



REQUEST FOR PROPOSALS (RFP# OCROOF - 0926)

Proposals are requested from qualified and licensed residential roofing contractors 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 roof replacement and associated work, accompanied by final wind mitigation certificate 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, as well as current certification by the Environmental Protection Agency to conduct lead-based paint renovation, repair and painting activities. This will be supported 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 **Friday, October 9, 2026 at 3:00 P.M. E.S.T.**, at which time they will be publicly 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 **Monday, September 21, 2026**. The website address is 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: Lghimoto@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, or 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, including roofer's license and necessary licensure to conduct wind mitigation inspections
- Proposed project team. Include the names and position of each of your intended team members for this project.
- EPA Lead Paint RRP Certification
- 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, including the forms within 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* (Exhibit B) and will include all costs for or 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 Orlando & Osceola 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 Orlando & Osceola, 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 Orlando & Osceola. The bid tabulation and Notice of Award Recommendation will be posted by **3:30 P.M., local time, on Friday, October 16, 2026**, on the website 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 Orlando & Osceola 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 Orlando & Osceola, 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 Orlando & Osceola 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 Orlando & Osceola, 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 Orlando & Osceola. 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 Orlando & Osceola 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/. 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@habitorlando.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 Orlando & Osceola. 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, not including exhibits. Please contact Habitat at 407-578-1995 if you are missing any pages.

2.4 INDEMNITY: The Contractor will indemnify and hold harmless Habitat Orlando & Osceola, the owner of each property contained within the Project Scope and the 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 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 no less than \$500,000 for Workers' Compensation.
- B. Comprehensive General Liability: The Contractor will provide for all operations including but not limited to 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 10:00 AM, Tuesday, September 29, 2026 to review program requirements and specifications and to answer questions. Access instructions to follow:

Join Zoom Meeting

<https://us06web.zoom.us/j/83265541346>

Meeting chat link

<https://us06web.zoom.us/jc/83265541346>

Meeting ID: 832 6554 1346

One tap mobile

+13052241968,,83265541346# US

+16469313860,,83265541346# US

Join by SIP

• 83265541346@zoomcrc.com

Join instructions

<https://us06web.zoom.us/meetings/83265541346/invitations?signature=ix64ydkIAfx1-MsvxTa-unZZvr9rYPlw9ttGHqydIAY>



All questions/clarifications requested outside this forum MUST be submitted in writing to procurement@habitorlando.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.habitorlando.org/bids/ no later than Monday October 5, 2026, E.S.T.,

2.8 SPECIAL PROVISIONS. Bidders are advised that this is a federal project funded by the Community Development Block Grant (CDBG) and covered by Davis-Bacon Act (DBA). Selected bidder must comply with federal regulations and requirements included in the enclosed Supplemental Conditions/Special Provision.

- i. 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.
- ii. 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: 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.

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.

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.

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 Federal (Community Development Block Grant) funding. Habitat is seeking bids from licensed and insured roofing contractors with experience in residential roof replacement to execute the replacement of residential roofs for approximately 30 roofs through the contract year, with all work to be completed and invoiced no later than May 30, 2027. Each property owner served through this program must be provided with a wind mitigation certificate following successful roof replacement. Specific property locations to be determined by Habitat through its application approval process, subject to final approval by Orange County.

All Contractors shall comply with the following specifications throughout the performance of Roof Replacement work (see Exhibit "A"):



- Section 07 1000 Preparation for Re-Roofing
- Section 07 3000 Asphalt Shingle Roofing
- Section 07 5000 Modified Bituminous Membrane Roofing
- Section 07 6200 Gutters and Downspouts (if applicable)
- Section 07 9000 Joint Sealants

All Contractors shall Perform the following Scope of work throughout the performance of Roof Replacement work:

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 MATERIALS AND SPECIFICATIONS: The scope of work for each property contained within the overall project scope must include the following minimum specifications:

- A. Sub roof must consist of a minimum 3 (three) sheets of plywood. Alternate material submissions must be of equal or greater quality/value.
- B. Architectural shingles (color to be selected by homeowner) must be used. Alternate material submissions must be of equal or greater quality/value.
- C. Scope must include removal and legal disposal of existing roof system(s), and replacement of damaged roof rafters and decking if applicable* and refasten all roof decking to Code.
- D. The Contractor will protect the home from water intrusion and damage throughout the performance of the work in the event of sudden and/or overnight rainfall.
- E. Detailed Submissions including measurements and final price per the *Bidder's Offer* (Exhibit B) must include accommodations for roof elements that are impacted by the replacement, including gutters and skylights, as applicable.
- F. The Contractor must install specified roof system(s), including proper underlayment, eave, valley, rake, penetration, ventilation, pre-painted flashings (properly weather-lapped).
- G. Replacement of fascia, soffit, flashing around roofing structures (chimneys, skylights), gutters and/or downspouts, if applicable, must be included in individual project scopes.
- H. Contractor will prime all repaired fascia and soffit wood.
- I. Bidder shall be responsible for obtaining the necessary permits from Orange County, as well as scheduling and passing any and all inspections, as well as punch list items. A copy of this permit shall be furnished to Habitat.
- J. Bidder is responsible for using lead safe work practices to abate those areas impacted by the scope of work that have been determined to contain levels of lead-based paint exceeding acceptable levels, as indicated by Lead Risk Assessment reports that will accompany any assigned property built prior to 1978. A follow-up inspection will be conducted at the conclusion of each project to confirm proper methods have been utilized, including those methods recommended within each report.
- K. Bidder must commit to complete each project scope and close the permit within ninety (90) days of Notice to Proceed.



3.4 PROJECT COMPLETION: Bidder is responsible for ensuring all inspections required by Orange County permitting are scheduled and approved. A general walk through and completion of all punch list items will be required along with a copy of the County-issued Certificate of Completion and Homeowner Satisfaction Form. A wind mitigation certificate must be furnished by the awarded bidder to the homeowner following successful replacement before final payment application will be received.

ATTACHMENTS:

- Exhibit A: SPECIFICATIONS FOR ROOFERS**
- Exhibit B: Bid Forms (to be included with sealed bids)**
 - Bid Cover Sheet*
 - Bidders Offer*
- Exhibit C: Supplemental Forms**
- Exhibit D: Special Provisions**