

SEMINOLE TRIBE OF FLORIDA
TRIBAL COMMUNITY DEVELOPMENT

6401 Harney Rd
Tampa, FL 33610
813-246-3100



TRIBAL COMMUNITY
DEVELOPMENT

INVITATION TO QUOTE (ITQ)

ITQ # STOF (TP 05-2024)

Driveway Addition

601 Sky Top Dr.

Ocoee FL 34761

ITQ DATES:

Solicitation Release Date:	02/29/2024
Mandatory Pre-Bid:	03/08/2024 @ 10:00 AM EST
Deadline for Questions:	03/14/2024 @ 4:00 PM EST
Quote Due Date:	03/21/2024 @ 4:00 PM EST

PLEASE SUBMIT QUOTES TO:

Seminole Tribe of Florida Housing Department

Attn: RJ Vellon

6401 Harney Rd, Suite D

Tampa, FL 33610

Or

Electronically to: Rubenvellon@semtribe.com

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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 (STOF HD) for The STOF HD 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: Rubenvellon@semtribe.com

Seminole Tribe of Florida Housing Department

ATTN: **RJ Vellon**
6401 Harney Road
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A mandatory pre-bid meeting at the home is scheduled for **03/08/2024 @ 10:00 AM EST**

Only those emailed or sealed quotes received in the Tampa 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 STOF Housing Department 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 STOF Housing Department 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 STOF Housing Department upon receipt.

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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 STOF Housing Department. 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 by email as to acceptance or rejection of their quote. Release of notification email should be within sixty (60) days of the quote submission date. STOF Housing Department reserves the right to delay this action if it is deemed to be in the best interests of STOF Housing Department.

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Scope of work:

- Scope of work
- Driveway Repair/Addition (Estimated measurement 17 1/2ft X 59ft)
 - • Supply all labor and materials to match the existing Driveway
 - • 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 job site 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. (RJ Vellon 813-246-3100)
 - • Contact Housing Department for final inspection, prior to leaving the job site.
- General
 - • Remove existing sod to expand driveway from the corner of the front porch to the end of the current driveway.
 - • Remove sod at left side of driveway from the front porch to the drainage, place fill and create new drive way pad with paver's to match the existing driveway.
 - • Contractor shall install all and any material needed to make sure that the paver's do not seperate.
 - • Contractor shall form, fill, grade and compact and place concrete and paver accessories including ½" x 10" dowels placed every 2 ft. with 5" embedment as necessary for paver driveway as needed.
 - • Contractor shall provide, place & finish 3,000 psi concrete with fiber for driveway if needed.
 - • Contractor shall provide alternate for complete removal and replacement of existing sod.
 - • Remove and dispose of all debris.
 - • Contact Housing when all inspections are scheduled.
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Contractor/Vendor Requirements

- It is the contractor's responsibility to obtain any and all permits if needed 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 and copy project manager. DO NOT attempt process invoices through the Housing Department.