



Invitation to Bid
10-16
Vehicle Scheduled Maintenance Inspection

April 18, 2016

Office of the Comptroller
2008 E. 8th Avenue
Tampa, Florida 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 package must be the basis upon which all bids are offered and the same (the entire package) 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 (ITB) 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 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 CAREFULLY BEFORE SIGNING.**

NOTICE TO BIDDERS

WHEN SUBMITTING A SEALED BID, ALL BIDS SHOULD BE CLEARLY MARKED AS A BID DOCUMENT. THIS IDENTIFICATION SHOULD INCLUDE THE BID NUMBER, BID TITLE AND DATE DUE ON THE OUTSIDE OF THE ENVELOPE.

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

VENDOR NAME: _____

SUBJECT: INVITATION TO BID 10-16

BID TITLE: Vehicle Scheduled Maintenance Inspection

OPENING DATE & TIME: May 2, 2016 @ 2:00 PM EST

PLACE: Malcolm E. Beard Sheriff's Operation Center
Office of the Comptroller, Purchasing Section
2008 E. 8th Avenue, Room 125
Tampa, FL 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: David Gee, 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: Bidder warrants by virtue of bidding the prices quoted in his response will be good for an evaluation period of forty-five (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.** State sales tax and federal excise taxes shall not

be included as the HCSO is tax-exempt. The HCSO will issue tax exemption certificates to the successful Bidder when requested.

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 (Part D), 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 obtain 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 ITB, please return the Statement of No Bid found on page 18. 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 his response meets all OSHA requirements.
15. Familiarity with Laws: The Bidder 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 Bidder will in no way relieve the Bidder of responsibility.
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 request 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 thirty (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 seventy-two (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 HCSO will have five (5) working days upon receipt of this notice to review 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 Office of the Comptroller.

The Comptroller may concur with the recommendation or arrive at a separate decision. The decision of the Comptroller 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 Comptroller's decision is available by submitting a notice in writing within seventy-two (72) hours (excluding 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 thirty-six (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 response to this request, 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.
21. Specifications: Attached

DAVID GEE, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

--Signature on File--

By: _____
Christina R. Porter, CPA
Comptroller

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 (ITB) is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) for securing a qualified Vendor to perform scheduled maintenance inspections (SMI) on HCSO vehicles assigned to HCSO Patrol Districts I and III. All Work to be performed will be on an as needed basis.

2. SCOPE OF WORK

The successful Vendor(s) will offer services at a facility or facilities located in proximity to one or both District offices which are located at the following addresses:

District I	14102 20 th Street North, Tampa, Florida 33613
District III	7202 North Gunn Highway, Tampa, Florida 33625

See Attachment A for a map of the District patrol areas.

SMI's will include but not be limited to the following: change oil and oil filter, check for fuel and oil leaks, check cooling, steering and transmission systems for leaks, check the condition of belts and hoses, inspect tires, rims and brakes, rotate tires, test battery, clean/tighten battery cables, inspect air filter, check all lights, wipers and horn and replenish all fluids.

3. ESTIMATED QUANTITIES

The estimated annual expenditure for services to be performed under this contract is approximately \$55,000.00. Estimated quantities, if provided, are furnished as a guide for preparing the Bid Response (Part D), and should not be construed as representing actual quantities to be purchased under this Bid.

4. 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 five (5) years.

5. 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 cancelation. All substitutes will be annotated as such on the shipping documents.

6. AWARD

Award shall be made to the lowest 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 his/her 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.

7. 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.

8. 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.

9. 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, Office of the Comptroller of the pending increase or decrease a minimum of thirty (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.

10. 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 will be executed in writing and approved by the Comptroller. The change order will consist of a memo to the Comptroller 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 Comptroller, the service description and price change will be added to the Contract and recorded on the original bid tabulation/price sheet.

11. 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. Ten (10) calendar days written notice with cause, or;

- b. Thirty (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 cancelation may be invoiced to the HCSO and will be considered for payment providing documentation of said expenses are forwarded with the request for payment.

12. DEFAULT

The Contract may be canceled or annulled by the HCSO Comptroller 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 Office of the Comptroller, 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 Comptroller.

13. 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.

14. 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.

15. CERTIFICATES OF INSURANCE

The Vendor shall not commence any Work in connection with this Contract until he has obtained all the following types of insurance and such insurance has been approved by the HCSO, nor shall the Vendor allow any subcontractor 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 to do business in Florida.

- 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 his 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 his employees not otherwise protected.

Employer's Liability: \$100,000.00 Limit each Accident
 \$500,000.00 Limit each Aggregate
 \$100,000.00 Limit Disease each employee

- b. 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:

The required insurance coverage shall be:

Commercial/Comprehensive General Liability	
Bodily Injury	\$300,000.00 per person per occurrence
Property Damage	\$300,000.00 per occurrence
Automobile Liability	\$300,000.00 combined single limit bodily injury and property damage
Garage Liability	\$1,000,000.00 combined single limit each occurrence
Garage Keepers Liability	\$100,000.00 collision and comprehensive per vehicle

16. INVOICING AND PAYMENTS

The Vendor may invoice the HCSO for Work as completed. At a minimum the invoice shall show: a unique invoice number, description of the Work performed showing quoted pricing and labor hours, vehicle identification number, HCSO vehicle number, and HCSO Work Order number. For items priced at a percentage factor, the invoice must show the base price, the percentage factor and the final price. The base price must be readily available to the HCSO for review.

Invoices shall be due from the Vendor upon the completion of services. All invoices are to be faxed to the Fleet Maintenance Section.

The Vendor shall invoice the HCSO separately for each individual vehicle. An aggregate invoice will not be accepted.

Invoices shall be addressed to:

Hillsborough County Sheriff's Office
Attention: Accounts Payable
P.O. Box 3371
Tampa, FL 33601

ACH and Purchasing Card payments are preferred and available upon request and authorization. Please inquire at accountspayable@hcsotampa.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 forty-five (45) calendar days from date of receipt of a properly approved application/invoice.

17. 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 ITB. 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).

PART C- TECHNICAL SPECIFICATIONS

1. SCOPE OF WORK

There are approximately one hundred seventy-five (175) vehicles assigned to each Patrol District. The average number of scheduled maintenance inspections (SMI) performed monthly per District is seventy-five (75). The Vendor must have the equipment and personnel required to expeditiously complete the Work and shall agree to give priority to HCSO Work. No pick-up or delivery of vehicles will be required. HCSO personnel, most likely a deputy to whom the vehicle is assigned, will drive the vehicle to and from the Vendor's service facility. The HCSO Fleet Maintenance Service Writer will be responsible for scheduling any tow services which might be required in an emergency or safety situation.

2. SCHEDULED MAINTENANCE AND PRICING

Attachment B hereto is the SMI checklist which shall be completed for each vehicle presented for service. The checklist gives an overview of the services to be performed at the flat rate price requested in the Bid response, Line A. The Vendor may include with their bid response a copy of the inspection checklist utilized at their facility for review and consideration for use by the HCSO.

Vendor supplied replacement parts and fluids are to be invoiced at cost plus a percentage markup as noted in the Bid Response Line F. The cost of shop supplies should be included in the flat rate

The Vendor shall contact and obtain a Work Order number from the HCSO Service Writer each time an HCSO vehicle is presented for service. The service technician will indicate on the approved checklist the inspection results of fluid level checks (Okay or Fill) and system inspections (Pass or Fail). If an inspected item is considered below established safety standards, the technician or the supervisor will contact the HCSO Service Writer for instructions. If additional repair or replacement Work is authorized, the Service Writer will provide an additional Work Order number to be recorded on the invoice. Unless otherwise indicated, no additional service, repair or replacement of parts should be provided without approval from the HCSO Service Writer.

The completed SMI checklist shall be signed by the technician performing the inspections and by his/her supervisor. The Awarded Vendor will assign an identification (ID) number to all SMI technicians to be used in conjunction with their signature to eliminate dispute over illegible signatures. The completed SMI checklist shall be provided with the invoice. Upon completion of Work, invoices and attached checklists may be faxed to the Fleet Maintenance Section at 813-242-1854.

3. TIRE ROTATION, MEASUREMENT OF TREAD DEPTH AND BRAKE WEAR

Tires are to be inspected and rotated during each SMI. Tire tread depth is to be recorded on the checklist. The brake system is also to be inspected and measurements of the rotors and pads recorded on the checklist. Any tire tread depth or brake system components measured at less than the following parameters will be reported to the Service Writer:

Tire Tread Depth:	3/32 inches or the tire warning bar
Rotors:	26 millimeters or 1.03 inches
Pads:	5 millimeters or 0.1969 inches

4. VEHICLE INFORMATION

The HCSO vehicles assigned to District I and District III are currently comprised of the following makes and models:

<u>Make</u>	<u>Model</u>	<u>Years</u>	<u>Engine Size</u>
Ford	Crown Victoria	2007-2011	4.6 Liter
Dodge	Charger	2012-2016	3.6 Liter
Chevrolet	Impala	2007-2016	3.5 and 3.6 Liter

5. AUTOMOTIVE OIL, FILTERS AND REPLACEMENT PARTS

Approved oil and filters are as follows:

- Oil: 5W-30 Approved by the American Petroleum Institute (API)
- Oil Filters: 2 Stage Generic
- Air Filters: Generic paper equivalent to the NAPA Pro Select

Other parts or materials installed as part of this contract shall be new and shall meet or exceed OEM specifications and shall match the items being replaced. Any replacement parts or fluids used such as brake fluid, power steering fluid or antifreeze/coolant shall not in any way void the Manufacturer's warranty.

6. SERVICE HOURS OF OPERATION

The Vendor shall be open a minimum of the following hours:

Monday – Friday	7:00 A.M. – 6:00 P.M.
Saturday	8:00 A.M. – 4:00 P.M.

The HCSO Service Writer is available Monday – Saturday 6:00 A.M. – 11:00 P.M.

7. HCSO PROVIDED PARTS AND MATERIALS

The HCSO may on occasion require the Vendor to install parts or materials provided by the HCSO. The Vendor shall charge the Labor Rate indicated in the Bid Response for the installation of these parts. The installation time listed in the most current edition of the Vendor selected Parts and Labor Guide will be used as a reference for labor charges.

8. TIRES AND BATTERIES AND WIPER BLADES

The HCSO maintains contracts to cover the purchase of vehicle replacement tires, batteries and wiper blades. The Awarded Vendor may be asked to perform the following repairs and replacement services at a flat rate using HCSO provided tires, batteries and wiper blades. Rates for these services are to be included in the Bid Response, Lines B, C, D and E.

- Tire Change-mounting and valve stem replacement
- Tire balancing
- Battery replacement
- Wiper blade replacement

If agreed to by both parties, the Vendor may elect to store and inventory HCSO provided tires, batteries and wiper blades at the Vendor's repair facility, as opposed to obtaining those items as needed from the Fleet Maintenance warehouse. The HCSO may arrange for drop shipments of tires and batteries directly from the contracted supplier to the Vendor's facility. Receipt of such shipments must immediately be verified by providing a proof of delivery signature on the supplier's bill of lading to the Fleet Maintenance Section Manager. Quantities to be stored at the Vendor's facility will be determined by usage and available space.

The vendor will be held accountable for and will maintain a perpetual inventory of tires, batteries and wiper blades in their possession, reports to be made available to the Section Manager as requested but not less than quarterly. The Vendor shall also agree to maintain and store all battery cores for pickup by the HCSO battery supplier.

9. FAILED INSPECTIONS, ADDITIONAL REPAIR ESTIMATES

Should a vehicle fail any component of the SMI or should any approved repair Work uncover additional repair needs, especially those that would create a safety issue, the technician or his/her supervisor must contact the HCSO Service Writer to describe the nature and extent of the observed need and obtain further instructions before proceeding with any additional Work. At the Service Writer's request, the Vendor may be asked to provide a written, detailed estimate which would be in addition to the SMI flat rate, tire change, balancing, battery or wiper blade replacement rates and is to be based upon the hourly labor rate as noted in the Bid Response, Line G. The "time for repair" used to calculate labor cost will be based upon the per-determined Parts and Labor Guide chosen for use by the Vendor and named in the Bid Response, Line H. No additional Work shall commence until approved by the Service Writer with the issuance of a work order number which shall be recorded on the invoice.

10. RULES, REGULATIONS, LAWS, ORDINANCES AND LICENSES

The 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.

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).

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 17 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 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 cancellation 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:

<u>Description</u>	<u>Price</u>	<u>UOM</u>
A. Scheduled Maintenance Inspection (Flat Rate)	\$ _____	Each
B. Service Charge for Tire Change (cost per tire)	\$ _____	Each
C. Service Charge for Tire Balance (cost per tire)	\$ _____	Each
D. Service Charge for Battery Replacement	\$ _____	Each
E. Service Charge for Wiper blade replacement	\$ _____	Each
F. Parts Pricing – Express as a percentage added to your cost	_____ %	Over Cost
G. Labor Rate (includes all overhead costs)	\$ _____	Each
H. Name of Parts & Labor Guide to be used in preparing estimates:	_____	

I. Service Facility Addresses:

- 1) District I _____
Hours of Operation _____ Phone: _____ Fax: _____
Manager's Name: _____
- 2) District III _____
Hours of Operation _____ Phone: _____ Fax: _____
Manager's Name: _____

3. 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 above 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 forty-five (45) days following the opening of bids.

Respectfully submitted by,

Company Name: _____

Print Signer's Name Date

Signature of Company Officer Title

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
 OFFICE OF THE COMPTROLLER
 Email to: purchasing@hcsso.tampa.fl.us
 Or Fax 813-242-1826

We, the undersigned, have declined to respond on Bid No. 10-16 for Vehicle Scheduled Maintenance Inspections 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.

DAVID GEE, SHERIFF
2008 E. 8TH AVE
TAMPA FL 33605

ATTN: PURCHASING
813-247-8034

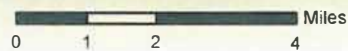
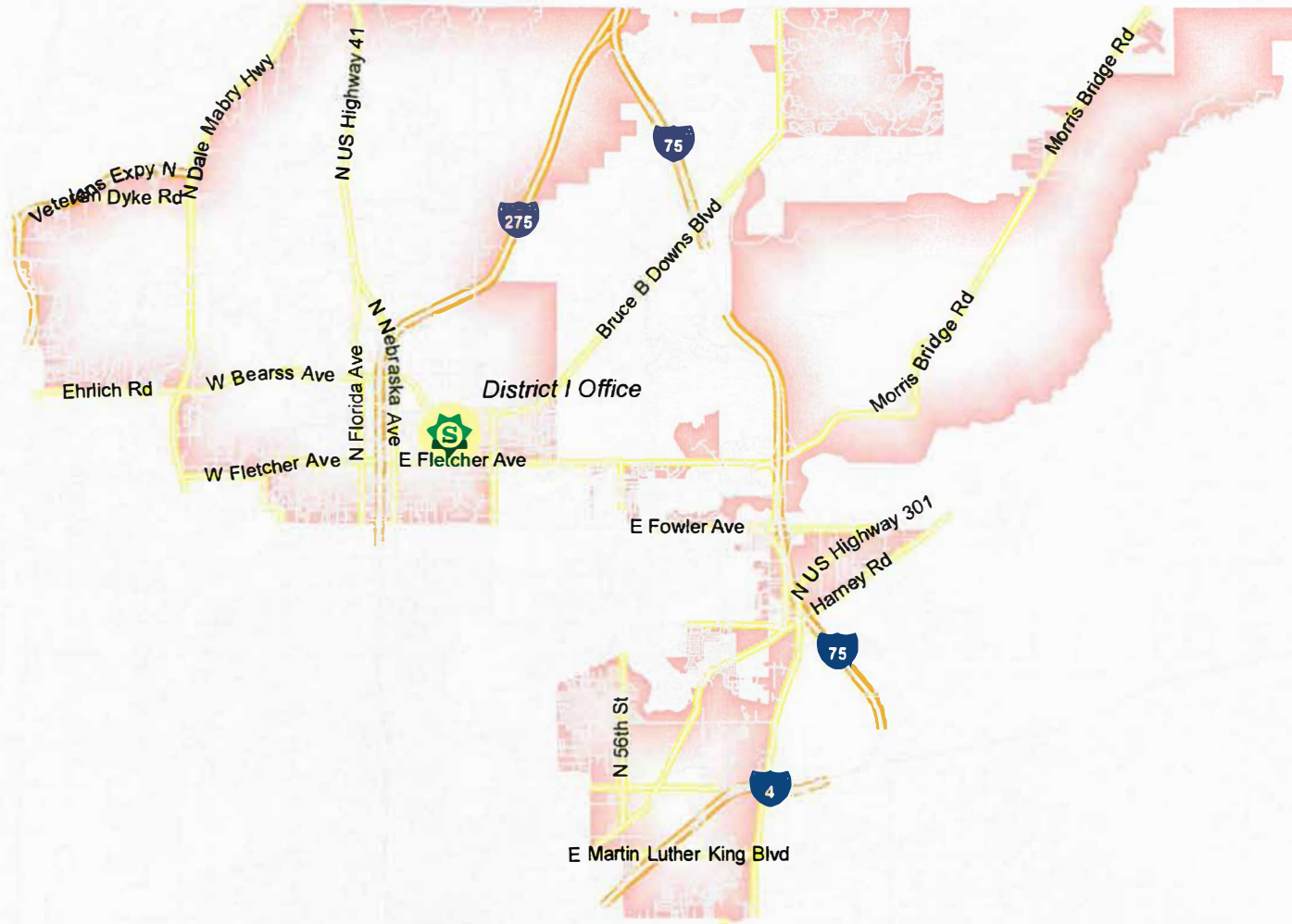
BID PACKAGE SUBMITTAL

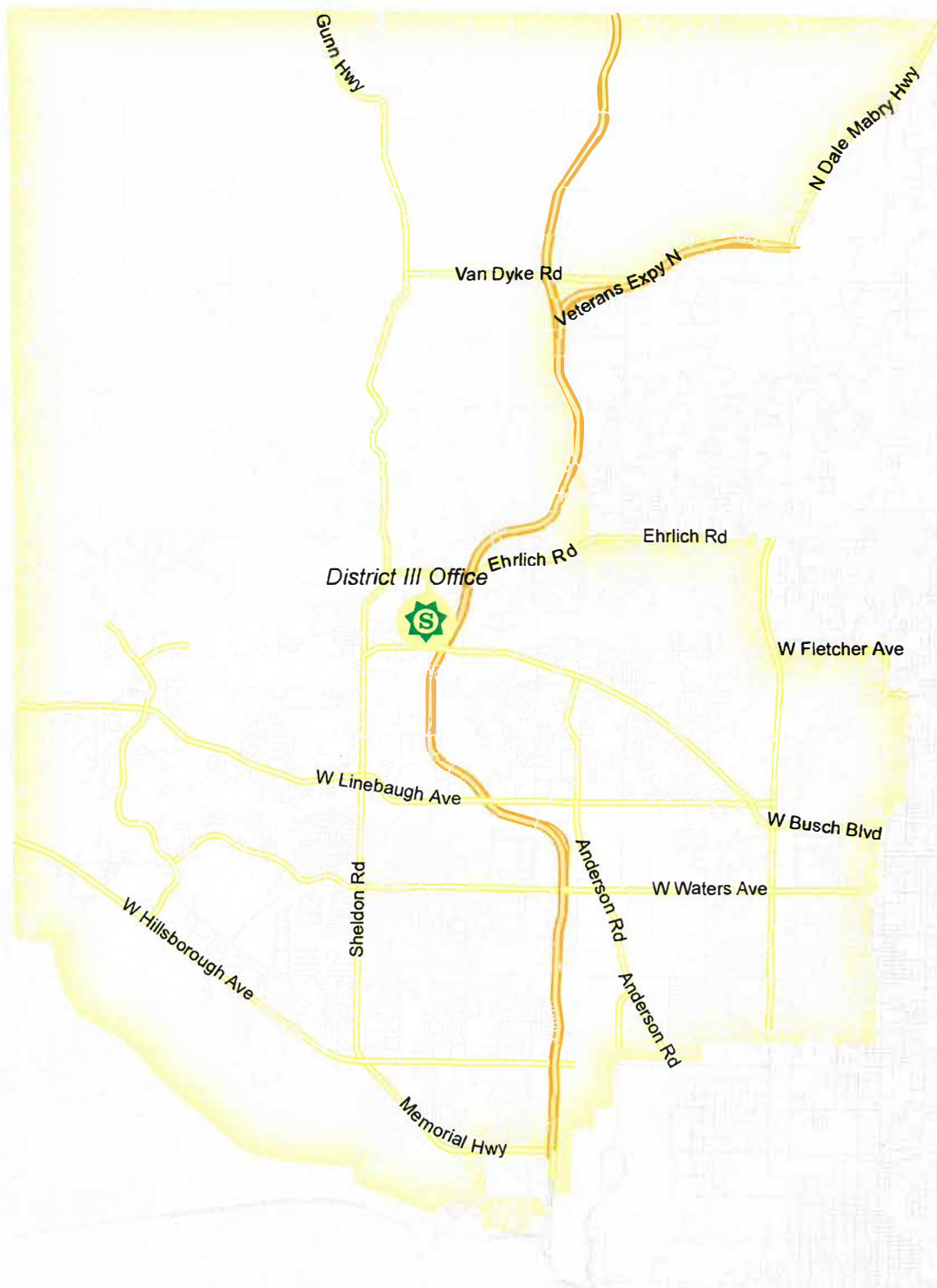
BID # 10-16

VEHICLE SCHEDULED MAINTENANCE INSPECTIONS

OPENING DATE/TIME:

May 2, 2016 @ 2:00 PM







HILLSBOROUGH COUNTY SHERIFF'S OFFICE
SCHEDULED MAINTENANCE AND INSPECTION FORM

Vehicle Number: _____ HCSO Work Order Number: _____

Vehicle Year/Make/Model: _____ Mileage: _____

SELECT APPROPRIATE BOX FOR INSPECTION RESULTS:

Inspect Fluid Levels

Window Washer
Power Steering
Coolant/Anifreeze
Transmission
Brake

OK

FILL

SELECT APPROPRIATE BOX FOR INSPECTION RESULTS:

Inspect Following Components

Belts & Tensioner
Hoses
Battery & Cables (load test)
Shocks & Struts
Suspension
Exhaust
Wheel Bearings

PASS

FAIL

Inspect Brakes

Rotor Specifications (Minimum 26 mm or 1.03 in)

LF _____
RF _____
LR _____
RR _____

Brake Pad Thickness (Minimum 5 mm or 0.1969 in)

LF _____
RF _____
LR _____
RR _____

Inspect Tires

Measure tread depth and adjust tire pressure to Manufacturer's specification

Tread Depth

Tire Pressure

LF _____ 32nds
RF _____ 32nds
LR _____ 32nds
RR _____ 32nds

LF _____ PSI
RF _____ PSI
LR _____ PSI
RR _____ PSI

Recommendation: _____

Technician Name: _____ Employee No: _____ Date: _____