



**TRIBAL COMMUNITY
DEVELOPMENT**

**SEMINOLE TRIBE OF FLORIDA
TRIBAL COMMUNITY DEVELOPMENT**

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

INVITATION TO QUOTE (ITQ)

ITQ # STOF (BR 68-2024)

Roof Replacement

440 W. Village Street

Okeechobee, FL 34974

(On Brighton Rez)

ITQ DATES:

Solicitation Release Date:	08/30/2024
Mandatory Pre-Bid:	09/10/2024 @ 10:00 AM EST 440 W. Village Street Okeechobee, FL 34974
Deadline for Questions:	09/13/2024 @ 5:00 PM EST
Quote Due Date:	09/18/2024 @ 5:00 PM EST

SUBMIT QUOTES ELECTRONICALLY TO:

JacquelineKaegi@semtribe.com

The Seminole Tribe of Florida Housing Department (STOFHD) is soliciting quotes from qualified vendors for full-service construction services on the Brighton Reservation.

**SEMINOLE TRIBE OF FLORIDA
TRIBAL COMMUNITY DEVELOPMENT**

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

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: JacquelineKaegi@semtribe.com

Seminole Tribe of Florida Housing Department

ATTN: **Jacqueline Kaegi**
650 E. Harney Pond Rd
Okeechobee, FL, 34974

A mandatory pre-bid meeting at the home is scheduled for **Tuesday, 09/10/2024 at 10:00 AM**

Only those signed & emailed quotes received to the PM 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.

**SEMINOLE TRIBE OF FLORIDA
TRIBAL COMMUNITY DEVELOPMENT**

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

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 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.

**SEMINOLE TRIBE OF FLORIDA
TRIBAL COMMUNITY DEVELOPMENT**

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

PRE-BID CONFERENCE:

- Roof must be accessed by ladder. A ladder is not available at the location. Prospective bidders shall bring their own twenty-four-foot (24') ladder to access the roof. The TRIBE shall not provide ladders or lift gate for prospective bidders to view the roof.
- Prospective bidders shall not access the roof until given permission to do so by the TRIBE's Project Manager. Accessing the roof without the TRIBE's permission may result in disqualification.

Section 3: Specific Scope of work – Roof Replacement: 440 W. Village Street, Okeechobee, Florida 34974

CONTRACTOR shall perform the following:

- Remove existing shingles and responsibly dispose.
- Inspect all sheathing for possible damage.
 - If damage is found, CONTRACTOR must stop until contact is made with the TRIBE's Project Manager to receive direction.
 - Pictures of damaged area must be taken.
- Install aluminum drip edge along all edges, eaves, and rakes per residential building code.
- Install leak barrier(s) at all eaves, valleys, and around penetrations.
- Install deck protection over remaining wood decking.
- Install thirty (30) year Timberline Architectural roof shingles (Color to be determined) using one and a quarter inch (1-1/4") hot dipped coil nails penetrating at nail zone.
- Replace all flashing that can be accessed without damaging siding materials, including counter, step, and apron flashing with new color coated aluminum.
 - Step flashing must be four inches (4").
 - Any flashing fastened to masonry must be cut into masonry.
 - Seal all exposed nail heads and transitions.
- Install and seal pipe collars.
- Install color matching ridge vent.
- Install ridge cap shingles over all hips and ridges using two-inch (2") nails.

3.1 ADDITIONAL CONTRACTOR RESPONSIBILITIES:

- CONTRACTOR shall supply all labor, materials, and equipment necessary for the total completion of the Scope of Work. (including but not limited to equipment rentals, portable toilets, etc.)
- 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 to safeguard against possible damage. If such damage occurs, CONTRACTOR shall be solely responsible for the restoration of such damages as the result of CONTRACTOR's or any employees or subcontractors of CONTRACTOR.
- CONTRACTOR shall supply all drawings/prints and any other documentation needed by the TRIBE's Building Department or other appropriate agencies.
- CONTRACTOR shall be responsible for all necessary measurements.
 - Prospective bidders will have the opportunity to take measurements at the location during the Pre-Bid Conference.
- CONTRACTOR shall secure ladders and other equipment at the end of each workday.
- CONTRACTOR shall clean up and responsibly remove all debris from the jobsite at the end of each workday and before final inspection of the completed job.

**SEMINOLE TRIBE OF FLORIDA
TRIBAL COMMUNITY DEVELOPMENT**

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

- CONTRACTOR shall provide continual dumpster rotation or waste removal to ensure debris is disposed of in a timely manner. The dumpster shall not interfere with traffic and parking.
- CONTRACTOR shall contact the TRIBE's Housing Department for final inspection once the project is completed and prior to leaving the jobsite.
- CONTRACTOR shall perform work during the operating hours of:
 - Monday through Friday
 - Hours: 8:00 AM – 5:00 PM
 - No work shall be performed on Tribal events, holidays, and advisory emergencies, unless otherwise determined by the TRIBE

3.2 PERMIT REQUIREMENTS:

- All work performed under the resultant agreement shall be in strict compliance with the Florida Building Code, industry standards, Occupational Safety and Health Administration (OSHA) regulations, and local municipalities.
- CONTRACTOR shall be responsible for timely obtaining all necessary permits and inspections through appropriate agencies.
 - If applicable, contact the TRIBE's Tribal Inspector's Department via email at buildingdept@semtribe.com for requirements. All new incoming permitting applications shall be sent to the Tribal Inspector's Department by the digital self-service portal: https://imp.semtribe.com/EnerGov_Prod/SelfService. CONTRACTOR shall follow the instructions to register. Once registration has been approved, CONTRACTOR or delegate will be able to log in to use the site.
- CONTRACTOR shall produce all necessary county and local licenses, where applicable.

3.3 PERIOD OF PERFORMANCE:

All services described in the Scope of Work must commence within sixty (60) calendar days of receipt of Purchase Order or Notice to Proceed (email sufficient) and must be completed within twenty-one (21) calendar days.

Contractor/Vendor Requirements:

- **SUBMIT QUOTE ELECTRONICALLY TO: JacquelineKaegi@semtribe.com**
- Schedule of Values and proposed Schedule shall be submitted with proposals.
- 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 to process invoices through the Housing Department.