJAMIN COHEN
Date 12/02/2013
Budget Amount 431,160
Account Funding Title State Housing Initiatives Partnership
Funding Charge Code 1100-58209
Award to St. Johns Housing Partnership
Award \$431,160 Amount

(Use additional sheet/s as needed)

ST JOHNS HOUSING PARTNERSHIP, INC

St. Johns County Board of Commissioners

RFP NO: 14-12
Request for Proposal

**REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP)
PROGRAM**

Respectfully submitted by:
St. Johns Housing Partnership, Inc
P O Box 1086/525 West King Street
St. Augustine, Florida 32085
(904)824-0902 or blazar@sjhp.org
Bill Lazar, Executive Director

SECTION 1:

LETTER OF INTRODUCTION



Post Office Box 1086
Saint Augustine, FL 32085
Tel: 904-824-0902 / Fax: 904-824-9635
info@sjhp.org / www.sjhp.org

November 7, 2013

RE: RFP NO: 14-12, Request for Proposal

Dear Sir/Madam,

The St. Johns Housing Partnership, Inc. (SJHP) is very familiar with the St. Johns County SHIP program. The SJHP has been under contract for SHIP rehab services for 15 years working with county staff to promote and implement the program. The SJHP has been responsible for all aspects of the program, from public presentations and education to processing intake applications and verifying income, to assessing properties for feasibility of rehab efforts, to performing and overseeing the actual construction services.

The St. Johns Housing Partnership's experience with improving sub-standard housing is very broad. Not only do our staff have years of construction experience but they have demonstrated a capacity and compassion to serve the low-income populations that benefit from SHIP funding. The SJHP is well-versed in bringing added value to any effort involving our participation. Not only are we able to assess homes for health and safety improvements, but we incorporate both energy conservation and green building perspectives into all aspects of our work. We also have the unique skills of finding additional funding and community volunteers to make improvements beyond the scope of just the SHIP funding. Bill Lazar, SJHP's executive director, acts as our qualifying agent and has been a state-certified residential contractor since 2007.

We are very dedicated to raising the bar on the quality of work that goes into all affordable housing programs. We think about rehab work that reduces utility bills and lowers maintenance costs. Our staff attends workshops and trainings on energy efficiency and accessibility modifications to increase our ability to focus on the needs of the occupants during the rehab process. We have participated in trainings with the National Healthy Homes program.

In 2012, The Florida Housing Coalition recognized the SJHP for our innovative efforts in promoting affordable housing programs. On behalf of our Board of Directors, the SJHP is proud to submit our application to manage the SHIP program for another round.

In closing, SJHP is a private, not-for-profit 501(c)3 corporation, Tax ID # 59-3422856, located at 525 West King Street in St Augustine. If further information is needed, please contact Bill Lazar, SJHP Executive Director, at (904) 824-0902 or by e-mail at blazar@sjhp.org.

With Regards,

A handwritten signature in black ink, appearing to read "Bryan McClosky", written over a white background.

Bryan McClosky
President, Board of Directors
St Johns Housing Partnership

SECTION 2:

**EXPERIENCE/PAST
PERFORMANCE**

ST. JOHNS COUNTY, FL
RFP NO: 14-12: REHABILITATION SERVICES FOR SHIP PROGRAM
ATTACHMENT "C"
EXPERIENCE/PAST PERFORMANCE

Respondents shall demonstrate any and all services of similar size and scope as those described herein performed within the past five (5) years. The required information shall be submitted in the space provided below. St. Johns County reserves the right to request additional information.

1. Name of Entity/Agency: Department of Economic Opportunity (Department of Community Affairs)
Services Provided: St Johns Housing Partnership, Inc. has provided weatherization services for St Johns County for 13 years and for Clay County during the previous three years. SJHP duties included processing intake and income verification applications and construction and inspections services to determine the scope of work. Public speaking and presentations to promote the benefits of the program and energy efficiency programs are part of our contractual services. SJHP also performed weatherization work in 35 multi-family complexes throughout North Florida through the ARRA Weatherization Assistance Program (WAP). Weatherization services include: Blower door testing to determine the rate of air flow between the interior and exterior of the home, testing appliances for gas leakage, conducting lead testing on homes built before 1978 and a general inspection of the home to determine and implement possible energy-saving measures to reduce the energy consumption of the homeowner.

Dollar Value of Services: Average Budget per home: \$6,500 - 1,100 homes completed 2009-2012

Dates of Services: Present - 1998

Point of Contact: Norm Gempel, DEO State Weatherization Manager- (850) 717-8467

2. Name of Entity/Agency: Federal Home Loan Bank (FHLB)

Services Provided: SJHP is responsible for the application process, developing a scope of work, permitting, oversight of project, inspections and submittal of final documentation to FHLB. Repairs to owner-occupied low-income residents can include roofing, plumbing, electrical work, carpentry and HVAC. General work is provided by SJHP construction crews and trade work is supervised by SJHP staff.

Dollar Value of Services: Average cost: \$10,000 per home/11 projects in 2013

Dates of Services: 2013

Point of Contact: LaNetta M Wright, CRA FHLBank Program Specialist-(704) 954-1102

3. Name of Entity/Agency: USDA

Services Provided: These are individual loan or grant applications. The SJHP intake staff assist the homeowner in submitting the application packet, in addition to providing a suggested scope of work and budget. Repairs to owner-occupied, low-income residents can include carpentry, accessibility modifications, roofing, plumbing, electrical work and HVAC. General work is provided by SJHP construction crews and trade work is supervised by SJHP staff. SJHP is responsible for the application process, developing a scope of work, permitting, oversight of project, inspections and submittal of final documentation/billing to USDA

Dollar Value of Services: Maximum allowable per loan: \$7,500

Dates of Services: 2013

Point of Contact: USDA - Lake City Office, (386) 719-5590

4. Name of Entity/Agency: SHIP-Clay County

Services Provided: SJHP provides inspection services to the Clay County SHIP program. Repairs to owner-occupied, low-income residents can include carpentry, accessibility modifications, roofing, plumbing, electrical work and HVAC. SJHP is responsible for the inspections, implementation of the scope of work, contractor bidding, permitting, oversight of project and submittal of final inspection approval to SHIP-Clay County for reimbursement. SJHP only has the opportunity to provide a bid if no other entity submits a proposal for the scope of work.

Dollar Value of Services: Average cost per home: \$15,000

Dates of Services: 2013

Point of Contact: Theresa Sumner, Clay County SHIP Program, (904) 529-4700

5. Name of Entity/Agency: United Way

Services Provided: Emergency repair program to provide owner-occupied, low-income residents with immediate solutions to issues that will further decay and destroy the integrity and safety of the home. Funding is also used to assist elderly and disabled residents of St. Johns County with accessibility and safety remedies to conditions that create hazards and health issues to the resident.

Dollar Value of Services: \$32,000 annually, Average cost per home: \$15,000

Dates of Services: 1998-present

Point of Contact: Nancy Burns, (904) 829-9721

6. Name of Entity/Agency: Buckingham Smith Benevolent Association

Services Provided: The provision of safety, health and energy conservation repairs to the homes of low-income homeowners in the West Augustine and Lincolnville neighborhoods. Repairs include a variety of measures designed to keep the family living safely and especially for the senior populations, independently in their own homes. Examples include repair of electrical and plumbing problems in addition to the construction of wheelchair ramps. Each home receives an energy audit, designed to discover air leaks that lead to poor indoor air quality and costly utility bills. All gas appliances are tested to verify proper burning and elimination of carbon monoxide. Both volunteers and SJHP staff provide the repairs to eliminate health and safety concerns and maximize the foundation funds as much as possible.

Dollar Value of Services: \$55,000 annually; average cost per home: \$2,500

Dates of Services: 1998-current

Point of Contact: Brad Davis, 819-1799

SECTION 3:

PAST PERFORMANCE W/ST. JOHNS COUNTY

ST. JOHNS COUNTY, FL
RFP NO: 14-12: REHABILITATION SERVICES FOR SHIP PROGRAM
ATTACHMENT "D"
PAST PERFORMANCE w/ST. JOHNS COUNTY

Respondents shall demonstrate any and all services of similar size and scope as those described herein performed within the past five (5) years. The required information shall be submitted in the space provided below. St. Johns County reserves the right to request additional information.

1. Name of Entity/Agency: St. Johns County Housing and Community Services
Services Provided: St. Johns Housing Partnership has worked with the St. Johns County SHIP Program to provide substantial repairs to low-income, owner-occupied homes that includes carpentry, accessibility modifications, roofing, plumbing, electrical work and HVAC. SJHP processes intake and income verification applications in addition to public presentations and education about the benefits of the program. General work is provided by SJHP construction crews and trade work is supervised by SJHP staff. SJHP is responsible for the inspections, implementation of the scope of work, contractor bidding, permitting, oversight of project and submittal of final documentation to SHIP-St. Johns County for reimbursement.
Dollar Value of Services: Annual contract services varied from \$350,000- \$650,000
Dates of Services: 1998 - current
Point of Contact: Dana Froberg (904) 827-6895

2. Name of Entity/Agency: St. Johns County Health and Human Services
Services Provided: The funding provided by Health and Human Services provides critical emergency repairs for residents of St. Johns County who need immediate help with critical housing repairs such as roofing & plumbing repairs due to leaks, sewer pump-outs, dangerous flooring and handicap modifications such as grab bars, wheelchair ramps and modified showers.
Dollar Value of Services: Annual contract services: \$85,000
Dates of Services: 1998- present
Point of Contact: Ellen Walden

3. Name of Entity/Agency: St. Johns County Housing and Community Services
Services Provided: Rehab bidding on CDBG & NSP - Selected Properties
Dollar Value of Services: Average cost is approximately \$20,000
Dates of Services: 2010-2013
Point of Contact: Dana Froberg (904) 827-6895

4. Name of Entity/Agency: St. Johns County Housing Finance Authority- National Stabilization Program (NSP)
Services Provided: Manage rental homes for low to extremely-low income St. Johns County residents. Currently, SJHP owns and administers 15 single-family NSP rentals and all are currently occupied. Our responsibilities include maintaining an active waiting list, income qualification of applicants, maintenance of properties and collection of rents. SJHP also includes financial counseling for tenants on a monthly basis.
Dollar Value of Services: difficult to quantify
Dates of Services: 2010-2013
Point of Contact: Dana Froberg (904) 827-6895

SECTION 4: QUALIFICATIONS

**ST. JOHNS COUNTY, FL
RFP NO: 14-12: REHABILITATION SERVICES FOR SHIP PROGRAM
ATTACHMENT "B"
LICENSES & CERTIFICATES**

In the space, below, each Firm shall list all current and valid licenses and/or certifications held.
The firm shall attach a copy of each current and valid license and/or certificate listed below to this form as instructed.

License Name	License #	Issuing Agency	Expiration Date
Certified Residential Contractor (CRC) Bill Lazar	CRC1329155	FL Dept of Business & Professional Regulation (DBPR)	8/31/14
Certified Lead Renovator	NAT 28500-1	EPA	4/28/15
Certified Aging in Place		National Association of Home Builders	5/31/14

The following chart is provided to illustrate the depth of SJHP employee qualifications. See Attachment B for Licenses & Certifications

SJHP Staff	Task	Name and Qualifications
Executive Director/ General Contractor	primary oversight and review of construction management process, public presentations and Qualifying agent for SJHP,	<u>Bill Lazar</u> - 25 years experience working with non – profit organizations improving sub-standard housing. His primary duties are qualifying agent for the SJHP, agency oversight, and community outreach and resource development.
Construction Project Manager	Direct supervision of construction crew, reviews inspection reports, writes scope of work and bid specifications for subcontracting process	<u>Susan Giddens</u> - 27 years construction experience and supervision in all aspects of residential construction.
Office Staff	Set up client files and contract management relating to eligibility certifications and reporting requirements for all SJHP contracts, including SHIP and DCA.	<u>Cheryl VanLandingham</u> – 2 years with SJHP as office manager. Trained in all aspects of income verification and contract requirements. Works with client families, reviews household eligibility for multiple leveraging efforts.
Construction Supervisors	Day to day oversight and hands-on construction tasks with SJHP construction crews.	<u>Artie Taylor</u> : WAP Inspector, 30+ years in construction <u>Cody Stanley</u> : Master Carpenter, Union Certified Journeyman, 30+ years in construction <u>Martin Schimmell</u> : Manager, Property

		Development, 40+ years in construction
Construction Staff	Hand on construction work- all aspects of construction as needed on particular projects.	Kwanda Brinson: 5+ years in construction Jimmy Locklear: 3+ years in construction

Community Service: Bill Lazar-Executive Director

St Johns Builders Council Board of Directors- 2006-2013

2010 Chairman, BOD

2013 Chairman, BOD

St. Johns Vision- Steering Committee and Board of Directors 2001-2005

Pedro Menendez High Schools Construction Academy Advisory Board- 2007-2013

Florida Green Building Coalition Board of Directors- 2010-2013

SJHP Awards

2007,2008,2009,2011 St. Johns County Parade of Homes- \$150,000-\$175,000 category

2007 Community Wide Landscaping- Florida Yards and Neighborhood Program

2008 Florida Housing Coalition- Green Affordable Housing

2008 EPA Regional Award for Excellence in Energy Efficiency in Affordable Housing

2008 Florida Housing Coalition award for Green Affordable Housing

2010- Collins Center for Public Policy- Best Practice in Green Building

2012- Florida Housing Coalition –Affordable Housing Advocate of the Year

As stated above in the SJHP employee experience table, SJHP employees have been providing emergency repair and rehab services in low income communities throughout St. Johns County for over 15 years. The SJHP employees have received specialized training from DEO for weatherization services. That training has provided an increased level of awareness of certain inspection techniques that have greatly improved our ability to evaluate the appropriate cost effective measures for our SHIP projects. The training includes evaluating indoor air quality and the use of specialized equipment (Blower door, infra red camera, humidity sensors and CO2 testing).

The SJHP has long term working relationships with a variety of governmental agencies, including Code Enforcement and the Building Departments for St. Johns County, the City of St. Augustine, and St. Augustine Beach. Those department staffs contact the SJHP when they have a specific problem with a low-income homeowner and need an advocate to resolve the concerns. Most United Way agencies also contact the SJHP when they have clients with housing problems.

The SJHP Director, Bill Lazar, has 25 years experience working with private grant and government contract requirements. The SJHP has an annual audit every year as part of the government requirements and each time passed with no major concerns. The audit follows the Florida Single Audit Act requirements. The SJHP has three non-county contracts that have been renewed annually for at least five years: the United Way, the DEO weatherization contract and Buckingham Smith Benevolent Association (private foundation).

SECTION 5:

**METHOD OF
COMPENSATION**

ST. JOHNS COUNTY, FL
RFP NO: 14-12; REHABILITATION SERVICES FOR SHIP PROGRAM
ATTACHMENT "E"
METHOD OF COMPENSATION

SHIP award amount to be determined by SHIP office as reflected on approved Housing Delivery Goal Chart as Part of the Local Housing Assistance Plan (LHAP) adopted by the Board of County Commissioners and accepted by the Florida Housing Finance Corporation.

Compensation to include: client intake processing, consultation with independent home inspector post initial inspection, unit eligibility determination, cost estimation, labor & materials, supervision & oversight, client file close-out and retention.

1. Client Intake (two parts as necessary): 1.5%
Part One- Perform any and all program income & eligibility requirements for SHIP Rehabilitation Program including but not limited to any partial applications that are not approved.

Part Two (as necessary): If homeowner is determined to be eligible, explain program policies, procedures, expectations and provisions of SHIP Rehabilitation lien. This may include discussion regarding maintenance, home care, warranties, etc. that may be associated with SHIP repairs.
2. Unit Eligibility Determination: 2%
Review available public records to determine ownership of property, mortgage status, associated property liens, unpaid property taxes and other issues associated with the property that deems it incompatible with program goals and objectives. If both homeowners and unit are determined to be eligible to participate, the security lien should be placed on the home and recorded. *Items #1 & #2 may take place simultaneously or in close succession.*
3. Home Inspector Consultation: 2%
Consultation with independent inspector contracted by St. Johns County Housing Office post inspection to discuss the scope of work.
4. Cost Estimation: 5%
Review of the inspection report, conversations with inspector on bid specifications and clarity of scope of work, solicitation of bids from subcontractors and/or suppliers. *Rehabilitation work on home is completed at this point.*
5. Supervision and oversight: 13%
Includes but is not limited to supervision of project, negotiations of any change orders with homeowners and inspectors, tracking of project budget.
6. Client File close-out & Record Retention: 2%
Perform final review of all file documentation, SHIP program eligibility requirements, documentation of costs, change orders, necessary approvals, homeowner comments and a copy of the recorded SHIP lien. Retention of files in accordance with public record requirements, 72 hour availability of files upon request of the Housing Office.

Total (Not to Exceed 40% Max Award Amount): 25.5%

****Very-low income household is awarded \$25,000 for SHIP repairs to their owner occupied home; the cost schedule listed above could not exceed 40% (or \$10,000) of the \$25,000 award.**

All work and billings must be completed within sixty (60) consecutive calendar days.

Preferred draw schedule: 2 possible draws. **First (1st) draw shall include items 1-4 plus whatever percentage over 40% is complete for inspection and approval. Second (2nd) shall include the balance of items 5 & 6.**

The percentages submitted above shall include any and all necessary permitting, notice of commencement, and release of liens. Fees for any services not shown above shall constitute additional services and shall be approved by St. Johns County prior to any work being performed and will be added to the Standard Contract by Contract Amendment.

Change-orders shall be included *upon and after approval by the St. Johns County Housing Office.*

SECTION 6: OTHER REQUIRED FORMS

Attachment 1: Attachment A: Affidavit
Attachment 2: IRS Tax-Exemption Status
Attachment 3: Consumer's Certificate of Exemption
Attachment 4: CRC License: Bill Lazar
Attachment 5: Insurance Binder
Attachment 6: Addendum #1

ST JOHNS COUNTY, FL
RFP NO: 14-12: REHABILITATION SERVICES FOR SHIP PROGRAM
ATTACHMENT "A"
AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COMMISSIONERS
ST. AUGUSTINE, FLORIDA

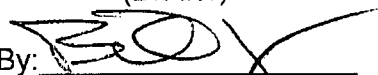
At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn before a person who is authorized by law to administer oaths.

STATE OF FLORIDA, COUNTY OF ST. JOHNS, Before me, the undersigned authority, personally appeared Bill Lazar who, being duly sworn, deposes and says he is Executive Director of St Johns Housing Partnership, Inc the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No 14-12, Rehabilitation Services for SHIP Program.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

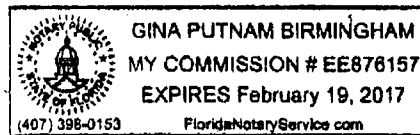
St Johns Housing Partnership, Inc.
(Bidder)

By: 
Executive Director, SJHP
(Title)

Sworn and subscribed to before me this 7th day of November, 2013.


Notary Public

My Commission Expires: 2.19.17



VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248562362
Aug. 05, 2008 LTR 4168C E0
59-3422856 000000 00 000
00019296
BODC: TE

ST JOHNS HOUSING PARTNERSHIP INC
PO BOX 1086
ST AUGUSTINE FL 32085-1086863



016946

Employer Identification Number: 59-3422856
Person to Contact: Mr. McQueen
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of July 25, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in December 1997, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 04/05
03/20/09

25-8012572224C-2	01/31/2009	01/31/2014	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

ST JOHN'S HOUSING PARTNERSHIP INC
525 W KING ST
ST AUGUSTINE FL 32084-4093

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 04/05

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (FAC).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Canzal Registration at 350-497-4190. The mailing address is PO BOX 6480, Tallahassee, FL 32314-6480.

1:58:28 PM 3/28/2013

Licensee Details

Licensee Information

Name: **LAZAR, WILLIAM N (Primary Name)**
ST JOHNS HOUSING PARTNERSHIP INC (DBA Name)

Main Address: **PO BOX 1086**
SAINT AUGUSTINE Florida 32085-1086

County: **ST. JOHNS**

License Mailing:

LicenseLocation: **525 W. KING STREET**
SAINT AUGUSTINE FL 32084

County: **ST. JOHNS**

License Information

License Type: **Certified Residential Contractor**

Rank: **Cert Residential**

License Number: **CRC1329155**

Status: **Current,Active**

Licensure Date: **03/13/2007**

Expires: **08/31/2014**

Special Qualifications **Qualification Effective**

Construction Business **03/13/2007**

[View Related License Information](#)

[View License Complaint](#)

1940 North Monroe Street, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our [Chapter 455](#) page to determine if you are affected by this change.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: LB

DATE (MM/DD/YYYY)
11/06/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Vandroff Insurance Agency Inc. 5150 Belfort Road #200 Jacksonville, FL 32256 Charles F. Ward Jr.		Phone: 904-296-3390 Fax: 904-296-6144	CONTACT NAME: Linda Beasley PHONE (A/C, No, Ext): 904-296-3390 E-MAIL ADDRESS: linda@vandroff-insurance.com PRODUCER CUSTOMER ID #: STJH0-1	FAX (A/C, No): 904-296-6144
INSURED	St. Johns Housing Partnership Bill Lazar P.O. Box 1086 St. Augustine, FL 32085		INSURER(S) AFFORDING COVERAGE INSURER A: American Interstate Insurance NAIC # 31895 INSURER B: Mid Continent Casualty Co INSURER C: Fidelity and Deposit Co INSURER D: United States Liability Co. INSURER E: Travelers Insurance Company NAIC # 25615 INSURER F: AIG Life Insurance Company	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

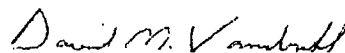
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
GENERAL LIABILITY						
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X	04GL000812811	02/06/2013	02/06/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ excluded PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					
D	<input checked="" type="checkbox"/> D & O - \$1,000,000		ND1007292L	02/06/2013	02/06/2014	GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	GENL AGGREGATE LIMIT APPLIES PER:					
	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PROJECT	<input type="checkbox"/> LOC			
AUTOMOBILE LIABILITY						
E	<input checked="" type="checkbox"/> ANY AUTO		BA9653M452	12/04/2012	12/04/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS					
	<input type="checkbox"/> SCHEDULED AUTOS					
E	<input checked="" type="checkbox"/> HIRED AUTOS		BA9653M452	12/04/2012	12/04/2013	PROPERTY DAMAGE (Per accident) \$
E	<input checked="" type="checkbox"/> NON-OWNED AUTOS		BA9653M452	12/04/2012	12/04/2013	\$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
A	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	WCFL1981032013	01/01/2013	01/01/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Crime		CCP006029707	02/06/2013	02/06/2014	temp dish \$ 100,000
D	Acc Death & Dismem		9115921-A	02/06/2013	02/06/2014	volunteer see notes

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 St Johns Co., FL is additional insured as respects to General Liability
 Officers excluded- Bryan McCloskey, Irene Arriola, Sandi Hunsuckle
 RFP No 08-89 SHIP Housing Rehab Services

CERTIFICATE HOLDER

CANCELLATION

STJCO-2 St Johns Co 500 San Sebastian View St Augustine, FL 32084	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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St. Johns County Board of County Commissioners

Purchasing Division

ADDENDUM #1

October 31, 2013

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFP No: 14-12; Rehabilitation Services for SHIP Program

This Addendum #1 is issued to further vendors' information and is hereby incorporated into the RFP Documents. Each respondent must ascertain before submitting a proposal that he/she has received all Addenda. Please return a signed copy of this Addendum with the submitted RFP Package (1 original + 7 copies). The signature page of EACH acknowledged addendum must accompany each copy of the firm's submitted proposal.

Questions/Responses:

- 1. What is the project budget? Answer: The project budget varies based on availability of funds through SHIP. There is no set project budget for these services.
2. Is there a short list of pre-qualified firms invited to bid on this? Answer: No. This is a public solicitation open to any firm/individual that meets the qualifications stated in the RFP.
3. Who is the architect? Answer: There is no architect. These are owner occupied dwellings requiring rehabilitation to comply with safety, health and sanitation codes. The independent inspector contracted by the County will provide a report that will contain a work write-up and list of critical repairs that need to be addressed. The Contractor shall be responsible for facilitating and completing the necessary repairs. If funds remain after necessary repairs are made, secondary repair items will be considered for completion.
4. Who is the engineer? Answer: There is no engineer for this project. See answer to Question #4 above.

THE RFP PACKAGE DUE DATE REMAINS: Thursday, November 7, 2013 at 4:00 P.M.

Acknowledgment

Sincerely,

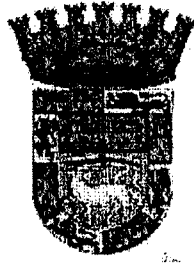
[Signature]
Signature and Date

Jaime T. Locklear, CPPB
Contract Coordinator
Purchasing Department

Bull LAZAR, Executive Director
Printed Name and Title

St. Johns Housing Preservation, Inc
Company Name (Print)

END OF ADDENDUM #1



**ST. JOHNS COUNTY
BOARD OF COUNTY COMMISSIONERS**

**RFP NO: 14-12
REQUEST FOR PROPOSALS**

**REHABILITATION SERVICES FOR STATE HOUSING
INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084**

DRAFT: 10/02/13

**REQUEST FOR PROPOSALS (RFP) NO: 14-12
REHABILITATION SERVICES FOR SHIP PROGRAM**

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**ST. JOHNS COUNTY, FL – RFP NO: 14-12; REHABILITATION SERVICES FOR SHIP PROGRAM
PART I: ADVERTISEMENT**

Notice is hereby given that the St. Johns County Purchasing Department is soliciting responses for **RFP No: 14-12; Rehabilitation Services for SHIP Program**. Any interested, qualified firms may submit RFP packages according to the requirements described herein to St. Johns County Purchasing located at 500 San Sebastian View, St. Augustine, FL 32084. All submitted packages are due by or before 4:00PM (EST) on **Thursday, November 7, 2013**. Any packages delivered to or received by the SJC Purchasing Department after the 4:00PM deadline will not be considered and shall be returned unopened to the addressee.

St. Johns County is soliciting RFP packages from qualified and experienced firms to facilitate, provide and oversee rehabilitation services to be performed on sub-standard homes located in St. Johns County that meet the requirements of the State Housing Initiatives Partnership (SHIP) Program. These services shall include, but are not limited to: eligibility certification of program applicants, review of inspection reports provided by the independent inspector contracted by SHIP, development of scopes of repair work needed at each home, performance or procurement of rehabilitation services (including carpentry, plumbing, electrical, masonry, roofing, etc), supervision of work performed at each location, and compliance with any and all SHIP Program requirements. The scope of repair work shall primarily encompass health, sanitation and safety concerns, but is not limited to that scope if all health, sanitation, and safety violations are addressed.

RFP Packages are available for downloading from Onvia Demandstar, Inc., at their website www.demandstar.com, or by calling 800-711-1712 and request Document #14-12. Vendors registered with Demandstar may download most packages at no cost from the website. Download fees may apply to vendors not registered on the website. Packages are also available upon written request from Jaime Locklear, CPPB, Contract Coordinator, SJC Purchasing Department, via email at jtoney@sjcfl.us.

Any and all questions related to the RFP must be directed, ***in writing***, to Jaime Locklear, CPPB, Contract Coordinator via email at jtoney@sjcfl.us, fax to (904) 209-0159, or mailed directly to SJC Purchasing, at 500 San Sebastian View, St. Augustine, FL 32084. Inquiries related to the work scope, clarification or correction **must** be in writing via fax or email to the party shown above and received no later than close of business (4:00PM) on Thursday, October 24, 2013 to allow adequate time for response and/or an addendum.

Vendors shall not contact, lobby, or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According to SJC policy, any such communication shall disqualify the vendor or Contractor from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications.

RFP Packages **MUST** be in a **SEALED** envelope or container and clearly marked: **RFP 14-12: REHABILITATION SERVICES FOR SHIP PROGRAM**. Each package submitted must have the firm or individual's name and mailing address marked plainly on the outside of the envelope or container. Each package shall consist of one (1) original and five (5) copies of the RFP Package which shall include any and all requested documents and supplemental information.

Deliver or Ship to: St. Johns County Purchasing Department, 500 San Sebastian View, St. Augustine, FL 32084

Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or request for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in St. Johns County's Purchasing Manual. All of the terms and conditions of the County's Purchasing Manual are incorporated by reference and are fully binding.

St. Johns County Board of County Commissioners reserves the right to accept or reject any or all bids/proposals, waive minor informalities, or award to/negotiate with the firm whose proposal best serves the interest of St. Johns County.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA
CHERYL STRICKLAND, CLERK

BY: _____
Deputy Clerk

ST. JOHNS COUNTY, FL – RFP NO: 14-12; REHABILITATION SERVICES FOR SHIP PROGRAM
PART II: INTRODUCTION

A. General Scope of Work:

The scope of work for the Contract(s) under this RFP consists of facilitating, providing and overseeing rehabilitation services to be performed on sub-standard homes located in St. Johns County that meet the requirements of the State Housing Initiatives Partnership (SHIP) Program. These services shall include, but are not limited to: eligibility certification of program applicants, review of inspection reports provided by the independent inspector contracted by SHIP, development of scopes of repair work needed at each home, performance or procurement of rehabilitation services (including carpentry, plumbing, electrical, masonry, roofing, etc), supervision of work performed at each location, and compliance with any and all SHIP Program requirements. The scope of repair work shall primarily encompass health, sanitation and safety concerns, but is not limited to that scope if all health, sanitation, and safety violations are addressed.

B. RFP Contact Information for Questions:

Any and all questions or requests for information relating to this Request for Proposal must be directed, *in writing*, to Jaime Locklear, CPPB, Contract Coordinator, SJC Purchasing Department, via email to jtoney@sjcfl.us, fax to (904) 209-0159, or via USPS delivered to 500 San Sebastian View, St. Augustine, FL 32084. Questions must be submitted as stated above, by or before four o'clock (4:00PM) on Thursday, October 24, 2013, to allow adequate time for response and/or an addendum.

Vendors shall not contact, lobby, or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According to SJC policy, any such communication shall disqualify the vendor or Contractor from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications.

C. Addenda:

Any and all clarifications, answers to questions, or changes to this RFP shall be provided through a County issued Addendum, posted on www.demandstar.com. Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for proposals. Any addenda issued after this date, shall be for material, necessary clarifications to the Request for Proposal only.

D. Due Date & Location:

Packages submitted in response to this Request for Proposals must be delivered to, and received by the SJC Purchasing Department by or before four o'clock (4:00PM) on Thursday, November 7, 2013. Any packages received after this deadline will be deemed unresponsive, and shall be returned to the addressee unopened. RFP Packages shall be delivered to SJC Purchasing Department, 500 San Sebastian View, St. Augustine, FL 32084

E. Proposal Packaging Instructions:

RFP Packages must be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: "RFP No: 14-12; REHABILITATION SERVICES FOR SHIP PROGRAM". Each package submitted must also have the respondent's company name and mailing address marked plainly on the exterior of the envelope/container. Each package must consist of one (1) original and five (5) copies of the respondent's proposal, which shall include all required documents and any supplemental information.

F. Evaluation Criteria:

It is the intention of St. Johns County to evaluate, rank and short list the respondents that submit RFP Packages from highest to lowest utilizing the evaluation criteria listed below. Evaluation of the responses to this RFP will comply with the specific criteria as follows:

Evaluation Criteria:

- A. RFP Package Format
- B. Experience/Past Performance
- C. Past Performance w/ St. Johns County
- D. Qualifications
- E. Method of Compensation

Maximum Possible Points:

- 05
- 10
- 05
- 10
- 10

G. Evaluation of Proposals:

All properly submitted RFP Packages shall be evaluated by an Evaluation Committee. Each Evaluation Committee Team Member will receive a set of all of the RFP Packages submitted, a copy of the RFP Document, an Evaluator's Score Sheet, and shall evaluate each RFP Package according to the criteria described herein. Each Evaluation Team Member shall evaluate the RFP Packages individually, with no communication, coordination, or influence from any other Evaluation Team Member, or any other individual other than the designated Purchasing Representative stated herein. Scores for each Respondent shall be recorded on the Evaluator's Score Sheet. A public Evaluation Meeting will be held by the SJC Purchasing Department to record the scores from each Evaluation Committee Member, and rank the scores highest to lowest.

The County desires to avoid the expense to all parties of unnecessary presentations; however, the County may elect to conduct oral interviews or presentations from one or more of the respondents in order to make a final determination of the top rankings. If the County elects to conduct oral interviews or presentations, selected firms will be notified. All such presentations or interviews shall be open to the public.

County Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a respondent, including past performance (experience) with the County prior to recommending approval of award to the St. Johns County Board of County Commissioners.

The St. Johns County Board of County Commissioners reserves the right to reject any or all proposals, waive minor formalities or award to / negotiate with the firms whose proposals best serve the interests of the County.

H. Contract Award:

Recommendation shall be made to the Board of County Commissioners by County Staff to enter into negotiations with the highest ranked firm with the intention of coming to agreement over terms, conditions, and pricing in order to award a Contract for the services described herein.

I. Contract Performance:

At any point in time during the term of the Contract with the awarded Contractor, County Staff may review records of performance to ensure that the Contractor is continuing to provide sufficient financial support, equipment and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that a Contractor no longer possesses the financial support, equipment and/or organization which would have been necessary during the RFP evaluation period in order to comply with this demonstration of competency section.

PART III: GENERAL REQUIREMENTS

A. Objective:

St. Johns County is soliciting RFP Packages from qualified and licensed firms or individuals who are interested in facilitating, providing, and/or overseeing rehabilitation services for the SHIP Program under a Continuing Contract. The awarded Contractor shall be selected through an Evaluation Process which involves an Evaluation Committee that will rank all submitted RFP Packages. The submitting firms or individuals will be ranked highest to lowest, and approved by the Board of County Commissioners. Once approved, the County shall enter into negotiations with the top ranked firm or individual. If negotiations with the top ranked firm fail, the County shall move to the next highest ranked firm and begin negotiations. This process may continue until a contract is awarded, or all respondent options have been exhausted.

B. Scope of Work:

The Scope of Services under this RFP includes several areas of services related to improving the sub-standard housing conditions of low and very low income residents in St. Johns County. These services shall include facilitating, providing and overseeing rehabilitation services to be performed on sub-standard homes located in St. Johns County that meet the requirements of the State Housing Initiatives Partnership (SHIP) Program. These services shall include, but are not limited to: eligibility certification of program applicants, review of inspection reports provided by the independent inspector contracted by SHIP, development of scopes of repair work needed at each home, performance or procurement of rehabilitation services (including carpentry, plumbing, electrical, masonry, roofing, etc), supervision of work performed at each location, and compliance with any and all SHIP Program requirements. The scope of repair work shall primarily encompass health, sanitation and safety concerns, but is not limited to that scope if all health, sanitation, and safety violations are addressed.

I. Applicant Eligibility Certification

The Contractor shall be responsible for eligibility certification of each application. For SHIP funds, the Contractor is

required to maintain familiarity with the Florida SHIP Program income verification process and standards. The Contractor shall keep an open application process, in order to maintain a waiting list of eligible applicants. The Contractor shall provide a local number that can be called during regular business hours fifty two (52) weeks per year. The Contractor shall keep the waiting list up to date and provide a copy to SJC Housing Staff as requested.

The Contractor is required to maintain eligibility files and records on each house. Each file shall consist of all income and asset verifications for entire household, as specified by SHIP Statutory and County requirements. Each file shall contain records of the initial house inspection, scope of work signed by the owner, an owner signed record of the work completed upon draw request along with an intermediate inspection at or around fifty percent (50%) completion, a post inspections signed by the owner and a record of payments. House reports should also provide before and after photos of the repair work to document funds expended.

2. Review of Inspection Reports

The Contractor shall be responsible for reviewing any and all inspection reports provided by the independent inspector contracted by SHIP on each home. The Contractor and the independent inspector may work in a collaborative manner at times to discuss questions, comments, and concerns relevant to the housing unit being rehabilitated.

3. Development of Repair/Rehab Scope of Work

The Contractor shall utilize the inspection reports provided by the independent inspector to develop a scope of work for the repair and/or rehabilitation work to be performed at the home in order to primarily address health, sanitation, and safety concerns, but may also address additional rehabilitation needs such as carpentry, flooring, and other items once all health, sanitation and safety concerns have been addressed, and based on the funds available of the home.

4. Performance of Repair/Rehab Work

The Contractor shall be required to ensure the performance of the repair/rehabilitation scope of work. If there is repair/rehabilitation work that the Contractor will not be performing, then the Contractor shall be responsible for soliciting estimates from contractors who are properly licensed and insured to perform the required work based on the thresholds listed below:

- \$0 - \$1,000 – Contractor gets single verbal estimate
- \$1,000 - \$3,000 – Contractor gets three (3) verbal estimates
- Greater than \$3,000 – Contractor gets three (3) written estimates

The Contractor shall be responsible for obtaining any and all information from sub-contractors pertaining to the work to be performed (i.e. copies of licenses, insurance coverages, material suppliers, etc).

The Contractor shall be responsible for overseeing and coordinating any and all repair/rehabilitation work to be performed on each house. The Contractor shall ensure that any and all applicable regulations, codes, rules, laws, and ordinances are followed throughout the duration of any and all repair/rehabilitation work.

The Contractor shall provide SJC Housing Staff with a project schedule with completion date(s) for all work to be performed on each house. The Contractor shall be responsible for notifying SJC Housing Staff if and when the schedule will change due to delays, or work being finished early.

5. Administrative Services

The Contractor may periodically be expected to perform public presentations, when requested, on the program performance and accomplishments, in order to maintain public awareness of the programs successes. This may include, but is not limited to, public speaking events, media interviews, providing copies of before and after photos, cooperating with other local agencies, municipalities and non-profit agencies to provide information and direction.

C. Minimum Qualifications

Respondents must be currently licensed to do business in the State of Florida, and upon award, must show proof of a Local Business Tax Receipt (formerly referred to as an Occupational License).

In order for firms or individuals interested in submitting an RFP Package for this project must also meet, and show proof of the following qualifications:

1. At least five (5) years experience in providing repairs, rehabilitation, and residential construction to income eligible households;
2. Be licensed and able to provide proof of state licenses as follows:
 - a. Active General Contractor's License **OR** Active Residential Contractor's License; **OR**
 - b. Non-profit agency with 501c Status;
3. At least five (5) years experience with similar grants and/or government projects utilizing linking or leveraging

- assistance funds, partnerships such as: SHIP, Weatherization, CDBG or other foundation funds;
4. At least two (2) years experience providing credit counseling, financial literacy training/classes, and review of mortgage loans;
 5. At least two (2) years experience with household annual gross income verification/certification, tracking of local housing trust fund funds, records maintenance and compliance monitoring as set-forth in F.S. 420.9071, 24 CFR Part 5, and 67-37 FAC as applicable to the required activity
 6. Must have fax and/or email capabilities for communicating with SHIP office,

Copies of any and all licenses, permits, certifications and any and all other relevant documentation must be submitted on Attachment "D" – Licenses/Permits and included with each copy of the Respondents' RFP Package.

D. Contractor Equipment

The Contractor is required to provide any and all equipment necessary to perform the services stated herein, which are required by the Contract Agreement.

PART IV: CONTRACT REQUIREMENTS

A. Insurance Requirements

The CONTRACTOR shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the COUNTY. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The CONTRACTOR shall furnish proof of Insurance to the COUNTY prior to the commencement of operations. The Certificate(s) shall clearly indicate the CONTRACTOR has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNTY. Certificates shall specifically include the COUNTY as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the CONTRACTOR of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
 500 San Sebastian View
 St. Augustine, Fl 32084

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the CONTRACTOR from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the CONTRACTOR or by anyone directly employed by or contracting with the CONTRACTOR.

The CONTRACTOR shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the CONTRACTOR from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by a CONTRACTOR.

The CONTRACTOR shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as is required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

B. Licenses, Permits & Fees

The Contractor shall be responsible for obtaining and holding any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Contractor.

C. Contract Agreement & Term

The Contract Agreement for Rehabilitation Services for SHIP Program shall be on a form furnished by St. Johns County. The initial Contract Term shall be for a period of one (1) year, with the opportunity to extend the contract for up to four (4) one-year extension periods. The extension of this Contract Agreement shall be contingent upon satisfactory performance by

the Contractor and the approval of the SJC Housing Department and Purchasing Department Director/Manager. The County is under no obligation under this contract to exercise any of the available extensions.

In the event that a Contract Agreement is attached to the RFP, such attached Contract Agreement is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the County. In the event that a Contract Agreement is not attached to the RFP, it is expressly understood that the Board of County Commissioner's (Board's) preference/selection of any proposal does not constitute an award of a Contract Agreement with the County. It is anticipated that subsequent to the Board's preference/selection of any Proposal, Contract Negotiations will follow between the County and the selected Proposer. It is further expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County, and the selected Proposer. The County reserves the right to delete, add to, or modify one or more components of the selected Proposer's Proposal, in order to accommodate changed or evolving circumstances that the County may have encountered, since the issuance of the RFP. It is further understood, no Proposer (whether selected or not) may seek or claim any award and/or re-imbursement from the County for any expenses, costs, and/or fees (including attorney's fees) borne by any Proposer, during the entire RFP process. Such expenses, costs, and/or fees (including attorney's fees) are the sole responsibility of the Proposer.

D. Governing Laws & Regulations

It shall be the responsibility of the Contractor to be familiar and comply with any and all federal, state, and local laws, ordinances, rules and regulations relevant to the services to be performed under this Contract. The Contract Agreement shall be governed by the laws of the State of Florida and the County both as to interpretation and performance.

E. Termination

Failure on the part of the Contractor to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Contractor fails to perform any aspect of the responsibilities described herein, St. Johns County shall provide written notification stating any and all items of non-compliance. The Contractor shall then have seven (7) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action, as approved by the County, has not been taken within the seven (7) consecutive calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving fourteen (14) consecutive calendar days written notice to the Contractor.

In addition to the above, the County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Concessionaire of intention to do so.

PART V: REQUEST FOR PROPOSALS SUBMITTAL

A. Confidentiality

The County shall not discuss or disclose proposals or their proposed cost with competing firms during the selection process or otherwise disclose them to the public except as may be required under the Federal and State Freedom of Information Acts and other relevant law. Proprietary information that is submitted must be identified as such at the time of submission, and shall not be disclosed to the public or competing vendors at any point in time.

After a contract is awarded in whole or in part, this RFP and all responses are considered public information, except for material that qualifies as proprietary information or trade secrets under Federal, State and Local law. To properly designate material as trade secrets or proprietary information, the Respondent must invoke the protections of this provision prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

To invoke the provision of Florida Statute 624.4213, Trade Secrets, or other applicable law, the requesting firm must mark each page of such document or specific portion of a document claimed to be a trade secret must be clearly marked as "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret." If the office or department receives a public records request for a document or information that is marked and certified as a trade secret, the office or department shall promptly notify the person that certified the document as a trade secret.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

No responsibility is to be attached to the Purchasing Director or purchasing representatives for the premature opening or disclosure of a proposal not properly addressed and identified.

B. Respondent Responsibilities

Respondents are responsible for any and all costs associated with developing and submitting an RFP Package in response to this Request for Proposals. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood that no Respondent may seek or claim any award and/or re-imburement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

All RFP Packages received in response to this Request for Proposals shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

By submitting an RFP Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the Request for Proposals, and has full knowledge of the scope, nature, and quality of work to be performed. All RFP Packages submitted shall be binding for ninety (90) consecutive calendar days following the submittal due date.

C. RFP Package Submittal Format

All RFP Packages must follow the same format, and shall be evaluated partially based on the Respondent's ability to follow the instructions herein. To receive points from evaluation, the RFP Package format must sufficiently address and demonstrate all required components, and follow the order of sections described below. The aim of the required format is to simplify the preparation and evaluation of the RFP Packages.

All RFP Packages must include the following components:

<u>Section</u>	<u>Topic</u>
1	Letter of Introduction
2	Experience / Past Performance
	a. Attachment C – Experience / Past Performance
3	Past Performance w/ St. Johns County
	a. Attachment D – Past Performance w/ St. Johns County
4	Qualifications
	a. Attachment B – Licenses & Certificates
5	Method of Compensation
	a. Attachment E – Method of Compensation
6	Other Required Forms
	a. Attachment A – Affidavit
	b. Any Issued Addenda

1. RFP Package Components

All of the components outlined below must be included with each copy of the RFP Package and submitted as follows: one (1) original, and five (5) copies on 8 1/2" x 11" pages, numbered, with headings typewritten with no smaller than 10 size font, and sections and sub-sections identified appropriately.

Section 1: Letter of Introduction – Respondents shall provide a one or two page letter of introduction. The letter of introduction should include the following:

- A brief statement of the respondent's understanding of the services to be provided;
- Highlights of the Respondent's qualifications and ability to perform the project services;
- The Respondent's Company type (sole proprietorship, partnership, corporation, joint venture, etc), Company name and business address – must include location address of office that will administer this Contract;
- All contact information, including name, title, phone number, fax number, e-mail address, and street address of any contact person(s) in Respondent's organization who will respond to questions regarding the submitted RFP Package;
- FEIN, SSN (in the case of sole proprietorship or partnership), Principals, Corporate Information

- A letter of Designation of Authority for any representative of the firm who may be submitting the RFP or signing any documents on behalf of the firm who is not the Owner or Principal of the firm;

Section 2: Experience/Past Performance – Respondents shall demonstrate any and all services of similar size and scope as those described herein performed within the past five (5) years. Respondents shall provide the following information for this category: entity/agency for which services were provided, brief description of services performed, total dollar value of services performed, and dates of services performed. This information shall be submitted on Attachment “C” provided herein.

Section 3: Past Performance w/ St. Johns County – Respondents shall demonstrate any and all services of similar size and scope as those described herein performed for St. Johns County within the past five (5) years. Respondents shall provide the following information for this category: brief description of services performed, total dollar value of services performed, and dates of services performed. If a Respondent has no experience performing similar services D” – provided herein.

Section 4: Qualifications – Respondents shall submit sufficient documentation to fully demonstrate the necessary qualifications to perform the services required under this contract. Under this section, Respondents shall submit any and all current and valid licenses and/or certifications held by the Respondent’s firm or key personnel that are relevant to the scope of work to be performed under this contract. This information shall be submitted on Attachment “B” – Licenses and/or Certifications provided herein. Copies of current and valid licenses and/or certificates must be attached as backup.

Respondent(s) shall demonstrate qualifications by submitting information to demonstrate the following:

Resources

1. In-House Staff Assigned to St. Johns County
2. Education/Experience of Key Personnel
3. Manpower & Organization of Company
4. Familiarity and Expertise with Project Area Codes & Regulations
5. Any and all regulatory or license agency sanctions
6. Conflict of Interest Statement (if applicable)

Section 5: Method of Compensation – Each Respondent shall submit the proposed method of compensation, which shall include, client intake processing, consultation with independent home inspector post initial inspection, unit eligibility determination, cost estimation, labor & materials, supervision & oversight, client file close-out and retention. This information shall be submitted on Attachment “F” – Method of Compensation provided herein.

Section 6: Other Required Forms – Respondents shall submit the following: Attachment “A” – Affidavit, and copies of any issued addenda in this section of the RFP Package along with any other miscellaneous back up documentation the Respondent feels is required to support the information provided in previous sections of the RFP Package.

EXAMPLE EVALUATOR'S SCORE SHEET

ST. JOHNS COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS
CRITERIA FOR RANKING:

DATE: _____
PROJECT: RFP: 14-12; Rehabilitation Services
for SHIP Program

RESPONDENTS	A. RFP Format 0 to 05	B. Experience / Past Performance 0 to 10	C. Past Performance w/ St. Johns County 0 to 05	D. Qualifications 0 to 10	E. Method of Compensation 0 to 10	TOTALS

SIGNATURE OF RATER: _____ PRINT NAME: _____ DATE: _____

ST. JOHNS COUNTY, FL
RFP NO: 14-12; REHABILITATION SERVICES FOR SHIP PROGRAM
ATTACHMENT "A"
AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF _____ COUNTY OF _____. Before me, the undersigned authority, personally appeared _____ who, being duly sworn, deposes and says he is _____ (Title) of _____ (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No. 14-12, Rehabilitation Services for SHIP Program.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

(Bidder)

By _____

(Title)

Sworn and subscribed to before me this _____ day of _____ 2013.

Notary Public

My Commission Expires: _____

VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.

ST. JOHNS COUNTY, FL
RFP NO: 14-12; REHABILITATION SERVICES FOR SHIP PROGRAM
ATTACHMENT "B"
LICENSES & CERTIFICATES

In the space below, each Firm shall list all current and valid licenses and/or certifications held.

The Firm shall attach a copy of each current and valid license and/or certificate listed below to this form as instructed.

License Name	License #	Issuing Agency	Expiration Date

ST. JOHNS COUNTY, FL
RFP NO: 14-12; REHABILITATION SERVICES FOR SHIP PROGRAM
ATTACHMENT "C"
EXPERIENCE / PAST PERFORMANCE

Respondents shall demonstrate any and all services of similar size and scope as those described herein performed within the past five (5) years. The required information shall be submitted in the spaces provided below. St. Johns County reserves the right to request additional information.

1. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

2. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

3. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

4. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

5. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

6. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____

ST. JOHNS COUNTY, FL
RFP NO: 14-12; REHABILITATION SERVICES FOR SHIP PROGRAM
ATTACHMENT "D"
PAST PERFORMANCE w/ ST. JOHNS COUNTY

Respondents shall demonstrate any and all services of similar size and scope performed as those described herein performed for St. Johns County within the past five (5) years. The required information shall be submitted in the spaces provided below. St. Johns County reserves the right to request additional information.

1. Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

2. Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

3. Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

4. Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

5. Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

6. Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____

ST. JOHNS COUNTY, FL
RFP NO: 14-12; REHABILITATION SERVICES FOR SHIP PROGRAM
ATTACHMENT "E"
ATTACHMENT "F" - METHOD OF COMPENSATION

SHIP award amount to be determined by SHIP office as reflected on approved Housing Delivery Goals Chart as Part of the Local Housing Assistance Plan (LHAP) adopted by the Board of County Commissioners and accepted by the Florida Housing Finance Corporation.

Compensation to include: client intake processing, consultation with independent home inspector post initial inspection, unit eligibility determination, cost estimation, labor & materials, supervision & oversight, client file close-out and retention.

1. Client Intake (two parts as necessary): _____ %
 Part One- Perform any and all program income & eligibility requirements for SHIP Rehabilitation Program including but not limited to any partial applications that are not approved.

 Part Two (as necessary): If homeowner is determined to be eligible, explain program policies, procedures, expectations and provisions of SHIP Rehabilitation lien. This may include discussion regarding maintenance, home care, warranties, etc. that may be associated with SHIP repairs.
2. Unit Eligibility Determination: _____ %
 Review available public records to determine ownership of property, mortgage status, associated property liens, unpaid property taxes and other issues associated with the property that deems it incompatible with program goals and objectives. If both homeowner and unit are determined to be eligible to participate, the security lien should be placed on the home and recorded. *Items #1 & #2 may take place simultaneously or in close succession.*
3. Home Inspector Consultation: _____ %
 Consultation with independent inspector contracted by St. Johns County Housing Office post inspection to the discuss scope of work.
4. Cost Estimation: _____ %
 Review of the inspection report, conversations with inspector on bid specifications and clarity of scope of work, solicitation of bids from subcontractors and/or suppliers. *Rehabilitation work on home is completed at this point.*
5. Supervision and oversight: _____ %
 Includes but is not limited to supervision of project, negotiations of any change orders with homeowners and inspectors, tracking of project budget.
6. Client File close-out & Record Retention: _____ %
 Perform final review of all file documentation, SHIP program eligibility requirements, documentation of costs, change orders, necessary approvals, homeowner comments and a copy of the recorded SHIP lien. Retention of files in accordance with public record requirements, 72 hour availability of files upon request of the Housing Office.

Total (Not to Exceed 40% Max Award Amount): _____ %

****Very-low income household is awarded \$25,000 for SHIP repairs to their owner occupied home; the cost schedule listed above could not exceed 40% (or \$10,000) of the \$25,000 award.****

All work and billings must be completed within sixty (60) consecutive calendar days.

Preferred draw schedule: 2 possible draws. **First (1st) draw shall include items 1-4 plus whatever percentage over 40% is complete for inspection and approval. Second (2nd) shall include the balance of items 5 & 6.**

The percentages submitted above shall include any and all necessary permitting, notice of commencement, and release of liens. Fees for any services not shown above shall constitute additional services and shall be approved by St. Johns County prior to any work being performed and will be added to the Standard Contract by Contract Amendment.

Change-orders shall be included *upon and after approval by the St. Johns County Housing Office.*



St. Johns County Board of County Commissioners

Purchasing Division

ADDENDUM #1

October 31, 2013

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFP No: 14-12; Rehabilitation Services for SHIP Program

This Addendum #1 is issued to further vendors' information and is hereby incorporated into the RFP Documents. Each respondent must ascertain before submitting a proposal that he/she has received all Addenda. Please return a signed copy of this Addendum with the submitted RFP Package (1 original + 7 copies). The signature page of EACH acknowledged addendum must accompany each copy of the firm's submitted proposal.

Questions/Responses:

1. What is the project budget?

Answer: The project budget varies based on availability of funds through SHIP. There is no set project budget for these services.

2. Is there a short list of pre-qualified firms invited to bid on this?

Answer: No. This is a public solicitation open to any firm/individual that meets the qualifications stated in the RFP.

3. Who is the architect?

Answer: There is no architect. These are owner occupied dwellings requiring rehabilitation to comply with safety, health and sanitation codes. The independent inspector contracted by the County will provide a report that will contain a work write-up and list of critical repairs that need to be addressed. The Contractor shall be responsible for facilitating and completing the necessary repairs. If funds remain after necessary repairs are made, secondary repair items will be considered for completion.

4. Who is the engineer?

Answer: There is no engineer for this project. See answer to Question #4 above.

THE RFP PACKAGE DUE DATE REMAINS: Thursday, November 7, 2013 at 4:00 P.M.

Acknowledgment

Sincerely,

Signature and Date

Jaime T. Locklear, CPPB
Contract Coordinator
Purchasing Department

Printed Name and Title

Company Name (Print)

END OF ADDENDUM #1