

## Vendor Application Form

Chad Chronister, Sheriff  
 Hillsborough County Sheriff's Office  
 2008 East 8th Avenue  
 Tampa, Florida 33605



Purchasing Section  
 Phone: (813) 247-8034  
[Purchasing@HCSO.Tampa.FL.US](mailto:Purchasing@HCSO.Tampa.FL.US)  
[HTTPS://TeamHCSO.com](https://TeamHCSO.com)

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

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

**Send completed forms to [Purchasing@HCSO.Tampa.FL.US](mailto:Purchasing@HCSO.Tampa.FL.US) or fax to (813) 242-1826**

Refer to the HCSO Purchasing website [HTTPS://TeamHCSO.com/Purchasing](https://TeamHCSO.com/Purchasing) for additional information.

Business Name (as shown on your invoice): _____			
Owners Name as per IRS Records, if reporting under SS#: _____			
Federal Tax ID Number: _____		OR Social Security Number: _____	
Tax Status:	C-Corp: <input type="checkbox"/>	S-Corp: <input type="checkbox"/>	Individual/Sole Proprietor (1099): <input type="checkbox"/> LLC/LLP (1099): <input type="checkbox"/>
Certified: <small>(Include Certific</small>	Minority Owned: <input type="checkbox"/>	Small Business Owner: <input type="checkbox"/>	Veteran Owned: <input type="checkbox"/> Women Owned: <input type="checkbox"/>
Business Type:	Commodity: <input type="checkbox"/>	Services: <input type="checkbox"/>	Visa Accepted:    Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Office Phone: _____	Fax: _____	Website: _____
Physical Address: _____	City: _____	State: ____ Zip Code: _____
Mailing Address: _____	City: _____	State: ____ Zip Code: _____
Remit-To Address: _____	City: _____	State: ____ Zip Code: _____
HCSO Procurement Category Code: _____		
Additional Information: _____		

SALES CONTACT	ACCOUNTING CONTACT
Name: _____	Name: _____
Office Phone: _____	Phone: _____
Cell Phone: _____	Fax: _____
E-Mail: _____	E-Mail: _____
<b>Automated Clearing House (ACH) and HCSO Purchasing Card are the accepted methods of payment; please inquire at <a href="mailto:AccountsPayable@HCSO.Tampa.FL.US">AccountsPayable@HCSO.Tampa.FL.US</a> or (813) 247-8276.</b>	

<b>HCSO FSD USE ONLY:</b>	
Vendor ABN Assigned: _____	Search Type: V LV USS Other _____      RMT #: _____
ACH Payments Active: Yes No	Tax Status: C N P X      1099 Reporting Code: A1 A3 A6 AA AC B1
HCSO Staff Requesting: _____	ABN: _____      Dept. _____
Convictions, Suspensions, or Federal Eclusions: Yes No	
If Yes, please explain: _____	
Completed By: _____	Verified By: _____
ABN: _____	ABN: _____
Date: _____	Date: _____

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

## Part I Taxpayer Identification Number (TIN)

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

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II Certification

Under penalties of perjury, I certify that:

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

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

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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



**HILLSBOROUGH COUNTY  
SHERIFF'S OFFICE**

**ACH PAYMENT AUTHORIZATION FORM**

Vendor payments are made via the Automatic Clearing House (ACH) System. Each time a payment is disbursed to the financial institution/account provided below, an electronic notification is sent to the e-mail address also provided below.

**PAYEE INFORMATION:**

_____	_____
Payee Name (Entity Name or Name of Individual)	SSN/EIN/TIN
_____	
Payee Address	
_____	
E-Mail Address (Remittance Notifications)	Phone Number

**FINANCIAL INSTITUTION INFORMATION:**

Bank Name: \_\_\_\_\_

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

Routing Transit Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Type:  Checking (Attach a blank voided check\*) OR  Savings (Attach a blank voided deposit slip\*)

\*Letter of Verification from Financial Institution on letterhead *and* signed may be substituted.

**PAYEE CERTIFICATION:**

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

_____	_____
Name (Please Print)	Title
_____	_____
Signature	Date

Please return completed form and blank voided check/deposit\* slip to Hillsborough County Sheriff's Office, ATTN: Accounts Payable, 2008 East 8th Avenue, Tampa, Florida 33605 or [AccountsPayable@HCSO.Tampa.FL.US](mailto:AccountsPayable@HCSO.Tampa.FL.US).

<b>FSD Use Only</b>	Vendor ABN: _____	RMT #: _____
Entered by: _____	ABN: _____	Date: _____
Verified by: _____	ABN: _____	Date: _____



## **CHAD CHRONISTER, SHERIFF**

### **Purchasing Terms and Conditions**

1. The content and conditions of a Purchase Order issued by the Hillsborough County Sheriff's Office (HCSO) may not be modified by verbal agreement. Any changes must be in writing and approved by the Chief Financial Officer of the HCSO.
2. Invoices, packing lists, and packages must include the Purchase Order number, if assigned, and the ship to or delivery address.
3. Invoices shall be emailed to [AccountsPayable@HCSO.Tampa.FL.US](mailto:AccountsPayable@HCSO.Tampa.FL.US).
4. Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this Purchase Order 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.
5. Materials rejected by the HCSO will be returned to the vendor at the vendor's risk and expense. The HCSO shall not be liable or otherwise responsible for any re-stocking charges unless prior written authorization has been issued by the HCSO.
6. Cash discounts will be deducted in accordance with the terms of the Vendor's quotation or bid. Payments shall be 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 payments of approved invoices.
7. Acceptance by the Vendor of a Purchase Order includes acceptance of all items, conditions, prices, delivery instructions, and specifications as shown on the order, or attached to, or referred to, and which are made a part hereof by reference, as fully and to the same extent as, if copied at length herein.
8. All shipments by the Vendor must be F.O.B. DESTINATION, unless otherwise authorized in writing by the HCSO. THE HCSO WILL NOT ACCEPT C.O.D. SHIPMENTS.
9. The HCSO reserves the right to cancel all or part of the Purchase Order should delivery not occur within the time specified by the Vendor.
10. Vendors are expected to satisfy Purchase Orders in one (1) shipment unless otherwise disclosed in writing and authorized by the HCSO in writing. Excessive or unauthorized partial shipments may result in Vendor debarment.



## **CHAD CHRONISTER, SHERIFF**

### **Purchasing Terms and Conditions**

11. Vendors are not authorized to deliver any goods or services which exceed the written authority of the Purchase Order, unless the order is modified pursuant to the terms expressed above in item one (1).
12. The Vendor, in accepting the order, agrees to indemnify the HCSO and holds harmless from and against all claims, liability, loss, damage, or expense, including attorney fees, arising from or by reason of any actual or claimed trademark, patent, or copyright infringement or litigation based thereon, with respect to the goods and any part thereof covered by the Purchase Order and such obligation shall survive acceptance of the goods and payment thereof by the HCSO.
13. The Vendor will indemnify and hold harmless the Sheriff and his agents or employees from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of the Purchase Order; providing that any such liability claim, damage, loss or expense caused in whole or in part by a negligent act, wrongful act, or omission of the Vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, whether or not it is caused in whole or in part by a party indemnified herein.
14. Vendors agree 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 of them, 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.

15. The Vendor, in accepting the Order, agrees the Order will become a public document pursuant to §119.07, Fla. Stat. The Vendor agrees to comply with §119.0701, Fla. Stat. with respect to any documents, papers, and records made or received by the Vendor in connection with the Order.

If the Vendor has questions regarding the application of Chapter 119, Florida Statutes, to the Vendor's duty to provide public records, contact the custodian of public records at: HCSO Records Section, 1900 East 9<sup>th</sup> Avenue, Tampa, Florida 33605, Phone (813) 247-8210 or email at [HCSORecords@HCSO.Tampa.FL.US](mailto:HCSORecords@HCSO.Tampa.FL.US).



## **CHAD CHRONISTER, SHERIFF**

### **Purchasing Terms and Conditions**

16. Florida Law shall govern any dispute or contractual right regarding the Purchase Order. In the event of a lawsuit by the Vendor, the venue of such lawsuit shall be in Hillsborough County, Florida and the Vendor waives whatever rights it has in the selection of venue by accepting the order.
17. Pursuant to Florida Statute §448.095, a public employer, contractor, and / or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system. In addition, if a contractor enters into a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. If public employer has a good faith belief that a contractor or subcontractor has violated Florida Statute §448.09(1), by employing unauthorized aliens, public employer must terminate the contract. Failure to comply with the provisions of Florida Statute §448.095, subjects a contractor to any and all remedies available under Florida law, including but not limited to: the immediate termination of the contract, the imposition of any additional costs incurred by public employer as a result of the termination, and the possibility that the contractor may not be awarded a public contract for at least one { 1 } year after the date on which the contract was terminated.
18. Terms and Conditions of signed contracts, Requests for Proposal, Requests for Bid, and Term Contracts will prevail to the degree said terms may be more stringent.
19. The Vendor must sign and acknowledge the [Federal Grant Compliance](#), if applicable, or any purchases made with Federal Grant funding.





## Federal Grant Compliance

This form is included as an appendix with solicitation documents when any portion of the procurement is funded by a Federal Government Grant with the Hillsborough County Sheriff's Office (HCSO) as Grantee or Sub-Grantee or at any pass through tier. It is included here as documentation for other Grant related purchases.

The HCSO hereby certifies compliance with the e-CFR §§200.318-326 Uniform Grant Guidance (UGG) standards as issued by the US Office of Management and Budget (OMB) Circular effective December 26, 2014. Compliance includes but is not limited to the following: General Procurement Standards, Competition, Methods of Procurement, Contracting with Small and Minority Businesses, Procurement of Recovered Materials, Contract Cost and Price, Federal Awarding Agency Review, Bonding Requirements and Contract Provisions.

The Contractor is advised the Federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this specific project for the purpose of making audits, examinations, excerpts and transcriptions.

The following provisions as per the Code of Federal Regulations-Title II- Part 200- Appendix II are hereby incorporated into and form a part of the Terms and Conditions.

- a. Equal Employment Opportunity Act Executive Order 11246 as amended by E.O. 11375 and supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor". The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- b. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148) for prime construction projects in excess of \$2,000 under which Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor, and shall be required to pay wages not less than once a week. A copy of the current prevailing wage determination issued by the Department of Labor can be found, on line at <http://www.wdol.gov>, and the award of a contract shall be conditioned upon the acceptance of the wage determination. This includes the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) providing that each Contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public Work, to give up any part of the compensation to which they are otherwise entitled.
- c. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) Under Contracts awarded in excess of \$100,000, Contractors are required to base pay on a 40 hour work week and to pay 1.5 times the base pay rate for hours worked in excess of forty. No construction laborer or mechanic shall be required to Work in surroundings or under working conditions that are unsanitary,



hazardous or dangerous.

- d. Rights to Inventions Made Under a Contract or Agreement 37 CFR Part 401.
- e. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Act (33 U.S.C. 1251-1387) as amended for Grants and Contracts in excess of \$150,000. Violations to be reported to the regional office of the Environmental Protection Agency (EPA).
- f. Debarment and Suspension (Executive Orders 12549 and 12689) A contract award must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM) list of parties excluded from federal procurement or non-procurement programs.
- g. Byrd Anti-Lobbying Amendment (31 U.S. C. 1352). Contractors that bid for an award exceeding \$100,000 must file certification that it will not use Federal funds to pay any person or organization for influencing an officer or employee of any agency, a member, officer or employee of Congress in connection with obtaining any federal contract, grant or other award.

Compliance with the Davis Bacon Act identified in paragraph b. above requires the Contractor to submit on a weekly basis, a certified copy of all payrolls for the preceding weekly payroll period. Each payroll submitted shall be accompanied by a Statement of Compliance using page 2 of Form WH-347 Payroll (Optional Use), or any form with identical wording, certifying compliance with applicable requirements. The statement is to be signed by the Contractor or subcontractor or by an authorized officer or employee of the Contractor or subcontractor who supervises the payment of wages, and delivered to the Project Manager or other designee. This must be submitted within seven (7) days after the regular pay date for the pay period.

The Contractor's signature below constitutes agreement to comply with the above provisions and CFR §200.321 and to flow down all applicable provisions to subcontractors. The Contractor further accepts the Department of Labor prevailing wage determination.

ACCEPTANCE

We do hereby acknowledge the above provisions as part of the Terms and Conditions.

PLEASE PRINT      Company Name \_\_\_\_\_  
By \_\_\_\_\_  
Title \_\_\_\_\_  
Signature \_\_\_\_\_





**PROCUREMENT CATEGORY CODES (PCC)**

The following list is customized to best serve the Hillsborough County Sheriff's Office (HCSO) Purchasing Section in identifying registered vendors by category for the purpose of soliciting quotes or notifying of Bid/RFP opportunities. Use of these PCCs is *not* mandatory. Additionally, entering a PCC on your Vendor Application Form does *not* guarantee your company will receive solicitations or notices and *in no way* obligates the HCSO.

Bid opportunities are advertised in the legal section of the Tampa Bay Times and all Bid documents are posted to the HCSO's public website, [www.TeamHCSO.com/Purchasing](http://www.TeamHCSO.com/Purchasing), where they may be viewed and downloaded at no charge.

Enter the PCC(s) that best fits the service or commodity your company provides on your Vendor Application Form. Select the broadest category applicable to your company (e.g. 203 vs. 203-1).

In order to receive Bid/RFP Notices, you must provide a company e-mail address and/or fax number on your Vendor Application Form.

<b>PROCUREMENT CATEGORY CODES (PCC)</b>		
<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<b>100 INFORMATION TECHNOLOGY AND ELECTRONICS</b>		
	<b>101</b>	<b>Computers and Electronic Equipment</b>
	101-1	Computer Hardware: PCs, laptops, servers, peripherals
	101-2	Computer/Server Equipment Installation, Cabling and Connecting
	101-3	Audio Visual: Closed circuit cameras, digital A/V recording, etc.
	101-4	Breath Alcohol Analyzers
	101-5	Covert Surveillance Equipment
	101-6	GPS – Navigational
	101-7	Radar Detectors
	101-8	Digital Signage
	101-9	Electronic Equipment Testing, Calibration, Inspection
		Light Bars, Sirens – <i>See Law Enforcement Equipment (501-13)</i>
		Virtual Programs – <i>See 303-3 Education and Vocational Training, 510 Law Enforcement Training</i>
	<b>102</b>	<b>Security Systems</b>
	102-1	Security Access and Keyless Entry Systems
	102-2	Fire Alarm Systems
	102-3	Security System Monitoring
	<b>103</b>	<b>Telephone/Internet/Broadcast Equipment and Services</b>
	103-1	Telephone Equipment
	103-2	Telephone: Landline Services
	103-3	Cellular Phone and Wireless Services
	103-4	Cell Phone Data Tracking, Surveillance and Downloading
	<b>104</b>	<b>Computer Software</b>
	104-1	Application Software
	104-2	System Software
	104-3	Development Software
	<b>105</b>	<b>Robotics</b>
	105	All Forms

PROCUREMENT CATEGORY CODES (PCC)		
Tier 1	Tier 2	Tier 3
<b>200 OFFICE ADMINISTRATION</b>		
<b>201 Office Equipment</b>		
	201-1	Multi-Function Copiers
	201-2	Laser Printers
	201-3	Mail Room Equipment
	201-4	Microfilm Equipment
	201-5	Office Equipment Maintenance and Repair
<b>202 Office Furniture</b>		
	202	All Types
<b>203 Office Supplies and Copy Paper</b>		
	203-1	General Office Supplies: Includes small equipment items such as calculators, tape recorders, staplers, label makers, etc.
	203-2	Copy Paper
	203-3	Engraving: Name tags, name plates, trophies, plaques, awards, etc.
	203-4	Batteries
	203-5	Drinking Water, Dispensers, Bottled Water
	203-6	Delivery Services
	203-7	Document/Records Storage Services
	203-8	Document Shredding Services
<b>204 Event Planning and Community Outreach</b>		
	204-1	Event Rentals
	204-2	Catering
	204-3	Promotional Items
	204-4	Graphics and Signage
		Trophies, Plaques, Awards – <i>See 203-3 Engraving</i>
<b>205 Accounting and Banking Services</b>		
	205-1	Audit Services
	205-2	Banking Services
	205-3	P-Card Programs and Services
<b>206 Legal Services</b>		
	206-1	Attorneys
	206-2	Court Reporting and Transcription Services
	206-3	Surveillance and Background Checks
	206-4	Polygraphers
	206-5	Interpreters
<b>207 Risk Management</b>		
	207-1	Health Insurance Administration Services
	207-2	Liability Insurance
	207-3	Actuarial Services
<b>208 Temporary Personnel and Staffing</b>		
	208	All Types
<b>209 Print Services and Supplies</b>		
	209-1	Specialty Papers, Binding Accessories, etc.
	209-2	Forms
	209-3	Decals: Materials and supplies for printing vehicle and other decals
<b>210 Photo Shop</b>		
	210-1	Photography Equipment, Digital Cameras and Accessories
	210-2	Photo Printing Supplies
	210-3	Film Processing Supplies
	210-4	Film Processing Equipment and Equipment Maintenance
<b>211 Travel</b>		
	211-1	Lodging
	211-2	Air Fare
	211-3	Car Rental

PROCUREMENT CATEGORY CODES (PCC)		
Tier 1	Tier 2	Tier 3
<b>300 JAIL, DETENTION, PROBATION AND COURT SERVICES</b>		
<b>301 Inmate Supplies</b>		
	301-1	Inmate Uniforms, Undergarments, Footwear, Disposables
	301-2	Personal Hygiene: Toothbrush, toothpaste, body soap, combs, razors, lice control, sanitary napkins, etc.
	301-3	Linens: Towels, washcloths, sheets, pillow cases, blankets, etc.
	301-4	Mattresses, Mattress Covers, Pillows
	301-5	Canteen Items (Currently provided by canteen program contractor)
<b>302 Jail Supplies and Equipment</b>		
	302-1	Prisoner Identification Equipment and Supplies
	302-2	Breath Alcohol Test Equipment and Calibration Services
	302-3	Property Control: Property boards, shrink wrap, bags, etc.
	302-4	Behavior Control: Spit hoods, restraint chairs, etc.
	302-5	Commercial Laundry Equipment and Repair
	302-6	Laundry, Bulk Chemical
	303-6	Locks, Lock Sets, Key Blanks – <i>See 102-1 Security Access and Keyless Entry Systems</i>
		Clinic Equipment – <i>See 602-4 Medical Supplies and Clinic Equipment</i>
		Bulk Janitorial Chemical Other than Laundry – <i>See 1006-1 Janitorial Chemicals, Industrial Bulk</i>
<b>303 Jail Operation Services</b>		
	303-1	Inmate Phone Services
	303-2	Inmate Medical Services
	303-3	Education and Vocational Training
	303-4	Food Services
	303-5	Commercial Kitchen and Cafeteria Equipment and Repair
	303-6	Canteen Program Operations: Management of a canteen program
		Mental Health, Addiction Treatment and Social Services – <i>See 601 Social and Mental Health Services</i>
<b>304 Courthouse and Jail Security and Equipment</b>		
	304-1	Security Equipment, X-Ray Scanners, Magnetometers, etc.
	304-2	Security Personnel (Security Guards)
<b>305 Court and Probation Services</b>		
	305-1	Inmate Extradition and Transportation
	305-2	GPS (Ankle Bracelet) Monitoring
	305-3	Probation Program Management
<b>400 UNIFORMS</b>		
<b>401 Law Enforcement and Civilian</b>		
	401-1	Law Enforcement Dress Uniforms
	401-2	Tactical Wear, BDUs
<b>402 Civilian Work Apparel</b>		
	402-1	Civilian Work Apparel: Polos, t-shirts, oxford shirts, cargo and work pants, etc.
<b>403 Accessories, Specialties and Customization</b>		
	403-4	Uniform Accessories: Ties, ascots, hats, caps, gloves, safety vests, etc.
	403-5	Outerwear, Rainwear, etc.
	403-6	Custom Motor Breeches
	403-7	Bike Shorts, Pants
	403-8	Badges, Pins, CABs, Insignia, etc.
	403-9	Emblems, Embroidery
	403-10	Alterations
<b>500 LAW ENFORCEMENT EQUIPMENT AND SUPPLIES</b>		
<b>501 Officer Equipment</b>		
	501-1	Duty Gear: Leather basketweave and hi-gloss, nylon web
	501-2	Body Armor, Ballistic Vests, Riot Gear

PROCUREMENT CATEGORY CODES (PCC)		
Tier 1	Tier 2	Tier 3
<b>500</b>	<b>LAW ENFORCEMENT EQUIPMENT AND SUPPLIES (continued)</b>	
	<b>501</b>	<b>Officer Equipment (continued)</b>
	501-3	Personal Protective Equipment (PPE): Hazmat Suits, respirators, etc.
	501-4	Patrol Gear: Flashlights, batons, OC spray, PFDs, throw ropes, handcuffs, leg irons, etc.
	501-5	Traffic Control Gear: Flares, fuses, stop sticks, barricades, cones, etc.
	501-6	Guns and Accessories
	501-7	Ammunition, Simunition, Explosives, Grenades
	501-8	Tasers (Less Lethal)
	501-9	AEDs, CPR Resuscitators and First Aid Supplies
	501-10	Scopes, Binoculars, Night Vision Instruments
	501-11	Communication Helmets
	501-12	MREs
	501-13	Light Bars, Sirens
		Duty Gear – <i>See 400 Uniforms</i>
		Radar Detectors, Digital Cameras – <i>See 101-7 Radar Detectors and 210 Photo Shop</i>
	<b>502</b>	<b>Investigative, Forensic, Crime Scene and Evidence Supplies</b>
	502-1	Fingerprinting Supplies
	502-2	Drug Test Kits, Specimen Collection Kits
	502-3	Gloves – Latex, Nitrile, Vinyl
	502-4	Barrier Tape, Cones, Markers
	502-5	Crime Scene Scanners and Recorders
	502-6	Evidence Supplies: Storage bags, boxes, containers, labels
	502-7	Evidence Handling and Storage Equipment: Coolers, freezers, dry storage, dehydrators, etc.
	502-8	Forensic Analysis Equipment
	502-9	Forensic Supplies
	502-10	DNA Testing and Reporting
	502-11	Crime Scene and Bio-Hazard Remediation
		Digital Cameras, SD Cards – <i>See 210 Photo Shop</i>
	<b>503</b>	<b>Motors (Motorcycle)</b>
	503-1	Motorcycle Helmets and Accessories
	503-2	Motorcycle Boots
		<i>See 801-3 Motorcycle Sales and 802-8 Motorcycle Repair, Service and Parts</i>
		Custom Motor Breeches – <i>See 403-6 Custom Motor Breeches</i>
	<b>504</b>	<b>Bike Patrol</b>
	504	Bicycle and Biking Accessories (Includes Helmets)
		Bike Clothing – <i>See 403-7 Bike Shorts, Pants</i>
	<b>505</b>	<b>Bomb Squad</b>
	505-1	Bomb Detection and Neutralization Equipment
	505-2	Bomb Suits
	505-3	Training Supplies
	<b>506</b>	<b>Aviation</b>
	506-1	Avionics Equipment
	506-2	Avionics Repair and Maintenance
	506-3	Cleanroom (Maintenance Bay) Supplies: Dust-Free, Static-Free
	506-4	Helicopter Maintenance and Repair
	506-5	Airplane Maintenance and Repair
	506-6	Flight Suits and Communication Helmets
	506-7	Hangar and Aircraft Storage-Related Equipment
	506-8	FAA Flight Testing and Certification
		Aviation Fuel – <i>See 902-3 Aviation, Tanker</i>

PROCUREMENT CATEGORY CODES (PCC)		
Tier 1	Tier 2	Tier 3
	<b>507</b>	<b>Marine Unit</b>
	507-1	Marine Craft – Sales
	507-2	Marine Craft Hull Repair and Maintenance
	507-3	Marine Engine Outboard Sales, Repair and Maintenance
	507-4	Marine Craft Accessories
	507-5	Boat and Dock Equipment and Supplies
	507-6	Docks and Pilings: Construction, repair and maintenance
		Marine Fuel – <i>See 902-6 Marine Fuel</i>
	<b>508</b>	<b>Dive Team</b>
	508-1	Gear and Equipment: Dive suits, SCUBA gear, etc.
	508-2	Underwater Ops Equipment
	<b>509</b>	<b>K-9</b>
	509-1	Police Dogs
	509-2	K-9 Gear and Training Equipment
	509-3	Vehicle Kennels
	509-4	Dog Food
	509-5	Veterinary Care
	<b>510</b>	<b>Law Enforcement Training</b>
	510-1	Law Enforcement Training: Instructors, classroom
	510-2	On-Line Training – All
	510-3	Simulators, Virtual Training or Experience
	510-4	Fitness Equipment and Equipment Maintenance
	510-5	Firearms Training Equipment: Range equipment, targets, etc.
	<b>511</b>	<b>Child Safety Equipment</b>
	511-1	Car Seats
	511-2	Playpens
	511-3	Bunk Beds
	511-4	Air Mattresses
<b>600</b>	<b>MEDICAL, MENTAL HEALTH AND SOCIAL SERVICES</b>	
	<b>601</b>	<b>Social and Mental Health Services</b>
	601-1	Psychological/Psychiatric Testing and Evaluation
	601-2	Mental Health Counseling
	601-3	Addiction Rehabilitation Programs
	601-4	Residential Facilities, Halfway Houses
	601-5	Social Services – Families and Children at Risk
		Background Checks, Polygraphs, Language Interpreters – <i>See 206 Legal Services</i>
	<b>602</b>	<b>Medical Services, Supplies, Equipment and Pharmaceuticals</b>
	602-1	Physician Services
	602-2	Lab Services
	602-3	Pharmaceuticals
	602-4	Medical Supplies and Clinic Equipment
	602-5	Medical Diagnostic Equipment: Sales, repair, certification, calibration, etc.
<b>700</b>	<b>RADIO COMMUNICATION</b>	
	<b>701</b>	<b>Public Safety Radio Systems</b>
	701-1	Public Safety Radio Systems 700/800 MHz (P25) Equipment and Supplies
	701-2	Two-Way Radio (P25) Equipment, Services, Repair and Calibration
	701-3	Radio Testing Equipment Calibration
	<b>702</b>	<b>Tower and Antenna Systems</b>
	702-1	Towers and Antenna Site Management: Climbing, rigging, inspection, repair, certification, etc.

PROCUREMENT CATEGORY CODES (PCC)		
Tier 1	Tier 2	Tier 3
<b>800 AUTOMOTIVE</b>		
<b>801 Vehicle Purchases</b>		
	801-1	Dealers – Cars, Vans and Trucks (Most Vehicle Purchases are made in accordance with the Florida Sheriff's Association (FSA) contract. <i>Dealers interested in doing repair work should select Automotive Repair.</i> )
	801-2	Specialty/Custom Vehicles: Mobile command centers, transport buses, bomb trucks, etc.
	801-3	Motorcycle Sales
	801-4	Off Road Vehicles, ATVs, Utility Vehicles, Golf Carts, etc.
	801-5	Trailer Sales and Repair
	801-6	Used Vehicles
	801-7	Vehicle and Equipment Auction Services – Sale of vehicles
<b>802 Automotive Repair</b>		
	802-1	Automotive Engine Repair Parts
	802-2	Tires
	802-3	Batteries
	802-4	Fluids and Lubricants: Bulk oil, transmission fluid, grease, etc.
	802-5	Repair of Engines
	802-6	Repair of Transmissions
	802-7	Repair – Paint and Body
	802-8	Motorcycle Repair, Service and Parts
	802-9	Towing: <i>Tow companies must be licensed by the County and apply to contract with the HCSO for a spot on rotational call list; limited by area</i>
	802-10	Shop Supplies
	802-11	Window Tint
	802-12	Alarm Systems: Theft, K-9 Safety
<b>900 FUEL AND FUEL-RELATED EQUIPMENT</b>		
<b>901 Fuel-Related Equipment – Storage, Dispensing</b>		
	901-1	Tanks (Above/Below Ground) – Install, Inspect, and Repair
	901-2	Fuel Pumps – Equipment, Services and Repair
	901-3	Fuel Management Systems – Electronic Distribution, Control and Tank Monitoring Systems
<b>902 Fuel Types</b>		
	902-1	Gas – Tanker
	902-2	Off Road Diesel – Tanker
	902-3	Aviation – Tanker
	902-4	Propane Gas
	902-5	Natural Gas Transportation
	⊛ 902-6	Marine Fuel
<b>1000 FACILITIES MAINTENANCE, REPAIR AND OPERATION</b>		
<b>1001 Engineering</b>		
	1001-1	Architectural
	1001-2	Civil
	1001-3	Mechanical
	1001-4	Electrical
	1001-5	Surveyors
	1001-6	Blueprint Reproduction
<b>1002 General Contractors</b>		
	1002	General Contractor ( <i>Licensed in the State of Florida</i> )
<b>1003 Builders' Supplies</b>		
	1003	Commercial Builders' Supplies



PROCUREMENT CATEGORY CODES (PCC)		
Tier 1	Tier 2	Tier 3
<b>1000 FACILITIES MAINTENANCE, REPAIR AND OPERATION (continued)</b>		
	<b>1004</b>	<b>Trade Contractors and Service Providers – Replace and Repair</b>
	1004-1	Roofing
	1004-2	Heating, Ventilation, Air Conditioning (HVAC)
	1004-3	Electrical (not Electronic)
	1004-4	Plumbing
	1004-5	Carpentry
	1004-6	Masonry
	1004-7	Painting
	1004-8	Flooring Installation: Carpet, ceramic tile, VCT, vinyl, etc.
	1004-9	Industrial Flooring and Installation: Composites and epoxies
	1004-10	Asphalt, Concrete and Paving
	1004-11	Parking Lot Striping
	1004-12	Earth Moving, Dirt Hauling, Grading
	1004-13	Pre-Fabricated Structures, Modular Units
	1004-14	Grounds Maintenance and Landscape Services
	1004-15	Tree Trimming and Removal
	1004-16	Pressure Washing
	1004-17	Pest Control Services
	1004-18	Water Treatment Services and Supplies
	1004-19	Signs: Fabrication and installation, interior/exterior, metal, acrylic
	1004-20	Metal Works and Fabrication
	1004-21	Roll-Up Overhead Doors: Replace and repair
	1004-22	Doors and Windows: New, repair, replace, hardware, etc.
	1004-23	Glass Cutting
	<b>1005</b>	<b>Materials, Supplies and Equipment</b>
	1005-1	Complete MRO Supplies
	1005-2	HVAC Supplies
	1005-3	Electrical Supplies
	1005-4	Plumbing, Pipe and Pump Supplies
	1005-5	Paint, Coatings and Paint Supplies
	1005-6	Room Divider Panels
	1005-7	Window Treatments, Blinds, etc.
	1005-8	Floor Coverings: Tile, carpet, laminate, VCT, etc.
	1005-9	Lumber
	1005-10	Concrete Pumping
	1005-11	Masonry Materials and Supplies, Mortar, Cement, Concrete Mix
	1005-12	Asphalt
	1005-13	Grounds Maintenance Equipment (Mowers, Tractors) Parts and Repair
	1005-14	Landscape Supplies: Plants, mulch, stone, gravel, etc.
	1005-15	Rental Equipment: Lifts, cranes, backhoes, etc.
	1005-16	Rental – Temporary Storage, Job Site Offices
	1005-17	Rental – Sanitary Facilities
	1005-18	Fencing
	1005-19	Flags, Flagpoles, Flag Holders
	1005-20	Lighting: Fixtures and supplies
	1005-21	Hardware: Nuts, bolts, nails, brackets, hooks, etc.
	1005-22	Welding Equipment and Supplies (Includes Gases)
	1005-23	Hand and Power Tools
	1005-24	Safety Equipment: Crew, job site and personal
	1005-25	Building Accessories and Equipment: Outdoor furniture, door mats, trash cans, ash trays, etc.
	1005-26	Fire Protection Equipment and Supplies
	1005-27	Lockers, Storage Cabinets

**PROCUREMENT CATEGORY CODES (PCC)**

<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
---------------	---------------	---------------

**1000 FACILITIES MAINTENANCE, REPAIR AND OPERATION (continued)**

**1006 Janitorial Supplies and Services**

- 1006-1 Janitorial Chemicals, Industrial Bulk
- 1006-2 Janitorial Supplies and Equipment
- 1006-3 Industrial Janitorial Equipment: Vacuums, floor buffers, etc.
- 1006-4 Commercial Paper Goods: Toilet paper, paper towels, etc.
- 1006-5 Janitorial Services: Office cleaning, window cleaning, carpet cleaning, etc.

**1007 Elevators**

- 1007 Inspection, Maintenance and Repair

**1008 Power Plant/Boilers and Chillers/ Industrial Generators**

- 1008-1 Power Generators
- 1008-2 Generator Installation, Maintenance and Repair
- 1008-3 Boiler Equipment
- 1008-4 Boiler Installation, Maintenance and Repair

**1009 Warehouse Equipment, Supplies and Safety**

- 1009-1 Fork Lifts and Pallet Jacks, Sales and Repair
- 1009-2 Racks, Bins, Storage Systems, Cabinets, Carts, etc.
- 1009-3 Supplies: Shrink wrap, labels, tags, etc.
- 1009-4 Bar Coding Equipment and Supplies
- 1009-5 Safety Equipment: Back braces, eye wash stations, etc.
- 1009-6 Liquidation Services: Auction, sale, destruction, disposition (obsolete or surplus items)

**1010 Utilities**

- 1010-1 Electric
- 1010-2 Cable/Internet Services
- 1010-3 Gas, Natural
- 1010-4 Natural Gas Transportation

**1011 Waste Services and Recycling**

- 1011-1 Dumpsters, Compactors, Roll-Offs, etc.
- 1011-2 Recycling – Used Lamps, Electronics
- 1011-3 Sharps and Biohazardous Waste Containment and Disposal
- 1011-4 Hazardous Waste: Cleanup, transportation and disposal (e.g. Meth Lab)
- 1011-5 Scrap Metal Sales