

**HILLSBOROUGH COUNTY  
SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

REQUEST FOR PROPOSALS NO. 2021-004  
DIESEL GENERATOR TANK REPLACEMENT

March 15, 2021

# **HILLSBOROUGH COUNTY SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

Hillsborough County Sheriff's Office  
Sheriff's Operations Center  
Financial Services Division - Purchasing Section  
2008 East 8th Avenue  
Tampa, FL 33605

Robert Flamand, Buyer  
☎ (813) 247-8068 ✉ [RFlamand@TeamHCSO.com](mailto:RFlamand@TeamHCSO.com)

## **INSTRUCTIONS TO PROPOSERS**

Included herein are GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), SPECIFICATIONS (PART C) and PROPOSAL RESPONSE (PART D), which together with all attachments, constitute the entire "RFP Package". Said RFP 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 specified herein. The Proposer must manually sign the GENERAL TERMS AND CONDITIONS (PART A) and PROPOSAL RESPONSE (PART D). Any questions concerning this Request for Proposal (RFP) should be directed to the Buyer whose name appears above.

When awarded, the RFP becomes the "**Contract Document**". The Proposer's signature on the PROPOSAL RESPONSE (PART D), constitutes Proposer's agreement to the terms therein. The signature on the Proposal 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 RFP CAREFULLY BEFORE SIGNING.**

## **NOTICE TO PROPOSERS**

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

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<b>PROPOSED SCHEDULE OF EVENTS</b>	<b>DATE</b>
RFP Advertised / Posted to HCSO and OSD Websites	March 15, 2021
<b>MANDATORY PRE-PROPOSAL CONFERENCE</b>	March 26, 2021
Deadline for Submission of Questions and Answers	March 31, 2021
DEADLINE TO SUBMIT PROPOSAL	April 9, 2021
Award Notification Target Date	April 16, 2021

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE**  
**2008 East 8th Avenue**  
**Tampa, Florida 33605**

**SUBJECT:** Request for Proposal Number 2021-004

**PROPOSAL TITLE:** Diesel Generator Tank Replacement

Proposal Overview: The purpose of this Request for Proposal (RFP) is to describe the requirements of Chad Chronister, the Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida ("Sheriff") for the replacement of the existing underground diesel storage tank with two new aboveground storage tanks. Any reference to the "Work" throughout this Proposal packet is defined to be inclusive of the Scope of Work and any related performance detailed herein.

**MANDATORY PRE-PROPOSAL SITE VISITS AND FACILITY TOURS.**

Pre-Proposal Site Visit/Facility Tour: A mandatory pre-proposal site visit/facility tour will be held on March 26, 2021. On March 26, 2021 please meet at the Orient Road Jail at ☉ 10:00 A.M. (EST). All attendees must adhere to HCSO policies and procedures while on site.

**MASKS ARE REQUIRED TO BE WORN DURING THE PRE-PROPOSAL SITE VISITS AND FACILITY TOURS.**

Pre-Proposal Site Visit #: 📅 March 26, 2021, ☉ 10:00 A.M. (EST)

PLACE: Orient Road Jail (ORJ)  
1201 Orient Road  
Tampa, Florida 33619

**PROPOSAL OPENING DATE & TIME:** 📅 April 9, 2021 ☉ 3:00 P.M. (EST)

**PLACE:** Hillsborough County Sheriff's Office  
Sheriff's Operations Center  
Financial Services Division - Purchasing Section  
2008 East 8th Avenue  
Tampa, FL 33605

Proposals will be received until the time and date shown and will be read aloud immediately thereafter at the "Place" indicated. A video recording of the proposal opening will then be posted to the Hillsborough County Sheriff's Office ("HCSO") website <https://TeamHCSO.com/Purchasing>.

## PART A - GENERAL TERMS AND CONDITIONS

1. **PROPOSALS:** Must be contained in a SEALED envelope addressed to: Hillsborough County Sheriff's Office, Sheriff's Operations Center, Financial Services Division – Purchasing Section, 2008 East 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the proposal must be marked as a PROPOSAL DOCUMENT (including the RFP number, date, and time of proposal opening) on the outside of the envelope.

If our specifications, when included, are not returned with your proposal, and no specific reference is made to them in your PROPOSAL RESPONSE (PART D), it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, company's or manufacturer's specifications which accompany the PROPOSAL 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 PROPOSAL RESPONSE (PART D).

2. **PROPOSAL DELIVERY:** The responsibility for getting your proposal to the HCSO on or before the stated time and date will be solely and strictly the responsibility of the Proposer. 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 Proposer shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Proposals will not be accepted after the time specified for receipt.
3. **ON-LINE DOCUMENTS:** The HCSO publishes procurement-related documents on its website at <https://TeamHCSO.com/Purchasing> for the convenience of companies 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 proposal.
4. **TIME FOR CONSIDERATION:** Proposer warrants, by virtue of proposing, the prices quoted in their response will be good for an evaluation period of 60 calendar days from the date of proposal opening unless otherwise stated. Proposers will not be allowed to withdraw or modify their proposals after the opening time and date.
5. **PRICES:** All proposals submitted must show the net proposal price after any and all discounts allowable have been deducted. **Prices quoted are to be F.O.B. Destination.** All prices shall include freight (to include manufacturer to distributor), packaging, and any other similar fees. The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the successful Proposer.

**The Proposer's attention is directed to the laws of the State of Florida including, but not limited to, Chapter 212, Florida Statutes, which applies to all transactions resulting from this RFP, and that all applicable taxes and fees shall be deemed to have been included in the PROPOSAL RESPONSE (Part D) as part of the materials cost, when applicable.**

6. **PROPOSAL ERRORS:** When errors are found in the extension of proposal prices, the unit price will govern. Proposals having erasures or corrections must be initialed in ink by the Proposer.

7. CONDITION OF MATERIALS AND PACKAGING: Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this RFP shall be NEW and in FIRST CLASS CONDITION or FIRST QUALITY, 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 Awarded proposer 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 RFP are to be made during the normal working hours of the HCSO. It is the Proposer's responsibility to obtain this information.
10. INFORMATION AND DESCRIPTIVE LITERATURE: Proposers must furnish all information requested in the RFP. If specified, each Proposer 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. Proposals which do not comply with these requirements will be subject to rejection.
11. PROPOSAL SUBMITTAL COSTS: Submittal of a proposal is solely at the cost of the Proposer and the HCSO in no way is liable or obligates itself for any cost incurred by the Proposer in preparing the Proposal Package.
12. NO RESPONSE: If you do not wish to submit a response to the RFP, please return the STATEMENT OF NO RESPONSE found on page 29. The "No Response" information is helpful to the process and assures the HCSO you wish to remain on the HCSO Vendor List.
13. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA): The Proposer certifies that all material/items contained in their response meets all OSHA requirements.
14. LAWS, STATUTES, AND ORDINANCES: The terms and conditions of the RFP and the resulting Agreement shall be construed in accordance with the laws and statutes of the state of Florida and ordinances and other regulations of Hillsborough County. Where such statutes and regulations are referenced, they shall be interpreted to apply to this RFP and to the resulting Agreement. While the Sheriff is not bound by Chapter 287, *Florida Statutes*, in the spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.

The Proposer's attention is directed to the fact that all applicable Federal, State and local laws, ordinances, codes, rules and regulations shall apply to the contract throughout and they will be deemed to be included in the contract the same as though herein written. Florida law will govern all questions concerning implementation and execution of this contract and shall also be controlling in any cause of action brought pursuant to this contract.

The Awarded Vendor agrees that it shall observe and obey all the laws, ordinances, regulations and rules of the Federal, State, County and City which may be applicable to its services.

15. **FAMILIARITY WITH LAW:** The Proposer is required to be familiar with all Federal, State and local laws, ordinances, rules, codes and regulations that in any manner affect the Work. Ignorance on the part of the Proposer will in no way relieve him from responsibility.
16. **APPROPRIATION OF FUNDS:** The HCSO, as an entity of local 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 RFP 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.
17. **PROTESTS:** Any prospective Proposer who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all proposals must submit a notice of protest in writing within 72 hours (excluding HCSO holidays, Saturdays and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.
  - A. The HCSO will have five (5) business days upon receipt of the notice to review and consider the protest as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Proposer 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).
  - B. The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Proposer in writing. This decision, and the basis upon which it was made, will be communicated to the Proposer 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 HCSO holidays, Saturdays and Sundays) requesting a management review of the decision. Final decision of an appeal will be made by the Sheriff.

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18. **INDEMNIFICATION:** The Awarded Proposer will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of its work, provided that any such liability, claim, damage, loss, or expense is (a) attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from and (b) is cause in whole, or in part, by the act or omission of the Awarded Proposer, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, whether or not it is caused in whole, or in part, by a party indemnified hereunder.

In any and all claims against the HCSO or any of its agents or employees by any employee of the Proposer, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Proposer or any Subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts.

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 the 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 proposal in response to this RFP, you are certifying that §§287.132-.133, *Fla. Stats.*, does not restrict your submission.

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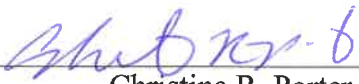


20. **PUBLIC RECORDS:** Any material submitted in response to this RFP will become a public document pursuant to §119.07, *Fla. Stat.* This includes material which the respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, *Fla. Stat.* The Proposer 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.

The HCSO requires that, at the conclusion of the selection process, the contents of all proposals be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to the RFP will be handled in accordance with applicable *Florida Statutes*.

**If the Proposer has questions regarding the application of Chapter 119, Florida Statutes, to the Proposer's duty to provide public records relating to this Contract, contact the custodian of public records at: Hillsborough County Sheriff's Office, Sheriff's Operations Center, ATTN: Records Section, 1900 East 9<sup>th</sup> Avenue, Tampa, Florida 33605, ☎ (813) 247-8210 or at ✉ [HCSORecords@HCSO.Tampa.FL.US](mailto:HCSORecords@HCSO.Tampa.FL.US).**

Chad Chronister,  
 Sheriff of Hillsborough County,  
 A Constitutional Officer of the State of Florida

By:   
 Christina R. Porter, CPA  
 Chief Financial Officer

**SIGNATURE OF ACKNOWLEDGMENT**

The General Terms and Conditions outlined above are acknowledged. Our Proposal is attached.

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Company Name

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Company Officer Name (Printed) Title

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Company Officer Signature Date

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR PROPOSAL. EACH COMPANY'S PROPOSAL, AND ANY CLARIFICATIONS TO THAT PROPOSAL, 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 PROPOSAL RESPONSE, EXCEPTIONS (PART D, PARAGRAPH 1).

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## **PART B - SPECIAL PROVISIONS**

1. **COMMUNICATION BETWEEN PARTIES:** All questions in regard to this RFP are to be directed, in writing, to the Buyer that is listed on page 2 titled “Instructions to Proposer”. No communication is allowed, either directly or indirectly, with any other HCSO employee in regard to this Proposal prior to the notice of award.

In the interest of public access, all documents relating to this RFP will be posted to the HCSO website at <https://TeamHCSO.com/Purchasing>. This will include Question & Answer (Q&A), 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.

2. **THE VENDOR PACKET:** The completed APPENDIX I must be returned with your Proposal Response along with copies of Hillsborough County Business Tax Receipt, other local government, or state business license(s).
3. **PROPOSER QUALIFICATIONS:**
  - A. Proposals shall be considered only from those who can clearly demonstrate to the HCSO a professional ability to perform the type of work specified within the Proposal. Proposers must be able to demonstrate adequate organization, financial backing, equipment and personnel to ensure continuous provision of quality service to the HCSO. In the determination of the evidence of responsibility and ability to perform the contract by the Proposer, the HCSO reserves the right to investigate the financial condition, experience record, personnel, equipment, facilities and organization of the Proposer. The HCSO shall determine whether the evidence of responsibility and ability to perform is satisfactory, and will make awards only when such evidence is deemed satisfactory. The Sheriff reserves the right to reject a Proposal when evidence indicates the inability to perform the work specified within the Proposal.
  - B. Proposers shall employ only qualified operators and workmen who are skilled in the performance of the type of Work in consideration. All employees of the Proposer which will Work in a HCSO Facility or on a Hillsborough County property may be required to have a background check by the HCSO prior to beginning Work. All employees must comply with HCSO’s policy and procedures which includes a prohibition against the use of any tobacco products on any HCSO property. The Vendor shall be required to provide a Work crew list giving all personnel names and changes as they occur. The HCSO will perform the background check at no cost to the Vendor.

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4. E-VERIFY REQUIREMENT: Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded Proposer, and any and all subcontractors, if permitted by agreement, to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. If the Awarded Proposer enters into a contract with a subcontractor, the subcontractor must provide the Awarded Proposer with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Proposer shall maintain a copy of such affidavit for the duration of the contract. If the Sheriff has a good faith belief that the Awarded Proposer has knowingly violated §448.09(1), *Fla. Stat.*, the contract will be terminated. If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded Proposer otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Proposer and order the Awarded Proposer to immediately terminate the contract with the subcontractor. Termination of any and all contracts and/or sub-contracts as provided above, does not constitute a breach of contract and may not be considered as such. If the Sheriff terminates a contract with an Awarded Proposer as provided above, the Awarded Proposer may not be awarded a contract for at least one (1) year after the date on which the contract was terminated. The Awarded Proposer is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.
5. SUBCONTRACTING: The successful Proposer may not sublet or subcontract any of the contractual obligations concerning this proposal matter except as provided for in the written contract between the HCSO and Awarded Proposer. This statement prohibits subcontracting overall management obligations pertaining to the Work and requires the Awarded Proposer to retain ultimate liability for all contractual obligations.
6. CERTIFICATE OF INSURANCE:
- A. Worker’s Compensation Insurance: The Vendor shall take out and maintain during the life of this Contract, Worker's Compensation Insurance as per statutory minimum requirements for all of their employees connected with the Work of this project and, in case any Work is sublet, the Vendor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Vendor. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any hazardous Work under this Contract at the site of the project is not protected under the Worker's Compensation statute, the Vendor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the HCSO for the protection of their employees not otherwise protected.
- i. Employer’s Liability:
- \$100,000 Limit each Accident
  - \$500,000 Limit each Aggregate
  - \$100,000 Limit Disease each employee

B. Contractors Public Liability and Property Damage Insurance: The Awarded Proposer shall take out and maintain during the life of this Contract, Comprehensive General Liability Insurance (including operations, completed operations, products, contractual, and owners and contractors protective liability) and Comprehensive Automobile Liability Insurance and shall protect itself from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by itself or by anyone directly or indirectly employed by him, and the amounts of such insurance shall be the minimum limits as follows:

- i.) Comprehensive General \$300,000 bodily injury and property damage combined single limit.
- ii.) Automobile \$300,000 bodily injury and property damage combined single limit.

C. Professional Liability Insurance: The Awarded Proposer shall take out at its own expense, during the life of this Contract, Professional Liability Insurance in the amounts of:

- i.) \$500,000 per occurrence; and
- ii.) \$1,000,000 aggregate.

D. Comprehensive Insurance Coverage: The Vendor shall take out and maintain during the life of this Contract, Comprehensive General Liability Insurance, and Comprehensive Automobile Liability Insurance, and shall protect them from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by themselves or by anyone directly or indirectly employed by them, and the amounts of such insurance shall be the minimum limits as follows:

- |       |  |   |
|-------|--|---|
|       | Commercial/Comprehensive General Liability |   |
| i.)   | Bodily Injury                              | \$300,000 per person per occurrence                               |
| ii.)  | Property Damage                            | \$300,000 per occurrence  |
| iii.) | Automobile Liability                       | \$300,000 combined single limit bodily injury and property damage |
| iv.)  | Garage Liability                           | \$1,000,000 combined single limit each occurrence                 |
| v.)   | Garage Keepers Liability                   | \$100,000 collision and comprehensive per vehicle                 |

The policies shall show Chad Chronister, Sheriff as additional named insured; include the severability of interest provision; provide that all liability coverage required under contract are primary to any liability insurance carried or any self-insured programs of the Sheriff.

The Awarded Proposer shall not commence any Work in connection with this Contract until he has obtained and provided copies of same to the HCSO, nor shall the Awarded Proposer allow any Subcontractors to commence Work on his subcontract until all similar insurance required of the Subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida. Sixty (60) calendar days' notice of cancellation, non-renewal, or change in the insurance coverage is a requirement.

7. MANUFACTURER'S NAME: Any manufacturers' names, trade names, brand names information, and/or catalog numbers when furnished are for the 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 Proposers. The HCSO will not allow substitutions to the brand name, model number or the configuration of the requested equipment or service unless authorized in writing. All items not specifically mentioned but which are standard factory items shall be included. Manufacturer's specification sheets shall be furnished upon request.
  
8. CONFLICT OF INTEREST: The Proposer agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, *Fla. Stat.*, regarding standards of conduct for public officers, employees of agencies, and local government attorneys.

No HCSO employee acting in an official capacity, as a purchasing agent, or public officer, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for HCSO from any business entity of which the officer, partner, director, or proprietor, or in which such officer or employee or the officer's or employee's spouse or child, or any combination thereof, has a material (>5%) interest. An officer or employee is also prohibited from having an employment or contractual relationship that creates a continuing or recurring conflict between their private interest and the performance of their HCSO public duties.

9. EVALUATION OF PROPOSALS: Initially all proposals submitted will be reviewed to determine if the Proposer is both responsive in terms of the completeness of the proposal package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Proposals determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation.

Proposals determined to have met the minimum requirements will then be evaluated based on the following weighted criteria. These criteria relate directly to information required in the PROPOSAL RESPONSE (PART D) and are presented in the same outline. It is therefore important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. The PROPOSAL RESPONSE (PART D) offers details of the criteria below.

A.	Price	45 points
B.	Company Overview	15 points
C.	Personnel/Technical Qualifications	20 points
D.	References	<u>20 points</u>
TOTAL		<u>100</u>

An evaluation committee consisting of a minimum of three (3) persons will be convened. Each committee member will independently read and score all eligible proposals. Any clarifications requested by a committee member will be presented to the Proposer through the Buyer. When all evaluations are complete, the Buyer will tabulate the results providing a scoring matrix indicating the group's collective ranking of each Proposer. The Buyer will present the composite evaluation results to the committee members, who may then submit their recommendation in accordance with the results of the scoring, or if deemed in the best interest of the HCSO, request a Best and Final Offer from the top ranked firms.

10. **BEST AND FINAL OFFER:** The HCSO reserves the right to solicit a Best and Final Offer (BAFO) from any or all Proposers as an additional step in the evaluation process. The Evaluation Committee may decide to invoke the BAFO process in response to situations such as: lack of a single response which meets all the specifications; costs/pricing submitted by each Proposer is considered to be too high; the scores of two or more responses are considered to be too close; each response is unclear or deficient in one or more areas; etc.

When the BAFO process is invoked, the Evaluation Committee determines which aspects of the RFP will be addressed in the BAFO. All BAFO solicitations will be made in writing and will include all response and submission requirements and the date and time by which the BAFO response must be returned to the Buyer. BAFO requirements may include enhanced responses to core components of the bid which may include oral presentation by the Proposer to the Evaluation Committee; requests for clarification of specific sections of proposal responses; or Proposers may be asked to rework their Proposal content and/or pricing. At no time during the BAFO process will cost/pricing or ranking information for any Proposal be disclosed and the integrity of the original scope of work outlined in the RFP will be maintained. Bidders who do not wish to submit a BAFO offer may submit a written response to the Buyer stating that their original response remains unchanged.

In conformance with PART B – SPECIAL PROVISIONS, Paragraph 1, all communication to and from Bidders regarding the BAFO solicitation is the responsibility of the Buyer. Accordingly, all responses to the BAFO must be returned to the Buyer.

After review of the BAFO responses, the Evaluation Committee may continue negotiations with the highest ranked Bidders until the such time as the Evaluation Committee members are satisfied that sufficient information has been received and that an Award can be made.

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11. **AWARD:** Award shall be made to the most Responsive Proposal and Responsible Proposer 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. Award may be made to more than one (1) Proposer to ensure that work is completed in a timely manner.
- A. Award will be dependent upon the determination that the Proposals are responsive, Proposers are responsible, evaluation criteria stated in the proposal document and any other evaluation criteria deemed relevant and beneficial. Proposals and Proposers determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation. Tabulation of the Proposal prices and Proposer rankings, if applicable, will be published at the time of Award. All Proposers responding with a Proposal will receive a copy of the Proposal tabulation.
  - B. Notification of Award will be sent to the Proposer receiving the Award. Proposal results will be published on the HCSO website: <https://TeamHCSO.com/Purchasing>.
  - C. In the event two (2) or more Proposers have submitted the lowest and best proposals, preference may be given in the award in the following order: first, to the Proposer who has their principal place of business in Hillsborough County; second, to the Proposer who has a place of business in Hillsborough County; and third, if the Proposers involved in the "tie proposal" situation are all located inside/outside Hillsborough County, the toss of a coin may be used to break the tie.
12. **PROPOSAL OPENING:** The Proposal Opening will *not* be open to the public. Proposals will be received until the time and date listed herein and will be read aloud immediately thereafter at the "Place" indicated. A video recording of the proposal opening will then be posted to the HCSO website <https://TeamHCSO.com/Purchasing>.
- A. Proposals must be received by the HCSO Purchasing Section no later than the time and date shown within this Proposal document. Proposers mailing their Proposal Packages should allow for normal mail time to ensure receipt by HCSO prior to the time and date fixed for the acceptance of the proposals. Proposals or unsolicited amendments to proposals, received by the HCSO after the acceptance date will not be considered.
  - B. The HCSO reserves the right to postpone the date for receipt and opening of proposals or other deadlines and will make a reasonable effort to give at least five (5) calendar days' notice of any such postponement to each prospective Proposer.
  - C. It is understood and agreed upon by the Proposer in submitting a Proposal Package that the HCSO has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number of Proposals received; competitive technical information; competitive price information; and the HCSO evaluation concerns about competing Proposals. Information released after award is subject to the disclosure requirements of the Chapter 119, *Fla. Stat.* Proposers are enjoined from discussing or disclosing the content of any Proposal with competing Proposers during the evaluation and negotiation process.



13. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all proposals, for cause, to waive irregularities, if any, and to accept the proposal (or proposals) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any Proposal options or resulting contract(s) when deemed to be in the best interest of the HCSO.
14. CONTRACT PERIOD: The Contract shall be effective from the date of award until September 30, 2021. All efforts shall be made to complete the project by September 30, 2021.
15. ESCALATION/DE-ESCALATION: The HCSO will allow an escalation/de-escalation provision in this RFP. The escalation/de-escalation will be allowed provided the Awarded Vendor(s) notify the HCSO's Financial Services Division of the pending increase or decrease a minimum of 60 calendar days prior to the end of each one (1) year period for which the proposal 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 Proposal Item Number. Failure to comply with these instructions shall be grounds for disallowance of the escalation/de-escalation clause as stated herein.
16. ADDITION/DELETION: The HCSO reserves the right to add or delete any items from this RFP or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the Proposal 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 item addition accompanied by the Awarded Vendor's written, fixed price quote for each item to be added. If approved by the CFO, the item will be added to the Contract and recorded on the original proposal tabulation/price sheet.
17. CANCELATION: When deemed to be in the best interest of the HCSO, any contract(s) resulting from this RFP 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 items 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. An award may be made to the next best responsive proposal and responsible Proposer based on evaluation, or articles specified may be purchased on the open market similar to those so terminated.

18. ASSIGNMENT: The Awarded Proposer will not assign, transfer, convey, or otherwise dispose of this contract or any part thereof, or of its right title or interest therein or its power to execute this contract or any amendment or modification hereto, to any other person, company or corporation, without prior written consent of the HCSO. Sale of a majority of corporate stocks, filing for bankruptcy or reorganization shall be considered an assignment.

19. **DEFAULT:** The Contract may be canceled or nullified by the HCSO's CFO in whole, or in part, by written notice of default to the Awarded Vendor(s) upon non-performance or violation of Contract terms. An award may be made to the next best responsive proposal and responsible Proposer based on evaluation, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Awarded Vendor to deliver materials, or items within the time stipulated in this Proposal, unless extended in writing by the Financial Services Division, shall constitute Contract default. Awarded 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.
20. **NEXT BEST PROPOSER:** In the event of a default by the Awarded Vendor, or cancellation by HCSO, the HCSO reserves the right to utilize the next best responsive proposal and responsible Proposer. In the event of this occurrence, the new Awarded Vendor shall be required to provide the Proposal items at the prices as contained in their PROPOSAL RESPONSE (PART D), for the remainder of the award period.
21. **DELIVERY:** If applicable, product(s) ordered shall be delivered in accordance with estimated time for delivery identified in PROPOSAL RESPONSE (PART D). Failure to do so shall be considered a breach of Contract or default and the HCSO may utilize its options as stated herein.

Any backordered product(s) shall be made available within 60 calendar days of the time of backorder (original date of receipt). If the backorder cannot be filled within the time frame of this requirement, the HCSO's Financial Services Division shall be notified, in writing, thus permitting the HCSO to obtain the required materials/items and/or exercise its options as stated herein.

22. **EMERGENCY:** If and when an emergency requirement should occur, the HCSO reserves the right to deviate from this Contract and procure the item(s) from the most available source.
23. **INVOICING AND PAYMENTS:** The Vendor shall invoice the HCSO for Work completed. All invoices must have a unique invoice number. As applicable, each invoice shall include, but not be limited to, site location of Work completed, description of Work completed, indicate all Work meets state and local codes, supplies, parts and equipment costs plus percentage markup (cost + percentage markup), labor hours listed by labor type labor rate, labor total (labor hours x labor rate). The Vendor's parts cost must be readily available to the HCSO for review.

Invoices shall be e-mailed to [AccountsPayable@HCSO.tampa.fl.us](mailto:AccountsPayable@HCSO.tampa.fl.us).

Automated Clearing House (ACH) and HCSO Purchasing Card are the accepted methods of payment; please inquire at ☎ (813) 247-8276 or ✉ [AccountsPayable@HCSO.tampa.fl.us](mailto:AccountsPayable@HCSO.tampa.fl.us).

Payment shall be made in accordance with Chapter 218, Part VII, *Florida Statutes*, 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.

24. **EXCEPTIONS TO RFP:** All proposals must clearly state with specific detail all deviations to the requirements imposed upon the RFP by the GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B) and SPECIFICATIONS (PART C). Such deviations should be stated upon the PROPOSAL RESPONSE (PART D), or appended thereto. Proposers are hereby advised that the HCSO will only consider Proposal Responses that meet the specifications and other requirements imposed upon them by this RFP. In instances where an exception is stated upon the PROPOSAL RESPONSE (PART D), said Proposal Response will be subject to rejection by the HCSO in recognition of the fact that said Proposal Response does not meet the exact requirements imposed upon the Proposer by the GENERAL TERMS AND CONDITIONS (PART A) SPECIAL PROVISIONS (PART B) and SPECIFICATIONS (PART C).
25. **GOVERNMENTAL PURCHASING COUNCILS:** All proposals received shall be considered as proposals to all members of the Hillsborough County and Tampa Bay Area Government Purchasing Councils. Said members may, at their discretion, utilize this Proposal as required.

Children’s Board of Hillsborough County	Hillsborough County Aviation Authority
City of Belleair Beach	Hillsborough County Board of County Commissioners
City of Clearwater	Hillsborough County Property Appraiser
City of Dunedin	Hillsborough County School Board
City of Gulfport	Hillsborough County Supervisor of Elections
City of Indian Rocks Beach	Hillsborough County Tax Collector
City of Largo	Manatee County Board of Commissioners
City of Oldsmar	Pasco County Clerk and Comptroller
City of Pinellas Park	Pasco County Schools
City of Plant City	Pasco County Sheriff
City of Safety Harbor	Pinellas County Clerk of the Court
City of Saint Pete Beach	Pinellas County Government
City of Saint Petersburg	Pinellas County School Board
City of Tampa	Pinellas County Sheriff
City of Tampa Housing Authority	Pinellas Suncoast Transit Authority
City of Tarpon Springs	Saint Petersburg College
City of Temple Terrace	State Attorney’s Office
City of Treasure Island	Tampa Airport
Clerk of Court and Comptroller of Hillsborough County	Tampa Bay Water
Hillsborough County Expressway Authority	Tampa Palms Community Development District
Hernando County	Tampa Port Authority
Hillsborough Area Regional Transit Authority	Tampa Sports Authority
Hillsborough Community College	Town of Indian Shores

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## **PART C - SPECIFICATIONS**

1. **IN GENERAL:** The purpose of this Request for Proposal (RFP) is to describe the requirements for the replacement of the existing underground diesel storage tank with two (2) new aboveground storage tanks. Work includes, but is not limited to, general construction, electrical, plumbing, demolition, grading, drainage, necessary removal of existing structures, etc. Work also includes all labor, materials, equipment and supervision to perform the required electrical and/or mechanical construction work on this project.
  
2. **SCOPE OF WORK:** The Proposer shall provide a generator fuel storage system to replace the current underground tank consisting of the following:
  - A. Two (2) 10,000 gallon, double steel walled, aboveground, diesel fuel storage tanks. The (2) storage tanks shall be equipped with a dual tank, fuel polishing system and lightning protection.
  - B. To ensure the proper installation and operation of the fuel storage system, the fuel storage system installer shall provide on-site commissioning documentation and training for the following:
    - i.) Fuel tanks and associated controls.
    - ii.) Fuel polishing system and associated controls.
    - iii.) Fuel and vent piping.
    - iv.) Liquid level management and leak detection system.
  
3. **SPECIFICATIONS:** The details of the Work and construction scope are defined in the attached construction documents, drawings and specifications (see ATTACHMENTS 1 through 4). The Proposer shall complete the replacement of the existing underground diesel storage tank with two (2) new aboveground storage tanks in accordance with the attached specifications. No exclusions from or limitations in the language used in the contract documents shall be interpreted as meaning that equipment, appurtenances, and /or accessories necessary for a complete and operational system are not to be provided as required. The separate drawings and specifications do not relieve the Proposer from the responsibility to provide the Work which is indicated on any of the drawings or division of the specifications.
  
4. **PROJECT PHASING:**
  - A. The construction phasing of this project is of the utmost importance. All service interruptions essential to the Work shall be scheduled with the HCSO seven (7) business days in advance. All work shall be coordinated to allow the completion of the task(s) with the minimum interference to HCSO operations.
  - B. The Proposer shall provide and update as needed a phasing schedule for this project as part of the proposal response. The schedule shall detail the labor categories and hours for each phase listed. The schedule, and any and all changes, shall be subject to approval by the engineer and the HCSO.
  - C. All efforts shall be made to complete the project by September 30, 2021.

5. **DEMOLITION:** The Proposer shall work at the convenience of the HCSO so as not to disrupt daily activities. It is the Proposer's responsibility to pre-schedule with the HCSO work procedures that are noisy, create odoriferous fumes, or produce a condition that will be disruptive. Life safety systems shall remain totally operational at all times.
6. **PROPOSER QUALIFICATIONS:** The Proposer shall have proper tools, gauges, equipment and vehicles to successfully perform the Work as required. All required certification of equipment necessary to perform Work under this contract shall be current.

The Contractor shall comply with all current and applicable requirements of the Division of State Fire Marshall Uniform Fire Safety Rules and Standards, the latest edition of National Fire Protection Association standards and all federal, state and local laws, codes, rules and regulations that govern this type of equipment and service. In case of conflict between codes, reference standards and the other contract documents, the most stringent requirement shall govern and the Proposer shall propose the most stringent requirement.

The Contractor shall provide sufficient manpower to perform service in all applicable areas without interference of the daily work schedule of HCSO employees in affected areas. Adequate Contractor personnel shall be provided to perform service without additional assistance from the maintenance and engineering staff who are available to escort, answer questions and provide accessibility throughout a facility but not to perform testing or inspection duties. The Contractor further agrees to coordinate with HCSO staff and other Contractors who may be present in the facility.

7. **SECURITY:** Contractor personnel performing work outside the perimeter of the jail will be escorted by HCSO Detention Management Bureau personnel at all times. It should be understood that the Contractor's work could be interrupted by an emergency, safety or security issue at any time. No additional charges will be paid by the HCSO due to this type of service interruption. The Contractor is expected to be flexible and cooperative if such an event occurs.

Contractor personnel entering an HCSO detention facility shall not have weapons, cell phones or tobacco products on their person. Contractors are expected to wear appropriate working attire and may be denied access if attire is considered inappropriate. Safety vests may be worn in the jail but shall not be orange in color.

8. **HIDDEN CONDITIONS/DAMAGES:** When hidden conditions or damage are discovered after the commencement of Work, the Vendor must advise Angel Varela, the Facilities Supervisor, as to the nature and extent of the hidden conditions or damage and provide a written estimate of additional repairs needed. No additional Work shall commence until approved by the Facilities Supervisor or his designee.
9. **WARRANTY:** Equipment furnished shall be guaranteed against defective parts of workmanship under terms of the manufacturer's and/or dealers' standard warranties. In no event shall it be for a period of less than five (5) years from date of acceptance. Warranty shall include full parts and labor during this period without cost to the HCSO.

10. FINAL INSPECTION AND ACCEPTANCE: Final inspection and acceptance of all items specified for delivery under this contract shall be accomplished by the Facilities Supervisor or his duly authorized representative.

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**PART D - PROPOSAL RESPONSE**

The undersigned understands that this Proposal Package **must be signed in ink** and that an **unsigned** Proposal Package will be considered nonresponsive and subject to rejection by 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 PROPOSER ACCEPTS THE TERMS, CONDITIONS, PROVISIONS, MANDATES, AND OTHER CONDITIONS OF THE FOREGOING GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B) AND SPECIFICATIONS (PART C), SAID DOCUMENTS BEING THE STRICT BASIS UPON WHICH THE SAID PROPOSER MAKES THIS PROPOSAL.

\* \* \* USE INK ONLY \* \* \*

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS PROPOSAL PACKAGE TO BE CONSIDERED BY THE HCSO

EXCEPTIONS TO RFP: ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS PROPOSAL PACKAGE TO BE REJECTED BY THE HCSO. **ALL PROPOSERS SHOULD CAREFULLY READ PARAGRAPH 24 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 SPECIFICATIONS (PART C) upon which this Proposal Package is based, to wit:

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2. **PRICING:** The undersigned has carefully examined the RFP Package and all conditions affecting the cost of the Work required by the HCSO.

**Bid Evaluation item (a.) – 45 points**

The proposal must contain sufficient information to allow the HCSO to perform a basic analysis of the proposed cost or price of the work. This information shall include the amounts of the basic elements of the proposed cost or price. These elements will include, as applicable, direct labor, fringe benefits, travel, materials, subcontracts, purchased parts, shipping, indirect costs and rate, fee, and profit.

Additionally, please provide an electronic copy of the cost proposal in excel format that includes all costs associated with the elements described above. The method of delivery for the electronic cost proposal is USB flash drive. **Do not email any part of your bid.**

The undersigned certifies that any exceptions to the RFP specifications are noted in the PROPOSAL RESPONSE (PART D). 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.

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3. **NARRATIVES & DOCUMENTATION:** The following pages refer to the additional criteria on which the proposal will be evaluated as described in SPECIAL PROVISIONS (PART B), Paragraph 9 - Company Overview, Personnel Qualifications and References.

The types of documentation and narrative descriptions to include in this part of your response are provided below. Do not be restricted by this list. Provide details that will testify to your company's experience and knowledge of the scope of work and practices that increase your value to a customer.

**A. Company Overview – 15 Points:**

Narrative: Describe Corporate, Financial and Organizational Capability and Support. Include such information as:

- Company History and Philosophy
- Years in Business
- Mission Statement
- Principal Stakeholders
- Corporate and Local Organizational Structure

Documents: Include such documentation as:

- Insurance Certificates (required)
- Business Tax Receipt/ Occupational License (license to do business in the municipality in which your local office is located) (required)
- IRS Form W9 (required)
- HCSO Vendor application form (required)
- Financial Statement (suggested)

**B. Personnel Qualifications, Experience and Technical Expertise – 20 Points:**

Narrative: Discuss such subjects as:

- Identify local management personnel, their experience and qualifications.
- How many technical staff do you employ?
- Are there varying levels of expertise among your technicians?
- What type of training would you guarantee a technician assigned to an HCSO property would have successfully completed?
- What is your turnover rate in technicians?
- Describe your basic training program, internships, apprenticeship
- Who would be assigned as our support personnel? Would you assign an account manager and, if so, what would their qualifications be?

- C. **References - 20 Points:** Provide a minimum of three (3) references of customers for whom you completed a project similar in size and scope. **Do not include Hillsborough County Sheriff’s Office as one of your references.**

1.

<u>Company Name:</u>	
<u>Contact/Title:</u>	
<u>Phone Number:</u>	
<u>Email Address:</u>	
<u>Project overview:</u>	

2.

<u>Company Name:</u>	
<u>Contact/Title:</u>	
<u>Phone Number:</u>	
<u>Email Address:</u>	
<u>Project overview:</u>	

3.

<u>Company Name:</u>	
<u>Contact/Title:</u>	
<u>Phone Number:</u>	
<u>Email Address:</u>	
<u>Project overview:</u>	

4. VENDOR ORDER INSTRUCTIONS: Describe the preferred method of contact to request service. (Print the information below):

Contact Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office ☎: (\_\_\_\_) \_\_\_\_\_ Mobile 📱: (\_\_\_\_) \_\_\_\_\_ Fax 📠: (\_\_\_\_) \_\_\_\_\_

Email ✉: \_\_\_\_\_

Company Website 🌐: \_\_\_\_\_

5. PROPOSAL CONTACT INFORMATION: Provide the contact information for the individual submitting this proposal response. (Please print the information below):

Company Name: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office ☎: (\_\_\_\_) \_\_\_\_\_ Mobile 📱: (\_\_\_\_) \_\_\_\_\_ Fax 📠: (\_\_\_\_) \_\_\_\_\_

Email ✉: \_\_\_\_\_

Describe the preferred method of contact for questions regarding this proposal submission:

\_\_\_\_\_

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**SIGNATURE OF AFFIRMATION AND DECLARATION**

At this present time, we understand all requirements and warrant that as a serious Proposer we will comply with all the stipulations included in the RFP Package. **The undersigned must be an Officer of the Company or a designated agent empowered to bind the Company in Contract.**

The below named Proposer affirms and declares:

- a) That Proposer is of lawful age and that no other person, firm, or corporation has any interest in this Proposal offered to be entered into;
- b) That this Proposal is made without any understanding, agreement, or connection with any other person, firm, or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud;
- c) That the Proposer 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 HCSO, is, shall be, or become interested, directly or indirectly, surety or otherwise in this Proposal 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 Proposal shall remain open for 60 days following the opening of Proposals.

Respectfully submitted by,

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Company Name


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Company Officer Name (printed)	Date
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Company Officer Signature	Title
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**STATEMENT OF NO RESPONSE**

If, for any reason, you are unable or unwilling to quote at this time, please complete the following and return by e-mail to [RFlamand@TeamHCSO.com](mailto:RFlamand@TeamHCSO.com) or by fax  at (813) 242-1826. Your choices or comments below will assist us in properly notifying you of future opportunities.

We, the undersigned, have declined to respond to RFP 2021-004 for the following reason(s):

SPECIFICATIONS

NATURE OF AWARD

\_\_\_\_\_ Specifications are too "tight" (i.e., limited to one brand or manufacturer)

\_\_\_\_\_ Insufficient time was provided for response

\_\_\_\_\_ Unable to meet specifications

\_\_\_\_\_ Product or an equivalent is not offered

\_\_\_\_\_ Specifications are unclear

\_\_\_\_\_ Other

Please provide an explanation:

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

We request to:

\_\_\_\_\_ remain on HCSO's list for future solicitations in this service category.

\_\_\_\_\_ be removed from HCSO's list for future solicitations in this service category.


Company Name: \_\_\_\_\_

Officer Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office : (\_\_\_\_\_) \_\_\_\_\_ Mobile : (\_\_\_\_\_) \_\_\_\_\_ Fax : (\_\_\_\_\_) \_\_\_\_\_

Email : \_\_\_\_\_

Signature of Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPOSAL CHECKLIST**

**Company Name:** \_\_\_\_\_

**Include this checklist as a cover page with your Proposal Package:**

- ONE (1) ORIGINAL AND THREE (3) COPIES of the entire Proposal Package.
- SIGNATURES required PARTS A and D.
- Any Addenda or Amendments (Signatures required).
- Completed PART D including Pricing, Narratives and Documentation, and Affirmation and Declaration signature page.
- Electronic Excel copy of price proposal as required in Part D, paragraph 2.
- Completed Reference List.
- APPENDIX I – Completed *Vendor Packet* to include completed Vendor Application, W9, Direct Deposit and Business Tax Receipt or other government issued business license.
- Manufacturer literature and warranty information, if applicable.

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

HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
SHERIFF'S OPERATIONS CENTER  
ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION  
2008 EAST 8<sup>TH</sup> AVE  
TAMPA FL 33605

PROPOSAL PACKAGE SUBMITTAL

From: \_\_\_\_\_

RFP # 2021-004

*DIESEL GENERATOR TANK REPLACEMENT*

OPENING DATE/TIME:  
April 9, 2021

**LISTING OF ATTACHMENTS**

- |    |                |     |   |
|----|----------------|-----|---|
| 1. | Attachment "1" | PDF | Electrical Specifications for Diesel Generator Tank Replacement |
| 2. | Attachment "2" | PDF | Construction Plans for Fuel Tank Replacement                    |
| 3. | Attachment "3" | PDF | Plumbing Construction documents for Fuel Tank Replacement       |
| 4. | Attachment "4" | PDF | Electrical Construction documents for Fuel Tank Replacement     |