

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 30-2024)**

**Replace Rear Door**

**402 Havenwood Way**

**Valrico FL 33594**

**ITQ DATES:**

**Solicitation Release Date:** 10/16/2024

**Mandatory Pre-Bid:** 10/23/2024 @ 10:00 AM EST

**Deadline for Questions:** 10/28/2024 @ 4:00 PM EST

**Quote Due Date:** 10/31/2024 @ 4:00 PM EST

**PLEASE SUBMIT QUOTES TO:**

**Seminole Tribe of Florida Housing  
Department Attn: Ruben J. Vellon**

**6401 Harney Rd, Suite D**

**Tampa, FL 33610**

**Or**

**Electronically to: [Rubenvellon@semtribe.com](mailto: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](mailto:Rubenvellon@semtribe.com)

Seminole Tribe of Florida Housing Department

ATTN: **Ruben J. Vellon**

**6401 Harney Road Suite D  
Tampa, FL 33610**

A mandatory pre-bid meeting at the home is scheduled for **10/23/2024 @ 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: Door Replacement**

- 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. Clean work area daily.
- **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.

**Side Door Replacement**

The Seminole Tribe of Florida (STOF) Housing Department is currently accepting bids from Florida Licensed Contractors for a patio Door Replacement project located at:

**402 Havenwood Way  
Valrico FL. 33594**

**Project Scope**

- **Remove existing side exterior door and frame and replace with matching door. Masonite steel pre-hung door. Width 36 inches, Height 80 inches. Material- High definition steel, door style- Full rectangle, Hinge finish- Satin nickle, New hard ware/door lock to match, Glass style, Sill type- Bumper sill, paint interior and exterior to match same color as front exterior door.** Survey to be included with bid.
- Contractor is responsible for all debris removal.
- Contractor shall provide all labor, material, equipment & supervision to complete this scope of work.
- Contractor is responsible for scheduling all required inspections and notifying housing project manager Ruben J. Vellon at 863-582-1178 & must have a company representative present for all inspections.

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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](mailto:invoices@semtribe.com) and copy project manager. DO NOT attempt process invoices through the Housing Department.