



**TRIBAL COMMUNITY  
DEVELOPMENT**

**SEMINOLE TRIBE OF FLORIDA  
TRIBAL COMMUNITY DEVELOPMENT**

6365 Taft Street, Suite 3003  
Hollywood, FL 33024  
(954) 985-2300

**INVITATION TO QUOTE (ITQ)**

**ITQ # STOFOR01082021OR  
Roof Replacement  
7321 Cleveland Street  
Hollywood, FL 33024**

**ITQ DATES:**

<b>Solicitation Release Date:</b>	<b>01/08/2021</b>
<b>Mandatory Pre-Bid:</b>	<b>01/19/2021 @ 10:30am 7321 Cleveland Street Hollywood, FL 33024</b>
<b>Deadline for Questions:</b>	<b>01/22/2021 @ 3:00 PM EST</b>
<b>Quote Due Date:</b>	<b>01/25/2021 @ 3:00 PM EST</b>

**SUBMIT QUOTES TO:**

**Seminole Tribe of Florida Housing Department  
Attn: Brian Clark  
6365 Taft Street, Suite 3003  
Hollywood, FL 33024**

The Seminole Tribe of Florida Housing Department (STOFHD) is soliciting quotes from qualified vendors for Roof Replacement in Hollywood.

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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: [BrianClark@semtribe.com](mailto:BrianClark@semtribe.com)

Seminole Tribe of Florida Housing Department:

ATTN: **Brian Clark**  
**6365 Taft Street, Suite 3003**  
**Hollywood, FL 33024**

A mandatory pre-bid meeting at the home is scheduled for **January 19th 2021 @ 10:30AM**

**Only those emailed quotes received in this Hollywood 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 until an award is made, after which such content will no longer be kept confidential, except as noted therein.

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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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## **Housing Standardized Request for Repairs/Construction**

### **Bathroom:**

- All wood cabinets are required at all times, when like for like is stated if current cabinet is particle board, include in the bid the price to replace with all wood
- Durock on walls in the shower or tub area
  - All joints, corners and around windows must be sealed with red guard
  - Extend the Durock 2' on all sides beyond the shower or tub
- Shower floor mortar bed, no foam or any other products should be used
  - Minimum 2-4% pre-slope
- Liner should be water tested for 24 hours
  - Minimum 6 inches
- All floor tile should be slip/skid resistant
- Shower floor tile should be a maximum of 2x2 mesh
- Provide backing for all walls inside tub/shower area between 32" and 38"
- Faucets should be Kohler or Delta
- From shower diverter to shower head piping must be copper tubing and copper fittings
  - Secure the diverter and pipe fittings securely
- When tiling the walls extend 2 feet passed the shower or tub
- ADA bathroom the entire bathroom must be tile a minimum of 4 feet
- All toilets must be Kohler highline
- All exhaust must be vented through the roof or soffit
  - The exhaust fan and light for the bathroom must be on the same switch
- All paint must be high gloss

### **Kitchen:**

- All wood cabinets are required at all times, when like for like is stated if current cabinet is particle board, include in the bid the price to replace with all wood.
- All sinks should be deep double drop in sinks
- Faucets should be Delta with a pull out spray hose
- Moisture resistant (purple) drywall
- Cabinet screws should be a minimum of 2 ½ inches
  - Efforts should be made to find a stud
- If drywall is removed from floor to ceiling, blocking must be provided for upper and lower cabinets

All microwave and kitchen hoods must be exhausted outside

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**Mechanical/HVAC:**

- All AC units must be installed on a metal stand with a secondary pan and connect float switch
- A primary float switch must be installed and connected
- When replacing duct work all joints and seams must be taped and mastic
- All new HVAC units must be a minimum of 16 seer
- All flexible ducts must be a minimum of R8 R-value
- All disconnects should be the pull type non-fuse
- Rheem, Goodman, Night and Day units preferred
- Caulk around all AC vents
- Keyed lockout caps must be on all units

**Water Heaters:**

- GE brand, replaced like for like gallon size
- Drain pan required
- TRV piped to the outside
- All water heaters should have a separate shut off switch
- New code required Energy conservation code chapter 4
- Heat traps are mandatory

**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

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**Scope of Work  
Roof Replacement**

- Supply all labor and materials.
- All work performed shall be as per code(s).
- Place drop cloths, wall curtains, etc. to protect existing finishes, equipment, furniture, etc.
- **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.
- Contact Housing Department for final inspection, prior to leaving the jobsite.

- **Roof Replacement**

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

- a. Supply all labor and materials to install 3 Tab Shingles. The roof system is to be installed as directed by the current Product Approval/NOA, and the current Florida Building Code High Velocity. Flat roof included.
- b. Remove all existing roof tiles, vent boots, felt, drip edge and gutters as necessary.
- c. Inspect and replace any rotted or damaged plywood and fascia board.
- d. Proposal to include 8 sheets (4x8) of plywood decking, provide a per sheet price for any additional sheets required.
- e. Proposal to include 80' of wood fascia, provide per ft. price for any additional.
- f. Re-nail all roof deck sheathing per the current Florida Building Code High Velocity.
- g. Install new drip edge per code.
- h. Install the underlayment as directed by the manufactures NOA 30# felt, tin tab with ring shank nails.
- i. Install layer of Polystick on top of felt. Price as an Option
- j. Replace all removed vent caps with new. (Like for Like)
- k. Call Housing and the STOF Building Department for roof inspections.
- l. Prime and paint to match any replaced fascia board.
- m. Use a magnate pulled over the surrounding work area to remove any nails from the grass/yard around the home daily.
- n. Clean up and remove any and all debris daily from the job site.

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**Contractor/Vendor Requirements:**

- Vendor is responsible for obtaining permits and permit fees (if applicable).
- Vendor is responsible for scheduling all in-progress, partial and final inspections with the City of Hollywood Building Department. The vendor shall have a representative on site at time of inspection with the original permit, and NOA(s) or Product approval #'s on site.
- A schedule is required for each project and must be provided before a PO is requested.
- Send all invoices to [invoices@semtribe.com](mailto:invoices@semtribe.com) and copy the project manager. DO NOT email invoices directly to the Housing Department.