



Invitation to Bid No. 9-18

Automotive Engine Replacement and Repair

February 15, 2018

Chad Chronister, Sheriff

HILLSBOROUGH COUNTY

Financial Services Division

2008 E. 8th Avenue

Tampa, FL 33605



Stephanie Douglas, Buyer

(813) 247-0024

sajack01@hcs0.tampa.fl.us

INSTRUCTIONS TO BIDDERS

Included herein are General Terms and Conditions (Part A), Special Provisions (Part B), Technical Specifications (Part C), and Bid Response (Part D), which together with all attachments, constitute the entire "Bid Package". Said Bid Package must be the basis upon which all bids are offered and must be kept together and returned, intact, by the time and at the place herein specified. The Bidder must manually sign the General Terms and Conditions (Part A) and Bid Response (Part D). Any questions concerning this Invitation to Bid (Bid) should be directed to the Buyer whose name appears above.

When awarded, the Bid Package becomes the "**Contract Document**". The Bidder's signature on the Bid Response (Part C), constitutes Bidder's agreement to the terms therein. The signature on the Bid Package must be that of an Officer of the Company or an individual authorized to commit the Company to a legal and binding contract. **READ THE ENTIRE BID PACKAGE CAREFULLY BEFORE SIGNING.**

NOTICE TO BIDDERS

WHEN SUBMITTING A SEALED BID PACKAGE, CLEARLY MARK THE PACKAGE AS A BID DOCUMENT ON THE OUTSIDE OF THE ENVELOPE OR BOX. INCLUDE THE BID NUMBER AND THE DATE AND TIME OF THE BID OPENING.

TABLE OF CONTENTS	PAGE
Instructions to Bidders	2
Date, Time and Place - Meetings & Deadlines	4
Part A - General Terms and Conditions	4
Signature of Acknowledgement	7
Part B - Special Provisions	8
Part C - Technical Specifications	13
Part D - Bid Response	16
Signature of Affirmation	20
Reference List	21
Bid Package Checklist	22
Statement of No Bid	23
Package Label	24
Appendix I - Vendor Packet (Application, W9, Direct Deposit)	Attached

PROPOSED SCHEDULE OF EVENTS	DATE
Bid Advertised/Posted to HCSO and OSD Website	2/15/2018
Deadline to Submit Bid Package	3/1/2018
Award Notification Target Date	3/15/2018

**Hillsborough County Sheriff's Office
2008 E. 8th Avenue
Tampa, Florida**

VENDOR NAME: _____

SUBJECT: INVITATION TO BID 9-18

BID TITLE: Automotive Engine Replacement and Repair

OPENING DATE & TIME: March 1, 2018 at 3:00 PM

PLACE: Malcolm E. Beard Sheriff's Operation Center
Financial Services Division, Purchasing Section
2008 E. 8th Avenue, Room 125
Tampa, Florida 33605

Bids will be received until the time and date shown and will be read aloud immediately thereafter at the "Place" indicated.

PART A - GENERAL TERMS AND CONDITIONS:

1. Bids: Must be contained in a SEALED envelope addressed to: Chad Chronister, Sheriff, 2008 E. 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the Bid must be marked as a BID DOCUMENT (including the bid number, date and time of bid opening) on the outside of the envelope.

If our specifications, when included, are not returned with your Bid, and no specific reference is made to them in your Bid Response (Part D), it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, Vendor's or manufacturer's specifications which accompany the Bid Response (Part D), contain information that can be construed or is intended to be a deviation from our specifications, such deviation must be specifically referenced in your Bid Response (Part D).

2. Bid Delivery: The responsibility for getting the Bid to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Bidder. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Bidder shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Bids will not be accepted after the time specified for receipt. Such bids shall be returned to the Bidder unopened with the notation "This bid was received after the time designated for the receipt and opening of bids".
3. On-Line Documents: The HCSO is publishing documents on its website <http://www.hcso.tampa.fl.us> for the convenience of Vendors wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a bid.
4. Time for Consideration: Bidders warrant by virtue of bidding the prices quoted in their response will be good for an evaluation period of 45 calendar days from the date of bid opening unless otherwise stated. Bidders will not be allowed to withdraw or modify their bids after the opening time and date.
5. Prices: All bids submitted must show the net bid price after any and all discounts allowable have been deducted. **Prices quoted are to be F.O.B. Destination.** The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the awarded Vendor.

The Bidder's attention is directed to the tax laws of the State of Florida, including but not limited to Chapter 212, Florida Statutes, which apply to transactions resulting from this Bid and *that all applicable taxes and fees shall be deemed to have been included in the Bid Response as part of the materials cost, when applicable.*

6. Bid Errors: When errors are found in the extension of bid prices, the unit price will govern. Bids having erasures or corrections must be initialed in ink by the Bidder.
7. Condition of Materials and Packaging: Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this Bid shall be NEW and in FIRST CLASS CONDITION, that all containers shall be new and suitable for storage or shipment and that prices include standard commercial packaging for the items shipped.
8. Claims: The Vendor will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
9. When to Make Delivery: Deliveries resulting from this Bid are to be made during the normal working hours of the HCSO. It is the Bidder's responsibility to confirm this information.
10. Manufacturer's Name: Any manufacturers' names, trade names, brand names information and/or catalog numbers used herein are for purpose of description, reference, and establishing general quality levels. Such references are not intended to be restrictive and products of any manufacturer may be offered if they are approved as equals. The determination as to whether any alternate product or service is or is not equal shall be made by the HCSO and such determination shall be final and binding upon all Bidders.
11. Information and Descriptive Literature: Bidder must furnish all information requested in the bid. If specified, each Bidder must submit samples, cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous responses will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
12. Bid Submittal Costs: Submittal of a bid is solely at the cost of the Bidder and the HCSO in no way is liable or obligates itself for any cost incurred by the Bidder in preparing the Bid Package.
13. No Bid: If you do not wish to submit a response to the Bid, please return the Statement of "No Bid" found on page 23. The no bid information is helpful to the process and assures the HCSO you wish to remain on the HCSO Vendor List.
14. Compliance with Occupational Safety and Health Act (OSHA): Bidder certifies that all material/items contained in their response meets all OSHA requirements.
15. Laws, Statutes and Ordinances: The terms and conditions of the Bid and the resulting Contract shall be construed in accordance with the laws, statutes and ordinances applicable to Hillsborough County. Where State Statutes and regulations are referenced, they shall apply to this Bid and to the resulting Contract.
16. Acceptance and Rejection: The HCSO reserves the right to reject any or all bids, for cause, to waive irregularities, if any, and to accept the Bid or Bids which in the judgment of the Sheriff is in the best interest of the HCSO. The HCSO reserves the right to evaluate, add and/or reject any items from any bid options or resulting contract(s) when deemed to be in the best interest of HCSO.
17. Appropriations Clause: The HCSO, as an entity of Government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this

Bid for each and every fiscal year following the fiscal year in which this Contract is executed and entered into and for which the Contract shall remain in effect. The HCSO shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the Contract, provide prompt written notice of such event and effective 30 calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such contract.

18. Protests: Any prospective Bidder who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all bids will submit a notice of protest in writing within 72 hours (excluding County holidays, Saturdays and Sundays) to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.

The Purchasing Section will have five (5) business days upon receipt of this notice to meet and consider the dispute as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Bidder or request a meeting to gain further clarification of the issues. Upon completion of this review process, the Buyer will make a recommendation to the Chief Financial Officer (CFO).

The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Bidder in writing. This decision and the basis upon which it was made will be communicated to the Bidder within five (5) business days following the receipt of the recommendation from the Purchasing Section. A single appeal of the CFO's decision is available by submitting a notice in writing within 72 hours (excluding Hillsborough County holidays, Saturdays and Sundays) requesting a Management review of the decision. Final decision of an appeal will be made by the Sheriff.

19. Public Entity Crimes: Pursuant to §§287.132-133, Fla. Stats., the HCSO, as a public entity, may not accept any bid, proposal or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, Fla. Stat., for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), Fla. Stat. If you submit a response to this Bid, you are certifying that §§287.132-133, Fla. Stats. does not restrict your submission.
20. Public Records: Any material submitted in response to this Bid will become a public document pursuant to §119.07, Fla. Stat. This includes material which the respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, Fla. Stat. The Vendor agrees to comply with §119.0701, Fla. Stat. regarding maintenance and provision of access to all public records generated by this Contract with the HCSO.

If the Vendor has questions regarding the application of Chapter 119, Florida Statutes, to the Vendor's duty to provide public records relating to this contract, contact the custodian of public records at: HCSO Records Section, 1900 East 9th Avenue, Tampa, Florida 33605, Phone 813-247-8210 or email at hcsorecords@hcsotampa.fl.us

21. Specifications: Attached

CHAD CHRONISTER, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

By: 
Christina R. Porter, CPA
Chief Financial Officer

22. General Terms and Conditions outlined above are acknowledged. Our Bid is attached.

Company Name

Print Signer's Name

Date

Signature of Company Officer

Title

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID AFTER COMPLETING PARAGRAPH 22. EACH VENDOR'S BID AND ANY CLARIFICATIONS TO THAT BID AS WELL AS ALL AMENDMENTS OR ADDENDA TO THIS DOCUMENT SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE COMPANY IN CONTRACT. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN THE BID RESPONSE, EXCEPTIONS (PART D, PARAGRAPH 1).

PART B - SPECIAL PROVISIONS

1. IN GENERAL

The purpose of this Invitation to Bid (Bid) is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) to secure a vendor to perform engine replacements and repairs on all HCSO vehicles. All Work will be performed on an as needed basis.

2. SCOPE OF WORK

The requirements of this Bid include repairing or replacing engines in HCSO vehicles to restore optimal vehicle performance. The expeditious repair and return of HCSO vehicles is a crucial element for continued public safety in Hillsborough County. The HCSO's fleet is comprised of approximately 2,300 vehicles. For further details and specifications refer to Technical Specifications (Part C). HCSO vehicles shall be picked up from and delivered to the location below:

Hillsborough County Sheriff's Office
Fleet Maintenance Section
2210 N. Falkenburg Road
Tampa, Florida 33619

3. ESTIMATED QUANTITIES

The estimated annual expenditure for services to be performed under this Contract is approximately \$155,000. This estimate is furnished as a guide for preparing the Bid Response (Part D), and should not be construed as representing actual value of services to be provided under this Bid.

4. COMMUNICATION BETWEEN PARTIES

All questions in regard to this Bid are to be directed, in writing to the Buyer: Stephanie Douglas, at sajack01@hcsotampa.fl.us or by fax at 813-242-1851. No communication is allowed, either directly or indirectly, with any other HCSO employee in regard to this Bid prior to the Opening Date and Time on page four (4).

In the interest of public access, all documents relating to this Bid will be posted to the HCSO website at <http://www.hcsotampa.fl.us>. This will include Q & A responses, amendments, addenda etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the Buyer utilizes for convenience of the parties involved.

5. VENDOR QUALIFICATIONS

Bidders may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances and personnel to furnish the item or service offered satisfactorily and expeditiously.

The HCSO reserves the right to inspect the Bidder's place of business and equipment prior to award of any contract, for determining ability to meet terms and conditions as set forth herein. Bidders shall have engaged in business in the Hillsborough County area for a period of not less than two (2) years.

The Vendor Packet attached as Appendix I must be returned with your Proposal Response along with copies of Hillsborough County Business Tax Receipt or other local government license to do business. Current Certificates of Insurance for Liability and Workers Compensation must also be included.

6. BRAND NAMES

Brand names, when furnished, are for reference purposes and to establish a standard of quality. The evaluation of bids and the determination as to equality of products offered shall be the sole and final responsibility of the HCSO and will be based on information and/or samples furnished by the Bidder.

7. SUBSTITUTION

The Vendor shall not substitute items for like items except in the case of an unforeseen event in shipping or manufacturing causing a shortage of said items. Such measures may only be enacted after verifying that it will be allowed by the HCSO. Any violation of such procedure will be considered cause for cancellation. All substitutes will be annotated as such on the shipping documents.

8. AWARD

Award shall be made to the most responsible and responsive Bidder meeting specifications, price and other factors considered. The HCSO reserves the right to award by line item or by overall total, whichever is deemed in the best interest of the HCSO.

In the event two (2) or more Bidders have submitted the lowest and best bids, preference may be given in the award in the following order. First, to the Bidder who has their principal place of business in Hillsborough County; second, to the Bidder who has a place of business in Hillsborough County; and, third, if the Bidders involved in the "tie bid" situation are all located inside/outside Hillsborough County, the toss of a coin will be used to break the tie.

Award or No Award notifications will be sent to all Bidders. Bid results will be available on the HCSO website <http://www.hcso.tampa.fl.us>, on the Purchasing Page. If you do not have internet access, and would like a copy of the bid results, contact the Purchasing Section at (813) 247-8068.

9. BID OPENING

Bidders are welcome to attend the bid opening where Bidder names will be read and unit prices read if requested. Award however will be dependent upon the determination that Bidders are both responsive and responsible and any other evaluation criteria stated in the bid document. Tabulation of the bid prices and Bidder rankings, if applicable, will be published at the time of award. All Bidders responding with a bid will receive a copy of the Bid tabulation.

10. CONTRACT PERIOD

The Contract shall be effective for one (1) year from the date of award. By written mutual consent between the HCSO and the Vendor, the Contract may be extended on an annual basis for up to three (3) additional years.

11. ESCALATION/DE-ESCALATION

The HCSO will allow an escalation/de-escalation provision in this Bid. The escalation/de-escalation will be allowed provided the Vendor(s) notify the HCSO, Financial Services Division of the pending increase or decrease a minimum of 30 calendar days prior to the end of each one (1) year period for which the Bid was awarded. Said notification shall consist of manufacturer's proof of increase and shall include each individual item, the amount of increase/decrease and the applicable Bid Item Number. Failure to comply with these instructions shall be grounds for disallowance of the escalation/de-escalation clause as stated herein.

12. ADDITION/DELETION

The HCSO reserves the right to add or delete services from this Bid or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the Bid will be considered amendments. Any additions or deletions to the Contract will constitute a change order and must be executed in writing and approved by the Chief Financial Officer (CFO). The change order will consist of a memo to the CFO describing the justification for the change accompanied by the Vendor's written, fixed price quote for each change to be added. If approved by the CFO, the service description and price change will be added to the Contract and recorded on the original bid tabulation/price sheet.

13. CANCELATION

When deemed to be in the best interest of the HCSO, any contract(s) resulting from this Bid may be canceled by the following means:

- a. 10 calendar days written notice with cause, or;
- b. 30 calendar days written notice without cause.

If it becomes necessary to terminate the Contract without cause, all services and/or materials provided through the date of receipt of written notice of cancellation may be invoiced to the HCSO and will be considered for payment providing documentation of said expenses are forwarded with the request for payment.

14. DEFAULT

The Contract may be canceled or annulled by the HCSO CFO in whole or in part by written notice of default to the Vendor upon non-performance or violation of contract terms. An award may be made to the next best responsive and responsible Bidder based on evaluation, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Vendor to deliver services within the time stipulated in this Bid, unless extended in writing by the Financial Services Division, shall constitute contract default. Vendors who default on contracts may be removed from the HCSO Vendor List and determined ineligible for future contracts at the discretion of the CFO.

15. NEXT BEST BIDDER

In the event of a default by the Vendor, the HCSO reserves the right to utilize the next best responsive and responsible Bidder. In the event of this occurrence, the new Vendor shall be required to provide the Bid services at the prices as contained in their Bid Response (Part D), for the remainder of the award period.

16. EMERGENCY

If and when an emergency requirement should occur, the HCSO reserves the right to deviate from this Contract and procure the service(s) from the most available source.

17. CERTIFICATES OF INSURANCE

The Vendor shall not commence any Work in connection with this Contract until all of the following types of insurance have been obtained and such insurance has been approved by the HCSO, nor shall the Vendor allow any subcontractor (if applicable) to commence any Work until all required insurance of the subcontractor has been obtained and approved.

All insurance policies shall be with insurers qualified to do business in Florida. The HCSO shall be

notified within thirty (30) calendar days of cancellation, non-renewal, or change in the insurance coverage. The Vendor understands and agrees that the stipulated limits of coverage listed herein shall not be construed as a limitation of any potential liability to the HCSO, or to others, and the HCSO's failure to request, receive, or retain, evidence of this insurance coverage shall not be construed as a waiver of the Vendor's obligation to provide and maintain the insurance coverage specified.

The Vendor understands and agrees that the HCSO does not waive its immunity and nothing herein shall be interpreted as a waiver of the HCSO's rights, including the limitation of waiver of immunity, as set forth in §768.28, Fla. Stat. or any other statutes, and the HCSO expressly reserves these rights to the fullest extent allowed by law.

- a. Worker's Compensation and Employer's Liability Insurance: The Vendor shall provide and maintain during the life of this Contract, Worker's Compensation Insurance and Employer's Liability Insurance for all employees engaged in work under this Contract in accordance with the laws of the State of Florida. The amount of Employer's Liability insurance shall not be less than the amount specified.
 - Worker's Compensation: Florida Statutory Requirements
 - Employer's Liability: \$1,000,000 bodily injury by accident and each accident, bodily injury by disease policy limit, and bodily injury by disease each employee
- b. Commercial General Liability Insurance: The Vendor shall provide and maintain during the life of this Contract, Commercial General Liability Insurance to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, contractual liability, and XCU exposures (if applicable). Completed operations liability coverage shall be maintained for a minimum of one (1) year following completion of Work. The amount of Commercial General Liability insurance shall not be less than the amount specified.
 - \$1,000,000 per occurrence and a \$2,000,000 general aggregate
- c. Automobile Liability Insurance: The Vendor shall provide and maintain during the life of this Contract, Automobile Liability Insurance, Garage Liability Insurance and Garage Keepers Liability Insurance to be maintained in accordance with the laws of the State of Florida, as to the ownership, maintenance and use of all owned, non-owned, leased or hired vehicles. The amount of each insurance type shall not be less than the amount specified.
 - Automobile Liability: \$1,000,000 combined single limit each occurrence bodily injury and property damage
 - Garage Liability: \$1,000,000 combined single limit each occurrence
 - Garage Keepers Liability: \$100,000 collision and comprehensive per occurrence

18. INVOICING AND PAYMENTS

The Vendor will invoice the HCSO for Work completed. All invoices must have a unique invoice number and show: vehicle identification number, vehicle mileage at pickup, HCSO vehicle number, Engine Model number, HCSO Purchase Order number, description of the Work performed, labor rate and hours billed, parts list price and percentage off. The Vendor's parts cost must be verifiable against the manufacturer's list price. For items priced at a percentage factor, the invoice must show the list price, the percentage factor and the final price. Shop supplies and vehicle pick up and return delivery are no cost items to the HCSO and shall not be included on any invoice. The Vendor shall invoice the HCSO separately for each individual vehicle. An aggregate invoice will not be accepted.

To track acceptance of repair Work and to insure expedited payment, a copy of the invoice shall be submitted with the return of the repaired vehicle and mailed to the HCSO for approval by the Fleet

Maintenance Section Manager or their designee.

Invoices shall be addressed to: Hillsborough County Sheriff's Office
Attention: Accounts Payable
P.O. Box 3371
Tampa, FL 33601

Or emailed to: accountspayable@hcsso.tampa.fl.us

ACH and Purchasing Card are preferred methods of payment, and available upon request and authorization. Please inquire at accountspayable@hcsso.tampa.fl.us or at 813-247-8276.

Payment shall be made in accordance with §215.422, Fla. Stat. which states the vendor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices. Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed 45 calendar days from date of receipt of a properly approved application/invoice.

19. EXCEPTIONS TO BID

All Bid Packages must clearly state with specific detail all deviations to the requirements imposed upon the Bid by the General Terms and Conditions (Part A), Special Provisions (Part B), and Technical Specifications (Part C). Such deviations should be stated upon the Bid Response (Part D), or appended thereto. Bidders are hereby advised that the HCSO will only consider Bid Responses that meet the specifications and other requirements imposed upon them by this Bid. In instances where an exception is stated upon the Bid Response (Part D), said Bid Response will be subject to rejection by the HCSO in recognition of the fact that said Bid Response does not meet the exact requirements imposed upon the Bidder by the General Terms and Conditions (Part A), Special Provisions (Part B), and Technical Specifications (Part C).

20. GOVERNMENTAL PURCHASING COUNCILS

All bids received shall be considered as bids to all members of the Hillsborough County and Tampa Bay Area Government Purchasing Councils. Said members may, at their discretion, utilize this Bid as required.

Children's Board of Hillsborough County
City of Plant City
City of Tampa
City of Tampa Housing Authority
City of Temple Terrace
Clerk of Circuit Court of Hillsborough County
Hillsborough Community College
Hillsborough County Aviation Authority
Hillsborough County Property Appraiser
Hillsborough County Purchasing
Hillsborough County School Board
Hillsborough County Supervisor of Elections
Hillsborough County Tax Collector
Hillsborough County Transit Authority
State Attorney's Office
Tampa Port Authority
Tampa Sports Authority

PART C - TECHNICAL SPECIFICATIONS

1. REPAIR AND REPLACEMENT REQUIREMENTS

The Vendor will be required to provide and install replacement engines and head gaskets as requested. Engine repairs as well as other types of mechanical repairs may also be requested. The Vendor must have the equipment and certified personnel required to expeditiously complete the work and shall give priority to Hillsborough County Sheriff's Office (HCSO) vehicles.

- a. A complete engine replacement shall be defined as Long Block Replacement and will include removing and replacing the engine to Original Equipment Manufacturer (OEM) specifications. The Long Block Replacement shall also include new oil, spark plugs and a new oil filter.
- b. Head Gasket Repairs shall be defined as removing heads, checking for cracks and replacing any worn valve guides or seals, valves, springs, rocker arms, push rods, bolts or hardware. This work will include head gasket repair and engine reassembly to OEM specifications. In the event a head gasket requires any other type of repair the Fleet Maintenance Manager or their designee would need to be contacted for approval prior to repair.
- c. An engine repair shall be defined as a repair that can be performed on a specific internal engine part such as a broken cam shaft, piston, timing chain, etc. Prior to performing any engine repair the Vendor shall provide a written estimate to the Fleet Maintenance Manager or their designee for approval.
- d. The Vendor shall test each engine repaired or replaced or head gasket repair to ensure proper functionality. An operational check (test drive) must also be completed to confirm optimal vehicle performance has been restored.

2. ADDITIONAL REPAIRS AND SERVICES

The Vendor may be requested to perform additional repair work. All additional repair work would require a written estimate with prior approval by the Fleet Maintenance Manager or their designee. Additional repairs and services may include but are not limited to the following:

- Air conditioning
- Transmission
- Engine fan
- Brakes, drums, rotors, pads
- Rear end rebuild
- Other mechanical repairs or services as needed

3. ESTIMATES

The Vendor shall provide a written, detailed estimate for each vehicle. Estimated "time for repair" used to calculate labor cost will be based upon the pre-determined Parts and Labor Guide chosen for use by the Vendor and named in the Vendor's Bid Package. A hard copy of said Guide will be provided to the Fleet Maintenance Manager for reference and shall be replaced with current publications as issued (internet access to the chosen reference guide may be considered if there is no cost to the HCSO and if referenced pages can be printed for attachment to Work Orders).

The Fleet Maintenance Manager reserves the right to review each estimate with the Vendor and negotiate until agreement is reached that the estimate is complete and reasonable. No service shall commence until the Fleet Maintenance Manager or their designee approves the estimate.

4. FLEET VEHICLE COMPOSITION

The HCSO vehicle fleet includes but is not limited to the following types of vehicles:

MAKE	MODEL	YEAR	ENGINE SIZE
Chevrolet	Impala	2011-2016	V6 - 3.5L & 3.8L
Chevrolet	Malibu	2006-Present	6 Cylinder - 3.5L & 3.6L
Chevrolet	Suburban	2006-2013	8 Cylinder – 5.3L
Chevrolet	Tahoe	2010-2015	8 Cylinder – 4.8L-5.3L
Dodge	2500 & 3500	2000-2002	8 Cylinder – 5.2L & 5.9L
Dodge	Caravan	2000-2014	6 Cylinder – 3.3L-3.8L, V6 – 4.0L
Dodge	Charger	2008-Present	V6 – 3.5L & 3.6L
Ford	Crown Victoria	2007-2011	V8 – 4.6L
Ford	E150, E250 & E350	2009-Present	V8 – 5.4L
Ford	Explorer	2016-Present	V6 – 3.5L-3.7L
Ford	F150	2008-Present	V6 – 4.2L, V8 - 4.6L-5.0L
Ford	F250 & F350	2008-Present	V10 – 6.8L
Ford	Focus	2009-Present	L4 – 2.0L
Ford	Fusion	2012-Present	4 Cylinder – 2.0L & 2.4L
Ford	Taurus	2007-Present	V6 – 3.0L & 3.5L
International	Navistar	2004-Present	Diesel DT466
International	Navistar	2004-Present	Diesel T4443

The vehicles and engine sizes listed above represent the majority of the HCSO fleet composition. The list above is furnished as a guide for preparing the Bid Response (Part D), and should not be construed as a representation of all vehicles to be serviced under this contract.

5. HIDDEN DAMAGES

When during the course of repairing a vehicle, hidden damages or repair needs are uncovered, the Vendor shall contact the Fleet Maintenance Manager to advise as to the nature and extent of the uncovered damage and provide a written estimate of the additional cost to repair. No additional Work shall commence until approved by the Fleet Maintenance Manager or their designee.

6. RESPONSE TIME AND TIME FOR COMPLETION

The HCSO shall issue a Work Order for each vehicle requiring service. The Work Order will be submitted to the Vendor via email or fax. The Vendor is to respond to a request for repair by picking up the vehicle as soon as possible, not to exceed one (1) business day. Business days are considered Monday through Friday. The vehicle is to be either driven or towed to the Vendor's repair facility where a written estimate will be prepared and emailed or faxed to the Fleet Maintenance Manager or their designee as soon as possible, not to exceed one (1) business day.

All repairs shall be completed and the vehicle returned to the HCSO Fleet Maintenance Section within five (5) business days or less following approval of the estimate. If a repair is expected to take longer than five (5) business days the Vendor must include a time of completion and justification for the time extension in the written estimate. The HCSO reserves the right to use an alternate repair service if the contracted Vendor cannot complete the Work within an acceptable time frame.

7. PRICING, RATES AND INVOICING

Repair rates are to be based on a flat hourly labor rate plus parts. Parts pricing will be based on a

percentage off of list. Time estimates for repair may be based on the agreed upon Parts and Labor Guide, but no published hourly labor rates are to be used other than those provided in response to this Bid. Labor rates are to include all overhead cost such as travel, estimate preparation, transportation of vehicle (drive or tow), shop supplies and all incidentals.

The actual time spent on repair multiplied by the Bid labor rate plus parts will be the basis of the final invoice. However, under no circumstance shall the actual invoice amount exceed the final approved estimate.

8. PARTS

All parts installed in HCSO vehicles shall either be new and shall meet or exceed OEM specifications or used and/or rebuilt to meet OEM specifications and in first class condition. Any replacement parts or repairs found to be otherwise will be returned at the Vendor's expense for immediate replacement. Replacement parts shall not in any way void the Manufacturer's warranty.

9. OUTSIDE REPAIRS

Any resulting award shall not be construed to encompass all repairs to the HCSO fleet. The HCSO reserves the right to have repairs performed by other providers, if necessary, to keep the maximum number of HCSO fleet vehicles in full operation.

10. VEHICLE SECURITY

All HCSO vehicles shall be kept secured while in the Vendor's possession. Unless being actively serviced, all vehicles shall be kept locked and all vehicle keys will be kept secured. To the extent provided by the law, the Vendor shall be accountable and liable for damage or loss to HCSO vehicles and to any and all personal property in the vehicle(s) and for all vehicle accessories and equipment.

The Vendor shall be responsible for returning the vehicle in the same condition as it was received, pertaining to interior and exterior conditions.

11. VEHICLE TRANSPORT

As a matter of public safety, the Vendor shall operate Sheriff's Office vehicles on public roadways solely for the purpose of transporting to and from the Vendor's shop and only during the hours of 0700 and 1800 Monday through Friday. The Vendor will be required to conceal the emergency response lights (light bars) while operating the vehicle and will refrain from use of any and all other equipment and accessories. Light bar cover(s) will be provided by the Fleet Maintenance Section.

12. WARRANTY

The Vendor shall provide all replacements and repairs with a warranty for a minimum two (2) year period, with unlimited mileage from the date the vehicle is returned to the HCSO. If a failure develops during the warranty period, the Vendor shall be responsible for vehicle transportation and engine repair or replacement at no cost to the HCSO.

13. SUBCONTRACTING

The Vendor shall not subcontract any portion of the repair without the prior approval of the HCSO.

PART D - BID RESPONSE

The undersigned understands that this Bid Package **must be signed in ink** and that the **unsigned** Bid Package will be considered incomplete and subject to rejection by the Hillsborough County Sheriff's Office (HCSO). **The undersigned must be an officer of the company or a designated agent empowered to bind the company in contract.**

SUBJECT TO DEVIATIONS STATED BELOW, THE UNDERSIGNED, BY THE SIGNATURE EVIDENCED, REPRESENTS THAT THE BIDDER ACCEPTS THE TERMS, CONDITIONS, PROVISIONS, MANDATES, AND OTHER CONDITIONS OF THE FOREGOING GENERAL TERMS AND CONDITIONS (PART A), THE SPECIAL PROVISIONS (PART B) AND THE TECHNICAL SPECIFICATIONS (PART C), SAID DOCUMENTS BEING THE STRICT BASIS UPON WHICH THE SAID BIDDER MAKES THIS BID.

* * * USE INK ONLY * * *

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS

BID PACKAGE TO BE CONSIDERED BY THE HCSO

EXCEPTIONS TO BID: ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS BID PACKAGE TO BE REJECTED BY THE HCSO. ALL BIDDERS SHOULD CAREFULLY READ PARAGRAPH 19 OF THE SPECIAL PROVISIONS (PART B).

1. EXCEPTIONS: The following represents every deviation (itemized by number) to the foregoing General Terms and Conditions (Part A), Special Provisions (Part B) and Technical Specifications (Part C) upon which this Bid Package is based, to wit:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2. PRICING

The undersigned has carefully examined the Bid Package and all conditions affecting the cost of the service or items required by the HCSO.

The undersigned certifies that any exceptions to the Bid specifications are noted on the attached exceptions form. All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award, may be cause for cancelation of award.

We hereby propose to furnish the below described service or commodity in accordance with the Bid Package, except as noted on attached Exceptions Form:

a. **Engine Replacement (Long Block)**

Line Item	Make	Model	Engine Size	Price
1	Chevrolet	Impala	V6 - 3.5L & 3.8L	\$
2	Chevrolet	Malibu	6 Cylinder - 3.5L & 3.6L	\$
3	Chevrolet	Suburban	8 Cylinder – 5.3L	\$
4	Chevrolet	Tahoe	8 Cylinder – 4.8L-5.3L	\$
5	Dodge	2500 & 3500	8 Cylinder – 5.2L & 5.9L	\$
6	Dodge	Caravan	6 Cylinder – 3.3L-3.8L, V6 – 4.0L	\$
7	Dodge	Charger	V6 – 3.5L & 3.6L	\$
8	Ford	Crown Victoria	V8 – 4.6L	\$
9	Ford	E150, E250 & E350	V8 – 5.4L	\$
10	Ford	Explorer	V6 – 3.5L-3.7L	\$
11	Ford	F150	V6 – 4.2L, V8 - 4.6L-5.0L	\$
12	Ford	F250 & F350	V10 – 6.8L	\$
13	Ford	Focus	L4 – 2.0L	\$
14	Ford	Fusion	4 Cylinder – 2.0L & 2.4L	\$
15	Ford	Taurus	V6 – 3.0L & 3.5L	\$
16	International	Navistar	Diesel DT466	\$
17	International	Navistar	Diesel T4443	\$

b. Engine Head Gasket Repair

Line Item	Make	Model	Engine Size	Price
1	Chevrolet	Impala	V6 - 3.5L & 3.8L	\$
2	Chevrolet	Malibu	6 Cylinder - 3.5L & 3.6L	\$
3	Chevrolet	Suburban	8 Cylinder – 5.3L	\$
4	Chevrolet	Tahoe	8 Cylinder – 4.8L-5.3L	\$
5	Dodge	2500 & 3500	8 Cylinder – 5.2L & 5.9L	\$
6	Dodge	Caravan	6 Cylinder – 3.3L-3.8L, V6 – 4.0L	\$
7	Dodge	Charger	V6 – 3.5L & 3.6L	\$
8	Ford	Crown Victoria	V8 – 4.6L	\$
9	Ford	E150, E250 & E350	V8 – 5.4L	\$
10	Ford	Explorer	V6 – 3.5L-3.7L	\$
11	Ford	F150	V6 – 4.2L, V8 - 4.6L-5.0L	\$
12	Ford	F250 & F350	V10 – 6.8L	\$
13	Ford	Focus	L4 – 2.0L	\$
14	Ford	Fusion	4 Cylinder – 2.0L & 2.4L	\$
15	Ford	Taurus	V6 – 3.0L & 3.5L	\$
16	International	Navistar	Diesel DT466	\$
17	International	Navistar	Diesel T4443	\$

c. Parts Pricing – Express as a percentage off of list price _____ % Off List Price

d. Labor Rate – Fixed hourly labor rate _____ \$ _____ Hour
(includes all overhead, shop supplies and vehicle transportation)

e. Name of Parts & Labor Guide to be used in preparing estimates:

3. WARRANTY INFORMATION

Provide warranty period if different than specified:

Warranty Location:

Contact Name & Title: _____

Direct Office #: _____ Cell #: _____ Fax #: _____

Email: _____

4. VENDOR ORDER INSTRUCTIONS

Describe the preferred method of contact to request service, (Please type or print).

Contact Name & Title: _____

Address: _____

City, State & Zip: _____

Direct Office #: _____ Cell #: _____ Fax #: _____

Email: _____

5. BID CONTACT INFORMATION

Provide the contact information for the individual submitting this bid response, (Please type or print).

Company Name: _____

Contact Name & Title: _____

Address: _____

City, State & Zip: _____

Direct Office #: _____ Cell #: _____ Fax #: _____

Email: _____

Describe the preferred method of contact for questions regarding this bid submission.

6. AFFIRMATION AND DECLARATION

At this present time, we understand all requirements and warrant that as a serious Bidder we will comply with all the stipulations included in the Bid Package. **The undersigned must be an officer of the company or a designated agent empowered to bind the company in contract.**

The below named Bidder affirms and declares:

- a) That Bidder is of lawful age and that no other person, firm or corporation has any interest in this Bid offered to be entered into;
- b) That this Bid is made without any understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud;
- c) That the Bidder is not in arrears to Hillsborough County or the HCSO upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the HCSO;
- d) That no officer, employee or person whose salary is payable in whole or in part from Hillsborough County Treasury, is, shall be or become interested, directly or indirectly, surety or otherwise in this Bid Response; in the performance of the contract; in the supplies, materials, equipment, and Work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees that this Bid shall remain open for 45 days following the opening of bids.

Respectfully submitted by,

Company Name: _____

Print Signer's Name Date

Signature of Company Officer Title

REFERENCE LIST

References should be customers to which you provide similar commodities or services. It is the Bidder's responsibility to verify that the entity listed as a Reference will in fact comply as a reference and that the information provided for each Reference listed below is accurate.

Note: The Hillsborough County Sheriff's Office may not be listed as a reference, (Please type or print).

1.	Company Name:	
	Contact Name & Title:	
	Direct Phone Number:	
	Email Address:	
	Commodity/Service Provided:	

2.	Company Name:	
	Contact Name & Title:	
	Direct Phone Number:	
	Email Address:	
	Commodity/Service Provided:	

3.	Company Name:	
	Contact Name & Title:	
	Direct Phone Number:	
	Email Address:	
	Commodity/Service Provided:	

Bid Package Checklist

The following checklist is included to assist the Bidder in submitting all required documents for a complete Bid Package. Additional documentation may be requested by the HCSO to ensure contract compliance. Please mark the box under the “YES” column to indicate that the document has been included in the Bid Package.

Description of Document	Page #	YES
Complete Vendor Name above Part A - General Terms and Conditions	4	<input type="checkbox"/>
Sign & complete acknowledgment of Part A - General Terms and Conditions	7	<input type="checkbox"/>
Current Insurance Certificate(s)	10-11	<input type="checkbox"/>
Complete Part D – Bid Response #1 (if not applicable indicate N/A)	16	<input type="checkbox"/>
Complete Part D – Bid Response #2	17-18	<input type="checkbox"/>
Sign & Complete Part D - Bid Response #3	18-19	<input type="checkbox"/>
Sign & Complete Part D - Bid Response #4 and #5	19	<input type="checkbox"/>
Sign & Complete Part D - Bid Response #6	20	<input type="checkbox"/>
Complete Reference List	21	<input type="checkbox"/>
Sign & complete Appendix I – Vendor Application	Attached	<input type="checkbox"/>
Sign & complete Addenda/Amendment Acknowledgement Form (if applicable)		<input type="checkbox"/>

STATEMENT OF NO BID

NOTE: If you do not intend to respond to this Invitation to Bid, please return this form immediately to:

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

FINANCIAL SERVICES DIVISION

Email to: purchasing@hcsso.tampa.fl.us

Or Fax 813-242-1826

We, the undersigned, have declined to respond on Bid No. 9-18 Automotive Engine Replacement and Repair for the following reasons:

_____ Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).

_____ Insufficient time to respond.

_____ We do not offer this product or an equivalent.

_____ Our Product schedule would not permit us to perform.

_____ Unable to meet specifications.

_____ Unable to meet Bond Requirements.

_____ Specifications unclear (explain below).

_____ Other (specify below)

We understand that if the "No Bid" letter is not executed and returned, our name may be deleted from the list of qualified Vendors for the Hillsborough County Sheriff's Office.

(PLEASE PRINT)

COMPANY NAME _____ DATE _____

COMPANY OFFICER _____ TITLE _____

TELEPHONE NUMBER _____

SIGNATURE _____

Below is an example of the information required on the OUTSIDE of your Bid Package.
You may use this as a label if you wish.

CHAD CHRONISTER, SHERIFF
2008 E. 8TH AVE
TAMPA FL 33605

ATTN: PURCHASING
813-247-8034

BID PACKAGE SUBMITTAL

From: _____

BID # 9-18

AUTOMOTIVE ENGINE REPLACEMENT AND REPAIR

OPENING DATE/TIME:

MARCH 1, 2018 @ 3:00 PM

APPENDIX-I

VENDOR PACKET

Vendor Application Form

Chad Chronister, Sheriff
Hillsborough County Sheriff's Office
2008 E. 8th Avenue, Tampa, Florida 33605
www.hcso.tampa.fl.us



Purchasing Section
Phone: 813-247-8034
purchasing@hcso.tampa.fl.us

To establish your business as a vendor to the Hillsborough County Sheriff's Office,
provide the following documentation along with this completed application:

- ☒ **Completed and Signed IRS Form W9 (W8 for Foreign Based Company).**
- ☒ **Business Tax Receipt from Hillsborough County or other municipality's business license.**
- ☒ **Certificates of Liability & Workers' Compensation Insurance for on-site service providers.**
- ☒ If your company is an LLC or LLP filing as a Corporation, **provide IRS Form 8832 or Form 2553** to prevent receipt of a 1099.
- ☒ Provide Federal, State or County certificates for Minority, Veteran, Women, or Small Business Ownership.

Send completed forms to purchasing@hcso.tampa.fl.us or fax to 813-242-1826.

Refer to the HCSO Purchasing page at www.hcso.tampa.fl.us for additional information.

Business Name (as shown on your invoice): _____

Owner's Name as per IRS records, if reporting under SS# _____

Federal Tax ID No. _____ OR Social Security No. _____

Check All Applicable: Corporate Entity ☐ Non Corporate (1099) ☐ Individual/Sole Proprietor (1099) ☐

LLC/LLP (1099) ☐ Minority Owned ☐ Small Business Owner ☐ Veteran Owned ☐ Women Owned ☐

Business Type (check one): Commodity ☐ Services ☐ Visa Accepted: Yes ☐ No ☐

Office Phone: _____ Fax: _____ Website: _____

Physical Address: _____

Mailing Address: _____

Remit Address (checks are to be mailed to): _____

Procurement Code Category (see PC List): # _____

Additional Information: _____

SALES CONTACT

Name: _____

Office Phone: _____

Cell Phone: _____

Email: _____

ACCOUNTING CONTACT

Name: _____

Phone: _____ Fax: _____

Email: _____

To receive electronic payments please complete the
"Direct Deposit Payment Authorization Form" available
on the HCSO Purchasing page at www.hcso.tampa.fl.us.

OFFICE USE ONLY: Number Assigned: _____ Date: _____ Completed by: _____

Search Type: V Other _____ RMT # _____ ACH: Y or N A/P: Y or N A/R: Y or N

Tax Status: C N P X 1099 Reporting: A1 A3 A6 A7 AC Other _____

HCSO Staff Requesting Vendor Set-Up: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification, check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number										
				-				-		
or										
Employer identification number										
				-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

SHERIFF'S OFFICE

CHAD CHRONISTER, SHERIFF

TAMPA, FL



Direct Deposit Payment Authorization Form

Please complete this form if you would like to receive payments through the Automatic Clearing House System (ACH) in lieu of a check. Upon deployment, payees will be notified via e-mail that a payment has been sent to their financial institution. **Please note that it may take up to two weeks from receipt of this form by the Hillsborough County Sheriff's Office for initial setup and pre-noting through the ACH System.**

Payee Information:

Payee Name (Entity Name or Name of Individual)

SSN or EIN

E-mail address

Phone Number

Financial Institution Information:

Bank Name: _____

Address: _____

Routing Transit Number (9 digits): _____

Account Number: _____

☐ **Checking Account - Attach a blank voided check here**

☐ **Savings Account - Attach a blank voided deposit slip here**

Payee Certification:

By signing this form, I authorize payments to be sent to the financial institution named above to be deposited to the designated account by the Hillsborough County Sheriff's Office for goods/services rendered, reimbursements, or other transactions and, if necessary, to initiate debit entries and adjustments for any credit entries (deposits) made in error. This authorization shall remain in full force and effect until withdrawn in writing with sufficient notice to allow adequate time to effect termination.

Name and Title

Signature

Date

Please return completed form and blank voided check to the following address or email:

Hillsborough County Sheriff's Office
ATTN: Accounts Payable - Paula Montalbano
2008 East 8th Avenue
Tampa, Florida 33605
accounts payable@hcsos.tampa.fl.us

FSD Use Only

Vendor #: _____ RMT #: _____ Date: _____

SHERIFF'S OFFICE

CHAD CHRONISTER, SHERIFF

TAMPA, FL



PROCUREMENT CATEGORY CODES

The following list is customized to best serve the Hillsborough County Sheriff's Office (HCSO) Purchasing Section in identifying registered vendors by category for the purpose of soliciting quotes or notifying of Bid/RFP opportunities. The list is a tool for purchasing staff only. Selecting a Procurement Category code (PC) on your Vendor Registration does not guarantee you will receive solicitations or notices and in no way obligates the HCSO.

The HCSO advertises Bid opportunities in the legal section of the local newspaper (Tampa Bay Times) and posts all Bid documents to the HCSO public website where they may be viewed and downloaded at no charge. Visit the Purchasing page on the HCSO Website at www.hcso.tampa.fl.us.

Select the PC code below that best fits the service or commodity your company provides. Use the PC code on your Vendor Registration Form. Selecting a broader category may increase the notifications you receive (ex. select 200 instead of 203).

You must provide a company email address and/or fax number on your Vendor Application to receive Bid/RFP Notices. It is not mandatory to select a PC code in order to do business with the HCSO.

PC Code	DESCRIPTION
100	INFORMATION TECHNOLOGY & ELECTRONICS
101	Computers & Electronic Equipment
102	Security Systems
103	Telephone/Internet
104	Computer Software
105	Robotics
200	OFFICE ADMINISTRATION
201	Office Equipment
202	Office Furniture
203	Office Supplies
204	Event Planning
205	Accounting Services
206	Legal Services
207	Risk Management
208	Temporary Staffing
209	Print Services and Supplies
210	Photo Equipment & Supplies
211	Travel

PC Code	DESCRIPTION
300	JAIL, DETENTION, PROBATION AND COURT SERVICES
301	Inmate Supply
302	Jail Supply & Equip
303	Jail Operations
304	Court Security
305	Probation Services
400	UNIFORMS AND WORK APPAREL
401	Law Enforcement
402	Civilian
403	Accessories
500	LAW ENFORCEMENT EQUIPMENT AND SUPPLY
501	Officer Equipment
502	Investigative, Forensic, Crime Scene & Evidence Supplies
503	Motors
504	Bike Patrol
505	Bomb Squad
506	Aviation
507	Marine
508	Dive Team
509	K-9
510	Training
511	Child Safety
600	MEDICAL, MENTAL HEALTH AND SOCIAL SERVICES
601	Social Services
602	Medical Svc & Supply
700	RADIO COMMUNICATION
701	Public Safety Radio
702	Tower & Antenna Systems
800	AUTOMOTIVE
801	Vehicle Sales
802	Auto Repair & Maintenance
900	FUEL AND FUEL RELATED EQUIPMENT
901	Fuel Equipment – Storage & Dispensing
902	Fuel Types
1000	FACILITIES MAINTENANCE, CONSTRUCTION AND RENOVATION, MRO
1001	Engineering
1002	General Contractors
1003	Builders Supply
1004	Trade Contractors & Service Providers
1005	Materials, Supply & Equipment
1006	Janitorial Supply & Service
1007	Elevator Inspection and Repair
1008	Power Plant/Boilers & Chillers/Industrial Generators
1009	Warehouse Equipment Supply & Safety
1010	Utilities
1011	Waste Services & Recycling

Procurement Category (PC)			
100	INFORMATION TECHNOLOGY & ELECTRONICS		
	101	Computers & Electronic Equipment	
		101-1	Computer Hardware – PC's Laptops, Servers, Peripherals
		101-2	Computer/Server Equipment Installation, Cabling & Connecting
		101-3	Audio Visual – Closed Circuit Cameras, Digital A/V Recording
		101-4	Breath Alcohol Analyzers
		101-5	Covert Surveillance Equipment
		101-6	GPS – Navigational
		101-7	Radar Detectors
		101-8	Digital Signage
		101-9	Electronic Equipment Testing, Calibration, Inspection
		x	Light Bars, Sirens – See Law Enforcement Equipment
		x	Virtual Programs – See Training
	102	Security Systems	
		102-1	Security Access and Keyless Entry Systems
		102-2	Fire Alarm Systems
		102-3	Security System Monitoring
	103	Telephone/Internet/Broadcast Equipment and Service	
		103-1	Telephone Equipment
		103-2	Telephone - Landline Service
		103-3	Cellular Phone and Wireless Services
		103-4	Cell phone Data Tracking, Surveillance and Downloading
	104	Computer Software	
		104-1	Application Software
		104-2	System Software
		104-3	Development Software
	105	Robotics	
		105	All Forms
200	OFFICE ADMINISTRATION		
	201	Office Equipment	
		201-1	Multi-Function Copiers
		201-2	Laser Printers
		201-3	Mail Room Equipment
		201-4	Microfilm Equipment
		201-5	Office Equipment Maintenance and Repair

	202	Office Furniture
	202	All Types
	203	Office Supplies & Copy Paper
	203-1	General Office Supply – Includes small equipment items such as calculators, tape recorders, staplers, label makers etc.
	203-2	Copy Paper
	203-3	Engraving - Name Tags, Desk Name Plates, Trophies, Placques, Awards
	203-4	Batteries
	203-5	Drinking Water, Dispensers, Bottled
	203-6	Delivery Services
	203-7	Document/Records Storage Service
	203-8	Document Shredding Service
	204	Event Planning & Community Outreach
	204-1	Event Rentals
	204-2	Catering
	204-3	Promotional Items
	204-4	Graphics and Signage
	x	Trophies, Placques, Awards (See Office Supplies/Engraving)
	205	Accounting & Banking Services
	205-1	Audit Services
	205-2	Banking Services
	205-3	P-Card Programs & Services
	206	Legal Services
	206-1	Attorneys
	206-2	Court Reporting, Transcription
	206-3	Surveillance & Background Checks
	206-4	Polygraphers
	206-5	Interpreters
	207	Risk Management
	207-1	Health Insurance Administration
	207-2	Liability Insurance
	207-3	Actuarial Services
	208	Temporary Personnel & Staffing
	208	All Types
	209	Print Services and Supplies
	209-1	Specialty Papers, Binding accessories etc.
	209-2	Forms
	209-3	Decals – Materials and supplies for printing vehicle decals.

	210	Photo Shop
	210-1	Photography Equipment - Digital Cameras & Accessories
	210-2	Photo Printing supplies
	210-3	Film Processing Supplies
	210-4	Film Processing Equipment and Equipment Maintenance
	211	Travel
	211-1	Lodging
	211-2	Air Fare
	211-3	Car Rental
300	JAIL, DETENTION, PROBATION AND COURT SERVICES	
	301	Inmate Supply
	301-1	Inmate Uniforms, Undergarments, Footwear, Disposables
	301-2	Personal Hygiene - Toothbrush, toothpaste, body soap, combs, razors, lice control, sanitary napkins
	301-3	Linens - Towels, washcloths, sheets, pillow cases, blankets
	301-4	Mattresses, mattress covers, pillows
	301-5	Canteen Items (Currently provided by Canteen Program Contractor)
	302	Jail Supply & Equipment
	302-1	Prisoner Identification Equipment & Supplies
	302-2	Breath Alcohol Test Equipment/Calibration
	302-3	Property Control - Property boards, shrink wrap, bags
	302-4	Behavior Control Equipment - Spit hoods, restraint chairs
	302-5	Commercial Laundry Equipment and Repair
	302-6	Laundry - Bulk Chemical
	303-6	Locks, lock sets, key blanks (See Electronics for keyless entry)
	x	Clinic Equipment (See Medical Services)
	x	Bulk Janitorial Chemical other than Laundry (See Facilities Maint-Janitorial)
	303	Jail Operation Services
	303-1	Inmate Phone Service
	303-2	Inmate Medical Services
	303-3	Education & Vocational Training
	303-4	Food Services
	303-5	Commercial Kitchen & Cafeteria Equipment & Repair
	303-6	Canteen Program Operations – Management of a Canteen Program
	x	(Mental Health, Addiction Treatment and Social Services See (Social Services)
	304	Courthouse and Jail Security and Equipment
	304-1	Equipment – Xray Scanner, Magnetometers
	304-2	Personnel - Security Guards

	305	Court and Probation Services	
		305-1	Inmate Extradition and Transportation
		305-2	GPS (Ankle bracelet) Monitoring
		305-3	Probation Program Management
400	UNIFORMS		
	401	Law Enforcement & Civilian	
		401-1	Law Enforcement -Dress Uniforms
		401-2	Tactical Wear/BDU's
	402	Civilian Work Apparel	
		402-1	Civilian Work Apparel – Polos, T-shirts, Oxford Shirts, Cargo & Work Pants,
	403	Accessories, Specialties & Customization	
		401-4	Uniform Accessories -Ties, Ascots, Hats, Caps, Gloves, Safety Vests
		401-5	Outerwear, Rainwear
		401-6	Custom Motor Breeches
		401-7	Bike shorts/pants
		401-8	Badges, Pins/Caps, Insignia
		401-9	Emblems, Embroidery
		401-10	Alterations
500	LAW ENFORCEMENT EQUIPMENT & SUPPLY		
	501	Officer Equipment	
		501-1	Duty Gear - Leather Basketweave & Hi-Gloss, Nylon Web
		501-2	Body Armor, Ballistic Vests, Riot Gear
		501-3	Personal Protective Equipment (PPE) – Hazmat Suits, Respirators
		501-4	Patrol Gear – Flashlights, Batons, OC Spray, PFD's, Throw Ropes, Handcuffs, Leg Irons
		501-5	Traffic Control – Flares, Fuses, Stop Sticks, Barricades, Cones
		501-6	Guns & Accessories
		501-7	Ammunition/Simunition, Explosives, Grenades
		501-8	Tasers/Less Lethal
		501-9	AED's, CPR Resuscitators and First Aid Supplies
		501-10	Scopes, Binoculars, Night Vision Instruments
		501-11	Communication Helmets
		501-12	MRE's
		501-13	Light Bars, Sirens
		x	Duty Gear (See Uniforms)
		x	Radar detectors, Digital Cameras – (See Electronics)

	502	Investigative, Forensic, Crime Scene & Evidence Supplies
	502-1	Fingerprinting Supplies
	502-2	Drug Test Kits, Specimen Collection kits
	502-3	Gloves – Latex, Nitrile, Vinyl
	502-4	Barrier Tape, Cones, Markers
	502-5	Crime Scene Scanners/Recorders
	502-6	Evidence Supplies – Storage bags, boxes, containers, labels
	502-7	Evidence Handling and Storage Equipment - Coolers, freezers, dry storage, dehydrators
	502-8	Forensic Analysis Equipment
	502-9	Forensic Supplies
	502-10	DNA Testing & Reporting
	502-11	Crime Scene & Bio-Hazard Remediation
	x	Digital Cameras/SD Cards (See Electronics)
	503	Motors (Motorcycle)
	503-1	Motorcycle Helmets and Accessories
	503-2	Motorcycle Boots
	x	(See Automotive for motorcycle sales and repair)
	x	Custom Motor Breeches (See Uniforms)
	504	Bike Patrol
		Bicycle & Biking Accessories including helmets
	x	(Bike clothing – See Uniforms)
	505	Bomb Squad
	505-1	Bomb Detection & Neutralization Equipment
	505-2	Bomb Suits
	505-3	Training Supplies
	506	Aviation
	506-1	Avionics Equipment
	506-2	Avionics Repair & Maintenance
	506-3	Cleanroom (Maintenance Bay) Supplies (Dust free, static free)
	506-4	Helicopter Maintenance & Repair
	506-5	Airplane Maintenance & Repair
	506-6	Flight Suits & Communication Helmets
	506-7	Hangar & Aircraft Storage Related Equipment
	506-8	FAA Flight Testing & Certification
	x	Aviation Fuel (See Fuel Types)

	507	Marine Unit	
		507-1	Marine Craft - Sales
		507-2	Marine Craft Hull – Repair & Maintenance
		507-3	Marine Engine Outboard – Sales Repair, Maintenance
		507-4	Marine Craft Accessories
		507-5	Boat and Dock Equipment & Supplies
		507-6	Docks & Pilings – Construction, repair, maintenance
		x	Marine Fuel (See Fuel Types)
	508	Dive Team	
		508-1	Gear and Equipment – Dive Suits, SCUBA gear
		508-2	Underwater Ops Equipment
	509	K-9	
		509-1	Police Dogs
		509-2	K-9 Gear and Training Equipment
		509-3	Vehicle Kennels
		509-4	Dog Food
		509-5	Veterinary Care
	510	Law Enforcement Training	
		510-1	Law Enforcement Training – Instructors – Classroom
		510-2	On-Line Training – All
		510-3	Simulators, Virtual Training or Experience
		510-4	Fitness Equipment and Equipment Maintenance
		510-5	Firearms Training Equipment - Range Equipment...Targets
	511	Child Safety Equipment (Child Protection Investigation)	
		511-1	Car Seats
		511-2	Playpens
		511-3	Bunk Beds
		511-4	Air Mattresses
600	MEDICAL, MENTAL HEALTH & SOCIAL SERVICES		
	601	Social and Mental Health Services	
		601-1	Psychological/Psychiatric Testing and Evaluation
		601-2	Mental Health Counseling
		601-3	Addiction Rehabilitation Programs
		601-4	Residential Facilities – Halfway Houses
		601-5	Social Services – Families and Children at Risk
		x	(Background Checks, Polygraphs, Language Interpreters...see Legal)

	602	Medical Services, Supplies, Equipment and Pharmaceuticals	
		602-1	Physician Services
		602-2	Lab Services
		602-3	Pharmaceuticals
		602-4	Medical Supplies & Clinic Equipment
		602-5	Medical Diagnostic Equipment – Sales, Repair, Certification, Calibration etc.
700	RADIO COMMUNICATION		
	701	Public Safety Radio Systems	
		701-1	Public Safety Radio Systems 700/800 MHz (P25) Equipment & Supplies
		701-2	Two-Way Radio (P25) Equipment, Service, Repair and Calibration
		701-3	Radio Testing Equipment Calibration
	702	Tower and Antenna Systems	
		702-1	Towers and Antenna Site Management – Climbing, Rigging, Inspection, Repair, Certification.
800	AUTOMOTIVE		
	801	Vehicle Purchases	
		801-1	Dealers – Car, Vans & Trucks (Vehicle Purchases are made in accordance with Florida Sheriff's Association (FSA) contract only. Dealers interested in doing repair work should select Automotive Repair.
		801-2	Specialty Vehicles – Customized - Mobile Command Center, Transport Buses, Bomb Truck
		801-3	Motorcycle – Sales
		801-4	Off Road - ATV, Utility, Golf Carts
		801-5	Trailers – Sales and Repair
		801-6	Used Vehicles
		801-7	Vehicle & Equipment Auction Services – Sale of Vehicles
	802	Automotive Repair	
		802-1	Automotive – Engine Repair Parts
		802-2	Tires
		802-3	Batteries
		802-4	Fluids & Lubricants - Bulk Oil & Transmission Fluid, Grease
		802-5	Repair - Engine
		802-6	Repair - Transmission
		802-7	Repair – Paint & Body
		802-8	Motorcycles - Repair, Service & Parts
		802-9	Towing (Tow companies must be licensed by the County and apply to contract with the HCSO for a spot on a Rotational Call List limited by area.
		802-10	Shop Supplies

		802-11	Window Tint
		802-12	Alarm Systems – Theft, K-9 Safety
900	FUEL AND FUEL RELATED EQUIPMENT		
	901	Fuel Related Equipment – Storage, Dispensing	
		901-1	Tanks – Above and below ground. Install, Inspect, Repair
		901-2	Fuel pumps – Equipment, Service and Repair
		901-3	Fuel Managment Systems – Electronic Distribution, Control and Tank Monitoring Systems
	902	Fuel Types	
		902-1	Gas – Tanker
		902-2	Off Road Diesel – Tanker
		902-3	Aviation – Tanker
		902-4	Propane Gas
		902-5	Natural Gas Transportation
1000	FACILITIES MAINTENANCE, REPAIR & OPERATION		
	1001	Engineering	
		1001-1	Architectural
		1001-2	Civil
		1001-3	Mechanical
		1001-4	Electrical
		1001-5	Surveyors
		1001-6	Blueprint Reproduction
	1002	General Contractors	
		1002	General Contractor – Licensed in the State of Florida
	1003	Builders Supply	
		1003	Commercial Builders Supply
	1004	Trade Contractors and Service Providers– Replace & Repair	
		1004-1	Roofing
		1004-2	Heating, Ventilation, Air Conditioning (HVAC)
		1004-3	Electrical (not electronic)
		1004-4	Plumbing
		1004-5	Carpentry
		1004-6	Masonry
		1004-7	Painting
		1004-8	Flooring Installation – Carpet, Ceramic tile, VCT, vinyl
		1004-9	Industrial Flooring & Installation – Composites & Epoxys such as
		1004-10	Asphalt, Concrete & Paving
		1004-11	Parking Lot Striping

	1004-12	Earth Moving, Dirt Hauling, Grading
	1004-13	Pre-Fabricated Structures, Modular Units
	1004-14	Grounds Maintenance & Landscape Services
	1004-15	Tree Trimming & Removal
	1004-16	Pressure Washing
	1004-17	Pest Control Services
	1004-18	Water Treatment Service and Supply
	1004-19	Signs – Fabrication and Installation, Interior/Exterior, Metal, Acrylic
	1004-20	Metal Works and Fabrication
	1004-21	Roll Up Overhead Doors, Replace and Repair
	1004-22	Doors and Windows – New, Repair, Replace, Hardware etc.
	1004-23	Glass Cutting
	1005	Materials, Supply and Equipment
	1005-1	Complete MRO Supply
	1005-2	HVAC – Supply
	1005-3	Electrical Supply
	1005-4	Plumbing, Pipe and Pump Supply
	1005-5	Paint/Coatings and Paint Supplies
	1005-6	Room Divider Panels
	1005-7	Window Treatments, Blinds
	1005-8	Floor Coverings – Tile, Carpet, Laminate, VCT
	1005-9	Lumber
	1005-10	Concrete – Pumping
	1005-11	Masonry materials and supplies, Mortar, cement, concrete mix
	1005-12	Asphalt
	1005-13	Grounds Maintenance Equipment (Mowers, Tractors) Parts & Repair
	1005-14	Landscape Supply – Plants, mulch, stone, gravel
	1005-15	Rental Equipment – Lifts, cranes, backhoes etc.
	1005-16	Rental – Temporary Storage, Job Site Offices
	1005-17	Rental - Sanitary Facilities
	1005-18	Fencing
	1005-19	Flags, Flagpoles, Flag holders
	1005-20	Lighting – Fixtures and Supply
	1005-21	Hardware – Nuts, bolts, nails, brackets, hooks etc.
	1005-22	Welding Equipment and Supply (including gases)
	1005-23	Hand and Power Tools
	1005-24	Safety Equipment – Crew, Job Site and Personal

		1005-25	Indoor/Outdoor Building Accessories & Equipment - Outdoor furniture, door mats, trash cans, ash trays
		1005-26	Fire Protection Equipment and Supplies
		1005-27	Lockers, Storage Cabinets
	1006	Janitorial Supply and Service	
		1006-1	Janitorial Chemical – Industrial Bulk
		1006-2	Janitorial Supply & Equipment
		1006-3	Industrial Janitorial Equipment – Vacuums, Floor Buffers
		1006-4	Commercial Paper Goods – Toilet paper, paper towels,
		1006-5	Janitorial Services – Office Cleaning, Window Cleaning, Carpet Cleaning
	1007	Elevators	
		1007	Inspection, Maintenance & Repair
	1008	Power Plant/Boilers & Chillers/ Industrial Generators	
		1008-1	Power Generators
		1008-2	Generator Installation, Maintenance and Repair
		1008-3	Boiler Equipment
		1008-4	Boiler Installation, Maintenance & Repair
	1009	Warehouse Equipment, Supply & Safety	
		1009-1	Fork Lifts & Pallet Jacks – Sales and Repair
		1009-2	Racks, Bins, Storage Systems, Cabinets, Carts
		1009-3	Supplies - Shrink wrap, labels, tags
		1009-4	Bar Coding Equipment and Supplies
		1009-5	Safety Equipment - back braces, eye wash stations
		1009-6	Liquidation Services – Auction, Sale, destruction. Disposition of obsolete or surplus items.
	1010	Utilities	
		1010-1	Electric
		1010-2	Cable/Internet Service
		1010-3	Gas – Natural
		1010-4	Natural Gas Transportation
	1011	Waste Services and Recycling	
		1011-1	Dumpsters, Compactors – Roll Offs – Construction
		1011-2	Recycling – Used Lamps, Electronics
		1011-3	Sharps & Biohazardous Waste Containment & Disposal
		1011-4	Hazardous Waste – Cleanup, Transportation & Disposal (e.g.Meth Lab)
		1011-5	Scrap Metal Sales