



## **2017 Request for Proposals – Soffit Material Habitat for Humanity of Pinellas County**

Habitat for Humanity of Pinellas County, Inc. (Habitat) is seeking proposals from qualified suppliers/vendors for *Soffit material* for our homes located at various locations in Pinellas County, Florida. Habitat builds between 50 to 55 new houses a year.

### **SERVICE PROVIDER SELECTION**

Selection of the provider shall be based upon: (a) prior experience with similar projects, (b) backgrounds and qualifications of the persons responsible for the work, (c) availability of maintaining an electronic communication, including but not limited to PDF format (d) cost of materials, and (e) schedule availability/lead time from when order is approved.

### **GENERAL TERMS & CONDITIONS**

The Request for Proposals (RFP) does not commit Habitat to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or procure contract services or systems. Habitat reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources and/or to cancel all or part of this RFP. Habitat also reserves the right to choose one or several suppliers and products.

### **AWARD**

The company/entity chosen to provide such services may be required to participate in negotiations. Habitat reserves the right to select a service provider without discussion based upon the initial proposal.

### **REQUIREMENTS**

The company/entity shall be required to execute a standard Agreement and provide proof of insurance.

### ***Material Specifications:***

- Vinyl vented soffit - white
- Vinyl solid soffit - white
- 6" aluminum fascia – white wood grain
- ½" Aluminum F Channel - white
- ½" Aluminum J channel – 12' white
- Aluminum vented soffit – white (in case we decide to go this road)

### ***Other Fees:***

- Delivery fee (Anywhere in Pinellas County; if applicable)

### RESPONSE FORMAT

All applicants should apply the following format for submission of their response to this Request for Proposals.

- 1) A Cover Letter Including
  - Company Name
  - Address
  - Full Contact Information
  
- 2) Product & Cost
  - Individual and total cost of each window and door
  - Florida Product Approval Number
  - Energy Performance Ratings
  - Product description
  
- 3) Schedule of delivery
  - Provide specific lead time for product delivery

### PROPOSAL SUBMISSION

Proposals should be mailed, e mailed or hand delivered to Habitat for Humanity of Pinellas County, 13355 49<sup>th</sup> Street North, Clearwater, Florida, 33762, attention: Gabriela Camacho, V.P of Construction & Procurement.

Proposals should be clearly marked: "Habitat for Humanity Soffit Material Proposal".

### DESCRIPTION OF HABITAT FOR HUMANITY

*Habitat for Humanity of Pinellas County, Inc. is a locally run affiliate of Habitat for Humanity International. Habitat works in partnership with volunteers and home owner applicants to build affordable housing. The houses are then sold to those applicants at no-profit with no-interest charged on the mortgage.*

### SECTION 3

"The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u. The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3 shall, to the greatest extent feasible, be directed to low-and very-low income persons, particularly persons who are recipients of HUD assistance for housing."

*Habitat for Humanity of Pinellas County, Inc.  
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Clearwater, Florida 33762  
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