



**REQUEST FOR PROPOSALS**  
**#PB2018-03**  
**EMERGENCY REPAIR SERVICES FOR SUB-STANDARD HOUSING**

The City of St. Augustine / Community Redevelopment Agency (CITY/CRA), is soliciting Proposals from qualified and experienced contractors to perform emergency repair services to improve sub-standard housing conditions of low and very low income City of St. Augustine residents. The Contractor shall be responsible for performing construction and construction management services, as well as income verification for all participating residents.

Sealed Proposals will be received until 2:00 PM EDT, April 4, 2018 at the Office of the City Manager; Lobby A, 4<sup>th</sup> Floor, City Hall; 75 King Street; St. Augustine, Florida 32084. No facsimile or email Proposal will be accepted. Any Proposal submitted after the time and date for receipt of Proposals will be returned unopened. Proposals will be publicly opened and read aloud promptly at 2:15 PM EDT. The sealed Proposal shall be mailed or delivered in person to:

Mailing Address

City of St. Augustine  
City Manager's Office  
Attn: Sharon Whitener  
P.O. Box 210  
St. Augustine, FL 32085-0210

Physical Address

City of St. Augustine  
City Manager's Office  
Attn: Sharon Whitener  
75 King Street, Lobby A, 4<sup>th</sup> Floor  
St. Augustine, FL 32084

Request for Proposal documents may be obtained from: City of St. Augustine; General Services Department; 75 King Street, 4<sup>th</sup> Floor, Lobby "D", St. Augustine, Florida 32084 or by contacting Vicki Wilder, General Services Administrative Coordinator, at [vwilder@citystaug.com](mailto:vwilder@citystaug.com). Vendors registered with DemandStar.com, Inc. can download RFP Package No. PB2018-03 at no cost from their website – [www.demandstar.com](http://www.demandstar.com)

The City of St. Augustine reserves the right, which is understood and agreed to by all respondents, to waive any informality in or to reject any or all of Proposal if deemed to be in its best interest. The City also reserves the right to award a contract on such material(s) as the City deems will best serve its interests.

The City of St. Augustine is committed to the opportunity for diversity in the performance of all City of St. Augustine projects. All respondents are encouraged to make good faith efforts to ensure that women- and minority-owned businesses are given the opportunity for maximum participation in the supply and/or construction of the Proposal components.

**CITY OF ST. AUGUSTINE**  
**DEPARTMENT OF GENERAL SERVICES**  
**Sharon Whitener, Procurement Manager**