

RESOLUTION NO. 2018 - 72

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFP NO. 18-12 AND TO EXECUTE AGREEMENTS FOR REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM.**

**RECITALS**

**WHEREAS**, the County desires to enter into contracts with St. Johns Housing Partnership, Inc. to provide Housing Inspection Services as needed in accordance with RFP No. 18-12; and

**WHEREAS**, the scope of the services will be 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 in accordance with RFP No. 18-12; and

**WHEREAS**, through the County's formal RFP process, St. Johns Housing Partnership, Inc. was the only responsive, responding firm; and

**WHEREAS**, the Housing & Community Services Manager 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 County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, an incorporated herein) and finds that entering into contract to complete the work services serves a public purpose.

**WHEREAS**, the contract will be finalized after negotiations but will be in substantial conformance with the attached draft contract.

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

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 designee, is hereby authorized to award RFP 18-12 to St. Johns Housing Partnership, Inc. and to conduct negotiations to provide the services set forth therein.

Section 3. Upon successful negotiations, the County Administrator, or designee, is further authorized to execute agreements in substantially the same form and format as the attached draft on behalf of the County to provide the scope of services as specifically provided in RFP 18-12.

Section 4. To the extent that there are typographical and/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 6<sup>th</sup> day of March, 2018.

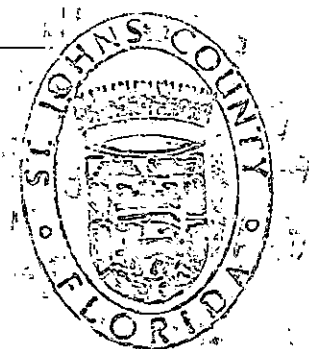
**BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA**

By: Paul M. Waldron  
Vice-Chair

ATTEST: Hunter S. Conrad, Clerk

By: Sam Halterman  
Deputy Clerk

RENDITION DATE 3/8/18





**CONTRACT AGREEMENT**  
**RFP NO: 18-12; Rehabilitation Services for**  
**State Housing Initiatives Partnership (SHIP) Program**  
**Master Contract #: 18-MCC-STJ-09012**

This Contract Agreement, ("Agreement") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between **St. Johns County, FL** ("County"), a political subdivision of the State of Florida, with principal offices located at 500 San Sebastian View, St. Augustine, FL 32084, and **St. Johns Housing Partnership, Inc.** ("Contractor"), authorized to do business in the State of Florida, with offices located at 525 West King Street, St. Augustine, FL 32085; Phone: (904) 824-0902; Fax: (904) 824-9635; and Email: blazar@sjhp.org.

In consideration of the mutual promises contained herein, the County and the Contractor agree as follows:

**ARTICLE 1 – DURATION and EXTENSION**

This Agreement shall become effective upon the Effective Date shall be in effect for an initial contract term of one (1) calendar year, and may be renewed for up to four (4) one-year renewal periods, upon satisfactory performance by the Contractor, mutual agreement by both parties, and the availability of funds. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to extend this Agreement. It is further expressly understood that the option of extension is exercisable only by the County, and only upon the County's determination that the Contractor satisfactorily performed the Services noted in the Contract Documents.

**ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS**

The term "Contract Documents" shall include all Bid Documents and any addenda/exhibits thereto; all Specifications; this Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all Change Orders.

**ARTICLE 3 - SERVICES**

The Contractor's responsibility under this Agreement is to provide any and all labor, materials, equipment, transportation, and supervision necessary 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, scheduling and review of inspection reports provided by the independent inspector contracted by St. Johns County (County), development of scopes of repair work needed at each home based upon inspection reports, 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, proposed by the Contractor, approved by the County in accordance with RFP No: 18-12, and as otherwise provided in the Contract Documents.

Services provided by the Contractor shall be under the general direction of St. Johns County Housing Department or other authorized County designee, who shall act as the County's representative throughout the duration of this Agreement.

**ARTICLE 4 – SCHEDULE**

The Contractor shall perform the required Services according to the schedule submitted and approved by the County. No changes to said schedule shall be made without prior written authorization from the County's representative.

**ARTICLE 5 – COMPENSATION/BILLING/INVOICES**

- A. The County shall compensate the Contractor based upon the unit prices as submitted and attached hereto as Exhibit A-1, according to the RFP proposal, which shall include any and all direct and indirect costs, and reimbursable expenses.
- B. It is strictly understood that Contractor is not entitled to the above-referenced amount of compensation. Rather, Contractor's compensation is based upon Contractor's adhering to the Scope of Work, detailed in this Agreement. As such, the Contractor's compensation is dependent upon satisfactory completion and delivery of all work product and deliverables noted in the Scope of Work, and detailed in this Agreement.
- C. The Contractor shall bill the County for services satisfactorily performed, and materials satisfactorily delivered at the end of each month. The signature of the Contractor's authorized representative on the submitted invoice shall constitute the Contractor's certification to the County that:

1. The Contractor has billed the County for all services rendered by it and any of its Contractors or sub-contractors through the date of the invoice;
  2. As of the date of the invoice, no other outstanding amounts are due from the County to the Contractor for services rendered;
  3. The reimbursable expenses, if any, have been reasonably incurred; and
  4. The amount requested is currently due and owing.
- D. Though there is no billing form or format pre-approved by either the County, or the Contractor, bills/invoices submitted by the Contractor shall include a detailed written report of the Work accomplished in connection with the Scope of Work, and must be submitted with a Request for Payment Form 1550, as provided by the County. The County may return a bill/invoice from the Contractor, and request additional documentation/information. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- E. The Contractor's acceptance of the County's payment of an invoiced amount shall release the County from any claim by the Contractor, or by the Contractor's sub-contractors, for work performed but not invoiced during the time period indicated on the invoice for which payment was issued.
- F. Unless otherwise notified, bills/invoices should be delivered to:
- St. Johns County Health & Human Services Department  
Attn: Joseph Cone, Housing & Community Services Manager  
200 San Sebastian View, Suite 2300  
St. Augustine, FL 32084
- G. FINAL INVOICE: In order for the County and the Contractor to reconcile/close their books and records, the Contractor shall clearly indicate "Final Invoice" on the Contractor's final bill/invoice to the County. Such indication establishes that all services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Agreement.

**ARTICLE 6 – TRUTH-IN-NEGOTIATION CERTIFICATE**

The signing of this Agreement by the Contractor shall act as the execution of a truth-in-negotiation certificate certifying that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current as of the date of this Agreement.

The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the Agreement.

**ARTICLE 7 – ARREARS**

The Contractor shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

**ARTICLE 8 – TERMINATION**

- A. This Agreement may be terminated by the County without cause upon at least thirty (30) calendar days advance written notice to the Contractor of such termination without cause.
- B. This Agreement may be terminated by the County with cause upon at least fourteen (14) calendar days advance written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

**ARTICLE 9 – NOTICE OF DEFAULT/RIGHT TO CURE**

- A. Should the County fail to perform (default) under the terms of this Agreement, then the Contractor shall provide written notice to the County, which such notice shall include a timeframe of no fewer than fifteen (15) business days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this

Agreement.

- B. Should the Contractor fail to perform (default) under the terms of this Agreement, then the County shall provide written notice to the Contractor, which such notice shall include a timeframe of no fewer than seven (7) calendar days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.
- C. Consistent with other provisions in this Agreement, Contractor shall be paid for services authorized and satisfactorily performed under this Contract up to the effective date of termination.
- D. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Contractor shall:
  - 1. Stop work on the date to the extent specified.
  - 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
  - 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
  - 4. Continue and complete all parts of the work that have not been terminated.

#### **ARTICLE 10 – PERSONNEL**

The Contractor represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Work as provided in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with the County.

All Work required hereunder shall be performed by the Contractor, or under its supervision. All personnel engaged in performing the Work shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Work.

Any changes or substitutions in the Contractor's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Contractor warrants that all Work shall be performed by skilled and competent personnel to the highest professional standards in the field. The Contractor is responsible for the professional quality, technical accuracy, and timely completion of all work performed hereunder, and shall correct or revise any errors or deficiencies in the Work, without additional compensation.

#### **ARTICLE 11 – SUBCONTRACTING**

The County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Contractor shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

#### **ARTICLE 12 – FEDERAL AND STATE TAX**

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall provide a tax exemption certificate to the Contractor upon request. The Contractor shall not be exempt from the payment of all applicable taxes in its performance under this Agreement. It is expressly understood by the County and by the Contractor that the Contractor shall not be authorized to use the County's Tax Exemption status in any manner.

The Contractor shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Contractor's performance under this Agreement.

### **ARTICLE 13 – AVAILABILITY OF FUNDS**

The County's obligations under this Agreement are contingent upon the lawful appropriation of sufficient funds, for that purpose, by the St. Johns County Board of County Commissioners. Pursuant to the requirements of Section 129.07, Florida Statutes, payment made under this Agreement shall not exceed the amount appropriate in the County's budget for such purpose in that fiscal year. Nothing in this Agreement shall create any obligation on the part of the Board of County Commissioners to appropriate such funds for the payment of services provided under this Agreement during any given County fiscal year. Moreover, it is expressly noted that the Contractor cannot demand that the County provide any such funds in any given County Fiscal Year.

### **ARTICLE 14 - INSURANCE**

The Contractor shall not commence work under this Agreement 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 Agreement.

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 Agreement, 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 Agreement, 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 this Agreement, 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 Agreement, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees (if three or more) per Florida Statute 440.02.

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

### **ARTICLE 15 - INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the County, and its officers, and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, intentional/unintentional conduct or omission of the Contractor and other persons employed or utilized by the Contractor.

### **ARTICLE 16 – SUCCESSORS AND ASSIGNS**

The County and the Contractor each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto,

nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

#### **ARTICLE 17 – NO THIRD PARTY BENEFICIARIES**

It is expressly understood by the County, and the Contractor, and this Agreement explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

#### **ARTICLE 18 – REMEDIES**

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or nor or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

#### **ARTICLE 19 – CONFLICT OF INTEREST**

The Contractor represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Contractor further represents that no person having any interest shall be employed for said performance.

The Contractor shall promptly notify the County, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Contractor.

The County agrees to notify the Contractor of its opinion by certified mail within thirty (30) days of receipt of notification by the Contractor. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Contractor, the County shall so state in the notification and the Contractor shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Contractor under the terms of this Agreement.

#### **ARTICLE 20 – EXCUSABLE DELAYS**

The Contractor shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Contractor's control and without its fault or negligence. Such cases may include, but are not limited to: acts of God; the County's omissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

If delay is caused by the failure of the Contractor's subcontractor(s) to perform or make progress, and if such delay arises out of causes reasonably beyond the control of the Contractor and its subcontractor(s) and is without the fault or negligence of either of them, the Contractor shall not be deemed to be in default.

Upon the Contractor's request, the County shall consider the facts and extent of any delay in performing the work and, if the Contractor's failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Agreement shall be revised accordingly; subject to the County's right to change, terminate, or stop any or all of the Work at any time.

#### **ARTICLE 21 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The Contractor shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, shall be kept confidential by the Contractor and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Agreement, or at the County's

expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Contractor shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

#### **ARTICLE 22 – INDEPENDENT CONTRACTOR RELATIONSHIP**

The Contractor is, and shall be, in the performance of all work services and activities under this Agreement, an independent Contractor, and not an employee, agent, or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times and in all places be subject to the Contractor's sole direction, supervision, and control.

The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to the County shall be that of an independent Contractor and not as employees or agents of the County. The Contractor does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

#### **ARTICLE 23 – CONTINGENT FEES**

Pursuant to Section 287.055(6), Florida Statutes, the Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

Violation of this section shall be grounds for termination of this Agreement. If this Agreement is terminated for violation of this section, the County may deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or other consideration.

#### **ARTICLE 24 – ACCESS AND AUDITS**

The Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

#### **ARTICLE 25 – NONDISCRIMINATION**

The Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

#### **ARTICLE 26 – ENTIRETY OF CONTRACTUAL AGREEMENT**

The County and the Contractor agree that this Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Contractor.

#### **ARTICLE 27 – ENFORCEMENT COSTS**

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

**ARTICLE 28 – COMPLIANCE WITH APPLICABLE LAWS**

Both the County and the Contractor shall comply with any and all applicable laws, rules, regulations, orders, and policies of the County, State, and Federal Governments.

**ARTICLE 29 – AUTHORITY TO PRACTICE**

The Contractor hereby represents and warrants that it has and shall continue to maintain all licenses and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

**ARTICLE 30 – SEVERABILITY**

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

**ARTICLE 31 - AMENDMENTS AND MODIFICATIONS**

No amendments or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

The County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the Contractor of the County's notification of a contemplated change, the Contractor shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Contractor's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Contractor shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order, if the original contract is to be changed or amended the Contractor shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

**ARTICLE 32 – FLORIDA LAW & VENUE**

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Agreement shall be held in St. Johns County, Florida.

**ARTICLE 33 – ARBITRATION**

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with the project in any manner whatsoever.

**ARTICLE 34 - NOTICES**

All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department  
Attn: Jaime Locklear, CPPB, FCCM, Assistant Purchasing Manager  
500 San Sebastian View  
St. Augustine, FL 32084

and if sent to the Contractor shall be mailed to:

St. Johns Housing Partnership, Inc.  
Attn: Mr. Bill Lazar  
PO Box 1086  
St. Augustine, FL 32085

**ARTICLE 35 - HEADINGS**

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a



part of this Agreement, or affect its meaning, construction or effect.

#### **ARTICLE 36 –PUBLIC RECORDS**

- A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
- B. In accordance with Florida law, to the extent that Contractor's performance under this Contract constitutes an act on behalf of the County, Contractor shall comply with all requirements of Florida's public records law. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under this Agreement, Contractor shall:
- (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
  - (2) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
  - (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Contractor does not transfer the records to the County; and
  - (4) Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services.

If the Contractor transfers all public records to the County upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

Failure by the Contractor to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 500 San Sebastian View, St. Augustine, FL 32084, (904) 209-0805, [publicrecords@sjcfl.us](mailto:publicrecords@sjcfl.us)**

#### **ARTICLE 37 – USE OF COUNTY LOGO**

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval St. Johns County, Florida.

#### **ARTICLE 38 – SURVIVAL**

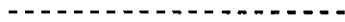
It is explicitly noted that the following provisions of this Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7)

Access to Records.

**ARTICLE 39 – AUTHORITY TO EXECUTE**

Each party represents that it has the lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the party's authorized representative shown below.

IN WITNESS WHEREOF, authorized representatives of the COUNTY, and CONTRACTOR have executed this Contract Agreement on the day and year below noted.



**ST. JOHNS COUNTY, FL:**

**CONSULTANT:**

Jaime T. Locklear, MPA, CPPB, FCCM  
Printed Name of County Representative

St. Johns Housing Partnership, Inc.  
Company Name

Assistant Purchasing Manager  
Title of County Representative

\_\_\_\_\_  
Signature of Consultant Representative

\_\_\_\_\_  
Signature County Representative

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Date of Execution

**ATTEST:  
ST. JOHNS COUNTY, FL  
CLERK OF COURT**

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date

**LEGALLY SUFFICIENT:**

\_\_\_\_\_  
Deputy County Attorney

\_\_\_\_\_  
Date of Execution

**EXHIBIT "A"**

**RFP NO: 18-12; REHABILITATION SERVICES FOR  
STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**BASIS OF COMPENSATION**

Basis of compensation shall be made in accordance with the Unit Prices as submitted in the RFP Package. The approved prices shall include all direct costs, indirect costs, and reimbursable expenses necessary to complete the scope of work. Requests for additional services or additional line items shall be submitted in writing and approved by St. Johns COUNTY *prior* to any work being implemented and shall be added to the applicable Contract Amendment.

Price adjustments will be considered on an annual basis at the time of contract renewal and must be mutually accepted by both the Contractor and the Owner. Price adjustment requests shall be based upon the Consumer Price Index (CPI) in affect at the time of renewal. All accepted and approved price adjustments shall become effective on the first Task Order issued after the beginning of the applicable renewal period.

EXHIBIT "A-1"

RFP NO: 18-12; REHABILITATION SERVICES FOR  
STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM  
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): 3 %  
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: 2.5 %  
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: 1.5 %  
Consultation with independent inspector contracted by St. Johns County Housing Office post inspection to the discuss 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: 11 %  
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 %

\*\*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 (1<sup>st</sup>) draw shall include items 1-4 plus whatever percentage over 40% is complete for inspection and approval. Second (2<sup>nd</sup>) 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.*

**EXHIBIT "B"**

**RFP NO: 18-12; REHABILITATION SERVICES FOR  
STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**CONTRACT SCHEDULE**

The Contract Period for this scope of work shall be as follows:

***Initial Contract*** – Shall become effective on the date of execution by all parties, and shall remain in effect for a period of one (1) year, or until funds may become exhausted.

***Contract Renewal/s*** – The contract may be renewed for four (4), one (1) year terms upon satisfactory performance by the Contractor, mutual agreement by all parties, the availability of funds, and the continued need of the County for services.

## EXHIBIT "C"

### RFP NO: 18-12; REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM

#### SCOPE OF SERVICES

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 that meet the requirements of the State Housing Initiatives Partnership (SHIP) Program. The scope of services consists of facilitating, providing and overseeing rehabilitation services that shall include, but are not limited to: eligibility certification of program applicants, scheduling and review of inspection reports provided by the independent inspector contracted by St. Johns County (County), development of scopes of repair work needed at each home based upon inspection reports, 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.

Work may occasionally be in unsanitary conditions due to trash or waste disposal system problems. General exposure to dust, mold, and mildew will be encountered. Rehabilitation services are to be accomplished with a positive and respectful attitude.

The Contractor is responsible for obtaining any and all permits required by state, county, and local building regulations, codes, rules, laws, and ordinances.

The Contractor, before any work is started on a home scheduled for rehabilitation or emergency repairs, shall schedule the required inspections (initial, intermediate, and final) with the independent inspector under contract with the County. The independent inspector will provide the Contractor with a copy of the inspection report(s) which will contain photographs, a work write-up, and list of critical repairs that need to be addressed. The initial inspection report will identify primary (critical) and secondary items recommended for rehabilitation/repairs. The Contractor shall be responsible for facilitating and completing the necessary repairs for primary items. If funds remain after necessary repairs are made, secondary repair items will be considered for completion.

The Contractor(s) must be familiar with and comply with all SHIP requirements and all state and local program requirements. The SHIP Program Overview and Procedures Manual can be accessed at the following link: <https://www.floridahousing.org/docs/default-source/programs/special-programs/ship---state-housing-initiatives-partnership-program/state-housing-initiatives-partnershipproceduresonline.pdf?sfvrsn=2>.

Upon award, the Contractor shall have various responsibilities that must be performed as required by the Contract. These responsibilities are as follows:

#### 1. **Applicant Intake/Applicant Eligibility Certification**

- a. The Contractor shall be responsible for applicant intake and 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.

##### (1) It is important to ensure:

- That the SHIP program does not discriminate against any class of potential applicants.
- All persons are treated equally when serving affordable housing needs.
- That the Fair Housing Act is adhered to. The Act is the term commonly used to describe the provisions of Title VIII of the Civil Rights Act of 1968, as amended in 1988.
- The Act which states that it is unlawful to discriminate on the basis of race, color, religion, sex/gender, familial status, national origin, or handicap is followed.
- That the Florida Statute ss.760.20-760.37 which prohibits discrimination on the basis of marital status, and age in the award application process for eligible housing is adhered to.
- An informed applicant will help minimize future misunderstandings. To this end, applicants should be

informed early in the process of the program's income limits, benefits, stipulations for assistance, repayment terms (if applicable) and anticipated timeline from application to assistance.

- (2) The application for assistance should contain all the necessary information to determine whether an applicant household is potentially eligible for SHIP assistance. At a minimum, an application for program assistance should contain the following items for each household members:
    - The number of people residing in the household including name, age, relationship to head of household, current address and home phone number;
    - Name and address of employer(s), work phone number(s), position title and number of years on job with employer;
    - Sources of annual income, including earned, unearned and asset income, and a statement signed by all of the adults who reside in the household consenting to the disclosure of information for the purpose of verifying income and assets for determining income eligibility for program assistance.
    - A signed statement indicating that the applicant understands that all information provided is subject to Florida's public records laws.
    - A statement that it is a first degree misdemeanor to falsify information for the purpose of obtaining assistance.
  - (3) When scheduling the eligibility interview:
    - Inform the applicant of the necessary documents to bring to the interview.
    - It is always preferable to complete the application for assistance in a scheduled, face-to-face interview where the applicant can be prompted to provide accurate and comprehensive income and household information.
    - It is common for applicants to misunderstand what items to count toward annual income. Housing administrators should review the application carefully to ensure that the applicant has provided all sources of income, including total household assets and asset income.
  - b. The Contractor shall keep an open application process in order to maintain a waiting list of eligible applicants. The Contractor shall keep the waiting list up to date and provide a copy to County Housing Staff as requested.
  - c. 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 Homeowner, a Homeowner signed record of the work completed upon draw request along with an intermediate inspection at or around fifty percent (50%) completion, a post inspections report signed by the owner, quotations received for repair work and parts, a record of payments (receipts), and before and after photos of the repair work to document funds expended.
- 2. Deferred Payment Mortgage Lien**
- The Contractor shall be responsible for filing a Deferred Payment Mortgage Lien against the property receiving assistance through the Rehabilitation program for the awarded amount, not to exceed the maximum assistance limits. Should the actual amount of work completed be less than the original amount of the recorded mortgage lien, a mortgage modification agreement must be recorded.
- 3. Communications**
- The Contractor shall provide a local Customer Service phone number, or toll-free phone number that can be called during regular business hours, fifty-two (52) weeks per year. An email address should also be provided.
- While performing rehabilitation and repair work, the Contractor must supply the homeowner with a local emergency phone number in the event an issue arises that is associated with the work being performed.
- 4. Scheduling of Inspections**
- The Contractor will schedule the required inspections (initial, intermediate, and final) with the independent

inspector contracted by the County. The Contractor shall be responsible for contacting the independent inspector contracted by the County for scheduling of the required inspections BEFORE any repairs and/or rehabilitation work begins on the home. Initial, intermediate, and final inspection(s) reports are mandatory for each home scheduled for rehabilitation. Initial and final inspection(s) reports are mandatory for each home scheduled for emergency repairs. The independent inspector shall provide the Contractor with inspection reports including photographs of items identified for rehabilitation/repair.

**5. Review of Inspection Reports**

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

**6. 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 for the home. The scope of work and the initial inspection shall be discussed, reviewed, approved, and signed off on by the Homeowner BEFORE any repairs and/or rehabilitation work begins on the home.

The Contractor shall provide County Housing Staff with a copy of the scope of work, including a project schedule, for the repairs/rehabilitation prior to beginning any work on the home. County Housing Staff will review the report and scope of work and provide the Contractor with a notice to proceed with the repairs/rehabilitation.

**7. Performance of Repair/Rehab Work**

a. The Contractor shall be required to ensure the performance of the repair/rehabilitation scope of work. If there are repairs/ or rehabilitation work that the Contractor will not be performing in-house, 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 obtains single written estimate

\$1,000 - \$3,000 – Contractor obtains two (2) to three (3) written estimates

Greater than \$3,000 – Contractor obtains three (3) written estimates

b. 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.). This information shall be included in the file maintained on each home and provided to the County Housing Staff as requested. Should the proposed work alter in any way (change orders), the County Housing staff shall immediately be notified. The alteration of work will require the County Housing staff's approval.

c. 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 state, county and local regulations, codes, rules, laws, and ordinances are followed throughout the duration of any and all repair/rehabilitation work.

**d. Project Schedule**

The Contractor shall provide County 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 and the Homeowner if and when the schedule will change due to delays, or work being finished early. If the Contractor cannot complete the work within the submitted time frame, an extension must be requested and approved by the County Housing staff. If the approved time frame, including approved extensions, cannot be



met (outside of Acts of God), the Contractor will be subject to a penalty of Two Hundred dollars (\$200.00).

e. Project File

The Contractor shall provide the County Housing Staff with a complete file for each home including, but not limited to, all eligibility records, inspection reports, scope of work signed by the Homeowner, before and after photographs, and quotations/receipts received for all work.

f. Access to Property

All parties involved in the rehabilitation project shall have access to said property during normal business hours. In the event that the Homeowner continues to occupy the property during rehabilitation, a time of operation will be established between the Homeowner and the Contractor as specified in the contract.

g. Equipment Storage

The Contractor and sub-contractors will be solely responsible for the security of their equipment, tools, and materials on the construction site. The Homeowner, the County, County employees, or County affiliates will not be held liable for any losses or damages sustained during the rehabilitation project. The Contractor or sub-contractor shall not store equipment and materials on said property that is not used for the work described in the contract. Materials and equipment will be stored in such a way to protect the Homeowner from injury or incidents.

h. Property Damage

The Contractor will be held liable for all property damage caused by their employees, sub-contractors, equipment, tools, material suppliers, or any other affiliates authorized by the Contractor or their affiliates to do business on the construction site. The Contractor shall make every effort available to avoid damages to the Homeowner's personal property at all times. Any damage sustained to the property or its contents must be reported immediately to County Housing Staff and the Homeowner.

i. Coordination of Work

The Contractor is responsible for the coordination of all work described in the project scope of work and agrees to schedule all work in the proper order for the operation of all trades, material, and workers engaged in the project. No exterior work, such as re-roofing, will be performed during adverse weather conditions that would cause damage to the Homeowner's property.

j. Licenses and Permits

The Contractor must possess all licenses and permits required by the state and County to perform the rehabilitation project(s). Required documents must be on file with County Housing Staff and the Building Department. Any changes, including renewals, must be submitted within five (5) working days of such said change. Any violations or discipline against the Contractor or sub-contractor(s) must be reported in writing to the County within five (5) working days.

**8. Administrative Services**

The Contractor may periodically be expected to perform up to four (4) public presentations annually, 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.

**9. Operating Policies & Procedures**

The Contractor shall provide the County with a written Operating Policies and Procedures manual for SHIP Program Rehabilitation Services which shall be implemented and followed by the Contractor, Contractor's staff and sub-contractors. Operating Policies and Procedures manuals must include a conflict of interest policy and procedures for handling complaints and grievances.

## 10. Disputes

Upon notice to the County, the Contractor and Owner will work to settle all claims or disputes arising from or related to the Scope of Work. If Contractor and Owner fail to settle any such claim or dispute within thirty (30) days, then the County reserves the right to work to settle the claim or dispute by exercising any or all available remedial actions as determined by the County, including but not limited to mediation, filing a claim in a court of competent jurisdiction or arbitration. Notice of the remedial action shall be made in writing within a reasonable time after the dispute has arisen, and in accordance with the laws of the State of Florida. The prevailing party shall be entitled to recover all costs, including reasonable attorney's fees.

### A. MONITORING AND AUDITS REGARDING SHIP FUNDED PROJECTS

The administration of resources awarded by the Florida Housing Finance Corporation to St. Johns County and expended by a sub-recipient (Contractor) are subject to audits under Section 215.97, Florida Statutes, the "Florida Single Audit Act".

#### Monitoring

In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures may include, but not be limited to, on-site visits by County Staff and or other procedures. By entering into an agreement with the County, the sub-recipient (Contractor) agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the County. In the event the County determines that a limited scope audit of the recipient is appropriate, the sub-recipient agrees to comply with any additional instructions provided by County Housing Staff to the sub-recipient regarding such audit. The sub-recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

#### Audits

1. In the event that the sub-recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such sub-recipient (for fiscal years ending September 30, 2004 or thereafter), the sub-recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 315.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the sub-recipient shall consider all sources of state financial assistance, including state financial assistance received from the County, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
2. In connection with audit requirements addressed in paragraph 1, the sub-recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

If the sub-recipient expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.07, Florida Statutes, is not required. In the event that the sub-recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the sub-recipient's resources obtained from other than State entities).

3. Information relating to the Statutes and rules and regulations referenced above for the Florida Single Audit Act may be accessed at the following links:

<https://apps.fldfs.com/fsaa/statutes.aspx>

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0200-](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-)

[0299/0215/Sections/0215.97.html](http://0299/0215/Sections/0215.97.html)

<http://flrules.elaws.us/reference/Ref-06404>

Report Submissions

1. Copies of financial reporting packages required as stated above shall be submitted by or on behalf of the sub-recipient directly to each of the following:
  - (a.) St. Johns County at the following address:

St. Johns County Health and Human Services Department  
Attn: Housing & Community Services Manager  
200 San Sebastian View, Suite 2300  
St. Augustine, Florida 32084
  - (b.) The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450
2. Sub-recipients, when submitting financial reporting packages to the County for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.



## St. Johns County Board of County Commissioners

Purchasing Division

### NOTICE OF INTENT TO AWARD

January 5, 2018

**RE:** RFP 18-12 Rehabilitation Services for State Housing Initiative Partnership (SHIP) Program

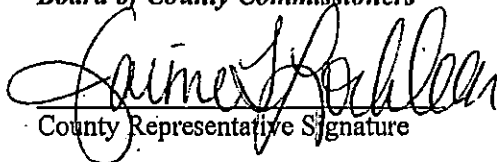
Please be advised that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award a contract, after successful negotiations, to St. Johns Housing Partnership as the qualified firm selected under RFP 18-12 Rehabilitation Services for State Housing Initiative Partnership (SHIP) Program. This notice will remain posted on the St. Johns County Purchasing Department bulletin board until 5:00PM, Wednesday, January 10, 2018.

Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. Failure to file a Notice of Protest within the time prescribed in Section 304.10 of the St. Johns County Purchasing Manual (the Bid Protest Procedure); or failure to post the bond or other security required by the County within the time allowed for filing a bond, shall constitute a waiver of proceedings and a waiver of the right to protest. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated herein by reference and are fully binding.

Should the Purchasing Department receive no protests in response to this notice, an agenda item will be submitted to the St. Johns County Board of County Commissioners for their consideration and subsequent approval to award contracts.

Please forward all correspondence, requests or inquiries directly to my attention at the information provided below.

Sincerely,  
*St. Johns County*  
*Board of County Commissioners*

  
County Representative Signature

Date: 1/5/18

Jaime T. Locklear, MPA, CPPB, FCCM  
Assistant Purchasing Manager  
(904) 209-0158 – Direct  
(904) 209-0159 – Fax  
[jlocklear@sjcfl.us](mailto:jlocklear@sjcfl.us)



**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:** Shawna NOVAK, Health and Human Services Director  
Joseph Cone, Housing & Community Services Manager  
**FROM:** Diana M. Fye, CPPB, Procurement Coordinator  
**SUBJECT:** RFP 18-12, Rehabilitation Services for State Housing Initiative Partnership (SHIP)  
Program  
**DATE:** December 27, 2017

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 S. A. Novak  
Date 1.3.18  
Budget Amount \$60,000 current  
Account Funding Title state Housing Initiatives Partnership (SHIP)  
Funding Charge Code 1100-55305  
Award to St. Johns Housing Partnership  
Award Amount \$60,000

ST JOHNS COUNTY  
JAN 04 '18  
PURCHASING

**REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**COVER PAGE**

**SUBMIT ONE (1) HARD-COPY ORIGINAL  
AND ONE (1) EXACT ELECTRONIC COPY ON USB DRIVE TO:**

**PURCHASING DEPARTMENT  
ST. JOHNS COUNTY  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE FLORIDA 32084  
ATTN: Diana M. Fye, CPPB, Procurement Coordinator**

**FULL LEGAL COMPANY NAME: St. Johns Housing Partnership, Inc.**

**MAILING ADDRESS: PO Box 1086, St. Augustine, Fl 32085**

**DATE: 12/20/17**

## **Section 2: 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

December 20, 2017

RE: RFP NO: 18-12, SHIP Program

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 to provide SHIP repair services for 20 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. We are 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 and maintenance costs. The SJHP believes it is important to provide ongoing education for our employees with regards to construction practices, especially with energy efficiency and accessibility modifications to increase our ability to focus on the needs of the occupants during the rehab process.

We feel that we can easily meet the minimum requirements listed in Part III. Section B

1. Bill Lazar, SJHP's executive director, is the qualifying agent, as a state-certified residential contractor since 2007.
2. As stated previously the SJHP primary business activity has managing rehab projects on sub-standard housing for over 17 years.
3. The SJHP has had continuous home repair contracts with the Florida Weatherization program since 1998 and the United Way and Buckingham Smith Benevolent Association since 1999.
4. The SJHP has been a HUD certified Counseling agency since 2002, but our counseling services have not been offered to rehab clients, unless a problem was discovered with the mortgage and the client was required to address and be current before qualifying for SHIP rehab services. The primary reason for that has simply been insufficient funding. The SJHP rehab staff are trained to do income verification,

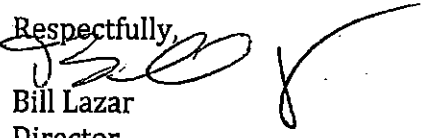


to explain the SHIP deferred mortgage and confirm if the mortgage is current. Anything more complicated regarding the existing mortgage is referred to the HUD certified counselors.

5. The SJHP has two employees ( Ann Henry and Cheryl Van Landingham) who have participated in the FL Housing Coalitions' SHIP Income qualification training and webinars

On behalf of our Board of Directors, the SJHP is proud to submit our application to manage the SHIP program for another round.

Respectfully,

  
Bill Lazar  
Director

**Section 3:  
Respondent Profile  
(Qualifications of Company)**

**Company Information :**

SJHP is a private, not-for-profit 501(c)3 corporation,

Tax ID # 59-3422856,

The administrative and Rehab Program office is located at 525 West King Street in St. Augustine.

Telephone – 904-824-0902

Fax – 904-824-9635

E-mail address for the Executive Director- [blazar@sjhp.org](mailto:blazar@sjhp.org)

Website: [www.sjhp.org](http://www.sjhp.org)

**All questions regarding the RFP submittal should be sent to :**

Bill Lazar, Executive Director, [blazar@sjhp.org](mailto:blazar@sjhp.org)

525 West King Street, St. Augustine Fl

Phone- 904-824-0902

Fax- 904-824-9635

Cell Phone – 904-669-1069

Mail to: PO Box 1086, St. Augustine, Fl 32085

**Number of years in business;**

THE SJHP has been in operation since 1998. It's primary business line has been improving sub-standard housing through a variety of community resources. The SJHP offers these services 5 days/week, 52 weeks a year, it is not a part time activity. Program capacity is always determined by available resources, and funding streams do change over time as funders direct priorities or eligibility qualifications.

**Number of employees**

The SJHP has 27 employees, in addition to two 10-15 hour weekly office volunteers and two Disaster Case Managers provided through a Worksource Displaced Worker Grant for hurricane relief outreach, not including two long time temp construction labor employees. (The SJHP has a long time contract with the Union Temp Assn that provides qualified and drug tested carpenters when we need to expand our construction services for short or long term opportunities.) The SJHP admin staff includes the executive director, finance director and an AP clerk. The Financial Services Program is a HUD certified counseling service, offering foreclosure modification, homebuyer education and credit counseling services with a staff of 3 counselors and 2 support staff. The SJHP Rental program manages 60 rental properties in Clay and St Johns Counties with one full time staff and support services offered through the Rehab program. The Rehab program employees the majority of SJHP employees.

**Location:**

The SJHP admin and Rehab program offices are located at 525 West King Street, St. Augustine, Fl

The Financial Services office is located at 93 Orange Street, St. Augustine.

**Designated Authority**

Bill Lazar is the Executive Director and is the only person who will be submitting and signing this RFP.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>St. Johns Housing Partnership, Inc</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC *    <input checked="" type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small></p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>PO Box 1086</b></p> <p><b>6</b> City, state, and ZIP code <b>St. Augustine, FL 32085</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
or										
<b>Employer identification number</b>										
5	9		-	3	4	2	2	8	5	6

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>12-19-17</b>
------------------	----------------------------	------------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

## **Section 4:**

# **Qualifications of Company, Staff and Subcontractors**





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

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 <div style="text-align: center;"> <h2 style="margin: 0;">St. Johns County Building Services</h2> <p style="margin: 0;">4040 Lewis Speedway, St. Augustine, FL 32084. 904 827-8800 fax 904 827-6849</p> </div> 
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<b>Contractor:</b>	SC-CRC1329155 * LAZAR, WILLIAM N * ST JOHNS HOUSING PARTNERSHIP INC		
<b>Lic Type:</b>	STATE CERTIFIED * CERTIFIED RESIDENTIAL CONTRACTOR *		
<b>Address:</b>	529 W KING ST		
<b>City:</b>	ST AUGUSTINE	<b>St:</b>	FL <b>Zip:</b> 32085
<b>Phone:</b>	904-824-0902	<b>Ph2:</b>	
<b>Fax:</b>	904-824-9635	<b>Cell:</b>	
<b>Email:</b>	<input type="checkbox"/> No Early Power Privilege  LAZAR, WILLIAM N * ST JOHNS HOUSING PARTNERSHIP INC State Certificate ok 8/31/2018 Workman Comp with 30-days 1/1/2018 Liability ok 2/6/2018		
<a href="#">Close</a>			
<b>Scope:</b>	FS 489.105 (3)(c) - "Residential contractor" means a contractor whose services are limited to construction, remodeling, repair, or improvement of one-family, two-family, or three-family residences not exceeding two habitable stories above no more than one uninhabitable story and accessory use structures in connection therewith.		
	<ul style="list-style-type: none"> <li>This contractor is <b>limited</b> to construction of one-family, two family, or three-family residences <b>not exceeding two (2) habitable stories and is authorized</b> to perform the work of all specialty trades. <b>This contractor cannot perform any work on condominiums.</b></li> <li>Contractors License #'s <b>prior</b> to CRC007837 may permit to roof and re-roof structures with all types of roofing.</li> <li>Effective 7/1/2012 - Can pull permits to demolish one, two or three family residences or townhomes.</li> </ul>		

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We've made some changes to EPA.gov. If the information you are looking for is not here, you may be able to find it on the EPA Web Archive or the January 19, 2017 Web Snapshot.



## Lead Renovation/Abatement Firm Certification Application or Update

With this application you can apply for certification/recertification of a lead renovation or abatement firm, you can also update your firm's information, or request a certificate replacement. To get started, let us know if your firm is currently or was previously certified by EPA for either renovation or abatement.

### Firm Search Results

Showing 11 to 12 of 12 entries

Firm Name	Phone Number	Firm Address	Certification Number	Expires
PoLI Enterprises, Inc. dba PoLI Construction	(904) 699-1256	3720 Old Lewis Speedway St. Augustine, FL 32084	NAT-108872-1	04/21/2016
St. Johns Housing Partnership, Inc.	(904) 824-0902	525 West King Street St. Augustine, FL 32084	NAT-28500-2	08/21/2020

Filter results by:

First Previous 1 2

Refine Search

Can't find your firm? Filter your results above. If you believe your firm has a current or pending application, please contact the NLIC at 1-800-424-LEAD.

[Begin application to certify a 'New Firm'](#)



National Association of Home Builders

(0) About NAHB / BuilderBooks / HBA Resources / How To Join / Shop

Search

Home > Find > Professionals with Home Building Designations

## Professionals with Home Building Designations

Can't find your designation listing? Email [designations@nahb.org](mailto:designations@nahb.org).

This directory contains the names of all building industry professionals who hold active NAHB educational designations. To search by designation, click on the designation's abbreviation in the top box to the left of this page. To further search designation holders by state, write the state's two-letter postal abbreviation in the search box. To search designation holders by city, please make sure you have first checked the state box. This will allow the names of cities where designation holders have their places of business to appear.

NOTE: The awarding of any NAHB educational designation does not represent and should not be construed as a guarantee or certification of the quality or fitness of the designation-holder's work product. NAHB's conferral of a designation represents only NAHB's affirmation that the individual designation-holder has completed the stipulated requirements of the respective designation program.

lazar

Results 1-2 of 2 in 0.13 seconds

Last Name First Name

**Name:** Bill Lazar  
**Company:** St Johns Housing Partnership  
**Address:**  
 PO Box 1086  
 St Augustine, FL 32085  
**Phone:** 904-824-0902  
**Fax:** 904-824-9635  
**Email:** [blazar@sjhp.org](mailto:blazar@sjhp.org)  
**Designation:**  
 Certified Aging-In-Place Specialist (CAPS)  
**Designation Year:** CAPS - 2011

~~**Name:** Joel Lazar  
**Address:**  
 55 Lindsley Rd  
 North Caldwell, NJ 07006  
**Designation:** CSP~~

More +



**CERTIFIED RENOVATOR**

**Bill Lazar**

525 West King St, St Augustine, FL 32084

Date of Birth: March 26, 1956

has successfully completed an English  
8 Hr. Renovation, Repair & Painting Refresher

From: 2-Apr-14 To: 7-Apr-14

And has passed an examination on: 7-Apr-14  
Seagull Environmental Management Company, Inc.  
certifies that this course complies with

**40 CFR PART 745.225**

Certification Expires:

April 7, 2019

Training Address:

2222 Park Avenue Suite 202, Orange Park, FL, 3207

Course No.: AA1415

Certificate # 160077

Alberto R. Ana

Guest Instructor

James P. Stump, Training Manager/Principal Instructor

(See reverse side for certificate verification information.)

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND  
PROFESSIONAL REGULATION

CRC1329155 SUP 07/26/2016

CERTIFIED RENOVATOR  
LAZAR, WILLIAM  
ST JOHNS HOSPITAL CENTER, INC.

Is CERTIFIED under the provisions of Ch. 489, ES.  
Expiration date: AUG 31, 2018

OSTIA 20-083449025

I hereby acknowledge that my applicant has successfully completed a  
10-hour Occupational Safety and Health training course in  
Construction Safety and Health.

Bill Lazar

Michael S. Beville June 2014  
(Printer name - print or type) (Course number)

NATIONAL ENVIRONMENTAL  
HEALTH ASSOCIATION

MEMBERSHIP  
CARD

YEAR 2017 MEMBER # 14323 TYPE NM JOINED 6/17/15

11333  
PO Box 1685  
ST. AUGUSTINE FL 32085

This HUD listing is current as of **12/16/2017**.

## **Agencies located in FLORIDA**

**Agency Name:** ST JOHNS HOUSING PARTNERSHIP, INC.

**Phone:** 904-819-1266

**Toll Free:**

**Fax:**

**Email:** N/A

**Address:** 93 Orange Street

SAINT AUGUSTINE, Florida 32084-3590

**Counseling Services:**

- Financial Management/Budget Counseling
- Financial, Budgeting, and Credit Workshops
- Mortgage Delinquency and Default Resolution Counseling
- Pre-purchase Counseling
- Pre-purchase Homebuyer Education Workshops
- Rental Housing Counseling
- Rental Housing Workshops
- Resolving/Preventing Mortgage Delinquency Workshops

**Languages:** - English

**Affiliation:** NATIONAL COMMUNITY REINVESTMENT COALITION, INC.

**Website:** <http://www.sjhp.org>

**Agency ID:** 82498

---



SJHP  
**Vendor Contact List**  
December 14, 2017  
**Vendor**

---

- 1 De Bow's Appliance
- 2 Allstar Electrical Contractors, Inc.
- 3 Smith Electric, Inc
- 4 Turner Electrical Services LLC
- 5 Affordable Garage Door Services
- 6 Napiers Gas Services
- 7 B & G Refrigeration Co., Inc.
  
- 8 Climate Innovations Heating & AC, Inc.
  
- 9 Extreme Air & Refrigeration
- 10 Hartwick Heating & Air
- 11 Advanced Insulation, Inc.
- 12 20/20 Plumbing, LLC
- 13 Metro Rooter
- 14 Mr. Rooter Plumbing
- 15 Marrero Builders LLC
- 16 Construction Debris Removal, Inc.
- 16 Hester's Roofing and Coating, Inc
- 17 Extreme Window & Door Solutions
- 17 Mark-It Right Builders, LLC
- 18 Master Craft Windows & Doors, Inc.
- 19 Freelance Painting & Pressure Washing
- 20 A Kitchen Connection
- 21 Burnieys Septic Tank Service, Inc.
- 22 East Coast Wells & Pump Services, Inc.

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## St. Johns County Building Services

4040 Lewis Speedway, St. Augustine, FL 32084. 904 827-6800 fax 904 827-6849



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<b>Contractor:</b>	SC-CMC053205 * DEBOW, DARRYL SCOTT * DEBOWS APPLIANCE SERVICE INC		
<b>Lic Type:</b>	STATE CERTIFIED * CERTIFIED MECHANICAL CONTRACTOR *		
<b>Address:</b>	236 WEST KING ST		
<b>City:</b>	ST AUGUSTINE	<b>St:</b>	FL Zip: 32084
<b>Phone:</b>	904-829-6354	<b>Ph2:</b>	
<b>Fax:</b>		<b>Cell:</b>	
<b>Email:</b>	thedebows@yahoo.com	<input checked="" type="checkbox"/> No Early Power Privilege	
	DEBOW, DARRYL SCOTT * DEBOWS APPLIANCE SERVICE INC State Certificate ok 8/31/2018 Workman Comp ok 3/1/2018 Liability ok 3/1/2018		
<b>Scope:</b>	SERVICES ARE UNLIMITED IN THE EXECUTION OF CONTRACTS REQUIRING THE EXPERIENCE, KNOWLEDGE, AND SKILL TO INSTALL, MAINTAIN, REPAIR, FABRICATE, ALTER, EXTEND, OR DESIGN, WHEN NOT PROHIBITED BY LAW, CENTRAL AC, REFRIGERATION, HEATING, AND VENTILATING SYSTEMS, (INCLUDING HOOD VENTS) INCLUDING DUCT WORK IN CONNECTION WITH A COMPLETE SYSTEM ONLY TO THE EXTENT SUCH DUCT WORK IS PERFORMED BY THE CONTRACTOR AS IS NECESSARY TO MAKE COMPLETE AN AIR DISTRIBUTION SYSTEM, BOILER AND UNFIRED PRESSURE VESSEL SYSTEMS, LIFT STATION EQUIPMENT AND PIPING, AND ALL APPURTENANCES, APPARATUS, OR EQUIPMENT USED IN CONNECTION THEREWITH, AND ANY DUCT CLEANING AND EQUIPMENT SANITIZING WHICH REQUIRES AT LEAST A PARTIAL DISASSEMBLING OF THE SYSTEM TO INSTALL, MAINTAIN, REPAIR, FABRICATE, ALTER, EXTEND, OR DESIGN, WHEN NOT PROHIBITED BY LAW, PIPING, INSULATION OF PIPES, VESSELS AND DUCTS, PRESSURE AND PROCESS PIPING, PNEUMATIC CONTROL PIPING, GASOLINE TANKS AND PUMP INSTALLATIONS AND PIPING FOR SAME, STANDPIPES, AIR PIPING, VACUUM LINE PIPING, OXYGEN LINES, NITROUS OXIDE PIPING, INK AND CHEMICAL LINES, FUEL TRANSMISSION LINES, LIQUEFIED PETROLEUM GAS LINES WITHIN BUILDINGS, AND NATURAL GAS FUEL LINES WITHIN BUILDINGS; TO REPLACE, DISCONNECT, OR RECONNECT POWER WIRING ON THE LOAD SIDE OF THE DEDICATED EXISTING ELECTRICAL DISCONNECT SWITCH; TO INSTALL, DISCONNECT, AND RECONNECT LOW VOLTAGE HEATING, VENTILATING, AND AIR-CONDITIONING CONTROL WIRING; AND TO INSTALL A CONDENSATE DRAIN FROM AN AIR-CONDITIONING UNIT TO AN EXISTING SAFE WASTE OR OTHER APPROVED DISPOSAL OTHER THAN A DIRECT CONNECTION TO A SANITARY SYSTEM. THE SCOPE OF WORK FOR SUCH CONTRACTOR SHALL ALSO INCLUDE ANY EXCAVATION WORK INCIDENTAL THERETO, BUT SHALL NOT INCLUDE ANY WORK SUCH AS POTABLE WATER LINES OR CONNECTIONS THERETO, SANITARY SEWER LINES, SWIMMING POOL PIPING AND FILTERS, OR ELECTRICAL POWER WIRING. EFFECTIVE 7/1/2012 - SCOPE EXPANDED TO INCLUDE THE TESTING AND EVALUATION OF VENTILATION SYSTEMS AND DUCT WORK.		

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<b>Contractor:</b>	SC-EC13001130 * MAURE, JOSEPH F * ALLSTAR ELECTRICAL CONTRACTORS INC		
<b>Lic Type:</b>	STATE CERTIFIED * CERTIFIED ELECTRICAL CONTRACTOR *		
<b>Address:</b>	1960 U S 1 SOUTH PMB 100		
<b>City:</b>	ST AUGUSTINE	<b>St:</b>	FL Zip: 32086
<b>Phone:</b>	904-460-1001	<b>Ph2:</b>	904-540-3041
<b>Fax:</b>		<b>Cell:</b>	
<b>Email:</b>	maure@bellsouth.net	<input type="checkbox"/> No Early Power Privilege	
	MAURE, JOSEPH F * ALLSTAR ELECTRICAL CONTRACTORS INC State Certificate ok 8/31/2018 Workman Comp ok 9/21/2019 Liability ok 12/2/2018		
	<a href="#">Close</a>		
<b>Scope:</b>	<p>FS 489.505 (12) - "Electrical contractor" or "unlimited electrical contractor" means a person who conducts business in the electrical trade field and who has the experience, knowledge, and skill to install, repair, alter, add to, or design, in compliance with law, electrical wiring, fixtures, appliances, apparatus, raceways, conduit, or any part thereof, which generates, transmits, transforms, or utilizes electrical energy in any form, including the electrical installations and systems within plants and substations, all in compliance with applicable plans, specifications, codes, laws, and regulations. The term means any person, firm, or corporation that engages in the business of electrical contracting under an express or implied contract; or that undertakes, offers to undertake, purports to have the capacity to undertake, or submits a bid to engage in the business of electrical contracting; or that does itself or by or through others engage in the business of electrical contracting.</p> <ul style="list-style-type: none"> <li>This contractor is <u>authorized</u> to perform commercial/residential work.</li> </ul>		

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<b>Contractor:</b>	SC-EC13005614 * SMITH, WILLIAM WAYNE * SMITH ELECTRICAL INC		
<b>Lic Type:</b>	STATE CERTIFIED * CERTIFIED ELECTRICAL CONTRACTOR *		
<b>Address:</b>	5071 AVE B		
<b>City:</b>	ST. AUGUSTINE	<b>St:</b>	FL <b>Zip:</b> 32095
<b>Phone:</b>	829-0899	<b>Ph2:</b>	904-669-9979
<b>Fax:</b>	829-0259	<b>Cell:</b>	
<b>Email:</b>	smithelectric08@gmail.com <input type="checkbox"/> No Early Power Privilege		
	SMITH, WILLIAM WAYNE * SMITH ELECTRICAL INC State Certificate ok 8/31/2018 Workman Comp ok 9/14/2018 Liability ok 9/12/2018		
	<input type="button" value="Close"/>		
<b>Scope:</b>	<p>FS 489.505 (12) - "Electrical contractor" or "unlimited electrical contractor" means a person who conducts business in the electrical trade field and who has the experience, knowledge, and skill to install, repair, alter, add to, or design, in compliance with law, electrical wiring, fixtures, appliances, apparatus, raceways, conduit, or any part thereof, which generates, transmits, transforms, or utilizes electrical energy in any form, including the electrical installations and systems within plants and substations, all in compliance with applicable plans, specifications, codes, laws, and regulations. The term means any person, firm, or corporation that engages in the business of electrical contracting under an express or implied contract; or that undertakes, offers to undertake, purports to have the capacity to undertake, or submits a bid to engage in the business of electrical contracting; or that does itself or by or through others engage in the business of electrical contracting.</p> <ul style="list-style-type: none"> <li>This contractor <b>is authorized</b> to perform commercial/residential work.</li> </ul>		

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<b>Contractor:</b>	SC-EC13001601 * TURNER JR, BILLY H * TURNER ELECTRICAL SERVICE LLC		
<b>Lic Type:</b>	STATE CERTIFIED * CERTIFIED ELECTRICAL CONTRACTOR *		
<b>Address:</b>	2770 SAN JUAN DRIVE		
<b>City:</b>	ST AUGUSTINE	<b>St:</b>	FL Zip: 32086
<b>Phone:</b>	904-797-5513	<b>Ph2:</b>	904-814-7614
<b>Fax:</b>	904-797-5513	<b>Cell:</b>	814-7614
<b>Email:</b>	Turn9858@att.net		<input type="checkbox"/> No Early Power Privilege
	TURNER JR, BILLY H * TURNER ELECTRICAL SERVICE LLC State Certificate ok 8/31/2018 Workman Comp ok 7/19/2018 Liability with 30 days 12/21/2017		
<b>Scope:</b>	FS 489.505 (12) - "Electrical contractor" or "unlimited electrical contractor" means a person who conducts business in the electrical trade field and who has the experience, knowledge, and skill to install, repair, alter, add to, or design, in compliance with law, electrical wiring, fixtures, appliances, apparatus, raceways, conduit, or any part thereof, which generates, transmits, transforms, or utilizes electrical energy in any form, including the electrical installations and systems within plants and substations, all in compliance with applicable plans, specifications, codes, laws, and regulations. The term means any person, firm, or corporation that engages in the business of electrical contracting under an express or implied contract; or that undertakes, offers to undertake, purports to have the capacity to undertake, or submits a bid to engage in the business of electrical contracting; or that does itself or by or through others engage in the business of electrical contracting.		
	<ul style="list-style-type: none"> <li>This contractor is <b>authorized</b> to perform commercial/residential work.</li> </ul>		

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**Contractor:** ST-3985 \* FREY, TOMAS \* AFFORDABLE GARAGE DOOR SERVICES INC

**Lic Type:** CLASS II B/L \* FINISH CARPENTRY CONTRACTOR \*

**Address:** 1765 SHOAL CREEK CIRCLE

**City:** GREEN COVE SPRINGS **St:** FL **Zip:** 32043

**Phone:** 904-529-8041 **Ph2:**

**Fax:** 904-529-8044 **Cell:**

**Email:** lawanafrey@hotmail.com  No Early Power Privilege

FREY, TOMAS \* AFFORDABLE GARAGE DOOR SERVICES INC  
 County License Issued 10/3/2017  
 County License Effective until 9/30/2019  
 Workman Comp ok 6/1/2018  
 Liability ok 3/30/2018

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**Scope:** THIS CONTRACTOR CAN SUBCONTRACT FROM LICENSED GENERAL, BUILDING, RESIDENTIAL CONTRACTORS, CARPENTERS OR FINISH CARPENTRY CONTRACTORS ONLY. MAY ADVERTISE, CONTRACT AND WORK FOR THE GENERAL PUBLIC! THOSE WHO HAVE THE KNOWLEDGE AND SKILL TO INSTALL FINISH WOOD PRODUCTS INCLUDING WOOD FLOORING, PANELING, TRIM, CABINETRY, DOORS, GARAGE DOORS, WINDOWS (INCLUDING METAL) AND ALL HARDWARE INCIDENTAL THERETO HURRICANE SHUTTERS. THIS CONTRACTOR CAN ADVERTISE AND QUOTE TO THE GENERAL PUBLIC. THIS CONTRACTOR MAY ALSO INSTALL ALL TYPES OF SIDING, SOFFITT, FASCIA.

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<b>Contractor:</b> SC-24824 * NAPIER, JAMES * NAPIERS GAS SERVICES LLC	
<b>Lic Type:</b> STATE CERTIFIED * CATEGORY I 601 LP GAS DEALER *	
<b>Address:</b> 361 CRESCENT BLVD	
<b>City:</b> ST AUGUSTINE	<b>St:</b> FL <b>Zip:</b> 32095
<b>Phone:</b> 904-484-4335	<b>Ph2:</b>
<b>Fax:</b>	<b>Cell:</b>
<b>Email:</b> <a href="mailto:napiersgasservicesllc@yahoo">napiersgasservicesllc@yahoo</a>	<input type="checkbox"/> <b>No Early Power Privilege</b>
NAPIER, JAMES * NAPIERS GAS SERVICES LLC State Certificate ok 8/31/2018 Workman Comp ok 3/17/2018 Liability ok 5/6/2018	
<b>Scope:</b>	
LICENSE HOLDER HANDLES THE PRODUCT	

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<b>Contractor:</b>	SC-CAC1813635 * BARGER, PATRICK TODD * B & G REFRIGERATION COMPANY INC		
<b>Lic Type:</b>	STATE CERTIFIED * CERTIFIED CLASS A AIR CONDITIONING CONTRACTOR *		
<b>Address:</b>	12459 GATELY ROAD SOUTH		
<b>City:</b>	JACKSONVILLE	<b>St:</b>	FL Zip: 32225
<b>Phone:</b>	904-620-0081	<b>Ph2:</b>	
<b>Fax:</b>	904-620-9815	<b>Cell:</b>	
<b>Email:</b>	jeanne@bgrefrigeration.com	<input type="checkbox"/> No Early Power Privilege	
	BARGER, PATRICK TODD * B & G REFRIGERATION COMPANY INC State Certificate ok 8/31/2018 Workman Comp ok 3/1/2018 Liability ok 3/1/2018		
<b>Scope:</b>	SERVICES UNLIMITED IN THE EXECUTION OF CONTRACTS REQUIRING THE EXPERIENCE, KNOWLEDGE, AND SKILL TO INSTALL, MAINTAIN, REPAIR, FABRICATE, ALTER, EXTEND, OR DESIGN, WHEN NOT PROHIBITED BY LAW, CENTRAL AIR-CONDITIONING, REFRIGERATION, HEATING, AND VENTILATING SYSTEMS, INCLUDING DUCT WORK IN CONNECTION WITH A COMPLETE SYSTEM ONLY TO THE EXTENT SUCH DUCT WORK IS PERFORMED BY THE CONTRACTOR AS IS NECESSARY TO MAKE COMPLETE AN AIR-DISTRIBUTION SYSTEM, BOILER AND UNFIRED PRESSURE VESSEL SYSTEMS, AND ALL APPURTENANCES, APPARATUS, OR EQUIPMENT USED IN CONNECTION THEREWITH, AND ANY DUCT CLEANING AND EQUIPMENT SANITIZING WHICH REQUIRES AT LEAST A PARTIAL DISASSEMBLING OF THE SYSTEM; TO INSTALL, MAINTAIN, REPAIR, FABRICATE, ALTER, EXTEND, OR DESIGN, WHEN NOT PROHIBITED BY LAW, PIPING, INSULATION OF PIPES, VESSELS, AND DUCTS, PRESSURE AND PROCESS PIPING, AND PNEUMATIC CONTROL PIPING; TO REPLACE, DISCONNECT, OR RECONNECT POWER WIRING ON THE LOAD SIDE OF THE DEDICATED EXISTING ELECTRICAL DISCONNECT SWITCH; TO INSTALL, DISCONNECT, AND RECONNECT LOW VOLTAGE HEATING, VENTILATING AND AIR-CONDITIONING CONTROL WIRING; AND TO INSTALL A CONDENSATE DRAIN FROM AN AIR-CONDITIONING UNIT TO AN EXISTING SAFE WASTE OR OTHER APPROVED DISPOSAL OTHER THAN A DIRECT CONNECTION TO A SANITARY SYSTEM. THE SCOPE OF WORK FOR SUCH CONTRACTOR SHALL ALSO INCLUDE ANY EXCAVATION WORK INCIDENTAL THERETO, BUT SHALL NOT INCLUDE ANY WORK SUCH AS LIQUEFIED PETROLEUM OR NATURAL GAS FUEL LINES WITHIN BUILDINGS, EXCEPT FOR DISCONNECTING OR RECONNECTING CHANGEOUTS OF LIQUEFIED PETROLEUM OR NATURAL GAS APPLIANCES WITHIN BUILDINGS; POTABLE WATER LINES OR CONNECTIONS THERETO; SANITARY SEWER LINES; SWIMMING POOL PIPING AND FILTERS; OR ELECTRICAL POWER WIRING. EFFECTIVE 7/1/2012 - SCOPE EXPANDED TO INCLUDE THE TESTING AND EVALUATION OF VENTILATION SYSTEMS AND DUCT WORK.		

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**Contractor:** SC-CAC1816641 \* ROSENFELD, RANDALL S \* CLIMATE INNOVATIONS HEATING & AIR CONDITIONING INC

**Lic Type:** STATE CERTIFIED \* CERTIFIED CLASS B AIR CONDITIONING CONTRACTOR \*

**Address:** 234 NORTH WHITNEY STREET

**City:** ST AUGUSTINE

**St:** FL **Zip:** 32084

**Phone:** 904-599-0082

**Ph2:**

**Fax:** 904-824-3553

**Cell:**

**Email:** CLIMATEINNOVATIONS@Y.

No Early Power Privilege

ROSENFELD, RANDALL S \* CLIMATE INNOVATIONS HEATING & AIR CONDITIONING INC

State Certificate ok 8/31/2018

Workman Comp ok 12/10/2018

Liabilty ok 11/29/2018

**Scope:** SERVICES ARE LIMITED TO 25 TONS OR COOLING AND 500,000 BTU OF HEATING IN ANY ONE SYSTEM IN THE EXECUTION OF CONTRACTS REQUIRING THE EXPERIENCE, KNOWLEDGE, AND SKILL TO INSTALL, MAINTAIN, REPAIR, FABRICATE, ALTER, EXTEND, OR DESIGN, WHEN NOT PROHIBITED BY LAW, CENTRAL AIR CONDITIONING, REFRIGERATION, HEATING AND VENTILATING SYSTEMS, INCLUDING DUCT WORK IN CONNECTION WITH A COMPLETE SYSTEM.(INCLUDES HOODS)SCOPE INCLUDES ANY EXCAVATION THAT IS INCIDENTAL THERETO, SHALL NOT INCLUDE ANY WORK SUCH AS LIQUIFIED PETROLEUM OR NATURAL GAS FUEL LINES WITHIN BUILDINGS, POTABLE WATER LINES OR CONNECTIONS THERETO, SANITARY SEWER LINES, SWIMMING POOL PIPING AND FILTERS, OR ELECTRICAL POWER WIRING. EFFECTIVE 7/1/2012 - SCOPE EXPANDED TO INCLUDE TESTING AND EVALUATION OF VENTILATION SYSTEMS AND DUCT WORK.

PER DEC STATEMENT 6/13/2014: can perform maintenance, service and make repairs to the evaporator, compressor, condenser coils and other components of the refrigerant system of a swimming pool / spa hear pump.

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<b>Contractor:</b>	SC-CAC1816089 * ROBY, CHRISTOPHER S * EXTREME AIR & REFRIGERATION SERVICES LLC								
<b>Lic Type:</b>	STATE CERTIFIED * CERTIFIED CLASS B AIR CONDITIONING CONTRACTOR *								
<b>Address:</b>	301 MARSHALL CIR								
<b>City:</b>	ST AUGUSTINE	<b>St:</b>	FL	<b>Zip:</b>	32086				
<b>Phone:</b>	904-484-4499	<b>Ph2:</b>							
<b>Fax:</b>	904-460-2065	<b>Cell:</b>							
<b>Email:</b>	extremeair@live.com	<input type="checkbox"/> No Early Power Privilege							
	ROBY, CHRISTOPHER S * EXTREME AIR & REFRIGERATION SERVICES LLC State Certificate ok 8/31/2018 Workman Comp ok 3/2/2019 Liability ok 7/24/2018								
<b>Scope:</b> SERVICES ARE LIMITED TO 25 TONS OR COOLING AND 500,000 BTU OF HEATING IN ANY ONE SYSTEM IN THE EXECUTION OF CONTRACTS REQUIRING THE EXPERIENCE, KNOWLEDGE, AND SKILL TO INSTALL, MAINTAIN, REPAIR, FABRICATE, ALTER, EXTEND, OR DESIGN, WHEN NOT PROHIBITED BY LAW, CENTRAL AIR CONDITIONING, REFRIGERATION, HEATING AND VENTILATING SYSTEMS, INCLUDING DUCT WORK IN CONNECTION WITH A COMPLETE SYSTEM.(INCLUDES HOODS)SCOPE INCLUDES ANY EXCAVATION THAT IS INCIDENTAL THERETO, SHALL NOT INCLUDE ANY WORK SUCH AS LIQUIFIED PETROLEUM OR NATURAL GAS FUEL LINES WITHIN BUILDINGS, POTABLE WATER LINES OR CONNECTIONS THERETO, SANITARY SEWER LINES, SWIMMING POOL PIPING AND FILTERS, OR ELECTRICAL POWER WIRING. EFFECTIVE 7/1/2012 - SCOPE EXPANDED TO INCLUDE TESTING AND EVALUATION OF VENTILATION SYSTEMS AND DUCT WORK.									
PER DEC STATEMENT 6/13/2014: can perform maintenance, service and make repairs to the evaporator, compressor, condenser coils and other components of the refrigerant system of a swimming pool / spa hear pump.									

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<b>Contractor:</b>	SC-CAC1816206 * HARTWICK, BENJAMIN W * HARTWICK HEATING AND AIR CONDITIONING INC		
<b>Lic Type:</b>	STATE CERTIFIED * CERTIFIED CLASS B AIR CONDITIONING CONTRACTOR *		
<b>Address:</b>	6888 WEST SEACOVE AVE.		
<b>City:</b>	ST AUGUSTINE	<b>St:</b>	FL <b>Zip:</b> 32086
<b>Phone:</b>	904-669-6592	<b>Ph2:</b>	
<b>Fax:</b>	904-827-6849	<b>Cell:</b>	
<b>Email:</b>	hartwickac@gmail.com	<input type="checkbox"/> <b>No Early Power Privilege</b>	
	HARTWICK, BENJAMIN W * HARTWICK HEATING AND AIR CONDITIONING INC State Certificate ok 8/31/2018 Workman Comp ok 4/24/2019 Liability ok 5/22/2018		
<b>Scope:</b>	SERVICES ARE LIMITED TO 25 TONS OR COOLING AND 500,000 BTU OF HEATING IN ANY ONE SYSTEM IN THE EXECUTION OF CONTRACTS REQUIRING THE EXPERIENCE, KNOWLEDGE, AND SKILL TO INSTALL, MAINTAIN, REPAIR, FABRICATE, ALTER, EXTEND, OR DESIGN, WHEN NOT PROHIBITED BY LAW, CENTRAL AIR CONDITIONING, REFRIGERATION, HEATING AND VENTILATING SYSTEMS, INCLUDING DUCT WORK IN CONNECTION WITH A COMPLETE SYSTEM.(INCLUDES HOODS)SCOPE INCLUDES ANY EXCAVATION THAT IS INCIDENTAL THERETO, SHALL NOT INCLUDE ANY WORK SUCH AS LIQUIFIED PETROLEUM OR NATURAL GAS FUEL LINES WITHIN BUILDINGS, POTABLE WATER LINES OR CONNECTIONS THERETO, SANITARY SEWER LINES, SWIMMING POOL PIPING AND FILTERS, OR ELECTRICAL POWER WIRING. EFFECTIVE 7/1/2012 - SCOPE EXPANDED TO INCLUDE TESTING AND EVALUATION OF VENTILATION SYSTEMS AND DUCT WORK.		
	PER DEC STATEMENT 6/13/2014: can perform maintenance, service and make repairs to the evaporator, compressor, condenser coils and other components of the refrigerant system of a swimming pool / spa hear pump.		

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<b>Contractor:</b>	BL-4764 * RUSSELL, GREG * ADVANCED INSULATION INC		
<b>Lic Type:</b>	CLASS II B/L * INSULATION CONTRACTOR *		
<b>Address:</b>	110 MARSHALL CIRCLE		
<b>City:</b>	ST AUGUSTINE	<b>St:</b>	FL Zip: 32086
<b>Phone:</b>	904-797-3397	<b>Ph2:</b>	904-669-9004
<b>Fax:</b>	904-797-3308	<b>Cell:</b>	
<b>Email:</b>	RUSSELLGREG@BELLSOI	<input type="checkbox"/> No Early Power Privilege	
	RUSSELL, GREG * ADVANCED INSULATION INC County License Issued 8/29/2017 County License Effective until 9/30/2019 Workman Comp ok 6/17/2018 Liability ok 9/29/2018		
<b>Scope:</b> THIS CONTRACTOR CAN SUBCONTRACT FROM LICENSED GENERAL, BUILDING, RESIDENTIAL CONTRACTORS OR INSULATION CONTRACTORS. MAY ADVERTISE, CONTRACT AND WORK FOR THE GENERAL PUBLIC! THOSE WHO TESTED AND ARE QUALIFIED TO INSTALL, MAINTAIN, REPAIR, ALTER OR EXTEND ANY INSULATION PRIMARILY INSTALLED TO PREVENT LOSS OR GAIN OF HEAT/COOLED AIR.			

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**Contractor:** SC-CFC1427661 \* JACKSON, EDWARD SHANE \* 20/20 PLUMBING LLC  
**Lic Type:** STATE CERTIFIED \* CERTIFIED PLUMBING CONTRACTOR \*  
**Address:** 2545 DOBBS RD #6  
**City:** ST AUGUSTINE **St:** FL **Zip:** 32086  
**Phone:** 904-829-9076 **Ph2:** 904-347-7863  
**Fax:** 904-829-9078 **Cell:**  
**Email:** sjackson2020plumbingllc@g  No Early Power Privilege

JACKSON, EDWARD SHANE \* 20/20 PLUMBING LLC  
 State Certificate ok 8/31/2018  
 Workman Comp ok 9/16/2018  
 Liability ok 9/19/2018

**Scope:** STATE CERTIFIED/STATE TESTED - EXECUTION OF CONTRACTS REQUIRING THE EXPERIENCE, FINANCIAL MEANS, KNOWLEDGE, AND SKILL TO INSTALL, MAINTAIN, REPAIR, ALTER, EXTEND, OR WHEN NOT PROHIBITED BY LAW, DESIGN PLUMBING. A PLUMBING CONTRACTOR MAY INSTALL, MAINTAIN, REPAIR, ALTER, EXTEND, OR WHEN NOT PROHIBITED BY LAW, DESIGN THE FOLLOWING WITHOUT OBTAINING ANY ADDITIONAL LOCAL REGULATORY LICENSE, CERTIFICATE, OR REGISTRATION: SANITARY DRAINAGE OR STORM DRAINAGE FACILITIES, VENTING SYSTEMS, PUBLIC OR PRIVATE WATER SUPPLY SYSTEMS, SEPTIC TANKS, DRAINAGE AND SUPPLY WELLS, SWIMMING POOL PIPING, IRRIGATION SYSTEMS, OR SOLAR HEATING WATER SYSTEMS AND ALL APPURTENANCES, APPARATUS, OR EQUIPMENT USED IN CONNECTION THEREWITH, INCLUDING BOILERS AND PRESSURE PROCESS PIPING AND INCLUDING THE INSTALLATION OF WATER, NATURAL GAS, LIQUEFIED PETROLEUM GAS AND RELATED VENTING, AND STORM AND SANITARY SEWER LINES AND WATER AND SEWER PLANTS AND SUBSTATIONS. THE SCOPE OF WORK OF THE PLUMBING CONTRACTOR ALSO INCLUDES THE DESIGN, WHEN NOT PROHIBITED BY LAW, AND INSTALLATION, MAINTENANCE, REPAIR, ALTERATION, OR EXTENSION OF AIR-PIPING, VACUUM LINE PIPING, OXYGEN LINE PIPING, NITROUS OXIDE PIPING, **AND ALL RELATED MEDICAL GAS SYSTEMS (MED GAS CERTIFICATE REQUIRED IN ADDITION TO LICENSURE)**, FIRE LINE STANDPIPES AND FIRE SPINKLERS TO THE EXTENT AUTHORIZED BY LAW, INK AND CHEMICAL LINES, FUEL OIL AND GASOLINE PIPING AND TANK AND PUMP INSTALLATION, EXCEPT BULK STORAGE PLANTS, AND PNEUMATIC CONTROL PIPING SYSTEMS, ALL IN SUCH A MANNER AS TO COMPLY WITH ALL PLANS, SPECIFICATIONS, CODES, LAWS, AND REGULATIONS APPLICABLE. THE SCOPE OF WORK OF THE PLUMBING CONTRACTOR SHALL APPLY TO PRIVATE PROPERTY AND PUBLIC PROPERTY, SHALL INCLUDE ANY EXCAVATION WORK INCIDENTAL THERETO, AND SHALL INCLUDE THE WORK OF THE SPECIALTY PLUMBING CONTRACTOR. SUCH CONTRACTOR SHALL SUBCONTRACT, WITH A QUALIFIED CONTRACTOR IN THE FIELD CONCERNED, ALL OTHER WORK INCIDENTAL TO THE WORK BUT WHICH IS SPECIFIED HEREIN AS BEING THE WORK OF A TRADE OTHER THAN THAT OF A PLUMBING CONTRACTOR. NOTHING IN THIS DEFINITION SHALL BE CONSTRUED TO LIMIT THE SCOPE OF WORK OF ANY SPECIALTY CONTRACTOR CERTIFIED PURSUANT TO S.489.113(6). NOTHING IN THIS DEFINITION SHALL BE CONSTRUED TO REQUIRE CERTIFICATION OR REGISTRATION UNDER THIS PART OF ANY AUTHORIZED EMPLOYEE OF A PUBLIC NATURAL GAS UTILITY OR OF A PRIVATE NATURAL GAS UTILITY REGULATED BY THE PUBLIC SERVICE COMMISSION WHEN DISCONNECTING AND RECONNECTING WATER LINES IN THE SERVICING OR REPLACEMENT OF AN EXISTING WATER HEATER. EFFECTIVE 7/1/2012 - IN ADDITION TO EXISTING SCOPE, THIS CONTRACTOR CAN ALSO PERFORM DRAIN CLEANING AND CLEARING AND INSTALLATION OR REPAIR OF RAINWATER CATCHMENT SYSTEMS.

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<b>Contractor:</b>	SC-CFC052702 * MCLAUGHLIN, THOMAS ALLEN * CERTIFIED ENVIRONMENTAL SERVICES INC/METRO ROOTER		
<b>Lic Type:</b>	STATE CERTIFIED * CERTIFIED PLUMBING CONTRACTOR *		
<b>Address:</b>	8892 NORMANDY BLVD		
<b>City:</b>	JACKSONVILLE	<b>St:</b>	FL Zip: 32221
<b>Phone:</b>	904-695-1911	<b>Ph2:</b>	
<b>Fax:</b>	904-695-1800	<b>Cell:</b>	
<b>Email:</b>	john@metrorooter.com	<input type="checkbox"/> No Early Power Privilege	
	MCLAUGHLIN, THOMAS ALLEN * CERTIFIED ENVIRONMENTAL SERVICES INC/METRO ROOTER State Certificate ok 8/31/2018 Workman Comp ok 5/1/2018 Liability ok 8/17/2018		
<b>Scope:</b>	STATE CERTIFIED/STATE TESTED - EXECUTION OF CONTRACTS REQUIRING THE EXPERIENCE, FINANCIAL MEANS, KNOWLEDGE, AND SKILL TO INSTALL, MAINTAIN, REPAIR, ALTER, EXTEND, OR WHEN NOT PROHIBITED BY LAW, DESIGN PLUMBING. A PLUMBING CONTRACTOR MAY INSTALL, MAINTAIN, REPAIR, ALTER, EXTEND, OR WHEN NOT PROHIBITED BY LAW, DESIGN THE FOLLOWING WITHOUT OBTAINING ANY ADDITIONAL LOCAL REGULATORY LICENSE, CERTIFICATE, OR REGISTRATION: SANITARY DRAINAGE OR STORM DRAINAGE FACILITIES, VENTING SYSTEMS, PUBLIC OR PRIVATE WATER SUPPLY SYSTEMS, SEPTIC TANKS, DRAINAGE AND SUPPLY WELLS, SWIMMING POOL PIPING, IRRIGATION SYSTEMS, OR SOLAR HEATING WATER SYSTEMS AND ALL APPURTENANCES, APPARATUS, OR EQUIPMENT USED IN CONNECTION THEREWITH, INCLUDING BOILERS AND PRESSURE PROCESS PIPING AND INCLUDING THE INSTALLATION OF WATER, NATURAL GAS, LIQUEFIED PETROLEUM GAS AND RELATED VENTING, AND STORM AND SANITARY SEWER LINES AND WATER AND SEWER PLANTS AND SUBSTATIONS. THE SCOPE OF WORK OF THE PLUMBING CONTRACTOR ALSO INCLUDES THE DESIGN, WHEN NOT PROHIBITED BY LAW, AND INSTALLATION, MAINTENANCE, REPAIR, ALTERATION, OR EXTENSION OF AIR-PIPING, VACUUM LINE PIPING, OXYGEN LINE PIPING, NITROUS OXIDE PIPING, <b>AND ALL RELATED MEDICAL GAS SYSTEMS (MED GAS CERTIFICATE REQUIRED IN ADDITION TO LICENSURE)</b> , FIRE LINE STANDPIPES AND FIRE SPINKLERS TO THE EXTENT AUTHORIZED BY LAW, INK AND CHEMICAL LINES, FUEL OIL AND GASOLINE PIPING AND TANK AND PUMP INSTALLATION, EXCEPT BULK STORAGE PLANTS, AND PNEUMATIC CONTROL PIPING SYSTEMS, ALL IN SUCH A MANNER AS TO COMPLY WITH ALL PLANS, SPECIFICATIONS, CODES, LAWS, AND REGULATIONS APPLICABLE. THE SCOPE OF WORK OF THE PLUMBING CONTRACTOR SHALL APPLY TO PRIVATE PROPERTY AND PUBLIC PROPERTY, SHALL INCLUDE ANY EXCAVATION WORK INCIDENTAL THERETO, AND SHALL INCLUDE THE WORK OF THE SPECIALTY PLUMBING CONTRACTOR. SUCH CONTRACTOR SHALL SUBCONTRACT, WITH A QUALIFIED CONTRACTOR IN THE FIELD CONCERNED, ALL OTHER WORK INCIDENTAL TO THE WORK BUT WHICH IS SPECIFIED HEREIN AS BEING THE WORK OF A TRADE OTHER THAN THAT OF A PLUMBING CONTRACTOR. NOTHING IN THIS DEFINITION SHALL BE CONSTRUED TO LIMIT THE SCOPE OF WORK OF ANY SPECIALTY CONTRACTOR CERTIFIED PURSUANT TO S.489.113(6). NOTHING IN THIS DEFINITION SHALL BE CONSTRUED TO REQUIRE CERTIFICATION OR REGISTRATION UNDER THIS PART OF ANY AUTHORIZED EMPLOYEE OF A PUBLIC NATURAL GAS UTILITY OR OF A PRIVATE NATURAL GAS UTILITY REGULATED BY THE PUBLIC SERVICE COMMISSION WHEN DISCONNECTING AND RECONNECTING WATER LINES IN THE SERVICING OR REPLACEMENT OF AN EXISTING WATER HEATER. EFFECTIVE 7/1/2012 - IN ADDITION TO EXISTING SCOPE, THIS CONTRACTOR CAN ALSO PERFORM DRAIN CLEANING AND CLEARING AND INSTALLATION OR REPAIR OF RAINWATER CATCHMENT SYSTEMS.		

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<b>Contractor:</b>	SC-CFC1429533 * SINCLAIR, JAMES W * MR ROOTER PLUMBING		
<b>Lic Type:</b>	STATE CERTIFIED * CERTIFIED PLUMBING CONTRACTOR *		
<b>Address:</b>	29 ENTERPRISE DR		
<b>City:</b>	BUNELL	<b>St:</b>	FL <b>Zip:</b> 32100
<b>Phone:</b>	386-439-3333	<b>Ph2:</b>	
<b>Fax:</b>	386-264-6732	<b>Cell:</b>	
<b>Email:</b>	MELISA@CFLMRROOTER.	<input type="checkbox"/> No Early Power Privilege	
	SINCLAIR, JAMES W * MR ROOTER PLUMBING State Certificate ok 8/31/2018 Workman Comp ok 3/1/2018 Liability ok 8/15/2018		
	<a href="#">Close</a>		
<b>Scope:</b> STATE CERTIFIED/STATE TESTED - EXECUTION OF CONTRACTS REQUIRING THE EXPERIENCE, FINANCIAL MEANS, KNOWLEDGE, AND SKILL TO INSTALL, MAINTAIN, REPAIR, ALTER, EXTEND, OR WHEN NOT PROHIBITED BY LAW, DESIGN PLUMBING. A PLUMBING CONTRACTOR MAY INSTALL, MAINTAIN, REPAIR, ALTER, EXTEND, OR WHEN NOT PROHIBITED BY LAW, DESIGN THE FOLLOWING WITHOUT OBTAINING ANY ADDITIONAL LOCAL REGULATORY LICENSE, CERTIFICATE, OR REGISTRATION: SANITARY DRAINAGE OR STORM DRAINAGE FACILITIES, VENTING SYSTEMS, PUBLIC OR PRIVATE WATER SUPPLY SYSTEMS, SEPTIC TANKS, DRAINAGE AND SUPPLY WELLS, SWIMMING POOL PIPING, IRRIGATION SYSTEMS, OR SOLAR HEATING WATER SYSTEMS AND ALL APPURTENANCES, APPARATUS, OR EQUIPMENT USED IN CONNECTION THEREWITH, INCLUDING BOILERS AND PRESSURE PROCESS PIPING AND INCLUDING THE INSTALLATION OF WATER, NATURAL GAS, LIQUEFIED PETROLEUM GAS AND RELATED VENTING, AND STORM AND SANITARY SEWER LINES AND WATER AND SEWER PLANTS AND SUBSTATIONS. THE SCOPE OF WORK OF THE PLUMBING CONTRACTOR ALSO INCLUDES THE DESIGN, WHEN NOT PROHIBITED BY LAW, AND INSTALLATION, MAINTENANCE, REPAIR, ALTERATION, OR EXTENSION OF AIR-PIPING, VACUUM LINE PIPING, OXYGEN LINE PIPING, NITROUS OXIDE PIPING, <b>AND ALL RELATED MEDICAL GAS SYSTEMS (MED GAS CERTIFICATE REQUIRED IN ADDITION TO LICENSURE)</b> , FIRE LINE STANDPIPES AND FIRE SPINKLERS TO THE EXTENT AUTHORIZED BY LAW, INK AND CHEMICAL LINES, FUEL OIL AND GASOLINE PIPING AND TANK AND PUMP INSTALLATION, EXCEPT BULK STORAGE PLANTS, AND PNEUMATIC CONTROL PIPING SYSTEMS, ALL IN SUCH A MANNER AS TO COMPLY WITH ALL PLANS, SPECIFICATIONS, CODES, LAWS, AND REGULATIONS APPLICABLE. THE SCOPE OF WORK OF THE PLUMBING CONTRACTOR SHALL APPLY TO PRIVATE PROPERTY AND PUBLIC PROPERTY, SHALL INCLUDE ANY EXCAVATION WORK INCIDENTAL THERETO, AND SHALL INCLUDE THE WORK OF THE SPECIALTY PLUMBING CONTRACTOR. SUCH CONTRACTOR SHALL SUBCONTRACT, WITH A QUALIFIED CONTRACTOR IN THE FIELD CONCERNED, ALL OTHER WORK INCIDENTAL TO THE WORK BUT WHICH IS SPECIFIED HEREIN AS BEING THE WORK OF A TRADE OTHER THAN THAT OF A PLUMBING CONTRACTOR. NOTHING IN THIS DEFINITION SHALL BE CONSTRUED TO LIMIT THE SCOPE OF WORK OF ANY SPECIALTY CONTRACTOR CERTIFIED PURSUANT TO S.489.113(6). NOTHING IN THIS DEFINITION SHALL BE CONSTRUED TO REQUIRE CERTIFICATION OR REGISTRATION UNDER THIS PART OF ANY AUTHORIZED EMPLOYEE OF A PUBLIC NATURAL GAS UTILITY OR OF A PRIVATE NATURAL GAS UTILITY REGULATED BY THE PUBLIC SERVICE COMMISSION WHEN DISCONNECTING AND RECONNECTING WATER LINES IN THE SERVICING OR REPLACEMENT OF AN EXISTING WATER HEATER. EFFECTIVE 7/1/2012 - IN ADDITION TO EXISTING SCOPE, THIS CONTRACTOR CAN ALSO PERFORM DRAIN CLEANING AND CLEARING AND INSTALLATION OR REPAIR OF RAINWATER CATCHMENT SYSTEMS.			

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**Contractor:** BL-5753 \* MARRERO, JOSUE \* MARRERO BUILDERS LLC

**Lic Type:** CLASS 1 B/L \* RESIDENTIAL CONTRACTOR \*

**Address:** 25 MENENDEZ RD

**City:** ST AUGUSTINE **St:** FL **Zip:** 32080

**Phone:** 904-315-1990 **Ph2:**

**Fax:** **Cell:**

**Email:** [swaymarrero@gmail.com](mailto:swaymarrero@gmail.com)  No Early Power Privilege

MARRERO, JOSUE \* MARRERO BUILDERS LLC  
 County License Issued 11/14/2017  
 County License Effective until 9/30/2019  
 State Reg ok 8/31/2019  
 Workman Comp ok 11/13/2019  
 Liability ok 10/27/2018

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**Scope:** LOCALLY LICENSED-STATE REGISTERED - MAY ADVERTISE, CONTRACT AND WORK FOR THE GENERAL PUBLIC! LIMITED TO CONSTRUCTION, REMODELING, REPAIR OR IMPROVEMENT OF ONE,TWO, OR THREE FAMILY RESIDENCES OR TOWNHOMES AND IS AUTHORIZED TO PERFORM THE WORK OF ALL SPECIALTY BUILDING TRADES. NOT EXCEEDING TWO HABITABLE STORIES ABOVE NO MORE THAN ONE UNINHABITABLE STORY AND ACCESSORY USE STRUCTURES IN CONNECTION THEREWITH. EFFECTIVE 7/1/2012 - CAN PULL PERMITS TO DEMOLISH ONE,TWO, OR THREE FAMILY RESIDENCES OR TOWNHOMES.

**\*THIS CONTRACTOR CANNOT WORK ON CONDOMINIUMS OR ANY COMMERCIAL BUILDINGS OR ANY RELATED COMMERCIAL CONSTRUCTION.\***

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<b>Contractor:</b>	SC-CCC1329048 * HESTER, KELLY JEAN * HESTER'S ROOFING AND COATING INC		
<b>Lic Type:</b>	STATE CERTIFIED * CERTIFIED ROOFING CONTRACTOR *		
<b>Address:</b>	210 MIMOSA ROAD		
<b>City:</b>	ST. AUGUSTINE	<b>St:</b>	FL <b>Zip:</b> 32086
<b>Phone:</b>	904-315-5565	<b>Ph2:</b>	
<b>Fax:</b>		<b>Cell:</b>	
<b>Email:</b>	hesters1453@att.net	<input type="checkbox"/> No Early Power Privilege	
	HESTER, KELLY JEAN * HESTER'S ROOFING AND COATING INC State Certificate ok 8/31/2018 Workman Comp ok 3/31/2018 Liability ok 2/4/2018		
	<a href="#">Close</a>		
<b>Scope:</b>	STATE CERTIFIED-STATE TESTED CONTRACTOR SERVICES ARE UNLIMITED IN THE ROOFING TRADE AND WHO HAS EXPERIENCE, KNOWLEDGE AND SKILL TO INSTALL, MAINTAIN, REPAIR, ALTER, EXTEND OR DESIGN, WHEN NOT PROHIBITED BY LAW AND USE MATERIALS AND ITEMS USED IN THE INSTALLATION, MAINTENANCE, EXTENSION, AND ALTERNATION OF ALL KINDS OF ROOFING, WATERPROOFING, AND COATING, EXCEPT WHEN COATING IS NOT REPRESENTED TO PROTECT, REPAIR, WATERPROOF, STOP LEAKS, OR EXTEND THE LIFE OF THE ROOF. EFFECTIVE 7/1/08-THE SCOPE OF WORK OF A ROOFING CONTRACTOR ALSO INCLUDES REQUIRED ROOF-DECK ATTACHMENTS AND ANY REPAIR OR REPLACEMENT OF WOOD ROOF SHEATHING OR FASCIA AS NEEDED DURING ROOF REPAIR OR REPLACEMENT. EFFECTIVE 7/1/2012 -THE SCOPE IS EXPANDED TO INCLUDE SKYLIGHTS.		

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**Contractor:** BL-5472 \* BROWN, MARK RODNEY \* MARK IT RIGHT BUILDERS LLC

**Lic Type:** CLASS I B/L \* RESIDENTIAL CONTRACTOR \*

**Address:** 127 JASMINE RD

**City:** ST AUGUSTINE **St:** FL **Zip:** 32086

**Phone:** 904-814-0512 **Ph2:**

**Fax:** **Cell:**

**Email:** markitright@bellsouth.net  No Early Power Privilege

BROWN, MARK RODNEY \* MARK IT RIGHT BUILDERS LLC  
 County License Issued 8/16/2017  
 County License Effective until 9/30/2019  
 State Reg ok 8/31/2019  
 Workman Comp ok 4/8/2018  
 Liability delinquent 12/15/2017

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**Scope:** LOCALLY LICENSED-STATE REGISTERED - MAY ADVERTISE, CONTRACT AND WORK FOR THE GENERAL PUBLIC! LIMITED TO CONSTRUCTION, REMODELING, REPAIR OR IMPROVEMENT OF ONE,TWO, OR THREE FAMILY RESIDENCES OR TOWNHOMES AND IS AUTHORIZED TO PERFORM THE WORK OF ALL SPECIALTY BUILDING TRADES. NOT EXCEEDING TWO HABITABLE STORIES ABOVE NO MORE THAN ONE UNINHABITABLE STORY AND ACCESSORY USE STRUCTURES IN CONNECTION THEREWITH. EFFECTIVE 7/1/2012 - CAN PULL PERMITS TO DEMOLISH ONE,TWO, OR THREE FAMILY RESIDENCES OR TOWNHOMES.

**\*THIS CONTRACTOR CANNOT WORK ON CONDOMINIUMS OR ANY COMMERCIAL BUILDINGS OR ANY RELATED COMMERCIAL CONSTRUCTION.\***

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<b>Contractor:</b>	BL-5526 * KEITH, VERNON D. * CONSTRUCTION DEBRIS REMOVAL INC		
<b>Lic Type:</b>	CLASS II * DEMOLITION CONTRACTOR *		
<b>Address:</b>	1535 STATE ROAD 207		
<b>City:</b>	ST AUGUSTINE	<b>St:</b>	FL <b>Zip:</b> 32086
<b>Phone:</b>	904-824-4460	<b>Ph2:</b>	904-471-9705
<b>Fax:</b>	904-824-7287	<b>Cell:</b>	
<b>Email:</b>	cdrdemo@bellsouth.net	<input type="checkbox"/> <b>No Early Power Privilege</b>	
	KEITH, VERNON D. * CONSTRUCTION DEBRIS REMOVAL INC County License Issued 8/21/2017 County License Effective until 9/30/2019 Workman Comp with 30 days 1/1/2018 Liability ok 4/9/2018		
<b>Scope:</b>	THIS CONTRACTOR CAN SUB-CONTRACT FROM LICENSED GENERAL, BUILDING AND RESIDENTIAL CONTRACTORS OR LICENSED DEMOLITION CONTRACTORS ONLY! <b>MAY WORK FOR OR CONTRACT WITH THE GENERAL PUBLIC!</b> QUALIFIED TO PERFORM THE DEMOLITION AND REMOVAL OF STRUCTURES AND FOUNDATIONS, RESIDENTIAL AND COMMERCIAL, AND INCIDENTAL GRUBBING AND CLEARING.		

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<b>Contractor:</b>	ST-1726 * FITZPATRICK, GARY * MASTER CRAFT WINDOW & DOOR INC		
<b>Lic Type:</b>	CLASS II B/L * FINISH CARPENTRY CONTRACTOR *		
<b>Address:</b>	7 SAN BARTOLA DRIVE		
<b>City:</b>	ST AUGUSTINE	<b>St:</b>	FL <b>Zip:</b> 32086
<b>Phone:</b>	904-829-3934	<b>Ph2:</b>	
<b>Fax:</b>	904-824-1808	<b>Cell:</b>	
<b>Email:</b>	mwindows1@comcast.net	<input type="checkbox"/> No Early Power Privilege	
	FITZPATRICK, GARY * MASTER CRAFT WINDOW & DOOR INC County License Issued 8/18/2017 County License Effective until 9/30/2019 Workman Comp ok 3/1/2018 Liability ok 7/1/2018		
<b>Scope:</b>	THIS CONTRACTOR CAN SUBCONTRACT FROM LICENSED GENERAL, BUILDING, RESIDENTIAL CONTRACTORS, CARPENTERS OR FINISH CARPENTRY CONTRACTORS ONLY. MAY ADVERTISE, CONTRACT AND WORK FOR THE GENERAL PUBLIC! THOSE WHO HAVE THE KNOWLEDGE AND SKILL TO INSTALL FINISH WOOD PRODUCTS INCLUDING WOOD FLOORING, PANELING, TRIM, CABINETRY, DOORS, GARAGE DOORS, WINDOWS (INCLUDING METAL) AND ALL HARDWARE INCIDENTAL THERETO HURRICANE SHUTTERS. THIS CONTRACTOR CAN ADVERTISE AND QUOTE TO THE GENERAL PUBLIC. THIS CONTRACTOR MAY ALSO INSTALL ALL TYPES OF SIDING, SOFFITT, FASCIA.		

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<b>Contractor:</b>	ST-8953 * OMOSIGHO, WILFRED * FREELANCE PAINTING & PRESSURE WASHING INC		
<b>Lic Type:</b>	CLASS III * PAINTING CONTRACTOR *		
<b>Address:</b>	231 S NASSAU ST		
<b>City:</b>	ST AUGUSTINE	<b>St:</b>	FL Zip: 32084
<b>Phone:</b>	904-315-3474	<b>Ph2:</b>	
<b>Fax:</b>		<b>Cell:</b>	
<b>Email:</b>	FROEDDYOMO249@GMAIL	<input type="checkbox"/> No Early Power Privilege	
	OMOSIGHO, WILFRED * FREELANCE PAINTING & PRESSURE WASHING INC County License Issued 8/9/2017 County License Effective until 9/30/2019 Workman Comp ok 12/7/2018 Liability delinquent 12/4/2017		
<b>Scope:</b>	THIS CONTRACTOR CAN SUB-CONTRACT FROM LICENSED GENERAL, BUILDING AND RESIDENTIAL CONTRACTORS OR LICENSED PAINTING CONTRACTORS ONLY! <b>MAY NOT WORK FOR OR CONTRACT WITH THE GENERAL PUBLIC!</b> THOSE WHO ARE QUALIFIED TO USE SPRAYING EQUIPMENT AS WELL AS HAND TOOLS TO FINISH BOTH EXTERIOR AND INTERIOR WORK. A PAINTING CONTRACTOR MAY DO PAPERHANGING, SANDBLASTING, WATERPROOFING. MAY CLEAN AND FINISH ROOFS IF NOT GIVING A WARRANTY FOR THE WORK. INCLUDES COMMERCIAL AND RESIDENTIAL PAINTING WORK.		

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<b>Contractor:</b>	ST-3946 * FLIPPIN, JAMES MARK * A KITCHEN CONNECTION		
<b>Lic Type:</b>	CLASS III B/L * CABINET INSTALLATION CONTRACTOR *		
<b>Address:</b>	2495 DOBBS ROAD		
<b>City:</b>	ST AUGUSTINE	<b>St:</b>	FL <b>Zip:</b> 32086
<b>Phone:</b>	904-829-0088	<b>Ph2:</b>	
<b>Fax:</b>	904-829-3053	<b>Cell:</b>	
<b>Email:</b>	info@akitchenconnection.com	<input type="checkbox"/> <b>No Early Power Privilege</b>	

FLIPPIN, JAMES MARK \* A KITCHEN CONNECTION  
 County License Issued 9/14/2017  
 County License Effective until 9/30/2019  
 Workman Comp ok 2/7/2019  
 Liability ok 4/10/2018

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**Scope:** THIS CONTRACTOR CAN SUBCONTRACT FROM LICENSED GENERAL, BUILDING, RESIDENTIAL CONTRACTORS OR CARPENTERS, FINISH CARPENTERS, TRIM CARPENTERS AND CABINET INSTALLER CONTRACTORS. **MAY ADVERTISE, CONTRACT AND WORK FOR THE GENERAL PUBLIC!** THOSE WHO ARE QUALIFIED TO INSTALL, REPAIR, REFACE CABINETS AND COUNTER TOPS AND INCIDENTAL TRIM PRODUCTS.

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<b>Contractor:</b>	SC-CUC056991 * BURNEY, JACKSON KEITH * BURNEY SEPTIC TANK SERVICE INC		
<b>Lic Type:</b>	STATE CERTIFIED * CERTIFIED UNDERGROUND UTILITY & EXCAVATION CONTRACTOR *		
<b>Address:</b>	24 PELLICER LANE		
<b>City:</b>	ST AUGUSTINE	<b>St:</b>	FL Zip: 32084
<b>Phone:</b>	904-829-2953	<b>Ph2:</b>	
<b>Fax:</b>	904-829-2708	<b>Cell:</b>	
<b>Email:</b>	eburneys@bellsouth.net		<input type="checkbox"/> No Early Power Privilege
	BURNEY, JACKSON KEITH * BURNEY SEPTIC TANK SERVICE INC State Certificate ok 8/31/2018 Workmen Comp with 30 days 1/1/2018 Liability ok 11/1/2018		
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**Scope:**

Services are limited to the construction, installation, and repair on public or private property, whether accomplished through open excavations or through other means, including, but not limited to; Directional Drilling, Auger Boring, Jacking and Boring, Trenchless Technologies, Wet and Dry Taps, Grouting and Slip Lining of Main Sanitary Sewer Collection Systems, Main Water Distribution Systems, Storm Sewer Collection Systems, and the Continuation of Utility Lines from the Main Systems to a point of termination up to and including the Meter location for the individual occupancy, Sewer Collections Systems at property lines on residential or single-occupancy commercial properties, or on multi-occupancy properties at Manhole or WYE Lateral extended to an invert elevation as engineered to accommodate future Building Sewers, Water Distribution Systems, or Storm Sewer Collection Systems at Storm Sewer Structures. However, an Underground Utility and Excavation Contractor may install Empty Underground Conduits in Right-of-Ways, Easements, Platted Right-of-Ways in new site development, and Sleeves for parking lot crossings no smaller than 2 inches in diameter, provided that each Conduit System installed is designed by a licensed Professional Engineer or an Authorized Employee of a Municipality, County or Public Utility and that the installation of any such conduit does not include installation of any Conductor Wiring or Connection to an Energized Electrical System. **AN UNDERGROUND UTILITY AND EXCAVATION CONTRACTOR SHALL NOT INSTALL ANY PIPING THAT IS AN INTEGRAL PART OF A FIRE PROTECTION SYSTEM AS DEFINED IN S.633.021 BEGINNING AT THE POINT WHERE THE PIPING IS USED EXCLUSIVELY FOR SUCH SYSTEM.**

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SJC Home



## St. Johns County Building Services

4040 Lewis Speedway, St. Augustine, FL 32084. 904 827-6800 fax 904 827-6849



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**Contractor:** BL-5798 \* ROBINSON, CURTIS J. \* EAST COAST SEPTIC SERVICES LLC  
**Lic Type:** CLASS I B/L \* UNDERGROUND UTILITY & EXCAVATION CONTRACTOR \*  
**Address:** 800 PORTO CRISTO AVE  
**City:** ST AUGUSTINE **St:** FL **Zip:** 32092  
**Phone:** 904-545-6241 **Ph2:**  
**Fax:** **Cell:**  
**Email:** eastcoastseptic@gmail.com  **No Early Power Privilege**

ROBINSON, CURTIS J. \* EAST COAST SEPTIC SERVICES LLC  
 County License Issued 9/22/2017  
 County License Effective until 9/30/2019  
 State Reg ok 8/31/2019  
 Workman Comp ok 7/31/2019  
 Liability ok 2/25/2018

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**Scope:** QUALIFIED TO INSTALL, MAINTAIN, REPAIR, ALTER, OR EXTEND ANY STORM SEWER MAIN OR LATERALS, ANY SANITARY SEWER MAIN OR LATERALS, OR ANY WATER MAIN OR SERVICE.

SERVICES ARE LIMITED TO THE CONSTRUCTION, INSTALLATION, AND REPAIR, ON PUBLIC OR PRIVATE PROPERTY, WHETHER ACCOMPLISHED THROUGH OPEN EXCAVATIONS OR THROUGH OTHER MEANS, INCLUDING, BUT NOT LIMITED TO, DIRECTIONAL DRILLING, AUGER BORING, JACKING AND BORING, TRENCHLESS TECHNOLOGIES, WET AND DRY TAPS, GROUTING, AND SLIP LINING, OF MAIN SANITARY SEWER COLLECTION SYSTEMS, MAIN WATER DISTRIBUTION SYSTEMS, STORM SEWER COLLECTION SYSTEMS, AND THE CONTINUATION OF UTILITY LINES FROM THE MAIN SYSTEMS TO A POINT OF TERMINATION UP TO AND INCLUDING THE METER LOCATION FOR THE INDIVIDUAL OCCUPANCY, SEWER COLLECTION SYSTEMS AT PROPERTY LINE ON RESIDENTIAL OR SINGLE-OCCUPANCY COMMERCIAL PROPERTIES, OR ON MULTI-OCCUPANCY PROPERTIES AT MANHOLE OR WYE LATERAL EXTENDED TO AN INVERT ELEVATION AS ENGINEERED TO ACCOMMODATE FUTURE BUILDING SEWERS, WATER DISTRIBUTION SYSTEMS, OR STORM SEWER COLLECTION SYSTEMS AT STORM SEWER STRUCTURES. HOWEVER, AN UNDERGROUND UTILITY AND EXCAVATION CONTRACTOR MAY INSTALL EMPTY UNDERGROUND CONDUITS IN RIGHTS-OF-WAY, EASEMENTS, PLATTED RIGHTS-OF-WAY IN NEW SITE DEVELOPMENT, AND SLEEVES FOR PARKING LOT CROSSINGS NO SMALLER THAN 2 INCHES IN DIAMETER, PROVIDED THAT EACH CONDUIT SYSTEM INSTALLED IS DESIGNED BY A LICENSED PROFESSIONAL ENGINEER OR AN AUTHORIZED EMPLOYEE OF A MUNICIPALITY, COUNTY OR PUBLIC UTILITY AND THAT THE INSTALLATION OF ANY SUCH CONDUIT DOES NOT INCLUDE INSTALLATION OF ANY CONDUCTOR WIRING OR CONNECTION TO AN ENERGIZED ELECTRICAL SYSTEM. **AN UNDERGROUND UTILITY AND EXCAVATION CONTRACTOR SHALL NOT INSTALL ANY PIPING THAT IS AN INTEGRAL PART OF A FIRE PROTECTION SYSTEM AS DEFINED IN S.633.021 BEGINNING AT THE POINT WHERE THE PIPING IS USED EXCLUSIVELY FOR SUCH SYSTEM.**

**St John's County Building Services - Protecting Life, Health and Property**

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**REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**ATTACHMENT "H"**

**COMPANY STAFF AND SUB-CONTRACTOR CERTIFICATIONS**

Each Respondent shall complete and submit Attachment "H" Company Staff and Sub-Contractor Certifications along with resume of each named individual with the submitted RFP.

<b>COMPANY STAFF AND SUB-CONTRACTOR CERTIFICATIONS</b> (* attach resume of each individual identified)		
<b>STAFF / SUBCONTRACTOR NAME</b>	<b>TITLE</b>	<b>CERTIFICATION(S)</b>
Bill Lazar	Director/Qualifying Agent	State Certified Residential Contractor- 1329155
Susan Giddens	Rehab Program Manager	NA
Cheryl VanLandingham	Office Manager/intake support	Florida Housing Coalition Training Webinars- no certification
Ann Henry	Rehab Intake Specialist	Florida Housing Coalition Training Webinars- no certification

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

<b>SJHP Staff</b>	<b>Task</b>	<b>Name and Qualifications</b>
Executive Director/ General Contractor	primary oversight and review of construction management process, SJHP rental properties, public presentations and Qualifying Agent for SJHP,	<u>Bill Lazar</u> - 30 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> - 30 years construction experience and supervision in all aspects of residential construction. 7 years managing the SJHP Rehab Program
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>Ann Henry</u> - 2 years with SJHP as intake coordinator and support staff for the Rehab Program.. Trained in all aspects of income verification and contract requirements. Works with client families, reviews household eligibility for multiple leveraging efforts. <u>Cheryl VanLandingham</u> – 4 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>Cody Stanley</u> : Master Carpenter, Union Certified Journeyman, 30+ years in construction <u>Artie Taylor</u> : WAP Inspector, 30+ years in construction

**Sub-contractor Qualifications:**

The SJHP only hires contractors who are already licensed and approved by the St Johns County Licensing Department: St. Johns County Contractor Licensing : 904-827-6820 or [conlicen@sjcfl.us](mailto:conlicen@sjcfl.us).

Because of the tight labor market, the SJHP will periodically search for additional subcontractors, properly licensed and insured as is needed during the course of the year. Many subcontractors are not used to working in sub-standard housing conditions and with the current demand for services, they are not always interested in continuing to bid on our work. All of our current vendors do not charge for estimates, and that is a determining factor in soliciting new vendors.

**Please see the Attached list of current SJHP vendors**



## RESUME

William N. Lazar  
6872 Sea Cove Avenue East  
St. Augustine, FL 32086  
(904) 797-6236

### WORK EXPERIENCE

January 1, 1998 to Present : Executive Director, St. Johns Housing Partnership

Responsible for start up, contract management and resource development for new 501(c)3 agency dedicated to promoting affordable housing in St. Johns County Florida. Began with organizational budget of \$115,000 SHIP rehab contract and staff of three. Developed housing programs with affordable housing programs in Duval, St. Johns and Clay Counties. Since 1998, the SJHP has provided home repairs to over 225 homes annually. In 2002, SJHP created Home Buyer, Credit Counseling and Foreclosure Prevention services as a critical part of their housing program. The SJHP provides a variety of housing services, from foreclosure prevention and credit counseling, to homeownership opportunities and managing rental property.

Bill is a licensed residential contractor, recently became a green rater for FGBC programs, and has been certified through the NAHB Certified Aging in Place program and the National Healthy Homes. Bill is a founding member of the Florida Weatherization Network, served one term on the board of directors for the Florida Green Building Coalition, serves on several advisory board for local high school construction programs and has served on the board of the St. Johns Builders Council for over 14 years.

June 1, 1994 to December 31, 1997: PROGRAM DIRECTOR FOR THE NEIGHBORHOOD HOUSING REHAB/H.E.A.R.T. PROGRAM OF THE JACKSONVILLE HOUSING PARTNERSHIP, INC.

Responsible for management and overall supervision of 12 program staff with a budget of \$1,000,000 ending in 1996. The Duval County program served over 250 low-income families each year through a combination of subcontractors, staff and volunteers providing emergency repairs. Duties included program development, writing grants and contract proposals, contract negotiations and reporting, public speaking, fiscal duties include budget work and client documentation, and staff development. Additional duties applied to start up and operational management of a similar program in St. Johns County begun in 1995. The St. Johns County program comprised a staff of 4 serving 50 homes a year.

Five years experience planning annual neighborhood rehab program with a budget of \$200,000, utilizing 1000 community volunteers involved in providing rehab work. Project duties included resource development, volunteer recruitment and training.

Initiated partnership with Jacksonville Electric Authority to provide a fee for service with energy audits on the homes of low-income clients for the JEA.

Contract experiences included : City of Jacksonville Community Development Block Grant , State of Florida SHIP program, Area Agency on Aging-Title III-B, and Florida Department of Community Affairs FloridaFix program, City of Jacksonville Public Services Grant. Additional funds from local foundations contributed approximately \$20,000 annually.

October 1, 1989 - May 30, 1994: PROGRAM DIRECTOR - Helping the Elderly Attain Repairs Today (H.E.A.R.T.), LUTHERAN SOCIAL SERVICES OF NORTHEAST FLORIDA, INC.

Administer program for low-income elderly homeowners with budget of \$340,000 serving 125 households. Supervision of 5 program staff, duties included direct supervision of personnel matters and day to day scheduling.

Coordinate volunteer recruitment and project planning.

Supervise intake and evaluation of home repairs, and maintain all client files.

Oversee contracts with JHUD Community Development Block Grant and SHIP funds Area Agency on Aging-Title III-B, Florida Department of Community Affairs Florida Fix program and United Way. Responsible for resource development, leveraging new sources of funding for H.E.A.R.T., including cash, materials and donations. Provide community consultation education.

March 1988 - September 30, 1989: PROJECT MANAGER - H.E.A.R.T. PROJECT; LUTHERAN SOCIAL SERVICES OF NORTHEAST FLORIDA, INC.

Responsible for start up and implementation of trial program providing minor repairs to low income seniors. Duties included estimation, evaluation and construction of minor emergency repairs for low-income seniors; including recruitment and supervision of volunteer help, administrative and budgeting responsibilities, and community education. Actively solicited donations of funds and materials. Hands on experience included weatherization (doors and windows), carpentry, plumbing, minor electrical and roofing repairs.

#### Education :

1979 B.A. University of Florida – Philosophy

#### Community Service:

St Johns Builders Council, Board of Directors - 2006-2016 , 2010 and 2012 Chairman of Board of Directors

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

Pedro Menendez High Schools Construction Academy Advisory Board- 2007-2016

Florida Green Building Coalition Board of Directors - 2010,2011

Treasurer, Florida Weatherization Network-2011-2016

Green Building Coalition Board of Directors 2015-2018

Enterprising Women's leadership Council, St. Aug- Advisory Board 2016

#### Awards:

St. Johns Builders Council, Builder of the Year 2007

St. Augustine Sertoma Club- Service To Mankind 2007

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

2014- NEFBA - Bill Soforenko Affordable Housing Award from The NorthEast Florida Builders Association

**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- FL Department of Elder Affairs- Legacy Award for Intergenerational Services

2014-North Florida Regional Planning Council – The Regional Award for Excellence in Affordable Housing

221 Whisper Ridge Drive  
St. Augustine, Florida  
Phone: 904-819-1736  
Cell: 903-826-7229  
E-mail: susanpgiddens@aol.com

## **Susan P. Giddens**

### **WORK EXPERIENCE**

#### **2010- present- SJHP Rehab Program Manager**

Responsible for inspections and determining the scope of work for approximately 150 projects annually. Oversees entire program implementation, including managing intake staff, SJHP construction crews and subcontractors.

#### **2008-2010**

#### **Ambling Construction Co. Valdosta, Georgia Superintendent**

Responsible for the completion and owner acceptance of the project, including all units both interior and exterior. Responsible for the coordination of all subcontractors in daily activities. Responsible for the scheduling and overseeing of all phases of the project. Responsible for the coordination and supervision of assistant superintendents. Responsible for performing final walk throughs and requirements of inspectors and other government officials. Responsible for providing final documents needed for close-out of the project. Responsible for all warranty work on a daily basis.  
I have been working the past 8 months in estimating and training for a project management position.

#### **2006 - 2008**

#### **Hudson Capital, LLC Miami, Florida Construction Manager**

Responsible for the coordination and supervision of all phases of construction and development for both the commercial division and residential division throughout the United States within the corporate portfolio. Responsible for the overseeing, management and coordination of all consultants, contractors, sub-contractors, and design team. Prepare scope of work per the interior and exterior specifications.

Supervise special construction requirements per specifications provided by engineers and architects. Coordinate and perform punch-list and walk through inspections with the architect, engineer and owner. Responsible for the permitting plans and specifications with the various government agencies. Coordination of revisions, and as-built drawings with the

consultant/design profession. Prepare and coordinate with "team" the maintenance manuals, operation manuals and warranty information for distribution to the condominium association or individual tenant. Projects consisted of residential, multi-use ground-up and commercial projects for new construction as well as major renovations and condominium conversions. This also includes Historical renovations and restoration work.

**1997 - 2006**

**Summit Contractors, Inc.**

**Jacksonville, Florida**

**Superintendent**

Responsible for the coordination and supervision of all phases of multi-family construction from the ground up including but not limited to removal of trees, installing utilities, form work, framing, inspections from governmental authorities, finishing, and owner walk throughs throughout the United States. Responsible for the overseeing, management and coordination of subcontractors. Responsible for the scheduling of subcontractors. Responsible for the overseeing of the assistant superintendents in daily activities on the project. Responsible for overseeing all project safety and OSHA requirements.

Supervise special construction requirements per specifications provided by engineers and architects. Coordinate, and perform punch-list and walk through inspections with the architect, engineer and owner.

#### **CURRENT & COMPLETED CONSTRUCTION PROJECTS**

**The Park at Whispering Pines, Daphne, Alabama**

**Westridge Apartments, Jacksonville, Florida**

**Brownsmill Senior Living, Atlanta, Georgia**

**Lumpkin Park Apartments, Columbus, Georgia**

Casablanca Villas, Miami Beach, Florida

Mondrian, Miami Beach, Florida

Gardens of Bridgehampton, Jacksonville, Florida

Dolphin Reef, Jacksonville, Florida

Antigua at St. Augustine, St. Augustine, Florida

Madison Woods, Jacksonville, Florida

Bentonville Commons, Bentonville, Arkansas

Health & Science Center - University of Oklahoma, Oklahoma City

Gables of Maumelle, Maumelle, Arkansas

Wilmington, North Little Rock, Arkansas

Lighthouse Court, Orange Park, Florida

Harbor Isle, St. Augustine, Florida

LaCrosse, Wichita, Kansas

The Caryle, Greenville, South Carolina

The Reserve, Birmingham, Alabama

#### **EDUCATION**

Graduated: 1986

Concord College

Athens, West Virginia

Bachelor of Science - Education

**ACCOMPLISHMENTS**

1979 - 1983

United States Navy

**SKILLS**

Effectively handles multiple tasks simultaneously with strong organizational skills and very detailed oriented. Demonstrates ability to acquire and apply knowledge rapidly. Independent worker with minimal supervision and contributes to a team (team player). Computer literate. Ability to communicate in both speaking and understanding the Spanish language.

**PERSONAL DATA**

**Date of Birth:** June 12, 1957 - **Health:** Excellent - **Marital Status:** Married

***PERSONAL REFERENCES & PROJECTS COMPLETED TO DATE AVAILABLE UPON REQUEST***

**Ann M. Henry**

290 Chapel Road  
St. Augustine, FL 32084

904.347.5919

amhenry180@yahoo.com

**Experience**

**Haggar Clothing Company, St. Augustine, FL**  
**Key Holder/Sales Associate**

2014 – Present

- Open & closed store; processed checks, credit cards and cash transactions, freight and assist customers to the highest level of satisfaction.
- Received 100% on random Secret Shopper Evaluation.

**St. Augustine Society, Inc. - St. Francis House, St. Augustine, FL**  
**Administrative Assistant**

2011-2012

- Responsible for all administrative tasks including answering phones and emails, and assisting staff and residents with various needs.
- Located items, programs and provided referrals for other services based on client needs.
- Received pay increase for outstanding work.

**St. Johns County Social Services, St. Augustine, FL**  
**Contracts Coordinator**

1997-2002/2004-2011

- Drafted Request for proposals and contracts for annual funding of agencies, and monitored agencies.
- Accounts Payable, Report Creation and Statistical Analysis of funds and programs.
- Coordinated final arrangements for indigent Veterans and non-veterans.
- Assisted co-workers and superiors with duties in the Social Services Program.
- Scheduled and coordinated medical care with providers for clients of the Social Services Program.
- Originally hired as Office Specialist; later promoted to Contracts Coordinator.
- Never exceeded established deadlines and budgetary restraints for completion of work

**The Closing Table, Tampa, FL**  
**Real Estate Closer**

1994-2006

- Met with buyers to review documents and ensure terms match agreed upon terms.
- Disbursed refund/refinance checks to buyers.
- Documents always returned to lenders within mandated timeframe

**Additional Work History**

Florida Department of Children and Families – Paralegal Specialist

1989-1997

**Education**

University of Central Florida, Orlando, FL  
Master of Public Administration

University of Central Florida, Orlando, FL  
Bachelor of Arts, Legal Studies

Nationally Certified Paralegal (CP)

**Skills**

<ul style="list-style-type: none"> <li>• Outstanding Customer Service skills</li> <li>• Detailed Oriented</li> </ul>	<ul style="list-style-type: none"> <li>• Organized in Prioritization of work duties</li> <li>• Excellent written and verbal communications</li> </ul>
--	---

**Cheryl VanLandingham**  
153 Whisper Ridge Drive  
St. Augustine, FL 32092

(904) 344-4097  
lychrel@gmail.com

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**Objective:** To obtain a position that would utilize my twenty-plus years of experience working in various business environments and maximize my management and organizational skills to promote growth and profitability at your organization.

**Education:** St. Johns River State College, St. Augustine, Florida April 2014  
Bachelor of Applied Science in Organizational Management  
Summa Cum Laude

St. Johns River State College, St. Augustine, Florida April 2011  
Associates in Arts  
Summa Cum Laude

#### Work

**Experience:** St. Johns Housing Partnership, St. Augustine, FL May 2012 to Present  
Office Manager

- Manage daily office operations, from fielding phone calls and meeting with clients and subcontractors to procurement of office supplies and equipment
- Strong organizational skills: responsible for creating and implementing company-wide electronic filing system in an effort to go paperless
- Direct contact with local and state government agencies concerning funding and funding opportunities
- Excellent communication and customer service skills
- Soft Human Resource Management Skills: assist Executive Director with payroll, new hire paperwork, and employee benefits
- Provide support to Executive Director, Contract Manager, and Construction Project Manager

St. Johns Housing Partnership, St. Augustine, FL July 2011 to May 2012  
Executive Administrative Assistant

- Solely responsible for scheduling weatherization inspections for 1100 multi-family units
- Assisted with payroll processing
- Procurement of office equipment and supplies
- Interaction with subcontractors, from scheduling to invoicing
- Provide upper-management support

#### Key

**Skills:** Working knowledge of QuickBooks  
Working knowledge of Prezi  
Understanding of written Spanish



## Section 5:

Attachment A is attached, but we offer the following considerations - The percentages are a reflection of hours not budgeted line item expenses. The percentage format is flawed to the degree that the majority of the work outlined requires a similar amount of staff hours per project regardless of whether the project has different budget caps ( Very low or Low) .

- 1- The size of the contract varies from year to year, but the fixed operating costs, at a minimum remain the same from month to month, regardless of the volume of work required. There are a number of fixed costs, such as the daily operation of managing the rehab program- program staff support for telephone intakes, utilities, telephone, office expenses etc, that are not clearly covered as in a line item budget. Those are fixed costs, regardless of the size of the annual contract. This is a performance based contract, and as such program costs may vary from quarter to quarter, depending on work completed.
- 2- Over the last five years, the SJHP has discovered there is no way to "guarantee" that the percentage budgeted will be earned due to the lack of change orders which might cover increasing costs for concealed damages or other repairs that are added on.
- 3- There is no easy way to define or cover the cost of the community outreach that the SJHP has done for the SHIP program over the span of any given 12 month period. It's more than a few presentations annually, and meeting with County staff on program direction.
- 4- The SJHP is not interested in seeing the percentage for program compensation increase beyond the current cap of 25% for 2 reasons. First - most homes need every dollar that can be provided for actual repairs, and second- it's important to keep a clear focus on what are program activities related the rehab program and what are administrative duties that the client's should not have to bear as part of their rehab budget. It's difficult to defend anything but the most basic operating expenses when the client wants to know why they must "pay" 15-25% for program support.

**REQUEST FOR PROPOSALS (RFP) NO: 18-12**  
**REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**ATTACHMENT "A"**  
**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): 3 %  
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: 2.5 %  
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: 1.5 %  
Consultation with independent inspector contracted by St. Johns County Housing Office post inspection to the discuss 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: 11 %  
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 %**

**\*\*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.\*\***

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

Preferred draw schedule: 2 possible draws. **First (1<sup>st</sup>) draw shall include items 1-4 plus whatever percentage over 40% is complete for inspection and approval. Second (2<sup>nd</sup>) 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.*

**RFP 18-12**

During the preparation of the RFP, the following addenda, if any, were received:

No.: #1 Date Received: 12/11/17

No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

No.: \_\_\_\_\_ Date Received: \_\_\_\_\_


The undersigned declares that the statements and representations made in this proposal are true in every respect and that the said proposal is in all respects fair and made without collusion or fraud, and that no member of the Board of County Commissioners, or any other agent or employee of the County, director or indirectly, is interested in this proposal or in any profits expected to accrue therefrom.

FULL LEGAL COMPANY NAME: St. Johns Housing Partnership, Inc.

MAILING ADDRESS: PO Box 1086, St. Augustine, FL 32085

MINORITY OR WOMAN OWNED BUSINESS: NO

FEDERAL ID NUMBER OR SOCIAL SECURITY NUMBER: 59-3422856

SIGNATURE OF AUTHORIZED REPRESENTATIVE: 

Bill Lazar

(Typed/Printed Name of Authorized Representative)

TITLE OF REPRESENTATIVE: Executive Director

DATE OF SIGNATURE: 12/20/17

TELEPHONE NO: 904-824-0902

FAX NO: 904-824-9635

EMAIL ADDRESS: blazar@sjhp.org

**Section 6:**  
**Experience / Past Performance**

**REQUEST FOR PROPOSALS (RFP) NO: 18-12**  
**REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**  
**ATTACHMENT "I"**  
**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:** City of St. Augustine  
**Services Provided:** Lift Up Lincolnville Repair Program- home repairs to low income homeowners in Lincolnville. SJHP staff are responsible for program presentations, income and ownership verification, inspecting the property, determining the scope of work and overseeing all rehab tasks.  
**Services for:** Repairs/Rehab/Residential Construction  Income Verification/Certification   
Credit Counseling/Financial Literacy Training/Mortgage Loan Review  
**Fund Type:** Annual Contract-renewed twice \$125,000  
**Dollar Value of Services:** per project \$7,500- \$10,000 **Dates of Service:** Oct 2015-Sept 2017  
**Point of Contact:** David Bircham  
**Point of Contact Email:** dbirchim@ci.st-augustine.fl.us **Phone Number:** 904-825-1065
  
2. **Name of Entity/Agency:** Florida Dept of Economic Opportunity – Weatherization  
**Services Provided:** Processing intake and income verification applications and construction and inspections services to determine the scope of work. 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.  
**Services for:** Repairs/Rehab/Residential Construction  Income Verification/Certification  Credit Counseling/Financial Literacy Training/Mortgage Loan Review  
**Fund Type:** Annual Contract - Average annual amount \$400,000 Renewed annually since 1998  
**Dollar Value of Services:** per project- : \$3,500- \$7,200 **Dates of Service:** April-March, 1998-2018  
**Point of Contact:** Rick Campbell  
**Point of Contact Email:** Rick.Campbell@deo.myflorida.com **Phone Number:** 850-717-8451
  
3. **Name of Entity/Agency:** Florida Housing Finance Corporation  
**Services Provided:** Foreclosure and Financial Literacy Counseling to prevent foreclosure. Verifying income, reviewing loan terms and reasons for pending foreclosure. Offering financial literacy education after modifications.  
**Services for:** Repairs/Rehab/Residential Construction  Income Verification/Certification   
Credit Counseling/Financial Literacy Training/Mortgage Loan Review   
**Fund Type:** Annual Renewal \$115,000- \$ 150,000 annually( multi-county servicing required)  
**Dollar Value of Services:** Fee for Service per client based on benchmarks **Dates of Service:** 2011-2018  
**Point of Contact:** Nicole Everette  
**Point of Contact Email:** Nicole.Everett@floridahousing.org **Phone Number:** 850-488-4197

4. **Name of Entity/Agency:** \_\_\_\_\_  
**Services Provided:** \_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction  Income Verification/Certification   
Credit Counseling/Financial Literacy Training/Mortgage Loan Review   
**Fund Type:** \_\_\_\_\_

5 Name of Entity/Agency: \_\_\_\_\_  
Services Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction \_\_\_\_\_ Income Verification/Certification \_\_\_\_\_  
Credit Counseling/Financial Literacy Training/Mortgage Loan Review \_\_\_\_\_

Fund Type: \_\_\_\_\_  
Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

6 Name of Entity/Agency: \_\_\_\_\_  
Services Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction \_\_\_\_\_ Income Verification/Certification \_\_\_\_\_  
Credit Counseling/Financial Literacy Training/Mortgage Loan Review \_\_\_\_\_

Fund Type: \_\_\_\_\_  
Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

7 Name of Entity/Agency: \_\_\_\_\_  
Services Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction \_\_\_\_\_ Income Verification/Certification \_\_\_\_\_  
Credit Counseling/Financial Literacy Training/Mortgage Loan Review \_\_\_\_\_

Fund Type: \_\_\_\_\_  
Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

8 Name of Entity/Agency: \_\_\_\_\_  
Services Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction \_\_\_\_\_ Income Verification/Certification \_\_\_\_\_  
Credit Counseling/Financial Literacy Training/Mortgage Loan Review \_\_\_\_\_

Fund Type: \_\_\_\_\_  
Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(Additional pages may be attached)

## **Section 7:**

**REQUEST FOR PROPOSALS (RFP) NO: 18-12**  
**REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**ATTACHMENT "J"**  
**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:** 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 pre-inspections, intake and eligibility requirements, creation and 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 contracts range from \$350,000-\$750,000 Dates of Service: 1998-2017

Point of Contact: Joe Cone

Point of Contact Email: [jcone@sjcfl.us](mailto:jcone@sjcfl.us)

Phone Number: 904-827-6898

2. **Services Provided:** HHS Home Repair Services –The SJHP has worked with the St. Johns County to provide home repairs to low-income, owner-occupied homes that address health and safety concerns with the intent to reduce utility and maintenance costs, improve accessibility and increase the occupants ability to remain living safely and independently in their own homes. SJHP was responsible for intake and income verification applications, inspection and determining the scope of work, in addition to providing public presentations and education about the benefits of the program.

Dollar Value of Services: annual contract -\$85,000 Dates of Service: 1998-2017

Point of Contact: Angie Cowling

Point of Contact Email: [acowling@sjcfl.us](mailto:acowling@sjcfl.us)

Phone Number: 209-0655

3. **Services Provided:** SJC Emergency Repair Services ( formerly referred to as Neighborhood Housing Rehab).

The SJHP originally worked in 5 specific low income neighborhoods. Funds were directed towards addressing sub-standard housing issues that were a threat to health and safety, or efforts that encouraged community volunteer projects that leveraged more resources into those specific neighborhoods. When the program funds were reduced from \$200,000 to \$75,000, the SJHP was directed to focus county wide. SJHP was responsible for intake and income verification applications in addition to providing public presentations and education about the benefits of the program.

Dollar Value of Services: Max cost per home, \$7,500

Dates of Service: Oct-Sept 2005-2017

Point of Contact: Joe Cone

Point of Contact Email: [jcone@sjcfl.us](mailto:jcone@sjcfl.us)

Phone Number: 904-827-6898

4. **Services Provided:** \_\_\_\_\_

Dollar Value of Services: \_\_\_\_\_

Dates of Service: \_\_\_\_\_



Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

5. Services Provided: \_\_\_\_\_  
\_\_\_\_\_

Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## **Section 8:**



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: LDB

DATE (MM/DD/YYYY)

12/20/2017

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 Vandross Insurance Agency Inc. 5150 Belfort Road #200 Jacksonville, FL 32256 Charles F. Ward Jr.	CONTACT NAME: Linda Beasley		
	PHONE (A/C, No, Ext): 904-296-3390	FAX (A/C, No): 904-296-6144	
E-MAIL ADDRESS: linda@vandross-insurance.com			
PRODUCER CUSTOMER ID #: STJH0-1			
INSURED St. Johns Housing Partnership P.O. Box 1086 St. Augustine, FL 32085	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: International Insurance Co.		
	INSURER B: Fidelity and Deposit Co		
	INSURER C: American Interstate Insurance		31895
	INSURER D: Mercury Insurance Group		03526
	INSURER E: United States Liability Co.		
INSURER F: AIG Life Insurance Company			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

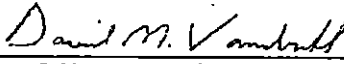
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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	ADL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY	Y	1G06COO3907-02	02/06/2017	02/06/2018	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					\$ 100,000		
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR							
	<input type="checkbox"/> D&O							
E			ND01007292P	02/06/2017	02/06/2018	MED EXP (Any one person)	\$ excluded	
						PERSONAL & ADV INJURY	\$ 1,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000	
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000	
						D&O	\$ 1,000,000	
D	AUTOMOBILE LIABILITY		BA090000009724	12/04/2017	12/04/2018	COMBINED SINGLE LIMIT (Ea accident)	\$ 500,000	
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (PER ACCIDENT)	\$	
D	<input checked="" type="checkbox"/> HIRED AUTOS		BA090000009724	12/04/2017	12/04/2018		\$	
D	<input checked="" type="checkbox"/> NON-OWNED AUTOS		BA090000009724	12/04/2017	12/04/2018		\$	
							\$	
							\$	
							\$	
							\$	
							\$	
C	UMBRELLA LIAB		AVWCFL2257082017	01/01/2017	01/01/2018	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER	
	EXCESS LIAB					CLAIMS-MADE	E.L. EACH ACCIDENT	\$ 100,000
	DEDUCTIBLE						E.L. DISEASE - EA EMPLOYEE	\$ 100,000
	RETENTION \$						E.L. DISEASE - POLICY LIMIT	\$ 500,000
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY								
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)								
If yes, describe under DESCRIPTION OF OPERATIONS below								
B	Crime		CCP006029711	02/06/2017	02/06/2018	crime	100,000	
F	Accident-Volunteer		9115921-C	02/06/2017	02/06/2018	accident	25,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
EGL0003025 Pollution 9-1-17/18 \$1,000,000

## CERTIFICATE HOLDER

## CANCELLATION

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

REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM

ATTACHMENT "B"

AFFIDAVIT

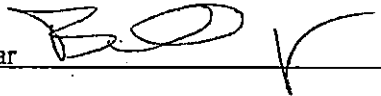
TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
ST. AUGUSTINE, FLORIDA

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.

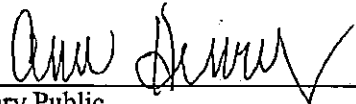
STATE OF Florida COUNTY OF St. Johns. Before me, the undersigned authority, personally appeared Bill Lazar who, being duly sworn, deposes and says he is (Executive Director) of St. Johns Housing Partnership, Inc. the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No: 18-12, Rehabilitation Services for State Housing Initiatives Partnership (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.  
(Proposer)  
By Bill Lazar   
Executive Director  
(Title)

STATE OF Florida )  
COUNTY OF St. Johns )

Subscribed and sworn to before me this 18th day of December, 2017, by Bill Lazar who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

  
Notary Public

My commission expires:



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

REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM

ATTACHMENT "C"  
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF { St. Johns Housing Partnership, Inc. }, being of lawful age and being duly sworn I, { Bill Lazar }, as { Executive Director } hereby certify under

penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this 18<sup>th</sup> day of December, 2017.

  
Signature of Affiant

STATE OF Florida )

COUNTY OF St. Johns )

Subscribed and sworn to before me this 18<sup>th</sup> day of December, 2017, by BILL LAZAR who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

  
Notary Public

My commission expires:  
\_\_\_\_\_



REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM

St. Johns County Board of County Commissioners

ATTACHMENT "D"

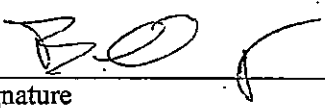
DRUG-FREE WORKPLACE FORM

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

St. Johns Housing Partnership, Inc. does:  
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

  
\_\_\_\_\_  
Signature

12/18/17  
Date

**REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**ATTACHMENT "E"**

**St. Johns County Board of County Commissioners  
CONFLICT OF INTEREST DISCLOSURE FORM**

Project (RFP) Number/Description: RFP No 18-12 Rehabilitation Services for State Housing Initiatives Partnership (SHIP) Program

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a contractor's/contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants/Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the consultant's/contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.


It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

---

Please check the appropriate statement:

- I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: St. Johns Housing Partnership, Inc.

Authorized Representative(s):	 _____ Signature	<u>Bill Lazar, Executive Director</u> _____ Print Name/Title
	_____ Signature	_____ Print Name/Title



## St. Johns County Board of County Commissioners

Purchasing Division

December 11, 2017

### ADDENDUM #1

**To:** Prospective Respondents  
**From:** St. Johns County Purchasing Department  
**Subject:** RFP No. 18-12; Rehabilitation Services for State Housing Initiatives Partnership (SHIP) Program

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent will ascertain before submitting a RFP proposal that he/she has received all Addenda, and return an original and two (2) copies of this signed Addendum with the submitted RFP proposal to the St. Johns County Purchasing Department, Diana M. Fye, CPPB; Procurement Coordinator, 500 San Sebastian View; St. Augustine, FL 32084.

#### A. CHANGES TO SCOPE OF SERVICES:

The written estimate threshold under Section C – Scope of Services #7 – Performance of Repair/Rehab Work on page 10 has been modified as follows. Please make the changes on your copy of the RFP document.

##### Revised Language:

##### "C. Scope of Services

##### 7. Performance of Repair/Rehab Work

- a. The Contractor shall be required to ensure the performance of the repair/rehabilitation scope of work. If there are repairs/ or rehabilitation work that the Contractor will not be performing in-house, 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 obtains single written estimate. Contractor may obtain a verbal quote if the presence of a safety hazard necessitates immediate repairs such that it would be impracticable to obtain a written estimate.
  - \$1,000 - \$3,000 – Contractor obtains two (2) to three (3) written estimates
  - Greater than \$3,000 – Contractor obtains three (3) written estimates"

#### B. QUESTIONS:

1. Page 7 - Minimum Qualifications - Item 4 - Credit Counseling experience. What is the purpose of this requirement? It's not part of the operating budget to pay for a counselor to work with our homeowners and I'm not sure it would be an eligible use of SHIP funds from the point of it coming from the owner's rehab budget



**Answer:** This requirement connects to Scope of Services responsibility Numbers 1 and 2 on pages 8 and 9 of the RFP document. As the contract involves management of SHIP program rehabilitation projects and applicant intake and eligibility certification, the awarded firm is expected to be able to assist applicants/clients with understanding how the program and deferred payment mortgage lien works.

**Credit Counseling is not the only requirement listed in Item 4 of the minimum qualifications on page 7. The RFP notes that the agency shall have, "... at least two (2) years' experience providing credit counseling, financial literacy training/classes, and review of mortgage loans". It is the County's opinion that the list is intertwined and the definition of the classes may differ depending on the responding agency involved. Should the Respondent to the RFP be performing or have experience performing similar functions, this requirement would be met.**

2. **Page 9 - Item 1. B - Applicant Intake/Applicant Eligibility Certification** – The cost of providing an open intake referral (and phone Line) has to be incorporated into the Method of Compensation, correct?

**Answer: Correct.**

3. **Page 9 - Item 1. C - Applicant Intake/Applicant Eligibility Certification**– Each file should contain copies of a record of payments for materials and vendors- that is difficult to do when accounts such as our Home Depot account cover many different projects and contact sources. We have an accounting system that shows the bills are paid in a timely manner. We think that should be sufficient?

**Answer: In compliance with grant funding for the SHIP Program, there must be documentation as it relates to all services provided to the client. The agency performing the work shall provide adequate documentation of the work performed and provide records of payments made. This shall include the materials purchased to perform the work and materials/services provided to the client.**

4. **Page 9 - Item 3 - Communications** - The cost for a phone line is a local number and that number has been in use for 20 years. We have 4 rollover lines that people can call in on, but it is not a dedicated line just for the SHIP program. This should be incorporated into the Method of Compensation, correct?

**Answer: Correct. There must be a phone number available to the clients so they may reach the agency in the event of an emergency. It is the County's expectation that a staff member of the agency will respond to emergencies immediately.**

5. **Page 9 - Item 4 - Scheduling of Inspections** – It mentions 'emergency repairs', but this contract is for SHIP rehab only, correct?

**Answer: There is a possibility of emergency repairs with a rehabilitation project that could be associated with funding from the SHIP program. Although this has not been the case in the past, we do not want to eliminate the possibility. Inspections may be required in the event of an emergency repair funded with SHIP dollars.**

6. **Page 10 - Performance of Repair/Rehab Work - Item 7.A**– It will slow the project scheduling process if there is a requirement for a single written bid on subcontracting work under \$1,000. Those are normally service calls, such as servicing an HVAC system, pumping out a septic system, fixing an electrical or plumbing problem when the problem is not clear or was found open opening up part of the house. Is there a process to determine what to do if we are unable to get 2 or 3 written estimates on the other estimate caps? Since both hurricanes, it is challenging to get them any contractors willing to work on sub-standard housing projects to submit bids. We send out 8 bids to roofers and usually get two in return, and we periodically solicit other vendors. Must we wait until we get three written estimates?

**Answer: Threshold for quotes has been modified, See Section A above. Regarding obtaining quotes (estimates), non-responses to a quote (estimate) request is considered as an attempt and counted as such. Documentation needs to reflect that an attempt was made with no response received by the quote deadline and list the name of the company contacted. Therefore, in your example, documentation would list the two responses with pricing and the other six as "no-quote".**

7. **Page 10 - Performance of Repair/Rehab Work - Item 7. B - We keep a company notebook with all of our subcontractor's licenses and insurance certificates. It is regularly updated and our accounting system reminds us when a vendor's insurance is due to expire. We assume that should be sufficient than putting more paper copies in each individual file?**

**Answer: An administrative folder may be kept that addresses the scenario that was presented. However, this folder should note the year and documentation associated with all clients that had services provided to them during that year. This folder and information should be retained during the length of the mortgage.**

8. **Page 10 - Performance of Repair/Rehab Work - Item 7. B - If there is a change in the scope of work ( Change Order) , usually related to unseen damage that has been uncovered, the RFP states that we are required to notify the County Housing staff, but we need a timely response back in some cases, because we cannot leave the particular problem open overnight. Would it be more efficient to provide the Change order request to the inspector for a quick decision and copy the Housing staff? Examples are bad roof decking, structural, electrical or plumbing problems discovered during demolition. Most of the work is done while the occupants are still living in their home, we can't afford to leave an exposed problem overnight.**

**Answer: Yes. However, the County retains the right to deny all change orders before they occur.**

9. **Page 10 - Performance of Repair/Rehab Work - Item 7. E - Project File - We currently provide our file for review by the Housing staff. This RFP is requesting a "copy". Is that a digital or paper copy, and it should be incorporated into the Method of Compensation?**

**Answer: Either suggested file format is acceptable. However, the file must contain all documentation related to the services provided to the client and should be available to the County within 48 hours of request. This should be incorporated into the Method of Compensation.**

10. **Page 11 - Item 8 - Administrative Services. These expectations are to be incorporated into the Method of Compensation?**

**Answer: Yes**

11. **Page 11- Item 10 - Disputes - We hope that the County will first defer to the Contractor's efforts to settle the dispute with a homeowner and direct the homeowner to do the same.**

**Answer: Agreed. As stated in the RFP document the County will only step in to assist settling a dispute if the Contractor and Owner fail to settle the dispute within thirty (30) days.**

12. **Page 12 - Item 1 and 2. We have always been required to meet the Single Audit Act requirements. This should be considered a part of the Method of Compensation?**

**Answer: Yes. In compliance with grant requirements under the SHIP Program, the verbiage on page 12 regarding Audits is the standard audit language on Form DFS-A2-CL of the Florida Single Audit Act and is required to be included in any contract or document establishing a relationship between a SHIP eligible local government and a non-state organization which is a Sub-Recipient receiving SHIP funds.**

13. **Page 13 - Item G - Sub-Contractors - We regularly solicit new vendors for our rehab efforts. As we pointed out earlier, because of the volume of work currently in the County, there is more than enough work for the local companies without taking on working in sub-standard housing**

conditions. We will provide a list of current subcontractors, and we can provide an update list quarterly if necessary. Contractors do not generally provide resumes or a list of their experience. Normally we get copies of their license, and insurance and confirm that they are licensed by the St. Johns County (SJC) building Department to operate in the county, that seems sufficient? It will significantly slow the rehab efforts down, if we find a new vendor who is willing to work in a timely manner, but must first get them approved by the Housing staff. We do not necessarily assign specific contractors to a project prior to starting the work. If one is unable to perform in a timely manner due to their workload or any other reason, it should not be necessary to submit a change in vendors to the Housing staff for approval.

**Answer:** This section refers to documentation required under Section 4 on page 17 regarding required components of submitted proposals. Documentation included in Section 4 of submitted Proposals regarding qualifications of the company, staff, and any proposed subcontractors is for proof that a Respondent meets the RFP's minimum requirements relating to licensing, certifications, etc. and that the Respondent is capable of providing the services identified in the scope of work. Regarding proposed sub-contractors, proof of licenses, permits and/or certification will suffice if brief resumes are not obtainable. As much information the Respondent can provide will help in evaluation of submitted proposals. The Evaluation Team uses this documentation to assign points in their evaluation of the submitted proposals.

14. Page 22 - Attachment A - Method of Compensation - Most of the items listed require the same amount of hours, and the fixed costs for program expenses (rent, utilities, office expenses, etc.) regardless of whether the award amount is different for low or very low. That won't be reflected in the percentage answers. Is that correct?

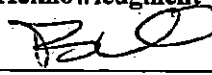
**Answer:** Correct. The percentages provided on Attachment "A", and the cap of 40% of max award amount, are for the administrative services provided for management of the program regardless of what category the client falls under.

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**Answer:** The \$25,000 amount listed on Attachment A is an example and should not be interpreted as a universal statement that addresses all clients to be served. VLI households may be awarded up to \$40,000 under the program.

**THE RFP DUE DATE REMAINS DECEMBER 21, 2017 AT 4:00 P.M.**

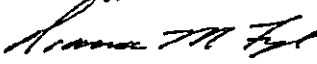
Acknowledgment

 12-19-18  
Signature and Date

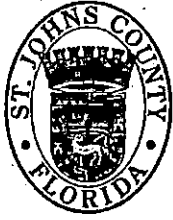
Bill Lazzar Escrow Director  
Printed Name/Title

So-Louis Housing Partners LLC  
Company Name (Print)

Sincerely,

  
Diana M. Fye, CPPB  
Procurement Coordinator

END OF ADDENDUM NO. 1



## St. Johns County Board of County Commissioners

Purchasing Division

December 11, 2017

### ADDENDUM #1

**To:** Prospective Respondents  
**From:** St. Johns County Purchasing Department  
**Subject:** RFP No. 18-12; Rehabilitation Services for State Housing Initiatives Partnership (SHIP) Program

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent will ascertain before submitting a RFP proposal that he/she has received all Addenda, and return an original and two (2) copies of this signed Addendum with the submitted RFP proposal to the St. Johns County Purchasing Department, Diana M. Fye, CPPB; Procurement Coordinator, 500 San Sebastian View; St. Augustine, FL 32084.

#### A. CHANGES TO SCOPE OF SERVICES:

The written estimate threshold under Section C – Scope of Services #7 – Performance of Repair/Rehab Work on page 10 has been modified as follows. Please make the changes on your copy of the RFP document.

#### Revised Language:

##### "C. Scope of Services

##### 7. Performance of Repair/Rehab Work

- a. The Contractor shall be required to ensure the performance of the repair/rehabilitation scope of work. If there are repairs/ or rehabilitation work that the Contractor will not be performing in-house, 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 obtains single written estimate. Contractor may obtain a verbal quote if the presence of a safety hazard necessitates immediate repairs such that it would be impracticable to obtain a written estimate.
  - \$1,000 - \$3,000 – Contractor obtains two (2) to three (3) written estimates
  - Greater than \$3,000 – Contractor obtains three (3) written estimates"

#### B. QUESTIONS:

1. Page 7 - Minimum Qualifications - Item 4 - Credit Counseling experience. What is the purpose of this requirement? It's not part of the operating budget to pay for a counselor to work with our homeowners and I'm not sure it would be an eligible use of SHIP funds from the point of it coming from the owner's rehab budget

**Answer:** This requirement connects to Scope of Services responsibility Numbers 1 and 2 on pages 8 and 9 of the RFP document. As the contract involves management of SHIP program rehabilitation projects and applicant intake and eligibility certification, the awarded firm is expected to be able to assist applicants/clients with understanding how the program and deferred payment mortgage lien works.

Credit Counseling is not the only requirement listed in Item 4 of the minimum qualifications on page 7. The RFP notes that the agency shall have, "... at least two (2) years' experience providing credit counseling, financial literacy training/classes, and review of mortgage loans". It is the County's opinion that the list is intertwined and the definition of the classes may differ depending on the responding agency involved. Should the Respondent to the RFP be performing or have experience performing similar functions, this requirement would be met.

2. **Page 9 - Item 1. B - Applicant Intake/Applicant Eligibility Certification** – The cost of providing an open intake referral (and phone Line) has to be incorporated into the Method of Compensation, correct?

**Answer: Correct.**

3. **Page 9 - Item 1. C - Applicant Intake/Applicant Eligibility Certification**– Each file should contain copies of a record of payments for materials and vendors- that is difficult to do when accounts such as our Home Depot account cover many different projects and contact sources. We have an accounting system that shows the bills are paid in a timely manner. We think that should be sufficient?

**Answer:** In compliance with grant funding for the SHIP Program, there must be documentation as it relates to all services provided to the client. The agency performing the work shall provide adequate documentation of the work performed and provide records of payments made. This shall include the materials purchased to perform the work and materials/services provided to the client.

4. **Page 9 - Item 3 - Communications** - The cost for a phone line is a local number and that number has been in use for 20 years. We have 4 rollover lines that people can call in on, but it is not a dedicated line just for the SHIP program. This should be incorporated into the Method of Compensation, correct?

**Answer: Correct.** There must be a phone number available to the clients so they may reach the agency in the event of an emergency. It is the County's expectation that a staff member of the agency will respond to emergencies immediately.

5. **Page 9 - Item 4 - Scheduling of Inspections** – It mentions 'emergency repairs', but this contract is for SHIP rehab only, correct?

**Answer:** There is a possibility of emergency repairs with a rehabilitation project that could be associated with funding from the SHIP program. Although this has not been the case in the past, we do not want to eliminate the possibility. Inspections may be required in the event of an emergency repair funded with SHIP dollars.

6. **Page 10 - Performance of Repair/Rehab Work - Item 7.A**– It will slow the project scheduling process if there is a requirement for a single written bid on subcontracting work under \$1,000. Those are normally service calls, such as servicing an HVAC system, pumping out a septic system, fixing an electrical or plumbing problem when the problem is not clear or was found open opening up part of the house. Is there a process to determine what to do if we are unable to get 2 or 3 written estimates on the other estimate caps? Since both hurricanes, it is challenging to get them any contractors willing to work on sub-standard housing projects to submit bids. We send out 8 bids to roofers and usually get two in return, and we periodically solicit other vendors. Must we wait until we get three written estimates?

**Answer:** Threshold for quotes has been modified, See Section A above. Regarding obtaining quotes (estimates), non-responses to a quote (estimate) request is considered as an attempt and counted as such. Documentation needs to reflect that an attempt was made with no response received by the quote deadline and list the name of the company contacted. Therefore, in your example, documentation would list the two responses with pricing and the other six as "no-quote".

7. **Page 10 - Performance of Repair/Rehab Work - Item 7. B -** We keep a company notebook with all of our subcontractor's licenses and insurance certificates. It is regularly updated and our accounting system reminds us when a vendor's insurance is due to expire. We assume that should be sufficient than putting more paper copies in each individual file?

**Answer:** An administrative folder may be kept that addresses the scenario that was presented. However, this folder should note the year and documentation associated with all clients that had services provided to them during that year. This folder and information should be retained during the length of the mortgage.

8. **Page 10 - Performance of Repair/Rehab Work - Item 7. B -** If there is a change in the scope of work ( Change Order) , usually related to unseen damage that has been uncovered, the RFP states that we are required to notify the County Housing staff, but we need a timely response back in some cases, because we cannot leave the particular problem open overnight. Would it be more efficient to provide the Change order request to the inspector for a quick decision and copy the Housing staff? Examples are bad roof decking, structural, electrical or plumbing problems discovered during demolition. Most of the work is done while the occupants are still living in their home, we can't afford to leave an exposed problem overnight.

**Answer:** Yes. However, the County retains the right to deny all change orders before they occur.

9. **Page 10 - Performance of Repair/Rehab Work - Item 7. E - Project File -** We currently provide our file for review by the Housing staff. This RFP is requesting a "copy". Is that a digital or paper copy, and it should be incorporated into the Method of Compensation?

**Answer:** Either suggested file format is acceptable. However, the file must contain all documentation related to the services provided to the client and should be available to the County within 48 hours of request. This should be incorporated into the Method of Compensation.

10. **Page 11 - Item 8 - Administrative Services.** These expectations are to be incorporated into the Method of Compensation?

**Answer:** Yes

11. **Page 11- Item 10 - Disputes -** We hope that the County will first defer to the Contractor's efforts to settle the dispute with a homeowner and direct the homeowner to do the same.

**Answer:** Agreed. As stated in the RFP document the County will only step in to assist settling a dispute if the Contractor and Owner fail to settle the dispute within thirty (30) days.

12. **Page 12 - Item 1 and 2.** We have always been required to meet the Single Audit Act requirements. This should be considered a part of the Method of Compensation?

**Answer:** Yes. In compliance with grant requirements under the SHIP Program, the verbiage on page 12 regarding Audits is the standard audit language on Form DFS-A2-CL of the Florida Single Audit Act and is required to be included in any contract or document establishing a relationship between a SHIP eligible local government and a non-state organization which is a Sub-Recipient receiving SHIP funds.

13. **Page 13 - Item G - Sub-Contractors -** We regularly solicit new vendors for our rehab efforts. As we pointed out earlier, because of the volume of work currently in the County, there is more than enough work for the local companies without taking on working in sub-standard housing

conditions. We will provide a list of current subcontractors, and we can provide an update list quarterly if necessary. Contractors do not generally provide resumes or a list of their experience. Normally we get copies of their license, and insurance and confirm that they are licensed by the St. Johns County (SJC) building Department to operate in the county, that seems sufficient? It will significantly slow the rehab efforts down, if we find a new vendor who is willing to work in a timely manner, but must first get them approved by the Housing staff. We do not necessarily assign specific contractors to a project prior to starting the work. If one is unable to perform in a timely manner due to their workload or any other reason, it should not be necessary to submit a change in vendors to the Housing staff for approval.

**Answer:** This section refers to documentation required under Section 4 on page 17 regarding required components of submitted proposals. Documentation included in Section 4 of submitted Proposals regarding qualifications of the company, staff, and any proposed subcontractors is for proof that a Respondent meets the RFP's minimum requirements relating to licensing, certifications, etc. and that the Respondent is capable of providing the services identified in the scope of work. Regarding proposed sub-contractors, proof of licenses, permits and/or certification will suffice if brief resumes are not obtainable. As much information the Respondent can provide will help in evaluation of submitted proposals. The Evaluation Team uses this documentation to assign points in their evaluation of the submitted proposals.

14. Page 22 - Attachment A - Method of Compensation - Most of the items listed require the same amount of hours, and the fixed costs for program expenses (rent, utilities, office expenses, etc.) regardless of whether the award amount is different for low or very low. That won't be reflected in the percentage answers. Is that correct?

**Answer:** Correct. The percentages provided on Attachment "A", and the cap of 40% of max award amount, are for the administrative services provided for management of the program regardless of what category the client falls under.

15. Page 22 - Attachment A - Method of Compensation - The Very-low Income (VLI) household's award amount is listed at \$25,000. That is a reduction from the current program and doesn't match the LHAP strategy. Does that mean there will not be any funding for Low Income households? While in the past there have not been many low income households, there were some funds available for that population. This will effectively limit any SHIP funds being used to help low income veteran households who may have small pensions. Are both changes correct?

**Answer:** The \$25,000 amount listed on Attachment A is an example and should not be interpreted as a universal statement that addresses all clients to be served. VLI households may be awarded up to \$40,000 under the program.

**THE RFP DUE DATE REMAINS DECEMBER 21, 2017 AT 4:00 P.M.**

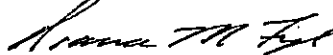
Acknowledgment

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Company Name (Print)

Sincerely,



Diana M. Fye, CPPB  
Procurement Coordinator



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

**RFP NO: 18-12  
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  
(904) 209-0150 – Main

**FINAL: 11/06/17**



**REQUEST FOR PROPOSALS (RFP) NO 18-12**

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

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**ST. JOHNS COUNTY, FL**

**RFP NO: 18-12 Rehabilitation Services for State Housing Initiatives Partnership (SHIP) Program**

**PART I: ADVERTISEMENT**

Notice is hereby given that St. Johns County, FL is soliciting responses for **RFP No: 18-12 Rehabilitation Services for State Housing Initiatives Partnership (SHIP) Program**. Interested and qualified respondents may submit RFP Packages, according to the requirements described herein, to the St. Johns County Purchasing Department. **All RFP Packages are due by or before 4:00PM (EST) on December 21, 2017.** Any packages delivered to or received after the 4:00PM deadline will not be considered and shall be returned unopened to the addressee.

St. Johns County is soliciting proposals from qualified and experienced vendors 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, scheduling and review of inspection reports provided by the independent inspector contracted by St. Johns County, 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](http://www.demandstar.com), or by calling 800-711-1712 and requesting Document **#18-12**. 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 from the SJC Purchasing Department. When making a request provide the full company name, full company address, company phone number, primary contact and email address.

Any and all questions or requests for information relating to this Request for Proposal shall be **submitted in writing** by or before close of business (5:00PM) on November 30, 2017, to the Designated Point of Contact provided below:

**Designated Point of Contact:** Diana M. Fye, CPPB, Procurement Coordinator  
SJC Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084  
Email: [dfye@sjcfl.us](mailto:dfye@sjcfl.us)  
Fax: (904) 209-0163

In the event the Designated Point of Contact provided above is absent or otherwise unavailable, firms may contact Leigh Daniels, CPPB, Procurement Supervisor at [ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us).

**Interested firms shall not contact any staff member of St. Johns County, including members of the Board of County Commissioners, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying".** Any such communication may result in disqualification from consideration for award of a contract for these services.

RFP Packages **MUST** be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: **RFP 18-12 Rehabilitation Services for State Housing Initiatives Partnership (SHIP) Program**. Each package submitted must have the respondent's name and mailing address marked plainly on the outside of the envelope/container. Each submitted RFP Package shall consist of one (1) original hard-copy, which shall include all required documents and any supplemental information, and one (1) exact electronic copy submitted on a USB drive.

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

*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 proposals and possible debarment for periods up to twelve (12) months.

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 Proposals, 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.

**PART II: INTRODUCTION**

**A. PURPOSE**

St. Johns County (County) is soliciting sealed Request for Proposal packages for the purpose of awarding a contract for 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, scheduling and review of inspection reports provided by the independent inspector contracted by the County, 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. TENTATIVE SCHEDULE OF EVENTS**

The County proposes the following tentative schedule of events for this Request for Proposals, and subsequent contract award. This schedule is for planning purposes only, and is subject to change, without notice, based upon the County's needs.

Advertisement of Request for Proposals	November 14, 2017
Deadline for Questions / Requests for Information/Clarifications	November 30, 2017
Issuance of Final Addendum	December 13, 2017
Due Date for Submittal of RFP Packages	December 21, 2017
Evaluation Meeting for submitted RFP Packages	January 11, 2018.
BOCC Meeting for Approval of Award to Recommended Firm	February 6, 2018
Negotiation of Contract	February 9, 2018
Award of Contract	March, 2018

**C. DESIGNATED POINT OF CONTACT FOR QUESTIONS/INFORMATION**

Any and all questions or requests for information relating to this Request for Proposal shall be submitted *in writing* by or before close of business (5:00PM) on November 30, 2017, to the Designated Point of Contact provided below:

**Designated Points of Contact:** Diana M. Fye, CPPB, Procurement Coordinator  
SJC Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084  
Email: [dfye@sjcfl.us](mailto:dfye@sjcfl.us)  
Fax: (904) 209-0163

In the event the Designated Point of Contact provided above is absent or otherwise unavailable, firms may contact Leigh Daniels, CPPB, Procurement Supervisor at [ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us).

Interested firms shall not contact any staff member of St. Johns County, including members of the Board of County Commissioners, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". Any such communication shall result in disqualification from consideration for award of a contract for these services.

**D. 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](http://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.

Any and all issued Addenda must be included with all copies of each Respondent's submitted RFP Package. Failure to submit an issued addendum with the submitted RFP Package may result in the Respondent being deemed non-responsive, and being removed from consideration for award.

**E. DUE DATE & LOCATION**

Packages submitted in response to this Request for Proposal must be delivered to, and received by the SJC Purchasing Department by or before four o'clock (4:00PM) on **Thursday, December 21, 2017**. Any packages received after this deadline will be deemed unresponsive, and shall be returned to the addressee unopened.

**RFP Packages shall be delivered to:** St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084  
Attn: Diana M. Fye, CPPB, Procurement Coordinator

**F. DETERMINATION OF RESPONSIVENESS**

The Procurement Coordinator shall make a determination for each respondent, as to the responsiveness of the submitted RFP Package to the requirements provided herein. Any respondent who is not responsive to the requirements of this Request for Proposals may be determined non-responsive, and may be removed from consideration by the Evaluation Committee. Only those respondents who are fully responsive to the requirements herein will be evaluated for consideration of award.

The County reserves the right to waive any minor formality or irregularity in any submitted RFP Proposal. However, any missing information or document(s) that are material to the purpose of the RFP shall not be waived as a minor formality.

**G. EVALUATION OF RESPONSES**

All responsive RFP Packages shall be evaluated by an Evaluation Committee of no less than three (3) representatives. Each Evaluation Committee Member will receive an electronic copy of all responsive RFP Packages submitted, a copy of the RFP Document with all issued Addenda, an Evaluator's Score Sheet, and an Evaluator's Narrative Sheet. Each Committee Member shall then evaluate each RFP Package according to the criteria provided herein. Each Committee Member shall evaluate the RFP Packages individually, with no communication, coordination, or influence from any other individual(s). Scores for each Respondent shall be recorded on the Evaluator's Score Sheet, and an explanation of the scores shall be provided on the Evaluator Narrative Sheet. A public Evaluation Meeting will be held by the SJC Purchasing Department to record the scores from each Evaluation Committee Member, and to rank the responding firms based on the Evaluation Committee scores.

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, a notice of the meeting will be posted, and firms selected to participate in interviews/presentations will be notified.

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.

**H. EVALUATION CRITERIA**

It is the intention of St. Johns County to evaluate, and rank 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:

<u>Evaluation Criteria:</u>	<u>Maximum Possible Points Per Evaluator:</u>
A. Qualifications	30
B. Method of Compensation	30
C. Experience/Past Performance	30
D. Past Performance w/ St. Johns County	05
E. RFP Package Format	05
<b>Total Maximum Points Possible:</b>	<b>100</b>

**I. 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.

**J. 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 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. SHIP OVERVIEW**

The State Housing Initiatives Partnership (SHIP) program provides funds to eligible local governments as an incentive to create partnerships that produce and preserve affordable homeownership and multifamily housing. The program was designed to serve very low, low and moderate income families.

SHIP funds are distributed on an entitlement basis to all 67 counties and 52 Community Development Block Grant (CDBG) entitlement cities in Florida. Based on population. SHIP dollars may be used to fund emergency repairs, new construction, rehabilitation, down payment and closing cost assistance, impact fees, construction and gap financing, mortgage buydowns, short-term acquisition of property for affordable housing, matching dollars for federal housing grants and programs, homeownership counseling, disaster relief, and other activities as required by legislative action.

The SHIP Program Overview and Procedures Manual can be accessed at the following link: <https://www.floridahousing.org/docs/default-source/programs/special-programs/ship---state-housing-initiatives-partnership-program/state-housing-initiatives-partnershipproceduresonline.pdf?sfvrsn=2>.

**B. 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. Be licensed and able to provide proof of state licenses as follows:
  - a. Active General Contractor's License; **OR**
  - b. Active Residential Contractor's License; **OR**
  - c. Non-profit agency with 501c Status;
2. Have at least five (5) years' experience in providing repairs, rehabilitation, and residential construction to income eligible households;
3. Have 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. Have at least two (2) years' experience providing credit counseling, financial literacy training/classes, and review of mortgage loans;
5. Have 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; and
6. Must have fax and/or email capabilities for communicating with the County.

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

Upon award, the Contractor shall be required to obtain and maintain throughout the life of the contract, a Local Business tax receipt from St. Johns County. A Contractor does not need to have a physical location within the County to obtain a Local Business Tax Receipt.

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.

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 organization which would have been necessary during the RFP evaluation period in order to comply with this demonstration of competency section.

### **C. SCOPE OF SERVICES**

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 that meet the requirements of the State Housing Initiatives Partnership (SHIP) Program. The scope of services consists of facilitating, providing and overseeing rehabilitation services that shall include, but are not limited to: eligibility certification of program applicants, scheduling and review of inspection reports provided by the independent inspector contracted by St. Johns County (County), development of scopes of repair work needed at each home based upon inspection reports, 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.

Work may occasionally be in unsanitary conditions due to trash or waste disposal system problems. General exposure to dust, mold, and mildew will be encountered. Rehabilitation services are to be accomplished with a positive and respectful attitude.

The Contractor is responsible for obtaining any and all permits required by state, county, and local building regulations,

codes, rules, laws, and ordinances.

The Contractor, before any work is started on a home scheduled for rehabilitation or emergency repairs, shall schedule the required inspections (initial, intermediate, and final) with the independent inspector under contract with the County. The independent inspector will provide the Contractor with a copy of the inspection report(s) which will contain photographs, a work write-up, and list of critical repairs that need to be addressed. The initial inspection report will identify primary (critical) and secondary items recommended for rehabilitation/repairs. The Contractor shall be responsible for facilitating and completing the necessary repairs for primary items. If funds remain after necessary repairs are made, secondary repair items will be considered for completion.

The Contractor(s) must be familiar with and comply with all SHIP requirements and all state and local program requirements. The SHIP Program Overview and Procedures Manual can be accessed at the following link: <https://www.floridahousing.org/docs/default-source/programs/special-programs/ship---state-housing-initiatives-partnership-program/state-housing-initiatives-partnershipproceduresonline.pdf?sfvrsn=2>.

Upon award, the Contractor shall have various responsibilities that must be performed as required by the Contract. These responsibilities are as follows:

**1. Applicant Intake/Applicant Eligibility Certification**

a. The Contractor shall be responsible for applicant intake and 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.

(1) It is important to ensure:

- That the SHIP program does not discriminate against any class of potential applicants.
- All persons are treated equally when serving affordable housing needs.
- That the Fair Housing Act is adhered to. The Act is the term commonly used to describe the provisions of Title VIII of the Civil Rights Act of 1968, as amended in 1988.
- The Act which states that it is unlawful to discriminate on the basis of race, color, religion, sex/gender, familial status, national origin, or handicap is followed.
- That the Florida Statute ss.760.20-760.37 which prohibits discrimination on the basis of marital status, and age in the award application process for eligible housing is adhered to.
- An informed applicant will help minimize future misunderstandings. To this end, applicants should be informed early in the process of the program's income limits, benefits, stipulations for assistance, repayment terms (if applicable) and anticipated timeline from application to assistance.

(2) The application for assistance should contain all the necessary information to determine whether an applicant household is potentially eligible for SHIP assistance. At a minimum, an application for program assistance should contain the following items for each household members:

- The number of people residing in the household including name, age, relationship to head of household, current address and home phone number;
- Name and address of employer(s), work phone number(s), position title and number of years on job with employer;
- Sources of annual income, including earned, unearned and asset income, and a statement signed by all of the adults who reside in the household consenting to the disclosure of information for the purpose of verifying income and assets for determining income eligibility for program assistance.
- A signed statement indicating that the applicant understands that all information provided is subject to Florida's public records laws.
- A statement that it is a first degree misdemeanor to falsify information for the purpose of obtaining assistance.

(3) When scheduling the eligibility interview:

- Inform the applicant of the necessary documents to bring to the interview.

- It is always preferable to complete the application for assistance in a scheduled, face-to-face interview where the applicant can be prompted to provide accurate and comprehensive income and household information.
  - It is common for applicants to misunderstand what items to count toward annual income. Housing administrators should review the application carefully to ensure that the applicant has provided all sources of income, including total household assets and asset income.
- b. The Contractor shall keep an open application process in order to maintain a waiting list of eligible applicants. The Contractor shall keep the waiting list up to date and provide a copy to County Housing Staff as requested.
  - c. 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 Homeowner, a Homeowner signed record of the work completed upon draw request along with an intermediate inspection at or around fifty percent (50%) completion, a post inspections report signed by the owner, quotations received for repair work and parts, a record of payments (receipts), and before and after photos of the repair work to document funds expended.
2. **Deferred Payment Mortgage Lien**  
The Contractor shall be responsible for filing a Deferred Payment Mortgage Lien against the property receiving assistance through the Rehabilitation program for the awarded amount, not to exceed the maximum assistance limits. Should the actual amount of work completed be less than the original amount of the recorded mortgage lien, a mortgage modification agreement must be recorded.
  3. **Communications**  
The Contractor shall provide a local Customer Service phone number, or toll-free phone number that can be called during regular business hours, fifty-two (52) weeks per year. An email address should also be provided.  
  
While performing rehabilitation and repair work, the Contractor must supply the homeowner with a local emergency phone number in the event an issue arises that is associated with the work being performed.
  4. **Scheduling of Inspections**  
The Contractor will schedule the required inspections (initial, intermediate, and final) with the independent inspector contracted by the County. The Contractor shall be responsible for contacting the independent inspector contracted by the County for scheduling of the required inspections BEFORE any repairs and/or rehabilitation work begins on the home. Initial, intermediate, and final inspection(s) reports are mandatory for each home scheduled for rehabilitation. Initial and final inspection(s) reports are mandatory for each home scheduled for emergency repairs. The independent inspector shall provide the Contractor with inspection reports including photographs of items identified for rehabilitation/repair.
  5. **Review of Inspection Reports**  
The Contractor shall be responsible for reviewing any and all inspection reports provided by the independent inspector contracted by the County on each home. The Contractor, the County and the independent inspector shall work in a collaborative manner to discuss questions, comments, and concerns relevant to the housing unit being rehabilitated/repared.
  6. **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 for the



home. The scope of work and the initial inspection shall be discussed, reviewed, approved, and signed off on by the Homeowner BEFORE any repairs and/or rehabilitation work begins on the home.

The Contractor shall provide County Housing Staff with a copy of the scope of work, including a project schedule, for the repairs/rehabilitation prior to beginning any work on the home. County Housing Staff will review the report and scope of work and provide the Contractor with a notice to proceed with the repairs/rehabilitation.

**7. Performance of Repair/Rehab Work**

- a. The Contractor shall be required to ensure the performance of the repair/rehabilitation scope of work. If there are repairs/ or rehabilitation work that the Contractor will not be performing in-house, 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 obtains single written estimate

\$1,000 - \$3,000 – Contractor obtains two (2) to three (3) written estimates

Greater than \$3,000 – Contractor obtains three (3) written estimates

- b. 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.). This information shall be included in the file maintained on each home and provided to the County Housing Staff as requested. Should the proposed work alter in any way (change orders), the County Housing staff shall immediately be notified. The alteration of work will require the County Housing staff's approval.
- c. 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 state; county and local regulations, codes, rules, laws, and ordinances are followed throughout the duration of any and all repair/rehabilitation work.
- d. Project Schedule  
The Contractor shall provide County 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 and the Homeowner if and when the schedule will change due to delays, or work being finished early. If the Contractor cannot complete the work within the submitted time frame, an extension must be requested and approved by the County Housing staff. If the approved time frame, including approved extensions, cannot be met (outside of Acts of God), the Contractor will be subject to a penalty of Two Hundred dollars (\$200.00).
- e. Project File  
The Contractor shall provide the County Housing Staff with a complete file for each home including, but not limited to, all eligibility records, inspection reports, scope of work signed by the Homeowner, before and after photographs, and quotations/receipts received for all work.
- f. Access to Property  
All parties involved in the rehabilitation project shall have access to said property during normal business hours. In the event that the Homeowner continues to occupy the property during rehabilitation, a time of operation will be established between the Homeowner and the Contractor as specified in the contract.
- g. Equipment Storage  
The Contractor and sub-contractors will be solely responsible for the security of their equipment, tools, and materials on the construction site. The Homeowner, the County, County employees, or County affiliates will not be held liable for any losses or damages sustained during the rehabilitation project. The Contractor or sub-contractor shall not store equipment and materials on said property that is not used for the work described in the contract. Materials and equipment will be stored in such a way to protect the Homeowner from injury or incidents.

h. Property Damage

The Contractor will be held liable for all property damage caused by their employees, sub-contractors, equipment, tools, material suppliers, or any other affiliates authorized by the Contractor or their affiliates to do business on the construction site. The Contractor shall make every effort available to avoid damages to the Homeowner's personal property at all times. Any damage sustained to the property or its contents must be reported immediately to County Housing Staff and the Homeowner.

i. Coordination of Work

The Contractor is responsible for the coordination of all work described in the project scope of work and agrees to schedule all work in the proper order for the operation of all trades, material, and workers engaged in the project. No exterior work, such as re-roofing, will be performed during adverse weather conditions that would cause damage to the Homeowner's property.

j. Licenses and Permits

The Contractor must possess all licenses and permits required by the state and County to perform the rehabilitation project(s). Required documents must be on file with County Housing Staff and the Building Department. Any changes, including renewals, must be submitted within five (5) working days of such said change. Any violations or discipline against the Contractor or sub-contractor(s) must be reported in writing to the County within five (5) working days.

**8. Administrative Services**

The Contractor may periodically be expected to perform up to four (4) public presentations annually, 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.

**9. Operating Policies & Procedures**

The Contractor shall provide the County with a written Operating Policies and Procedures manual for SHIP Program Rehabilitation Services which shall be implemented and followed by the Contractor, Contractor's staff and sub-contractors. Operating Policies and Procedures manuals must include a conflict of interest policy and procedures for handling complaints and grievances.

**10. Disputes**

Upon notice to the County, the Contractor and Owner will work to settle all claims or disputes arising from or related to the Scope of Work. If Contractor and Owner fail to settle any such claim or dispute within thirty (30) days, then the County reserves the right to work to settle the claim or dispute by exercising any or all available remedial actions as determined by the County, including but not limited to mediation, filing a claim in a court of competent jurisdiction or arbitration. Notice of the remedial action shall be made in writing within a reasonable time after the dispute has arisen, and in accordance with the laws of the State of Florida. The prevailing party shall be entitled to recover all costs, including reasonable attorney's fees.

**D. MONITORING AND AUDITS REGARDING SHIP FUNDED PROJECTS**

The administration of resources awarded by the Florida Housing Finance Corporation to St. Johns County and expended by a sub-recipient (Contractor) are subject to audits under Section 215.97, Florida Statutes., the "Florida Single Audit Act".

Monitoring

In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes., monitoring procedures may include, but not be limited to, on-site visits by County Staff and or other procedures. By entering into an agreement with the County, the sub-recipient (Contractor) agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the County. In the event the County determines that a limited scope audit

of the recipient is appropriate, the sub-recipient agrees to comply with any additional instructions provided by County Housing Staff to the sub-recipient regarding such audit. The sub-recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

### Audits

1. In the event that the sub-recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such sub-recipient (for fiscal years ending September 30, 2004 or thereafter), the sub-recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 315.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the sub-recipient shall consider all sources of state financial assistance, including state financial assistance received from the County, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
2. In connection with audit requirements addressed in paragraph 1, the sub-recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

If the sub-recipient expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.07, Florida Statutes, is not required. In the event that the sub-recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the sub-recipient's resources obtained from other than State entities).

3. Information relating to the Statutes and rules and regulations referenced above for the Florida Single Audit Act may be accessed at the following links:

<https://apps.fldfs.com/fsaa/statutes.aspx>

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0200-0299/0215/Sections/0215.97.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0215/Sections/0215.97.html)

<http://flrules.elaws.us/reference/Ref-06404>

### Report Submissions

1. Copies of financial reporting packages required as stated above shall be submitted by or on behalf of the sub-recipient directly to each of the following:

- (a.) St. Johns County at the following address:

St. Johns County Health and Human Services Department  
Attn: Housing & Community Services Manager  
200 San Sebastian View, Suite 2300  
St. Augustine, Florida 32084

(b.) The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

2. Sub-recipients, when submitting financial reporting packages to the County for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

**E. RECORD RETENTION**

The sub-recipient shall retain sufficient records demonstrating its compliance with the terms of the agreement for a period of five (5) years from the date the audit report is issued, and shall allow the County, or its designee, CFO, or Auditor General access to such records upon request. The sub-recipient shall ensure that audit working papers are made available to the County, or its designee, CFO, or Auditor General upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the County.

**F. 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.

**G. SUB-CONTRACTORS**

Each Respondent shall submit, with his/her RFP Package, a list of proposed Subcontractors and major materials suppliers to be used if awarded the contract. A copy of Attachment "G", "List of Proposed Subcontractors", provided herein shall be used to submit this information with each RFP Package. Each Respondent shall also provide documentation to fully demonstrate the qualifications of any and all proposed subcontractors and that they have sufficient and relevant experience and credentials to perform the services described herein. This information shall be provided in the form of resumes of all subcontractors including any and all licenses/certifications held, education and experience related information for each subcontractor. If no Subcontractors or major material suppliers are required, so state there on. Any work proposed by the Contractor, that shall be performed by any sub-contractor shall be previously approved by the County, prior to any work being performed.

The County reserves the right to disqualify any Contractor, Subcontractor, Vendor, or material supplier due to previously documented project problems, either with performance or quality.

Subcontractors and other persons and organizations proposed by a respondent and accepted by the County, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the County, prior to a change being made.

**H. FORCE MAJEURE**

If awarded on the basis of this proposal, the undersigned pledges to provide the equipment/services as specified in the Proposal and County Specifications barring any delays due to strikes, fires, transportation difficulties or other causes beyond the control of the undersigned.

**PART IV: CONTRACT REQUIREMENTS**

**A. CONTRACT AGREEMENT & TERM**

The intent of County Staff is to identify the number one ranked firm through the evaluation process and to recommend to the Board of County Commissioners, to enter into negotiations, and if successful, award a contract with that firm. If negotiations with the number one ranked firm are not successful, the County will end those negotiations, and enter into negotiations with the second ranked firm, until such time as a contract is awarded, or all firms have been exhausted, and the County must reject all proposals.

The Contract Agreement for the services provided herein 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 renew the contract for four (4) one (1) year renewal 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. 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 Respondent. 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 Respondent. The County reserves the right to delete, add to, or modify one or more components of the selected Respondent's Proposal, in order to accommodate changed or evolving circumstances that the County may have encountered, since the issuance of the RFP.

The executed agreement between St. Johns County and the awarded Contractor shall be nonexclusive. As such, the County reserves the right to separately identify and bid as an individual project(s) or make separate purchase(s) of any services, parts, materials, supplies and/or equipment pertaining to its Rehabilitation Services for State Housing Initiatives Partnership (SHIP) Program, as necessary to serve the best interests of the County.

**B. LICENSES, PERMITS & CERTIFICATIONS**

The Contractor shall be responsible for acquiring and maintaining any and all necessary licenses, permits, and/or certifications required to perform the work described herein throughout the duration of the Contract. The Contractor shall be solely responsible for paying any and all fines, penalties or fees assessed to the County, or the Contractor, for any lapse in require licenses, permits, or certifications required for any portion of the work.

**C. 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 are 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.

**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 seven (7) 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 Contractor.

**F. INDEMNIFICATION**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless St. Johns County, Florida, and employees from and against liability, claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Sub-contractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

**In claims against any person or entity indemnified under this Paragraph by an employee of the Contractor, a Sub-contractor, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Sub-Contractor under workers' compensation acts, disability benefits acts or other employee benefit acts.**

**G. PUBLIC RECORDS**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

**PART V: REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS**

**A. 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, no Respondent may seek or claim

any award and/or re-imbursement 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 one hundred twenty (120) consecutive calendar days following the submittal due date.

**B. TRADE SECRETS**

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.

**C. USE OF COUNTY LOGO**

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

Respondents shall not include the St. Johns County Seal/Logo in any part of their submitted RFP Package. In the event a package is submitted to the County with the County's Seal/Logo included, the County reserves the right to find the submitting firm non-responsible to the requirements provided herein, which may result in the respondent being removed from consideration for award of a contract under this RFP.

**D. 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	Cover Page
2	Letter of Introduction
3	Respondent's Profile
4	Qualifications of Company, Staff and Sub-Contractors
	a. Attachment F – Licenses, Permits, and Certifications
	b. Attachment G – List of Proposed Sub-Contractors
	c. Attachment H – Staff/Sub-Contractors Certifications
5	Method of Compensation
	a. Attachment A – Method of Compensation

- 6 Experience / Past Performance
  - a. Attachment I – Experience / Past Performance
- 7 Past Performance w/ St. Johns County
  - a. Attachment J – Past Performance w/ St. Johns County
- 8 Other Required Forms
  - a. Attachment B – Affidavit
  - b. Attachment C – Affidavit of Solvency
  - c. Attachment D – Drug-Free Workplace
  - d. Attachment E – Conflict of Interest Disclosure
  - e. Proof of Liability Insurance and Limits
  - f. Any Issued Addenda

**E. 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) hard copy original on 8 1/2" X 11" pages, numbered, 1 inch margins, typewritten with Times New Roman style and 12 size font, and one (1) exact electronic copy on USB drive. Additionally, all headings, sections and sub-sections shall be identified appropriately. The electronic version on USB Drive must be an identical copy of the original hard copy in pdf format.

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is recommended that proposals be organized in the manner specified as follows:

**Section 1: Cover Page** – Each Respondent shall use the cover page provided in Part.VII: Attachments/Forms

**Section 2: Letter of Introduction** – Each Respondent shall provide a one or two page letter of introduction. Include the original signed letter of introduction with the original RFP Package, and a copy of the letter of introduction with each copy of the RFP Package. 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

**Section 3: Respondent Profile (Qualifications of Company)** – Each Respondent shall provide the following information in the Respondent Profile:

- The Respondent’s Company name, business address, phone number, fax number, and email address, must include location address of office that will perform the services under this Contract;
- All contact information, including the name, title, phone number, fax number, e-mail address, and street address of any contact person in the Respondent’s organization who will respond to questions regarding the submitted RFP Package;
- Types of services and products offered;
- Number of years in business;
- Number of employees;
- The location of the office or offices that would provide the project services;
- 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; and
- Current W-9 Form

**Section 4: Qualifications of Company, Staff and Sub-Contractors** – 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, key personnel, and/or sub-contractors that are relevant to the scope of work to be performed under this contract. This information shall be submitted on **Attachment “F”** – Licenses, Permits, and Certifications,



**Attachment "G"** – List of Proposed Sub-Contractors, and **Attachment "H"** – Company, Staff, and Sub-Contractor Certifications. Respondents shall also include brief resumes of key personnel and proposed sub-contractors, and copies of all required licenses, permits and/or certifications as backup.

Respondents shall also submit information demonstrating qualifications for the following:

- In-House Staff assigned to the County,
- Education/experience of key personnel,
- Manpower and organization of company,
- Familiarity and expertise with project area codes and regulations, and
- Any and all regulatory license agency sanctions.

**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 "A"** – Method of Compensation provided herein.

**Section 6: Experience/Past Performance** – Respondents shall demonstrate any and all services of similar size and scope as those described herein performed as follows:

- Provide proof of at least five (5) years' experience in providing repairs, rehabilitation, and residential construction to income eligible households 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, dates of services performed, and name, email address and phone number of point of contact for reference verification.
- Provide proof of 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 within the past five (5) years. This experience may be included with the above repairs/rehabilitation/residential construction minimum requirements, but the fund program must be clearly identified.
- Provide proof of at least two (2) years' experience providing credit counseling, financial literacy training/classes, and review of mortgage loans within the past five (5) years.
- Provide proof of 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.

This information shall be submitted on **Attachment "I"** provided herein.

References shall be checked by the Purchasing Department, for the number one ranked firm, to verify capability to perform the work, and responsibility to fulfill the requirements of the contract.

**Section 7: 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, dates of services performed, and point of contact. This information shall be submitted on **Attachment "J"** provided herein.

**Section 8: Other Required Forms** – Each Respondent shall submit in this section of the RFP Package the following forms:

- **Proof of Liability Insurance and Limits** (Prior to issuance of an executed contract, awarded respondent shall provide a Certificate of Insurance naming St. Johns County as “Additional Insured”)
- **Attachment “B”** – Affidavit,
- **Attachment “C”** – Affidavit of Solvency
- **Attachment “D”** – Drug-Free Workplace Form,
- **Attachment “E”** – Conflict of Interest Disclosure, and
- **Signed copies of any issued addenda**

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**PART VII: ATTACHMENTS/FORMS**

**REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**COVER PAGE**

**SUBMIT ONE (1) HARD-COPY ORIGINAL  
AND ONE (1) EXACT ELECTRONIC COPY ON USB DRIVE TO:**

**PURCHASING DEPARTMENT  
ST. JOHNS COUNTY  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE FLORIDA 32084  
ATTN: Diana M. Fye, CPPB, Procurement Coordinator**

**FULL LEGAL COMPANY NAME: \_\_\_\_\_**

**MAILING ADDRESS: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

**REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**ATTACHMENT "A"  
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 (1<sup>st</sup>) draw shall include items 1-4 plus whatever percentage over 40% is complete for inspection and approval. Second (2<sup>nd</sup>) 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.*

**RFP 18-12**

During the preparation of the RFP, the following addenda, if any, were received:

No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

The undersigned declares that the statements and representations made in this proposal are true in every respect and that the said proposal is in all respects fair and made without collusion or fraud, and that no member of the Board of County Commissioners, or any other agent or employee of the County, director or indirectly, is interested in this proposal or in any profits expected to accrue therefrom.

FULL LEGAL COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

MINORITY OR WOMAN OWNED BUSINESS: \_\_\_\_\_

FEDERAL ID NUMBER OR SOCIAL SECURITY NUMBER: \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

\_\_\_\_\_  
(Typed/Printed Name of Authorized Representative)

TITLE OF REPRESENTATIVE: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**ATTACHMENT "B"**

**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: 18-12, Rehabilitation Services for State Housing Initiatives Partnership (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.

\_\_\_\_\_  
(Proposer)

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public .

My commission expires:  
\_\_\_\_\_

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

REQUEST FOR PROPOSALS (RFP) NO 18-11  
HOUSING INSPECTION SERVICES

ATTACHMENT "C"  
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF {insert entity name}, being of lawful age and being duly sworn I, {insert affiant name}, as {insert position or title} (ex.CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Affiant

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_



**REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**St. Johns County Board of County Commissioners**

**ATTACHMENT "D"**

**DRUG-FREE WORKPLACE FORM**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:

Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**ATTACHMENT "E"**

**St. Johns County Board of County Commissioners**

**CONFLICT OF INTEREST DISCLOSURE FORM**

Project (RFP) Number/Description: RFP No 18-12 Rehabilitation Services for State Housing Initiatives Partnership (SHIP) Program

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a contractor's/contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants/Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the consultant's/contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

---

Please check the appropriate statement:

I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: \_\_\_\_\_

Authorized Representative(s): \_\_\_\_\_

Signature

Print Name/Title

Signature

Print Name/Title





**REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**ATTACHMENT "H"**

**COMPANY STAFF AND SUB-CONTRACTOR CERTIFICATIONS**

Each Respondent shall complete and submit Attachment "H" Company Staff and Sub-Contractor Certifications along with resume of each named individual with the submitted RFP.

<b>COMPANY STAFF AND SUB-CONTRACTOR CERTIFICATIONS</b> (* attach resume of each individual identified)		
<b>STAFF / SUBCONTRACTOR NAME</b>	<b>TITLE</b>	<b>CERTIFICATION(S)</b>

**REQUEST FOR PROPOSALS (RFP) NO: 18-12**  
**REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**ATTACHMENT "P"**  
**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: \_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction \_\_\_\_\_ Income Verification/Certification \_\_\_\_\_  
Credit Counseling/Financial Literacy Training/Mortgage Loan Review \_\_\_\_\_

Fund Type: \_\_\_\_\_  
Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. Name of Entity/Agency: \_\_\_\_\_  
Services Provided: \_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction \_\_\_\_\_ Income Verification/Certification \_\_\_\_\_  
Credit Counseling/Financial Literacy Training/Mortgage Loan Review \_\_\_\_\_

Fund Type: \_\_\_\_\_  
Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

3. Name of Entity/Agency: \_\_\_\_\_  
Services Provided: \_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction \_\_\_\_\_ Income Verification/Certification \_\_\_\_\_  
Credit Counseling/Financial Literacy Training/Mortgage Loan Review \_\_\_\_\_

Fund Type: \_\_\_\_\_  
Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

4. Name of Entity/Agency: \_\_\_\_\_  
Services Provided: \_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction \_\_\_\_\_ Income Verification/Certification \_\_\_\_\_  
Credit Counseling/Financial Literacy Training/Mortgage Loan Review \_\_\_\_\_

Fund Type: \_\_\_\_\_  
Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**RFP 18-12**

5. Name of Entity/Agency: \_\_\_\_\_  
Services Provided: \_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction \_\_\_\_\_ Income Verification/Certification \_\_\_\_\_  
Credit Counseling/Financial Literacy Training/Mortgage Loan Review \_\_\_\_\_

Fund Type: \_\_\_\_\_  
Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

6. Name of Entity/Agency: \_\_\_\_\_  
Services Provided: \_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction \_\_\_\_\_ Income Verification/Certification \_\_\_\_\_  
Credit Counseling/Financial Literacy Training/Mortgage Loan Review \_\_\_\_\_

Fund Type: \_\_\_\_\_  
Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

7. Name of Entity/Agency: \_\_\_\_\_  
Services Provided: \_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction \_\_\_\_\_ Income Verification/Certification \_\_\_\_\_  
Credit Counseling/Financial Literacy Training/Mortgage Loan Review \_\_\_\_\_

Fund Type: \_\_\_\_\_  
Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

8. Name of Entity/Agency: \_\_\_\_\_  
Services Provided: \_\_\_\_\_

Services for: Repairs/Rehab/Residential Construction \_\_\_\_\_ Income Verification/Certification \_\_\_\_\_  
Credit Counseling/Financial Literacy Training/Mortgage Loan Review \_\_\_\_\_

Fund Type: \_\_\_\_\_  
Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(Additional pages may be attached)

**REQUEST FOR PROPOSALS (RFP) NO: 18-12**  
**REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**ATTACHMENT "J"**  
**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: \_\_\_\_\_

Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. Services Provided: \_\_\_\_\_

\_\_\_\_\_

Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

3. Services Provided: \_\_\_\_\_

\_\_\_\_\_

Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

4. Services Provided: \_\_\_\_\_

\_\_\_\_\_

Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

5. Services Provided: \_\_\_\_\_

\_\_\_\_\_

Dollar Value of Services: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Point of Contact Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_



**PART VIII: OPTIONAL CHECKLIST**

**REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**


<b>SECTION</b>	<b>ATTACHMENT NAME</b>	<b>CHECK BOX</b>	<b>ST. JOHNS COUNTY USE</b>
<b>Section 1</b>	Cover Page		
<b>Section 2</b>	Letter of Introduction		
<b>Section 3</b>	Respondent Profile		
<b>Section 4</b>	Qualifications of Company, Staff & Sub-Contractors:		
	<ul style="list-style-type: none"> <li>Attachment "F" Licenses, Permits &amp; Certifications</li> </ul>		
	copies of Active GL License <u>or</u> Active Residential Contractor's License <u>or</u> proof of Non-profit agency with 501c Status		
	<ul style="list-style-type: none"> <li>Attachment "G" List of Sub-Contractors</li> </ul>		
	<ul style="list-style-type: none"> <li>Attachment "H" Company Staff and Sub-Contractor Certifications (include resumes)</li> </ul>		
<b>Section 5</b>	Method of Compensation: Attachment "A" Proposal Form		
<b>Section 6</b>	Attachment "I" – Experience / Past Performance		
<b>Section 7</b>	Attachment "J" – Past Performance with St. Johns County		
<b>Section 8</b>	Other Required Forms (including the following):		
	Proof of Liability Insurance and Limits		
	Attachment "B" RFP Affidavit		
	Attachment "C" Affidavit of Solvency		
	Attachment "D" Drug Free Work Place Form		
	Attachment "E" Conflict of Interest Disclosure Form		
	Acknowledged (signed) copies of Addenda		
	One (1) Hard-Copy Original and One (1) Exact Electronic Copy on USB drive.		

**PART IX: SEALED RFP MAILING LABEL**

**REQUEST FOR PROPOSALS (RFP) NO: 18-12  
REHABILITATION SERVICES FOR STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

**Cut along the outer border and affix this label  
to your sealed RFP envelope to identify it as a  
"Sealed RFP"**

<b>SEALED RFP • DO NOT OPEN</b>	
SEALED RFP NO.:	<b>18-12</b>
RFP TITLE:	<b>Rehabilitation Services for State Housing Initiatives Partnership (SHIP) Program</b>
DUE DATE/TIME:	<b>Thur., December 21, 2017 @ 4:00 p.m.</b>
SUBMITTED BY:	
	Company Name
	Company Address
	Company Address
DELIVER TO:	<b>St. Johns County Purchasing Dept. ATTN: Diana M. Fye, CPPB 500 San Sebastian View St St. Augustine FL 32084</b>



**END OF DOCUMENT**