



## SEMINOLE TRIBE OF FLORIDA INVITATION TO BID

### **Seminole Tribal Member Vendors Only**

Solicitation No.: ITB 13-2025

Title: Chickee Rethatching Services (Big Cypress)

Description: The Building and Grounds Department of the Seminole Tribe of Florida is requesting bids from qualified Tribal Member vendors to provide Chickee repair services needed at the Big Cypress reservation.

Solicitation Release Date: February 10, 2025

Bid Due Date: February 21, 2025 @ 5:00 PM (ET)

Contact Person(s)\*: To: [KourtneyNguyen@semtribe.com](mailto:KourtneyNguyen@semtribe.com)  
Cc: [BidSubmissions@semtribe.com](mailto:BidSubmissions@semtribe.com)  
[MarielaVelazquez@semtribe.com](mailto:MarielaVelazquez@semtribe.com)

\*ALL QUESTIONS/INQUIRIES/COMMUNICATION MUST BE DIRECTED IN WRITING TO THE CONTACT PERSON(S).  
FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION OF AN AWARD UNDER THIS SOLICITATION.

## SECTION I – SCOPE OF WORK

### 1. DETAILS

The Building and Grounds Department of the Seminole Tribe of Florida (hereinafter the “Tribe”) is requesting bids from qualified Seminole Tribal Member vendors to provide roof re-thatching, install new ridge cap and weights replacement, and disposal services to the following two (2) chickees located at 36500 Rodeo Circle, Clewiston, FL 33440 in Big Cypress Seminole Indian Reservation:

<b>CHICKEES</b>		
<b>Type/Classification</b>	<b>Size</b>	<b>Service Required</b>
Big Cypress Rodeo Main Entrance Chickee 1 (6683)	Lower Section: 1,962.50 square feet  Upper Section: 144 square feet	Re-thatch, Install new Ridge Cap, and Weights Replacement
Big Cypress Rodeo Chickee 13 (6703)	432 square feet	Re-thatch, Install new Ridge Cap and Weights Replacement

The following services are required as part of this Scope of Work and must be performed by CONTRACTOR:

- **Re-thatch:**
  - Replace all damaged existing palm fronds and re-thatch with new fronds spaced one to two inches (1” – 2”) apart.
  - The existing structures are to remain as is for each chickee
- **New Ridge Cap and Weights Replacement:**
  - Thatch with fronds spaced one to two inches (1”- 2”) apart
  - Remove and install new galvanized ridge caps on backbones of both chickees
  - **Asphalt shingles are not to be used as ridge cap**
  - Weights placed on top of the ridge with new pressure treated (4/5) fence poles

### 2. CONTRACTOR RESPONSIBILITIES

- Upon reviewing the site and required services, CONTRACTOR should recommend any additional services that may be required to the structure and safety of each Chickee.
- CONTRACTOR shall keep work area clean and in an orderly fashion to ensure safe working environment. All new palm fronds shall be kept in neat piles and installed immediately once tacked. No palm fronds are to be left piled onsite with nail tacks exposed.
- CONTRACTOR shall walk work areas with magnet strip to ensure no stakes, tacks, or nails are left on grounds on a daily basis.
- CONTRACTOR shall responsibly dispose of all chickee repair related debris offsite on a daily basis.

- CONTRACTOR may use hand tools, such as rakes, pitchforks, and shovels, as necessary to ensure all palm frond material is picked up to leave site in clean state.
- CONTRACTOR shall perform a final site clean-up and restoration of the site to its original condition. All areas must be left clean and in an acceptable manner and ready to be used by the end user.
- CONTRACTOR shall supply all equipment necessary for the total completion of the required Scope of Work. CONTRACTOR shall also supply any additional labor, materials, and equipment necessary for the safe delivery of the equipment and materials to the TRIBE's facility as specified in this Scope of Work.
- CONTRACTOR shall be responsible for and use care in the protection of the TRIBE's property and shall protect other areas not in this Scope of Work from dirt or damage.
  - If such damage occurs, CONTRACTOR shall be solely responsible for the restoration of such damage as the result of CONTRACTOR's or any employees of CONTRACTOR, except as noted under Paragraph 3 "The TRIBE's Responsibilities."
- CONTRACTOR shall perform all work in a skillful manner and shall be carried out in such a way as to minimize any inconvenience to the TRIBE.
- CONTRACTOR shall maintain a full workforce from the start to the completion of the project.
  - CONTRACTOR shall ensure that all such staff shall be fully and properly clothed in identifiable uniforms while working on the premises or entering any part of the work area.
- CONTRACTOR shall rope off and erect warning signs in areas where work is being performed or any chance of damage or injury could occur.
- CONTRACTOR shall be responsible for job safety administration (including tools, equipment, and work methods), and must comply with applicable Occupational Safety and Health Administration (OSHA) safety regulations.
  - All work performed under this Scope of Work shall be in strict compliance with the Florida Building Code, industry standards, Americans with Disabilities Act (ADA) standards, OSHA regulations, and local municipalities.
- CONTRACTOR shall produce all necessary county and local licenses where applicable. CONTRACTOR shall also furnish copies of proper insurance, covering liability, property damage, Worker's Compensation, and vehicle insurance and shall keep such insurance in force during the prescribed work.
- All work to be performed by CONTRACTOR's employees shall be covered by Worker's Compensation insurance.
  - No worker shall be allowed on site unless they are covered. Exemption forms will not be accepted.
- All work and delivery of materials may be done any day of the week (Monday through Sunday), 8:00 AM through 5:00 PM (ET), except on major holidays. Some exemption(s) for access may be arranged with sufficient notice to the TRIBE.

### **3. THE TRIBE'S RESPONSIBILITIES**

- The TRIBE will be responsible for removing and protecting loose objects in the work area that are not included in this Scope of Work. If such items are not removed, CONTRACTOR

shall exercise due diligence to protect any such items but will not be responsible for any damages.

- The TRIBE will be responsible for providing proper parking space for vehicles and equipment as necessary to complete the work.

#### **4. PERIOD OF PERFORMANCE**

Work must commence no later than March 7, 2025.

All work must be completed by 5:00 PM (ET) on March 14, 2025.

#### **5. EXCLUSIONS**

The following are to be considered NOT part of the Scope of Work and are considered excluded from bid work:

- Electrical, Water, and Utility work.
  - CONTRACTOR must contact Building and Grounds Project Manager to address any issues related to electrical, water, and utility, such as water shutoff, electrical removal and lock out, ground penetration notice, etc.
- Painting, Termite Treatment, Pest Control Treatments, or any other work not specifically mentioned in the Scope of Work.

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## SECTION II – QUALIFICATIONS REQUIREMENTS

### 1. WALKTHROUGH (MANDATORY)

**BIDDER must schedule and attend a Walkthrough to occur on or before the Bid Due Date to be eligible for award.**

BIDDER must contact the following individual to schedule a Walkthrough:

Name:	Ricardo Martinez
Phone:	(239) -503-1153
Email:	To: <a href="mailto:RicardoMartinez@semtribe.com">RicardoMartinez@semtribe.com</a> Cc: <a href="mailto:KourtneyNguyen@semtribe.com">KourtneyNguyen@semtribe.com</a> ; <a href="mailto:MarielaVelazquez@semtribe.com">MarielaVelazquez@semtribe.com</a>

An employee or representative of the prime BIDDER responding to this solicitation must attend the Walkthrough to be eligible for award.

## SECTION III – SUBMISSION REQUIREMENTS & INSTRUCTIONS

### 1. SUBMISSION REQUIREMENTS

BIDDER must include the items listed below as part of their submission to be considered for award:

- A filled-in and signed *Exhibit A – Schedule of Values*.

### 2. SUBMISSION INSTRUCTIONS

Electronic submissions in response to this solicitation must be emailed as shown below by the Bid Due Date and time detailed in this solicitation.

To: [KourtneyNguyen@semtribe.com](mailto:KourtneyNguyen@semtribe.com)  
Cc: [BidSubmissions@semtribe.com](mailto:BidSubmissions@semtribe.com) & [MarielaVelazquez@semtribe.com](mailto:MarielaVelazquez@semtribe.com)

If BIDDER is unable to deliver the bid via email, please contact the Contact Person(s) below to coordinate delivery of the bid prior to the Bid Due Date.

**Any bid received after the Bid Due Date will not be considered.**

### 3. CONTACT PERSON(S)

Responses to this solicitation, in addition to all questions, inquiries, and communication, must be routed through:

CONTACT PERSON	
Name:	Kourtney Nguyen
Email:	To: <a href="mailto:KourtneyNguyen@semtribe.com">KourtneyNguyen@semtribe.com</a> Cc: <a href="mailto:BidSubmissions@semtribe.com">BidSubmissions@semtribe.com</a> & <a href="mailto:MarielaVelazquez@semtribe.com">MarielaVelazquez@semtribe.com</a>
Phone:	(954) 966-6300 x11413
Location:	Purchasing Department Hollywood Headquarters Building 6300 Stirling Road Hollywood, FL 33024

Cone of Silence: Bidders shall not contact any other employee of the TRIBE for information with respect to this solicitation. Any violation of the restriction imposed above regarding correspondence may constitute grounds for rejection of a response at any time.

### 4. EXHIBITS

Exhibit	Description	Submission Instructions
Exhibit A	Schedule of Values	Fill-in required information and submit.

## **SECTION IV – SELECTION PROCESS**

### **1. SELECTION OF CONTRACTOR(S)**

The TRIBE will conduct a comprehensive, fair, and impartial evaluation of all documents received in response to this solicitation.

The TRIBE may award one (1) or multiple vendors, based on the following criteria:

- Previous performance at a satisfactory level
  - The TRIBE reserves the right to eliminate any submission should BIDDER have evidence of previous poor or unsatisfactory performance for similar or dissimilar services performed for the TRIBE or other companies.
- Projected completion date and lead time.
- The lowest-priced, qualified vendor on a per chickee basis will be awarded the chickees, so long as the required completion date can be met.
- The TRIBE reserves the right to award all chickees to one (1) vendor or multiple chickees to multiple vendors to meet the specified project schedule.
- The TRIBE reserves the right to accept or reject all submissions.

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**ATTACHMENT A**

**IMAGES**

**Chickee #1**





# Chickee #1





# Chickee #1





## Chickee #13





## Chickee #13





## Chickee #13



**EXHIBIT A**  
**SCHEDULE OF VALUES**

<b>Chickee #</b>	<b>Description of Services</b>	<b>Unit Price</b> (Lump sum price to include all services)	<b>Estimated Completion Time</b> (in working days)
1 (6683)	Re-thatch, Install new Ridge Cap and Weights Replacement	\$	
13 (6703)	Re-thatch, Install new Ridge Cap and Weights Replacement	\$	
<b>Total Cost:</b>		\$	
<b>Estimated completion time in working days:</b>			

Vendor Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_