



**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 BR54 - 2024
New Backyard Fence
549 SW 86th Avenue
Okeechobee, FL 34974
(Off-Rez)**

ITQ DATES:

Solicitation Release Date:	04/09/2024
Mandatory Pre-Bid:	04/25/2024 @ 9:30 AM 549 SW 86th Avenue Okeechobee, FL 34974
Deadline for Questions:	04/29/2024 @ 5:00 PM EST
Quote Due Date:	05/03/2024 @ 5:00 PM EST

SUBMIT QUOTES TO:

Seminole Tribe of Florida Housing Department

Attn: Jacqueline Kaegi

650 E. Harney Pond Rd

Okeechobee, FL, 34974

Or

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.

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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

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 **04/25/2024 @ 9:30 AM EST**

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 STOF HD 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 STOF HD 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 by an authorized representative of the respondent either digitally or in ink.** 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. STOF HD reserves the right to delay this action if it is deemed to be in the best interests of STOF HD.

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Housing Standardized Request for Repairs/Construction

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
- 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).
- **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.

3.3 Specific Scope of Work: Fence Installation

The Seminole Tribe of Florida (STOF) Housing Department is currently accepting bids from Florida Licensed Contractors for Fence Installation project located at:

- **549 SW 86th Avenue, Okeechobee, FL 34974 (Off- Rez)**
- Install new 6' PVC white privacy fence for the backyard of the property:
 - Front left facing house – approximately 20' linear feet
 - Left side of the house – approximately 176' linear feet with manual 2 -5' ft manual double gates
 - Back fence – 155' linear feet of fence - no gate
 - Right side of house – 281' linear ft (near dog pins)
 - Front right facing house – 100' linear ft and 35'ft adjacent with 1 – 5' ft single manual gate
 - Contractor must measure and field verify for accuracy before ordering materials
- Alternate: 5 ft black vinyl, galvanized coated chain-link fence for the backyard only – No buried lines – with gates indicated above
- Survey will be provided at pre – bid meeting - highlighting area of the fence to be installed
- Property corners are already staked out on site
- Clean up job site 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.

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- 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 process invoices through the Housing Department.