

RESOLUTION NO. 2018 - 73

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFP NO. 18-13 AND TO EXECUTE AGREEMENTS FOR EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING.

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. 18-13; and

WHEREAS, the scope of the services will be to provide any and all labor, materials, equipment, transportation, and supervision necessary for rehabilitation services for emergency repair services for sub-standard housing in accordance with RFP No. 18-13; 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 18-13 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 18-13.

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 6th day of March, 2018.

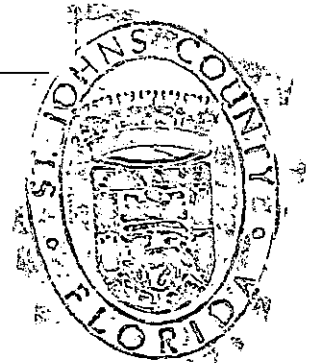
**BOARD OF COUNTY COMMISSIONERS OF
ST. JOHNS COUNTY, FLORIDA**

By: Paul M. Waldron
Vice-Chair

ATTEST: Hunter S. Conrad, Clerk

By: Sam Halterman

RENDITION DATE 3/8/18





CONTRACT AGREEMENT
RFP NO: 18-13; Emergency Repair Services for Sub-Standard Housing
Master Contract #: 18-MCC-STJ-09024

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 emergency repairs to improve sub-standard housing conditions of low and very low income St. Johns County residents, proposed by the Contractor, approved by the County in accordance with RFP No: 18-13 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 each pricing proposal submitted for each approved household. The submitted pricing proposals shall be lump sum amounts with a breakout of all costs. Each proposal must be approved by the St. Johns County Housing Program Administrator or designee. The maximum amount available as compensation to Contractor under this Contract Agreement shall not exceed seven thousand five hundred dollars (\$7,500.00) per household, as proposed by the Contractor, and accepted by the St. Johns County Housing Program Administrator or designee.
- 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 now 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

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:

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

Assistant Purchasing Manager
Title of County Representative

Signature County Representative

Date of Execution

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

Deputy Clerk

Date

LEGALLY SUFFICIENT:

Deputy County Attorney

Date of Execution

CONSULTANT:

St. Johns Housing Partnership, Inc.
Company Name

Signature of Consultant Representative

Printed Name & Title

Date of Execution

EXHIBIT "A"

RFP NO: 18-13; EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

BASIS OF COMPENSATION

For each approved household, the Contractor shall submit a pricing proposal for work proposed by the Contractor based on the inspection of the home. The pricing proposal shall be for a lump sum amount, with a breakdown of any and all costs associated with the lump sum amount for work. The St. Johns County Housing Program Administrator or designee shall approve the pricing proposal in writing prior to work being performed by the Contractor. The maximum amount available as compensation to the Contractor shall not exceed seven thousand five hundred dollars (\$7,500.00) per household.

Basis of compensation shall be made in accordance with the submitted Pricing Proposal(s), which shall be submitted by the Contractor for each approved household. 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.

EXHIBIT "B"

RFP NO: 18-13; EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

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; EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

SCOPE OF SERVICES

The Scope of Services under this RFP consists of performing emergency repairs to improve sub-standard housing conditions of low and very low income St. Johns County residents. The scope of services consists of performance of construction, management of construction, and verification of income for all participating residents.

Emergency repair requests shall be considered based on an estimated repair cost per household of less than seven thousand five hundred dollars (\$7,500.00). Services shall be performed as funding is available, and as approved by the St. Johns County Housing Program Administrator or designee. The Contractor shall coordinate with the Housing and Community Services offices to track the available funding of the program during a particular fiscal year.

Emergency repairs may include hazardous, unsafe, unsanitary or life threatening situations within the home. Contractors are expected to work quickly and efficiently to protect the home, its contents and the Owner's life. 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. Repair work is 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 emergency repairs, shall contact the independent inspector chosen by the County to schedule the required inspections (initial, intermediate (if necessary), and final). The independent inspector will provide the Contractor with a copy of the inspection report(s), submitted by the independent inspector, 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 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 emergency repair items will be considered for completion.

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/Income Verification:

The Contractor shall be responsible for applicant intake and eligibility certification of each application. All income verification performed by the Contractor shall be in accordance with the income guidelines released by HUD and reported by Florida Housing Finance Corporation as adjusted annually by statute for the Metropolitan Statistical Area (MSA). Acceptable verification of employment can be traditional means, and does not require third party verification.

2. 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 emergency 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.

3. Inspections

The Contractor will schedule the required inspections (initial, intermediate (if necessary), and final) with the independent inspector contracted by the County. The Contractor shall be responsible for contacting the independent contractor for scheduling of the required inspections **BEFORE** any repair work begins on the home. Initial and final inspection(s) reports are mandatory for each home scheduled for emergency repairs. The independent inspector shall provide the Contractor copies of the inspection reports including photographs of items

identified for repair.

4. Development of Repair Scope of Work

The Contractor shall utilize the inspection reports to develop a scope of work for the repair work to be performed at the home in order to address health, sanitation, and safety concerns. The scope of work and the initial inspection shall be discussed, reviewed, approved and signed off on by the Homeowner BEFORE any repair work begins on the home.

5. Performance of Repair/Rehab Work

The Contractor shall be required to ensure the performance of the repair work. If there is repair 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. Estimates shall be obtained 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

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.

The Contractor shall be responsible for overseeing and coordinating any and all repair 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 work.

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 County Housing Staff if and when the schedule will change due to delays, or work being finished early.

The Contractor shall provide 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, permits (as applicable), and quotations/receipts received for all work.

6. Administrative Services

The Contractor shall be required to maintain eligibility files and records on each house. Each file must include all income and asset verifications for entire household, as specified by the Florida Housing Finance Corporation (FHFC) State Housing Initiative Partnership (SHIP), model, and statutory and county requirements. Each file shall contain records of the initial house inspection, scope of work signed by the owner, an owner signed record of the work completed upon draw request, a post inspections signed by the owner, quotations received for repair work/parts, a record of payments, and before and after photos of the repair work (photos provided by the independent inspector contracted with the County) to document funds expended.

The Contractor shall maintain an open application process in order to maintain a waiting list of eligible applicants. The Contractor shall be responsible for updating the waiting list regularly, and providing the most updated list to SJC Housing Staff upon request.

7. Operating Policies & Procedures

The Contractor shall provide the County with a written Operating Policies and Procedures manual for emergency repair 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.

8. 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.



St. Johns County Board of County Commissioners

Purchasing Division

NOTICE OF INTENT TO AWARD

January 5, 2018

RE: RFP 18-13 Emergency Repair Services for Sub-Standard Housing

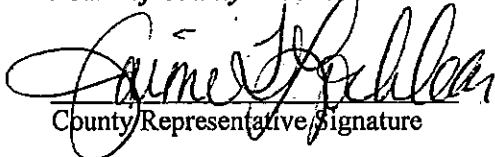
Please be advised that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award a contract, after successful negotiations, to St. Johns Housing Partnership as the qualified firm selected under RFP 18-13 Emergency Repair Services for Sub-Standard Housing. This notice 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



ST. JOHNS COUNTY
PURCHASING DEPARTMENT

500 San Sebastian View
St. Augustine, Florida 32084

INTEROFFICE MEMORANDUM

TO: Shawna NOVAK, Health and Human Services Director
Joseph Cone, Housing & Community Services Manager
FROM: Diana M. Fye, CPPB, Procurement Coordinator
SUBJECT: RFP 18-13, Emergency Repair Services for Sub-Standard Housing
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 \$49,605
Account Funding Title Rehabilitation
Funding Charge Code 0094-58209
Award to St. Johns Housing Partnership
Award Amount ~~\$49,605~~
\$7,500 per unit
as funds are available

ST. JOHNS COUNTY

JAN 04 '18

PURCHASING

REQUEST FOR PROPOSALS (RFP) NO 18-13
EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

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**

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 19, 2017

RE: RFP NO: 18-13, Emergency Repair Services

Dear Sir/Madam,

The St. Johns Housing Partnership, Inc. (SJHP) is very familiar with the challenges of providing emergency repairs to low income households. The SJHP has operated continuously in St Johns County since 1998, with our primary business line focused on soliciting resources and repairing substandard homes owned by local homeowners. St. John County has an older housing stock with many deferred maintenance problems. Home repair initiatives such as this proposal are important to retaining a housing portfolio that will serve our workforce until new housing is eventually produced.

The SJHP has been responsible for all aspects of the program: Providing public presentations for volunteer recruitment and education, processing intake applications and verifying income, inspecting properties for feasibility of rehab efforts, and overseeing and performing the actual construction services.

The St. Johns Housing Partnership's experience with improving sub-standard housing is very broad. Our rehab staff have years of construction experience and they have demonstrated a capacity and compassion to serve the low-income populations that benefit. 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 accessibility, 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 County funding.

Bill Lazar is the SJHP qualifying agent and has been a state-certified residential contractor since 2007. We invest in employee training on energy efficiency and accessibility modifications to improve the quality of creative solutions needed to address the volume of sub-standard housing that currently exists in our community. We have the capacity to respond to whatever volume of work is expected with this contract.

On behalf of our Board of Directors, the SJHP is proud to submit our application.

Respectfully,

A handwritten signature in black ink, appearing to read "Bill Lazar", is written over the typed name.

Bill Lazar
Director

Section 3

Respondent Profile

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

Website: www.sjhp.org

All questions regarding the RFP submittal should be sent to :

Bill Lazar, Executive Director, 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 change eligibility qualifications.

Number of employees

The SJHP has 27 employees, consisting of an admin staff of 3, the executive director, finance director and an AP clerk. The Rehab program employees the majority of SJHP employees, in addition to two 10-15 hour/week office volunteers and two Disaster Case Managers (full time) 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 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.

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 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. St. Johns Housing Partnership, Inc																							
2 Business name/disregarded entity name, if different from above																							
Print or type. See Specific Instructions on page 3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;"> 3 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. <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Individual/sole proprietor or single-member LLC</td> <td><input checked="" type="checkbox"/> C Corporation</td> <td><input type="checkbox"/> S Corporation</td> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Trust/estate</td> </tr> <tr> <td colspan="5" style="padding: 2px;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </td> </tr> <tr> <td colspan="5" style="padding: 2px; font-size: 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. </td> </tr> <tr> <td colspan="5" style="padding: 2px;"> <input type="checkbox"/> Other (see instructions) ▶ _____ </td> </tr> </table> </td> <td style="width: 30%; padding: 2px;"> 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> </td> </tr> </table>	3 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. <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Individual/sole proprietor or single-member LLC</td> <td><input checked="" type="checkbox"/> C Corporation</td> <td><input type="checkbox"/> S Corporation</td> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Trust/estate</td> </tr> <tr> <td colspan="5" style="padding: 2px;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </td> </tr> <tr> <td colspan="5" style="padding: 2px; font-size: 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. </td> </tr> <tr> <td colspan="5" style="padding: 2px;"> <input type="checkbox"/> Other (see instructions) ▶ _____ </td> </tr> </table>	<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	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____					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.					<input type="checkbox"/> Other (see instructions) ▶ _____					4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
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<input type="checkbox"/> Other (see instructions) ▶ _____																							
5 Address (number, street, and apt. or suite no.) See instructions. PO Box 1086	Requester's name and address (optional)																						
6 City, state, and ZIP code St. Augustine, FL 32085																							
7 List account number(s) here (optional)																							

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 <i>How to get a TIN</i> , later.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center; font-size: small;">Social security number</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center; font-size: small;">Employer identification number</td> </tr> <tr> <td style="width: 20px; height: 20px; text-align: center;">5</td> <td style="width: 20px; height: 20px; text-align: center;">9</td> <td style="width: 20px; height: 20px; text-align: center;">-</td> <td style="width: 20px; height: 20px; text-align: center;">3</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">8</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> <td style="width: 20px; height: 20px; text-align: center;">6</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number																					or										Employer identification number										5	9	-	3	4	2	2	8	5	6	
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Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																					

Part II Certification	
Under penalties of perjury, I certify that:	
1. 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 2. 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 3. I am a U.S. citizen or other U.S. person (defined below); and 4. 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.	

Sign Here	Signature of U.S. person ▶	Date ▶ 12-19-17
------------------	----------------------------	-----------------

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.

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



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

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

[SJC Home](#)



[Close](#)
[Permit Search](#)
[My List](#)
[Plan Log Search](#)
[Clearance Sheet Search](#)
[Contractor Search](#)
[Report](#)
[Cost Estimator](#)
[Codes & Standards](#)
[Applications & Forms](#)
[RARA](#)
[Close](#)

Contractor:	SC-CRC1329155 * LAZAR, WILLIAM N * ST JOHNS HOUSING PARTNERSHIP INC		
Lic Type:	STATE CERTIFIED * CERTIFIED RESIDENTIAL CONTRACTOR *		
Address:	529 W KING ST		
City:	ST AUGUSTINE	St:	FL Zip: 32085
Phone:	904-824-0902	Ph2:	
Fax:	904-824-9635	Cell:	
Email:	<input checked="" 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		
Close			
Scope:	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"> This contractor is limited to construction of one-family, two family, or three-family residences not exceeding two (2) habitable stories and is authorized to perform the work of all specialty trades. This contractor cannot perform any work on condominiums. Contractors License #'s prior to CRC007837 may permit to roof and re-roof structures with all types of roofing. Effective 7/1/2012 - Can pull permits to demolish one, two or three family residences or townhomes. 		

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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) 599-1256	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

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Search

Home > Find > Professionals with Home Building Designations

Professionals with Home Building Designations

Can't find your designation listing? Email 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
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 +



Less -

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: 7-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: 2233 Park Avenue Suite 202, Grange Park, FL, 3207
 Course No.: AA1415 Certificate # 160077
 Alberto R. Ania
 Guest Instructor
 James F. Stump, Training Manager/Principal Instructor
 (See reverse side for certificate verification information.)

STATE OF FLORIDA
 DEPARTMENT OF BUSINESS AND
 PROFESSIONAL REGULATION
 CRC1329155 ISSUED 07/26/2016
 CERTIFIED RESIDENTIAL CONTRACTOR
 LAZAR, WILLIAM
 ST. JOHNS HOUSING PARTNERSHIP, INC.
 IS CERTIFIED under the provisions of CH 489, F.S.
 Expiration date: AUG 31, 2018 L1607260001489

OSHA Occupational Safety and Health Administration
 20-003449929
 This card acknowledges that the recipient has successfully completed a
 10-hour Occupational Safety and Health Training Course in
Construction Safety and Health
 Bill Lazar
 March 15, 2014
 (Other name, print or type) (Course and date)

NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION
MEMBERSHIP CARD
 YEAR: 5/31/2017 MEMBER # 73730 TYPE IND JOINED 6/27/2015
 Bill Lazar
 P.O. Box 1086
 St. Augustine, FL 32085

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 Burneys Septic Tank Service, Inc.
- 22 East Coast Wells & Pump Services, Inc.

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Contractor:	SC-CMC053205 * DEBOW, DARRYL SCOTT * DEBOWS APPLIANCE SERVICE INC		
Lic Type:	STATE CERTIFIED * CERTIFIED MECHANICAL CONTRACTOR *		
Address:	236 WEST KING ST		
City:	ST AUGUSTINE	St:	FL Zip: 32084
Phone:	904-829-6354	Ph2:	
Fax:		Cell:	
Email:	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		
Scope:	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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Contractor:	SC-EC13001130 * MAURE, JOSEPH F * ALLSTAR ELECTRICAL CONTRACTORS INC		
Lic Type:	STATE CERTIFIED * CERTIFIED ELECTRICAL CONTRACTOR *		
Address:	1960 U S 1 SOUTH PMB 100		
City:	ST AUGUSTINE	St:	FL Zip: 32086
Phone:	904-460-1001	Ph2:	904-540-3041
Fax:		Cell:	
Email:	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		
	Close		
Scope:	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"> This contractor <u>is authorized</u> to perform commercial/residential work. 		

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Contractor: SC-EC13005614 * SMITH, WILLIAM WAYNE * SMITH ELECTRICAL INC

Lic Type: STATE CERTIFIED * CERTIFIED ELECTRICAL CONTRACTOR *

Address: 5071 AVE B

City: ST. AUGUSTINE **St:** FL **Zip:** 32095

Phone: 829-0899 **Ph2:** 904-669-9979

Fax: 829-0259 **Cell:**

Email: smithelectric08@gmail.com **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

[Close](#)

Scope:
 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.

- This contractor is **authorized** to perform commercial/residential work.

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Contractor:	SC-EC13001601 * TURNER JR, BILLY H * TURNER ELECTRICAL SERVICE LLC		
Lic Type:	STATE CERTIFIED * CERTIFIED ELECTRICAL CONTRACTOR *		
Address:	2770 SAN JUAN DRIVE		
City:	ST AUGUSTINE	St:	FL Zip: 32086
Phone:	904-797-5513	Ph2:	904-814-7614
Fax:	904-797-5513	Cell:	814-7614
Email:	Turn9858@att.net	<input checked="" type="checkbox"/> No Early Power Privilege	
<p>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</p>			
Scope:	<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"> This contractor is authorized to perform commercial/residential work. 		

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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

[Close](#)

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

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Contractor:	SC-CAC1813635 * BARGER, PATRICK TODD * B & G REFRIGERATION.COMPANY INC		
Lic Type:	STATE CERTIFIED * CERTIFIED CLASS A AIR CONDITIONING CONTRACTOR *		
Address:	12459 GATELY ROAD SOUTH		
City:	JACKSONVILLE	St:	FL Zip: 32225
Phone:	904-620-0081	Ph2:	
Fax:	904-620-9815	Cell:	
Email:	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		
Scope:	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 APPLICANCES 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.		<input type="checkbox"/> 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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Contractor:	SC-CAC1816089 * ROBY, CHRISTOPHER S * EXTREME AIR & REFRIGERATION SERVICES LLC		
Lic Type:	STATE CERTIFIED * CERTIFIED CLASS B-AIR CONDITIONING CONTRACTOR *		
Address:	301 MARSHALL CIR		
City:	ST AUGUSTINE	St:	FL Zip: 32086
Phone:	904-484-4499	Ph2:	
Fax:	904-460-2065	Cell:	
Email:	extremear@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		
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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Contractor: SC-CAC1816206 * HARTWICK, BENJAMIN W * HARTWICK HEATING AND AIR CONDITIONING INC

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

Address: 6888 WEST SEACOVE AVE

City: ST AUGUSTINE

St: FL **Zip:** 32086

Phone: 904-669-6592

Ph2:

Fax: 904-827-6849

Cell:

Email: hartwickac@gmail.com

No Early Power Privilege

HARTWICK, BENJAMIN W * HARTWICK HEATING AND AIR CONDITIONING INC

State Certificate ok 8/31/2018

Workman Comp ok 4/24/2019

Liabilty ok 5/22/2018

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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Contractor:	BL-4764 * RUSSELL, GREG * ADVANCED INSULATION INC		
Lic Type:	CLASS II B/L * INSULATION CONTRACTOR *		
Address:	110 MARSHALL CIRCLE		
City:	ST AUGUSTINE	St:	FL Zip: 32086
Phone:	904-797-3397	Ph2:	904-669-9004
Fax:	904-797-3308	Cell:	
Email:	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		
Scope:	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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Contractor: SC-CFC052702 * MCLAUGHLIN, THOMAS ALLEN * CERTIFIED ENVIRONMENTAL SERVICES INC/METRO ROOTER

Lic Type: STATE CERTIFIED * CERTIFIED PLUMBING CONTRACTOR *

Address: 8892 NORMANDY BLVD.

City: JACKSONVILLE

St: FL **Zip:** 32221

Phone: 904-695-1911

Ph2:

Fax: 904-695-1800

Cell:

Email: john@metrorooter.com

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

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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Contractor:	SC-CFC1429533 * SINCLAIR, JAMES W * MR ROOTER PLUMBING		
Lic Type:	STATE CERTIFIED * CERTIFIED PLUMBING CONTRACTOR *		
Address:	29 ENTERPRISE DR		
City:	BUNELL	St:	FL Zip: 32100
Phone:	386-439-3333	Ph2:	
Fax:	386-264-6732	Cell:	
Email:	MELISA@CFLMRROOTER.	<input checked="" 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			
<input type="button" value="Close"/>			
<p>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.</p>			

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

Lic Type: CLASS I.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 **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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Contractor: SC-CCC1329048 * HESTER, KELLY JEAN * HESTER'S ROOFING AND COATING INC

Lic Type: STATE CERTIFIED * CERTIFIED ROOFING CONTRACTOR *

Address: 210 MIMOSA ROAD

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

Phone: 904-315-5565 **Ph2:**

Fax: **Cell:**

Email: hesters1453@att.net 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

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Scope: 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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St. Johns County Building Services

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Contractor:	BL-5526 * KEITH, VERNON D. * CONSTRUCTION DEBRIS REMOVAL INC		
Lic Type:	CLASS II * DEMOLITION CONTRACTOR *		
Address:	1535 STATE ROAD 207		
City:	ST AUGUSTINE	St:	FL Zip: 32086
Phone:	904-824-4460	Ph2:	904-471-9700
Fax:	904-824-7287	Cell:	
Email:	cdrdemo@bellsouth.net	<input type="checkbox"/> No Early Power Privilege	
	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		
Scope:	THIS CONTRACTOR CAN SUB-CONTRACT FROM LICENSED GENERAL, BUILDING AND RESIDENTIAL CONTRACTORS OR LICENSED DEMOLITION CONTRACTORS ONLY! MAY WORK FOR OR CONTRACT WITH THE GENERAL PUBLIC! QUALIFIED TO PERFORM THE DEMOLITION AND REMOVAL OF STRUCTURES AND FOUNDATIONS, RESIDENTIAL AND COMMERCIAL, AND INCIDENTAL GRUBBING AND CLEARING.		

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Contractor: NA-230 * CROSBY, QUILLIAN D * EXTREME WINDOW AND DOOR SOLUTIONS INC

Lic Type: DISCIPLINARY * Disciplinary *

Address: 7337 A1A SOUTH

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

Phone: 904-501-7780 **Ph2:**

Fax: **Cell:**

Email: No Early Power Privilege

CROSBY, QUILLIAN D * EXTREME WINDOW AND DOOR SOLUTIONS INC

This is not a county license. Please see description below

Scope:
 This person is only on this site to warn the public of unlicensed activity. Please call 904-827-6820 for more information. This person is not licensed to do any work in St. Johns County.

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Contractor:	ST-1726 * FITZPATRICK, GARY * MASTER CRAFT WINDOW & DOOR INC		
Lic Type:	CLASS II B/L * FINISH CARPENTRY CONTRACTOR *		
Address:	7 SAN BARTOLA DRIVE		
City:	ST AUGUSTINE	St:	FL Zip: 32086
Phone:	904-829-3934	Ph2:	
Fax:	904-824-1808	Cell:	
Email:	mwindows1@comcast.net	<input checked="" 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		
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, CABINETS, 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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Contractor:	ST-8953 * OMOSIGHO, WILFRED * FREELANCE PAINTING & PRESSURE WASHING INC		
Lic Type:	CLASS III * PAINTING CONTRACTOR *		
Address:	231 S NASSAU ST		
City:	ST AUGUSTINE	St:	FL Zip: 32084
Phone:	904-315-3474	Ph2:	
Fax:		Cell:	
Email:	FROEDDYOMO249@GMAIL	<input checked="" 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 Liabilty delinquent 12/4/2017		
Scope:	THIS CONTRACTOR CAN SUB-CONTRACT FROM LICENSED GENERAL, BUILDING AND RESIDENTIAL CONTRACTORS OR LICENSED PAINTING CONTRACTORS ONLY! MAY NOT WORK FOR OR CONTRACT WITH THE GENERAL PUBLIC! 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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Contractor: ST-3946 * FLIPPIN, JAMES MARK * A KITCHEN CONNECTION
Lic Type: CLASS III B/L * CABINET INSTALLATION CONTRACTOR *
Address: 2495 DOBBS ROAD
City: ST AUGUSTINE **St:** FL **Zip:** 32086
Phone: 904-829-0088 **Ph2:**
Fax: 904-829-3053 **Cell:**
Email: info@akitchenconnection.com **No Early Power Privilege**

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

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REQUEST FOR PROPOSALS (RFP) NO 18-13
EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

ATTACHMENT "G"

COMPANY STAFF AND SUB-CONTRACTOR CERTIFICATIONS

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

COMPANY STAFF AND SUB-CONTRACTOR CERTIFICATIONS (* attach resume of each individual identified)		
STAFF / SUBCONTRACTOR NAME	TITLE	CERTIFICATION(S)
Bill Lazar	Director/Qualifying Agent	State Certified Residential Contractor- CRC 1329155
Susan Giddens	Rehab Program Manager	NA
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**

SJHP Staff	Task	Name and Qualifications:
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.

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

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

(904) 344-4097
lychrel@gmail.com

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

Experience/past Performance

REQUEST FOR PROPOSALS (RFP) NO 18-13

EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

ATTACHMENT "H"

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 or work and overseeing all rehab tasks.

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:** USDA Section 504 Program

Services Provided: Rehab Services for low income seniors- individual applicant approvals. Work may include any scope of work assigned by USDA . The SJHP is usually awarded 5-10 projects annually.

Dollar Value of Services: Cap of \$7500 per applicant

Dates of Service: 2013-2017 Point of Contact: Charles Caldwell Point of Contact Email:

charles.caldwell@fl.usda.gov Phone Number: (386) 719-5590 ext. 106

3. **Name of Entity/Agency:** Elder Source of Northeast Florida

Services Provided: Home Repair services for low income seniors – the scope of work varies by applicant .SJHP inspects the property, suggests the scope of work for the applicant, submits a repair budget for approval and oversees all construction related work.

Dollar Value of Services: \$1,000- \$5,000- Dates of Service: 2014-2017

Point of Contact: Bryan Hensley

Point of Contact Email: bryan.hensley@myeldersource.org Phone Number: 904-391-6639

4. **Name of Entity/Agency:** Florida Dept of Economic Opportunity – Weatherization

Services Provided: SJHP duties included 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.

Dollar Value of Services: \$3,500- \$7,200 Annually \$400,000 Dates of Service: 1998-2018

Point of Contact: Rick Campbell

Point of Contact Email: Rick.Campbell@deo.myflorida.com Phone Number: (850) 717-8451

5. **Name of Entity/Agency:** United Way of St. Johns County
Services Provided: Emergency repair program to provide owner-occupied, low-income residents with immediate solutions to issues that will further decay and destroy the integrity and safety of the home. Funding is also used to assist elderly and disabled residents of St. Johns County with accessibility and safety remedies to conditions that create hazards and health issues to the resident.
Dollar Value of Services: Per households, less than \$2,500- Annually \$30,000 **Dates of Service:** 1998-2018
Point of Contact: _____
Point of Contact Email: _____ **Phone Number:** _____

(Additional pages may be attached)

Section 6

Past Performance with SJC

REQUEST FOR PROPOSALS (RFP) NO 18-13

EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

ATTACHMENT "I"

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:** SHIP Home Repair Services- Moderate level rehab addressing health and safety concerns in sub-standard housing. The SJHP provides program presentations, income and households eligibility requirements in addition to feasibility reviews and preliminary budget estimates before approving for inspections. Once assigned a Scope of Work the SJHP is responsible for all aspects of project management with all related trades. The SJHP also uses it's community experience to recruit volunteers and leverage other resources to increase the value of services provided by many of it's current contracts.

Dollar Value of Services: \$20,000-\$30,000 Dates of Service: 1998-2017
Point of Contact: Joe Cone
Point of Contact Email: jccone@sjcfl.us Phone Number: 904-827-6898

2. **Services Provided:** Health and Human Services Home Repair Services- minor rehab and emergency repairs designed to reduce health hand safety concerns, improve indoor air quality, energy conservation or accessibility needs. The SJHP provides program presentations, income and households eligibility requirements in addition to feasibility reviews and preliminary budget estimates. The SJHP also uses it's community experience to recruit volunteers and leverage other resources to increase the value of services provided by many of it's current contracts.

Dollar Value of Services: \$500-\$7,500 per project Dates of Service: 1998-2017
Point of Contact: Angie Cowling
Point of Contact Email: acowling@sjcfl.us Phone Number: 209-6099

3. **Services Provided:** Neighborhood Rehab Services- minor rehab and emergency repairs designed to reduce health hand safety concerns, improve indoor air quality, energy conservation or accessibility needs. The program was originally designed to focus on 5 low income neighborhoods and incorporate neighborhood and community volunteer efforts. The SJHP also uses it's community experience to recruit volunteers and leverage other resources to increase the value of services provided by many of it's current contracts.

Dollar Value of Services: cap of \$7,500 per home Dates of Service: 2005-2017
Point of Contact: Joe Cone
Point of Contact Email: jccone@sjcfl.us Phone Number: 904-824-6898

4. **Services Provided:** _____

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

Section 7 Other



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	ADDL 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 \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
E	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		ND01007292P	02/06/2017	02/06/2018	MED EXP (Any one person) \$ excluded
	<input type="checkbox"/> D&O					PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						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) \$
D	<input type="checkbox"/> ALL OWNED AUTOS		BA090000009724	12/04/2017	12/04/2018	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					EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB					OCCUR CLAIMS-MADE
						\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	AVWCFL2257082017	01/01/2017	01/01/2018	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					N/A
						E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000
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 <i>David M. Vandross</i>

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REQUEST FOR PROPOSALS (RFP) NO 18-13

EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

ATTACHMENT "A"

AFFIDAVIT

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

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

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

STATE OF 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. (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No: 18-13, Emergency Repair Services for Sub-Standard Housing.

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.

[Handwritten Signature]

(Proposer)

By Bill Lazar

Executive Director

(Title)

STATE OF Florida)

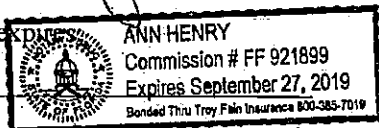
COUNTY OF St. Johns)

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.

[Handwritten Signature]

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 "B"
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} (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 18th day of December, 2017.


Signature of Affiant-Bill Lazar

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:



REQUEST FOR PROPOSALS (RFP) NO 18-13

EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

St. Johns County Board of County Commissioners

ATTACHMENT "C"

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 18-13

EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

ATTACHMENT "D"

St. Johns County Board of County Commissioners

CONFLICT OF INTEREST DISCLOSURE FORM

Project (RFP) Number/Description: RFP No 18-13 Emergency Repair Services for Sub-Standard Housing

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 consultant'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

Bill Lazar, Executive Director
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. 18-13; Emergency Repair Services for Sub-Standard Housing

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 B – Scope of Services #5 - Performance of Repair/Rehab Work on page 8 has been modified as follows. Please make the changes on your copy of the RFP document.

Revised Language:

"B. Scope of Services

5. Performance of Repair/Rehab Work

- a. The Contractor shall be required to ensure the performance of the emergency repair 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 - Item B - If the County chooses to hire an independent inspector for this program, will the fee or inspector's scope of work be any different than the SHIP program? That current fee is more than we normally charge for doing the intake and estimate. \$7500 will not cover a large amount of work, we think it is something that the Housing Staff could be trained to review and consider, since it does not require a full inspection of the property, it's more of an emergency repair to keep

someone living safely in their home, such as a roof repair, accessible bathroom and wheelchair ramp, etc.

Answer: RFP 18-13 is for emergency repairs only, with a cap of \$7,500.00 per household, per the SHIP Program. The cap includes the cost of inspection services. The scope of work and rates under the County's contract with an independent inspector is for all housing program inspections, including emergency repairs. Repair work estimated over the cap amount for emergency repairs (for example, roof replacement) falls under the County contract for Rehabilitation Services for the State Housing Initiatives Partnership (SHIP) Program.

2. **Page 8- Item 5 -** The estimating guidelines are somewhat restrictive for what usually amounts to a very limited scope of work. 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 request is considered as an attempt and counted as such. Documentation needs to reflect that an attempt was made with no response 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".

3. **Page 13- Section 4 -** The funding for this effort is not sufficient to commit specific staff or subcontractors to assigned duties. We will submit the same list of current vendors at the beginning of the contract, but especially in the case of an "emergency" response, we would hope to find licensed subcontractors who are willing to respond to a specific call in a timely manner.

We regularly solicit new vendors for our rehab efforts. Because of the volume of hurricane damage 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 our 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 of submitted proposals. Documentation included in Section 4 of submitted Proposals regarding qualifications of the company, staff, and any proposed sub-contractors 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. For 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.

4. **Page 14 - Section 5 -** We're not certain why this experience is required? We are a HUD certified counseling agency and has been for over 10 years. We do not currently have funding to offer simple

credit counseling or financial literacy workshops, unless it's related to a homebuyer contract or foreclosure work.

Answer: For RFP 18-13, on page 14, Section 5: Experience/Past Performance, Bullet # 3 – “proof of credit counseling, financial literacy training/classes, and review of mortgage loans” is deleted. Please strike through this item on your copy of the RFP document. The remaining three proposal submittal requirements under Section 5 remain.


5. Attachment “H” - Past performance - Services provided - is this for a specific contract source, or are you requesting references from individual homeowner recipient?

Answer: Experience/Past Performance attachment is for listing specific contracts with other governmental entities/agencies, such as other counties or cities. Individual homeowner recipients are not to be listed as references.

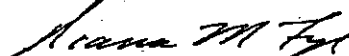
THE RFP DUE DATE REMAINS DECEMBER 21, 2017 AT 4:00 P.M.


Acknowledgment

Sincerely,


 12/19/17

Signature and Date


Diana M. Fye, CPPB
Procurement Coordinator



Printed Name/Title



Company Name (Print)

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. 18-13; Emergency Repair Services for Sub-Standard Housing

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Revised Language:

“B. Scope of Services

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 - **\$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 - Item B** - If the County chooses to hire an independent inspector for this program, will the fee or inspector's scope of work be any different than the SHIP program? That current fee is more than we normally charge for doing the intake and estimate. \$7500 will not cover a large amount of work, we think it is something that the Housing Staff could be trained to review and consider, since it does not require a full inspection of the property, it's more of an emergency repair to keep

someone living safely in their home, such as a roof repair, accessible bathroom and wheelchair ramp, etc.

Answer: RFP 18-13 is for emergency repairs only, with a cap of \$7,500.00 per household, per the SHIP Program. The cap includes the cost of inspection services. The scope of work and rates under the County's contract with an independent inspector is for all housing program inspections, including emergency repairs. Repair work estimated over the cap amount for emergency repairs (for example, roof replacement) falls under the County contract for Rehabilitation Services for the State Housing Initiatives Partnership (SHIP) Program.

2. **Page 8- Item 5 -** The estimating guidelines are somewhat restrictive for what usually amounts to a very limited scope of work. 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 request is considered as an attempt and counted as such. Documentation needs to reflect that an attempt was made with no response 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".

3. **Page 13- Section 4 -** The funding for this effort is not sufficient to commit specific staff or subcontractors to assigned duties. We will submit the same list of current vendors at the beginning of the contract, but especially in the case of an "emergency" response, we would hope to find licensed subcontractors who are willing to respond to a specific call in a timely manner.

We regularly solicit new vendors for our rehab efforts. Because of the volume of hurricane damage 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 our 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 of submitted proposals: Documentation included in Section 4 of submitted Proposals regarding qualifications of the company, staff, and any proposed sub-contractors 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. For 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.

4. **Page 14 - Section 5 -** We're not certain why this experience is required? We are a HUD certified counseling agency and has been for over 10 years. We do not currently have funding to offer simple

credit counseling or financial literacy workshops, unless it's related to a homebuyer contract or foreclosure work.

Answer: For RFP 18-13, on page 14, Section 5: Experience/Past Performance, Bullet # 3 – “proof of credit counseling, financial literacy training/classes, and review of mortgage loans” is deleted. Please strike through this item on your copy of the RFP document. The remaining three proposal submittal requirements under Section 5 remain.

5. Attachment “H” - Past performance - Services provided - is this for a specific contract source, or are you requesting references from individual homeowner recipient?

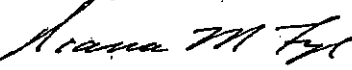
Answer: Experience/Past Performance attachment is for listing specific contracts with other governmental entities/agencies, such as other counties or cities. Individual homeowner recipients are not to be listed as references.

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

Acknowledgment

Sincerely,

Signature and Date



Diana M. Fye, CPPB
Procurement Coordinator

Printed Name/Title

Company Name (Print)

END OF ADDENDUM NO. 1



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

**RFP NO: 18-13
REQUEST FOR PROPOSALS**

**EMERGENCY REPAIR SERVICES
FOR SUB-STANDARD HOUSING**

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 18-13
EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

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ST. JOHNS COUNTY, FL
RFP NO: 18-13; Emergency Repair Services for Sub-Standard Housing

PART I: ADVERTISEMENT

Notice is hereby given that St. Johns County, FL is soliciting responses for **RFP No: 18-13 Emergency Services for Sub-Standard Housing**. 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 perform emergency repair services to improve sub-standard housing conditions of low and very low income St. Johns County residents. The Contractor shall be responsible for performing construction and construction management services, as well as income verification for all participating residents.

RFP Packages are available for downloading from Onvia Demandstar, Inc., at their website www.demandstar.com, or by calling 800-711-1712 and requesting Document **#18-13**. 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
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.

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 18-13 Emergency Repair Services for Sub-Standard Housing**. 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 is soliciting sealed Request for Proposal packages for the purpose of awarding a contract for provision of emergency repair services to improve sub-standard housing conditions of low and very low income St. Johns County residents. The Contractor shall be responsible for performing construction and construction management services, as well as income verification for all participating residents.

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 13, 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
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.

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. 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 (4:00 PM) 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:

Evaluation Criteria:

Maximum Possible Points Per Evaluator:

A. Qualifications	30
B. Experience/Past Performance	30
C. Past Performance w/ St. Johns County	05
D. RFP Package Format	05

Total Maximum Points Possible: 70

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. 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:
 1. Active General Contractor's License; **OR**
 2. Active Residential Contractor's License; **OR**
 3. Florida State Standard Building Inspector License; **OR**
 4. Hold an active Residential Inspector's Certification from an accredited organization such as, SBCCI, or ASHI (American Society of Home Inspectors) for a period of one (1) year; **OR**
 5. Hold an active license as an architect or professional engineer, and have a minimum of five (5) years' experience in construction;
2. Have at least five (5) years' experience in providing repairs, rehabilitation, and residential construction to income eligible households; and
3. 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 "E"** – 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.

B. SCOPE OF SERVICES

The Scope of Services under this RFP consists of performing emergency repairs to improve sub-standard housing conditions of low and very low income St. Johns County residents. The scope of services consists of performance of construction, management of construction, and verification of income for all participating residents.

Emergency repair requests shall be considered based on an estimated repair cost per household of less than seven thousand five hundred dollars (\$7,500.00). Services shall be performed as funding is available, and as approved by the St. Johns County Housing Program Administrator or designee. The Contractor shall coordinate with the Housing and Community Services offices to track the available funding of the program during a particular fiscal year.

Emergency repairs may include hazardous, unsafe, unsanitary or life threatening situations within the home. Contractors are expected to work quickly and efficiently to protect the home, its contents and the Owner's life. 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. Repair work is 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 emergency repairs, shall contact the independent inspector chosen by the County to schedule the required inspections (initial, intermediate (if necessary), and final). The independent inspector will provide the Contractor with a copy of the inspection report(s), submitted by the independent inspector, 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 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 emergency repair items will be considered for completion.

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/Income Verification:

The Contractor shall be responsible for applicant intake and eligibility certification of each application. All income verification performed by the Contractor shall be in accordance with the income guidelines released by HUD and reported by Florida Housing Finance Corporation as adjusted annually by statute for the Metropolitan Statistical Area (MSA). Acceptable verification of employment can be traditional means, and does not require third party verification.

2. 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 emergency 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.

3. Inspections

The Contractor will schedule the required inspections (initial, intermediate (if necessary), and final) with the independent inspector contracted by the County. The Contractor shall be responsible for contacting the independent

contractor for scheduling of the required inspections **BEFORE** any repair work begins on the home. Initial and final inspection(s) reports are mandatory for each home scheduled for emergency repairs. The independent inspector shall provide the Contractor copies of the inspection reports including photographs of items identified for repair.

4. Development of Repair Scope of Work

The Contractor shall utilize the inspection reports to develop a scope of work for the repair work to be performed at the home in order to address health, sanitation, and safety concerns. The scope of work and the initial inspection shall be discussed, reviewed, approved and signed off on by the Homeowner BEFORE any repair work begins on the home.

5. Performance of Repair/Rehab Work

The Contractor shall be required to ensure the performance of the repair work. If there is repair 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. Estimates shall be obtained 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

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.

The Contractor shall be responsible for overseeing and coordinating any and all repair 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 work.

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 County Housing Staff if and when the schedule will change due to delays, or work being finished early.

The Contractor shall provide 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, permits (as applicable), and quotations/receipts received for all work.

6. Administrative Services

The Contractor shall be required to maintain eligibility files and records on each house. Each file must include all income and asset verifications for entire household, as specified by the Florida Housing Finance Corporation (FHFC) State Housing Initiative Partnership (SHIP), model, and statutory and county requirements. Each file shall contain records of the initial house inspection, scope of work signed by the owner, an owner signed record of the work completed upon draw request, a post inspections signed by the owner, quotations received for repair work/parts, a record of payments, and before and after photos of the repair work (photos provided by the independent inspector contracted with the County) to document funds expended.

The Contractor shall maintain an open application process in order to maintain a waiting list of eligible applicants. The Contractor shall be responsible for updating the waiting list regularly, and providing the most updated list to SJC Housing Staff upon request.

7. Operating Policies & Procedures

The Contractor shall provide the County with a written Operating Policies and Procedures manual for emergency

repair 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.

8. 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.

C. 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.

D. 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 "F"**, "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.

E. 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 Emergency Repair Services for Sub-Standard Housing, 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-imbusement 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 <ul style="list-style-type: none">a. Attachment E – Licenses, Permits, and Certificationsb. Attachment F – List of Proposed Sub-Contractorsc. Attachment G – Staff/Sub-Contractors Certifications
5	Experience / Past Performance <ul style="list-style-type: none">a. Attachment H – Experience / Past Performance
6	Past Performance w/ St. Johns County <ul style="list-style-type: none">a. Attachment I – Past Performance w/ St. Johns County
7	Other Required Forms <ul style="list-style-type: none">a. Attachment A – Affidavitb. Attachment B – Affidavit of Solvency

- c. Attachment C – Drug-Free Workplace
- d. Attachment D – 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. Information submitted to demonstrate qualifications shall include, but not limited to, 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.

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 “E”** – Licenses, Permits, and Certifications, **Attachment “F”** – List of Proposed Sub-Contractors, and **Attachment “G”** – Company, Staff, and Sub-Contractor Certifications. Respondents shall also include brief resumes of key personnel and proposed sub-contractors. Copies of all required licenses, permits and/or certifications must be included.

Section 5: 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 "H"** – Experience / Past Performance 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 6: 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 "I"** - Experience / Past Performance provided herein.

Section 7: 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 "A"** – Affidavit,
- **Attachment "B"** – Affidavit of Solvency,
- **Attachment "C"** – Drug-Free Workplace Form,
- **Attachment "D"** – Conflict of Interest Disclosure, and
- **Signed copies of any issued addenda**

PART VI: EVALUATORS'S SCORE SHEET EXAMPLE

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

DATE:
PROJECT: RFP 18-13, Emergency Repair Services
for Sub-Standard Housing

CRITERIA RANKING:

Respondents	A. Qualifications 0 to 30	B. Experience / Past Performance 0 to 30	C. Past Performance w/ St. Johns County 0 to 05	D. RFP Package Format 0 to 05	TOTALS 0 - 70

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

PART VII: ATTACHMENTS/FORMS

**REQUEST FOR PROPOSALS (RFP) NO 18-13
EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING**

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**

COMPANY NAME: _____

MAILING ADDRESS: _____

DATE: _____

REQUEST FOR PROPOSALS (RFP) NO 18-13

EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

ATTACHMENT "A"

AFFIDAVIT

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

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

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

STATE OF _____ COUNTY OF _____. Before me, the undersigned authority, personally appeared _____ who, being duly sworn, deposes and says he is (Title) of _____ (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No: 18-13, Emergency Repair Services for Sub-Standard Housing.

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 "B"
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 18-13
EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

St. Johns County Board of County Commissioners

ATTACHMENT "C"

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 18-13
EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

ATTACHMENT "D"

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

Project (RFP) Number/Description: RFP No 18-13 Emergency Repair Services for Sub-Standard Housing

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 consultant'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 18-13

EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

ATTACHMENT "E"

LICENSES, PERMITS, CERTIFICATIONS

In the space below, each Respondent shall list all current licenses, permits and/or certifications held relative to the required services as provided herein.

Each Respondent shall attach a copy of each current license, permit and/or certification listed below to his/her proposal as instructed.

License Name	License #	Issuing Agency	Expiration Date

REQUEST FOR PROPOSALS (RFP) NO 18-13

EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

ATTACHMENT "F"

LIST OF PROPOSED SUB-CONTRACTORS

Each Respondent shall provide any and all subcontractors or major materials suppliers proposed to perform any portion of work specified herein. All proposed subcontractors are subject to approval by the County.

DIVISION OF WORK

NAME AND ADDRESS OF SUBCONTRACTORS

REQUEST FOR PROPOSALS (RFP) NO 18-13
EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

ATTACHMENT "G"

COMPANY STAFF AND SUB-CONTRACTOR CERTIFICATIONS

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

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

REQUEST FOR PROPOSALS (RFP) NO 18-13

EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

ATTACHMENT "H"

EXPERIENCE / PAST PERFORMANCE

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

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

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____
Point of Contact Email: _____ Phone Number: _____
2. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____
Point of Contact Email: _____ Phone Number: _____
3. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____
Point of Contact Email: _____ Phone Number: _____
4. Name of Entity/Agency: _____
Services Provided: _____

Point of Contact: _____
Point of Contact Email: _____ Phone Number: _____
5. Name of Entity/Agency: _____
Services Provided: _____

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 18-13

EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING

ATTACHMENT "I"

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 18-13

EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING


SECTION	ATTACHMENT NAME	CHECK BOX	ST. JOHNS COUNTY USE
Section 1	Cover Page		
Section 2	Letter of Introduction		
Section 3	Respondent Profile		
Section 4	Qualifications of Company, Staff & Sub-Contractors:		
	<ul style="list-style-type: none"> Attachment "E" Licenses, Permits & Certifications 		
	copies of Active GL License or Active Residential Contractor's License or proof of Non-profit agency with 501c Status		
	<ul style="list-style-type: none"> Attachment "F" List of Sub-Contractors 		
	<ul style="list-style-type: none"> Attachment "G" Company Staff and Sub-Contractor Certifications (include resumes) 		
Section 5	Attachment "H" – Experience / Past Performance		
Section 6	Attachment "I" – Past Performance with St. Johns County		
Section 7	Other Required Forms (including the following):		
	Proof of Liability Insurance and Limits		
	Attachment "A" RFP Affidavit		
	Attachment "B" Affidavit of Solvency		
	Attachment "C" Drug Free Work Place Form		
	Attachment "D" 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 18-13
EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING**

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

SEALED RFP • DO NOT OPEN	
SEALED RFP NO.:	18-13
RFP TITLE:	Emergency Repair Services for Sub-Standard Housing
DUE DATE/TIME:	Thur., December 21, 2017 @ 4:00 p.m.
SUBMITTED BY:	
	Company Name
	Company Address
	Company Address
DELIVER TO:	St. Johns County Purchasing Dept. ATTN: Diana M. Fye; CPPB 500 San Sebastian View St St. Augustine FL 32084



END OF DOCUMENT