



**TRIBAL COMMUNITY  
DEVELOPMENT**

**SEMINOLE TRIBE OF FLORIDA  
TRIBAL COMMUNITY DEVELOPMENT**

5700 Griffin Road  
Davie, FL 33314  
(954) 985-2300

**INVITATION TO QUOTE (ITQ)**

**ITQ # STOF (BR 71-2024)  
Painting and Misc. House Repairs  
3404 Sally Chupco Tommie Way  
Fort Pierce, FL 34972  
(Fort Pierce Rez)**

**ITQ DATES:**

<b>Solicitation Release Date:</b>	<b>11/05/2024</b>
<b>Mandatory Pre-Bid:</b>	<b>11/19/2024 @ 10 AM EST 3404 Sally Chupco Tommie Way Fort Pierce, FL 34972</b>
<b>Deadline for Questions:</b>	<b>11/25/2023 @ 5:00 PM EST</b>
<b>Quote Due Date:</b>	<b>11/27/2023 @ 5:00 PM EST</b>

**SUBMIT QUOTES ELECTRONICALLY TO:**

**[Carlhughes@semtribe.com](mailto:Carlhughes@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: [carlhughes@semtribe.com](mailto:carlhughes@semtribe.com)

Seminole Tribe of Florida Housing Department

ATTN: **Carl Hughes**  
**650 E. Harney Pond Rd**  
**Okeechobee, FL, 34974**

A mandatory pre-bid meeting at the home is scheduled for **Tuesday, 11/19/2024 at 10 AM**

**Only those signed & emailed quotes received to the PM 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 or 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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**General Notes:**

- Schedules must be submitted with all bids and updated any time there is a change
- Contractors are expected to work Monday-Friday, 8:00am-5:00pm unless otherwise specified by the project manager
- 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).
- **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. (Carl Hughes 863-838-2784)
- Contact Housing Department for final inspection, prior to leaving the jobsite

**Section 3: Specific Scope of work – Painting and Various Repairs**

- Contractor should supply all labor, materials, and supervision for the following scope of work:
- Remove, sand, repaint and reinstall all interior doors; adjust all locks and door hardware in all doors including French doors, Pocket doors and Front exterior door– ensure doors are leveled and plumb
- Adjust all outlets and ensure they are all leveled
- Caulk all kitchen and bathroom countertops
- Drywall repairs as needed and repaint entire interior of house to include ceilings and walls – Paint color and sheen to be signed off by Member
- Inspect and adjust window blinds accordingly
- Secure master bathroom, bathtub faucet
- Adjust dishwasher, secure dishwasher in place and repair cabinet frame
- Repaint all exterior bands around windows – Paint color and sheen to be signed off by Member
- Close all gaps for luxury floor tiles
- Sand and paint all baseboards, where necessary replace with new
- Install transition door strips to master bathroom and Half bathroom
- Center lights over master bathroom vanity unit
- All cabinet handles to be checked and leveled as needed
- Garage walls and ceiling to be painted
- Outside can light re-installed, rear porch
- Inspect flooring and repair as needed
- Remove and dispose debris from the job site daily

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**Contractor/Vendor Requirements:**

- **SUBMIT QUOTE ELECTRONICALLY TO: [carlhughes@semtribe.com](mailto:carlhughes@semtribe.com)**
- 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.