

**HILLSBOROUGH COUNTY  
SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

Invitation to Bid No. 2022-007

Inmate Personal Grooming Supplies

April 4, 2022

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## **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

Donna Farnham, Warehouse Manager  
(813) 247-8948  
DFarnham@TeamHCSO.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.**

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PROPOSED SCHEDULE OF EVENTS	DATE
BID ADVERTISED / POSTED TO HCSO AND OSD WEBSITES	5/4/2022
DEADLINE TO SUBMIT BID	5/18/2022
AWARD NOTIFICATION TARGET DATE	6/10/2022

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

**SUBJECT:** INVITATION TO BID 2022-007

**BID TITLE:** Inmate Personal Grooming Supplies

**OPENING DATE & TIME:** May 18, 2022 @ 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**

Since proper social distancing cannot be assured, 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 2022-007 is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) to secure a company for the procurement of Inmate Personal Grooming Supplies.

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**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 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 found on Page 24. 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.

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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: \_\_\_\_\_



Christina R. Porter, CPA  
Chief Financial Officer

**SIGNATURE OF ACKNOWLEDGMENT**

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

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Company Name

---

Company Officer Name (Printed)

Title

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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).
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 any and 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: Any manufacturers' names, trade names, brand names information, and/or catalog numbers when furnished are for the 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. 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. Award may be made to more than one (1) Bidder to ensure that Work is completed in a timely manner.

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>

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.
- C. It is understood and agreed upon by the Bidder in submitting a Bid 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 Bids received; competitive technical information; competitive price information; and the HCSO evaluation concerns about competing Bids. Information released after award is subject to the disclosure requirements of the Chapter 119, Fla. Stat. Bidders are enjoined from discussing or disclosing the content of any Bid with competing Bidders during the evaluation and negotiation process.
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: The Contract shall be effective for one (1) year from the date of award. By written mutual consent between the HCSO and the Awarded Supplier, the Contract may be extended on an annual basis for up to three (3) additional one (1) year periods.
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 two (2) 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 C). 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 15 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 Supplier shall invoice the HCSO for Work completed. All invoices must have a unique invoice number. As applicable, each invoice shall include, but not be limited to, site location of Work completed, description of Work completed, indicate all Work meets state and local codes, supplies, parts and equipment costs plus percentage markup (cost + percentage markup), labor hours listed by labor type labor rate, labor total (labor hours x labor rate). The Supplier's parts cost must be readily available to the HCSO for review.

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).

Payment shall be made in accordance with Chapter 218, Part VII, *Florida Statutes*, which states the Supplier'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.

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).

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

Children's Board of Hillsborough County	Hillsborough County Aviation Authority
City of Belleair Beach	Hillsborough County Board of County Commissioners
City of Clearwater	Hillsborough County Property Appraiser
City of Dunedin	Hillsborough County School Board
City of Gulfport	Hillsborough County Supervisor of Elections
City of Indian Rocks Beach	Hillsborough County Tax Collector
City of Largo	Manatee County Board of Commissioners
City of Oldsmar	Pasco County Clerk and Comptroller
City of Pinellas Park	Pasco County Schools
City of Plant City	Pasco County Sheriff
City of Safety Harbor	Pinellas County Clerk of the Court
City of Saint Pete Beach	Pinellas County Government
City of Saint Petersburg	Pinellas County School Board
City of Tampa	Pinellas County Sheriff
City of Tampa Housing Authority	Pinellas Suncoast Transit Authority
City of Tarpon Springs	Saint Petersburg College
City of Temple Terrace	State Attorney's Office
City of Treasure Island	Tampa Airport
Clerk of Court and Comptroller of Hillsborough County	Tampa Bay Water
Hillsborough County Expressway Authority	Tampa Palms Community Development District
Hernando County	Tampa Port Authority
Hillsborough Area Regional Transit Authority	Tampa Sports Authority
Hillsborough Community College	Town of Indian Shores



**PART C - SPECIFICATIONS**

1. **IN GENERAL:** The purpose of this Invitation to Bid 2022-007 is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) to secure a company for the procurement of Inmate Personal Grooming Supplies. These items are currently in use and are governed by Standard Operating Procedures (SOP) set forth by the HCSO.
2. **SPECIFICATIONS AND SCOPE OF WORK:** The requirements of this Bid include furnishing and delivering inmate personal grooming items. The items specified herein shall be purchased on an as-needed basis and consist of: combs, razors, toothbrush and toothpaste. The Bidder may choose to bid on the brands/styles of the items currently in use and/or propose alternate items. **Two (2) samples will be required for all items for testing, see BID RESPONSE, PART D.**

The items as specified herein are to be delivered to the location below:

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

3. **ESTIMATED QUANTITIES:**
  - A. Comb – 33 cs. / 2,160 per cs.
  - B. Razor – 6 cs./ 2,000 per cs.
  - C. Toothbrush – 359 cs./ 1,440 per cs.
  - D. Toothpaste – 342 cs./ 720 per cs.

Estimated quantities, if provided, are furnished as a guide for preparing the Bid Response (PART D), and should not be construed as representing actual quantities to be purchased under this Bid.



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 to furnish the below described item(s) in accordance with the Bid Package, except as noted on BID RESPONSE, *Exceptions* (PART D, Paragraph 1). : **All items will require two (2) samples for testing to be sent in along with the BID documentation.**

Item Description:

- A. **Comb** – 5”, black, unbreakable, bulk packed  
Estimated annual usage: 33 cs. / 2,160 per cs.

NO ALTERNATES CONSIDERED FOR THIS ITEM

Price: \$ \_\_\_\_\_ Your item number: \_\_\_\_\_

Estimated time for delivery after receipt of order (ARO): \_\_\_\_\_ business days

- B. **Razor** – disposable, twin blade, bulk packed  
Estimated annual usage: 6 cs./ 2,000 per cs.

NO ALTERNATES CONSIDERED FOR THIS ITEM

Price: \$ \_\_\_\_\_ Your item number: \_\_\_\_\_

Estimated time for delivery after receipt of order (ARO): \_\_\_\_\_ business days

- C. **Toothbrush** – travel size (approx.. 4”), no cover, individually wrapped, 33 tuft or better, bulk backed  
Estimated annual usage: 359 cs./ 1,440 per cs.

NO ALTERNATES CONSIDERED FOR THIS ITEM

Price: \$ \_\_\_\_\_ Your item number: \_\_\_\_\_

Estimated time for delivery after receipt of order (ARO): \_\_\_\_\_ business days

- D. **Toothpaste** – 0.6 ounce plastic tube, mint flavored, no animal by-products, bulk packed  
Estimated annual usage: 342 cs./ 720 per cs.

NO ALTERNATES CONSIDERED FOR THIS ITEM

Price: \$ \_\_\_\_\_ Your item number: \_\_\_\_\_

Estimated time for delivery after receipt of order (ARO): \_\_\_\_\_ business days

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,

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Company Name

---

Company Officer Name (printed)

Date

---

Company Officer Signature

Title

### REFERENCE LIST

Provide a minimum of three (3) references of customers in which you supplied a similar service or commodity. Do not include Hillsborough County Sheriff's Office as one of your references.

(The use of references for a commodity bid is not standard; however, this additional information can be requested if there have been Supplier performance, product quality or delivery issues for example that would make it prudent to talk to current customers of a potential bidder. If references may influence the decision over low bidder such should be stated in the Award paragraph, Special Provision (Part B).

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

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

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

**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 [DFarnhan@TeamHCSO.com](mailto:DFarnhan@TeamHCSO.com) 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 2022-007 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:

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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 2 – Pricing Matrix.
- ☐ Two (2) samples of each item.



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

HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
SHERIFF'S OPERATION CENTER  
ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION  
2008 E. 8<sup>TH</sup> AVE  
TAMPA FL 33605

BID PACKAGE SUBMITTAL

From: \_\_\_\_\_

BID # 2022-007

Inmate Personal Grooming Supplies

OPENING DATE/TIME:

May 18, 2022 @ 3:00pm

## Vendor Application Form

Chad Chronister, Sheriff  
Hillsborough County Sheriff's Office  
2008 E. 8<sup>th</sup> Avenue, Tampa, Florida 33605  
<https://teamhcsso.com>



Purchasing Section  
Phone: 813-247-8034  
[purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.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 an IRS Form 1099.
- ☒ Provide Federal, State or County certificates for Minority, Veteran, Women, or Small Business Ownership.

Send completed forms to [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us) or fax to 813-242-1826.

Refer to the HCSO Purchasing page at <https://teamhcsso.com> 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. \_\_\_\_\_

Tax Status: C-Corp ☐ S-Corp ☐ Individual/Sole Proprietor (1099) ☐ LLC/LLP (1099) ☐

Certified: Minority Owned ☐ Small Business Owner ☐ Veteran Owned ☐ Women Owned ☐  
(Include Certificate)

Business Type: Commodity ☐ Services ☐ Visa Accepted: Yes ☐ No ☐

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Remit Address (for payment by check): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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 <https://teamhcsso.com>.

### HCSO FSD USE ONLY:

Vendor ABN Assigned: \_\_\_\_\_ Search Type: V LV USS Other \_\_\_\_\_ RMT #: \_\_\_\_\_

ACH Payments Active: Yes No Tax Status: C N P X 1099 Reporting Code: A1 A3 A6 A7 AC

HCSO Staff Requesting Vendor ABN: \_\_\_\_\_ ABN: \_\_\_\_\_

Convictions, Suspensions, or Federal Exclusions: Yes No If Yes, please explain: \_\_\_\_\_

Completed by: \_\_\_\_\_ ABN: \_\_\_\_\_ Date: \_\_\_\_\_ Verified by: \_\_\_\_\_ ABN: \_\_\_\_\_ Date: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____ <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>	
	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](http://www.irs.gov/FormW9).

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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



## DIRECT DEPOSIT AUTHORIZATION FORM

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

### PAYEE INFORMATION:

Payee Name (Entity Name or Name of Individual)	Payee Tax ID (SSN or EIN)
Payee Address	
E-Mail Address (To use for notifications)	Phone Number

### FINANCIAL INSTITUTION INFORMATION:

Financial Institution Name: \_\_\_\_\_

Financial Institution Address: \_\_\_\_\_

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

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

Payee Account Title: \_\_\_\_\_

### PAYEE CERTIFICATION:

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

Payee or Payee Agent Name (Please Print)	Payee or Payee Agent Title
Payee or Payee Agent Signature	Date

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

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



**CHAD CHRONISTER, SHERIFF**

Purchasing Terms and Conditions

1. The content and conditions of a Purchase Order issued by the Hillsborough County Sheriff's Office (HCSO) may not be modified by verbal agreement. Any changes must be in writing and approved by the Chief Financial Officer of the HCSO.
2. Invoices, packing lists, and packages must include the Purchase Order number, if assigned, and the ship to or delivery address.
3. INVOICES SHALL BE ADDRESSED TO:  
Hillsborough County Sheriff's Office  
Accounts Payable  
P.O. BOX 3371  
TAMPA, FLORIDA 33601

Or emailed to: [accountspayable@hcsso.tampa.fl.us](mailto:accountspayable@hcsso.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.



## **CHAD CHRONISTER, SHERIFF**

### Purchasing Terms and Conditions

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. Vendors agree to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, Fla. Stat. regarding Standards of conduct for public officers, employees of agencies, and local government attorneys.

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





**CHAD CHRONISTER, SHERIFF**

Purchasing Terms and Conditions

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

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

16. Florida Law shall govern any dispute or contractual right regarding the Purchase Order. In the event of a lawsuit by the Vendor, the venue of such lawsuit shall be in Hillsborough County, Florida and the Vendor waives whatever rights it has in the selection of venue by accepting the order.
17. 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.
18. The Vendor must sign and acknowledge the [Federal Grant Compliance](#) for any purchases made with Federal Grant funding.



### PROCUREMENT CATEGORY CODES (PCC)

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

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

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

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

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



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

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

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



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

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

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



PROCUREMENT CATEGORY CODES (PCC)		
Tier 1	Tier 2	Tier 3
<b>1000 FACILITIES MAINTENANCE, REPAIR AND OPERATION (continued)</b>		
	<b>1006</b>	<b>Janitorial Supplies and Services</b>
	1006-1	Janitorial Chemicals, Industrial Bulk
	1006-2	Janitorial Supplies and Equipment
	1006-3	Industrial Janitorial Equipment: Vacuums, floor buffers, etc.
	1006-4	Commercial Paper Goods: Toilet paper, paper towels, etc.
	1006-5	Janitorial Services: Office cleaning, window cleaning, carpet cleaning, etc.
	<b>1007</b>	<b>Elevators</b>
	1007	Inspection, Maintenance and Repair
	<b>1008</b>	<b>Power Plant/Boilers and Chillers/ Industrial Generators</b>
	1008-1	Power Generators
	1008-2	Generator Installation, Maintenance and Repair
	1008-3	Boiler Equipment
	1008-4	Boiler Installation, Maintenance and Repair
	<b>1009</b>	<b>Warehouse Equipment, Supplies and Safety</b>
	1009-1	Fork Lifts and Pallet Jacks, Sales and Repair
	1009-2	Racks, Bins, Storage Systems, Cabinets, Carts, etc.
	1009-3	Supplies: Shrink wrap, labels, tags, etc.
	1009-4	Bar Coding Equipment and Supplies
	1009-5	Safety Equipment: Back braces, eye wash stations, etc.
	1009-6	Liquidation Services: Auction, sale, destruction, disposition (obsolete or surplus items)
	<b>1010</b>	<b>Utilities</b>
	1010-1	Electric
	1010-2	Cable/Internet Services
	1010-3	Gas, Natural
	1010-4	Natural Gas Transportation
	<b>1011</b>	<b>Waste Services and Recycling</b>
	1011-1	Dumpsters, Compactors, Roll-Offs, etc.
	1011-2	Recycling – Used Lamps, Electronics
	1011-3	Sharps and Biohazardous Waste Containment and Disposal
	1011-4	Hazardous Waste: Cleanup, transportation and disposal (e.g. Meth Lab)
	1011-5	Scrap Metal Sales

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE**  
**INVITATION TO BID 2022-007 INMATE PERSONAL GROOMING SUPPLIES**  
**APPENDIX II - PRICING MATRIX**

Once completed, a hardcopy version of this form must be printed and submitted as part of the Response AND an electronic [Excel] version of this form must be emailed to the Buyer, Donna Farnham: [DFarnham@TeamHCSO.com](mailto:DFarnham@TeamHCSO.com).

Bid Ref # (HCSO #)	Estimated Annual Usage	Description: Please provide a brief description including the brand name, manufacturer, and any other pertinent information	Item #	Delivery ARO (# of days)	Quantity		Unit of Measure	Net Unit Price	EXTENDED Net Price per Case
					Min. Order (in cases)	Units per Case			
<b>A</b>	<b>33 cases</b>	<b>Comb</b> 5" black, unbreakable, bulk packed <i>*No Alternative Accepted</i>				number of combs per case	Case	\$ - each	\$ - per case
<b>B</b>	<b>6 cases</b>	<b>Razor</b> Disposable, twin blade, bulk packed <i>*No Alternative Accepted</i>				number of razors per case	Case	\$ - each	\$ - per case
<b>C</b>	<b>359 cases</b>	<b>Toothbrush</b> Travel size (approx.. 4"), no cover, individually wrapped, 33 tuft or better, bulk backed <i>*No Alternative Accepted</i>				number of toothbrushes per case	Case	\$ - each	\$ - per case
<b>D</b>	<b>342 cases</b>	<b>Toothpaste</b> 0.6 ounce plastic tube, mint flavored, no animal by-products, bulk packed <i>*No Alternative Accepted</i>				number of toothpaste per case	Case	\$ - each	\$ - per case

Enter information in GREEN SHADED cells only.



## Vendor Application Form

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



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

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

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

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

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

Business Name (as shown on your invoice): _____			
Owners Name as per IRS Records, if reporting under SS#: _____			
Federal Tax ID Number: _____		OR Social Security Number: _____	
Tax Status:	C-Corp: <input type="checkbox"/>	S-Corp: <input type="checkbox"/>	Individual/Sole Proprietor (1099): <input type="checkbox"/> LLC/LLP (1099): <input type="checkbox"/>
Certified: (Include Certific	Minority Owned: <input type="checkbox"/>	Small Business Owner: <input type="checkbox"/>	Veteran Owned: <input type="checkbox"/> Women Owned: <input type="checkbox"/>
Business Type:	Commodity: <input type="checkbox"/>	Services: <input type="checkbox"/>	Visa Accepted:      Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Office Phone: _____ Fax: _____ Website: _____			
Physical Address: _____		City: _____	State: _____ Zip Code: _____
Mailing Address: _____		City: _____	State: _____ Zip Code: _____
Remit-To Address: _____		City: _____	State: _____ Zip Code: _____
HCSO Procurement Category Code: _____			
Additional Information: _____			

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

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

# Request for Taxpayer Identification Number and Certification

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

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

Print or type.  
See Specific Instructions on page 3.

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

## Part I Taxpayer Identification Number (TIN)

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

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

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

## Part II Certification

Under penalties of perjury, I certify that:

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

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

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](http://www.irs.gov/FormW9).

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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



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

**PAYEE INFORMATION:**

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

**FINANCIAL INSTITUTION INFORMATION:**

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

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

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

Type: ☐ Checking (Attach a blank voided check\*) OR ☐ Savings (Attach a blank voided deposit slip\*)  
\*Letter of Verification from Financial Institution on letterhead *and* signed may be substituted.

**PAYEE CERTIFICATION:**

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

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

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

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



## **CHAD CHRONISTER, SHERIFF**

### **Purchasing Terms and Conditions**

1. The content and conditions of a Purchase Order issued by the Hillsborough County Sheriff's Office (HCSO) may not be modified by verbal agreement. Any changes must be in writing and approved by the Chief Financial Officer of the HCSO.
2. Invoices, packing lists, and packages must include the Purchase Order number, if assigned, and the ship to or delivery address.
3. Invoices shall be emailed to [AccountsPayable@HCSO.Tampa.FL.US](mailto:AccountsPayable@HCSO.Tampa.FL.US).
4. Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this Purchase Order shall be new and in first class condition or first quality, that all containers shall be new and suitable for storage or shipment and that prices include standard commercial packaging for the items shipped.
5. Materials rejected by the HCSO will be returned to the vendor at the vendor's risk and expense. The HCSO shall not be liable or otherwise responsible for any re-stocking charges unless prior written authorization has been issued by the HCSO.
6. Cash discounts will be deducted in accordance with the terms of the Vendor's quotation or bid. Payments shall be in accordance with §215.422 Fla. Stat. which states the Vendor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payments of approved invoices.
7. Acceptance by the Vendor of a Purchase Order includes acceptance of all items, conditions, prices, delivery instructions, and specifications as shown on the order, or attached to, or referred to, and which are made a part hereof by reference, as fully and to the same extent as, if copied at length herein.
8. All shipments by the Vendor must be F.O.B. DESTINATION, unless otherwise authorized in writing by the HCSO. THE HCSO WILL NOT ACCEPT C.O.D. SHIPMENTS.
9. The HCSO reserves the right to cancel all or part of the Purchase Order should delivery not occur within the time specified by the Vendor.
10. Vendors are expected to satisfy Purchase Orders in one (1) shipment unless otherwise disclosed in writing and authorized by the HCSO in writing. Excessive or unauthorized partial shipments may result in Vendor debarment.



## **CHAD CHRONISTER, SHERIFF**

### **Purchasing Terms and Conditions**

11. Vendors are not authorized to deliver any goods or services which exceed the written authority of the Purchase Order, unless the order is modified pursuant to the terms expressed above in item one (1).
12. The Vendor, in accepting the order, agrees to indemnify the HCSO and holds harmless from and against all claims, liability, loss, damage, or expense, including attorney fees, arising from or by reason of any actual or claimed trademark, patent, or copyright infringement or litigation based thereon, with respect to the goods and any part thereof covered by the Purchase Order and such obligation shall survive acceptance of the goods and payment thereof by the HCSO.
13. The Vendor will indemnify and hold harmless the Sheriff and his agents or employees from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of the Purchase Order; providing that any such liability claim, damage, loss or expense caused in whole or in part by a negligent act, wrongful act, or omission of the Vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, whether or not it is caused in whole or in part by a party indemnified herein.
14. Vendors agree to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, Fla. Stat. regarding Standards of conduct for public officers, employees of agencies, and local government attorneys.

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

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

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





## **CHAD CHRONISTER, SHERIFF**

### **Purchasing Terms and Conditions**

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



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

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

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

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

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



hazardous or dangerous.

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

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

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

#### ACCEPTANCE

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

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





### PROCUREMENT CATEGORY CODES (PCC)

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

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

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

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

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

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

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



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

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

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



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

PROCUREMENT CATEGORY CODES (PCC)		
Tier 1	Tier 2	Tier 3
<b>1000 FACILITIES MAINTENANCE, REPAIR AND OPERATION (continued)</b>		
	<b>1006</b>	<b>Janitorial Supplies and Services</b>
	1006-1	Janitorial Chemicals, Industrial Bulk
	1006-2	Janitorial Supplies and Equipment
	1006-3	Industrial Janitorial Equipment: Vacuums, floor buffers, etc.
	1006-4	Commercial Paper Goods: Toilet paper, paper towels, etc.
	1006-5	Janitorial Services: Office cleaning, window cleaning, carpet cleaning, etc.
	<b>1007</b>	<b>Elevators</b>
	1007	Inspection, Maintenance and Repair
	<b>1008</b>	<b>Power Plant/Boilers and Chillers/ Industrial Generators</b>
	1008-1	Power Generators
	1008-2	Generator Installation, Maintenance and Repair
	1008-3	Boiler Equipment
	1008-4	Boiler Installation, Maintenance and Repair
	<b>1009</b>	<b>Warehouse Equipment, Supplies and Safety</b>
	1009-1	Fork Lifts and Pallet Jacks, Sales and Repair
	1009-2	Racks, Bins, Storage Systems, Cabinets, Carts, etc.
	1009-3	Supplies: Shrink wrap, labels, tags, etc.
	1009-4	Bar Coding Equipment and Supplies
	1009-5	Safety Equipment: Back braces, eye wash stations, etc.
	1009-6	Liquidation Services: Auction, sale, destruction, disposition (obsolete or surplus items)
	<b>1010</b>	<b>Utilities</b>
	1010-1	Electric
	1010-2	Cable/Internet Services
	1010-3	Gas, Natural
	1010-4	Natural Gas Transportation
	<b>1011</b>	<b>Waste Services and Recycling</b>
	1011-1	Dumpsters, Compactors, Roll-Offs, etc.
	1011-2	Recycling – Used Lamps, Electronics
	1011-3	Sharps and Biohazardous Waste Containment and Disposal
	1011-4	Hazardous Waste: Cleanup, transportation and disposal (e.g. Meth Lab)
	1011-5	Scrap Metal Sales