



Request for Proposal No. 19-18

Emergency Generator Maintenance and Repair

June 18, 2018

Chad Chronister, Sheriff

HILLSBOROUGH COUNTY
Financial Services Division
2008 E. 8th Avenue
Tampa, FL 33605



Stephanie Douglas, Buyer
(813) 247-0024
sajack01@hcsso.tampa.fl.us

INSTRUCTIONS TO PROPOSERS

Included herein are General Terms and Conditions (Part A), Special Provisions (Part B), Technical Specifications (Part C), and Proposal Response (Part D), which together with all attachments, constitute the entire "Proposal Package". Said package must be the basis upon which all proposals 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 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 Bid Package becomes the "**Contract Document**". The Bidder's signature on the Bid Response (Part D), constitutes Bidder's agreement to the terms therein. The signature on the Bid Package must be that of an Officer of the Company or an individual authorized to commit the Company to a legal and binding contract. **READ THE ENTIRE BID PACKAGE CAREFULLY BEFORE SIGNING.**

NOTICE TO PROPOSERS

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

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PROPOSED SCHEDULE OF EVENTS	DATE
RFP Advertised/Posted to HCSO and OSD Website	6/18/2018
Submit Letter of Intent	6/22/2018
Non-Mandatory Pre-Proposal Conference	6/25/2018
Deadline to Submit Questions and Answers	6/27/2018
Deadline to Submit Proposal	6/29/2018
Award Notification Target Date	7/9/2018

LETTER OF INTENT**REQUEST FOR PROPOSAL NO. 19-18**

The undersigned acknowledges the General Terms and Conditions of the Request for Proposal (RFP) and intends to respond to the Hillsborough County Sheriff's Office (HCSO). We understand that any amendments, clarifications, and addenda to the RFP will be promptly communicated to the individual authorized below to receive this information.

COMPANY NAME

COMPANY ADDRESS

PRIMARY CONTACT NAME/TITLE

EMAIL ADDRESS

TELEPHONE NUMBER

FAX NUMBER

SIGNATURE OF COMPANY OFFICER

DATE

THE FOLLOWING REPRESENTATIVE(S) ** WILL ATTEND THE NON-MANDATORY PRE-PROPOSAL CONFERENCE

Print Name

Email Address

Print Name

Email Address

Print Name

Email Address

****NOTE: THIS FORM SHOULD BE SENT IMMEDIATELY TO THE BUYER LISTED ON THE FRONT OF THIS DOCUMENT AT FAX NUMBER 813-242-1851 or sajack01@hcsotampa.fl.us**

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
2008 E. 8th Avenue
Tampa, Florida 33605

COMPANY NAME: _____

SUBJECT: Request for Proposal Number 19-18

Proposal Title: Emergency Generator Maintenance and Repair

NON-MANDATORY PRE-PROPOSAL CONFERENCE: June 25, 2018 at 10:00 AM

PLACE: Hillsborough County Sheriff's Office
 General Services Bureau
 2214 N. Falkenburg Road
 Tampa, Florida 33619

OPENING DATE and TIME: June 29, 2018 at 3:00 PM

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

Proposals 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. Proposals: Must be contained in a SEALED envelope addressed to: Chad Chronister, Sheriff, 2008 E. 8th Avenue Room #125, Tampa, Florida 33605. To prevent inadvertent opening, the Proposal must be marked as a PROPOSAL DOCUMENT (including the Proposal number, the date and time of the Proposal opening) on the outside of the envelope.

If our specifications, when included in our Request for Proposal (RFP), are not returned with your Proposal Package, 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, contractor'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 the Proposal Package 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 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. Such proposals shall be returned to the Proposer unopened with the notation "This Proposal was received after the time designated for the receipt and opening of proposals".

3. On-Line Documents: The HCSO is publishing documents on its website <http://www.hcso.tampa.fl.us> for the convenience of contractors 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 Proposal, the prices quoted in the Proposal 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 offered 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 Contractor.

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 Proposal and *that all applicable taxes and fees shall be deemed to have been included in the Proposal Response as part of the materials cost, when applicable.*

6. Condition of Materials and Packaging: It is understood and agreed that any item offered or shipped on this Proposal shall be NEW and in FIRST CLASS CONDITION AND 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.
7. Claims: The Contractor will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
8. When to Make Delivery: Deliveries resulting from this Proposal are to be made during the normal working hours of the HCSO. It is the Proposer's responsibility to obtain this information.
9. 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 Proposers.
10. Information and Descriptive Literature: The Proposer must furnish all information requested in the Proposal. If specified, each Proposer must submit cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous Proposal will not satisfy this provision. Proposals that 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 preparing the submitted Proposal Package.
12. Proposal Obligation and Disposition: The contents of the Proposal Package and any clarifications thereto submitted by the Proposer shall, upon award, become part of the contractual obligation and incorporated by reference into the ensuing contracts. All Proposal Packages become the property of the HCSO and will not be

returned to the Proposer.

13. No Proposal: If you do not wish to submit a response to the RFP, please return the Statement of No Proposal found on page 40. The "No Proposal" 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): The Proposer certifies that all material, equipment, etc., contained in the Proposal Package meets all OSHA requirements.
15. Familiarity with Laws: 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 the Proposer of responsibility.
16. Laws, Statutes and Ordinances: The terms and conditions of the RFP and the resulting Contract shall be construed in accordance with the laws, statutes and ordinances applicable to Hillsborough County. Where State Statutes and regulations are referenced, they shall apply to this RFP and to the resulting Contract.
17. 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 request, you are certifying that §§287.132-133, Fla. Stats. does not restrict your submission.
18. Public Record: 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 trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, Fla. Stat. The Vendor or Contractor agrees to comply with §119.0701, Fla. Stat. regarding maintenance and provisions 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 Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this Contract, contact the custodian of public records at: HCSO Records Section, 1900 East 9th Avenue, Tampa, Florida 33605, Phone 813-247-8210 or email at hcsorecords@hcsotampa.fl.us

19. Appropriations of Funds: 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 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.

20. 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 is 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.

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

The Purchasing Section will have five (5) business days upon receipt of this notice to meet and consider the 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).

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 Hillsborough County holidays, Saturdays and Sundays) requesting a Management review of the decision. Final decision of an appeal will be made by the Sheriff.

22. Specifications: Attached.

CHAD CHRONISTER, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

By: 
Christina R. Porter, CPA
Chief Financial Officer

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

Company Name

Date

Print Name/Title

Signature of Company Officer

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR PROPOSAL AFTER COMPLETING PARAGRAPH 23. EACH CONTRACTOR'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 (PART D, PARAGRAPH 1).

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PART B - SPECIAL PROVISIONS

1. IN GENERAL

The purpose of this Request for Proposal (RFP) is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) to secure the services of a qualified Contractor to provide scheduled maintenance and repair services for emergency generators and transfer switches.

2. SCOPE OF WORK

The HCSO relies on the dependable operation of this equipment and will require the awarded Contractor to provide the HCSO with priority service for our first responders especially in times of natural disaster. The Work will include scheduled maintenance, repairs and services to the emergency generators. The awarded Contractor will diligently maintain and test the equipment as per manufacturer's recommendations and industry standards to avoid inoperability and emergency repairs.

The awarded Contractor is to supply all necessary and required test equipment, tools, personnel, transportation and all incidentals for performing the scheduled maintenance and repair services described in the Technical Specifications (Part C). Any exceptions should be noted in the Proposal Response (Part D).

Any reference to the "Work" throughout this RFP is defined to be inclusive of the Scope of Work and any related performance detailed herein. For further details, refer to Technical Specifications (Part C).

3. PROPOSER QUALIFICATIONS

Proposals shall be considered only from those Proposers who can clearly demonstrate to the HCSO the professional ability to perform the type of Work specified within the RFP. Proposers must be able to demonstrate adequate organizational, financial, equipment and personnel resources to ensure timely and satisfactory completion of the Work. In the determination of the evidence of responsibility and ability to perform the Work, 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 HCSO reserves the right to reject a Proposal when evidence indicates the inability to perform the Work specified within the RFP.

The HCSO may require background checks of Contractor employees or subcontractors who will be working on HCSO property. The technical personnel performing this Work must have a minimum of five (5) years experience on all of the equipment included in this RFP.

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

4. NON-MANDATORY PRE-PROPOSAL CONFERENCE

All interested parties are invited to attend the Non-Mandatory Pre-Proposal Conference and site visit (see date/time on page five (5)). At this time the HCSO's representative(s) will be available to answer questions relative to this RFP. Any suggested modifications may be presented in writing or discussed with the HCSO's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Proposal. Only written amendments issued by the HCSO will be considered official changes to the Terms and Conditions (Part B) or Technical Specifications (Part C) of the RFP. It is the responsibility of the Proposer to conduct site visits and inspections of the equipment to be serviced under

this agreement. Attendees will have the opportunity to discuss possible site visits and inspections of the equipment to be serviced in this RFP at the Non-Mandatory Pre-Proposal Conference. Care should be taken to obtain any and all technical information necessary to complete and submit a concise but inclusive Proposal.

While this is not a mandatory Pre-Proposal Conference, it is strongly suggested that all interested parties attend the conference to avoid time-consuming delays to HCSO. Pre-proposal conferences are held to offer Proposers the opportunity to ask questions with all parties present at the same time and to understand the scope of the work involved. HCSO personnel will be available to provide additional information and answer questions.

In the event the Proposer determines any contradiction or non compliance with any laws, ordinances, rules, codes or regulations applicable to the Scope of Work and Technical Specifications (Part C), it is incumbent upon the Proposer to notify the HCSO promptly in writing no later than the close of the Questions and Answers (Q & A) period as defined in the Table of Contents. Any necessary changes in the Scope of Work and Technical Specifications (Part C) will be adjusted by an amendment to the RFP. The cost of any Work or related remedy performed by the Contractor that it knew or should have known was in violation of any laws, ordinances, rules, codes or regulations without proper notice to the HCSO will be born solely by the Contractor.

5. LETTER OF INTENT

Interested Proposers planning on attending the Non-Mandatory Pre-Proposal Conference, should notify the Buyer by use of the Letter of Intent form included herein. The person(s) indicated on the Letter of Intent will be those notified of all addenda, amendments and Q & A.

6. COMMUNICATION BETWEEN PARTIES

All questions in regard to this RFP are to be directed, in writing to the Buyer: Stephanie Douglas, at sajack01@hcsotampa.fl.us or by fax at 813-242-1851. No communication is allowed, either directly or indirectly, with any other HCSO employee in regard to this RFP 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 <http://www.hcsotampa.fl.us>. This will include minutes from the Non-Mandatory Pre-Proposal Conference, Q & A responses, amendments, addenda etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the Buyer utilizes for convenience of the parties involved.

7. PREPARATION AND SUBMITTAL OF PROPOSALS

All Proposals shall be signed in ink by an authorized principle of the company. A signature of acknowledgement to the General Terms and Conditions (Part A) is required on page nine (9) and a signature of affirmation is required on page 38. All attachments to the RFP requiring signature acknowledgement (e.g. amendments) are to be returned with the Proposal Package.

Proposal Responses are to be submitted in a sealed package. The face of the package shall indicate the RFP name, number and time and date of the public opening. (A label is provided within this document for either use or example).

24. Proposals must be received by the HCSO Purchasing Section no later than the time and date shown on page five (5). 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 and will be returned unopened marked "This Proposal was received after the time designated for the receipt and opening of proposals".

Proposers shall submit the required Proposal documents and any additional literature in quadruplicate - one (1) original, three (3) copies and one (1) electronic copy in Microsoft Windows ® compatible format such as .pdf, saved on a USB flash drive or CD. Any proprietary information should be marked as such on the original and copies should be saved to a folder separate from the rest of the Proposal in the electronic copy.

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.

8. CONTRACT PERIOD

The Contract shall be effective for three (3) years from the date of award. By written mutual consent between the HCSO and the Contractor, the Contract may be extended up to two (2) additional two (2) year periods.

9. 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 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.

10. ACCEPTANCE AND REJECTION

The Sheriff, Hillsborough County, Florida, reserves the right to reject any or all Proposals, for cause, to waive irregularities, if any, in any Proposal, and to accept the Proposal or Proposals which in the judgment of the Sheriff is in the best interest of the HCSO. The Sheriff reserves the right to select the Proposer that will best meet the needs of the HCSO, and the selection will not necessarily be made solely on cost. Persons or entities submitting Proposals which do not meet the mandatory requirements will be considered in non-compliance and will be disqualified.

11. 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. Proposal Response (Part D) offers details of the criteria below.

	<u>Points</u>
A. Pricing	45
B. Company Overview, Personnel	20
C. Reporting Documentation	20
D. References	<u>15</u>
Total	<u>100</u>

An evaluation committee will consist of a minimum of three (3) persons. 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.

12. BEST AND FINAL OFFER

The HCSO reserves the right to request a Best and Final Offer (BAFO) from any or all Proposers. A BAFO may be requested as an optional step in the selection process. Useful situations include but are not limited to the following: no single response addresses all the specifications; the cost submitted by all Proposers is too high; the scores of two (2) or more Proposers are very close after the evaluation process; all Proposers submitted responses that are unclear or deficient in one or more areas.

The evaluation committee determines if the BAFO process will be conducted and who will receive the solicitation. All or any number of Proposers may be solicited, but only those Proposer(s) most likely to be awarded a contract are to be included. The evaluation committee will develop the aspects of the Proposal to be addressed in the BAFO. They may ask for enhancements of core components of the RFP but will maintain the integrity of the original Scope of Work.

BAFO solicitations will be made in writing. Proposers may be asked to provide additional clarification to specific sections of their response, or to rework their Proposal content or pricing. Information will be given as to how the BAFO will be evaluated. The HCSO will not identify either the current rank of any Proposer(s) or the lowest costs proposed until after the evaluation of each BAFO submitted. If a Proposer does not wish to submit a BAFO offer, they may submit a written response stating their response remains as originally submitted.

The Buyer will be responsible for all communication to and from Proposers regarding the BAFO solicitation. All responses must be returned to the Buyer. Proposers may also be requested to make an oral presentation to the evaluation committee. The written BAFO solicitation will include submission requirements and a deadline date and time by which the BAFO must be returned to the Buyer.

At the option of the HCSO this negotiation process with the highest ranked Proposers may continue until a satisfactory contract is successfully negotiated.

13. AWARD

The Buyer will submit the Evaluation Committee's final recommendation for award to the Division Commander who will review and further recommend through the Chain of Command to the Sheriff who

will have the final decision as to the Award. The HCSO reserves the right to select for award the Proposal which in the opinion of the Sheriff, offers the best value and best serves the requirements of the HCSO.

The HCSO also reserves the right to select options from one (1) or more Proposers when in the best interest of HCSO. The optional division of the Scope of Work or line item award will be evident in the formatting of the Proposal Response.

In the event two (2) or more Proposers have submitted the best Proposal, 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 will be used to break the tie.

Award or No Award notifications will be sent to all Proposers. Proposal results will be available at our website <http://www.hcso.tampa.fl.us>, on the Purchasing tab. If you do not have internet access, and would like a copy of the proposal results, contact the Purchasing Section at 813-247-8034.

14. INFORMATION PRIVACY

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 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.

15. CONTRACT DOCUMENT

The Contract between HCSO and the Contractor shall consist of: (1) the RFP and any amendments thereto and (2) the Proposal Package submitted in response to the RFP. The HCSO reserves the right to clarify any contractual relationship in writing with the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Contractor's Proposal Package. In all other matters not affected by the written clarification, if any, the RFP and all amendments thereto shall govern. The Proposer is cautioned that the Proposal shall be subject to acceptance without further clarification.

To the extent that a provision of the Contract is contrary to the Constitution or laws of Florida, or of the United States, the provision shall be void and unenforceable. However, the balance of the Contract shall remain in force between the Contractor and HCSO.

16. ADDITION / DELETION

The HCSO reserves the right to add or delete any items from this Proposal or resulting contract(s) when deemed to be in the best interest of the HCSO. All such additions, deletions or any change to the Scope of Work shall be addressed as either an amendment to the Proposal or a change order to the Contract requiring written notification and acknowledgement (refer to Processing Change Orders, Part B, Paragraph 23).

17. CONTRACTUAL OBLIGATIONS

The Contractor may not sublet or subcontract any contractual obligations concerning this Proposal matter except as provided for in the written Contract between the HCSO and the Contractor. This statement does not prohibit subcontracting of the Work but does prohibit subcontracting overall management obligations pertaining to the Work and requires the Contractor to retain ultimate liability for all contractual obligations.

18. DEFAULT

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

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

20. NEXT BEST PROPOSER

In the event of a default by the Contractor, the HCSO reserves the right to utilize the next best Proposer. In the event of this occurrence, the new Contractor shall be required to provide the Proposal items at the prices as contained on their Proposal for this RFP for the remainder of the award period.

21. CERTIFICATES OF INSURANCE

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

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

The Contractor understands and agrees that the HCSO does not waive its immunity and nothing herein shall be interpreted as a waiver of the HCSO's rights, including the limitation of waiver of immunity, as set

forth in §768.28, Fla. Stat. or any other statutes, and the HCSO expressly reserves these rights to the fullest extent allowed by law.

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

22. PRE-QUALIFICATION OF SUBCONTRACTORS, VENDORS, AND SUPPLIERS

All employees and/or subcontractors of the Contractor 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 no smoking on any HCSO property. The Contractor shall be required to provide a Work crew list giving all personnel names and changes as they occur. The HCSO will perform the background checks in-house at no costs to the Contractor.

The Contractor agrees, within seven (7) calendar days of receipt of a written request from the HCSO, to promptly remove and replace any subcontractors employed or retained by the Contract, which the HCSO shall request in writing to be removed with or without cause. If the HCSO requires the removal of any subcontractor, the Contractor shall submit a substitute acceptable to the HCSO, and the Contract price may be increased or decreased by the reasonable difference in costs associated with such substitution, providing proof of increase or decrease is provided. If the HCSO request was made without cause, an appropriate Change Order will be issued.

23. PROCESSING CHANGE ORDERS

Any changes which result in an increase or decrease in the Contract amount must be processed as a Change Order to the Contract. This will include but not be limited to changes in the services requested by the HCSO, or any additions or deletions caused by unforeseen circumstances or requirements by government

agencies. Any such changes will not invalidate this Contract. Change Orders will be numbered in sequence and dated.

Change Order requests will be submitted in writing and shall include the HCSO or the Contractor's detail of the service changes or circumstances surrounding the request and the Contractor's written quote representing an increase, decrease or no change to the Contract Sum. The resulting Change Order Request will be submitted by the Contractor to the Project Manager for approval by the CFO.

Any changes in the Contract Sum will be reflected on an amended Purchase Order as approved by the CFO in response to the appropriate requisition approved by the Division Commander. A copy of the amended Purchase Order will be provided to the Contractor.

Failure to follow Change Order instructions will result in the HCSO refusal to pay a change to the Contract Sum.

Requests for estimates for possible changes are not to be considered Change Orders or authorization to proceed with the proposed changes. Requests from the HCSO for quotes regarding new Work not included in the original scope will not constitute a Change Order to this Contract.

24. CONTRACTOR'S RESPONSIBILITIES

- a. Schedule, Materials, and Equipment: Prior to the commencement of any scheduled maintenance and repair services, the Contractor shall prepare and submit a project schedule for approval by the HCSO. The Contractor may choose the equipment, tools and machinery used to perform the Work. Any part of the HCSO facility that is damaged by the Contractor's equipment or procedures during any service performed shall be replaced or repaired to original condition as directed by the HCSO personnel at the Contractor's expense.
- b. Technician Qualifications: Contractors responding to this RFP shall provide resumes and qualifications for their personnel that will be performing the scheduled maintenance and repair services and testing of the equipment defined in the Technical Specifications (Part C).
- c. Concerning Subcontractors: The Contractor will be fully responsible for all acts and omissions of their subcontractors and of persons directly or indirectly employed by them, and of persons for whose acts any of them may be liable to the same extent as if they were employed by them. Nothing in the Contract documents shall create any contractual relationship between any subcontractors and the HCSO or any obligation on the part of the HCSO to pay or facilitate payment of any monies due any subcontractor, except as may otherwise be required by law. The HCSO may furnish to any subcontractor, to the extent practicable, evidence of amounts paid to the Contractor for specific Work completed.

The divisions and sections of Technical Specifications (Part C) and the identifications of any drawings shall not control the Contractor in dividing Work among subcontractors or delineating the Work to be performed by any specific trade.

The Contractor agrees to bind specifically every subcontractor to the applicable terms and conditions of the Contract Documents for the benefit of the HCSO.

All Work performed for the Contractor by a subcontractor shall be pursuant to an appropriate written agreement between the Contractor and the subcontractor which shall contain provisions that waive all rights the contracting parties may have against one another for damages caused by fire or

other perils covered by insurance, except such rights as they may have to the proceeds of such insurance held by the HCSO as trustee. The Contractor will pay each subcontractor an appropriate amount determined by value of the Work, of any insurance monies received by the Contractor under this insurance.

After award, the HCSO shall identify a Site Superintendent. The Contractor shall coordinate all Work including Work of suppliers and subcontractors with the HCSO's Site Superintendent, to maintain the required construction sequence and to ensure timely completion of Work stages. The Contractor or subcontractor must be on site to receive any and all delivery of their equipment and materials.

- d. Laws and Regulations: The Contractor will give notices and comply with all laws, ordinances, rules, codes and regulations applicable to the Work. If the Contractor observes that any of the Contract Documents are contradictory to such laws, rules, and regulations, they will notify the HCSO promptly in writing. Any necessary changes will then be adjusted by an amendment to the RFP or appropriate Change Order. If the Contractor performs any Work that it knows or should have known to the contrary of such laws, ordinances, rules, codes, and regulations and without such notice to the HCSO, they will bear all related costs.
- e. Work Standards: The Contractor shall perform all Work under this Contract in accordance with manufacturer's specifications and recommendations, or accepted industry standards for the work elements specified in the Technical Specifications (Part C). The scheduled maintenance procedures and test data forms are provided as part of this RFP document for the purposes of establishing the level of scheduled maintenance and services required. In the event of a conflict of procedures between documents, the manufacturer's scheduled maintenance procedures shall prevail, but in no way shall the manufacturer's procedures minimize the level of service to be performed.
- f. Site Cleanliness: The Contractor shall remove from vicinity of the work, rubbish, unused materials and other like material belonging to it or used under its direction during the scheduled maintenance and repair services.

25. WARRANTIES

- a. The Contractor will warrant all workmanship and materials for a period of no less than one (1) year from date of acceptance.
- b. The Contractor will warrant all Work to be in direct compliance with all Federal, State and local laws, ordinances, codes, rules and regulations.
- c. During the warranty period, the Contractor will restore or remove and replace warranted work to its original specified condition in the event of failure.

26. INDEMNIFICATION

The Contractor will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from the performance of its Work, provided that any such liability, claim, damage, loss or expense (a) is 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 therefrom and (b) is cause in whole or in part by an act or omission of the Contractor, 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 Contractor, 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 Contractor or any subcontractor under workmen's compensation acts, disability benefit acts, or other employee benefit acts.

The Contractor will indemnify and hold harmless the HCSO and anyone directly or indirectly employed by it from and against all claims, damages, losses, and expenses (including attorney's fees) arising out of any infringement of patent rights of copyrights held by others and shall defend all such claims in connection with any alleged infringement of such rights.

27. INVOICING AND PAYMENTS

The Contractor will invoice the HCSO for Work as completed. At a minimum, an invoice shall show: a unique invoice number, the Work site address, description of Work performed or materials provided reflecting proposed pricing and labor hours. For materials provided, 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.

It is a requirement of the HCSO to have the Site Superintendent (or designee) in the assigned Work area review and approve all invoices prior to the HCSO remitting payment.

Invoices shall be addressed to:

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

Or emailed to: accountspayable@hcsotampa.fl.us

Payment shall be made in accordance with §215.422, Fla. Stat. which states the contractor's rights and the HCSO 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.

Payments may be withheld because of any of the following conditions:

- 1) Defective Work not corrected.
- 2) Failure of the Contractor to make payments for materials, labor, equipment or services.
- 3) Continued failure to perform the Work in accordance with the terms and conditions set forth in this Agreement.
- 4) Legal or other claims by third parties relating to the Work performed under the Contract Documents.

28. EXCEPTIONS TO PROPOSAL

All proposal submittals must clearly state with specific detail all deviations to the requirements imposed upon the Proposer by the General Terms and Conditions (Part A), the Special Provisions (Part B), and the Technical 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 proposals that meet the specifications and other requirements imposed upon them by this Proposal Package. In instances, where an exception is stated upon the Proposal Response (Part D), said Proposal will be subject to rejection by the HCSO in recognition of the fact that said Proposal does not meet the exact requirements imposed upon the Proposer by General Terms and Conditions (Part A), Special Provisions (Part B), and Technical Specifications (Part C).

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PART C – TECHNICAL SPECIFICATIONS

1. OVERVIEW OF SERVICES REQUIRED

The following is an outline of the scheduled maintenance, repairs, parts, and services for the Hillsborough County Sheriff's Office (HCSO) emergency generators and transfer switches. This outline is intended to establish the level and type of scheduled maintenance and repair services required, but not necessarily to identify every detail of the scheduled maintenance and repair services. See Exhibit A for a complete list of site locations and equipment descriptions.

a. Initial Baseline Maintenance

- i. Replacement of hoses, clamps, belts, spark plugs
- ii. Inspect electrical and exhaust systems
- iii. Perform visual scheduled maintenance checks
- iv. Perform engine running operational checks
- v. Perform generator running operational checks
- vi. Perform automatic transfer switch operational checks
- vii. Replacement of radiator cap
- viii. Return all systems to normal operation
- ix. Provide written reports outlining results of the baseline maintenance
- x. Repairs as requested and authorized by the HCSO

b. Annual Scheduled Maintenance

- i. Replacement of fluids and filters
- ii. Visual inspections and checks
- iii. Operational checks of engine
- iv. Operational checks of generator
- v. Automatic transfer switch operation
- vi. Return all systems to normal operation
- vii. Provide written reports outlining results of the annual preventative maintenance
- viii. Repairs as requested and authorized by the HCSO

c. Replacement Parts

Supply replacement parts for repairs requested and authorized by the HCSO

d. Scheduling of Baseline and Annual Scheduled Maintenance

- i. The HCSO will schedule the maintenance work
- ii. The HCSO will issue Purchase Orders before maintenance work is performed
- iii. Repairs as requested and authorized by the HCSO
- iv. All generators may not require annual maintenance which will be determined by the HCSO
- v. Loadbank testing as requested
- vi. All employees who perform work within the secure areas of the jail facilities will be subject to a background check. A valid driver's license and social security number must be provided to a designated point of contact 48 hours prior to the scheduled service. Cleared individuals must check in at the front lobby at the Orient Road Jail and Falkenburg Road Jail to be assigned to

an escort. A tool inventory will be required and performed upon arrival to and prior to departure from the facility.

2. SERVICE REQUIREMENTS

The above services shall include but are not limited to the following requirements.

a. Initial Baseline Maintenance

i. Parts Replacement

At a minimum, the following parts are to be replaced as part of the Baseline Maintenance:

1. Radiator cap
2. Fuel hoses
3. Heater hoses
4. Belts
5. Spark plugs
6. Oil filter
7. Air filter
8. Crankcase oil
9. Radiator coolant
10. Gearbox oil
11. Engine thermostat
12. Lubrication as required

ii. Inspect As Required

1. Ignition wiring
2. General wiring and connections
3. Defective wiring
4. Defective engine parts
5. Mufflers and exhaust pipes
6. Block heater

iii. Inspection Checks

1. Battery electrolyte level (if applicable)
2. Battery voltages: stationary voltage, cranking voltage and running voltage
3. Battery charger operation
4. Clean and tighten battery terminals
5. Crankcase oil level
6. Crankcase breather
7. Inspect and clean radiator: coolant level, coolant condition and check for any leaks
8. Belts and tension
9. Hoses and tighten clamps
10. Block heater operation
11. Air filter and duct connections
12. Inspect drip drain on exhaust
13. Inspect exhaust flex connectors, hangers and supports
14. Inspect engine electrical connections

iv. Perform Engine Running Operational Inspections

1. Inspect for leaks: fuel, oil, coolant and exhaust
2. Inspect engine oil pressure gauge reading (psi)
3. Inspect engine coolant temperature gauge reading (F°)

v. Perform Generator Running Operational Inspections

1. Generator operation (no load)
2. Frequency (Hz)
3. Voltage (Volts)

vi. Perform Automatic Transfer Switch (ATS) Operational Inspections

1. Run generator under load - Minimum 30 minutes
 - a. Generator operation (under load)
 - i. Frequency (Hz)
 - ii. Voltage (Volts)
 - iii. Current (Amps)
 - b. Inspect operation from transfer switch
 - i. Frequency (Hz)
 - ii. Voltage (Volts)
 - iii. Current (Amps)
 - iv. Visual inspection of ATS includes:
 1. Inspect connections and torque (adjust torque if needed)
 2. Inspect lubrication (lubricate if needed)
 - c. Inspect unit in automatic and breaker closed
 - d. Inspect setting on exerciser clock
 - i. Day
 - ii. Time
 - iii. Duration
 - e. Record the following information
 - i. Engine Start (Sec) Time Delay on Engine Starting (TDES)
 - ii. Normal to Emergency (Sec) Time Delay Normal to Emergency (TDNE)
 - iii. Emergency to Normal (Min) Time Delay Emergency to Normal (TDEN)
 - iv. Engine Cool-down (Min) Time Delay for Engine Cool-down (TDEC)
 - v. Off to Emergency (Sec) Time Delay Off to Emergency (TDOE)
 - vi. Off to Normal (Sec) Delay Time Off to Normal (DTON)
2. Return all systems to normal operation
 - a. Record run time hour meter reading
 - b. Return all systems to normal operation
 - c. Record follow up actions required
 - d. Record and file report on all items listed above

b. Annual Scheduled Maintenance Inspections

i. Replacement of Fluids and Filters

1. Change crankcase oil and replace oil filter
2. Change fuel filter (where applicable)
3. Inspect and replace air filter (if required)
4. Add radiator coolant (if required)

ii. Inspection Checks

1. Battery electrolyte level (if applicable)
2. Battery voltages: stationary voltage, cranking voltage and running voltage
3. Battery charger operation
4. Clean and tighten battery terminals
5. Crankcase oil level
6. Crankcase breather, check and clean
7. Inspect and clean radiator: coolant level, coolant condition and check for any leaks
8. Belts and tension
9. Hoses and tighten clamps
10. Block heater operation
11. Air filter and duct connections
12. Inspect drip drain on exhaust
13. Inspect exhaust flex connectors, hangers and supports
14. Inspect engine electrical connections

iii. Perform Engine Running Operational Inspections

1. Inspect for leaks: fuel, oil, coolant and exhaust
2. Inspect engine oil pressure gauge reading (psi)
3. Inspect engine coolant temperature gauge reading (F°)

iv. Perform Generator Running Operational Inspections

1. Generator operation (no load)
2. Frequency (Hz)
3. Voltage (Volts)

v. Perform Automatic Transfer Switch Operational Inspections

1. Run generator under load - Minimum 30 minutes
 - a. Generator operation (under load)
 - i. Frequency (Hz)
 - ii. Voltage (Volts)
 - iii. Current (Amps)
 - b. Inspect operation from transfer switch
 - i. Frequency (Hz)
 - ii. Voltage (Volts)
 - iii. Current (Amps)
 - c. Inspect unit in automatic and breaker closed

- d. Inspect setting on exerciser clock
 - i. Day
 - ii. Time
 - iii. Duration
- e. Record the following information
 - i. Engine Start (Sec) TDES
 - ii. Normal to Emergency (Sec) TDNE
 - iii. Emergency to Normal (Min) TDEN
 - iv. Engine Cool-down (Min) TDEC
 - v. Off to Emergency (Sec) TDOE
 - vi. Off to Normal (Sec) DTON

- 2. Return all systems to normal operation
 - a. Record run time hour meter reading
 - b. Return all systems to normal operation
 - c. Record follow up actions required
 - d. Record and file report on all items listed above

3. SERVICE CALLS

The Contractor shall be required to provide emergency and non-emergency repairs of the equipment listed herein as requested and authorized by the HCSO. All repairs and services executed on any equipment covered under this contract shall be made with the express knowledge and in the presence of HCSO personnel. A test run of the repaired equipment shall be made in the presence of HCSO personnel, who, according to their best judgment, shall accept or reject the repaired equipment by signature on the Contractor's work order. In the event the test run cannot be made in the presence of HCSO personnel, the Contractor's work order shall spell out in detail the work performed as well as the testing and verification made at the time of repair.

a. Response Types and Times

- i. Emergency: The Contractor shall respond and be on site within two (2) hours upon receipt of a call for service. An emergency service call covers breakdowns of equipment that could affect the operations of the HCSO.
- ii. Non-Emergency: The Contractor shall respond within 24 hours upon receipt of a call for service. A non-emergency service call covers problems on equipment not considered to be critical to the operations of the HCSO.
- iii. Failure to Respond: Failure of the Contractor to respond within the specified time frame outlined above, shall constitute Contract default and may be cause for Contract cancellation.
- iv. Priority Calls for Service: The Contractor shall give the HCSO priority to calls for service in the event of a hurricane or other disasters providing conditions are safe for personnel to respond.
- v. Personnel: Service and/or repair personnel shall be made available 24 hours per day.
- vi. HCSO Repairs: The HCSO reserves the right to utilize its own personnel to make repairs when it is deemed to be in the best interest of the HCSO.

b. Load Bank Testing

The Contractor shall be required to provide a two (2) hour resistive or reactive load bank test of the equipment listed herein as requested and authorized by the HCSO.

4. PARTS

Parts supplied by the Contractor for equipment covered under this contract shall be as recommended by the respective equipment's manufacturer or an acceptable equivalent. Makeshift repairs made due to the unavailability of a proper part will not be accepted.

The Contractor shall provide replacement parts for the equipment listed herein as requested and authorized by the HCSO. The Contractor will be reimbursed for the parts on the basis of the cost of part plus no greater than 10% markup. Actual charges for shipping and handling of required parts may be added to the invoice for work rendered. The Contractor shall provide an invoice for the part(s) with any applicable shipping and handling charges upon request by the HCSO within two (2) business days.

5. REPORTING

Sample template forms for Annual Baseline and Annual Scheduled Maintenance must be provided with your Proposal Response (Part D). These forms must be electronically filled out and returned to HCSO, manager, or a designated representative of the assigned area(s) within 10 days upon completion of work. These forms must be created electronically in Microsoft Windows ® compatible format by the awarded Contractor and submitted to the HCSO manager, or a designated representative in the assigned area(s). The forms are to be submitted in three (3) ring notebook binders with a tab for each site or generator. Three (3) completed notebooks with an index, tabs and maintenance data shall be submitted to HCSO within 10 days upon completion of work. Each notebook shall include one (1) electronic copy of the completed maintenance forms and data in Microsoft Windows ® compatible format such as .pdf, saved on a USB flash drive or CD. Failure of the Contractor to provide the required HCSO reporting within the time stipulated shall constitute Contract default and may be cause for Contract cancelation

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PART D: PROPOSAL RESPONSE

The undersigned understands that this Proposal Package **must be signed** in ink and that the **unsigned** Proposal 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 PROPOSER ACCEPTS THE TERMS, CONDITIONS, MANDATES, AND OTHER PROVISIONS OF THE FOREGOING GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), AND TECHNICAL 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 TO BE CONSIDERED BY THE HCSO

EXCEPTIONS TO PROPOSAL: ANY REPRESENTATION (BELOW) OR EXCEPTION(S) NOTED MAY CAUSE THIS PROPOSAL TO BE REJECTED BY THE HCSO. ALL PROPOSERS SHOULD CAREFULLY READ PARAGRAPH 28 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 Proposal is based, to wit:

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2. NARRATIVES AND DOCUMENTATION

As mentioned in Special Provisions (Part B), Paragraph 11, the outline below corresponds with the criteria on which we will evaluate your Proposal in reference to the HCSO's needs and to the Proposals of others. Therefore, it is important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. Include narratives and supporting documentation.

Section title pages provided.

A. Pricing	45
B. Company Overview, Personnel	20
C. Reporting Documentation	20
D. References	<u>15</u>
Total	<u>100</u>

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Proposal Response Section Cover Page

A. Pricing

The undersigned has carefully examined the Proposal Package and all conditions affecting the cost of the commodity/service required by the HCSO.

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

We hereby propose to furnish the commodity/services described herein in accordance with the Proposal Package, except as noted on attached exceptions form.

a. Communication Maintenance Generators (price for each unit)

Line #	Site Name/Location	Equipment Description	Baseline Price	Annual Scheduled Maintenance Price
1.	78 th Street	Kohler 100REZGD	\$ /unit	\$ /unit
2.	Bull Frog Creek	Onan GGFE-4959219	\$ /unit	\$ /unit
3.	Cork Knight	Kohler 100RZ82	\$ /unit	\$ /unit
4.	Fire Station 10	Onan GGFE-4959219	\$ /unit	\$ /unit
5.	Fire Station 20	Kohler 100RZ82	\$ /unit	\$ /unit
6.	Gunn Highway	Kohler 100RZ82	\$ /unit	\$ /unit
7.	Hurrah Park	Onan 30EKL3193R	\$ /unit	\$ /unit
8.	Pinecrest FS2	100REZGD	\$ /unit	\$ /unit
9.	Plant City	Onan GGFE-4959219	\$ /unit	\$ /unit
10.	Brandon Tower	Kohler 15RYG	\$ /unit	\$ /unit
11.	Taylor Road	Onan GGFE-4959219	\$ /unit	\$ /unit
12.	Wimauma	Kohler 100RZ82	\$ /unit	\$ /unit
13.	Trailer Mounted	Kohler 100REOZJN	\$ /unit	\$ /unit
14.	District 4 Tower	Kohler 100REZG-NH	\$ /unit	\$ /unit
15.	Himes Avenue	Kohler 50REZGB	\$ /unit	\$ /unit

b. Facilities Maintenance Generators (price for each unit)

Line #	Site Name/Location	Equipment Description	Baseline Price	Annual Scheduled Maintenance Price
1.	Aviation	CAT/Perkins GEHPW-204	\$ /unit	\$ /unit
2.	CPID	Kohler 300REOZDD	\$ /unit	\$ /unit
3.	CPID	Onan 200SDGFC	\$ /unit	\$ /unit
4.	District 1	CAT/Perkins GEHPW-204	\$ /unit	\$ /unit
5.	District 3	CAT/Perkins GEHPW-204	\$ /unit	\$ /unit
6.	District 4	CAT/Perkins GEHPW-204	\$ /unit	\$ /unit
7.	Pinebrook Training	Kohler 500REOZVB	\$ /unit	\$ /unit
8.	Practical Training – Range	Onan DKAE3374085	\$ /unit	\$ /unit
9.	Practical Training – Range	Tradewinds T20-UL-FS 20Kw	\$ /unit	\$ /unit
10.	Practical Training – Range	Tradewinds T20-UL-FS 20Kw	\$ /unit	\$ /unit
11.	Practical Training – Range	Tradewinds T20-UL-FS 20Kw	\$ /unit	\$ /unit
12.	SOC - Sheriff's Operation Center	Kohler 600R02D71	\$ /unit	\$ /unit
13.	SOC - Sheriff's Operation Center	Kohler 350R0271	\$ /unit	\$ /unit
14.	SOC – Freddie Solomon Annex	Tradewinds 200 KW TJ200T33	\$ /unit	\$ /unit
15.	Pinebrook Building #2	Tradewinds 350 Kw	\$ /unit	\$ /unit
16.	Pinebrook Building #3	Kohler 135ROZJ John Deere	\$ /unit	\$ /unit
17.	Pinebrook Building #3	Tradewinds 200 Kw	\$ /unit	\$ /unit

c. Fleet Maintenance Generators (price for each unit)

Line #	Site Name/Location	Equipment Description	Baseline Price	Annual Scheduled Maintenance Price
1.	Mobile Command Vehicle #64589	Kohler 40REOZJB	\$ /unit	\$ /unit
2.	Mobile Command Vehicle #56841	Kohler 20EOR	\$ /unit	\$ /unit
3.	BAT Mobile Vehicle #63749	Kohler 10ERG	\$ /unit	\$ /unit
4.	SIRT Vehicle #22075	Onan 7.5DKDF	\$ /unit	\$ /unit
5.	SIRT Vehicle #20044	Onan 7.5DKDF	\$ /unit	\$ /unit
6.	Crisis Management Vehicle #24802	Onan 7.5DKDF	\$ /unit	\$ /unit
7.	PIO Trailer Vehicle #67472	Onan 10HDKCA	\$ /unit	\$ /unit

d. Information Technology Generators (price for each unit)

Line #	Site Name/Location	Equipment Description	Baseline Price	Annual Scheduled Maintenance Price
1.	FRJ Data Center	Cummins 600 HZ/200KW Genset-Diesel DSHAC-7373803	\$ /unit	\$ /unit
2.	FRJ Data Center	Cummins 600 HZ/200KW Genset-Diesel DSHAC-7373803	\$ /unit	\$ /unit

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e. Detention Generators (price for each unit)

Line #	Site Name/Location	Equipment Description	Baseline Price	Annual Scheduled Maintenance Price	2 Hour Load Bank Test Price
1.	Orient Road Jail	Cummins-Onan NT855-GS-3	\$ /unit	\$ /unit	\$ /unit
2.	Orient Road Jail	Cummins-Onan KTA38B-GS/GC	\$ /unit	\$ /unit	\$ /unit
3.	Orient Road Jail	Cummins-Onan KTA38B-GS/GC	\$ /unit	\$ /unit	\$ /unit
4.	Orient Road Jail	Cummins-Onan KTA38B-GS/GC	\$ /unit	\$ /unit	\$ /unit
5.	Orient Road Jail	Cummins DFEG-7597448	\$ /unit	\$ /unit	\$ /unit
6.	Orient Road Jail	Fairbank Morse Fire Pump-V504F-52	\$ /unit	\$ /unit	\$ /unit
7.	Hillsborough Re-Entry Center	Kohler 20R0ZJ81	\$ /unit	\$ /unit	\$ /unit
8.	Falkenburg Road Jail	Kohler 350R0ZD	\$ /unit	\$ /unit	\$ /unit
9.	Falkenburg Road Jail	Kohler 750R0ZD4	\$ /unit	\$ /unit	\$ /unit
10.	Falkenburg Road Jail	Cummins 500DFEK6961	\$ /unit	\$ /unit	\$ /unit
11.	Falkenburg Road Jail	Cummins DFEJ5873248	\$ /unit	\$ /unit	\$ /unit

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- f. List any additional equipment charges not included in the pricing above:

- g. Pricing for Emergency and Non-Emergency Repairs (labor only). Quotes will be required at the time of request. Parts and materials shall be included in the quote.

Line #	Description of Work	Price
1.	Non-Emergency Repair Rate – service call response within 24 hours & should always be during regular service hours	\$ /hour
2.	Emergency Repair Rate – service call response within 2 hours (regular service hours rate)	\$ /hour
3.	Emergency Repair Rate – service call response within 2 hours (after regular service hours rate)	\$ /hour

List other rates such as travel time or mileage if applicable:

List regular service hours:

Days of the week _____

Hours of the day _____

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Proposal Response Section Cover Page

B. Company Overview and Personnel

Discuss 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.

Identify local management personnel, their experience and qualifications.

Demonstrate adequate organization, financial backing, equipment and personnel to ensure timely and satisfactory completion of the work.

Responses must include the following information:

- Number of technicians
- Years of experience of each technician
- Qualifications and certifications of technicians
- Responsibility of technicians

Provide the following documents:

- Resumes
- Insurance Certificates
- Business Tax Receipt
- Appendix I, Vendor Packet

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Proposal Response Section Cover Page

C. Reporting Documentation

Responses must include the following information, at a minimum:

- Provide a sample copy of the documentation/forms to be utilized for inspections and test data. Include copies of work orders, repair orders and other commonly used forms as well as an explanation of record keeping and documentation processes.

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Proposal Response Section Cover Page

D. References**REFERENCE LIST**

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

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

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

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

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

3. COMPANY ORDER INSTRUCTIONS

Provide the contact information for placing an order. (Please type or print)

Contact Name & Title: _____

Address: _____

Office #: _____ Mobile #: _____ Fax #: _____

Email: _____

Describe the preferred method of contact to place an order.

4. COMPANY CONTACT INFORMATION

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

Company Name: _____

Contact Name & Title: _____

Address: _____

Office #: _____ Mobile #: _____ Fax #: _____

Email: _____

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

5. 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 Proposal Package.

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 RFP offered to be entered into;
- b) That this Proposal Package is submitted 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 Proposer is not in arrears to Hillsborough County or the Sheriff upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Sheriff;

- 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 bids.

Respectfully submitted by,

Company Name: _____

Print Signer's Name

Date

Signature of Company Officer

Title

NOTE: THE ABOVE SIGNATURE OF AFFIRMATION AND THE SIGNATURE OF ACKNOWLEDGEMENT ON PAGE NINE (9), 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 AND RETURNED WITH YOUR PROPOSAL RESPONSE. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN THE PROPOSAL RESPONSE, PART D.

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Proposal Package Checklist

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

Description of Document	Page #	YES
Complete Company Name above Part A - General Terms and Conditions	5	<input type="checkbox"/>
Sign & complete acknowledgment of Part A - General Terms and Conditions	9	<input type="checkbox"/>
Current Insurance Certificates	15-16	<input type="checkbox"/>
Complete Part D – Proposal Response #1 (if not applicable indicate N/A)	27	<input type="checkbox"/>
Complete Part D – Proposal Response #2, A	28-33	<input type="checkbox"/>
Complete Part D – Proposal Response #2, B	34	<input type="checkbox"/>
Complete Part D – Proposal Response #2, C	35	<input type="checkbox"/>
Complete Part D – Proposal Response #2, D	36	<input type="checkbox"/>
Complete Part D – Proposal Response #3 and #4	37	<input type="checkbox"/>
Sign & Complete Part D - Proposal Response #5	37-38	<input type="checkbox"/>
Sign & complete Appendix I – Vendor Packet	Attached	<input type="checkbox"/>
Sign & complete Addenda/Amendment Acknowledgement Form (if applicable)		<input type="checkbox"/>

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STATEMENT OF NO PROPOSAL

NOTE: If you do not intend to respond to this Request for Proposal, please return this form to:

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

Email: Purchasing@hcsso.tampa.fl.us or

Fax: 813-242-1826

We, the undersigned, have declined to respond to your Proposal No. 19-18 Emergency Generator Maintenance and Repair for the following reasons:

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

____ Insufficient time to respond to the Request for Proposal.

____ We do not offer this service.

____ Our Work schedule would not permit us to perform.

____ Unable to meet specifications.

____ Unable to meet Bond Requirements.

____ Specifications unclear (explain below).

____ Remove our company from your Vendor List.

____ Other (specify below)

We understand that if the "no proposal" 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 _____

COMPANY OFFICER _____

TELEPHONE NUMBER _____

DATE _____

SIGNATURE _____

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

CHAD CHRONISTER, SHERIFF
2008 E. 8TH AVE
TAMPA, FLORIDA 33605
ATTN: PURCHASING
813-247-8034

PROPOSAL PACKAGE SUBMITTAL

From: _____

RFP # 19-18

EMERGENCY GENERATOR MAINTENANCE & REPAIR

OPENING DATE/TIME:

JUNE 29, 2018 @ 3:00 PM

Exhibit A

Hillsborough County Sheriff's Office Generators

Fleet Maintenance Generators

Contact Person: Donald Mitchell

Phone: 813-247-0031

Site Name	Address	Generator Mfg.	Generator Model Number	Generator Capacity
Mobile Command Vehicle #64589	2210 N. Falkenburg Rd Tampa, FL 33619	Kohler	40REOZJB	40KW
Mobile Command Vehicle #56841	2210 N. Falkenburg Rd Tampa, FL 33619	Kohler	20EOR	20KW
BAT Mobile Vehicle #63749	2210 N. Falkenburg Rd Tampa, FL 33619	Kohler	10ERG	10KW
SIRT Vehicle #22075	2210 N. Falkenburg Rd Tampa, FL 33619	Onan	7.5DKDF	7.5KW
SIRT Vehicle #20044	2210 N. Falkenburg Rd Tampa, FL 33619	Onan	7.5DKDF	7.5KW
Crisis Management Vehicle #24802	2210 N. Falkenburg Rd Tampa, FL 33619	Onan	7.5DKDF	7.5KW
PIO Trailer Vehicle #67472	2210 N. Falkenburg Rd Tampa, FL 33619	Onan	10HDKCA	10KW

Information Technology Generators

Contact Person: Todd Ryan

Phone: 813-290-2343

Site Name	Address	Generator Mfg.	Generator Model Number	Generator Capacity
Falkenburg Road Jail FRJ Data Center	520 N. Falkenburg Rd Tampa, FL 33619	Cummins	600HZ/200KW Genset Diesel/DSHAC-7373803	200KW
Falkenburg Road Jail FRJ Data Center	520 N. Falkenburg Rd Tampa, FL 33619	Cummins	600HZ/200KW Genset Diesel/DSHAC-7373803	200KW

Communications Maintenance Generators

Contact Person: Chuck Badr

Phone: 813-247-0022

Site Name	Address	Generator Mfg.	Generator Model Number	Generator Capacity
78th Street Stand by	3212 S. 78th Street Tampa, FL 33619	Kohler	100REZGD	100KW
78th Street Back up	3212 S. 78th Street Tampa, FL 33619	Kohler	100RZ82	90KW
78th Street Trailer Mounted	3212 S. 78th Street Tampa, FL 33619	Kohler	100REOZJN	100KW
Brandon	117 Ridgewood Ave Brandon, FL 33510	Kohler	15RYG	15KW
Bullfrog Creek	13010 Bullfrog Creek Rd Riverview, FL 33534	Onan	GGFE-4959219	47KW
Cork Knight	Cork Knight Fire Station #26 5302 W. Thonotosassa Rd Plant City, FL 33565	Kohler	100RZ82	90KW
District IV Tower	508 33rd Street SE Ruskin, FL 33570	Kohler	100REZG	95KW
Fire Station 10	8430 N. Grady Ave Tampa, FL 33614	Onan	GGFE-4959219	47KW

Exhibit A

Hillsborough County Sheriff's Office Generators

Fire Station 20	City of Tampa Fire Station #20 16200 Bruce B. Downs Blvd Tampa, FL 33647	Kohler	100RZ82	90KW
Gunn Highway	Fire Station #13 7502 Gunn Highway Tampa, FL 33625	Kohler	100RZ82	90KW
Hurrah Park	111 Alafia Church Rd Lithia, FL 33547	Onan	30EKL31938R	30KW
Pinecrest	Southeast Fire Station #2 6766 Lithia Pinecrest Rd Lithia, FL 33547	Kohler	100REZGD	100KW
Plant City	Highway Maintenance Unit #4 4702 Sydney Road Plant City, FL 33566	Onan	GGFE-4959219	47KW
Taylor Road	West Side of Taylor Rd Landfill 6209 County Road 579 Seffner, FL 33584	Onan	GGFE-4959219	47KW
Wimauma	Wimauma Fire Station #22 1120 7th Street Wimauma, FL 33598	Kohler	100RZ82	100KW
Himes Avenue Tower	2001 N. Himes Ave Tampa, FL 33607	Kohler	50REZGB	50KW

Detention Generators

Contact Person: Angel Varela

Phone: 813-247-0297

Site Name	Address	Generator Mfg.	Generator Model Number	Generator Capacity
Falkenburg Road Jail	520 N. Falkenburg Rd Tampa, FL 33619	Kohler	350R0ZD	350KVA
Falkenburg Road Jail	520 N. Falkenburg Rd Tampa, FL 33619	Kohler	750ROZD4	750KVA
Falkenburg Road Jail	520 N. Falkenburg Rd Tampa, FL 33619	Cummins	450DFEJ-5873248	450KVA
Falkenburg Road Jail	520 N. Falkenburg Rd Tampa, FL 33619	Cummins	500DFEK6961	500KVA
Orient Road Jail GEN # 1, BLDG 13	1201 N. Orient Rd Tampa, FL 33619	Cummins	KTA38B-GS/GC	750KW
Orient Road Jail GEN # 2, BLDG 13	1201 N. Orient Rd Tampa, FL 33619	Cummins	KTA38B-GS/GC	750KW
Orient Road Jail GEN # 3, BLDG 13	1201 N. Orient Rd Tampa, FL 33619	Cummins	KTA38B-GS/GC	750KW
Orient Road Jail GEN # 4, BLDG 14	1201 N. Orient Rd Tampa, FL 33619	Cummins	NT855G-G53	250KW
Orient Road Jail GEN # 5, CBTU/REC	1201 N. Orient Rd Tampa, FL 33619	Cummins	DFEG-7597448	350KW
Orient Road Jail Fire Pump	1201 N. Orient Rd Tampa, FL 33619	Cummins	Fire Pump V504-52	N/A
Work Release Center	1800 Orient Rd Tampa, FL 33619	Kohler	20ROZJ81	25KW

Exhibit A

Hillsborough County Sheriff's Office Generators

Facilities Maintenance Generators

Contact Person: Arnold Trueba

Phone: 813-247-0781

Site Name	Address	Generator Mfg.	Generator Model Number	Generator Capacity
Aviation-Vandenburg Airport	5808 Wilkins Rd Tampa, FL 33610	Himoinsa	2100481--GEHPW-204	135KW
CPID	1501 N. Falkenburg Rd Tampa, FL 33619	Kohler	300REOZDD	300KW
CPID	1409 N. Falkenburg Rd Tampa, FL 33619	Onan	200SDGFC	200KW
District 1 Headquarters	14102 N. 20th Street Tampa, FL 33613	Himoinsa	GEHPW-204	135KW
District 3 Headquarters	7202 Gunn Hwy Tampa, FL 33625	Himoinsa	GEHPW-204	135KW
District 4 Headquarters	508 33rd Street SE Ruskin, FL 33570	Himoinsa	GEHPW-204	135KW
Pinebrook-Training	1409 N. Falkenburg Rd Tampa, FL 33619	Kohler	500REOZVB	500KW
Pinebrook Building #2	1208 Tech Blvd Tampa, FL 33619	Tradewinds	350KW	350KW
Pinebrook Building #3	2207 N. Falkenburg Rd Tampa, FL 33619	Kohler	135ROZJ John Deere	135KW
Pinebrook Building #3	2207 N. Falkenburg Rd Tampa, FL 33619	Tradewinds	200KW	200KW
Practical Training Site	14063 S. CR39 Lithia, FL 33547	Onan	DKAE3374085	25KW
Practical Training Site	14063 S. CR39 Lithia, FL 33547	Tradewinds	T20-UL-FS	20KW
Practical Training Site	14063 S. CR39 Lithia, FL 33547	Tradewinds	T20-UL-FS	20KW
Practical Training Site	14063 S. CR39 Lithia, FL 33547	Tradewinds	T20-UL-FS	20KW
SOC - Sheriff's Operation Center	2008 E. 8th Avenue Tampa, FL 33601	Kohler	600R02D71	600KW
SOC - Sheriff's Operation Center 911 Comm. Center	2008 E. 8th Avenue Tampa, FL 33601	Kohler	350R0271	350KW
SOC - Sheriff's Operation Center Annex	2008 E. 8th Avenue Tampa, FL 33601	Tradewinds	200 KW TJ200T33	200KW

APPENDIX-I

VENDOR PACKET

Vendor Application Form

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



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

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

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

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

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

Business Name (as shown on your invoice): _____

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

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

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

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

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

Office Phone: _____ Fax: _____ Website: _____

Physical Address: _____

Mailing Address: _____

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

Procurement Code Category (see PC List): # _____

Additional Information: _____

SALES CONTACT

Name: _____

Office Phone: _____

Cell Phone: _____

Email: _____

ACCOUNTING CONTACT

Name: _____

Phone: _____ Fax: _____

Email: _____

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

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

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

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

HCSO Staff Requesting Vendor Set-Up: _____

Request for Taxpayer Identification Number and Certification

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

► Go to 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 one 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	Exempt payee code (if any) _____
	<input type="checkbox"/> C Corporation	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> S Corporation	(Applies to accounts maintained outside the U.S.)
	<input type="checkbox"/> Partnership	
<input type="checkbox"/> Trust/estate		
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____		
Note: 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 not 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.		
<input type="checkbox"/> Other (see instructions) ► _____		
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.

Social security number									
				-					
or									
Employer identification number									
				-					

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.

Sign
Here

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.

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

CHAD CHRONISTER, SHERIFF

TAMPA, FL



Direct Deposit Payment Authorization Form

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

Payee Information:

Payee Name (Entity Name or Name of Individual)

SSN or EIN

E-mail address

Phone Number

Financial Institution Information:

Bank Name: _____

Address: _____

Routing Transit Number (9 digits): _____

Account Number: _____

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

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

Payee Certification:

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

Name and Title

Signature

Date

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

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

FSD Use Only

Vendor #: _____ RMT #: _____ Date: _____

**Hillsborough County Sheriff's Office
Purchase 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 ADDRESSED TO:
Hillsborough County Sheriff's Office
Accounts Payable
P.O. BOX 3371
TAMPA, FLORIDA 33601

Or emailed to: accountspayable@hcsa.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.
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. 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 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 9th Avenue, Tampa, Florida 33605, Phone 813-247-8210 or email at hcsorecords@hcsa.tampa.fl.us

**Hillsborough County Sheriff's Office
Purchase Terms and Conditions**

15. 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.
16. 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.

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

CHAD CHRONISTER, SHERIFF

TAMPA, FL



PROCUREMENT CATEGORY CODES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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