**TO:   Firms expressing interest in Re-SIDING & installing 25 windows & 5 doors - in the Planters Exchange former 1940-1980 warehouse - a historic structure located at the Planters Exchange Museum Site, 304 9th Avenue, Havana, FL 32333**

**FROM:  Bill Piotrowski, Facilities Lead & Co-Chair, Havana History Museum**

THANK YOU for your interest in working with the Havana History & Heritage Society (HHHS) in the reconstruction work described below. It is the HHHS’s intention to employ the firm to provide services for:

1. the exterior metal re-siding of a historic building (approximately 500” L x 9’ H) : per construction documents;
2. installation of +/- 25 windows: as per construction documents;
3. installation of 5 doors doors: as per construction documents.

* Please go to [www.havanahistoryheritage.com](http://www.havanahistoryheritage.com) website, click on the link to the “Walls/Windows/Doors” information – located on the left side of the of the page.

Please contact Bill Piotrowski or Pat Kitching for any clarification or assistance helpful to your completion of the requested information.

\*(850) 510-4979 [wd.piotrowski@outlookcom](mailto:wd.piotrowski@outlookcom) or

\*Pat Kitching (352) 214-1831 [patkitching@aol.com](mailto:patkitching@aol.com).

IF YOU ARE INTERESTED, please send us an email (to [patkitching@aol.com](mailto:patkitching@aol.com)) to receive a complete copy of the architect plans.

**QUALIFICATION INSTRUCTIONS, CRITERIA, & GENERAL INFORMATION:**

Submit a written response (via email) to [patkitching@aol.com](mailto:patkitching@aol.com) or delivered to the Havana History Museum at 204 2nd Street NW, Havana, FL 32333)

0n or before 5 PM August 14, 2025

Submissions must include – these are ESSENTIAL\*:

1. Company name, location, contact information (phone number, EMAIL, address), & length of time in business.
2. Appropriate licensing & insurance for commercial roofing & construction projects.
3. Experience in re-roofing older structures, preferably including historic sites.
4. Ability to comply with the engineering requirements (see attached engineering review) including remediation of any structural concerns relating to the proposed re-roofing (foundations, structural, loads, materials).
5. Names of client contacts for at least three successful projects within the past five years of similar scope, size, and complexity.
6. Match of skills, capabilities, and prior job experience to HHHS site construction specifications, structural repairs, and historic site requirements.
7. Ability to start and complete both the siding/windows/doors & construction work within the next four months; including documented compliance with County code requirements.
8. Compliance with vendor product warranty installation requirements.
9. Proposed Project Cost for completion of the proposed project.

Further NOTES:

* Contact **Bill Piotrowski or Pat Kitching to arrange a site visit July 21-23**; available for questions by email [wd.piotrowski@outlook.com](mailto:wd.piotrowski@outlook.com) or 850-510-4979 or via email or by call or email to [patkitching@aol.com](mailto:patkitching@aol.com) (352) 214-1831.
* Prospective vendors are encouraged to call for further information or assistance.
* **Plan on attending a mandatory pre-bid session to discuss specific requirements & any questions with the architect & site administrators on August 5, 11 AM, onsite, plan to meet on the Museum front porch at 204 2nd Street NW, Havana, FL.**
* HHHS reserves the right to reject all responses, to negotiate changes in the new scope of work or services to be provided, and to otherwise waive informalities.
* Method of Selection: Responses will be reviewed by the Reconstruction Design Team (RDT), with the RDT recommendation pending approval by the Havana History & Heritage Society (HHHS) Board of Directors.   Oral presentations may or may not be required. All criteria listed\* will factor into the recommendation.
* See attached Engineer Review for the exact site work location (“Area B” Figure 1, page 1) & engineering specifications; and the attached Architect Plans.

Pre-Submittal Site Visit: all interested Responders are encouraged to schedule a site visit. Monday-July 21 – Wednesday, July 23. Call , text, or email to schedule: 352-214-1831 or [patkitching@aol.com](mailto:patkitching@aol.com) .

**Vendor selection & recommendation is expected to be finalized no later than August 15, 2025.**

Bill Piotrowski, HHHS Co-Chair & Pat Kitching, Bookkeeper, HHHS

Contact Pat for further information via call or text at (352)-214-1831 or via [patkitching@aol.com](mailto:patkitching@aol.com)

* Thank you for your interest in our preservation of this historic site.

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|  | **Siding-Windows-Doors PROPOSAL REVIEW CRITERIA** |
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| a | Business Licensing, Registration, & Insurance |  |
| b. | Name, Contact Information, Address |  |
| c. | Business ratings |  |
| d | Historic Site Experience |  |
| e | Gadsden County area - location preference for company & materials sourcing |  |
| f | Prior Site References (at least 3 within the last five years), including contact information |  |
| g | Experience in working with Architect & Engineering plans & consultants |  |
| h | Experience with Gadsden County Codes & Compliance Requirements |  |
| i | Compliance with architect plan and specifications. |  |
| j | Maintaining "historic character" of site and previous construction (also subject to experience w State Historic Preservation Division Reviews) |  |
| k | Provides both roofing and general contracting services as necessary to meet structural requirements & repairs |  |
| l | Competitive pricing - in consideration of all listed criteria items |  |
| m | Must provide major product information and warranties, and comply with requirements for full product warranties |  |