



## REQUEST FOR PROPOSALS (RFP# OCWIND - 0126)

Proposals are requested from qualified and licensed wind mitigation inspectors by Habitat for Humanity Greater Orlando & Osceola County, hereinafter referred to as "Habitat", for the following scope of work:

**PROJECT DESCRIPTION OF WORK:** Work on this project is limited to wind mitigation inspections for newly installed roofs on Owner Occupied Residences as further specified in Section 3 and Exhibit A of this document. While Habitat has written specifications that are accurate and non-restrictive for bidding purposes, they may also reference an item by manufacturer's name and number. Bidders are cautioned that all items quoted must be in compliance with the Bid Documents and any Addenda issued.

**PREQUALIFICATION:** Habitat accepts bids from those firms which demonstrate current relevant licensure with the Florida Department of Business and Professional Regulation and authorization under [Section 627.711\(2\)\(a\)](#), Florida Statutes by submittal of a copy of that license or certificate with their bid and compliance with the pre-qualification requirements as stated hereinbefore and in the project specifications.

**BID DATE AND TIME:** Sealed bids will be received at Habitat for Humanity Greater Orlando & Osceola County, 4116 Silver Star Road, Orlando, Florida 32808, until **Thursday, February 12, 2026, at 3:00 P.M., E.S.T.**, at which time they will be opened and recorded. Late bids will not be accepted. Please note: final selections will NOT be made at this time.

**BID DOCUMENTS:** Bidding documents and Addenda may be downloaded from Habitat for Humanity Greater Orlando & Osceola County's website beginning on **Friday, January 23, 2026**. The website address is [www.habitatorlando.org/bids/](http://www.habitatorlando.org/bids/) and the documents are available in portable data file (.pdf) format.

**LOCATION OF PROPOSAL SUBMISSION:** Sealed proposals must be submitted in full accordance with the requirements of the specifications, bidding conditions and contractual conditions, which may be examined and obtained on the website or in person. **ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.**

**Habitat for Humanity Greater Orlando & Osceola County**  
4116 Silver Star Road  
Orlando, Florida 32808  
ATTN: Lucie Ghioto  
TEL#: (407) 578-1995  
Email: [Lghioto@habitatorlando.org](mailto:Lghioto@habitatorlando.org)



## 1. GENERAL REQUIREMENTS

**1.1 BID PREPARATION:** Submission of a bid in response to this solicitation shall evidence the bidder's acknowledgement that he/she is cognizant of all the conditions and specifications contained herein and that any offer made is in accordance with the contained specifications and conditions, unless specifically identified and explained as exceptions on the bids schedule. Each bidder is responsible for the completeness and accuracy of their bid. Bids must show manual signatures by an individual authorized to offer such obligations and shall contain evidence of that person's authority to make such offers. Unsigned bids will be rejected. Bidders should include all descriptive literature specifications, catalogs, or cuts necessary to specifically identify and describe the item(s) being offered. Failure to do so may result in the bid being declared non-responsive.

**1.2 BID DOCUMENTATION:** Along with your project bid, please also include the following documentation:

- Copy of appropriate business and professional licensing.
- Proposed project team. Include the names and position of each of your intended team members for this project.
- Copies of contractor's certifications of insurance.
- Completed Bid Forms included in Exhibit B.

**1.3 SUBMISSION OF BIDS:** All bids shall be submitted in a sealed envelope on the forms included with this solicitation with the bidder's name and address and bid number plainly marked on the exterior of the envelope. Timely submission of a bid is important. Official receipt is acknowledged using an atomic date/time stamp interfaced with the U.S. Government's National Institute of Standards and Technology (NIST) which is the official timekeeper for the U.S. Facsimile or emailed bids will not be accepted.

**1.4 PRICING:** The unit price for each item being bid will be shown on the *Bidder's Offer* and will include all costs associated with the item. In case of a discrepancy between unit price and extended price, the unit price shown shall prevail.

**1.5 DEFAULT:** Should the successful bidder for any award made as a result of this solicitation fail to deliver a product in accordance with the specifications contained herein and within the time frame promised, Habitat reserves the right to cancel the contract for default and to award this contract to the next most qualified offer. The bidder in default may be held liable for any added cost to Habitat, Orange County, or the property owners being served by the Project Scope incurred as a result of such action.

**1.6 LATE BIDS AND WITHDRAWAL OF OFFERS:** No bid will be accepted after the published deadline for accepting bids in response to this solicitation. Bids may be withdrawn at any time prior to the official time set for the bid opening. No modification or withdrawal of any offer received will be allowed after the time and date set for the official bid opening.

**1.7 DISCOUNTS:** Bidders may offer cash discounts for prompt payment; however, any such discount offered will not be considered as a factor in determining the lowest bid offered. Any other discounts should be reflected in the unit price bid.

**1.8 BID EVALUATION AND AWARD:** All bids received will be evaluated based on one or more of the following factors: price; quality of product offered; compliance with specifications; delivery; reputation of the bidder; previous contract; proximity of parts and service; compatibility with similar, existing products; and any other



factors detailed in the specifications. Award will be made to the lowest responsive and responsible bidder complying with the provisions of the invitation to Bid, provided that such award is in the best interests of Habitat. The bid tabulation and Notice of Award Recommendation will be posted by **3:30 P.M., local time, on Thursday, February 19, 2026**, on the website [www.habitatorlando.org/bids/](http://www.habitatorlando.org/bids/). In the event that the bid tabulation and Notice of Award Recommendation cannot be posted in this manner, then all bidders will be otherwise notified.

Habitat reserves the right to accept and/or reject any or all bids, with or without cause, to waive technicalities or to accept the bid which, in its judgment, best serves the interest of Habitat, Orange County, and the property owners being served by the Project Scope. Persons are advised that, if they decide to appeal any decision made concerning the award of this bid, they will need a record of the proceedings, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be made. Any protests of the bid must be made within 72 hours of posting of the results. "Failure to file a protest within the time prescribed in s. 120.53(5), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes." If no protest is filed per Section B-21 of the Instructions to Bidders, "Notice and Protest Procedures: the Owner will award the contract to the qualified, responsive low bidder in accordance with Rule 60D- 5."

**1.9 BILLING AND PAYMENT:** Habitat will pay all proper invoices submitted for supplies and/or services within 30 calendar days of receipt of the invoice. To be considered a proper invoice, it must be submitted in writing or via email to Accounts Payable, Habitat for Humanity Greater Orlando & Osceola County, show the Vendor Taxpayer Identification Number, the purchase order number, and be based on proper delivery installation or provision of goods or services to and accepted by Habitat. The payment cycle will not start until all the above requirements are met. Final payment will not be released until the executed Homeowner Satisfaction Form is received by Habitat.

**1.10 SILENCE OF SPECIFICATIONS:** The silence of these specifications regarding exact details of any product or service required shall be regarded as meaning that only the best commercial practices will prevail and that only materials of first quality and correct type, size, or design are to be used. All workmanship will be first quality. Unless otherwise specified, all products provided as a result of this solicitation will be new, unused, the latest model in production, and in compliance with the enclosed specifications.

**1.11 WARRANTY:** All warranties for products or services provided under any contract resulting from this solicitation will meet or exceed that warranty offered the providers most favored customer and in no instance will be less than unlimited twelve-month non-prorated warranty. If individual specifications contained herein require a warranty in conflict with this provision, the warranty provisions of the individual specification shall prevail.

**1.12 ADDENDUM(S):** In the event modifying addenda to the basic solicitation *are* issued, Habitat will attempt to provide such addenda to all vendors who have been furnished bid packages, as well as posting to the following website: [www.habitatorlando.org/bids/](http://www.habitatorlando.org/bids/). However, it shall be the bidder's responsibility to verify with the Procurement and Facilities Manager before the bid is submitted whether or not addenda have been issued and to obtain such addenda for submission with the bid.

**1.13 COMPLIANCE WITH THE JESSICA LUNSFORD ACT:** If applicable, compliance with the Jessica Lunsford Act will be required by Contractor.



**1.14 PROTEST:** Any protests of the bid must be made within 72 hours of posting of the results. "Failure to file a protest within the time prescribed in s. 120.53(5), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes." If no protest is filed per Section B-21 of the Instructions to Bidders, "Notice and Protest Procedures: the Owner will award the contract to the qualified, responsive low bidder in accordance with Rule 60D- 5."

## **2. OTHER PROVISIONS:**

**2.1 PUBLIC ENTITY CRIMES:** "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list".

**2.2 CLARIFICATION OF REQUIREMENTS:** Questions regarding clarification or interpretation of the technical specifications and/or non-technical nature regarding this solicitation must be addressed IN WRITING to Lucie Ghioto, Growth Management Officer, at 4116 Silver Star Road, Orlando 32808 OR BY EMAIL to [Lghioto@habitatforlondon.org](mailto:Lghioto@habitatforlondon.org) not less than five (5) days prior to the bid opening date.

However, unless modified by a written addendum issued by Habitat, the specifications and conditions contained herein stand as stated. Verbal communications are neither authoritative nor binding. Any verbal interpretation in conflict with these specifications as written should immediately be directed in writing to the Procurement and Facilities Manager at Habitat. Any interpretation provided to any vendor in response to inquiries regarding this solicitation which may affect the outcome of this bid will be furnished in writing to all vendors who have received bid packages.

**2.3** This bid contains pages 1-8. Please contact Habitat at 407-578-1995 if you are missing any pages.

**2.4 INDEMNITY:** The Contractor will indemnify and hold harmless Habitat, the owner of each property contained within the Project Scope, and Orange County from and against all claims, damage loss, and expenses arising out of, or resulting from, the performance of their operations under this contract. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the service.

The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to:

- All employees on the job and all other persons who may be affected thereby.
- All the work, materials, and equipment, whether in storage on or off the site, under the care, custody, or control of the Contractor; and
- Other property at the site including trees, shrubs, lawns, walks, pavements, and roadways.

The Contractor shall comply with all applicable laws, ordinances, rules, regulations, and lawful order of any public authority bearing on the safety of persons or property or their protection from damage, injury, or loss.



In any emergency affecting the safety of persons or property, the Contractor shall act, at his or her discretion, to prevent threatened damage, injury or loss.

**2.5 INSURANCE PROVISIONS:** The Successful bidder will have in force the following insurance coverage and will provide Certificates of Insurance prior to commencement of any work.

- A. Workers' Compensation: The Contractor will provide Worker's Compensation coverage for all employees at the site location and, in case any work is subcontracted, will require the subcontractor to provide Workers' Compensation for all his employees. The limits will be not less than \$1,000,000.00 per accident.
- B. Comprehensive General Liability: The Contractor will provide for all operations including, but not limited to Contractual, Products and Completed Operations. The limits will be not less than \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate.
- C. Comprehensive Automobile Liability: The Contractor will provide coverage for all owned and non-owned vehicles for limits of not less than \$500,000.00.

**2.6 ALTERNATE BIDS WILL NOT BE ACCEPTED:** If two bids are received from a company, one bid will be returned unopened. If two different bids are included in a single envelope, both will be rejected at the bid opening.

**2.7 OPTIONAL PRE-BID MEETING:** A Pre-Bid meeting is scheduled via Zoom at 11:30 AM, Wednesday, February 4, 2026, to review program requirements and specifications and to answer questions. Access instructions to follow:

Habitat for Humanity Greater Orlando & Osceola County Development is inviting you to a scheduled Zoom meeting.

Topic: Orange County Roof Replacement RFP-0126 Pre-Bid Meeting

Time: Feb 4, 2026, 11:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82763348081>

Meeting ID: 827 6334 8081

One tap mobile

+13052241968,,82763348081# US

+16469313860,,82763348081# US

Join instructions

[https://us06web.zoom.us/meetings/82763348081/invitations?signature=Z0pp\\_uKiM8u4-WT45xLLQTBuUzrHkLhW-nFlXzUFTQ](https://us06web.zoom.us/meetings/82763348081/invitations?signature=Z0pp_uKiM8u4-WT45xLLQTBuUzrHkLhW-nFlXzUFTQ)

All questions/clarifications requested outside this forum MUST be submitted in writing to [Ighioti@habitatorlando.org](mailto:Ighioti@habitatorlando.org) no later than five (5) business days prior to the bid opening date. An addendum responding to these questions will be posted to [www.habitatorlando.org/bids/](http://www.habitatorlando.org/bids/) no later than Monday, February



9, 2026, at 4:00 P.M., E.S.T.

**2.8 SPECIAL PROVISIONS.** Bidders are advised that this is a project funded by Orange County Government. Selected bidder must comply with specified regulations and requirements below.

Section 3 HUD Act of 1968: Economic opportunity shall, to the greatest extent feasible, be directed to low- and very low-income residents and businesses in that area. All Section 3 covered contracts must include the Section 3 Clause, verbatim, found at 24 CFR Part 75. Contractors and subcontractors that perform any work under contract for any federal project are required to comply with the Section 3 regulations.

Selected contractor shall be required to provide active SAM.gov registration, UEI (Unique Entity ID) and SUNBIZ.org for the same business entity in compliance with State and Federal requirements prior to execution of Construction Contract.

Prospective bidders:

- i. Bidder does not necessarily need to have UEI and SAM.gov registration to submit a bid, however required registrations must be obtained and verified before any contracts can be signed with the selected general contractor.
- ii. Bidder certifies that pursuant to Section 287.135, Florida Statutes, it is eligible to contract with the County for goods and services because: (1) it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, and (2) it is not engaged in a boycott of Israel.
- iii. Selected bidder shall provide to the Agency and Orange County Program Administrator a copy of all executed contracts with any sub-contractors, and tiered subcontractors all of which shall include Orange County Special provisions requiring the respective sub-contractor or tiered-sub to comply with the requirements of the Uniform Administrative Requirements and 2 CFR Part 200 Appendix II.
- iv. Selected bidder shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246. By acceptance of this order, the contractor affirms that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- v. By responding to this request, bidder agrees that they and each of their subcontractors, laborers, suppliers, agents or other individuals or entities to indemnify and hold County harmless from any and all claims, losses, damages, lawsuits or threat of lawsuit made against the County for personal injury or property damage that may arise at any time from, or related to their acts, errors or omissions in connection with or arising out of the development of construction of the Project.

**3. GENERAL SCOPE AND SPECIFICATIONS FOR WORK:**

**3.1 SCOPE OF WORK:** Habitat is partnering with Orange County for the administration of a residential roof



replacement program, funded using Orange County funding. Habitat is seeking bids from licensed and insured wind mitigation inspectors to provide wind mitigation inspections on newly replaced residential roofs for approximately 80 (eighty) homes through the contract year, with all work to be completed and invoiced no later than October 30, 2027. Specific property locations to be determined by Habitat through its application approval process, subject to final approval by Orange County.

**3.2 PROTECTION OF EXISTING STRUCTURE AND SITE CONDITIONS:** The Contractor shall take necessary precautions to protect site conditions. Contractor shall avoid damage to existing driveways, structures, landscaping and other items onsite belonging to the property owner. Every effort will be made to secure owner's belongings outside the area of work. Repair of damages shall be at the Contractor's expense.

**3.3 REQUIRED SPECIFICATIONS:** The scope of work for each property contained within the overall project scope must include the following minimum specifications:

- A. Bidder must commit to complete each project scope and submit invoicing to Habitat within sixty (60) days of Notice to Proceed.
- B. A wind mitigation certificate, deemed acceptable by the Florida Office of Insurance Regulation, shall be furnished by the bidder to the homeowner, with copy to Habitat at the conclusion of each inspection. If a certificate cannot be issued due to inspection failure or other fault in roof installation, the bidder shall furnish a written report detailing items that resulted in this failure and options to cure the defect. Once defect has been cured, a follow up inspection will be scheduled to issue the wind mitigation certificate.

**3.4 PROJECT COMPLETION:** Bidder is responsible for ensuring all parties have received the final wind mitigation certificate before final payment application will be received.

**BIDDER'S OFFER**

**\*\*THIS SCHEDULE OF OFFERS SHOULD BE THE FIRST PAGE SUBMITTED WITH YOUR BID \*\***

I/we, the undersigned, hereby declare that I/we have reviewed the bid documents and with full knowledge and understanding of all specifications and conditions contained therein do submit our bid as follows with full understanding that the bid package in its entirety is made a part of any agreement, contract or order between Habitat for Humanity Greater Orlando & Osceola County, and the successful bidder.

Complete Cost per Wind Mitigation inspection: \_\_\_\_\_

Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completion Time (from the time of contact by each qualified homeowner): \_\_\_\_\_ Days

ACKNOWLEDGMENT OF ADDENDA NO.(S) \_\_\_\_\_ (IF APPLICABLE)

\_\_\_\_\_  
(Signature)

ALL PRICES QUOTED ARE GOOD FOR THE DURATION OF THE CONTRACT.

\_\_\_\_\_  
We do not take exception to Specifications. OR  
(initial)

\_\_\_\_\_  
We take exception to Specifications as follows:  
(initial)  
\_\_\_\_\_  
\_\_\_\_\_

(attach additional sheets, if necessary)

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT NO: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

NOTE: VENDORS ARE RESPONSIBLE FOR DELIVERY OF THEIR BID TO THE ADDRESS INDICATED ON THE BID COVER SHEET PRIOR TO THE DATE AND TIME SHOWN. BIDS NOT SO DELIVERED MAY BE REJECTED.

BY: \_\_\_\_\_

(signature)

DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(typed name/title of signer)

EMAIL: \_\_\_\_\_