



**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 (BR59-2024)  
Metal Storm Shutters with Hardware  
1401 SW 83<sup>rd</sup> Avenue  
Okeechobee, FL 34974  
(Off-Reservation)**

**ITQ DATES:**

<b>Solicitation Release Date:</b>	<b>6/26/2024</b>
<b>Mandatory Pre-Bid:</b>	<b>7/3/2024 @ 9 AM EST 1401 SW 83<sup>rd</sup> Avenue Okeechobee, FL 34974</b>
<b>Deadline for Questions:</b>	<b>7/09/2024 @ 5:00 PM EST</b>
<b>Quote Due Date:</b>	<b>7/15/2024 @ 5:00 PM EST</b>

**Submit Quote To The Following:**

**Seminole Tribe of Florida Housing Department  
Attn: Jacqueline Kaegi  
650 E. Harney Pond Rd  
Okeechobee, FL, 34974**

**Or**

**Electronically Submitted 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](mailto:JacquelineKaegi@semtribe.com)  
[650 E. Harney Pond Rd](#)  
[Okeechobee, FL, 34974](#)

A mandatory pre-bid meeting at the home is scheduled for [Wednesday, 7/3/2024 at 9 AM](#)

**Only those emailed or sealed quotes received in this Brighton 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.

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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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- 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: Metal Storm Shutters with all Hardware**

- Supply all labor, materials and supervision to install Metal Storm Shutters for all **exterior windows**
- Contractor to verify and measure all dimensions of existing windows to size to order correct shutters
- Contractor to install top header and bottom track (Member has all tracks – PM to verify the correct number) use build out tracks for all windows with protruding bottom sills - then mark holes on track, level track on top and bottom, ensure it's on the centerline of window and drill with tapcon screws. Caulk top header to create a watertight seal.
- Finally, secure all fasteners and bolts to both top and bottom track. Ensure all hardware is made for concrete block stucco home. Please refer to the exact manufacturer's instructions for correct installation.
- Slide Metal storm shutters in all windows and ensure easy placement and removal with wingnuts
- Clean work and affected areas. Remove and dispose debris from the job site.

**Contractor/Vendor Requirements:**

- 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 to send invoices through the Housing Department.