



SEMINOLE TRIBE OF FLORIDA INVITATION TO BID

Solicitation No.: ITB 51-2024

Title: Replace and Install Hurricane Impact Doors & Windows
(Tribalwide)

Description: The Housing Department of the Seminole Tribe of Florida is requesting bids from qualified contractors to remove, replace and install hurricane impact doors and windows needed at 5920 Westport Lane, Naples, FL 34116 and 4183 Lancaster Street, Ave Maria, FL 34142.

Solicitation Release Date: June 17, 2024

RSVP Deadline: Monday, June 24, 2024 @ 5:00 PM (ET)

Naples Pre-Bid Walkthrough: Tuesday, June 25, 2024 @ 10:30 AM (ET)
5920 Westport Lane, Naples, FL 34116

Ave Maria Pre-Bid Walkthrough: Tuesday, June 25, 2024 @ 12:30 PM (ET)
4183 Lancaster Street, Ave Maria, FL 34142

Deadline for Questions*: Friday, June 28, 2024 @ 5:00 PM (ET)

Bid Due Date: Friday, July 12, 2024 @ 5:00 PM (ET)

Contact Person(s)*: To: MarianJamaleddine@semtribe.com
Cc: BidSubmissions@semtribe.com
Contact instructions are detailed in Section IV, Paragraph 4.

*ALL QUESTIONS/INQUIRIES/COMMUNICATION MUST BE DIRECTED IN WRITING TO THE CONTACT PERSON(S).
FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION OF AN AWARD UNDER THIS SOLICITATION.

SECTION I – GENERAL INFORMATION

1. BACKGROUND

The Seminole Tribe of Florida (hereinafter the “TRIBE” or “STOF”) is a federally recognized Indian Tribe organized pursuant to Section 16 of the Indian Reorganization Act of 1934, as amended, 25 U.S.C. §5123. There are six (6) Seminole Indian Reservations in the State of Florida in Big Cypress, Brighton, Hollywood, Immokalee, Tampa, and Fort Pierce. Tribal Headquarters are located on the Hollywood Reservation in an urban environment in the Greater Fort Lauderdale/Hollywood, Florida area. Satellite offices are located on each of the other reservations or trust land. The TRIBE also maintains off-reservation offices in Naples, Fort Pierce, Hollywood, and Miami.

The TRIBE provides various governmental services to its members and residents of its reservations similar to those services provided at the municipal or county level. Examples of such services include, but are not limited to, public works, recreation and elder services programs, police, fire, and EMS services. The TRIBE also maintains health and dental clinics, an education program, preschools and schools, a museum, two rodeo arenas, etc. In addition to governmental services, the TRIBE and the Seminole Tribe of Florida, Inc. (hereinafter “STOFI”) also are engaged in various business activities including real estate, agriculture, tourism, manufacturing, gas station/convenience stores, and sales.

The terms “Vendor” and “Bidder” are used interchangeably in this document to refer to respondents of this ITB. The term “Contractor” is used in this document to refer to the awarded vendor(s).

2. ADDITIONAL ITEMS AND SERVICES

The TRIBE may require additional items or services of similar nature, but not specifically listed in this solicitation. The selected CONTRACTOR(s) agrees to provide such items or services, and shall provide the TRIBE prices on such additional items or services based upon a formula or method that is the same or similar to that used in establishing the fees as a result of this solicitation. If the fees offered are not acceptable to the TRIBE, and the situation cannot be resolved to the satisfaction of the TRIBE, the TRIBE reserves the right to procure those items or services from others.

3. FRAUD AND MISREPRESENTATION

Any individual, corporation, or other entity that attempts to fulfill the requirements of this solicitation through fraud, misrepresentation, or material misstatement may be deemed non-responsible and such individual, corporation, or other entity’s qualification may be null and void.

4. CONFIDENTIALITY / NON-DISCLOSURE

BIDDER shall treat any information contained in this solicitation (or accumulated through other written or oral communication with the TRIBE) as confidential information. Any information

provided by the TRIBE to BIDDER in this solicitation is to be used solely to permit BIDDER to reply to the solicitation and BIDDER shall make no other use of the information, inclusive of sharing the information with corporate affiliates and subsidiaries without the prior written consent of the TRIBE. BIDDER shall hold the information contained in this solicitation in strict confidence and the information obtained will not be disclosed to any third-party, vendor affiliate, or subsidiary, without the TRIBE's prior written consent.

5. NON-EXCLUSIVITY

It is expressly understood that contractor selection does not grant CONTRACTOR an exclusive privilege to provide the TRIBE any or all of the goods and/or services that are the subject of this solicitation. The TRIBE reserves the right, as deemed in its best interest, to perform or cause to be performed the provision of the goods and/or services, or any portion thereof, herein described in any manner it sees fit, including but not limited to award to multiple contractors, and contract with other contractor(s) for the provision of goods and/or services similar or identical to those that are the subject of this solicitation.

6. DISCLOSURE

BIDDER responding to this solicitation must disclose in detail any current or past relationships with the TRIBE, Seminole Gaming, and/or STOFI and their employees.

7. ADDENDA / REVISIONS TO SOLICITATION

If it becomes necessary to revise or clarify any part of this solicitation, the TRIBE will modify this solicitation by issuance of written addenda. All addenda will clearly be marked as such and shall become part of the solicitation documents.

All questions submitted by prospective bidders will be answered via an official addendum to ensure all prospective bidders have access to the TRIBE's answers.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION II – SCOPE OF WORK**1. PROJECT DETAILS**

Details regarding this scope of work, including CONTRACTOR responsibilities, technical requirements, term/duration, etc., are available for BIDDER's review via *Attachment A – Scope of Work*. Bidders are expected to review this document in full to become familiar with the Scope of Work.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION III – QUALIFICATIONS REQUIREMENTS

1. GENERAL QUALIFICATIONS

Bids shall be considered only from bidders normally engaged in performing the type of work specified in this solicitation. BIDDER must have adequate organizational resources, facilities, equipment, and personnel to ensure prompt and efficient service to the TRIBE.

At a minimum, qualifying bids shall demonstrate that BIDDER possesses the qualifications necessary to provide high-quality services. To ensure BIDDER is capable of providing an acceptable level of service to the TRIBE, BIDDER shall meet the following minimum qualifications:

- Be the prime contractor and will not subcontract out any work or partner with another firm unless explicitly authorized in writing by the TRIBE.
 - The TRIBE must approve in advance any subcontractors related to this work. Bidders must clearly disclose in their bids any known or expected use of subcontractors. Failure to make such disclosure at the time of bid may result in rejection of the subcontractor and the resulting agreement. The TRIBE reserves the right to reject any subcontractors which, in the TRIBE’s sole opinion, are unfit to work on this project.
- Hold a current certified license relevant to these services, as defined by Collier County.
- Have a minimum of three (3) years of experience in providing similar services.
- Maintain a fully equipped organization capable, technically and financially, of performing the work required, and has performed similar work in a satisfactory manner.
- Carry and maintain adequate insurance consistent with the requirements listed in *Attachment B – Insurance Requirements*.
- Meet any other requirements outlined in this solicitation.

2. PRE-BID WALKTHROUGH (MANDATORY)

A Pre-Bid Walkthrough has been scheduled at each location for interested bidders to attend before the Bid Due Date for this solicitation.

2.1. ATTENDANCE AND ATTENDEES:

- **Bidders are required to attend the Pre-Bid Walkthrough for the location(s) they intend to bid on to be eligible for award.** Bidders are not required to attend all Pre-Bid Walkthroughs at all locations unless bidding on all locations.
- To attend the Pre-Bid Walkthrough, prospective bidders have the option to **RSVP** to assist the TRIBE in preparing for the appropriate number of attendees, per the instructions below:
 - Prospective bidders will email the Contact Person(s) listed in Section IV, Paragraph 4 “Contact Person(s)” by the specified RSVP Deadline and include the following information:
 - Full name of attendee(s)
 - Email address of attendee(s)

- Direct phone number of attendee(s)
- A grace period of ten (10) minutes will be allowed for attendees who are late. After ten (10) minutes, no additional attendees will be permitted to sign-in and attend the Pre-Bid Walkthrough.
- Attendees are required to sign-in on the Pre-Bid Walkthrough Sign-In Sheet at each location. Please locate the representative from the TRIBE’s Purchasing Department to sign-in.

2.2. MEETING DETAILS:

The date, time, and location of the Pre-Bid Walkthroughs are shown in the tables below:

NAPLES PRE-BID WALKTHROUGH	
Date:	Tuesday, June 25, 2024
Time:	10:30 AM (ET)
Location:	5920 Westport Lane, Naples, FL 34116

AVE MARIA PRE-BID WALKTHROUGH	
Date:	Tuesday, June 25, 2024
Time:	12:30 PM (ET)
Location:	4183 Lancaster Street, Ave Maria, FL 34142

2.3. NOTICE REGARDING LOCATIONS:

- Due to limited parking, prospective bidders are encouraged to arrive early to secure parking. There is limited space available at each property.
- Attendees shall respect common parking etiquette and shall not double-park, block another vehicle, block the road, or park on the grass, curb, or other unmarked spaces, unless otherwise directed by the TRIBE.
- A shuttle will NOT be available for prospective bidders to board.

2.4. QUESTIONS:

- Bidders may ask questions during the Pre-Bid Walkthrough. These questions may or may not be answered during the Pre-Bid Walkthrough, as decided by the TRIBE. For questions which were not answered during the Pre-Bid Walkthrough, the answers may be shared with prospective bidders via an official addendum.
- Questions outside of the Pre-Bid Walkthrough must be submitted to the Contact Person(s) in writing by the Deadline for Questions to receive a formal written response.

2.5. GENERAL:

- At the TRIBE's discretion, the TRIBE may videotape and/or audiotape the Pre-Bid Walkthrough, whether held in-person or online. This recording may only be shared internally with the TRIBE key personnel and may not be provided to prospective bidders who attended the Pre-Bid Walkthrough, as determined by the TRIBE.
- To protect the private phone numbers and email addresses of attendees, photos of the Pre-Bid Walkthrough Sign-In Sheet are not permitted. The TRIBE will redact private contact information from the Pre-Proposal Walkthrough Sign-In Sheet and publish it via addendum.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION IV – SUBMISSION REQUIREMENTS & INSTRUCTIONS

1. SUBMISSION REQUIREMENTS

BIDDER must include the items listed below as part of their submission to be considered for award:

- Attachments & Exhibits Checklist – BIDDER must initial next to each attachment and exhibit listed in the two (2) tables in Section IV, Paragraph 5, to confirm BIDDER's submission includes each applicable completed form.
- Compliance Documents – As described below (*Exhibit M*):
 - A signed copy of BIDDER's existing W-9;
 - A copy of BIDDER's Certificate of Insurance;
 - A copy of BIDDER's Florida Certificate of Authority or Florida Business Tax Receipt to prove authority to do business in the State of Florida. If incorporated elsewhere, similar document(s) from other state are acceptable; and
 - A copy of licenses, certificates, or registrations, as defined in this solicitation.
- Proposed Timeline – A proposed timeline detailing the following, at a minimum, and submitted as a .xlsx or .pdf file (*Exhibit N*):
 - Lead time for materials (if applicable);
 - Commencement of service from receipt of Purchase Order or Notice to Proceed;
 - Any relevant phases to occur;
 - Completion of service; and
 - Additional milestones may be included.
- All other required exhibits according to Section IV, Paragraph 5 of this solicitation.

Failure to submit all information may result in disqualification or lower ranking due to not meeting these requirements.

Required Attachments and Exhibits provided to BIDDER by the TRIBE shall not be altered by BIDDER and shall only be filled-in as instructed by the TRIBE, unless otherwise instructed by the TRIBE. Bids which include altered files may be disqualified, as determined by the TRIBE.

Bidders are not required to bid on both the Naples and Ave Maria locations to be eligible for award and may choose to bid on one (1) or both locations.

2. PRICE

Prices stated in bid responses to this solicitation shall remain fixed and firm for all services to be performed for a minimum period of one hundred and eighty (180) calendar days from the Bid Due Date.

3. SUBMISSION INSTRUCTIONS

Electronic submissions in response to this solicitation must be emailed to the Contact Person(s) listed in Section IV, Paragraph 4 by the Bid Due Date and time detailed in this solicitation.

The TRIBE has an email size limit of 15MB per email. Larger files must be split into 15MB emails and sent separately.

Physical correspondence, flash drives, or any other physical media shall not be accepted. Links to file sharing websites or portals will not be accepted.

The Subject Line of all emailed correspondence from BIDDER to the TRIBE regarding this solicitation will follow the format shown below, accordingly:

- Subject Line for questions: ITB 51-2024 – [BIDDER’s Company Name] – Question
- Subject Line for submission: ITB 51-2024 – [BIDDER’s Company Name] – Submission
 - If there are multiple emails for your submission, please number them sequentially in the following manner to ensure all emails are received: Submission 1 of 3, Submission 2 of 3, Submission 3 of 3, etc.

All parts, pages, figures, and tables should be numbered and labeled clearly. If submitting separate files, the File Name of each submitted attachment and exhibit must include the assigned letter; for example, *Attachment A’s* File Name must state, at a minimum, “Attachment A.” BIDDER may include additional information in the File Name, if needed.

Submissions must be clear, concise, organized, legible, and easy to read and navigate. Submissions may be returned to BIDDER and required to be reorganized and resubmitted.

In order to fairly evaluate all responses, bidders should not include additional information other than what is asked to be provided. This includes any information related to BIDDER’s organization that was not specifically asked to be provided.

4. CONTACT PERSON(S)

Responses to this solicitation, in addition to all questions, inquiries, and communication, must be routed through:

CONTACT PERSON	
Name:	Marian Jamaleddine
Email:	To: MarianJamaleddine@semtribe.com Cc: BidSubmissions@semtribe.com
Phone:	(954) 966-6300 x11192

Cone of Silence: Bidders shall not contact any other employee of the TRIBE for information with respect to this solicitation. Any violation of the restriction imposed above regarding correspondence may constitute grounds for rejection of a response at any time.

5. ATTACHMENTS & EXHIBITS

BIDDER must initial next to each Attachment and Exhibit listed in the tables below to confirm BIDDER reviewed all Attachments and submitted all required Exhibits.

Please note, Attachments are reference documents which require BIDDER's review. Exhibits are documents which BIDDER must provide or complete and sign, according to the instructions specified by the TRIBE in the "Submission Instructions" below.

5.1. ATTACHMENTS:

Attachment	Description	Submission Instructions	BIDDER's Initials
Attachment A	Scope of Work	Review information. Initial in next cell to confirm this document has been reviewed. No further action needed.	
Attachment B	Insurance Requirements	Review information. Initial in next cell to confirm this document has been reviewed. No further action needed.	

5.2. EXHIBITS:

Exhibit	Description	Submission Instructions	BIDDER's Initials
Exhibit A	Schedule of Values	Review all tabs and fill-in required information. Provide two (2) copies of this document, as described below: <ul style="list-style-type: none"> • A filled-in and signed version in PDF format • A filled-in and unsigned version in .xlsx Excel format 	
Exhibit B-1	Bid Form (Naples)	Complete, sign, and submit. The Total should be the BIDDER's base bid for the Naples property, and should not include optional/add-on services, unless specifically requested by the TRIBE to include.	
Exhibit B-2	Bid Form (Ave Maria)	Complete, sign, and submit. The Total should be the BIDDER's base bid for the Ave Maria property, and should not include optional/add-on services,	

Exhibit	Description	Submission Instructions	BIDDER's Initials
		unless specifically requested by the TRIBE to include.	
Exhibit D	Contractor Certification Regarding Debarment and Suspension	Complete, sign, and submit.	
Exhibit E	Non-Collusion Affidavit of Prime Bidder	Complete, sign, and submit.	
Exhibit F	Proposed Subcontractor List	Complete, sign, and submit. If no subcontractors are expected to be used, please note, sign, and submit.	
Exhibit K	Firm Certification	Complete, sign, and submit.	
Exhibit L	Drug-Free Workplace Form	Complete, sign, and submit.	
Exhibit M	Compliance Documents	<p>To be submitted by BIDDER. Review this attachment's requirements in Section IV, Paragraph 1 "Compliance Documents." This file must be clearly labeled in BIDDER's submission as <i>Exhibit M</i>.</p> <p>If BIDDER does not have an existing signed W-9, BIDDER may request a W-9 template from the Contact Person(s).</p>	
Exhibit N	Proposed Timeline	To be submitted by BIDDER. Review this attachment's requirements in Section IV, Paragraph 1 "Proposed Timeline." This file must be clearly labeled in BIDDER's submission as <i>Exhibit N</i>	
Exhibit Z	Acknowledgement of Receipt of Addenda	Complete, sign, and submit form <u>ONLY</u> if an addendum has been issued.	

SECTION V – SELECTION PROCESS

1. EVALUATION CRITERIA

The TRIBE will conduct a comprehensive, fair, and impartial evaluation of all documents received in response to this solicitation.

The TRIBE shall evaluate all submissions in the order listed below:

- On-time and complete submission (with all required documentation)
- License requirements
- Projected completion date and lead time
- Previous performance at a satisfactory level
 - The TRIBE reserves the right to eliminate any submission should BIDDER have evidence of previous poor or unsatisfactory performance for similar or dissimilar services performed for the TRIBE or other companies.
- Statement of Qualifications (if applicable)
- Current and pending workload with the TRIBE performing similar and dissimilar services, and capability to take on additional responsibilities without negatively impacting existing opportunities
- Any other relevant factors, as listed in the solicitation
- Pricing versus the market
 - Pricing will be listed from lowest price to highest price for all bidders whose submission meets the minimum requirements listed above

The applicable bid(s) will be eliminated if any of the following apply:

- Any criteria or requirements are incomplete
- Any criteria or requirements are not met
- The required schedule cannot be met
- Any other relevant factor(s) are not met, as determined by the TRIBE

The remaining bid(s) will be evaluated on a price versus the market comparison and an awardee(s) will be determined. The TRIBE may select one (1) or multiple respondents to provide the solicited services. The TRIBE reserves the right to split award in its sole discretion.

This solicitation and selection process shall in no way be deemed to create a binding contract, agreement, or offer of any kind between the TRIBE and any entity. If the TRIBE selects a CONTRACTOR(s) to provide the services described in this solicitation, any legal rights and obligations between the successful CONTRACTOR(s), if any, and the TRIBE will come into existence only when an agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and any other documents specifically referred to in that agreement and executed by the parties.

2. RIGHT TO RESCIND AWARD

The TRIBE reserves the right to rescind an award should the awardee be considered, in the TRIBE's sole opinion, to be inflexible in its agreement negotiations.

3. SEMINOLE TRIBAL MEMBER VENDOR PREFERENCE

The TRIBE encourages its Members who own their own business, or who are majority owners of a business, to bid on goods and services through the competitive bidding process.

The TRIBE will give preference to qualified business entities certified by the TRIBE. "Qualified" shall mean, notwithstanding the above:

A Tribal Member, spouse, child, or business entity who:

- Is actively involved in the business and owns 51% or more of the business;
- Can provide goods or services at competitive prices;
- Has demonstrated skills and abilities to perform the task to be undertaken in an acceptable manner; and
- Can meet the application, bonding and licensing requirements.

For construction projects, preference will be given to bids submitted by Tribal Members as long as the bid is equal to or less than 4% (not to exceed \$200,000) of the lowest non-Tribal member bid.

For non-construction projects, preference will be given to bids submitted by Tribal Members as long as the bid is equal to or less than 3% (not to exceed \$100,000) of the lowest non-Tribal Member bid.

4. VENDOR APPLICATION AND REGISTRATION PROGRAM

Because the TRIBE is engaged in Indian tribal gaming in accordance with the Indian Gaming Regulatory Act and the regulations promulgated by the National Indian Gaming Commission, the TRIBE cannot engage in significant transactions with individuals or business entities whom, because of past or continuing activities, associations, or reputation, might bring discredit to the TRIBE and its gaming operations. Thus, the TRIBE has adopted a program whereby it reviews significant transactions and the persons or entities involved with those transactions to assure compliance with all applicable laws and regulations relating to gaming.

If not already an approved and registered vendor with the TRIBE, the highest scoring or lowest-priced vendor(s) will be required to submit a completed and fully executed Vendor Application and Registration Form to the TRIBE's Purchasing Department. The highest scoring or lowest-priced vendor(s) shall not initiate this process until requested by the TRIBE's Purchasing Department.

Upon successful completion of an investigation into the past and current activities, associations, and reputation of the applicant, the TRIBE will assign a vendor number and the vendor will be

added to its Master Vendor File. The TRIBE may not enter into any business transactions with any vendor whose name does not appear on its Master Vendor File.

Should the highest scoring or lowest-priced vendor(s) be unresponsive or unable to successfully complete the vendor registration process, the TRIBE reserves the right to halt the vendor registration process with the highest scoring or lowest-priced vendor(s) and move onto the next highest scoring or lowest-priced vendor(s). Should the next highest scoring or lowest-priced vendor(s) be unresponsive or unable to complete the vendor registration process, the TRIBE will continue to halt the vendor registration process and move onto the next highest scoring or lowest-priced vendor(s) until a vendor(s) is successfully registered.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

ATTACHMENT A**SCOPE OF WORK****1. INTRODUCTION**

The TRIBE is requesting bids from qualified contractors to remove, replace, and install hurricane impact doors and windows needed at 5920 Westport Lane, Naples, FL 34116 and 4183 Lancaster Street, Ave Maria, FL 34142 in accordance with the specifications listed in this solicitation.

2. PROJECT DETAILS (NAPLES PROPERTY)

The following services are required at 5920 Westport Lane, Naples, FL 34116:

2.1. WINDOW REMOVAL AND INSTALLATION:

- Remove existing windows and responsibly discard for fourteen (14) openings
 - Bidders will have the opportunity to confirm the fourteen (14) windows at the location during the Pre-Bid Walkthrough
- Install PGT Impact Rated Windows for fourteen (14) openings
 - Windows are to be installed as directed by Miami-Dade County's Notice of Acceptance (NOA) and Florida Product Approvals along with the Seminole Tribe Building Code (Florida Building Code)
- All glass panes are Energy Efficient Glass Lite (tinted)
- Frame(s) color to equal default white or bronze
- Install corresponding screen enclosures for each exterior window for fourteen (14) openings
- Repair and patch compromised drywall and stucco area(s), as needed
- Prime and paint repaired area(s), as needed (match to existing paint as best as possible)

2.2. DOOR REMOVAL AND INSTALLATION:

- Remove existing front door, patio door, and side doors, and responsibly discard: four (4) openings
- Install impact rated Therma Tru-Door with Energy Efficient Glass Lite (mirror) within slab and two (2) sidelights (mirror) with lockset/deadbolt for one (1) opening at front door entrance. Deadbolt is to be dual lock (key/combination)
- Install exterior side door (impact rated Therma Tru-Door) to include an Energy Efficient Glass Lite (tinted) with lockset/deadbolt combination for one (1) opening at master bathroom
- Install exterior patio door (high grade) to include an Energy Efficient Glass Lite (non-tinted) with lockset/deadbolt combination for one (1) opening
- All Lockset/Deadbolt hardware calls for Kwikset or Schlage quality
- Repair and patch compromised drywall and stucco area(s), as needed
- Prime and paint repaired area(s), as needed (match to existing paint as best as possible)

2.3. SLIDING GLASS WINDOWS & SLIDING GLASS DOORS REMOVAL & INSTALLATION:

- Remove existing sliding doors and responsibly discard for two (2) openings behind home (patio)
- Install PGT Impact Rated Sliding Glass Doors for two (2) openings behind home (patio)
 - CONTRACTOR shall confirm all glass shall meet the minimal efficiency rating for this shaded area of the home
- Remove existing sliding window and responsibly discard for one (1) opening behind home (patio)
- Install PGT Impact Rated Sliding Window for one (1) opening behind home (patio)
 - CONTRACTOR shall confirm all glass shall meet the minimal efficiency rating for this shaded area of the home
- Frame(s) color calls for default white or bronze
- Repair and patch compromised drywall and stucco area(s), as needed
- Prime and paint repaired area(s), as needed (match to existing paint as best as possible)

2.4. SHUTTER REMOVAL:

- Remove all current and existing shutter systems and responsibly discard, excluding the current patio (backyard) system
- Repair and patch compromised drywall and stucco area(s), as needed
- Prime and paint repaired area(s), as needed (match to existing paint as best as possible)

3. PROJECT DETAILS (AVE MARIA PROPERTY)

The following services are required at 4183 Lancaster Street, Ave Maria, FL 34142:

3.1. WINDOW REMOVAL AND INSTALLATION:

- Remove existing windows and responsibly discard for seven (7) openings
 - Bidders will have the opportunity to confirm the seven (7) windows at the location during the Pre-Bid Walkthrough
- Install PGT Impact Rated Windows for seven (7) openings
 - Windows are to be installed as directed by Miami-Dade County's Notice of Acceptance (NOA) and Florida Product Approvals along with the Seminole Tribe Building Code (Florida Building Code)
- All glass panes are Energy Efficient Glass Lite (tinted)
- Frame(s) color to equal default white or bronze
- Install corresponding screen enclosures for each exterior window for seven (7) openings
- Repair and patch compromised drywall and stucco area(s), as needed
- Prime and paint repaired area(s), as needed (match to existing paint as best as possible)

3.2. DOOR REMOVAL AND INSTALLATION:

- Remove existing front door and garage door and responsibly discard; two (2) openings
- Install impact rated Therma Tru-Door with Energy Efficient Glass Lite (mirror) within slab and two (2) sidelights (mirror) with lockset/deadbolt for one (1) opening at front door entrance. Deadbolt is to be dual lock (key/combination)
- Install impact rated Two Car Garage Door similar to existing, with necessary garage opener at required horsepower
- Repair and patch compromised drywall and stucco area(s), as needed
- Prime and paint repaired area(s), as needed (match to existing paint as best as possible)

3.3. SLIDING GLASS DOORS REMOVAL & INSTALLATION:

- Remove existing sliding doors and responsibly discard for one (1) opening behind home (patio)
- Install PGT Impact Rated Sliding Glass Doors – Three (3) pane multi-directional style for one (1) opening behind home (patio)
 - CONTRACTOR shall confirm all glass shall meet the minimal efficiency rating for this shaded area of the home
- Frame(s) color calls for default white or bronze
- Repair and patch compromised drywall and stucco area(s), as needed
- Prime and paint repaired area(s), as needed (match to existing paint as best as possible)

3.4. SHUTTER REMOVAL:

- Remove all current and existing shutter systems and responsibly dispose
- Repair and patch compromised drywall and stucco area(s), as needed
- Prime and paint repaired area(s), as needed (match to existing paint as best as possible.)

4. ADDITIONAL CONTRACTOR RESPONSIBILITIES:

- CONTRACTOR shall be responsible for all necessary measurements as it relates to each door, window, and garage.
 - Prospective bidders will have the opportunity to take measurements at the location(s) during the Pre-Bid Walkthrough(s).
- 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 ensure safe delivery of all necessary materials and equipment to the location specified in the Scope of Work.
- CONTRACTOR shall be always responsible for all personal materials and equipment during the duration of the project(s).
 - The TRIBE is not responsible for lost, stolen, damaged materials and equipment, tools, and other supplies, and for any rental equipment.

- CONTRACTOR shall have a qualified, English-speaking supervisor on the jobsite at all times.
- CONTRACTOR shall protect other areas not in this Scope of Work from destruction, dirt, or damage. If such damage occurs, CONTRACTOR shall be solely responsible for the restoration of such damages as the result of CONTRACTOR or any employees or subcontractors of CONTRACTOR.
- Once all services have been complete, CONTRACTOR shall perform a final cleaning of the jobsite and surrounding area to ensure all debris, trash, etc. has been removed. The cleanliness of the jobsite and surrounding area should be returned to its previous condition once services are complete.
- CONTRACTOR must 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 perform work during the operating hours of:
 - Monday through Friday
 - Normal business hours: 9:00 AM – 5:00 PM (ET)
 - No work shall be performed on Tribal events and/or advisory emergencies

4.1. 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.
- CONTRACTOR shall produce all necessary county and local licenses, where applicable.

5. TRIBE’S RESPONSIBILITIES

- The TRIBE will remove or protect loose objects in the work area that are not included in this Scope of Work. If such items are not removed, the CONTRACTOR shall exercise due diligence to protect any such items.

6. LOCATION OF SERVICES

The services described in this solicitation shall be completed at the two (2) properties identified below:

List	Address
1	5920 Westport Lane, Naples, FL 34116
2	4183 Lancaster Street, Ave Maria, FL 34142

7. PERIOD OF PERFORMANCE

All services described in the Scope of Work must be completed by August 31, 2024, or otherwise determined by the TRIBE.

ATTACHMENT B
INSURANCE REQUIREMENTS

The TRIBE reserves the right to modify the insurance requirements listed in this solicitation, as needed.

CONTRACTOR receiving an award, if any, will be requested to procure and maintain insurance coverage throughout the term of service provision from an insurer(s) financially acceptable and lawfully authorized to do business in the state(s) where the TRIBE conducts operations. Such coverage shall protect CONTRACTOR against claims arising from sickness, disease, death or injury to persons, and/or physical damage to tangible property, including loss of use, which may arise from the goods, products, or services provided by the CONTRACTOR, its agents, or its representatives.

Minimum Scope of Insurance

CONTRACTOR's insurance coverage shall include the following minimum limits and coverage, if applicable:

- I. Commercial General Liability insurance on an occurrence coverage form, at least as broad as the *Insurance Services Office Commercial General Liability Policy form CG 0001* ©, current edition. If CONTRACTOR sells or distributes alcoholic beverages such coverage shall include Liquor or Dram Shop Liability. If CONTRACTOR sells or distributes food or beverage products such coverage shall include claims emanating from food-borne illness. Other than the standard exclusions applicable to pollution, asbestos, mold, employment practices, ERISA and professional liability, there shall be no additional limitations or exclusions beyond those contained in the above referenced policy form applicable to products and contractual liability. In addition to procuring and maintaining this insurance during the duration of the contract, CONTRACTOR agrees to continue to procure and continuously maintain products liability insurance coverage for a minimum of three years after the date the contract is completed or terminated.
- II. Automobile Liability insurance covering liability arising from the use or operation of any auto, including those owned, hired or otherwise operated or used by or on behalf of the CONTRACTOR. The coverage shall be at least as broad as the *Insurance Services Office Business Automobile Policy, form CA 0001* ©, current edition.
- III. Workers' Compensation and Employer's Liability insurance as is required by statute or law, or as may be available on a voluntary basis.
- IV. Professional Liability insurance covering wrongful acts made by or on behalf of the CONTRACTOR. Claims-made coverage is permitted, provided the policy retroactive date is continuously maintained prior to the commencement of professional services rendered to the TRIBE, plus an additional period of three years after such services have been rendered to the TRIBE. If the CONTRACTOR's scope of work includes

environmental engineering or consulting, the coverage required hereunder must not exclude coverage for environmental (professional) services.

Minimum Limits of Insurance

CONTRACTOR shall maintain the following minimum limits of insurance, if applicable (unless higher limits are required by law or statute):

1. Commercial General Liability (including umbrella or excess liability): \$1,000,000 per occurrence, bodily injury and property damage liability; \$1,000,000 per offense personal and advertising injury liability; \$1,000,000 products and completed operations policy aggregate and \$2,000,000 policy general aggregate applicable to claims other than products and completed operations.
2. Automobile Liability: \$1,000,000 combined bodily injury and property damage liability per accident for bodily injury and property damage.
3. Employer's Liability: \$500,000 accident for bodily injury by accident or disease, including \$500,000 disease aggregate.
4. Professional Liability: \$1,000,000 each wrongful act, \$2,000,000 policy aggregate. If CONTRACTOR's contract with The TRIBE exceeds \$1,000,000, the each wrongful act limits shall apply separately to the TRIBE's project.

Deductibles and Self-Insured Retentions

The funding of deductibles and self-insured retentions maintained by CONTRACTOR shall be the sole responsibility of CONTRACTOR. Self-insured retentions in excess of \$50,000 must be declared to and approved by the TRIBE.

Other Insurance Provisions

The required insurance shall contain the following additional provisions:

- I. **ADDITIONAL INSURED** – The TRIBE must be included as an additional insured, by endorsement, under CONTRACTOR's Commercial General Liability with respect to liability arising from CONTRACTOR's products, goods, or work or operations performed by or on behalf of CONTRACTOR.
- II. **WAIVERS OF SUBROGATION** – CONTRACTOR agrees to waive all rights of subrogation against the TRIBE and other tenants of the TRIBE, with respect to loss, damage, claims, suits, or demands, howsoever caused:
 - a. To real or personal property, equipment, vehicles, tools, laptops, etc. owned, leased or used by CONTRACTOR, its employees, agents, or subcontractors; and

- b. To the extent such loss, damage, claims, suits, or demands are covered, or should be covered, by the required insurance or any other insurance maintained by the CONTRACTOR. This waiver shall apply to all first party property, equipment, vehicle and worker's compensation claims, and all third party liability claims, including deductibles or retentions, which may be applicable thereto. The CONTRACTOR agrees to endorse the required insurance policies to acknowledge the required waivers of subrogation in favor of the TRIBE. CONTRACTOR further agrees to hold harmless and indemnify the TRIBE for any loss or expense incurred as a result of CONTRACTOR's failure to obtain such waivers of subrogation from CONTRACTOR's insurers.
- III. NOTICE OF CANCELLATION – Each insurance policy shall be endorsed to require Insurer(s) to provide thirty (30) days' written notice to the TRIBE by certified mail, return receipt requested, prior to any suspension, cancellation or non-renewal of the required insurance.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of not less than A- VII, unless otherwise approved by the TRIBE.

Verification of Coverage

CONTRACTOR shall furnish the TRIBE with a certificate of insurance evidencing the required coverage prior to the delivery of product, goods or services to the TRIBE. The certificates are to be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Renewal certificates are to be provided to the TRIBE prior to the expiration of the required insurance policies. As an alternative to a certificate of insurance, CONTRACTOR's broker or insurer may provide complete, certified copies of all required insurance policies, including endorsements necessary to affect coverage required by these specifications.

EXHIBIT A
SCHEDULE OF VALUES
(Attached separately as .xlsx)

EXHIBIT B-1

BID FORM (NAPLES)

The undersigned, hereinafter called “Vendor”, having visited the site of the proposed project and familiarized itself with the nature and extent of the work, and having examined carefully the Drawings, Project Manual, Specifications, and other Contract Documents, proposes to furnish all labor, materials, equipment and other items, facilities and services for the proper execution of Bid Requirements, in full accordance with the drawings and specifications prepared by the below firms, and as listed in the Scope of Work:

The Bidder agrees to furnish all products, materials, and equipment and perform all labor necessary to complete the Scope of Work including all line items in the attached Scope of Work for the combined amount of (This shall **not** include any alternates):

The Bidder hereby agrees that:

The Bid Amount and Alternates shall remain in full force and effective for a period of One-Hundred and Eighty (180) calendar days after the time of opening of this bid and that the bidder will not revoke or cancel this bid or withdraw from the competition with One-Hundred and Eighty (180) calendar days. **The Bidder further attests that the TOTAL BID AMOUNT herein proposed represents and includes the entirety of the work, fees, profit, overhead, general requirements, general conditions, etc. of the project as per the bid documents.**

Base Bid for Naples (written):

Base Bid for Naples (figure):

\$ _____

Company Name: _____

By: _____ Signature: _____

Title: _____

Address: _____ Dated this _____ day of _____ 20__

Attest: _____ Title: _____

EXHIBIT B-2

BID FORM (AVE MARIA)

The undersigned, hereinafter called “Vendor”, having visited the site of the proposed project and familiarized itself with the nature and extent of the work, and having examined carefully the Drawings, Project Manual, Specifications, and other Contract Documents, proposes to furnish all labor, materials, equipment and other items, facilities and services for the proper execution of Bid Requirements, in full accordance with the drawings and specifications prepared by the below firms, and as listed in the Scope of Work:

The Bidder agrees to furnish all products, materials, and equipment and perform all labor necessary to complete the Scope of Work including all line items in the attached Scope of Work for the combined amount of (This shall **not** include any alternates):

The Bidder hereby agrees that:

The Bid Amount and Alternates shall remain in full force and effective for a period of One-Hundred and Eighty (180) calendar days after the time of opening of this bid and that the bidder will not revoke or cancel this bid or withdraw from the competition with One-Hundred and Eighty (180) calendar days. **The Bidder further attests that the TOTAL BID AMOUNT herein proposed represents and includes the entirety of the work, fees, profit, overhead, general requirements, general conditions, etc. of the project as per the bid documents.**

Base Bid for Ave Maria (written):

Base Bid for Ave Maria (figure):

\$ _____

Company Name: _____

By: _____ Signature: _____

Title: _____

Address: _____ Dated this _____ day of _____ 20__

Attest: _____ Title: _____

EXHIBIT D

CONTRACTOR CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned as an officer and an authorized representative of Contractor certifies that Contractor and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date _____

_____ I am unable to certify to the above statements. My explanation is attached.

EXHIBIT E

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

The Bidder hereby declares that the undersigned is the person or persons responsible within the firm for the final decision as to the price(s) and amount of this bid and the Bidder further declares that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to the bid opening.
3. No attempt has been made or will be made to solicit, cause, or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any other firm or person to submit a complementary bid.
5. The Bidder has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised, or paid cash or anything of value to any other Bidder or person, whether in connection with this or any other project, in consideration for an agreement or promise by any other firm or person to refrain from bidding or to submit a complementary bid on this project.
6. The Bidder has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any other firm or person, and has not been promised or paid cash or anything of value by any other firm or person, whether in connection with this or any other project, in consideration for the firm's submitting a complementary bid, or agreeing to do so, on this project.
7. The Bidder has made a diligent inquiry of all members, officers, employees, and agents of the Bidder with responsibilities relating to the preparation, approval or submission of the firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in this Declaration.

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date _____

EXHIBIT F

PROPOSED SUBCONTRACTOR LIST

List proposed subcontractors to be contracted by the Bidder (utilization of subcontractors require pre-approval by the Tribe). Note if no subcontractors will be used.

COMPANY NAME	SPECIALTY

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

EXHIBIT K

FIRM CERTIFICATION

I/we make the following certifications and assurances as a required element of this solicitation, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. I/we understand that the Seminole Tribe of Florida will not reimburse me/us for any costs incurred in the preparation of this proposal.
3. I/we agree that submission of the attached qualifications constitutes acceptance and understanding of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
4. No attempt has been made or will be made by the Firm to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
5. I/we grant the Seminole Tribe of Florida the right to contact references and others who may have pertinent information regarding the ability of the Respondent and the lead staff person to perform the services contemplated by this proposal.

On behalf of the firm submitting this proposal, I hereby certify the above statements:

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date _____

EXHIBIT L

DRUG-FREE WORKPLACE FORM

The undersigned Bidder, does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under procurement a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no contest to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one:

_____ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

_____ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date _____

EXHIBIT M
COMPLIANCE DOCUMENTS
(To be submitted by BIDDER)

EXHIBIT N
PROPOSED TIMELINE
(To be submitted by BIDDER)

EXHIBIT Z

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

Bidder acknowledges receipt of the Following Addenda:

Addendum No. 1, dated: _____	Addendum No. 5, dated: _____
Addendum No. 2, dated: _____	Addendum No. 6, dated: _____
Addendum No. 3, dated: _____	Addendum No. 7, dated: _____
Addendum No. 4, dated: _____	Addendum No. 8, dated: _____

COMPANY NAME: _____

BY (PRINT): _____

TITLE: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

TELEPHONE: (_____) _____

FAX: (_____) _____

EMAIL: _____

ATTEST: _____

TITLE/SEAL: _____

Note: Attest for a corporation must be by the corporate secretary; for a partnership by another partner; for an individual by a notary.

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full names and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

Name	Address
_____	_____
_____	_____
_____	_____