



**2018 Request for Proposals – Cabinets  
(Kitchen & 2 Bathrooms)  
RFP 2018-17**

Habitat for Humanity of Citrus County, Inc. (Habitat) is seeking proposals from qualified contractors for Cabinets services for our homes located at various locations in Citrus County, Florida. Habitat builds between 15 to 20 new houses a year. **RFP information is available at our website <https://habitatcc.org/bid-room.php>**

**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, if any, 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. The company/entity may be required to execute a standard Construction Agreement and/or accept Purchase Orders (depending upon contract amount)

**REQUIREMENTS:** The company/entity shall be required to provide proof of insurance, workers’ compensation coverage (if applicable). If exempt, must provide exemption certificate. The company/entity shall be required to comply with safety regulations to include personal protective equipment.

**CABINETS**

- Kitchen            Construction Cabinetry per drawing supplied by Habitat for Humanity
  - Laminate Countertop with flat edge
  
- Master bath        Construction Cabinetry per drawing supplied by Habitat for Humanity
  - Laminate Countertop with flat edge
  
- Guest Bath         Construction Cabinetry per drawing supplied by Habitat for Humanity
  - Laminate Countertop with flat edge

Other Fees:            Delivery fee (anywhere in Citrus County)  
  
                              Extra materials for hood chase and trim (Habitat will install countertops)



**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
- A brief description of the company
- Identification of Partner Firms (if applicable)
- License Number
- Signed by an Authorized Representative of the Firm

**2) Qualifications:** (*Waived for existing vendors*)

- List and Briefly Describe Similar Projects Completed by Firm
- Provide Pictures of Similar Projects Completed by Firm
- Please Include References with Contact Person and Contact Information

**3) Cost and Schedule:**

- Cost of Services by Task
- Schedule Availability and lead time.

**PROPOSAL SUBMISSION**

Proposals should be mailed (PO Box 1041, Crystal River, FL 34423, emailed ([Bids@Habitatcc.org](mailto:Bids@Habitatcc.org)) or hand delivered to Habitat for Humanity of Citrus County, 7768 W. Gulf to Lake Hwy, Crystal River, FL 34429, attention: Amy Engelken, COO. Proposals should be clearly marked: **"Habitat for Humanity Cabinets Proposal"**.

**DESCRIPTION OF HABITAT FOR HUMANITY** Habitat for Humanity of Citrus 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."