



January 24, 2024

SUBJECT: Amendment #1 to RFQ 2023-010 Plumbing Services

MESSAGE: Please note and acknowledge the following changes to be included in the referenced section(s) of RFQ 2023-010:

- Page 2 of INSTRUCTION TO PLUMBING CONTRACTORS to update the listed buyer contact information;
- Page 4 of DATE, TIME, AND DEADLINES to extend the deadline to submit questions, qualifications, and target award dates;
- Page 14 of PART B – SPECIAL PROVISIONS to change each occurrence of “EC” to “PC;”
- Page 20 of PART C – SCOPE OF SERVICES to change each occurrence of “EC” to “PC,”
- Page 31 of PACKAGING LABEL to update the opening date/time described on label.

Please note that this document hereby becomes part of RFQ 2023-010 and, without this document, the RFQ is considered incomplete.

Sincerely,

William Spinelli

William V. Spinelli, CPA
Chief Financial Officer

WVS/mt

Attachments: above-referenced pages

Enclosure: amendment acknowledgement

**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

Marianne Theen, Buyer
mtheen@teamHCSO.com
fax (813) 242-1826

INSTRUCTION TO PLUMBING CONTRACTORS

Included herein are GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), SCOPE OF SERVICES (PART C) and SUBMITTAL RESPONSE (PART D), which together with all attachments, constitute the entire "Submittal Package". **Said Submittal Package must be the basis upon which all submittals are offered and must be kept together and returned, intact, by the time and at the place specified herein.** The Plumbing Contractor (PC) must manually sign the GENERAL TERMS AND CONDITIONS (PART A) and SUBMITTAL RESPONSE (PART D). Any questions concerning this Request for Qualifications (RFQ) should be directed to the Buyers whose names appear above.

When awarded, the Submittal Package becomes the "**Agreement Document**". The PC's signature on the SUBMITTAL RESPONSE (PART D), constitutes PC's agreement to the terms therein. The signature on the Submittal Package must be that of an Officer of the PC, or an individual authorized to commit the PC to a legal and binding agreement. **READ THE ENTIRE SUBMITTAL PACKAGE CAREFULLY BEFORE SIGNING.**

NOTICE TO PLUMBING CONTRACTORS

**WHEN SUBMITTING A SEALED SUBMISSION, THE EXTERIOR OF THE PACKAGE
MUST BE CLEARLY MARKED AS SUCH.
UTILIZE THE INCLUDED PACKAGING LABEL AT THE END OF THIS DOCUMENT.**

DATE, TIME, AND DEADLINES

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

SUBJECT: Request for Qualifications 2023-010

RFQ TITLE: Plumbing Services

PROPOSED SCHEDULE OF EVENTS	DATE
RFQ Advertised / Posted to HCSO and OSD and MBE/SBE Websites	April 28 2023
DEADLINE TO SUBMIT QUESTIONS	February 1, 2024
DEADLINE TO SUBMIT / NON-PUBLIC OPENING	February 15 3:00 PM EST
Target Award Notification Date	Feb 29, 2024

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

NOTE: This is not a Bid. There will be no public Bid Opening. Qualification submissions received by the date and time stated herein will be reviewed and the list of acceptable PCs will be posted to our Public Website, <https://TeamHCSO.com/>.

RFQ Overview: This request is for the provision of a Professional Services contract for Plumbing Services to be utilized on future plumbing efforts at various HCSO buildings, sites, and detention facilities. Chad Chronister, the Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida, shall select multiple qualified PCs to be pre-qualified to provide Plumbing Services to the HCSO on an as-needed basis for future projects. It is the HCSO's intention to solicit responses from as many PCs as are interested, to evaluate those responses, and to select the most qualified PCs. There is no Work guaranteed to any PC as a result of being selected. The HCSO reserves the right to contract for Plumbing Services to the extent required for future projects.

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.

12. **AWARD:** To be awarded as a PC on HCSO's pre-qualified list, PC must be responsive, responsible and meet or exceed the minimum specifications listed herein. Award may be made to more than one (1) PC.
- a. Award will be dependent upon the determination that the Submittal Package(s) is responsive, PCs are responsible, and review of criteria stated in the Submittal Package(s) and any other provided information is deemed relevant and beneficial. Submittal Packages and PCs determined to be deficient in either responsiveness or responsibility may be rejected without further review. Tabulation of the RFQ Responses will be published at the time of Award.
 - i. To be responsive, Submittals must be received by the advertised date and time, be in accordance with objective mandatory submission requirements such as the correct number of copies and authorized signatures, proof of insurability, bonding, certification, or other requirements listed in SPECIAL PROVISIONS (PART B).
 - ii. Responsible PCs have appropriate financial, organizational, and operational capacity and controls; appropriate legal authority to do business in Hillsborough County, Florida; a satisfactory record of integrity; and an acceptable performance record on past contracts.
 - b. Notification of Award will be sent to the PC(s) receiving the Award. RFQ results will be published on the HCSO website: <https://TeamHCSO.com/Purchasing>.
13. **RFQ OPENING:** There will be no public or recorded opening. Submittal Packages received by the date and time stated herein will be reviewed, and acceptable PCs will be marked for Award on a tabulation sheet that will then be posted to the HCSO website: <https://TeamHCSO.com/Purchasing>.
- a. Submittal Packages must be received by the HCSO Purchasing Section no later than the date and time shown within this Submittal Package. PCs mailing their Submittal Packages should allow for normal mail time to ensure receipt by HCSO prior to the date and time fixed for the acceptance of the RFQs. Submittal Packages or unsolicited amendments to submissions received by the HCSO after the acceptance date and time will not be considered.
 - b. The HCSO reserves the right to postpone the date for receipt and opening of submissions 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 PC.
 - c. It is understood and agreed upon by the PC in submitting a Submittal 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 responses received, competitive technical information, and the HCSO review concerns about competing. Information released after Award is subject to the disclosure requirements of the Chapter 119, Florida Statutes. PCs are enjoined from discussing or disclosing the content of any Submittal Package with competing

- f. Work Hours/Response Times: PC shall submit a description of their ability to meet the HCSO's preferred response times and billing practices (detailed below) for Work that is performed during Standard, Non-Standard/Urgent, and Disaster-Related/Emergency labor hours.
- i. Standard Labor Hours:
 - Defined as Work that is performed during the HCSO's normal working hours of Monday through Friday 7 a.m. to 5 p.m., excluding Hillsborough County Holidays.
 - PC shall be able to respond on site within 24 hours of receiving the HCSO's request. If 24-hour timeframe falls on a Hillsborough County Holiday or weekend, it should be carried over to the next business day (i.e., request received Friday at 4 p.m. should be responded to by or before Monday at 4 p.m.)
 - PC's standard hourly rate should apply for Work performed during normal working hours.
 - ii. Non-Standard/Urgent Labor Hours:
 - Defined as Work that is performed outside of the HCSO's normal working hours, including Hillsborough County Holidays and weekends.
 - PC shall be able to respond on site within four (4) hours of receiving the HCSO's request (i.e., request received Friday at 4 p.m. should be responded to by or before Friday at 8 p.m.)
 - PC's non-standard/urgent hourly rate shall not exceed 1.5 times the PC's standard hourly rate with no more than a two (2) hour minimum service charge.
 - iii. Disaster-Related/Emergency Labor Hours:
 - Defined as Work that is performed either during or outside of the HCSO's normal working hours, including Hillsborough County Holidays and weekends.
 - PC shall be able to respond on site within two (2) hours of receiving the HCSO's request (i.e., request received Sunday at 11 p.m. should be responded to by or before Monday at 1 a.m.)
 - PC's disaster-related/emergency hourly rate shall not exceed 2 times the PC's standard hourly rate with no more than a four (4) hour minimum service charge.

Standard, Non-Standard/Urgent and Disaster-Related/Emergency hourly rates shall include the cost of service, vehicle, and travel time. No compensation shall be paid for trip charges and/or travel time outside the hourly rate.

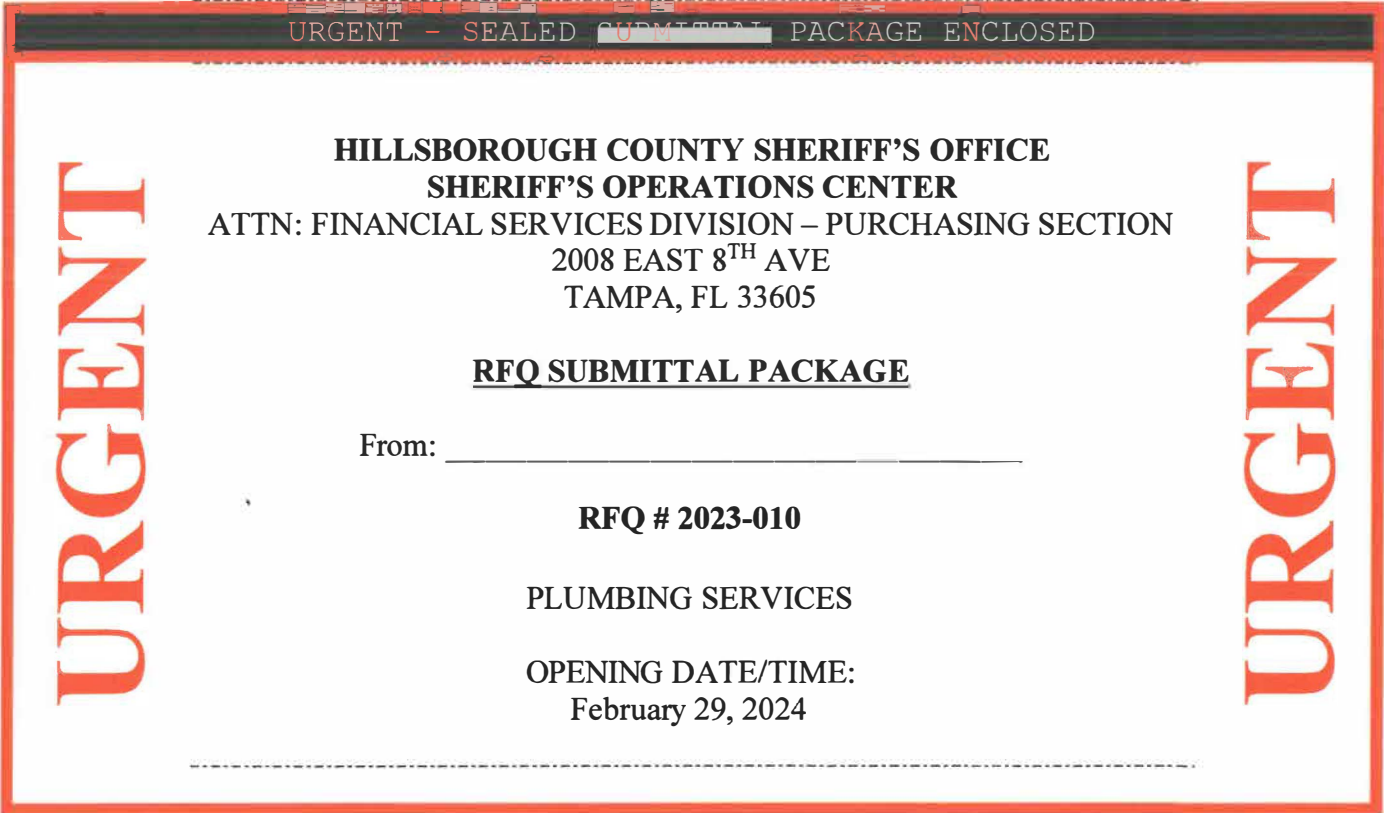
- g. Service Capacity: PC must have a minimum of two (2) fully stocked service vehicles on the road and a minimum of five (5) qualified (background checked) plumbers to service the HCSO in case of an emergency or natural disaster.

The Awarded PC's must be willing to provide reasonable proposals within short time frames and be prepared to commence and complete Work as agreed upon by the individual project schedule. The actual Scope of Services will be negotiated by individual projects or services on a project-by-project basis.

The Awarded PC's must be prepared to perform Work within HCSO's buildings, sites, and detention facilities.

PACKAGING LABEL

Below is an example LABEL which is required on the OUTSIDE of your Sealed Submittal Package.
Use this label which clearly marks the RFQ Number and Title and return
to the specified address no later than the proposal due date and time.





CHAD CHRONISTER, SHERIFF
ACKNOWLEDGMENT OF AMENDMENT

We do hereby acknowledge the information and/or changes described in the Amendment #1 to RFQ 2023-010 *Plumbing Services*.

PLEASE PRINT – Company Name: _____

By: _____

Title: _____

Date: _____

Signature: _____

(Signed Acknowledgment must be included with your Submission)

If you have previously submitted, please signify below that your submission is still valid as presented in lieu of the original GENERAL TERMS AND CONDITIONS (Part A,) paragraph 4, *Time for Consideration*.

Title: _____

Date: _____

Signature: _____