

CITY OF PORT ST. LUCIE
HOUSING ASSISTANCE PROGRAM

CONTRACTOR INFORMATION SHEET



The City of Port St. Lucie offers both Repair/Rehab and Special Needs/Retrofit programs designed for low-income homeowners who need funds for approved repair and rehabilitation and/or special needs/retrofit activities. Qualified general, housing or residential contractors may be able to participate. Roofing and Air Conditioning contractors may also have opportunities to take part in the program.

1. WHAT REPAIRS/IMPROVEMENTS ARE ELIGIBLE?

Eligible repairs are those that “are needed for safe or sanitary habitation, correction of substantial code violations, or the creation of (needed) additional living space.” Port St. Lucie orders a home inspection when the applicant is selected for repair or special needs/retrofit funding. This inspection report provides a list of items that qualify for funding. Hazard Mitigation items may be approved under the Repair/Rehab program if there is sufficient funding. Accessibility items are available under both programs and include, but are not limited to, the following: Wheel Chair Ramps, Door Widening, Bathroom Retrofit, etc. Hazard Mitigation items include but are not limited to Hurricane Shutters, Garage Door Strengthening, etc.

2. WHAT ARE THE MAXIMUM DOLLAR AMOUNTS FOR REPAIR?

The maximum assistance available is limited by the nature of the repair, the income of the household and the program itself. Maximum awards for repair/rehab are \$50,000; maximums for Special Needs/Retrofit as a separate program are \$15,000. A household may qualify for both programs.

3. DOES THE CITY HIRE THE CONTRACTORS?

Each homeowner selects his/her own licensed/registered contractors. There is no pre-approved directory, but we do maintain a list of contractors who have worked or are interested in working with the program. That list is provided to homeowners with their inspection report, but they have no obligation to call contractors who appear on the list.

If you are a registered Port St. Lucie contractor, we have most of the information we need in our building department file; but please make sure that your insurance information is up-to-date. If you are registered with the State of Florida, and not with Port St. Lucie, we will need a copy of your State license and proof of workman’s compensation and general liability coverage. If you are not on our current “vendor” list, we will need your Tax ID Number or Social Security Number and name of holder. You must complete a W9 form and return it to this office before you can be paid.

4. HOW DOES THE BIDDING PROCESS WORK?

Only items listed under "Work Included" on the first page (BID MEMO) of the inspection report are eligible for our funding; we do not provide funding to remodel or upgrade items. We require 3 bids from Port St. Lucie registered or state licensed contractors. All bids must be prepared using standard builder-grade replacements, as described in Materials and Specifications dated 8/7/15. **Your bid should include a breakdown of the costs of materials and labor for each repair item.** The bids CANNOT include sales tax; the City is exempt from paying these taxes. If you are bidding on a large project and need to be paid in draws, you should include that information in your proposal.

The lowest bidder will be selected unless there is sufficient evidence to indicate that the contractor cannot complete the job satisfactorily or within a reasonable timeframe. The City of Port St. Lucie reserves the right to temporarily exclude any contractor from future bids when the contractor has several contracts at one time and is not handling those contracts in a timely manner.

For single items of \$1,000 or less, bids can be verbal, but in most cases you will need to do your own evaluation of the job before you submit your proposal. Written proposals ensure that we all agree on the nature and scope of the work to be performed. For jobs over \$2,500, we will schedule a pre-construction conference with you, the homeowner, and a representative of our inspection team (or housing program staff). You will review and sign a written Housing Repair Agreement that includes the general requirements for any work involving the City of Port St. Lucie.

We expect all contractors and clients to keep each bid confidential until all bids are completed and have been submitted to our office.

5. ARE UPGRADES OR CHANGES IN SCOPE OF WORK ALLOWED?

You cannot arrange for ANY change to the quality of the materials provided or the quantity of the repairs that can be completed without approval of the Community Services inspector and/or staff. ***If you negotiate with the client for unapproved upgrades or changes to the scope of work during the city's repair process, the funding may be terminated, no further repairs will be completed, and you may no longer be allowed to work with the program.***

6. IS THERE A SPECIAL PERMIT PROCESS?

If a permit is required for that type of repair, you should notify the building department that you are working with the **Community Services Department** on the housing repair program. If there are excessive delays in the permitting department, you may be able to receive expedited permit processing for the approved repairs.

7. HOW AND WHEN DO I GET PAID FOR MY WORK?

If your bid is selected, we will issue a purchase order (or VISA Award form) in the amount of the bid in order to encumber the funds on behalf of the homeowner and you, the contractor. If you have requested draws, we will work with you to honor your request and negotiate an acceptable draw schedule before the purchase order is issued. In all cases, there will be a final draw of 10% to cover all of the "punch list" items. Both you and the homeowner must sign a "Contractor Certificate and Release and Homeowner Authorization to Pay." The signed form must be submitted along with your request for payment of each draw.

8. ARE THERE SPECIAL BILLING INSTRUCTIONS?

You must submit an **ORIGINAL INVOICE** along with one of the certificate of release forms for each portion of the work for which a draw has been approved. If you have not requested additional draws, your invoices will cover 90% and 10% of the work. Invoices should be made out to:

City of Port St. Lucie

Community Services

For: _____(insert homeowner's name)

121 SW Port St. Lucie Blvd.

Port St. Lucie, FL 34984.

If the invoice is made out to the homeowner, **you will not be paid.**

The invoice is our notification that the work listed is finished. You may fax a copy to our office at 772-344-4340 so that we can order an inspection, but we cannot request payment without the **original invoice.** Repairs not requiring a permit will be inspected by program staff to ensure that the work has been done in accordance with the bid submitted. Once approved by the inspection service, the invoice will be submitted for payment. For repair(s) requiring a permit, we will check with the building department to make sure that the work has been approved. We will then submit the invoice for payment.

Payment terms are **Net 30** in order to allow for processing by this office and issuance of a check by the finance department. VISA payments are made available as soon as the work is approved by the inspector, releases are signed, and the original invoice is presented for payment. You can speed up the procedure by submitting your invoice directly to this office, not to the homeowner.

Remember to include the signed Contractor Certificate and Release and Homeowner Authorization to Pay.