



**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 52-2024)**

**Gutters**

**2601 NW 34<sup>th</sup> Avenue**

**Okeechobee, FL 34972**

**(Off- Rez)**

**ITQ DATES:**

<b>Solicitation Release Date:</b>	<b>04/01/2024</b>
<b>Mandatory Pre-Bid:</b>	<b>04/10/2024 at 10:00 AM EST</b> <b>2601 NW 24<sup>th</sup> Avenue</b> <b>Okeechobee, FL 34972</b>
<b>Deadline for Questions:</b>	<b>04/16/2024 @ 5:00 PM EST</b>
<b>Quote Due Date:</b>	<b>04/18/2024 @ 5:00 PM EST</b>

**SUBMIT QUOTES ELECTRONICALLY TO:**

**[JacquelineKaegi@semtribe.com](mailto: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.

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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: [JacquelineKaegi@semtribe.com](mailto: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 **Wednesday, 04/10/2024 at 10 AM**

**Only those signed & emailed quotes received to the Project Manager or the Brighton Housing Office 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.

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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 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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**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
- 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 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. (Jacqueline Kaegi 863-623-7476)
- Contact Housing Department for final inspection, prior to leaving the jobsite

**Section 3: Specific Scope of work – Gutter System**

- Remove and replace Rain Gutter System to include 5' inch aluminum gutters, downspouts, end caps, splash blocks and gutter screens
- 2 story home needs approximately 165' linear feet and approximately 6 downspouts
- Contractor must field measure and verify the length of gutters, downspouts and the number of other components for the gutter system.
- Contractor shall remove and replace any damaged fascia board as necessary around house.
- Prime and paint to match any replaced fascia boards and any stucco.
- Ensure all gutters are leveled and sloped correctly
- All gutters will be in the color white.
- Please ensure remove and dispose debris from the job site daily

**Contractor/Vendor Requirements:**

- **SUBMIT QUOTE ELECTRONICALLY TO: [JacquelineKaegi@semtribe.com](mailto:JacquelineKaegi@semtribe.com)**
- It is the contractor's responsibility to obtain any and 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](mailto:invoices@semtribe.com) and copy project manager. DO NOT attempt process invoices through the Housing Department.