



Indian River County Purchasing Division

1800 27th Street

Vero Beach, FL 32960

Phone (772) 226-1416

Request for Proposals

Project Name:

HOUSING PROGRAM INSPECTION SERVICES

RFP #:

2023004

RFP Opening Date: **October 12, 2022**

RFP Opening Time: **2:00 P.M.**

All Proposals must be received by the Purchasing Division, 1800 27th Street, Vero Beach, Florida 32960 prior to the date and time shown above. Late responses will be not be accepted or considered.

PLEASE SUBMIT:

- (1) ONE MARKED ORIGINAL, AND
- (5) COPIES OF YOUR PROPOSAL

Refer All Questions to:

Email: purchasing@ircgov.com



REQUEST FOR PROPOSALS

RFP # 2023004

Housing Program Inspection Services

The Indian River County Board of County Commissioners is requesting proposals from qualified contractors and building inspectors to carry out Indian River County Housing Program Rehabilitation Work Inspection Services.

Detailed specifications are available at: www.demandstar.com or by selecting "Current Solicitations" at <http://www.ircgov.com/Departments/Budget/Purchasing>.

Receipt of one original and five (5) copies of proposals by the Purchasing Division, 1800 27th Street, Building B, Vero Beach, Florida 32960 must occur by 2:00 p.m. October 12, 2022

The Board of County Commissioners reserves the right to accept or reject any and all submittals and to waive any and all informalities.

PURCHASING MANAGER
INDIAN RIVER COUNTY

Publish: For Publication on Demandstar and Vendor Registry on September 23, 2022.

Scope of Services

1. PROJECT

Submittals will be received from qualified entities to carry out Indian River County Housing Program Rehabilitation Work Inspection Services. Work includes single family residential property inspection services as a part of Indian River County's housing programs. Qualified building, residential, or structural contractors, as well as entities or individuals having a Department of Business and Professional Regulation (DBPR) License in building or building (structural) inspector categories may respond to this RFQ. The county anticipates prequalifying more than one contractor/building inspector to perform housing program inspection services. For each inspection project, the county will request price quotes from the pre-qualified contractors/building inspectors. The contractor/building inspector with the lowest most responsive and responsible quote will be chosen to perform the housing inspection services for the project. Firms that have a current contract with the county for housing inspection services do not need to re-apply.

2. PURPOSE OF THE WORK

The County, through its various housing programs, is involved with rehabilitation of single-family homes. For this rehabilitation work, a qualified contractor/building inspector must inspect each house prior to purchase or prior to approval of an owner-occupied home rehabilitation loan application to determine if the house is structurally sound and can be rehabilitated. The inspector must then determine the type and amount of rehabilitation work needed, prepare a detailed work write-up and cost estimate of the rehabilitation work that needs to be done, review contractor bids, approve change orders, inspect completed work and prepare punch lists, and verify that the job is complete and that payment to the contractor can be processed. While the number of rehabilitation projects varies, the average is about 10 per year.

3. OVERVIEW

Indian River County is an urbanizing county in East Central Florida, encompassing approximately 543 square miles. The 2020 population of the county was 159,788. About 37% of those residents live in one of the county's five municipalities, while the remainder of the residents live in the unincorporated area of the county.

Currently, the county has housing programs that involve rehabilitation work activities. Through those programs, the county bids out rehabilitation work, contracts with builders for the work, inspects completed work, and pays contractors' invoices.

At this time, the County is requesting qualification packages from properly licensed contractors or building inspectors interested in participating in the County's Housing Programs. The contractor/building inspector must have knowledge of applicable building codes, the physical ability to inspect building sites and climb ladders and/or stairs to perform inspections, knowledge of building techniques and building materials, the ability to prepare rehabilitation project work write-ups/bid specifications, the ability to communicate tactfully to contractors, builders, and owners, and the ability to read and understand construction plans.

4. SCOPE OF WORK

For each rehabilitation project:

- The contractor/building inspector visits the house for an initial inspection to inspect all major systems of the identified house (roof, structure, plumbing, electric, HVAC, septic, foundation,

etc.) and to determine if the house is structurally sound and if it can be rehabilitated, and to determine generally what needs to be done to rehabilitate the housing unit.

- The contractor/building inspector also takes “before” digital pictures and provides those pictures to the county with the initial inspection report.
- After receiving notice from the county, the contractor/building inspector performs a detailed inspection, prepares a detailed work write-up (work to be done must meet the county’s Local Housing Assistance Plan requirements, as well as requirements of the Minimum Standards for Rehabilitation of Residential Properties, copy attached), prepares a cost estimate, and submits the work write-up and cost estimate to the county staff (a sample work write-up is attached).
- The contractor/building inspector is prohibited from providing his or her cost estimate to anyone except county staff prior to bid opening.
- The contractor/building inspector conducts a pre-bid walk-thru for rehabilitation contractors interested in bidding on the project.
- The contractor/building inspector reviews bids submitted for the project and provides comments to county staff.
- The contractor/building inspector reviews and approves any change orders submitted for the project.
- After the rehabilitation contractor completes the job, the contractor/building inspector visits the job and prepares a punch list of unfinished items.
- When there is a request for payment, the contractor/building inspector inspects the work and determines if the job was done satisfactorily.
- The contractor/building inspector will submit a copy of the final inspection and homeowner’s acknowledgement that the job has been done satisfactorily.
- The contractor/building inspector also takes “after” digital pictures and provides those pictures to the county.

The contractor/building inspector will be the main contact person between the homeowner and the contractor performing rehabilitation work activities.

5. DISTRIBUTION OF WORK

Based upon the scoring criteria included in this Request for Proposals, several contractors/building inspectors will be pre-qualified to perform the inspection services for the county’s housing programs.

For each contract for inspection services, the county will request quotes from qualified contractors/inspectors. The county will then issue a work order to the lowest, responsive, responsible firm.

The successful contractors/building inspectors who enter into an agreement with the County, as well as his company, and his relatives may not bid on rehabilitation projects associated with the county’s housing program.

Submittal Instructions

Proposers shall submit the following:

Information to Be Submitted: Submit one marked printed original and five printed copies prior to the opening date and time. Submittals must include and are requested to be organized as follows:

- a. Respondent Information Form
- b. Proposal Pricing Form
- c. Sworn statement on Disclosure of Relationships as per Section 105.08 of the Indian River County Code.
- d. Certification Regarding Prohibition Against Contracting with Scrutinized Companies
- e. Certification regarding lobbying

Method of Selection: The County shall convene a Selection Committee of which the responsibility shall be as follows:

- a. Independently review and evaluate each Submittal
 1. Each Committee member shall evaluate each firm by assigning a number of points for each criterion, as established in the solicitation, and then totaling the number of points for all criteria.
 2. Each Committee member shall then rank the firms on the basis of the total number of points received for all criteria, with the firm receiving the most points being ranked # 1.
- b. As a "Committee of the whole", develop a combined ranking order of all Submittals meeting minimum qualifications. The ranking of firms shall be done in the following manner:
 1. The rankings received by each firm from all Committee members shall be totaled and divided by the number of Committee members, to produce an average ranking.
 2. The firm receiving the lowest average ranking (i.e. closest to # 1) shall be ranked the # 1 firm, and the process repeated until all firms have been ranked according to their average ranking.
 3. In the event of a tie, the ranking of tied firms shall be determined by a comparison of the total number of points received by each firm from all Committee members. The firm with the highest number of points will be awarded the higher ranking position.
 4. The Committee may discuss the rankings and their reasons behind them, and each member may modify their ranking of firms accordingly until the Committee is satisfied with the rankings.
 5. After interviews (if interviews are held in an RFP process), and based upon information learned during the interviews, each Committee member will rank the firms in order of preference and a consolidated final Committee ranking established.
- c. The County may, solely at its own option, seek additional Submittals with this or a similar Submittal in the event the County, solely at its own option, determines that the quantity and/or quality of Submittals received is insufficient to meet the County's needs and/or that award of a contract arising from this RFP would not be in the public interest.
- d. The Committee shall forward its recommendations in accordance with the ranking to the Indian River County Board of County Commissioners, which shall, at its sole option, authorize negotiations of a contract pursuant to the requirements of Florida law.
- e. The Indian River County Board of County Commissioners possesses sole authority to award a contract for the services sought herein.

Criteria for Award:

EVALUATION CRITERIA	EVALUATION POINTS MAXIMUM
1. Cost of performing building inspection services	40
2. Having appropriate licensing and certification, and knowledge of Florida Building Code	20
3. Previous similar building inspection experience	20
4. Familiarity with local conditions and housing programs	10
5. Management and staffing	10
TOTAL	100

Price is included as one of the evaluation criteria; the lowest priced proposal will receive the maximum weighted score for the price criteria. The other proposals will receive a percentage of the weighted score based on the percentage differential between the lowest proposal and the other proposals in accordance with the following example:

Vendor	Price Proposal	Percentage	By	Weight	Equals	Weighted Score**
A	\$20,000	100	X	40	=	40
B	\$25,000	80*	X	40	=	32
C	\$28,000	71*	X	40	=	28

*Vendor B's percentage is $\$20,000/\$25,000 = 80\%$; **Vendor C's percentage is $\$20,000/\$28,000 = 71\%$

** Weighted Score shall be rounded to nearest whole number

Anticipated Timeline

Event	Date
Advertise for Proposals	Wednesday, September 21, 2022
Deadline for Questions	October 2, 2022
Proposals Due before 2:00 p.m. on	October 12, 2022
Initial Selection Committee Meeting	Week of October 17, 2022
Interviews (if held)	N/A
Recommendation of Award presented to BCC	November 1, 2022
Contract term commences	November 8, 2022

General Instructions

Cone of Silence. Potential respondents and their agents must not communicate in any way with the Board of Commissioners, County Administrator or any County staff other than Purchasing personnel in reference or relation to this solicitation. This restriction is effective from the time of solicitation advertisement until the Board of County Commissioners meets to authorize award. Such communication may result in disqualification.

Sealed Submittals and Envelope Markings: All responses shall be submitted in a sealed envelope or box. The outside of the envelope shall be clearly marked with the Consultant's Name and Return Address, Proposal #, Title, Date of opening, and Time of Opening.

Opening Location: Responses must be received by the Purchasing Division at 1800 27th Street, Vero Beach, FL 32960, on or before the closing hour and date listed in the Request for Proposals. Proposals submitted after the stated time and date will not be accepted or considered. Responses will be opened and inventoried in a public meeting immediately after the closing time.

Submission: Submit one marked original and five (5) copies of your Proposal.

Public Record Exemption: Correspondence, materials, and documents received pursuant to this solicitation become public records subject to the provisions of Chapter 119, Florida Statutes. Should the proposer assert any exemptions to the requirements of Chapter 119, Florida Statutes, and related statutes, the burden of establishing such exemption, by the way of injunctive or other relief as provided by law, shall be upon the Proposer. To the extent records are redacted as requested by the Proposer in response to a public records request submitted to the County, Proposer shall indemnify and defend the County in any related litigation.

Taxes: Indian River County is exempt from any taxes imposed by State and / or Federal Government. Exemption Certificates, if required, are to be furnished by the successful Consultant and will be filled out by the County.

Indemnification: The Consultant shall defend, indemnify and hold harmless the County and its commissioners, officers, employees and agents, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract.

Public Access: The Consultant shall comply with Florida's Public Records Law in accordance with the provisions of Chapter 119, Florida Statutes. Specifically, the Consultant shall keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the service. The Consultant shall provide the public with access to public records on the same terms and conditions that the County would provide the records at a cost that does not exceed the costs provided in Chapter 119 or as otherwise provided by law. The Consultant shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law. The Consultant shall meet all requirements for retaining public records and transfer, at no cost, to the County, all public records in possession of the Consultant upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County.

Public Entity Crimes: Pursuant to Florida Statutes Section 287.133(2)(a), all Consultants are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity

crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity (defined as the State of Florida, any of its departments or agencies, or any political subdivision); may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes Section 287.017 for CATEGORY TWO [currently \$35,000] for a period of 36 months from the date of being placed on the convicted vendor list. A "public entity crime" means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

Suspension and Debarment: Indian River County will not make award to parties listed on the government-wide exclusions in the System for Award Management (SAM). The Consultant agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The Consultant further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Scrutinized Companies Lists: The Consultant certifies that it and those related entities of respondent as defined by Florida law are not on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 of the Florida Statutes, and are not engaged in a boycott of Israel. In addition, if this agreement is for goods or services of one million dollars or more, Contractor certifies that it and those related entities of respondent as defined by Florida law are not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473 of the Florida Statutes and are not engaged in business operations in Cuba or Syria. The County may terminate this Contract if Company is found to have submitted a false certification as provided under section 287.135(5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria, as defined by section 287.135, Florida Statutes. County may terminate this Contract if Company, including all wholly owned subsidiaries, majority-owned subsidiaries, and parent companies, that exist for the purpose of making profit, is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel as set forth in section 215.4725, Florida Statutes.

Accordingly, firms responding to this solicitation shall return with their response an executed copy of the attached "Certification Regarding Prohibition Against Contracting With Scrutinized Companies." Failure to return this executed form with submitted bid/proposal/statement of qualifications will result in the response being deemed non-responsive and eliminated from consideration.

Non-Discrimination: Indian River County will not knowingly do business with vendors or contractors who discriminate on the basis of race, color or national origin, sex, sexual orientation, gender identity, age and/or disability. Through the course of providing services to the County, Contractors shall affirmatively comply with all applicable provisions of Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as well as all other applicable regulations, guidelines and standards. Any person who believes their rights have been violated should report such discrimination to the County's Title VI/Nondiscrimination Coordinator through the office of the County Attorney.

E-Verify: Consultant must be registered with and use, at their sole expense, the Department of Homeland Security's E-Verify system (www.e-verify.gov) to confirm the employment eligibility of all newly hired employees, as required by Section 448.095, F.S. Owner, contractor, and subcontractors may not enter into a contract unless each party to the contract registers with and uses the E-Verify system. Consultant is responsible for obtaining proof of E-Verify registration for all subcontractors/subconsultants. This requirement applies to any provider of services or goods.

Local Preference: Indian River County has no local ordinance or preferences, as set forth in section 255.0991(2), Florida Statutes, in place, therefore no preference prohibited by that section will be considered in the acceptance, review or award of this solicitation.

Regulations: It shall be the responsibility of the Consultant to assure compliance with any OSHA, EPA and / or other Federal or State of Florida rules, regulations, or other requirements, as each may apply.

Interpretations: No oral interpretations will be made to any Consultant as to the meaning of the RFP documents. Every request for such an interpretation shall be made in writing, addressed and forwarded to Indian River County (purchasing@ircgov.com) ten (10) or more days before the date fixed for opening of the RFP. The County shall not be responsible for oral interpretations given by any County employee. Every interpretation made to Consultants will be in the form of an Addendum, which if issued, will be sent promptly as is practical to all persons to whom RFP documents have been issued. All such Addenda shall become part of the RFP documents. Further, it shall be the responsibility of each Consultant, prior to submitting their Proposal, to contact Indian River County's Purchasing Division at (772) 226-1416 to determine if addenda were issued and to make such addenda a part of their Proposal.

Applicable Law and Venue: Contract(s) resulting from this RFP and all rights and duties of the parties hereto shall be governed by the laws of the State of Florida, including but not limited to the provisions of the Florida Uniform Commercial Code Chapters 671-679 F.S., for any terms and conditions not specifically stated in this solicitation and resulting agreement. Venue for any lawsuit brought by either party against the other party or otherwise arising out of this Contract shall be in Indian River County, Florida, or, in the event of a federal jurisdiction, in the United States District Court for the Southern District of Florida.

Conflict of Interest: Any entity submitting a bid, proposal, qualifications or entering into a contract with the County shall disclose any relationship that may exist between the contracting entity and a County Commissioner or a County Employee. The relationship with a County Commissioner or a County Employee that must be disclosed is as follows: *father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, or grandchild*. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the entity. The disclosure of relationships shall be a sworn statement made on a County approved form. Failure to submit the form will be cause for rejection of the bid or proposal.

Prohibition Against Contingent Fees: If a contract is entered resulting from this request for qualifications, it shall include a prohibition against contingent fees statement, as required by FS 255.087.

Right to Protest: Any actual or prospective responding Consultant who is aggrieved in connection with a competitive selection process may protest to the Purchasing Manager. The protest shall be submitted to the Purchasing Manager in writing within seven (7) calendar days after the bidder or proposer knows or should have

known of the facts giving rise to the protest. If the protest is not resolved by mutual agreement, the Purchasing Manager shall promptly issue a decision in writing, after consulting the Department and the Office of the County Attorney.

Committee Meetings: Notice of committee meetings will be posted to the RFP’s listing on Demandstar.com and Vendor Registry, both available through the County’s web site (www.ircgov.com/departments/budget/purchasing). Any portion of a meeting pursuant to a competitive solicitation, at which negotiation strategies are discussed, a vendor makes an oral presentation, or answers questions as part of a competitive solicitation is exempt from the Public Meeting requirements in Chapter 286.011 (per Chapter 286.0113(1)(b)1).

Awards: The County reserves the right to cancel the solicitation, reject any and all Proposals or waive any irregularity or technicality in submittals received. The County reserves the right to not make any award(s) under this solicitation.

Termination by the County: The County reserves the right to terminate a contract by giving thirty (30) days notice, in writing, of the intention to terminate, if at any time the Consultant fails to abide by or fulfill any of the terms and conditions of the contract. The County also reserves the right to terminate this contract for convenience of the County and / or with or without cause.

Compliance with Laws and Regulations: Consultant agrees that they will comply with all Federal, State, and Local Laws and Regulations applicable to the production, sale, and delivery of the goods or the furnishing of any labor or services called for by this solicitation and resulting agreement, and any provisions required thereby to be included herein shall be deemed to be incorporated herein by reference. Noncompliance may be considered grounds for termination of contracts.

Insurance:

The Consultant shall provide, prior to execution of the contract, the insurance required under this section for approval by the County. Firm’s insurance shall be primary. The County shall be named as an additional insured for both General Liability and Automobile Liability. The awarded firm shall maintain the following limits of insurance during the term duration of this agreement.

General Liability

- Each Occurrence \$500,000
- Fire Damage-any one fire \$50,000
- Medical Expenses-any one person \$5,000
- Personal and Advertising Injury \$500,000
- General Aggregate \$500,000
- Combined Single Limit \$500,000

Automobile Liability – Combined Single Limit \$500,000

Worker's Compensation as required by the State of Florida

- Each accident \$100,000
- Each Disease – Each employee \$100,000
- Each disease – policy limit \$500,000

Professional Liability Insurance

\$1,000,000 per occurrence
\$2,000,000 aggregate combined single limit
\$5,000 maximum deductible per claim

The policy shall cover the firm, all employees, and/or volunteers, and all independent contractors, subcontractors and professional contractual persons hired or retained by contractor.

All above insurance policies shall be placed with insurers with a Best's rating of no less than A-VII. The insurer chosen shall also be licensed to do business in Florida. The insurance policies procured shall be "Claims Made" policies or as generally available on the open insurance market.

The Insurance Carriers shall supply Certificates of Insurance evidencing such coverage to the Indian River County Risk Management Department prior to the execution of this Agreement.

The insurance companies selected shall send written verification to the Indian River County Risk Management Department that they will provide 30 days written notice to the Indian River County Department of Risk Management of its intent to cancel or terminate.

Indian River County reserves the right to accept or reject any or all proposals in whole or in part and waive any and all any technicalities or irregularities.

RESPONDENT INFORMATION FORM

Communications concerning this proposal shall be addressed to:

Company/Contractor Name			
Tax ID Number		W-9	Attached <input type="checkbox"/>
Contact Name		Phone	
Title		Email	
Business Address			
Names and Addresses of Owner(s) and/or all shareholders with more than 10% ownership:			

The following addenda are hereby acknowledged:

Addendum Number	Date
_____	_____
_____	_____
_____	_____
_____	_____

1. How many years has your organization been providing these services? _____
2. List State of Florida Registration Number(s): _____
3. List government agencies and private firm(s) with whom you have completed similar work:
 Agency/Firm Name: _____
 Address: _____
 Contact Name: _____ Title: _____
 E-Mail: _____ Phone: _____
 Services Provided: _____

 Dates of Service: _____

Agency/Firm Name: _____
 Address: _____
 Contact Name: _____ Title: _____
 E-Mail: _____ Phone: _____
 Services Provided: _____

Dates of Service: _____

Agency/Firm Name: _____
 Address: _____
 Contact Name: _____ Title: _____
 E-Mail: _____ Phone: _____
 Services Provided: _____

Dates of Service: _____

4. Date Registered with e-Verify.gov: _____ Certificate # _____

5. List all ligation cases during the past three (3) years in which the Contractor/Building Inspector has been a named party. Use additional sheets, as necessary.

Year filed	Case number	Venue	Description

6. Have you ever defaulted on any work awarded? Yes: _____ (attach explanation) No: _____

7. Have you ever declared bankruptcy? Yes: _____ (attach explanation) No: _____

8. List Three (3) Credit References:

a. _____

b. _____

c. _____

9. Bank Reference and Address: _____

10. Are you a member of the Better Business Bureau or any home builders association?
If yes, please list: _____

11. Are you an Equal Opportunity Employer? Yes: No:

12. Do you qualify as a minority-owned business? Yes: No:
(If yes, please attach an explanation.)

13. Is your firm a drug free workplace? Yes: No:

14. List all previous similar inspection jobs that your firm has performed: _____

Submit the following:

- A copy of your current contractor's or inspector's license.
- A copy of your specimen liability insurance, auto insurance and worker's compensation (if applicable).
- A copy of your company's bonding statements (if applicable).
- A copy of your company's articles of incorporation (if a corporation).

PROPOSAL PRICING – RFP 2023004 Housing Inspection Services

Proposer submits the following prices for the work described in this solicitation:

Scope of Work for a 1,500 sf house	Hourly Rate	Estimated Hours to complete	Established Cap for service
Rehabilitation loan approval inspection	\$		\$500
Detailed inspection and work write-up	\$		\$1,500
Final inspection and punch list completion	\$		\$1,500

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown above all of the services specified in the RFP document, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or request additional compensation.

Name of Firm

Address

Authorized Signature

City, State, Zip Code

Title

() -

Phone

Date Signed

E-mail

SWORN STATEMENT UNDER SECTION 105.08, INDIAN RIVER COUNTY CODE, ON DISCLOSURE OF RELATIONSHIPS

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement **MUST** be submitted with Bid, Proposal or Contract No. 2023004
for Housing Inspection Services

2. This sworn statement is submitted by: _____

(Name of entity submitting Statement)

whose business address is:

_____ and its Federal Employer Identification Number (FEIN) is _____

3. My name is _____
(Please print name of individual signing)

and my relationship to the entity named above is _____

4. I understand that an “affiliate” as defined in Section 105.08, Indian River County Code, means:

The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the entity.

5. I understand that the relationship with a County Commissioner or County employee that must be disclosed as follows:

Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, or grandchild.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the

entity, have any relationships as defined in section 105.08, Indian River County Code, with any County Commissioner or County employee.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents, who are active in management of the entity have the following relationships with a County Commissioner or County employee:

Name of Affiliate or entity	Name of County Commissioner or employee	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this ____ day of _____ 20____, by _____ (name of person making statement).

(Signature of Notary Public - State of Florida)
(Print, Type, or Stamp Commissioned Name of Notary Public)

who is personally known to me or who has produced _____ as identification.

CERTIFICATION REGARDING PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES

(This form MUST be submitted with your response)

I hereby certify that neither the undersigned entity, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit have been placed on the Scrutinized Companies that Boycott Israel List created pursuant to s. 215.4725 of the Florida Statutes, or are engaged in a boycott of Israel.

In addition, if this solicitation is for a contract for goods or services of one million dollars or more, I hereby certify that neither the undersigned entity, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473 of the Florida Statutes, or are engaged in business operations in Cuba or Syria as defined in said statute.

I understand and agree that the County may immediately terminate any contract resulting from this solicitation upon written notice if the undersigned entity (or any of those related entities of respondent as defined above by Florida law) are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

Name of Respondent: _____

By: _____
(Authorized Signature)

Title: _____

Date: _____

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned Firm certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

SAMPLE AGREEMENT

THIS AGREEMENT is by and between INDIAN RIVER COUNTY, a Political Subdivision of the State of Florida organized and existing under the Laws of the State of Florida, (hereinafter called OWNER) and _____ (hereinafter called CONTRACTOR). OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 - WORK

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

Indian River County Housing Program Rehabilitation Work Inspection Services, including inspection of single family homes prior to purchase or prior to approval of an owner-occupied home rehabilitation loan application, to determine if the house is structurally sound and can be rehabilitated. The CONTRACTOR must then determine the type and amount of rehabilitation work needed, prepare a detailed work write-up and cost estimate of the rehabilitation work that needs to be done, review contractor bids, approve change orders, inspect completed work prepare punch lists, and verify that the job is complete and that payment to the contractor can be processed.

ARTICLE 2 - THE PROJECT

The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

Project Name:	Housing Inspection Services
RFP Number:	2023004

ARTICLE 3 - CONTRACT TIMES

The term of the agreement is three years, with two additional two-year renewals available, upon mutual agreement

ARTICLE 4 - CONTRACT PRICE

4.01 OWNER shall pay CONTRACTOR for completion of the Work an amount in current funds equal to the sum of the amounts determined at the prices stated in CONTRACTOR's Price Proposal, attached hereto as Exhibit 1.

ARTICLE 5 - PAYMENT PROCEDURES

5.01 CONTRACTOR shall bill the COUNTY after completion of each inspection. All payments for services shall be made to the CONTRACTOR by the COUNTY in accordance with the Local Government Prompt Payment Act, as may be amended from time to time (Section 218.70, Florida Statutes, et seq.). No advance or prepayment will occur.

ARTICLE 6 - INDEMNIFICATION

6.01 CONTRACTOR shall indemnify and hold harmless the OWNER, and its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONTRACTOR and persons employed or utilized by the CONTRACTOR in the performance of the Work.

ARTICLE 7 - CONTRACTOR’S REPRESENTATIONS

7.01 In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

- A. CONTRACTOR has examined and carefully studied the Contract Documents and the other related data identified in the Request for Proposal documents.
- B. CONTRACTOR is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- C. CONTRACTOR has given OWNER written notice of all conflicts, errors, ambiguities, or discrepancies that CONTRACTOR has discovered in the Contract Documents, and the written resolution thereof by OWNER is acceptable to CONTRACTOR.
- D. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- E. Contractor is registered with and will use the Department of Homeland Security’s E-Verify system (www.e-verify.gov) to confirm the employment eligibility of all newly hired employees for the duration of this agreement, as required by Section 448.095, F.S. Contractor is also responsible for obtaining proof of E-Verify registration and utilization for all subcontractors.

ARTICLE 8 - CONTRACT DOCUMENTS

8.01 *Contents*

- A. The Contract Documents consist of the following:
 - (1) This Agreement;
 - (2) Notice(s) to Proceed for each property;
 - (3) Certificate(s) of Liability Insurance;
 - (4) Request for Proposals 2023004;
 - (5) Addenda (numbers to , inclusive);
 - (6) CONTRACTOR’S Submitted Proposal;
 - (7) Respondent Information Form;
 - (8) Sworn Statement Under Section 105.08, Indian River County Code, on Disclosure of Relationships;
 - (9) Certification Regarding Prohibition Against Contracting with Scrutinized Companies;
 - (10) Indian River County Local Housing Assistance Program SHIP Program Minimum Standards for Rehabilitation of Residential Properties (Revised October 27, 2015, or most current)
 - (11) Sample Work Write-up

(12) Rehabilitation Inspection Services Forms

(13) The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:

- a) Written Amendments;
- b) Work Change Directives;
- c) Change Order(s).

ARTICLE 9 - MISCELLANEOUS

9.01 *Terms*

- A. Terms used in this Agreement will have the meanings indicated in the Request for Proposals.

9.02 *Assignment of Contract*

- A. No assignment by a party hereto of any rights under or interests in the Agreement will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

9.03 *Successors and Assigns*

- A. OWNER and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

9.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.05 *Venue*

- A. This Agreement shall be governed by the laws of the State of Florida. Venue for any lawsuit brought by either party against the other party or otherwise arising out of this Agreement shall be in Indian River County, Florida, or, in the event of a federal jurisdiction, in the United States District Court for the Southern District of Florida.

9.06 *Public Records Compliance*

- A. Indian River County is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

- (1) Keep and maintain public records required by the County to perform the service.
- (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 provided in Chapter 119 or as otherwise provided by law.
- (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the County.
- (4) Upon completion of the contract, 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 service. If the Contractor transfers all public records to the County upon completion of the contract, 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 the contract, 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 Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

B. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

(772) 226-1424

publicrecords@ircgov.com

Indian River County Office of the County Attorney

1801 27th Street

Vero Beach, FL 32960

C. Failure of the Contractor to comply with these requirements shall be a material breach of this Agreement.

ARTICLE 10 –TERMINATION OF CONTRACT

- A. The occurrence of any of the following shall constitute a default by CONTRACTOR and shall provide the OWNER with a right to terminate this Contract in accordance with this Article, in addition to pursuing any other remedies which the OWNER may have under this Contract or under law:
- (1) if in the OWNER's opinion CONTRACTOR is improperly performing work or violating any provision(s) of the Contract Documents;
 - (2) if CONTRACTOR neglects or refuses to correct defective work or replace defective parts or equipment, as directed by the Engineer pursuant to an inspection;
 - (3) if in the OWNER's opinion CONTRACTOR's work is being unnecessarily delayed and will not be finished within the prescribed time;
 - (4) if CONTRACTOR assigns this Contract or any money accruing thereon or approved thereon; or

- (5) if CONTRACTOR abandons the work, is adjudged bankrupt, or if he makes a general assignment for the benefit of his creditors, or if a trustee or receiver is appointed for CONTRACTOR or for any of his property.
- B. OWNER shall, before terminating the Contract for any of the foregoing reasons, notify CONTRACTOR in writing of the grounds for termination and provide CONTRACTOR with ten (10) calendar days to cure the default to the reasonable satisfaction of the OWNER.
- C. If the CONTRACTOR fails to correct or cure within the time provided in the preceding Sub-Article B, OWNER may terminate this Contract by notifying CONTRACTOR in writing. Upon receiving such notification, CONTRACTOR shall immediately cease all work hereunder and shall forfeit any further right to possess or occupy the site or any materials thereon; provided, however, that the OWNER may authorize CONTRACTOR to restore any work sites.
- D. The CONTRACTOR shall be liable for:
- (1) any new cost incurred by the OWNER in soliciting bids or proposals for and letting a new contract; and
 - (2) the difference between the cost of completing the new contract and the cost of completing this Contract;
 - (3) any court costs and attorney's fees associated with any lawsuit undertaken by OWNER to enforce its rights herein.
- E. TERMINATION FOR CONVENIENCE: OWNER may at any time and for any reason terminate CONTRACTOR's services and work for OWNER's convenience. Upon receipt of notice of such termination CONTRACTOR shall, unless the notice directs otherwise, immediately discontinue the work and immediately cease ordering of any materials, labor, equipment, facilities, or supplies in connection with the performance of this Contract. Upon such termination Contractor shall be entitled to payment only as follows:
- (1) the actual cost of the work completed in conformity with this Contract and the specifications; plus,
 - (2) such other costs actually incurred by CONTRACTOR as are permitted by the prime contract and approved by the OWNER.
- Contractor shall not be entitled to any other claim for compensation or damages against the County in the event of such termination.
- F. TERMINATION IN REGARDS TO F.S. 287.135: CONTRACTOR certifies that it and those related entities of CONTRACTOR as defined by Florida law are not on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 of the Florida Statutes, and are not engaged in a boycott of Israel. In addition, if this agreement is for goods or services of one million dollars or more, CONTRACTOR certifies that it and those related entities of CONTRACTOR as defined by Florida law are not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473 of the Florida Statutes and are not engaged in business operations in Cuba or Syria.

OWNER may terminate this Contract if CONTRACTOR is found to have submitted a false certification as provided under section 287.135(5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria, as defined by section 287.135, Florida Statutes.

OWNER may terminate this Contract if CONTRACTOR, including all wholly owned subsidiaries, majority-owned subsidiaries, and parent companies that exist for the purpose of making profit, is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel as set forth in section 215.4725, Florida Statutes.

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in duplicate. One counterpart each has been delivered to OWNER and CONTRACTOR. All portions of the Contract Documents have been signed or identified by OWNER and CONTRACTOR or on their behalf.

This Agreement will be effective on _____, 20__ .

OWNER:

CONTRACTOR:

INDIAN RIVER COUNTY _____

By: _____
TBD, Chairman

By: _____
(Contractor)

By: _____
Jason E. Brown, County Administrator

(CORPORATE SEAL)

Attest _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: _____
Dylan Reingold, County Attorney

Jeffrey R. Smith, Clerk of Court and Comptroller

Designated Representative:

Name: _____
Title: _____
Address: _____

Attest: _____
Deputy Clerk

(SEAL)

Phone: _____
Email: _____

(If CONTRACTOR is a corporation or a partnership, attach evidence of authority to sign.)

Designated Representative:

Name: John Stoll
Title: Chief, Long-Range Planning
Address: 1801 27th Street, Vero Beach, FL 32960
Phone: 772-226-1250
Email: jstoll@ircgov.com

Exhibit 1 to the Agreement – Inspector Pricing

(Approved proposal pricing form for selected inspectors will be placed here)

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**INDIAN RIVER COUNTY
LOCAL HOUSING ASSISTANCE PROGRAM**

SHIP PROGRAM

**MINIMUM STANDARDS FOR REHABILITATION
OF RESIDENTIAL PROPERTIES**



**Local Housing Assistance Program
Community Development Department
Indian River County
1801 27th Street
Vero Beach, FL 32960
(772) 226-1870
Revised: October 27, 2015**

INTRODUCTION

This document identifies the minimum standards applicable to rehabilitation work funded through the Indian River County Local Housing Assistance Program (STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) PROGRAM).

GENERAL PROVISIONS

A homeowner (The applicant) will submit a completed Local Housing Assistance Program (LHAP) application to the county. The application must include a list of the rehabilitation work that the applicant wants to be done.

The county will verify the applicant's income, asset, and credit information. If the applicant meets the Local Housing Assistance Program requirements, the county will issue a conditional award letter and select a housing inspector.

For major rehabilitation projects, the housing inspector shall call the applicant and schedule an inspection.

For major rehabilitation projects, the housing inspector will meet with the homeowner on site. The housing inspector will make a determination if the house is structurally sound, if it can be rehabilitated, and what needs to be done. The housing inspector then will prepare the work write-up specifications after the house inspection.

5. The work write-up/scope of work (SOW) bid package prepared by the housing inspector will constitute the basis for each job and will detail the material standards, and the application methods for the rehabilitation work.

At least two itemized/detailed contractor proposals/estimates from two licensed contractors to undertake the needed rehabilitation work identified in the work write-up/SOW must be submitted to the county. All contractors must have the local and state licenses necessary to do the proposed work; have adequate insurance coverage; and have a track record, which demonstrates the financial capacity, and experience necessary to successfully undertake and complete projects.

7. SHIP staff in coordination with the owner will schedule a walk-through for all contractors that want to attend the walk-through and submit a bid.
8. The SHIP staff will e-mail the housing inspector's work write-up to all general, building, or residential contractors who signed up to work with the SHIP program, and will also provide a copy of the work write-up to the homeowner.
9. On the day of the scheduled contractor's walk-through for major rehabs, contractors will meet at the homeowner's (applicant) home. All contractors wishing to bid on a project must sign in at the project site.

Only general contractors, certified building contractors or their authorized representative(s), may participate in the walk-through. Interested contractors may contact the homeowner at a later date to set a time for contractor and his sub-contractors to inspect the house for preparing the bid.

The contractors should not contact the homeowner prior to the walk-through time. After the walk-through, contractors may schedule meeting(s) with the homeowner to provide him or her with samples, provide

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pictures of previous jobs, provide list of references, and to discuss other work details. Owner/applicant and contractor must discuss and agree on all items related to the bid estimate, including color and type of materials to be used.

Contractors are prohibited from offering any additional work or favors outside the work write-up proposed by the housing inspector. Any additional needed work must be done only through the county's approved change order process.

The contractor and homeowner must meet and decide about materials and colors to be used. Contractor must provide at least 3 samples for the homeowner to choose from.

10. The contractor proposal/estimate shall include all labor, materials, equipment, permits, drawings, if any, and services necessary for the proper completion of the rehabilitation of the property identified in the work write-up. General contractors and certified building contractors submitting bids are responsible for any bids submitted by sub-contractors. Sub-contractors shall visit the site and provide bids accordingly. **All bids must be completed in ink, placed in a sealed envelope, and submitted to the LHAP office prior to the date and time identified in the bid package. A contractor cannot have more than 3 open SHIP jobs. This does not exclude a contractor from attending a scheduled contractor walk-through and submitting a bid if at least one of the jobs could be finalized prior to the start of a new job or if it is determined by the SHIP Administrator that it is in the best interest of the applicant and the county to allow a contractor with up to 5 jobs if the contractor has the capacity to work on all these jobs.**
11. Quantities and locations (such as two windows in the master bedroom at the north side of the house) will be indicated in the contractor's proposal/estimate. The contractor shall be responsible for attending the walk-through and inspecting the property identified in the work write-up and providing a written proposal on forms provided by the county. The contractor must complete all necessary paperwork identified by the county.
12. All submitted proposals will be opened publicly at a time certain. The local housing assistance plan staff will review the contractor proposals and determines if the proposals are acceptable. The applicant will choose the contractor from those that submitted acceptable proposals to undertake the work.

The homeowner, or Indian River County on behalf of the homeowner, reserves the right to request any additional information and data necessary to complete the review of a prospective contractor's bid, and may reject any bid package submitted by a contractor.

13. The contractor must sign the county bid estimate form, which serves as a contract for performing the identified rehabilitation work. All drawings and other similar documents must be attached and be part of the bid estimate. The contractor shall not commence any work until a written **Notice to Proceed** order is issued by the county. **The contract is between the homeowner and the selected contractor. The county is not party to this contract.**
14. The county will review the applicant's loan request and forward the completed application to the county loan review committee for approval. After approval of the loan the county will prepare the mortgage document and promissory note, and will coordinate with the applicant to execute the documents.
15. Upon execution of the county's mortgage document and promissory note, the county will issue a **Notice to Proceed** order.
16. The **Notice to Proceed** will be mailed to the contractor who must submit for necessary permits from the appropriate local government for all rehabilitation work within 10 working days. All rehabilitation work must be completed within the time frame indicated in the Notice to Proceed, or notify SHIP staff if there is a change
17. All requests for extensions of time to complete a minor rehabilitation contract must be submitted in writing to the county with a change order. Any such request must be submitted immediately upon the occurrence of circumstances necessitating the extension. The county will review all written requests for extensions of time. The local housing assistance program staff will review and approve extension requests if warranted.

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If the contractor is delayed at any time in the progress of the work by any act or neglect of the owner, or by changes in the work, or by strikes, lockouts, fire, unusually adverse weather conditions not reasonably anticipated, unavoidable casualties, or by any cause which the county shall decide justifies the delay, then the time of completion may be extended for such reasonable time as the county may decide.

18. No variation from an approved major rehabilitation contractor proposal, regardless of whether or not any cost is involved, shall be made without a duly approved change order. The change order will be prepared by the contractor and approved by the housing inspector. The contractor, the housing inspector, the county local housing assistance program staff and the owner must sign the change order. Any extra work done without an approved change order shall be considered unauthorized work done at the expense of the contractor.
19. No substitutions for any item listed in the contractor's proposal will be accepted unless approved in writing by the housing inspector and/or the local housing assistance program staff through the county's approved change order process.
20. The contractor will not be paid for any work deviating from specifications identified on the contractor's proposal unless approved by a change order that is signed by the property owner, contractor, the housing inspector, and the local housing assistance program staff.
21. The contractor shall be held responsible for the completion of all work in accordance with the approved drawings, work write-up, and specifications. The contractor is to furnish all labor and materials to complete the job, whether or not each and every item is specifically mentioned in the work write-up.
22. All materials furnished shall be new and without any damage or breakage. If usually packaged, materials shall be brought to the job in original unbroken containers.
23. Brand names mentioned together with phrase "or equal" (such as 3 ton, 13 SEER, Rheem air conditioner or equal) indicate that another make of equal quality and suitability may be used. THE COUNTY SHIP INSPECTOR WITH THE APPROVAL OF THE COUNTY HOUSING ASSISTANCE PROGRAM STAFF RESERVES THE SOLE RIGHT TO DECIDE QUALITY OF MATERIALS.
24. Materials not specified, but required, shall be the best adapted to the purpose.
25. Installation of all materials or products shall be in accordance with the manufacturers' directions and specifications.

All work shall be performed in accordance with the *Florida Existing Building Code*, and *Florida Building Code*.

The provisions of the *Florida Existing Building Code*, shall apply to the repair, alteration, change of occupancy, addition, and relocation of existing buildings. A building or portion of a building that has not been previously occupied or used for its intended purpose shall comply with the provisions of the *Florida Building Code* for new construction. Repairs, alterations, change of occupancy, existing building to which additions are made, historic buildings, and relocated buildings complying with the provisions of the *Florida Building Code, Building*; the *Florida Building Code, Plumbing*; the *Florida Building Code, Mechanical*; the *Florida Building Code, Fuel and Gas*, the *Florida Building Code, Residential*; and the *Florida Fire Prevention Code* as applicable shall be considered in compliance with the provisions of this code.

All items covered by the contractor's proposal/estimate shall meet all applicable codes and ordinances of Indian River County or appropriate municipality.

26. Workmanship shall be done in accordance with standards of all trades involved in the rehabilitation work.

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE STANDARDS OF ALL TRADES, AND THIS WORK IS TO BE DONE IN A WORKMAN-LIKE MANNER. NO WORK WILL BE ACCEPTED THAT DOES NOT CONFORM TO ACCEPTABLE WORKMANSHIP STANDARDS.

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27. Any surfaces damaged by the contractor resulting from his work shall be repaired and finished to match existing at no additional cost to the owner.
28. The contractor shall comply with all Federal, State, Indian River County, and, if applicable, municipal laws and regulations. In case of conflict, the most stringent requirements shall apply.
29. Upon completion of the work, the job will be inspected by the appropriate jurisdiction's building inspector and the housing inspector.
30. After completion of the work, the contractor shall provide the county with invoices, a copy of the final inspection approvals, and notarized release of lien from sub-contractor, a notarized contractor's final affidavit stating that the contractor has completed all work under the contract, and all individuals, firms or corporations furnishing materials, labor or services under the contract have been paid.
31. The county will obtain a satisfaction letter from the owner.
32. Upon receipt of the contractor's invoice and all other documents identified under item 30 above, the county will process the invoice for payment to contractor.

OTHER PROVISIONS

A. Inspections

All electrical, plumbing, mechanical, or structural inspections required under the respective permits must be made by the proper building inspectors of the local government that issued the permit. For inspections, all improvements must be uncovered and in plain view; the contractor must be responsible for contacting the appropriate inspection division to approve rough-ins, electrical, mechanical, and plumbing.

B. Dispute Resolution Procedures

The housing inspector will monitor the project under construction. The housing inspector and or SHIP staff is also the mediator in the event of disputes. The property owner and contractor will be made aware of job requirements during the walk-through process. The housing inspector will detail each party's responsibilities; the work write-up will explain the work to be done; the contractor's proposal/estimate will indicate what materials are to be used and how the work is to be performed. When a dispute occurs, the parties are reminded of their roles and responsibilities. Reference to the work write-up and/or contractor's proposal is made to determine who is at fault. If an item in question is unclear, it is the responsibility of the housing inspector to interpret the write-up and make a decision. If the parties involved do not agree, the dispute will go up the chain of command. The chain of command in this instance would be the housing inspector, the Community Development Director, and the Loan Review Committee.

C. Contractor Disciplinary Procedures

Permanent Suspension is an action taken that immediately and permanently excludes a contractor from participating in the county's affordable housing programs. Actions that may cause immediate suspension from the SHIP program are the following:

1. Bidding irregularities, bid fixing in conjunction with other contractors
2. Withdrawal of bids that have been accepted and signed by the owner
3. Not obtaining required permits or not obtaining final inspection approvals
4. Not using new materials and/or using any damaged or broken materials
5. Charging for materials that were not used or for work that was not performed
6. Utilizing unlicensed sub-contractors to perform the job
7. Not finishing a job after it is started

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8. Not performing works in a workmanlike manner (such as, but not limited to, work that does not meet each trade's standard, not protecting homes under rehabilitation from weather or vandalism, drinking by an employee on the job site, others)

Temporary Suspension is an action taken that immediately excludes a contractor from participating in the county's affordable housing programs for a temporary period. Minor infractions that may cause temporary suspension from the SHIP program are the following:

"Minor infractions" such as the following are causes for an automatic penalty of suspension from the program for 90 days and, if repeated, such actions will result in permanent suspension from the program:

1. Slow progress or work stoppage
2. Lack of supervision at the job site
3. Failure of the contractor to respond to "call backs" during the warranty period
4. "Shortcutting" and using alternatives from the specifications
5. Conflict or arguments with the property owner
6. Performing other work outside of the approved contract without appropriate change orders
7. Performing work outside of contractor's trade or specialty

D. Appeal and Hearing Procedures

A contractor (participant) including any affiliate may, **within thirty (30) days** of receipt of a notice of suspension, or notice of limited denial of participation, request in writing a hearing on the action taken by the county. The Community Development Director and then, if needed, the Loan Review Committee will hear the appeal.

E. Payment to Contractor

Funds for rehabilitation work will be paid by mail directly or made available for pick up to the contractor **within 10 working days** of submitting correct invoices, final passing inspection results, release of all liens, and final affidavits. The funds for rehabilitation loans of up to \$5,000.00 shall be delivered upon completion of all rehabilitation work and a satisfactory final inspection by the corresponding jurisdictional Building Department and the housing inspector that all required rehabilitation activities for the eligible housing unit have been completed. Funds for rehabilitation loans of more than \$5,000.00 may be delivered in individual draws, not to exceed five draws total, based upon the completion of individual components of the rehabilitation work and inspection by the corresponding jurisdictional Building Department and the housing inspector. Each partial draw including the final draw of funds shall not be less than \$5,000.00 and it shall be delivered upon completion of all rehabilitation work and a satisfactory final inspection by the corresponding jurisdictional Building Department and the housing inspector that all required rehabilitation activities for the eligible housing unit are completed. **No SHIP funds will be paid for any rehabilitation work completed prior to a Notice to Proceed. No SHIP funds will be paid for any rehabilitation work completed without a building permit having been obtained and passing the final inspection, or work performed outside of the accepted and signed contractor's bid without an accepted and signed change order.**

For all jobs more than \$2,500, a Notice of Commencement must be turned into the Indian River County Building Department and posted on the site. For all rehabilitation work, the contractor must sign a contractor's final affidavit indicating that all work under the contract was completed and all individuals, firms, or corporations furnishing material, labor, or services under the contract were paid.

F. Eligible Rehabilitation Work and Rehabilitation Work Not Allowed

Eligible rehabilitation work for which SHIP funds may be used includes any of the following:

Allowed Rehabilitation Work:

1. Roof (shingle or 5V metal), including replacement of all rotten wood
2. Plumbing work as needed

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3. Electrical work as needed
4. Heating and air conditioning, including insulation and ceiling fans
5. Replacement of doors, garage doors, and windows, if in poor condition
6. Replacement of kitchen cabinets and countertops, if in poor condition with plastic laminate type
7. Patching or replacement of dry wall as needed
8. Painting, only as part of larger rehabilitation work
9. Replacement of rotted siding
10. Replacement of bathroom tubs, lavatories, and sinks, as needed to bring the units to a safe and sanitary standard
11. Replacement of kitchen sinks as needed
12. Pressure wash, only to prepare for any allowed painting or repair
13. Driveway/culvert (only if no driveway exists)
14. Repairs to make a house accessible for a disabled member of a household
15. Repair or replacement of septic tank, lift station, drain field or private well as required by the public health department
16. Termite repairs and treatment
17. Installation of Aluminum storm window shutters
18. Installation of gutters
19. Hurricane Mitigation work activities
20. Replacement of water heater as needed (including solar panels for a water heater)
21. Other repairs as required by the Building Department to bring the house up to current minimum housing code
22. Replacement of stairs as needed
23. Application of green building standards to increase the energy efficiency of the unit
24. Repair of permitted porch to make it safe
25. Replacement of range hood if existing one is not working; installation if none existing
26. Repair or replacement of existing smoke alarm and/or carbon monoxide alarm; installation if none existing
27. Plastic screen, metal screen, or metal mesh for soffit vents
28. Other needed rehabilitation work approved by the SHIP administrator
29. Replacement of flooring with the same existing flooring type (tile floor in a wet area such as kitchen and bathrooms only)
30. Mold and mildew remediation that is not covered by the homeowner's insurance
31. Payment of an applicant's homeowners insurance deductible in conjunction with a SHIP rehabilitation job when an applicant can get insurance funds for some of the needed work and it is determined by the SHIP administrator that it is in the best interest of the SHIP program and the applicant to pay for the insurance deductible

Rehabilitation Work Not Allowed Includes any of the Following:

1. Appliances
2. Wood flooring
3. Sauna or Hot Tub
4. Tile floor or wall (except in wet areas such as kitchen and bathrooms)
5. Patio and porch addition
6. Painting which is not part of larger rehabilitation work
7. Building a garage or any house addition
8. Landscaping, sodding, and similar work
9. Any kind of cosmetic work
10. Swimming pool and similar facilities
11. Tile or slate roofing
12. Hardi plank siding unless replacing existing portions
13. Fence

GENERAL SPECIFICATIONS

1. Electrical

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All electrical panels, wiring, fixtures and equipment shall be installed consistent with the requirements of the NATIONAL ELECTRICAL CODE and approval of the appropriate Building Official.

All habitable rooms and other appropriate spaces requiring electrical service shall be provided with a system of wiring devices and equipment to safely supply electrical energy to properly accommodate illumination, appliances, residential security, and other electrical equipment. Existing electrical wiring and electrical equipment shall not be a potential source of electrical hazard. Every dwelling shall be wired for electric lights and convenience receptacles. Every habitable room shall contain at least two (2) separate floor or wall type electrical convenience outlets; and every kitchen, bathroom, laundry room, furnace room, corridor, hallway and each porch shall contain at least one (1) ceiling or wall type of electric light fixture which can be controlled by a wall switch. All receptacles in bathrooms, exterior outlets, garage outlets, and receptacles within six (6) feet of a kitchen sink shall be GFI protected.

It shall be the contractor's responsibility to determine any additional wiring needed to complete the job and conform to the NATIONAL ELECTRICAL CODE, and incorporate any such costs in his bid.

Heating

All heating systems shall be adequate to heat all rooms to a temperature of 70 degrees Fahrenheit, three (3) feet above the floor when the outside temperature is 20 degrees Fahrenheit. Insulation should be adequate to maintain the warm air within the structure.

Plumbing

Plumbing fixtures, equipment and material shall comply with and be installed in accordance with the current applicable plumbing code.

All tubs, sinks, lavatories, water heaters, and/or water closets, when provided new, shall be installed to the nearest fitting below floor level with types of pipe allowed by the code. All new chrome trim and fittings shall include: faucets, traps, supply and return pipes, stops, diverter valve, lead and brass stubs, water closet in and out parts. When showerheads or supply lines are called for, they shall be accompanied by separate shut-off valves and (whenever necessary) a shower rod.

Plumbing fixtures, which exist and are to remain, shall be placed in good working order. Missing or defective parts shall be replaced. Fixtures shall be left in clean sanitary condition. Fittings shall be equipped with shut-off valves.

The plumbing system, including sewers, shall operate free of fouling and clogging and not have cross connections which permit contamination of water supply or back siphonage between fixtures. Waste lines shall be tied-in to an approved system.

Septic System

Septic systems shall operate free of fouling and clogging and not have cross connections to permit contamination of water supply or back siphonage between fixtures. Waste lines shall be tied-in to an approved system and shall meet all requirements of the Indian River County Health Department. It is the Contractor's sole responsibility to obtain the necessary permits for any repairs, replacements, or abandonment of existing or new septic systems and to obtain the final inspections prior to any request for payment. If connecting to a central sanitary system, the existing septic tank must be properly abandoned by pumping it out, filling it with sand, and crushing the tank.

Structural

Repairs to Foundation and Main Force Resisting System

- Foundation repairs
- Girders, floor joist and floor sheathing

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- Exterior bearing wall and interior bearing wall with anchoring and strapping schedule
- Siding and subsiding with nail schedule
- Beams, girders, and roof framing with strapping schedule. Roof sheathing with nail schedule
- Components and cladding (i.e.) doors, windows and shutters

All repairs to the structure and the replacement of component and cladding must be performed consistent with the Florida Building Code; the Florida Existing Building Code; Florida Building Code, Plumbing; the Florida Building Code, Mechanical; Florida Building Code, Fuel Gas; Florida Building Code, Residential; and the Florida Fire Prevention Code.

Caulking: Exterior joints around windows and door frames; openings between wall panels; openings at penetrations of utility services through walls, floors and roofs; and all other such openings in the building envelope shall be caulked, gasketed, weather stripped or otherwise sealed in an approved manner. Caulking material used shall be the proper material as recommended and installed in accordance with the manufacturer's instructions.

Pest Extermination

Where infestation of termites, carpenter ants, bores, or powder beetles are found, such infestation shall be eliminated by treatment in accordance with the requirements of the State of Florida Pest Control Commission. Any damage shall be repaired.

A certification by the exterminator shall be provided to the county designated inspector and shall state the following: the property is clear of all vermin infestation; should infestation occur within one (1) year from the date of treatment, the premises shall be re-treated at no cost to the owner.

The chemicals used shall be those that will cause the least inconvenience to the owner.

Any damage to the structure, interior or exterior, or to the property (plants, etc.) caused by the termite treatment **SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR.**

Roof

When replacing an existing roof, the old roof cover must be removed and discarded. All rotted wood must be replaced. The new roof including roof sheathing shall meet all current building code requirements, have a limited warranty for at least 20 years, and be fungi resistant.

Air Conditioning

All air conditioning systems shall be adequate to cool all rooms to a temperature of 75 degrees Fahrenheit, three (3) feet above the floor when the outside temperature is 95 degrees Fahrenheit. The air conditioning system must have a seer rating of 13 or higher. Insulation must be adequate to maintain the cold air within the structure and utilize rebate advantages from FPL.

2. Others

All work shall be performed according to appropriate trade's standards and the appropriate jurisdiction's building code requirements.

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Major Rehabilitation Loan Flow Chart

(Alterations/repairs as defined in the FL Building Code Chapter 3, Section 304, and Section 305, Levels 1, 2 and 3, copy attached)

Local Housing Assistance Program (LHAP)

Applicant submits a completed LHAP application to the county.
(application must include a list of repair work to be done)



If applicant is eligible, the county sends an eligibility letter to the applicant and will schedule an inspection with the housing inspector.



The housing inspector will inspect the house and make a determination if the house is structurally sound and if it can be rehabilitated. If so, the housing inspector, within 14 days, prepares the work write-up specifications and cost estimates.



The county will send a copy of the prepared work write-up and referral list of licensed contractors, who signed up to work with the SHIP program, to the applicant with the date and time of walk-through (staff will also e-mail the date and time of the walk-through and the work write-up to all contractors on the county's SHIP contractor referral list).



Applicant should contact a sufficient number of licensed contractors to be able to receive at least two comparable bids and inform them of the date and time of the walk-through (applicant does not have to use only the contractors on the referral list).



The housing inspector conducts a scheduled walk-through with contractors and applicant, and provides a bid package including bid numbers, and the date and time when the bids are to be received by the county. (The contractor must request in writing any questions/concerns prior to 7 days of the scheduled walk through date).



The contractor submits the bid in a sealed envelope with the applicant's name and bid number noted on the outside of the envelope to the local housing assistance program county office by the designated time.



Two county staff employees will publicly open the bids at a time certain. Local housing assistance program staff will review the contractors' proposals.



If the proposals are acceptable (contractor must be currently licensed and insured and the bid cannot exceed 110% of the county's housing inspectors estimate), the applicant will select and sign the bid(s).



The county's LRC reviews and approves the loan.



The county prepares the mortgage, note and notice of commencement (if required) and closes the loan.



The county will send a 'Notice to Proceed' and a copy of the notice of commencement to the contractor(s).



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The contractor must pull the permit within 10 working days (or notify SHIP office) and complete the job per the proposal within 90 days of issuance of the building permit.



A building inspector from the appropriate jurisdiction's building department must inspect completed work.



Inspection finalized (county inspector approves the job and owner satisfaction letter is obtained).



Contractor sends invoice and fully executed "Contractor's Final Affidavit" to the county.



The county pays the invoice.

For reference only – do not complete or return with proposal

Minor Rehabilitation Loan Flow Chart

**(Alterations/repairs as defined in the FL Building Code, Chapter 3, Section 302, and 303, Level 1, or rehabilitation work in conjunction with a Down Payment/Closing Cost Loan)
Local Housing Assistance Program (LHAP)**

Applicant submits a completed LHAP application to the county.
(This must include a list of repair work that needs to be done)



If the applicant is eligible, the county will send a conditional award and eligibility letter and a referral list of contractors to the applicant.



The applicant within 6 weeks will obtain two itemized/detailed proposals from two licensed contractors to undertake the needed rehabilitation work.



The local housing assistance program staff review the contractors' proposals



If the proposals are acceptable, the applicant will sign the selected bid(s).



The county's LRC reviews and approves the loan.



The county prepares the mortgage, note and notice of commencement (if required) and closes the loan.



The county will send a 'Notice to Proceed' to the contractor(s).



The contractor pulls permits within 10 working days of the Notice to Proceed and completes the job within 30 days of the issued permit.



A building inspector from the appropriate jurisdiction's building department will inspect the completed work.



Inspection finalized (county building inspector approves the job and owner satisfaction letter is obtained).



Contractor sends an invoice and fully executed "Contractor's Final Affidavit" to the county.



The county pays the invoice.

For reference only – do not complete or return with proposal

APPENDIX D
Sample Work Write-Up

REQUEST FOR BIDS
INDIAN RIVER COUNTY SHIP MAJOR REHABILITATION
BID NUMBER: #0000000000

Indian River County is considering awarding a SHIP loan for: Contractor Services
Bid Number: # 0000000000
Applicant Name

The homeowner, and Indian River County on behalf of the homeowner, is soliciting bids from contractors interested in bidding on this job. All "State Certified, State Registered, General, Building, or Residential Contractors" or their "Authorized Representative" interested in bidding on this job **must**:

- Attend a mandatory contractor walk-thru for review of this project at the applicant's home:

Day of the Week, Month Day, Year between 00:00 a.m. and 0:00 p.m.
(Please do not contact the homeowner prior to the date and time of the walk-thru.)
- Contractors must sign in at the walk-thru. The applicant will have the sign in sheet.
- All bids must be completed in blue or black ink.
- **Note:** The bid package shall be sealed and labeled: Indian River County SHIP Contractor Services
Bid Number: #0000000000
Applicant Name
- If needed, after the walk-thru, interested contractors should contact the homeowner to schedule a time when the contractor and his sub-contractors can inspect the house for preparing the bid.
- Requests for Information (RFI) must be submitted to _____ at _____@_____.com and copy the SHIP Housing Coordinator at bcollins@ircgov.com.
- **RFI's:** Due by Day of the Week, Month Day, Year
- Contractor **must** complete and submit the entire county/contractor bid estimate form.
- All sealed bids **must** be submitted to the Community Development Department located at:

Indian River County Community Development Department
1801 27th Street, Vero Beach, FL 32960
- **Bids due by:** 2:00 p.m. on Day of the Week, Month Day
- Bids received **after** 2:00 p.m. on Day of the Week, Month Day, Year will **not** be accepted.
- Bids will be publicly opened at 2:01 p.m. or shortly thereafter.
- Bids sent to the county via e-mail will be **disqualified.**

The homeowner, or Indian River County on behalf of the homeowner, reserves the right to request any additional information and data necessary to complete the review of a prospective contractor, and to reject any bid package submitted by a contractor. For further information, please contact Bill Collins at (772) 226-1870 or email: bcollins@ircgov.com

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**Indian River County SHIP
HOUSING REHABILITATION PROGRAM
WORK WRITE-UP/BID/CONTRACT FORM**

OWNER: _____

ADDRESS: _____

PHONE #: _____

DATE: _____

Home Built in 1990.
 Lead Base Paint Safe Construction Actions Do Not Apply:
 ACM Actions May Apply:
 Mold Actions May Apply
This unit was constructed post 1979: Take Notice of any material that may contain Regulated Asbestos Containing Material (RACM), Lead Based Paint (LBP) or Mold and follow all safe LBP and ACM recommended actions for safe repairs and/or disposal. If there are not attachments pertaining to RACM, LBP, or Mold it is not reasonable to assume that no actions are required.

Note	System	Description of Work	Location	Price	Contractor Initials
A.	REHABILITATION	Special attention should be directed to all contractor obtained LBP/ ACM/Mold reports regarding Lead Base Paint, Asbestos, and/or Mold. Any recommendations included in the reports regarding such material shall become part of the Work.	Unit	N/A	
B.	SITWORK	Rehabilitation of unit shall include as applicable: 1. Re-connects all existing TV & Phone Jacks. Install 911 addressing as required. 2. Disconnect and re-connect to community water/sewer systems if required by code or specification within this document. 3. Demolition and safe, legal, disposal of all materials, removal of all construction and replacement debris. Note 1: An on-site dumpster shall be maintained on site. Note 2: No onsite storage POD required.	All/Site		

THIS PAGE MUST BE INCLUDED WITH THE BID FOR IT TO BE VALID

All work to be performed in a workmanlike manner, in accordance with the SHIP Program Specifications, Florida Building Code, local codes, and manufacturer's specifications. The contractor shall be responsible for the repairs and/or reinstallation of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all fixtures, materials and other items removed from the dwelling unless otherwise specified herein. Bid will be accepted on the **TOTAL BID** submitted, and all items must be cost itemized in the space provided or the bid will be rejected.

This house may or may not require the homeowner to vacate the premises during the construction period. The period for Construction shall be 60 Business days (Mon-Sat) from the date of contract execution and acceptance.

This document may not be altered in any manner. The scope of work set forth in this document may not be changed without the written consent of Guardian CRM, Inc. under direct authorization from Indian River County and/or its official representatives.

I hereby certify that I am licensed by the State of Florida, Department of Business and Professional Regulation, and that I am eligible to participate in the SHIP program. I also agree that change orders above the original contract amount shall only be paid for with SHIP funds to correct documented code violations or to meet Section 8 Housing Quality Standards. Change orders must be approved by the homeowner or his/her representative, the contractor, and local government prior to any initiation of work based on that change order.

Contractor's Name (Print Name): _____

Contractor's Signature: _____

Contractor's Address: _____

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Contractor's Phone Number: _____
Indian River County SHIP: Scope of Services

**SCOPE OF WORK
("SOW")
(Work Listed Below)**

NOTICE TO BIDDING GENERAL CONTRACTORS

No contractor shall, without prior written approval from the Housing Specialist or SHIP Program Manager, deviate from any product recommendations listed within this Scope of Work (SOW). A notice of "or equal" exchange shall be provided to the Inspector within forty-eight (48) hours of the proposed "or equal" substitution. This notice shall contain:

- 1) The names of both the SOW recommended product and proposed substitute product specification
- 2) Comparable manufacturer specifications list, included but not limited to price, warranty information, consumer review reports
- 3) Any additional information requested by the SHIP Program or its agents.
- 4) All bids to include the repair/repaint to match existing, all damaged (plaster, stucco, Tile, or any other material), walls, ceilings, ECT... affected by construction.
- 5) The contractor will provide all material and shall be responsible for covering **all** homeowner belongings, including flooring that cannot be moved during rehabilitation: this is not the owner's responsibility: Daily clean-up within and around the home is required.
- 6) All measurements and material will be the responsibility of the contractor: substituting items to upgrade cabinet heights is prohibited.
- 7) All change order must be approved through the SHIP office prior to any change order work can begin.

Failure to provide any required notification will result in a violation of the terms and conditions of the SOW and Work Rehabilitation Contract and a loss of payment on the substituted product if it is not replaced with the SOW specified product. Approval will NOT be granted under any circumstance on or after the fact basis.

NOTE: Signature required for acknowledgment of Notice to Bidding General Contractors.

Printed Name	Signature
Date	

1. General Construction and Operational:

1a. Profit and Overhead:

- The contractor shall include all profit and overhead in this line item: Profit and overhead shall be inclusive of all costs not directly related to material and labor (i.e. travel, supervision, sub/supplier meetings, etc.)

NOTE 1: The contractor shall include all profit and overhead on its specified line item under the Applicant (Owner) and Contractor Contract page. Profit and overhead shall be inclusive for all costs not directly related to material and labor (i.e. travel, supervision, sub/supplier meetings, etc). Do not include any profit or overhead costs in each individual item.

NOTE 2: The Profit and overhead can only be billed in two draw requests; the first half at 50% completion and the final 50% at the final closeout draw.

1b. Manuals and Specifications:

- The contractor shall supply, at the time of the final SHIP Program inspection, all manufacturer manuals and specification booklets/packets for all supplied and installed products listed within the Scope of Work. Failure to do so will result in a failed final SHIP Program Inspection.
 - To Include all applicable Plans, Drawings, and Permits, & approved building department docs \$ N/A

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1c. General Construction and Operational:

- The contractor shall be responsible for and provide all applications, permits, plans, engineering, or other required federal, state, and local documentation.

NOTE 1: No profit and/or overhead shall be included in this line item.

- To Include all applicable Plans, Fees, Engineering, Drawings, and Permitting \$

1d. Mold Inspection and report:

INTRO: The mold inspection shall be completed by a legal and appropriately licensed environmental firm. At the conclusion of any work the investigating company must provide an affidavit stating that the work was completed and provide a report including abatement recommendations with detailed remediation plan/scope of work and cost estimate. The Contractor understands that failure to provide this report may result in nonpayment of this item and agrees that the owner, the County, and any of its agents will not be held liable due to contractor negligence in providing all required documentation needed for payment.

- Procure and provide an interior dwelling mold inspection (including interior infrared or other moisture detection processes). The inspection shall yield a comprehensive results report which shall contain all required moisture readings, inspection findings, and abatement recommendations: The Inspection and recommendations to be provided by a licensed/certified environmental firm, including an exterior sample base mold prescience test. *A 3rd party report showing the findings at the time of inspection will be provided to the Housing Program Inspector before any change orders will be granted or payment granted for this item.*

NOTE 1: Mold Inspector should pay careful attention to the area behind the kitchen refrigerator and the adjoining room and walls:

NOTE 2: No rehab work is listed for the kitchen or adjoining room/walls within this SOW. As applicable any rehab required to this room will be addressed via change order, post receipt of the inspection, report, and abatement recommendations.

- Mold Inspection and Report _____ \$

2. Roofing and Components:

2b. Fascia and Soffit:

- Remove and replace existing damaged ¼" drip edge offset, fascia, and soffit material (Approx. 30% of existing material) along all existing roof spans: any replacement above 30% will be addressed by change order with appropriate back-up. Install new (Like material) ¼" drip edge offset, fascia, and soffit material in the footprint of all repaired/replaced components. Where large spans of replacement is required, a minimum 6 feet must be maintained between joints, seams, or corners. Installation should include all required components and hardware to ensure proper and correct fit and seal. (Recommended Product: SmartSide Trim and Siding)

NOTE 1: If and where existing gutters are required to be removed to allow for roofing replacement, the condition of each section to be removed and reinstalled shall be documented IN WRITING with the homeowner. Reinstallation should meet or exceed the documented operational order as applicable.

NOTE 2: All replaced material must be painted to match the existing color scheme as closely as possible.

- Fascia and Soffit (Listed Components at All Existing Roof Spans) \$

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3. Electrical and HVAC:

Preface: All electrical work shall be completed by a legal and appropriately licensed electrical firm. At the conclusion of the work the electrical company shall conduct a review of the electrical system and provide an affidavit stating that all work was completed to all specification and/or code requirements and provide notice that the units electrical system is in safe and code compliant working order. Any deficiencies found by the electrical contractor shall be provided to the GC listing any additional repairs needed above what is listed in the SOW. The Contractor understands that failure to provide this affidavit may result in nonpayment of this item and agrees that the owner, the County, and any of its agents will not be held liable due to contractor negligence in providing all required documentation needed for payment.

3a. Service Upgrade:

- Remove existing electrical service panel. Install new minimum 150-amp electrical service complete with breaker panel box with all circuits labeled and balanced. Panel shall be sufficiently sized to accommodate four (4) additional circuits and installation shall include all required arcs, wiring, connections, breaker, and components to ensure compliance with all applicable codes including the NEC:

NOTE 1: If applicable the bid shall include the price for replacing mast and weather head if insufficiently sized for new service.

- Service and Panel Upgrade (1-Complete Unit) _____ \$

3b. HVAC (Complete Unit):

- Remove the existing HVAC system and all non-operational components. Install new complete HVAC unit (tonnage to be calculated based on required energy calcs), minimum 14 SEER central heating and air conditioning system. **Rheem (RA14) Classic Series or approved equal in value and quality.**

The system is to include infrastructure to ensure service to all habitable rooms, including, cleaning, and adjusting the ducts/plenums to ensure maximum air flow: Installation shall also include new return grill, air handler, piping Electrical service connects/disconnects, programmable thermostat and all other infrastructure and components necessary for a complete working system; Exterior compressor must be installed on a minimum 3X3 concrete pad and bolted to the pad. The contractor must provide a written statement from the HVAC firm performing the duct/plenum cleaning that the ducts have been cleaned in accordance with all governing regulations.

NOTE 1: Contractor shall provide drawings, energy calculations, and documents as required to perform the SOW.

NOTE 2: HVAC installation shall include: A/C Add in duct ultra violet bacterial & mold protection/sterilization light.

- HVAC all habitable rooms (1 complete unit & plenum -ductwork cleaning) \$

3c. Smoke/CO2 Detectors:

- Remove and dispose of any (where existing) smoke detectors: Install (3) new, hardwired, with battery back-up, smoke/CO2 detector and all required system infrastructure, cut-ins, wiring, circuitry and hardware to meet the most current required applicable NEC and Florida Building Codes; Bid to include repair / patch / paint areas affected from removal of previous smoke detectors. Smoke detector wiring must be properly connected to the electrical panel, including but not limited to the proper wiring size, and connections. Any wiring located in the attic shall be installed and set (preferably along the edges of the attic) to avoid any trip hazard and to meet the current code. **(Recommended Product: Firex Model #21007915 or equal / greater in value and quality)**

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NOTE 1: Where existing hardwired detector exists and code allows, new units shall be placed in the existing footprint.

- Smoke Detector Installation (Master BR- 1 unit) _____ \$
- Smoke Detector Installation (BR #2- 1 unit) _____ \$
- Smoke Detector Installation (Hallway- 1 unit-in) _____ \$

3d. Interior Overhead Lighting:

- Remove the existing damaged recessed lighting units (2-units) and install new lighting units (to include green efficient LED bulbs) in the footprint of the removed units; Installation should be installed to manufacturer's specifications and include all required wiring, circuitry, switch connections and/or installation, and hardware to ensure complete and operational order, including proper switch operation. *Exact unit dimensions to be determined by the contracting firm. (Recommended Product commercial electric or equal in value and quality)*
 - Master Bathroom (2-Units and Electrical Components) _____ \$

4. Exterior Rehabilitation: Exterior Doors:

4a. Garage Door:

- Remove existing and install (in existing footprint) a new steel or fiberglass, insulated/Low E (1) single car, hurricane impact rated garage door. Installation to include weather stripping, trim, and all required components to manufacturer's specifications. (Door size & dimensions to be determined by contracting firm); Installation to include all required permits, additional anchor framing, hardware, components, and tap cons (**TAP CONS MUST BE WHITE**) to ensure proper and complete installation to current Florida Building Code. Any damage caused by the installation process should be prepared and patched to match interior/exterior walls. Unit shall be attached to the existing door opening system. **Recommended Garage Door Product NOA#-Wayne Dalton or equal in value and quality** ;(**Schlage lock set: or equal in value and quality**)

Note 1: Any repairs, up to including replacement (if required) to the existing garage door framing to ensure full impact protection shall be included in this line item.

NOTE 2: Contractor shall submit Dade County or equal Florida product approval stamped by the building Department of jurisdiction, with this projects close-out package.

- Front Single Car Garage Door (1 complete unit) _____ \$

4b. Exterior Doors: -Shutters

- Prepare the surface around the exterior to interior entry/exit door listed below to accept new Miami Dade or Florida product approved equal hurricane impact rated aluminum shutters (3 total units-shutter type listed by elevation) and all required attachments for proper and code compliant mounting in compliance with the FBC HVHZ stipulations. Shutters shall be mounted in a manner to ensure proper coverage and protection of each door opening.

Any damage caused by the installation process should be prepared and patched to match exterior walls. (Panel size & dimensions to be determined by contracting firm); Installation to include all required permits, additional anchor framing, hardware, components, and attachment nuts/bolts/screws, tap cons (**TAP CONS MUST BE WHITE**), etc... to ensure proper and complete installation to current Florida Building Code, including the HVHZ stipulations. Recommended product: Storm Smart or equal in quality and value: <http://stormsmart.com/hurricane-protection-products1/shutter-systems/aluminum-roll-shutters/>

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NOTE 1: Any minor repairs and/or replacements to door encasements, etc...shall be included in this bid.

NOTE 2: Contractor shall submit Dade County or equal Florida product approval stamped by the building Department of jurisdiction, with this projects close-out package.

NOTE 3: Storm Shutters must meet the FBC HVHZ for Indian River County and/or minimum ASTM 1986-1996.

NOTE 4: Door installations may require relocation of motion security lighting. Cost of any to be included in this line item.

NOTE 5: Rear entry/exit door will require removal of wooden (teal) shutter unit(s).

- o Front Elevation Entry/Exit Door (1-Roll Down Unit) _____ \$ _____
- o Rear Elevation Entry/Exit Door (1-Accordion Set) _____ \$ _____
- o Left Entry/Exit Door (1-Panel Unit) _____ \$ _____

. Exterior Mitigation: -WINDOWS

5a. Window Shutter Panels:

- Remove the existing wooden (teal) panels: Prepare the surface around the exterior windows listed below (3 units total) to accept new Miami Dade or Florida product approved equal hurricane impact rated shutter panel units and all required attachments for proper and code compliant mounting in compliance with the FBC HVHZ stipulations. Shutters shall be mounted in a manner to ensure proper coverage and protection of each window opening.

Any damage caused by the installation process should be prepared and patched to match exterior walls. (Panel size & dimensions to be determined by contracting firm); Installation to include all required permits, additional anchor framing, hardware, components, and attachment nuts/bolts/screws, tap cons (**TAP CONS MUST BE WHITE**), etc... to ensure proper and complete installation to current Florida Building Code, including the HVHZ stipulations.

NOTE 1: Any minor repairs and/or replacements to window encasements, exterior sills, etc...shall be included in this bid.

NOTE 2: Contractor shall submit Dade County or equal Florida product approval stamped by the building Department of jurisdiction, with this projects close-out package.

NOTE 3: All shutter units must meet the FBC HVHZ for Indian River County and/or minimum ASTM 1986-1996.

- o Front Elevation Windows (2-Shutter Panel Units) _____ \$ _____
- o Right Elevation Windows (5-Shutter Panel Units) _____ \$ _____
- o Rear Elevation Windows (1-Shutter Panel Unit) _____ \$ _____
- o Left Elevation Windows (2-Shutter Panel Units) _____ \$ _____

6. Interior Rehabilitation: Bath and Plumbing

INTRO: All plumbing work shall be completed by a legal and appropriately licensed plumbing firm. At the conclusion of the work the plumbing company shall conduct a review of the plumbing system and provide an affidavit stating that all work was completed to all specification and/or code requirements and provide notice that the units plumbing system is in safe and code compliant working order. Any deficiencies found by the plumbing contractor shall be provided to the GC listing any additional repairs needed above what is listed in the SOW. The Contractor understands that failure to

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provide this affidavit may result in nonpayment of this item and agrees that the owner, the County, and any of its agents will not be held liable due to contractor negligence in providing all required documentation needed for payment.

6a. Hall Bath Vanity:

- Remove existing (including plumbing connections) and install new complete vanity (in existing footprint and dimensions) complete with 3 bar light fixture (including LED bulbs) and mirror. The vanity unit must be constructed with solid wood frame on the doors and cabinet face; the box shall be comprised of minimum ½" plywood; shelves **ONLY** may be of composite material and finish covering must be wood veneer or plastic laminate; laminate counter top and 4" laminate back splash and under mount or drop-in level set sink cast in the counter top. Install new water supply valves, lines and escutcheons, strainer assembly, p-trap and tail assembly; Installation to include all other required hardware and components (center set, low flow dual lever faucet and fixtures/drain stop) to ensure for complete installation. (Recommended product: Pegasus vanity set or equal in quality and value)

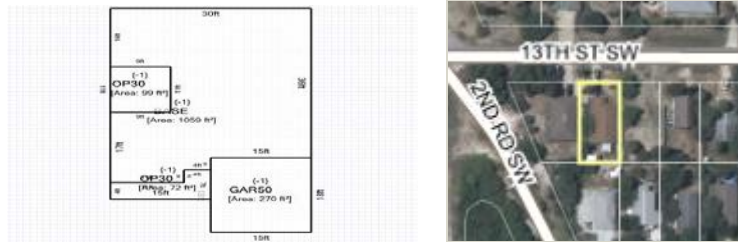
NOTE 1: Where the Vanity and any ancillary components (light bar, etc...) cannot be placed in the exact footprint of the removed item(s) the contractor is responsible for making all repairs to the affected area to match the existing flooring, painting, etc...affected by the replacement(s).

- Bathroom Vanity and Components (1 Unit & Set) _____ \$

-END SOW-

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EXISTING DWELLING FOOTPRINT



EXISTING DWELLING FOOTPRINT

****SPECIAL NOTES****

All requests for information (RFI's) shall be submitted in writing/via email to:

NAME

@ .COM

Phone No.

Any and all products or services included in this scope of work shall be installed to the manufacturer's specifications and in compliance with all applicable Indian River County Health Department, NEC, and/or Florida Building Codes.

All NOA product numbers can be found at www.miamidade.gov/buildingcode/pc-search_app.asp.

All products with no NOA # number can be found at www.homedepot.com, www.lowes.com, or other retail outlets where such products are sold:

OFFICIAL USE ONLY

DATE SUBMITTED: _____ DATE ACCEPTED: _____

BID OPENED BY: _____ WITNESSED BY: _____

DATE OPENED: _____ TIME: _____

WORK WRITE-UP PREPARED BY: _____ Date: _____



REQUIRED ADDENDUM PAGE(S) TO FOLLOW

For reference only – do not complete or return with proposal

**READ CAREFULLY
WHEN THIS BID ESTIMATE/CONTRACT IS SIGNED,
YOU ARE LEGALLY RESPONSIBLE.**

NOTE:

- Only licensed and insured contractors legally able to perform work within the State of Florida may submit bids/estimates. A copy of your license and certificate of insurance (listing the County and owner as additional insured) is required to be submitted with your bid.
- For Housing units constructed prior to 1978 where lead based paint may be present, contractors must have, be able to obtain, or procure a properly licensed/certified EPA-RRP firm in order to complete rehabilitation/abatement on properties where lead is found to be present.
- The bid estimates must be based on the work write-up provided by the County.
- No work shall begin and no material shall be ordered unless a NOTICE TO PROCEED is issued.
- **BUILDING PERMIT MUST BE OBTAINED FOR ALL WORK PERFORMED.**
- NO advance payment is allowed.
- Funds will be paid directly to the contractor upon submittal of a final invoice, a W-9 form, a notarized Prime Contractor and Sub-Contractor Release of Lien, a copy of the final inspection approval. For partial draws an inspection on partial work, a notarized Contractors Partial Affidavit plus other additional items identified above are required.
- No funds shall be paid to the property owner (applicant).
- All estimates must indicate if connection to public water or sewer service will be required and include all required utility capacity charges and permit fees for such services as part of the estimate.
- Owner/applicant and contractor must discuss and on all items related to this bid estimate, including color and type of material to be used (SEE Exhibit "A" to follow).
- All surfaces disturbed by construction shall be repaired in finished to match existing.
- Contractor shall take before pictures and document working condition of all areas, appliances, ect... in the immediate area of construction.
- Where owner claims of damage not related to a specific SOW is made the photos and notes referenced immediately above shall be utilized in resolving the dispute.

Contractors are prohibited from offering any additional work or favors outside of the SOW/work write-up proposed by the Housing Inspector. Any additional needed work must be done only through the County's approved SHIP change order process.

By signature below, I attest that I have read the Indian River County Local Housing Assistance Program Publication for the SHIP Program Minimum Standards for Rehabilitation of residential properties and fully understand the requirements.

CONTRACTOR Print Name: _____ DATE: _____

CONTRACTOR Signature: _____

For reference only – do not complete or return with proposal

To receive consistent bid estimates, the Indian River County Local Housing Assistance program provides this form. The County nor its agents however, are not party to this agreement. Upon completion of any work identified in this bid estimate and approval of the final inspections by the appropriate jurisdiction building inspector, the County will release funds directly to the contractor.

NOTICE BE AWARE THAT:
FLORIDA STATUTE SECTION 837.06- FALSE OFFICIALS STATEMENTS LAW STATED
THAT:

“WHOEVER KNOWINGLY MAKES A FALSE STATEMENT IN WRITING WITH THE INTENT TO MISLEAD A PUBLIC SERVANT IN THE PERFORMANCE OF HIS OFFICIAL DUTY SHALL BE GUILTY OF A MISDEMEANOR OF THE SECOND DEGREE, “ PUNISHABLE AS PROVIDED BY A FINE TO A MAXIMUM OF \$500.00 AND/OR MAXIMUM OF A SIXTY DAY JAIL TERM.

(PRINT or TYPE all information unless otherwise noted)

I/we, the undersigned contractor(s), do hereby present and propose the following cost estimate for construction/rehabilitation work to be completed on the identified residential unit. I/we further assure to the best of my ability, that the estimates contained within this bid are an accurate representation and estimate of all necessary work to be completed in relation to the identified residential unit, and **I/we acknowledge that no final payment for work shall be provided until all work has been completed and the corresponding building department has certified the residence** for occupancy, including all necessary final inspections. All work performed under this contract has a one (1) year warranty on all workmanship and material and a five (5) year warranty on roofing replacements from the date of the final project inspection.

Residential Unit Information:

Unit Address: _____

Owner Name: _____

Owner Phone #: _____

Contractor Information:

Contractor's Name: _____ Title: _____

Company Name: _____

Address: _____ (Street or PO Box) _____ (City, State, Zip)

Contractor License Information:

State of Florida	Indian River County
License Number: _____	License Number: _____

For reference only – do not complete or return with proposal

Applicant (Owner) and Contractor Contract

This contract is solely for the benefit of the parties named below, and no enforceable right or cause of action shall accrue hereunder to or for the benefit of any entity or individual not a named party hereto.

CONTRACTOR:

I, (the contractor) have read in its entirety, and understood and agree with all of the terms, and conditions contained within this contract and SOW documents.

Contractor's Name (Print): _____ Title: _____

Contractor's Name (Signature): _____ Date: _____

Company Name: _____ Phone: _____

Position/title/relation to Contractor (if not the Contractor): _____

ENTER FINAL TOTAL BID IN THE PRIC BOX BELOW

Total Aggregate Labor and Material Cost: -----→ \$ _____

Total Profit and Overhead: -----→ \$ _____

Grand BID Total For: 343 13th St. SW -----→ \$ _____

OWNER:

I/we, the listed owner(s)/applicant(s), have read in its entirety, and understood and agree with all of the terms, and conditions contained within this contract and SOW documents, and intend to select this contractor to complete the work identified in this estimate.

My/Our signature below reflects my understanding and acceptance of the aforementioned scope of work with a total project cost of \$ _____ (hand written by owner/applicant). I also understand and accept the possibility that this initial total project cost can change (increase or decrease) if unanticipated labor or materials changes are required for compliance with any applicable building codes or deemed necessary by the SHIP Program Manager. Any additional charges (increase or decrease) must be requested by the contractor in writing, submitted to the housing team for review, and must receive written approval from the SHIP Housing Program Manager BEFORE the additional or reduced services are to be performed.

For reference only – do not complete or return with proposal

I/We, understand and agree that the selected contractor is solely responsible for their action/errors, etc. and the county is only the funding source for this rehabilitation work. I/We indemnify, save and hold harmless the Indian River County, its agents, commissioners, and employees from any claim, demand, suit, loss, cost of, expense, or damage which may be asserted, claimed, or recovered, which damage is incidental to, occurs as a result of, or arise out of the negligent, reckless, willful, or wonton act(s) or omissions of the contractor and his or her sub-contractors.

Applicant Name (Print): _____ Initial: _____

Applicant Name (Signature): _____ Date: _____

Co-Applicant Name (Print): _____ Initial: _____

Co-Applicant Name (Signature): _____ Date: _____

**Indemnification of Indian River County by Contractors Working on
Rehabilitation of Homes Owned by SHIP Program Applicants**

_____ (name of contractor), its officers, members, and employees shall, through the signing of this document by an authorized party or agent, indemnify, save and hold harmless Indian River County, its agents, commissioners and employees from any claim, demand, suit, loss, cost of, expense, or damage which may be asserted, claimed or recovered against or from the County or County's agents or employees, by reason of any damage to property or person, including death, sustained by any person whomsoever, which damage is incidental to, occurs as a result of, or arises out of the negligent, reckless, willful or wonton act(s) or omissions of contractor and his or her sub-contractors.

Signature of Authorized Party (Contractor) Title of Party Signing

Printed Name of Party Signing Date of Signature

For reference only – do not complete or return with proposal
“EXHIBIT A”

**INDIAN RIVER COUNTY
SHIP HOUSING REHABILITATION PROGRAM
Subcontractor and Permit Listing**

List all subcontractors that will be used for the work completed on this property: Failure to complete this Exhibit may result in this bid being considered incomplete and ineligible for award.

SUBCONTRACTING FIRM NAME	SUBCONTRACTING FIRM PHONE #
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

List all permits that will be required for the work completed on this property: Failure to complete this Exhibit may result in this bid being considered incomplete and ineligible for award.

REQUIRED PERMITS	PRINT NAME OF ENTITY RESPONSIBLE FOR PERMIT
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Contractor's Name (Print Name): _____
Contractor's Signature: _____
Title of signatory: _____

For reference only – do not complete or return with proposal
“EXHIBIT B”

**INDIAN RIVER COUNTY
SHIP
HOUSING REHABILITATION PROGRAM
HOUSING REHABILITATION PROGRAM COLOR/STYLE SELECTION**

1. Contractor must provide at least three (3) color choices for each eligible item.
NOTE: See attached scope of work for highlighted eligible items.
2. Indian River County reserves the right to veto a color choice made by the homeowner.
3. **It is the contractor’s responsibility to provide selections for the homeowner to select the colors and designs, and then sign this form.**
4. Any deviations from this process must be submitted via email to the Housing Inspector (_____@_____) for approval.
5. Color/Style selections are to be signed and forwarded to the Housing Program Inspector no later than five (5) calendar days after the NTP takes effect.

COLORS AND STYLES TO BE LISTED IN THE GRID BELOW:

ITEM LOCATION	ITEM PRODUCT #	ITEM STYLE CODE	ITEM COLOR CODE

(NOTE: PLEASE MAKE A DUPLICATE COPY IF MORE SPACE IS REQUIRD. ALL COPIES MUST BE SIGNED)

The signatures on this document confirm acknowledgment of the above listed items:

Homeowner Signature: _____	Date: _____
Contractor Signature: _____	Date: _____



INDIAN RIVER COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
SHIP PROGRAM

1801 27th Street, Vero Beach FL 32960

772-226-1870 / 772-226-1922 fax

www.ircgov.com

Request for Price Quote (SHIP Project)

Project #

Inspection Company Name: _____ Date: _____

Inspection Company Address: _____

Please provide a price quote for inspection services per attached scope of work (Exhibit A) for the property identified below, and then return this form to the SHIP Program office by 1:00 p.m. on _____, _____.

Thank You,

John Stoll
Chief, Long-Range Planning

Homeowner Name: _____ Homeowner Phone #: _____

Job Address: _____

Parcel #: _____

Square footage of the house: _____ Year Built: _____

Tasks	Price
<u>Initial Inspection</u> for item 1 of the attached scope of work	
<u>Detailed Inspection Services</u> for items 2-7 of the attached scope of work	
Total	

Inspector Name

Date

Inspector Signature

Exhibit A

Scope of Work for Each SHIP Inspection Project:

1. Conduct initial inspection to evaluate condition of major home systems:

- **Roof**
- **Structure**
- **Plumbing**
- **Electric**
- **HVAC**
- **Septic**
- **Foundation**

And to determine if the house is structurally sound and if it can be rehabilitated.

2. Perform a detailed inspection, prepare a detailed work write-up and bid package, prepare a cost estimate, and submit the work write-up, bid package and cost estimate to county staff.

HOUSING INSPECTOR is prohibited from providing his cost estimate to anyone except county staff prior to bid opening.

- 3. Respond to contractors' Request For Information (RFI)**
- 4. Review and approve any change orders submitted for the project.**
- 5. After the rehabilitation contractor completes the job, visit the job and prepare a punch list of unfinished items.**
- 6. When there is a request for payment, inspect the work and determine if the job was done satisfactorily.**
- 7. Take before and after digital pictures and provides those pictures to the county.**



INDIAN RIVER COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
SHIP PROGRAM

1801 27th Street, Vero Beach FL 32960
772-226-1870 / 772-226-1922 fax
www.ircgov.com

Work Order for Initial Inspection (SHIP Project)

This Work Order is entered into as of this ____ day of _____, 20____, pursuant to that certain Continuing Contract Agreement for Housing Inspection Services entered into as of "DATE", the ("Agreement"), by and between Indian River County, a political subdivision of the State of Florida ("COUNTY") and _____ inspection firm (**HOUSING INSPECTOR**).

COUNTY has selected **HOUSING INSPECTOR** to perform the initial inspection to determine if the following house is structurally sound and if it can be rehabilitated:

Contact Name: _____ Phone Number: _____

Job Address:

Parcel #: _____ Project # _____

Initial inspection services price per price quote will be: \$ _____

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first written above.

HOUSING INSPECTOR

INDIAN RIVER COUNTY

By: _____
Signature of Owner/Managing
Director

By:
Phillip J Matson, Director
Community Development Department

Print Name

Title: _____

Approval Date:

Date:

Pursuant to the Agreement requirements, an Initial Inspection must be conducted and the attached form must be returned to the county by **1:00 p.m. on** _____, **20** _____

Indian River County SHIP Initial Inspection Results (Job Address: _____)

Major House Systems	Any Problems with Major Home Systems?		Date Inspected
Roof	___ Yes	___ No	
Structure	___ Yes	___ No	
Plumbing	___ Yes	___ No	
Electric	___ Yes	___ No	
HVAC	___ Yes	___ No	
Septic	___ Yes	___ No	
Foundation	___ Yes	___ No	

If Yes for any of the items above, please attach an explanation.

1. Does there appear to be any building additions or modifications made to the property?
Yes _____ No

If Yes, please explain:

2. Is there any evidence of wood destroying organisms (Termites, Ants, Mold, Etc.)?
Yes _____ No

If Yes, please explain:

3. Roof: Estimated number of years before replacement is necessary _____.

4. Structure: Is there evidence of wood deterioration?
Yes _____ No

If Yes, please explain:

Is there evidence of cracks in foundation or walls?
Yes _____ No

If Yes, please explain:

5. Electric: Total Amps of electrical box _____. Are correctly sized circuit breakers hooked up to dryer/washer, kitchen, etc.?
Yes _____ No

If Yes, please explain

6. HVAC: Estimated number of years before replacement is necessary _____.

7. **Chinese Drywall: Any evidence of corrosion on copper wiring and/or tubing used throughout house?**
Yes _____ No

If Yes, please explain

Any evidence of sulfur odors?
Yes _____ No

If Yes, please explain

Is drywall in attic stamped with place of origin? If so, where is it from?

Please take digital pictures of the house and its major systems and provide those pictures to the county.

Over all, is the above referenced house is structurally sound and can it be rehabilitated? YES_____ NO_____

If YES, you will receive the work order from the county to conduct the detailed inspection services.

I hereby certify that the above referenced house is structurally sound and it can be rehabilitated.

I hereby certify that the above referenced house is NOT structurally sound and it CANNOT be rehabilitated.

Inspector Name

Date

Inspector Signature

Indian River County
Community Development Department

Work Order for Detailed Housing Inspection Services
(SHIP Project) Project #

This Work Order is entered into as of this _____ day of _____, 20____, pursuant to that certain Continuing Contract Agreement for Housing Inspection Services entered into as of _____, 20____ the (“**Agreement**”), by and between Indian River County, a political subdivision of the State of Florida (“**COUNTY**”) and _____ inspection firm (**HOUSING INSPECTOR**).

COUNTY has selected **HOUSING INSPECTOR** to perform the inspection services as described in the **Agreement** (the scope of work for each inspection project, Exhibit A, is attached) for the following home:

Homeowner Name: _____ **Phone Number:** _____

Job Address: _____

Parcel #: _____

Pursuant to the **Agreement** requirements, a detailed Inspection must be conducted and a detailed work write-up, bid package, and cost estimate (item #2 or attached Exhibit A), must be prepared and submitted to the county by **1:00 p.m. on** _____, **20**_____.

Timeline for completion of other items in the attached scope of work (Exhibit A) will be coordinated through SHIP program office staff.

Total inspection services price per attached price quote will be: \$ _____

The above referenced inspection services must be done pursuant to the above referenced **Agreement**. Nothing contained in this Work Order shall conflict with the terms of the **Agreement**, and the terms of the **Agreement** shall stand and shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first written above.

HOUSING INSPECTOR

INDIAN RIVER COUNTY

By: _____
Signature of Owner/Managing
Director

By:
Phillip J Matson, Director
Community Development Department

Print Name

Title: _____

Approval Date

Exhibit A

Scope of Work for Each Inspection Project:

1. **The HOUSING INSPECTOR will visit the house for an initial inspection to determine if the house is structurally sound and if it can be rehabilitated, and to determine generally what needs to be done to rehabilitate the housing unit.**
2. **After receiving work order for inspection services from the county, the HOUSING INSPECTOR will perform a detailed inspection, prepare a detailed work write-up (work done must meet the county's Local Housing Assistance Plan requirements, as well as requirements of the Minimum Standards for Rehabilitation of Residential Properties), prepare a cost estimate, and submit the work write up and cost estimate to county staff.**
HOUSING INSPECTOR is prohibited from providing his cost estimate to anyone except county staff prior to bid opening.
3. **HOUSING INSPECTOR will conduct a pre-bid walk-thru for rehabilitation contractors interested in bidding on the project**
4. **HOUSING INSPECTOR will review bids submitted for the project and provide comments to county staff.**
5. **HOUSING INSPECTOR will review and approve any change orders submitted for the project.**
6. **After the rehabilitation contractor completes the job, the HOUSING INSPECTOR will visit the job and prepare a punch list of unfinished items.**
7. **When there is a request for payment, HOUSING INSPECTOR will inspect the work and determines if the job was done satisfactorily.**
8. **The HOUSING INSPECTOR also will take Before and After digital pictures and provides those pictures to the county.**