



**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 (HW 75-2024)

IAQ Repairs

6300 N 32nd Street

Hollywood, FL 33024

ITQ DATES:

Solicitation Release Date:

11/15/2024

Mandatory Pre-Bid:

12/03/2024 @ 9 AM EST

6300 N 32nd St.

Hollywood, FL 33024

Deadline for Questions:

12/09/2024 @ 5:00 PM EST

Quote Due Date:

12/10/2024 @ 5:00 PM EST

SUBMIT QUOTES TO:

Seminole Tribe of Florida Housing Department

Attn: Andrew Goins

5700 Griffin Road

Davie, FL 33314

The Seminole Tribe of Florida Housing Department (STOFHD) is soliciting quotes from qualified vendors for IAQ Repairs Hollywood.

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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: andrewgoins@semtribe.com

Seminole Tribe of Florida Housing Department:

ATTN: **Andrew Goins**
5700 Griffin Road
Davie, FL 33314

A mandatory pre-bid meeting at the home is scheduled for: **Tuesday, December 3rd @ 9AM**

Only those sealed or emailed quotes received in this 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 until an award is made, after which such content will no longer be kept confidential, except as noted therein.

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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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Housing Standardized Request for Repairs/Construction

Bathroom:

- All wood cabinets are required at all times, when like for like is stated if current cabinet is particle board, include in the bid the price to replace with all wood
- Durock on walls in the shower or tub area
 - All joints, corners and around windows must be sealed with red guard
 - Extend the Durock 2' on all sides beyond the shower or tub
- Shower floor mortar bed, no foam or any other products should be used
 - Minimum 2-4% pre-slope
- Liner should be water tested for 24 hours
 - Minimum 6 inches
- All floor tile should be slip/skid resistant
- Shower floor tile should be a maximum of 2x2 mesh
- Provide backing for all walls inside tub/shower area between 32" and 38"
- Faucets should be Kohler or Delta
- From shower diverter to shower head piping must be copper tubing and copper fittings
 - Secure the diverter and pipe fittings securely
- When tiling the walls extend 2 feet passed the shower or tub
- ADA bathroom the entire bathroom must be tile a minimum of 4 feet
- All toilets must be Kohler highline
- All exhaust must be vented through the roof or soffit
 - The exhaust fan and light for the bathroom must be on the same switch
- All paint must be high gloss

Kitchen:

- All wood cabinets are required at all times, when like for like is stated if current cabinet is particle board, include in the bid the price to replace with all wood.
- All sinks should be deep double drop in sinks
- Faucets should be Delta with a pull out spray hose
- Moisture resistant (purple) drywall
- Cabinet screws should be a minimum of 2 ½ inches
 - Efforts should be made to find a stud
- If drywall is removed from floor to ceiling, blocking must be provided for upper and lower cabinets

All microwave and kitchen hoods must be exhausted outside

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Mechanical/HVAC:

- All AC units must be installed on a metal stand with a secondary pan and connect float switch
- A primary float switch must be installed and connected
- When replacing duct work all joints and seams must be taped and mastic
- All new HVAC units must be a minimum of 16 seer
- All flexible ducts must be a minimum of R8 R-value
- All disconnects should be the pull type non-fuse
- Rheem, Goodman, Night and Day units preferred
- Caulk around all AC vents
- Keyed lockout caps must be on all units

Water Heaters:

- GE brand, replaced like for like gallon size
- Drain pan required
- TRV piped to the outside
- All water heaters should have a separate shut off switch
- New code required Energy conservation code chapter 4
- Heat traps are mandatory

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
- When installing new drywall in bedroom, living room etc., backing must be provided for TV's being mounted on the wall
- Place a chase and an outlet at the same area where backing is located
- Seal all recess lighting, caulk the lights to the ceiling
- Caulk around all exterior lights
- All exterior light fixtures must be LED
- Any penetration that are made through the wall to the exterior must be caulked or sealed
- Any new gutters must have leaf guard
- Any roof repairs/replacement must follow Miami-Dade standards

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Scope of Work
IAQ Renovation

- Supply all labor and materials.
- All work performed shall be as per code(s).
- Place drop cloths, wall curtains, etc. to protect existing finishes, equipment, furniture, etc.
- **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.
- Contact Housing Department for final inspection, prior to leaving the jobsite.

Residential IAQ Renovation

- Set up containment barrier around work area.
- Remove all existing baseboard throughout master bedroom, closet, and bathroom and replace with new (like for like).
- Remove the lower two feet of drywall throughout master bedroom, closet, and bathroom and replace with new.
- Remove all affected insulation materials and replace with new.
- Remove all existing carpeting throughout master bedroom and replace with LVT flooring (color to be determined by homeowner).
- Remove all drywall throughout living room A/C closet and replace with new.
- Remove affected drywall surrounding laundry room A/C system and replace with new.
- Remove both supply air plenums and return air plenum box on **both** A/C units and replace with new.
- Perform A/C service and coil cleaning on **both** A/C units.
- Perform complete A/C duct cleaning throughout the home.
- Replace master bedroom doors and hardware (like for like).
- Clean, sanitize, and treat all A/C grilles and surrounding drywall (where needed).
- Prep, prime and paint all walls & ceilings where drywall is replaced (to match existing color scheme as closely as possible).
- Clean up and remove all debris from job site.

Contractor/Vendor Requirements:

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- Vendor is responsible for obtaining permits and permit fees (if applicable).
- Vendor is responsible for scheduling all in-progress, partial and final inspections with the Hollywood Building Department. The vendor shall have a representative on site at time of inspection with the original permit, and NOA(s) or Product approval #'s on site.
- A schedule is required for each project and must be provided before a PO is requested.
- Send all invoices to invoices@semtribe.com and copy the project manager. DO NOT email invoices directly to the Housing Department.