



**REQUEST FOR QUALIFICATIONS**  
**#GS2018-05**  
**ANNUAL SMALL SCALE CONSTRUCTION AND RELATED SERVICES**

The City of St. Augustine is soliciting Qualification packages (Letters of Interest) from qualified and experienced contractors for the performance of small scale construction projects in the categories of general construction and minor trade construction. Projects include, but are not limited to, new construction, minor trade construction, renovation and repair services, electrical, plumbing, painting, carpentry, fencing, roofing, HVAC, masonry, etc.

Sealed Letters of Interest will be received until 2:00 P.M. EST, WEDNESDAY, JANUARY 17, 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 Letters of Interest will be accepted. Any Letters of Interest submitted after the time and date for receipt of the Letters of Interest will be returned unopened. Letters of Interest will be publicly opened and read aloud promptly at 2:15 P.M. EST. The sealed Letters of Interest 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 Qualifications 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 RFQ Package No. GS2018-05 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 Letters of Interest if deemed to be in its best interest. The City also reserves the right to award a contract(s) 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 Request for Qualification components.

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