



**TRIBAL COMMUNITY
DEVELOPMENT**

**SEMINOLE TRIBE OF FLORIDA
TRIBAL COMMUNITY DEVELOPMENT**

5700 Griffin Road
Davie, FL 33314
(954) 966-6300

INVITATION TO QUOTE (ITQ)

**ITQ # STOF (BC 136-2023)
ADA Upgrades - Concrete
Slabs/Carport
32050 Josie Billie Highway
Clewiston, FL 33440**

ITQ DATES:

Solicitation Release Date:	07/26/2023
Mandatory Pre-Bid:	8/04/2023 @ 10:00AM EST
	32050 Josie Billie Highway Clewiston, FL 33440
Deadline for Questions:	08/07/2023 @ 5:00 pm EST
Quote Due Date:	08/10/2023 @ 5:00 PM EST

SUBMIT QUOTES TO:

**Seminole Tribe of Florida Housing Department
Attn: Allen Colp
5700 Griffin Road
Davie, FL 33314
Or
Electronically to: allencolp@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 (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: allencolp@semtribe.com

Seminole Tribe of Florida Housing Department

ATTN: **Allen Colp**
5700 Griffin Road
Davie, FL 33314

A mandatory pre-bid meeting at the home is scheduled for **Friday, August 4th @ 10:00AM**

Only those emailed or sealed quotes received in the Davie 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.

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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 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 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. 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

Landscaping

- House front (west) and partial south side landscaping cleared and/or trimmed.
- Mulch and french drain provided for at / under roof for water drainage.
- Outside lighting (attached to the house) repaired / replaced.
- All removed debris and reminisce shall be hauled away.

Concrete Slab (for driveway area):

- Approximate size 40' * 22'

Concrete Sidewalk (from slab to back of the house):

- Approximate size 60' * 5'

Carport / Awning Solution:

- To accomodate two vehicles.

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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.