

**HILLSBOROUGH COUNTY  
SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

Invitation to Bid No. 2023-016

Uniform Polo Shirts & Customization

April 14, 2023

---

# HILLSBOROUGH COUNTY SHERIFF'S OFFICE



**CHAD CHRONISTER, SHERIFF**

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

Michael C. Wheeler, Warehouse Buyer  
(813) 247-8968  
mcwheeler@teamhcsso.com

## **INSTRUCTIONS TO BIDDERS**

Included herein are General Terms and Conditions (Part A), Special Provisions (Part B), Specifications (Part C) and Bid Response (Part D), which together with all attachments, constitute the entire "Bid Package". Said Bid Package must be the basis upon which all bids are offered and must be kept together and returned, intact, by the time and at the place specified herein. The Bidder must manually sign the General Terms and Conditions (Part A) and Bid Response (Part D). Any questions concerning this Invitation to Bid (Bid) 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 BIDDERS**

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

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Instructions to Bidders	2
<b>DATE, TIME, AND PLACE</b>	4
Part A – General Terms and Conditions	5
<b>SIGNATURE OF ACKNOWLEDGMENT</b>	10
Part B – Special Provisions	11
Part C – Specifications	17
Part D – Bid Response	20
<b>SIGNATURE OF AFFIRMATION</b>	22
Statement of No Bid	23
Bid Checklist	24
Packaging Label	25
Attachment A – One- or Two-Line Embroidery	26
Attachment B – HCSO Civilian Logo Embroidery	27
Attachment C – HCSO Star Embroidery	28
Attachment D – SHERIFF & FORENSICS Reflective Identification	29
Appendix I - Supplier Packet (Application, W9, Direct Deposit)	Attached
Appendix II – Pricing Matrix	Attached

<b>PROPOSED SCHEDULE OF EVENTS</b>	<b>DATE</b>
BID ADVERTISED / POSTED TO HCSO AND OSD WEBSITES	May 5, 2023
DEADLINE TO SUBMIT QUESTIONS TO PURCHASING	May 19, 2023 @ 3:00
DEADLINE TO SUBMIT BID	June 2, 2023 @ 3:00
AWARD NOTIFICATION TARGET DATE	June 20, 2023

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

**SUBJECT:** INVITATION TO BID 2023-016

**BID TITLE:** Uniform Polo Shirts & Customization

**OPENING DATE & TIME:** **June 2, 2023 @ 3:00 PM**

**PLACE:** Hillsborough County Sheriff's Office  
Sheriff's Operation Center  
Financial Services Division - Purchasing Section  
2008 E. 8th Avenue  
Tampa, FL 33605  
**Recorded – No Attendees Present**

The Bid opening will *not* be open to the public. Bids will be received until the time and date shown and will be read aloud immediately thereafter at the "Place" indicated. A video recording of the Bid opening will then be posted to the HCSO website <https://TeamHCSO.com>.

**BID OVERVIEW:** The purpose of this Invitation to Bid 2023-016 is to describe the requirements of Chad Chronister, the Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida as Sheriff, to secure a supplier for the procurement of Uniform Polo Shirts and customization.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

**PART A - GENERAL TERMS AND CONDITIONS**

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

If our specifications, when included, are not returned with your Bid, and no specific reference is made to them in your BID RESPONSE (PART D), it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, company's, or manufacturer's specifications which accompany the BID RESPONSE (PART D), contain information that can be construed or is intended to be a deviation from our specifications, such deviation must be specifically referenced in your BID RESPONSE, *Exceptions* (PART D, Paragraph 1).

2. **BID DELIVERY:** The responsibility for getting the Bid to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Bidder. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Bidder shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Bids will not be accepted after the time specified for receipt.
3. **ON-LINE DOCUMENTS:** The HCSO publishes procurement-related documents on its website at <https://TeamHCSO.com/Purchasing> for the convenience of companies wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a bid.
4. **TIME FOR CONSIDERATION:** Bidder warrants, by virtue of bidding, the prices quoted in their response will be good for an evaluation period of 60 calendar days from the date of bid opening unless otherwise stated. Bidders will not be allowed to withdraw or modify their Bids after the opening time and date.
5. **PRICES:** All bids submitted must show the net bid price after any and all discounts allowable have been deducted. **Prices quoted are to be F.O.B. Destination.** 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 Awarded Supplier.

**The Bidder'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 Bid, and that all applicable taxes and fees shall be deemed to have been included in the BID RESPONSE (PART D) as part of the materials cost, when applicable.**

6. **BID ERRORS:** When errors are found in the extension of bid prices, the unit price will govern. Bids having erasures or corrections must be initialed in ink by the Bidder.

7. CONDITION OF MATERIALS AND PACKAGING: Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this Bid shall be NEW and in FIRST CLASS CONDITION or FIRST QUALITY, that all containers shall be NEW and suitable for storage or shipment, and that prices include standard commercial packaging for the items shipped.
8. CLAIMS: The Awarded Supplier will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
9. WHEN TO MAKE DELIVERY: Deliveries resulting from this Bid are to be made during the normal working hours of the HCSO. It is the Bidder's responsibility to obtain this information.
10. INFORMATION AND DESCRIPTIVE LITERATURE: Bidders must furnish all information requested in the Bid. If specified, each Bidder must submit samples, cuts, sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature submitted with previous responses will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
11. BID SUBMITTAL COSTS: Submittal of a Bid is solely at the cost of the Bidder and the HCSO in no way is liable or obligates itself for any cost incurred by the Bidder in preparing the Bid Package.
12. NO BID: If you do not wish to submit a response to the Bid, please return the STATEMENT OF NO BID contained herein. The "No Bid" information is helpful to the process and assures the HCSO you wish to remain on the HCSO Supplier List.
13. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA): The Bidder certifies that all material/items contained in their response meets all OSHA requirements.
14. LAWS, STATUTES, AND ORDINANCES: The terms and conditions of the Bid and the resulting Agreement shall be construed in accordance with the laws and statutes of the state of Florida and ordinances and other regulations of Hillsborough County. Where such statutes and regulations are referenced, they shall be interpreted to apply to this Bid and to the resulting Agreement. While the Sheriff is not bound by Chapter 287, *Florida Statutes*, in the spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.

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

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

15. FAMILIARITY WITH LAW: The Bidder is required to be familiar with all Federal, State, and local laws, ordinances, rules, codes, and regulations that in any manner affect the work. Ignorance on the part of the Bidder will in no way relieve him from responsibility.
16. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all bids, for cause, to waive irregularities, if any, and to accept the Bid (or Bids) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any bid options or resulting contract(s) when deemed to be in the best interest of the HCSO.
17. APPROPRIATION OF FUNDS: The HCSO, as an entity of local government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this Bid 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.
18. PROTESTS: Any Bidder who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all Bids must submit a notice of protest in writing within 72 hours (excluding HCSO holidays, Saturdays and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.
  - A. The HCSO will have five (5) business days upon receipt of the notice to review and consider the protest as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Bidder or request a meeting to gain further clarification of the issues. Upon completion of this review process, the Buyer will make a recommendation to the Chief Financial Officer (CFO).
  - B. The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Bidder in writing. This decision, and the basis upon which it was made, will be communicated to the Bidder within five (5) business days following the receipt of the recommendation from the Purchasing Section. A single appeal of the CFO's decision is available by submitting a notice in writing within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) requesting a management review of the decision. Final decision of an appeal will be made by the Sheriff.

19. **INDEMNIFICATION:** The Awarded Supplier will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of its Work, provided that any such liability, claim, damage, loss, or expense is (a) attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting there from and (b) is cause in whole, or in part, by the act or omission of the Awarded Supplier, 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 Bidder, 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 Bidder or any Subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts.

20. **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 Supplier list for a period of 36 months from the date that the person or affiliate was placed on the convicted Supplier 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 Bid, you are certifying that §§287.132-.133, *Fla. Stats.*, does not restrict your submission.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

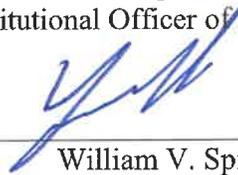
21. **PUBLIC RECORDS:** Any material submitted in response to this Bid will become a public document pursuant to §119.07, *Fla. Stat.* This includes material which the respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, *Fla. Stat.* The Bidder agrees to comply with §119.0701, *Fla. Stat.*, regarding maintenance and provision of access to all public records generated by this Contract with the HCSO.

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

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

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

By: \_\_\_\_\_



William V. Spinelli, CPA  
Chief Financial Officer

**SIGNATURE OF ACKNOWLEDGMENT**

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

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

\_\_\_\_\_  
Company Officer Name (Printed) Title

\_\_\_\_\_  
Company Officer Signature Date

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID. EACH COMPANY'S BID, AND ANY CLARIFICATIONS TO THAT BID, AS WELL AS ALL AMENDMENTS OR ADDENDA TO THIS DOCUMENT SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE COMPANY IN CONTRACT. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN THE BID RESPONSE, *EXCEPTIONS* (PART D, PARAGRAPH 1).

**PART B - SPECIAL PROVISIONS**

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

In the interest of public access, all documents relating to this Bid will be posted to the HCSO website at <https://TeamHCSO.com/Purchasing>. This will include Question & Answer (Q&A), amendments, addenda, etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the Buyer utilizes for convenience of the parties involved.

2. **THE SUPPLIER PACKET:** The completed APPENDIX I must be returned with your Bid Response along with copies of Hillsborough County Business Tax Receipt, other local government, or state business license(s). Failure to provide requested documentation will cause submission to be deemed unresponsive.
3. **BIDDER QUALIFICATIONS:** Bids shall be considered only from those who can clearly demonstrate to the HCSO a professional ability to perform the type of work specified within the Bid. Bidders must be able to demonstrate adequate organization, financial backing, equipment and personnel to ensure continuous provision of quality service to the HCSO. In the determination of the evidence of responsibility and ability to perform the contract by the Bidder, the HCSO reserves the right to investigate the financial condition, experience and training records, personnel, equipment, facilities and organization of the Bidder. The HCSO shall determine whether the evidence of responsibility and ability to perform is satisfactory and will make awards only when such evidence is deemed satisfactory. The Sheriff reserves the right to reject a Bid when evidence indicates the inability to perform the work specified within the Bid.
4. **E-VERIFY REQUIREMENT:** Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded Supplier, and any and all subcontractors, if permitted by agreement, to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. If the Awarded Supplier enters into a contract with a subcontractor, the subcontractor must provide the Awarded Supplier with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Supplier shall maintain a copy of such affidavit for the duration of the contract. If the Sheriff has a good faith belief that the Awarded Supplier has knowingly violated §448.09(1), *Fla. Stat.*, the contract will be terminated. If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded Supplier otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Supplier and order the Awarded Supplier to immediately terminate the contract with the subcontractor. Termination of all contracts and/or sub-contracts as provided above, does not constitute a breach of contract, and may not be considered as such. If the Sheriff terminates a contract with an Awarded Supplier as provided above, the Awarded Supplier may not be awarded a contract for at least one (1) year after the date on which the contract was terminated. The Awarded Supplier is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.

5. SUBCONTRACTING: The Awarded Supplier may not sublet or subcontract any of the contractual obligations concerning this bid matter except as provided for in the written contract between the HCSO and Awarded Supplier. This statement prohibits subcontracting overall management obligations pertaining to the work and requires the Awarded Supplier to retain ultimate liability for all contractual obligations.
6. MANUFACTURER'S NAME: The HCSO will not allow substitutions to the brand name, model number or the configuration of the requested equipment or service unless authorized in writing. All items not specifically mentioned but which are standard factory items shall be included. Manufacturer's specification sheets shall be furnished upon request.
7. CONFLICT OF INTEREST: The Bidder agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, *Fla. Stat.*, regarding standards of conduct for public officers, employees of agencies, and local government attorneys.

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

8. AWARD: Award shall be made to the most responsive Bid and responsible Bidder meeting specifications, price and other factors considered to include the evaluation of samples for quality, durability, and safety at a minimum. The HCSO reserves the right to award by line item or by overall total, whichever is deemed in the best interest of the HCSO. Award may be made to more than one (1) Bidder.

A. Award will be dependent upon the determination that the Bids are responsive, Bidders are responsible, evaluation criteria stated in the Bid document and any other evaluation criteria deemed relevant and beneficial. Bids and Bidders determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation. Tabulation of the Bid prices and Bidder rankings, if applicable, will be published at the time of Award.

B. Notification of Award will be sent to the Bidder receiving the Award. Bid results will be published on the HCSO website: <https://TeamHCSO.com/Purchasing>

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

9. **BID OPENING:** The Bid Opening will *not* be open to the public. Bids will be received until the time and date listed herein and will be read aloud immediately thereafter at the "Place" indicated. A video recording of the Bid opening will then be posted to the HCSO website <https://TeamHCSO.com/Purchasing>.
- A. Bids must be received by the HCSO Purchasing Section no later than the time and date shown within this Bid document. Bidders mailing their Bid Packages should allow for normal mail time to ensure receipt by HCSO prior to the time and date fixed for the acceptance of the bids. Bids or unsolicited amendments to bids, received by the HCSO after the acceptance date will not be considered.
- B. The HCSO reserves the right to postpone the date for receipt and opening of bids 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 Bidder.
10. **ACCEPTANCE AND REJECTION:** The HCSO reserves the right to reject any or all Bids, for cause, to waive irregularities, if any, and to accept the Bid (or Bids) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any Bid options or resulting contract(s) when deemed to be in the best interest of the HCSO.
11. **CONTRACT PERIOD AND RENEWAL:** The Contract shall be effective for one (1) year from the date of award with optional renewals for up to three (3) additional one (1) year periods. The Term of this contract and each renewal thereof shall automatically be renewed for successive periods of one (1) year each, unless either the HCSO or the supplier shall give notice of its intention not to renew not less than three (3) months before the end of the then-current Term.
12. **ESCALATION/DE-ESCALATION:** The HCSO will allow an escalation/de-escalation provision in this Bid. The escalation/de-escalation will be allowed provided the Awarded Supplier(s) notify the HCSO's Financial Services Division of the pending increase or decrease a minimum of 60 calendar days prior to the end of each one (1) year period for which the Bid was awarded. Said notification shall consist of manufacturer's proof of increase and shall include each individual item, the amount of increase/decrease, and the applicable Bid Item Number. Failure to comply with these instructions shall be grounds for disallowance of the escalation/de-escalation clause as stated herein.
13. **ADDITION/DELETION:** The HCSO reserves the right to add or delete any items from this Bid or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the Bid will be considered amendments. Any additions or deletions to the Contract will constitute a Change Order and must be executed in writing and approved by the Chief Financial Officer (CFO). The Change Order will consist of a memo to the CFO describing the justification for the item addition accompanied by the Awarded Supplier's written, fixed price quote for each item to be added. If approved by the CFO, the item will be added to the Contract and recorded on the original Bid tabulation/price sheet.

14. CANCELATION: When deemed to be in the best interest of the HCSO, any contract(s) resulting from this Bid may be canceled by the following means:
  - A. 10 calendar days' written notice with cause, or;
  - B. 30 calendar days' written notice without cause.

If it becomes necessary to terminate the Contract without cause, all items and/or materials provided through the date of receipt of written notice of cancellation may be invoiced to the HCSO and will be considered for payment providing documentation of said expenses are forwarded with the request for payment. An award may be made to the next best responsive Bid and responsible Bidder based on evaluation, or articles specified may be purchased on the open market similar to those so terminated.

15. ASSIGNMENT: The Awarded Supplier will not assign, transfer, convey, or otherwise dispose of this contract or any part thereof, or of its right title or interest therein or its power to execute this contract or any amendment or modification hereto, to any other person, company, or corporation, without prior written consent of the HCSO. Sale of a majority of corporate stocks, filing for bankruptcy or reorganization shall be considered an assignment.
16. DEFAULT: The Contract may be canceled or nullified by the HCSO's CFO in whole, or in part, by written notice of default to the Awarded Supplier(s) upon non-performance or violation of Contract terms. An award may be made to the next best responsive Bid and responsible Bidder based on evaluation, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Awarded Supplier to deliver materials, or items within the time stipulated in this Bid, unless extended in writing by the Financial Services Division, shall constitute Contract default. Awarded Suppliers who default on contracts may be removed from the HCSO Supplier List and determined ineligible for future contracts at the discretion of the CFO.
17. NEXT BEST BIDDER: In the event of a default by the Awarded Supplier, or cancellation by HCSO, the HCSO reserves the right to utilize the next best responsive Bid and responsible Bidder. In the event of this occurrence, the new Awarded Supplier shall be required to provide the Bid items at the prices as contained in their BID RESPONSE (PART D), for the remainder of the award period.
18. DELIVERY: Product(s) ordered shall be delivered within 30 calendar days After Receipt of the Order (ARO) OR Product(s) ordered shall be delivered in accordance with Estimated Time for Delivery identified in Bid Response (Part D). Failure to do so shall be considered a breach of Contract or default and the HCSO may utilize its options as stated herein.

Any backordered product(s) shall be made available within 60 calendar days of the time of backorder (original date of receipt). If the backorder cannot be filled within the time frame of this requirement, the HCSO Financial Services Division shall be notified, in writing, thus permitting the HCSO to obtain the required materials/items and/or exercise its options as stated herein.
19. EMERGENCY: If and when an emergency requirement should occur, the HCSO reserves the right to deviate from this Contract and procure the item(s) from the most available source.

20. INVOICING AND PAYMENTS: The Vendor(s) may invoice the HCSO for item(s) orders as delivered. All invoices must have a unique invoice number and include: date of purchase, shipping locations, item description, item quantity shipped, item/stock number, unit price, and the HCSO Purchase Order number (unless payment is to be made by HCSO Purchasing Card). Payment shall be made in accordance with Chapter 218, Part VII, Florida Statutes which states the Vendor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices.

Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed 45 calendar days from date of receipt of a properly approved application/invoice.

Invoices shall be e-mailed to: [AccountsPayable@TeamHCSO.com](mailto:AccountsPayable@TeamHCSO.com).

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

21. EXCEPTIONS TO BID: All Bid Responses must clearly state with specific detail all deviations to the requirements imposed upon the Bid by the GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B) and SPECIFICATIONS (PART C). Such deviations should be stated upon the BID RESPONSE (PART D) or appended thereto. Bidders are hereby advised that the HCSO will only consider Bid Responses that meet the specifications and other requirements imposed upon them by this Bid. In instances where an exception is stated upon the BID RESPONSE (PART D), said Bid Response will be subject to rejection by the HCSO in recognition of the fact that said Bid Response does not meet the exact requirements imposed upon the Bidder by the GENERAL TERMS AND CONDITIONS (PART A) SPECIAL PROVISIONS (PART B) and SPECIFICATIONS (PART C).
22. SUPPLIER DIVERSITY: Sheriff's Office shall comply with, and shall cause each of its third-party contractors, suppliers, and professionals to comply with, all applicable laws, regulations, codes, and rules governing the design, construction, and completion of the components of the Project, including but not limited to, those relating to ADA. To ensure the maximum participation in posted HCSO solicitations, The Purchasing Office submits every bid posting to the Office of Supplier Diversity (OSD). OSD then shares the posted opportunities with OSD certified vendors to ensure exposure to businesses and increase the number of eligible Disadvantaged Minority/Disadvantaged Women Business Enterprise (DM/DWBE) and Small Business Enterprise (SBE) vendors in the area while also expanding the overall participation rate for DM/DWBE and SBE vendors overall providing greater opportunities to disadvantaged businesses.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

23. GOVERNMENTAL PURCHASING COUNCILS: All bids received shall be considered as bids to all members of the Hillsborough County and Tampa Bay Area Purchasing Cooperative, as listed below. Said members may, at their discretion, utilize this Bid as required.

Children's Board of Hillsborough County

City of Belleair Beach

City of Clearwater

City of Dunedin

City of Gulfport

City of Indian Rocks Beach

City of Largo

City of Oldsmar

City of Pinellas Park

City of Plant City

City of Safety Harbor

City of St. Pete Beach

City of St. Petersburg

City of Tampa

City of Tampa Housing Authority

City of Tarpon Springs

City of Temple Terrace

City of Treasure Island

Clerk of the Circuit Court

Expressway Authority

Hernando County

Hillsborough Area Regional Transit Authority

Hillsborough Community College

Hillsborough County Aviation Authority

Hillsborough County Board of County Commissioners

Hillsborough County Clerk of Courts

Hillsborough County School Board

Kenneth City

Manatee County Board of County Commissioners

Pasco County Schools

Pinellas County Clerk of the Court

Pinellas County Government

Pinellas County School Board

Pinellas County Sheriff

Pinellas Suncoast Transit Authority

Property Appraiser

St. Petersburg College

State Attorney's Office

Supervisor of Elections

Tampa Airport

Tampa Bay Water

Tampa Palms Community Development District

Tampa Port Authority

Tampa Sports Authority

Tax Collector

Town of Indian Shores

**PART C - SPECIFICATIONS**

1. **IN GENERAL**: The purpose of this Invitation to Bid 2023-016 is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) to secure a vendor for the procurement of Uniform Polo Shirts and Customization. These items are currently in use and are governed by Standard Operating Procedures (SOP) set forth by the HCSO. Vendors can bid on any and/or all goods and/or services listed in this Invitation to Bid; it is not required to provide pricing on both apparel and customization.
  
2. **SPECIFICATIONS AND SCOPE OF WORK**: The requirements of this Bid include furnishing and delivering Uniform Polo Shirts and/or Customization of agency apparel. The items specified herein shall be purchased on an as-needed basis and in new condition.
  - A. Styles:
    - Short & Long Sleeve Polo; Male & Female
    - "Tactical-Style" Short & Long Sleeve Polo (with mic loops and pen pocket); Male & Female
  
  - B. Features:
    - Fade, shrink & wrinkle resistant
    - Snag & pill resistant
    - Moisture-wicking and/or quick-drying
    - Anti-microbial and/or odor-fighting preferred
    - Flat knit or curl-free collar preferred
    - Set-in, open hem sleeves preferred
    - Mic loops & sleeve pen pocket ("Tactical-Style" only)
    - 2 to 4-button placket with color-matching buttons
  
  - C. Colors (color variations accepted):
    - Required Colors
      - Black
      - White
      - Dark Gray
      - Dark Green
      - Burgundy
    - Optional Colors:
      - Tan
      - Dark Blue
  
  - D. Material:
    - 100% Polyester
  
  - E. Sizing:
    - Male – up to 5XL
    - Female – up to 3XL

F. Customization (Ref Attachments A-E):

- One- or Two-line embroidery on right front (Pg 27)
- HCSO Civilian Logo embroidered on left front (Pg 28)
- HCSO Star embroidered on left front (Pg 29)
- “SHERIFF” heat press across upper back (Pg 30)
- “FORENSICS” heat press across upper back (Pg 30)

\*For a vendor to be awarded the bid solely for customization, it must be located in Hillsborough County or a county contiguous to Hillsborough.

\*\*Vendors will be provided digital media copies of the customizations upon award

3. STOCK: The awarded vendor(s) must always keep a minimum stock of 50 polo shirts in all sizes and colors and respond to emergencies within one business day.
4. REQUIRED SAMPLES: HCSO requires samples for testing and evaluation. Required sample criteria as follows:
  - Short & Long Sleeve Polo - Minimum of six polos should be provided demonstrating all of the following criteria in any variation:
    - Male & Female
    - Small, Large & 2XL
    - Dark Green, Dark Gray, Dark Blue & Burgundy
  - “Tactical-Style” Short & Long Sleeve Polo (with mic loops and pen pocket) - Minimum of six polos should be provided demonstrating all of the following criteria in any variation:
    - Male & Female
    - Small, Large & 2XL
    - White, Dark Green & Dark Blue
  - Customization samples are NOT required; Vendors will be provided digital media copies of the customizations upon award

Samples shall be individually labeled with the Supplier’s name and item number and sent separately from the Bid Package before June 2, 2023 to the location below:

Hillsborough County Sheriff’s Office  
Supply Distribution Bureau  
1201 Orient Road, Warehouse  
Tampa, Florida 33619

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

5. EVALUATION OF PROPOSALS: Initially all proposals submitted, which meet the submission requirements, will be reviewed to determine if the Offeror is both responsive in terms of the completeness of the submittal 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 pass/fail criteria:

- Fade, shrink & wrinkle resistant
  - Snag & pill resistant
  - Moisture-wicking and/or quick-drying
  - Mic loops & sleeve pen pocket (“Tactical-Style” only)
6. PARTIAL SHIPMENTS: Partial shipments of product will not be accepted, unless requested by the Buyer or authorized representative. If the seller sends a partial shipment or ships and invoices HCSO for any product not specifically listed on any purchase order without HCSO’s prior coordination and approval, HCSO may reject such shipment and return it to the seller at the seller’s expense.
7. ESTIMATED QUANTITIES: The following estimated quantities are furnished as a guide for preparing the Bid Response (PART D) and should not be construed as representing actual quantities to be purchased under this Bid:
- Short and Long Sleeve Polo - Quantity estimate of 5,300 annually; majority of these will be short sleeve, male in dark gray & dark green
  - Tactical Short & Long Sleeve Polo - Quantity estimate of 500 annually; majority of these will be short sleeve, male in black & white

Vendors must provide minimum order quantities in bid response; reference “Min. Order” column on APPENDIX II – PRICING MATRIX.

8. ORDERING: Polos may be ordered in bulk quantities or on an individual basis as needed. Various sections within the HCSO may place an order.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**



2. **PRICING:** The undersigned has carefully examined the Bid Package and all conditions affecting the cost of the item(s) required by the HCSO.

The undersigned certifies that any exceptions to the Bid specifications are noted in the BID RESPONSE, *Exceptions* (PART D, Paragraph 1). 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 furnishing the item(s) listed in APPENDIX II – PRICING MATRIX, in accordance with the Bid Package, except as noted on BID RESPONSE, *Exceptions* (PART D, Paragraph 1).

3. **SUPPLIER ORDER INSTRUCTIONS:** Describe the preferred method of contact to request service. (Print the information below):

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

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

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

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

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

Company Website : \_\_\_\_\_

4. **BID CONTACT INFORMATION:** Provide the contact information for the individual submitting this BID RESPONSE. (Please print the information below):

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

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

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

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

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

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

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

\_\_\_\_\_

**SIGNATURE OF AFFIRMATION AND DECLARATION**

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

The below named Bidder affirms and declares:

- a) That Bidder is of lawful age and that no other person, firm, or corporation has any interest in this Bid offered to be entered into;
- b) That this Bid is made without any understanding, agreement, or connection with any other person, firm, or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud;
- c) That the Bidder is not in arrears to Hillsborough County or the HCSO upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the HCSO;
- d) That no officer, employee, or person whose salary is payable in whole, or in part, from HCSO, is, shall be, or become interested, directly or indirectly, surety or otherwise in this Bid Response; in the performance of the Contract; in the supplies, materials, equipment, and Work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees that this Bid shall remain open for 60 days following the opening of Bids.

Respectfully submitted by,

---

Company Name

---

Company Officer Name (printed)

Date

---

Company Officer Signature

Title

**STATEMENT OF NO BID**

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

We, the undersigned, have declined to respond to Bid 2023-016 for the following reason(s):

SPECIFICATIONS

NATURE OF AWARD

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

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

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

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

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

\_\_\_\_\_ Other

Please provide an explanation:

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

We request to:

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

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

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

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

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

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

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

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

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

**BID CHECKLIST**

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

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

- ONE (1) ORIGINAL AND ONE (1) COPY of the entire Bid.
- SIGNATURES required Parts A and D.
- Any Addenda or Amendments (Signatures required).
- Completed PART D including Pricing, References and Affirmation and Declaration signature page.
- APPENDIX I – Completed *Supplier Packet* to include completed Supplier Application, W9, Direct Deposit and Business Tax Receipt or other government issued business license.
- Manufacturer literature and warranty information.
- APPENDIX II – Pricing Matrix.

**PACKAGING LABEL**

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

URGENT – SEALED SUBMITTAL PACKAGE ENCLOSED	
<b>URGENT</b>	<p><b>HILLSBOROUGH COUNTY SHERIFF’S OFFICE</b> <b>SHERIFF’S OPERATIONS CENTER</b> ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION 2008 EAST 8<sup>TH</sup> AVE TAMPA FL 33605</p>
	<p><b><u>BID PACKAGE SUBMITTAL</u></b></p>
	<p>From: _____</p>
	<p><b>BID # 2023-016</b></p>
	<p>Uniform Polo Shirts</p>
	<p>OPENING DATE/TIME: June 2, 2023 @ 3:00 PM EDT</p>
<b>URGENT</b>	

**ATTACHMENT A**

One- (Name) or Two-line (Name & Position/Department) on right side of polo shirt (Gold or Silver)



D. FOGARTY MAJOR  
S. RODRIGUEZ FACILITIES

(Pictures not to scale)

**LETTERING IS TO BE AS PICTURED ABOVE**

- Located on wearer's upper right front
- Lettering Size: .29 inches; 105% width
- Font: Block 2
- Line One: Employee's first initial & last name
- Line Two: Employee's position **or** department
- Thread & Coloration: Isacord Ash Liberty Gold 0824 **or** Mist 0105

\* Vendors will be provided digital media copies of the customizations upon award

**ATTACHMENT B**

HCSO Civilian Logo embroidery on left side of polo shirt (Gold or Silver)



(Pictures not to scale)

**LOGO IS TO BE AS PICTURED ABOVE**

- Located on wearer's upper left front
- Logo Size: 3.954 x 1.336 inches
- Line One: "HILLSBOROUGH COUNTY"
- Line Two: "SHERIFF'S OFFICE"
- Thread & Coloration: Isacord Ash Liberty Gold 0824 **or** Mist 0105

\* Vendors will be provided digital media copies of the customizations upon award

**ATTACHMENT C**

HCSO Star embroidery on left side of polo shirt (Gold or Silver)



(Pictures not to scale)

**LOGO IS TO BE AS PICTURED ABOVE**

- Located on wearer's upper left front
- Logo Size: 3.827 x 3.291 inches
- "HILLSBOROUGH COUNTY" arched above the star
- "SHERIFF'S OFFICE" lined underneath the star
- Thread Coloration:
  - Star Shape & Lettering - Isacord Liberty Gold 0824 & Black 0020 **or** Ash Mist 0105 & Black 0020;
  - Florida Seal (Center) - Isacord White 0015, Black 0020, Liberty Gold 0824, Baby Blue 3652 & Shamrock 5411

\* Vendors will be provided digital media copies of the customizations upon award

**ATTACHMENT D**

“SHERIFF” identification on back of polo shirts

**SHERIFF**

- 2” block letters, heat press, centered left to right on upper back of polo shirts
- Silver reflective

“FORSENSICS” identification on back of polo shirts

**FORSENSICS**

- 2” block letters, heat press, centered left to right on upper back of polo shirt
- Silver reflective

\* Vendors will be provided digital media copies of the customizations upon award