



**TRIBAL COMMUNITY
DEVELOPMENT**

**SEMINOLE TRIBE OF FLORIDA
TRIBAL COMMUNITY DEVELOPMENT**

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

INVITATION TO QUOTE (ITQ)

ITQ # TP 15-2024

Fascia/Soffit/Gutter Replacement

23988 SW Lakeland Heights Ave.

Dunnellon FL. 34431

(Off Reservation)

ITQ DATES:

Solicitation Release Date:	7/24/2024
Mandatory Pre-Bid:	7/31/2024 @ 10:00 AM EST
Deadline for Questions:	8/07/2024 @ 5:00 PM EST
Quote Due Date:	8/14/2022 @ 5:00 PM EST

SUBMIT QUOTES TO:

Seminole Tribe of Florida Housing Department

Attn: Ruben J. Vellon

6401 Harney Rd Suite D.

Tampa, FL, 33610

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: rubenvellon@semtribe.com

Seminole Tribe of Florida Housing Department
ATTN: **Ruben Vellon**
6401 Harney Pond Rd Suite D.
Tampa, FL, 33610

A mandatory pre-bid meeting at the home is scheduled for **Wednesday, 07/31/2024 at 10:00 am.**

Only those sealed or emailed quotes received in this Tampa/Lakeland 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.

SECTION 2: GENERAL REQUIREMENTS

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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 & 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

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 the 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 is made through the wall to the exterior must be caulked or sealed.
- Any new gutters must have a leaf guard.
- Any roof repairs/replacement must follow Miami-Dade standards.

Scope of work Soffit, Fascia & Gutter Replacement

- Supply all labor and materials.
- Remove existing Soffit Panels & Fascia Trim.
- Start Installation at the base of the gable end working up to the peak as full panels will fit. Slide all panels into channel and secure into position using nails in panel grooves as required.
- Use drip edge or all-purpose trim to cover and finish top edge of Fascia trim.
- Install proper ventilation throughout.
- Remove existing gutters and install new gutters as well as down spouts as needed.
- 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)
- Paint to match as needed.
- 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 the 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. (Ruben J. Vellon 863-582-1178)
- Contact the Housing Department for final inspection, prior to leaving the jobsite.

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General

- Remove and install new soffit, Fascia & Gutters
- Contractor shall provide copies NOA's or FL product approvals to PM prior to ordering materials for approval.
- All work shall be done in a professional workman like manner.
- Clean all affected work areas.
- Remove and dispose of debris.

Contractor/Vendor Requirements:

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