



**TRIBAL COMMUNITY  
DEVELOPMENT**

**SEMINOLE TRIBE OF FLORIDA  
TRIBAL COMMUNITY DEVELOPMENT**

5700 Griffin Road  
Davie, FL 33314  
(954) 966-6300

**INVITATION TO QUOTE (ITQ)**

**ITQ # STOF (BR 12-2024)  
Mold Remediation  
300 Gophers Gully Rd.  
Okeechobee, FL 34974  
(Brighton)**

**ITQ DATES:**

<b>Solicitation Release Date:</b>	<b>07/12/2024</b>
<b>Mandatory Pre-Bid:</b>	<b>07/25/2024 @ 11 AM EST 300 Gophers Gully Rd. Okeechobee, FL 34974</b>
<b>Deadline for Questions:</b>	<b>07/30/2024 @ 5:00 PM EST</b>
<b>Quote Due Date:</b>	<b>08/02/2024 @ 5:00 PM EST</b>

**SUBMIT QUOTES TO:**

**Seminole Tribe of Florida Housing Department  
Attn: Darryl Kinchen  
650 E. Harney Pond Rd  
Okeechobee, FL, 34974  
Or  
Electronically To: [DarrylKinchen@semtribe.com](mailto:DarrylKinchen@semtribe.com)**

The Seminole Tribe of Florida Housing Department (STOFHD) is soliciting quotes from qualified vendors for full-service construction services on the Brighton Reservation.

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## **SECTION 1: INTRODUCTION AND INSTRUCTIONS**

### **1.0 INTRODUCTION**

This ITQ provides prospective firms with sufficient information to enable them to prepare and submit quotes to the Seminole Tribe of Florida Housing Department (STOFHD) for The STOFHD is initiating this competitive ITQ to qualified Vendors who are in the business of providing General Contractor Services, capable of completing numerous job functions/services in a timely manner and therefore, seeks to enter into an Agreement with that Vendor.

### **1.1 INSTRUCTIONS**

This Invitation To Quote (ITQ) contains the instructions governing the quotes to be submitted and the material to be included therein; as well as any mandatory requirements that must be met to be eligible for consideration. All requests for clarification and/or any additional questions regarding this ITQ must be submitted via email to: [DarrylKinchen@semtribe.com](mailto:DarrylKinchen@semtribe.com)

Seminole Tribe of Florida Housing Department

ATTN: **Darryl Kinchen**  
**650 E. Harney Pond Rd**  
**Okeechobee, FL, 34974**

A mandatory pre-bid meeting at the home is scheduled for **Thursday, 7/25/2024 at 11am EST.**

**Only those emailed or sealed quotes received in this Brighton Housing Department office on or before the Due Date and time will be eligible for consideration. Any quote received after the Due Date and time, regardless of the method of delivery, will be discarded.**

The STOFHD hereby notifies all bidders that if your quote is selected, you will be required to enter into a formal contract with the Seminole Tribe of Florida for the services you are bidding. You will also be required to meet all company vendor, insurance and certification requirements.

The STOFHD reserves the right to reject any or all quotes, to waive formalities or informalities, and to award contract, either in whole or in part. The right is also reserved to select minority vendors and/or vendors with tribal member ownership.

All quotes submitted become the property of STOFHD upon receipt. The content of all quotes shall be kept confidential.

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**SECTION 2: GENERAL REQUIREMENTS**

**2.0 OBJECTIVE**

The objective of this ITQ is to provide sufficient information to enable qualified Respondents to submit written quotes. This ITQ is neither a contractual offer nor a commitment to purchase any products or services. All information contained in the quote must be legible. Any and all corrections and erasures must be initialed. **Each quote shall be signed in ink by an authorized representative of the respondent.** The contents of the quote submitted by the successful respondent of the ITQ may become part of the contract awarded as a result of this solicitation.

**2.1 SCOPE OF WORK (SOW)**

The Scope-of-Work ("SOW") contained in the Attachments describes the services expected for a Contractor to provide the STOFHD. Respondent must ensure that all such services contained in the SOW are provided for in every particular and shall meet or exceed the level of quality, availability, features, functionality, frequency, accuracy, and performance.

The silence of specifications or requirements as to any detail contained in this document or any of the attachments or exhibits, or the apparent omission from any specifications or requirements, or a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices shall prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the Scope of Work shall be made on the basis of this statement.

**2.3 NOTIFICATION**

Each respondent submitting a quote in response to this ITQ will be notified in writing as to acceptance or rejection of their quote. Release of notification letters should be within sixty (60) days of the quote submission date. STOFHD reserves the right to delay this action if it is deemed to be in the best interests of STOFHD.

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## **Scope of work Mold Remediation**

- Supply all labor and materials.
- All materials being installed shall be of equivalent make/model to the original material being removed. (Unless it has first been approved by the Housing Department)
- All work performed shall be as per code(s) & Florida Statutes.
- **Schedule of Values and proposed Schedule shall be submitted with proposals.**
- Supply all drawings/prints and any other documentation needed by the Building Department.
- Clean up jobsite daily and before the final inspection of the completed job.
- Call the Building Department & Housing Department for all inspections, before and during the installation process. (Darryl Kinchen 954-279-4784)
- Contact Housing Department for final inspection, prior to leaving the jobsite.

### **General**

- Only a licensed mold remediation contractor shall perform this scope.
- Supply and install all proper mold remediation and containment equipment in the home. **(Air Scrubbers, Dehumidifiers, Exhaust Systems and Containment Device)**
- **Ghosting shall be addressed where necessary. Remove fixtures at ceiling and seal ceiling penetrations for airtight seal before reinstalling fixtures.**
- **Clean ceiling at penetrations, and complete paint touch up as needed at ghosting locations.**

#### **Kitchen & Dining Room**

- Remove and replace damaged area around light in kitchen (2) two feet beyond affected area of ceiling. Include any damaged insulation in attic space. Clean & sanitize the attic space.
- Contractor shall remove additional area of drywall in dining area (2) two feet beyond affected area, including removal and replacement of insulation. Clean and sanitize the attic space.
- Contractor shall apply Kilz stain blocker on the smaller stains in ceiling where no structural damage to ceiling has occurred.
- Contractor shall skim entire ceiling in kitchen and dining room and apply knock down to match existing as close as possible.
- Contractor shall paint entire ceiling (1) one coat primer & (2) two finish coats color shall match as close as possible to existing.

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- Remove and reinstall all light fixtures including AC registers after cleaning and sanitizing. Contractor to seal all ceiling penetrations before reinstallation.
- Clearances shall be obtained before any finishes shall be installed throughout the home.

**Guest Bedroom**

- Remove and replace damaged ceiling & insulation 2' beyond affected area.
- Remove damaged insulation.
- Drywall finish & texture shall match as close as possible to existing.
- Paint entire ceiling, (1) one coat primer to patched area and (2) two topcoats minimum, paint shall match existing.
- Install drop cloths, masking tape, wall curtains, etc. to protect existing finishes, equipment, furniture, etc.
- All painting preparation and installation to be done in accordance with manufacturers recommendations.
- Clean all overspray drips, runs, etc.

**Air Conditioning System**

- Sanitize all AC supply & return grills. This shall include repairing and sealing all AC ceiling penetrations as needed.
- The AC ducts shall be cleaned and sanitized.
- Provide and install new AC filters in all required return grills.
- The AC system shall be inspected and verified to be operating at manufacturers designed specifications & fully operational.
- Final Clean & remove all debris from jobsite.

**Contractor/Vendor Requirements:**

- It is the contractor's responsibility to obtain any and all permits required to perform the task listed in the above Scope of Work.
- A schedule must be provided before a PO will be requested.
- Send all invoices to [invoices@semtribe.com](mailto:invoices@semtribe.com) and copy project manager. DO NOT attempt process invoices through the Housing Department.