

**SEMINOLE TRIBE OF FLORIDA  
TRIBAL COMMUNITY DEVELOPMENT**

6401 Harney Rd  
Tampa, FL 33610  
813-246-3100



**TRIBAL COMMUNITY  
DEVELOPMENT**

**INVITATION TO QUOTE (ITQ)**

**ITQ # STOF (TPA 05-2025)**

**Roof Replacement  
2429 Graywall Ave,  
Ocoee, Florida 34761  
(Off Reservation)**

**ITQ DATES:**

<b>Solicitation Release Date:</b>	<b>1/31/2025</b>
<b>Mandatory Pre-Bid:</b>	<b>2/11/2025 @ 11:00 AM EST</b>
<b>Deadline for Questions:</b>	<b>2/19/2025 @ 5:00 PM EST</b>
<b>Quote Due Date:</b>	<b>2/21/2025 @ 5:00 PM EST</b>

**SUBMIT QUOTES TO:**

**Seminole Tribe of Florida Housing Department**

**Attn: Ruben J. Vellon**

**6401 Harney Rd**

**Tampa FL. 33610**

**Or**

**Electronically Submitted To: [Rubenvellon@semtribe.com](mailto:Rubenvellon@semtribe.com)**

The Seminole Tribe of Florida Housing Department (STOFHD) is soliciting quotes from qualified vendors for full-service construction services on the Tampa / Lakeland 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](mailto:Rubenvellon@semtribe.com)

Seminole Tribe of Florida Housing Department

ATTN: **Ruben J. Vellon**  
**6401 Harney Rd.**  
**Tampa FL 33610**

A mandatory pre-bid meeting at the home is scheduled for **Wednesday 2/11/2025 at 11:00 AM**

**Only those emailed or sealed 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.

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

**Scope of work  
Roof Replacement**

- Supply all labor and materials.
- 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).
- Permitting is the responsibility of contractor.
- **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. (Ruben J. Vellon 863-582-1178)
- Contact Housing Department for final inspection, prior to leaving the jobsite.

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## **Roof replacement**

The Seminole Tribe of Florida (STOF) Housing Department is currently accepting bids from Florida Licensed Contractors for Roof Replacement project located at, 2429 Graywall Ave, Ocoee, Florida 34761

In general, the work includes, but is not limited to:

- Remove and Replace existing roof materials with dimensional shingles and provide color samples for TM selection of roof shingles.
- Supply all labor and materials to install dimensional shingles (GAF Timberline HDZ). The roof system is to be installed as directed by the current Product Approval/NOA, and the current Florida Building Code High Velocity.
- **Contractor Shall Provide Schedule including estimated permit to final inspections.**
- Inspect and replace and rotted Fascia, & Soffit material, Replacement cost shall be included in this ITQ.
- Prime and paint to match any replaced fascia board, soffit and gable ends.
- Install the underlayment as directed by the manufactures NOA and Florida Building Code HVWZ for two layers of 30# felt, corrosion resistant metal tin tabs and ring shank nails.
- Replace all removed vent caps with new. (Like for Like)
- Contractor shall remove & disconnect existing satellite dishes from roof & splitters if applicable.
- Contractor shall install underlayment, eave drip, flashings, lead stacks, goose neck vents, skylights and shingles per Florida Building Code HVHZ latest edition.
- Remove gutters and reinstall as needed to complete scope if applicable.
- Contractor shall drag magnetic device to pick up all nails or fasteners around perimeter of building.
- Clean work and affected areas. Remove and dispose debris from the job site.
- Pull magnet over the surrounding work area to remove any nails from the grass/yard around the home daily.

### **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 invoices through the Housing Department.