

**HILLSBOROUGH COUNTY
SHERIFF'S OFFICE**



CHAD CHRONISTER, SHERIFF

Invitation to Bid No. 25-19

Custom Vehicle Decal Services

November 27, 2019

HILLSBOROUGH COUNTY SHERIFF'S OFFICE



CHAD CHRONISTER, SHERIFF

2008 E. 8th Avenue
Tampa, FL 33605

Heather Brewer, Buyer
(813) 247-0024
hbrewer@hcsso.tampa.fl.us

INSTRUCTIONS TO BIDDERS

Included herein are General Terms and Conditions (Part A), Special Provisions (Part B), and Bid Response (Part C), 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 herein specified. The Bidder must manually sign the General Terms and Conditions (Part A) and Bid Response (Part C). 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 C), 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 WEBSITE	12/3/2019
DEADLINE TO SUBMIT BID	12/17/2019
AWARD NOTIFICATION TARGET DATE	1/10/2020

**Hillsborough County Sheriff's Office
2008 E. 8th Avenue
Tampa, Florida**

SUBJECT: INVITATION TO BID 25-19

BID TITLE: Custom Vehicle Decal Services

OPENING DATE & TIME: December 17, 2019 at 3:00pm

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

Bids will be received until the time and date shown and will be read aloud immediately thereafter at the "Place" indicated.

PART A - GENERAL TERMS AND CONDITIONS:

1. Bids: Must be contained in a SEALED envelope addressed to: Chad Chronister, Sheriff, 2008 E. 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 envelope.

If our specifications, when included, are not returned with your Bid, and no specific reference is made to them in your Bid Response (Part C), 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 C), 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 (Part C).

2. Bid Delivery: The responsibility for getting the Bid to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Bidder. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Bidder shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Bids will not be accepted after the time specified for receipt. Such bids shall be returned to the Bidder unopened with the notation "This Bid was received after the time designated for the receipt and opening of bids".
3. On-Line Documents: The HCSO is publishing documents on its website <https://teamhcsso.com> 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: Bidders warrants, by virtue of bidding, the prices quoted in their response will be good for an evaluation period of 45 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 Vendor.

The Bidder's attention is directed to the tax laws of the State of Florida including, but not limited to, Chapter 212, Florida Statutes, which apply to transactions resulting from this Bid, and *that all applicable taxes and fees shall be deemed to have been included in the Bid Response (Part C) 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. **Claims:** The Vendor will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
8. **When to Make Delivery:** Deliveries resulting from this Bid are to be made during the normal working hours of the HCSO. It is the Bidder's responsibility to confirm this information.
9. **Information and Descriptive Literature:** Bidder 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.
10. **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.
11. **No Bid:** If you do not wish to submit a response to the Bid, please return the Statement of No Bid found on page 20. The "No Bid" information is helpful to the process and assures the HCSO you wish to remain on the HCSO Vendor List.
12. **Compliance with Occupational Safety and Health Act (OSHA):** Bidder certifies that all material/items contained in their response meets all OSHA requirements.
13. **Laws, Statutes, and Ordinances:** The terms and conditions of the Bid and the resulting Agreement shall be construed in accordance with the laws, statutes, and ordinances of the State of Florida and Hillsborough County. Where State 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, Fla. Stat., in the spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.
14. **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, is 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 when deemed to be in the best interest of HCSO.
15. **Appropriations Clause:** The HCSO, as an entity of Government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this 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.

16. **Protests:** Any prospective 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.

The Purchasing Section will have five (5) business days upon receipt of this notice to meet and consider the protest as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Proposer or request a meeting to gain further clarification of the issues. Upon completion of this review process, the Buyer will make a recommendation to the Chief Financial Officer (CFO).

The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the 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.

17. **Public Entity Crimes:** Pursuant to §§287.132-133, Fla. Stats., the HCSO, as a public entity, may not accept any bid, proposal or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, Fla. Stat., for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list, unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), Fla. Stat. If you submit a response to this Bid, you are certifying that §§287.132-133, Fla. Stats. does not restrict your submission.

18. **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: HCSO Records Section, 1900 East 9th Avenue, Tampa, Florida 33605, Phone 813-247-8210 or email at hcsorecords@hcsotampa.fl.us

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19. Specifications: Attached.

CHAD CHRONISTER, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

By: 
Christina R. Porter, CPA
Chief Financial Officer

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

Company Name

Print Name

Title

Signature of Company Officer

Date

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID AFTER COMPLETING PARAGRAPH 20. 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 C, PARAGRAPH 1).

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PART B - SPECIAL PROVISIONS

1. IN GENERAL

The purpose of this Invitation to Bid (Bid) is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) to secure one (1) or more Vendors for the production of HCSO custom cut decals, professional graphic design services for custom decals, decal application, and decal removal on an as needed basis.

2. SCOPE OF WORK

The HCSO is seeking one (1) or more local professional decal designers to provide custom vinyl decals for a variety of motor vehicles and equipment. These vehicles include, but are not limited to, sedans, trucks, sports utility vehicles (SUV), vans, motorcycles, boats, and other miscellaneous equipment. Bidder(s) may request an appointment to view the listed vehicles and equipment, by contacting the Buyer provided in Special Provisions (Part B), Paragraph 4. Artwork files of the current custom HCSO decals will be provided to the Vendor. Professional graphic design services for custom decal designs, not included in the provided artwork files, shall be requested and quoted as needed.

All decal materials are purchased and provided by the HCSO. The decal materials shall be available for pick up by the Vendor at the Fleet Maintenance Section location listed herein. It shall be the responsibility of the Vendor to request and retrieve the decal materials as needed; the HCSO will not ship or deliver decal materials.

The HCSO may also request quotes for custom decals not included in Exhibit A, Decals by Vehicle Type. In order to provide accurate quotations, the Vendor may be required to travel to various locations within Hillsborough County to evaluate vehicles and/or miscellaneous equipment. The Vendor will be required to travel to the designated location within three (3) business days of receiving the quotation request.

Decals may be ordered by the set or individually. Detailed pictures of the existing HCSO decal sets based on the vehicle type are included in Exhibit A, Decals by Vehicle Type. Bulk orders may be placed for decal sets for sedans, SUVs, and trucks and shall consist of 20 sets per order. All requests for services and purchase orders will be submitted by the Fleet Maintenance Section on an as needed basis.

In addition to supplying custom decals, the HCSO is seeking one (1) or more qualified Vendor(s) to provide decal application and removal services to the above mentioned vehicles and equipment. Services shall be completed on site at the Fleet Maintenance Section of the HCSO, on an as needed basis. The Vendor shall supply any materials and equipment to be used in the application or removal of decals. Bidder(s) may choose to quote all requested services or individual services.

The services and items as specified herein are to be completed and/or delivered to the location below:

Hillsborough County Sheriff's Office
Fleet Maintenance Section
2210 N. Falkenburg Road
Tampa, Florida 33619

3. ESTIMATED QUANTITIES

The HCSO purchases a minimum of 200 new vehicles, including sedans, trucks, vans, and SUVs, per year to be utilized as marked patrol vehicles. Decal sets for these vehicles will be ordered in bulk, 20 sets per order. In addition, the HCSO will annually replace the decals on three (3) boats, at a minimum, measuring 36 to 40 feet long. Replacement decals for other existing vehicles will be ordered as needed.

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

4. COMMUNICATION BETWEEN PARTIES

All questions in regard to this Bid are to be directed, in writing, to the Buyer: Heather Brewer, at hbrewer@hcsotampa.fl.us, or by fax at 813-242-1851. No communication is allowed, either directly or indirectly, with any other HCSO employee in regard to this 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://teamhcsotampa.com>. This will include Q & A responses, amendments, addenda, etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the Buyer utilizes for convenience of the parties involved.

5. SUBSTITUTION

HCSO will provide decal materials to the Vendor. The Vendor shall not substitute items for like items except in the case of an unforeseen event in shipping or manufacturing causing a shortage of said items. Such measures may only be enacted after verifying that it will be allowed by the HCSO. Any violation of such procedure will be considered cause for cancelation. All substitutes must be annotated as such on the invoice documents.

6. BIDDER QUALIFICATIONS

Bidders may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances, and personnel to furnish the item(s) or service(s) offered satisfactorily and expeditiously.

The HCSO reserves the right to inspect the Bidder's place(s) of business and equipment prior to award of any contract, for determining ability to meet terms and conditions as set forth herein.

All employees of the Vendor which will Work in a HCSO Facility or on a Hillsborough County property may be required to have a background check by the HCSO prior to beginning Work. All employees must comply with HCSO's policy and procedures which includes no smoking on any HCSO property. The Vendor shall be required to provide a Work crew list giving all personnel names and changes as they occur. The HCSO will perform the background checks in-house at no cost to the Vendor.

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

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 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.

8. AWARD

Award shall be made to the most responsive Bid and responsible Bidder meeting specifications, price, and other factors considered. The HCSO reserves the right to award by line item or by overall total, whichever is deemed in the best interest of the HCSO. Award may be made to more than one (1), Bidder to ensure that Work is completed in a timely manner.

In the event two (2) or more Bidders have submitted the lowest and best bids, preference may be given in the award in the following order. First, to the Bidder who has their principal place of business in Hillsborough County; second, to the Bidder who has a place of business in Hillsborough County; and third, if the Bidders involved in the "tie bid" situation are all located inside/outside Hillsborough County, the toss of a coin may be used to break the tie.

Award or No Award notifications will be sent to all Bidders. Bid results will be available on the HCSO website <https://teamhcsoc.com>.

9. BID OPENING

Bidders are welcome to attend the bid opening where Bidder names will be read and unit prices read if requested. Award will be dependent upon the determination that the Bids are responsive, Bidders are responsible, and any other evaluation criteria stated in the bid document. 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. All Bidders responding with a Bid will receive a copy of the Bid tabulation.

10. 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 Vendor, the Contract may be extended on an annual basis for up to three (3) additional one (1) year periods.

11. ESCALATION/DE-ESCALATION

The HCSO will allow an escalation/de-escalation provision in this Bid. The escalation/de-escalation will be allowed provided the Vendor notifies the HCSO, Financial Services Division, of the pending increase or decrease a minimum of 60 calendar days prior to the end of each one (1) year period for which the Bid was awarded. Failure to comply with these instructions shall be grounds for disallowance of the escalation/de-escalation clause as stated herein.

12. ADDITION/DELETION

The HCSO reserves the right to add or delete services from this Bid or resulting Contract 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 change accompanied by the Vendor's written, fixed price quote for each change to be added. If approved by the CFO, the service description and price change will be added to the Contract and recorded on the original Bid tabulation/price sheet.

13. CANCELATION

When deemed to be in the best interest of the HCSO, any Contract 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 services and/or materials provided through the date of receipt of written notice of cancellation may be invoiced to the HCSO, and will be considered for payment providing documentation of said expenses are forwarded with the request for payment. 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.

14. DEFAULT

The Contract may be canceled or annulled by the HCSO CFO in whole, or in part, by written notice of default to the Vendor 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 Vendor to deliver services within the time stipulated in this Bid, unless extended in writing by the Financial Services Division, shall constitute contract default. Vendors who default on a contract may be removed from the HCSO Vendor List and determined ineligible for future contracts at the discretion of the CFO.

15. NEXT BEST BIDDER

In the event of a default by the Vendor, 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 Vendor shall be required to provide the Bid services at the prices as contained in their Bid Response (Part C), for the remainder of the award period.

16. DELIVERY

Bulk orders as described in the Special Provisions (Part B), Paragraph 2, shall be delivered within 14 calendar days After Receipt of the Order (ARO). Individual and custom orders shall be delivered within seven (7) calendar days ARO. Additional days for delivery may be authorized by the General Manager of the Fleet Maintenance Section for large custom decal orders. Failure to deliver within the described parameters shall be considered a breach of Contract or default and the HCSO may utilize its options as stated herein. If orders cannot be filled within the listed time frames, the HCSO Fleet Maintenance Section shall to be notified, in writing, thus permitting the HCSO to obtain the required services and/or exercise its options as stated herein.

17. EMERGENCY

If and when an emergency requirement should occur, the HCSO reserves the right to deviate from this Contract and procure the service(s) from the most available source.

18. CERTIFICATES OF INSURANCE

The Vendor shall not commence any Work in connection with this Contract until they have obtained all the following types of insurance, and such insurance has been approved by the HCSO, nor shall the Vendor allow any subcontractor to commence Work on their subcontract until all similar insurance required of the subcontractor has been so obtained and approved.

All insurance policies shall be with insurers qualified to do business in Florida. The HCSO shall be notified within 30 calendar days of cancelation, non-renewal, or change in the insurance coverage.

- a. Worker's Compensation Insurance: The Vendor shall take out and maintain during the life of this Contract, Worker's Compensation Insurance as per statutory minimum requirements for all of their employees connected with the Work of this project and, in case any Work is sublet, the Vendor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Vendor. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any hazardous Work under this Contract at the site of the project is not protected under the Worker's Compensation statute, the Vendor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the HCSO for the protection of their employees not otherwise protected.

Employer's Liability: \$100,000 Limit each Accident
 \$500,000 Limit each Aggregate
 \$100,000 Limit Disease each employee

- b. Comprehensive Insurance Coverage: The Vendor shall take out and maintain during the life of this Contract, Comprehensive General Liability Insurance, and Comprehensive Automobile Liability Insurance, and shall protect them from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by themselves or by anyone directly or indirectly employed by them, and the amounts of such insurance shall be the minimum limits as follows:

For this project the required insurance coverage shall be:

Commercial/Comprehensive General Liability	
Bodily Injury	\$300,000 per person per occurrence
Property Damage	\$300,000 per occurrence
Automobile Liability	\$300,000 combined single limit bodily injury and property damage

19. INVOICING AND PAYMENTS

The Vendor will invoice the HCSO for Work completed. All invoices must have a unique invoice number. At a minimum each invoice shall include the vehicle identification number, HCSO vehicle number, HCSO Purchase Order number, description of the Work performed, labor rate and hours billed.

To track acceptance of Work, and to ensure expedited payment, a copy of the invoice shall be submitted and mailed or emailed to the HCSO for approval by the Fleet Maintenance Section Manager or their designee.

Invoices shall be addressed to: Hillsborough County Sheriff's Office
Attention: Accounts Payable
P.O. Box 3371
Tampa, FL 33601

Or emailed to: accountspayable@hcsotampa.fl.us

ACH and HCSO Purchasing Card are preferred methods of payment, and available upon request and authorization. Please inquire at accountspayable@hcsotampa.fl.us or at 813-247-8276.

Payment shall be made 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 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.

20. EXCEPTIONS TO BID

All Bid Packages must clearly state with specific detail all deviations to the requirements imposed upon the Bid by the General Terms and Conditions (Part A) and Special Provisions (Part B) Such deviations should be stated upon the Bid Response (Part C), 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 C), 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).

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PART C- BID RESPONSE

The undersigned understands that this Bid Package **must be signed in ink** and that the **unsigned** Bid Package will be considered nonresponsive and subject to rejection by the Hillsborough County Sheriff's Office (HCSO). **The undersigned must be an officer of the company or a designated agent empowered to bind the company in contract.**

SUBJECT TO DEVIATIONS STATED BELOW, THE UNDERSIGNED, BY THE SIGNATURE EVIDENCED, REPRESENTS THAT THE BIDDER ACCEPTS THE TERMS, CONDITIONS, PROVISIONS, MANDATES, AND OTHER CONDITIONS OF THE FOREGOING GENERAL TERMS AND CONDITIONS (PART A), THE SPECIAL PROVISIONS (PART B), AND THE TECHNICAL SPECIFICATIONS (PART C), SAID DOCUMENTS BEING THE STRICT BASIS UPON WHICH THE SAID BIDDER MAKES THIS BID.

* * * USE INK ONLY * * *

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS

BID PACKAGE TO BE CONSIDERED BY THE HCSO

EXCEPTIONS TO BID: ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS BID PACKAGE TO BE REJECTED BY THE HCSO. ALL BIDDERS SHOULD CAREFULLY READ PARAGRAPH 20 OF THE SPECIAL PROVISIONS (PART B).

1. **EXCEPTIONS:** The following represents every deviation (itemized by number) to the foregoing General Terms and Conditions (Part A) and Special Provisions (Part B) upon which this Bid Package is based, to wit:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2. PRICING

The undersigned has carefully examined the Bid Package and all conditions affecting the cost of the service or items required by the HCSO.

The undersigned certifies that any exceptions to the Bid specifications are noted in the Bid Response, Part C. 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 service or commodity in accordance with the Bid Package, except as noted on attached Exceptions Form:

ITEM	DECAL SETS	PRICE
A	Sedan (bulk order of 20 sets)	\$ per 20 sets
B	Sedan	\$ per set
C	Compact Car	\$ per set
D	SUV (bulk order of 20 sets)	\$ per 20 sets
E	SUV	\$ per set
F	Truck (bulk order of 20 sets)	\$ per 20 sets
G	Truck	\$ per set
H	Transportation Van	\$ per set
I	Motorcycle	\$ per set
J	Van with KUV Body	\$ per set
K	Boat – 36 feet	\$ per set
L	Boat – 40 feet	\$ per set
INDIVIDUAL DECALS		
M	HCSO Star – 3 inch	\$ each
N	HCSO Star – 4 inch	\$ each
O	HCSO Star – 5 inch	\$ each
P	HCSO Star – 10 inch	\$ each
Q	HCSO Star – 14 inch	\$ each
R	American Flag – 4x6 inches	\$ each
S	AED	\$ each
T	Sheriff – Front License Plate	\$ each

DECAL APPLICATION AND REMOVAL					
ITEM	VEHICLE TYPE	DECAL APPLICATION PER VEHICLE		DECAL REMOVAL PER VEHICLE	
		PRICE	EST. TIME FOR COMPLETION ARO	PRICE	EST. TIME FOR COMPLETION ARO
U	Sedans	\$ each	days	\$ each	days
V	Compact Cars	\$ each	days	\$ each	days
W	SUVs	\$ each	days	\$ each	days
X	Trucks	\$ each	days	\$ each	days
Y	Vans	\$ each	days	\$ each	days
Z	Motorcycles	\$ each	days	\$ each	days
AA	Vans with KUV Body	\$ each	days	\$ each	days
BB	Boats	\$ each	days	\$ each	days

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3. ARTWORK AGREEMENT

It is understood and agreed that all artwork provided to, and/or developed by, the Vendor is for the sole and exclusive use of the HCSO. The HCSO shall be deemed to be the sole and exclusive owner of all rights, title and interests therein, including all copyrights. All work performed by the Vendor on projects and all artwork generated in connection therewith is, and shall be, considered as "Works Made for Hire" (as defined under the U.S. Copyright Laws) and, as such, shall be owned by and for the sole benefit of the HCSO.

The HCSO has the right to use or not use artwork and to use, reproduce, re-use, alter, modify, edit, or change artwork as it sees fit and for any purpose.

4. VENDOR ORDER INSTRUCTIONS

Describe the preferred method of contact to place an order AND to request service.

Name: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

5. BID CONTACT INFORMATION

Provide the contact information for the individual submitting this Bid Package. (Please type or print)

Contact Name & Title: _____

Address: _____

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

Email: _____

6. 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 45 days following the opening of bids.

Respectfully submitted by,

Company Name: _____

Print Signer's Name Date

Signature of Company Officer 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.

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

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

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

STATEMENT OF NO BID

NOTE: If you do not intend to respond to this Invitation to Bid, please return this form immediately to:

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
 FINANCIAL SERVICES DIVISION
 Email to: purchasing@hcsa.tampa.fl.us
 Or Fax 813-242-1826

We, the undersigned, have declined to respond on Bid No. 25-19 Custom Vehicle Decal Services for the following reasons:

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

_____ Insufficient time to respond.

_____ We do not offer this product or an equivalent.

_____ Our Product schedule would not permit us to perform.

_____ Unable to meet specifications.

_____ Unable to meet Bond Requirements.

_____ Specifications unclear (explain below).

_____ Other (specify below)

We understand that if the Statement of No Bid is not executed and returned, our name may be deleted from the list of qualified Vendors for the Hillsborough County Sheriff's Office.

(PLEASE PRINT)

COMPANY NAME _____ DATE _____

COMPANY OFFICER _____ TITLE _____

TELEPHONE NUMBER _____

SIGNATURE _____

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 C.
- ☐ Any Addenda or Amendments (Signatures required).
- ☐ Completed Part C including pricing and signature page.
- ☐ Appendix I, Vendor Packet to include completed Vendor Application, W9 and Business Tax Receipt.
- ☐ Professional Licenses (if applicable).

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.

CHAD CHRONISTER, SHERIFF
2008 E. 8TH AVE
TAMPA FL 33605

ATTN: PURCHASING 813-247-8034 or
FINANCIAL SERVICE DIVISION 813-247-8035

BID PACKAGE SUBMITTAL

From: _____

BID # 25-19

CUSTOM VEHICLE DECAL SERVICES

OPENING DATE/TIME:

December 17, 2019 at 3:00pm

EXHIBIT A
DECALS BY VEHICLE TYPE

EXHIBIT A
DECALS BY VEHICLE TYPE

ITEMS A & B: SEDAN



**EXHIBIT A
DECALS BY VEHICLE TYPE**

ITEM C: COMPACT CAR



EXHIBIT A
DECALS BY VEHICLE TYPE

ITEMS D & E: SUV



EXHIBIT A
DECALS BY VEHICLE TYPE

ITEMS F & G: TRUCK



EXHIBIT A
DECALS BY VEHICLE TYPE

ITEM H: TRANSPORTATION VAN



EXHIBIT A
DECALS BY VEHICLE TYPE

ITEM I: MOTORCYCLE



EXHIBIT A
DECALS BY VEHICLE TYPE

ITEM J: CRIME SCENE / FORENSIC SERVICES (VAN WITH KUV BODY)



EXHIBIT A
DECALS BY VEHICLE TYPE

ITEMS K & L: BOAT



EXHIBIT A
DECALS BY VEHICLE TYPE

ITEMS M, N, O, P, & Q: HCSO STAR



EXHIBIT A
DECALS BY VEHICLE TYPE

ITEM R: AMERICAN FLAG

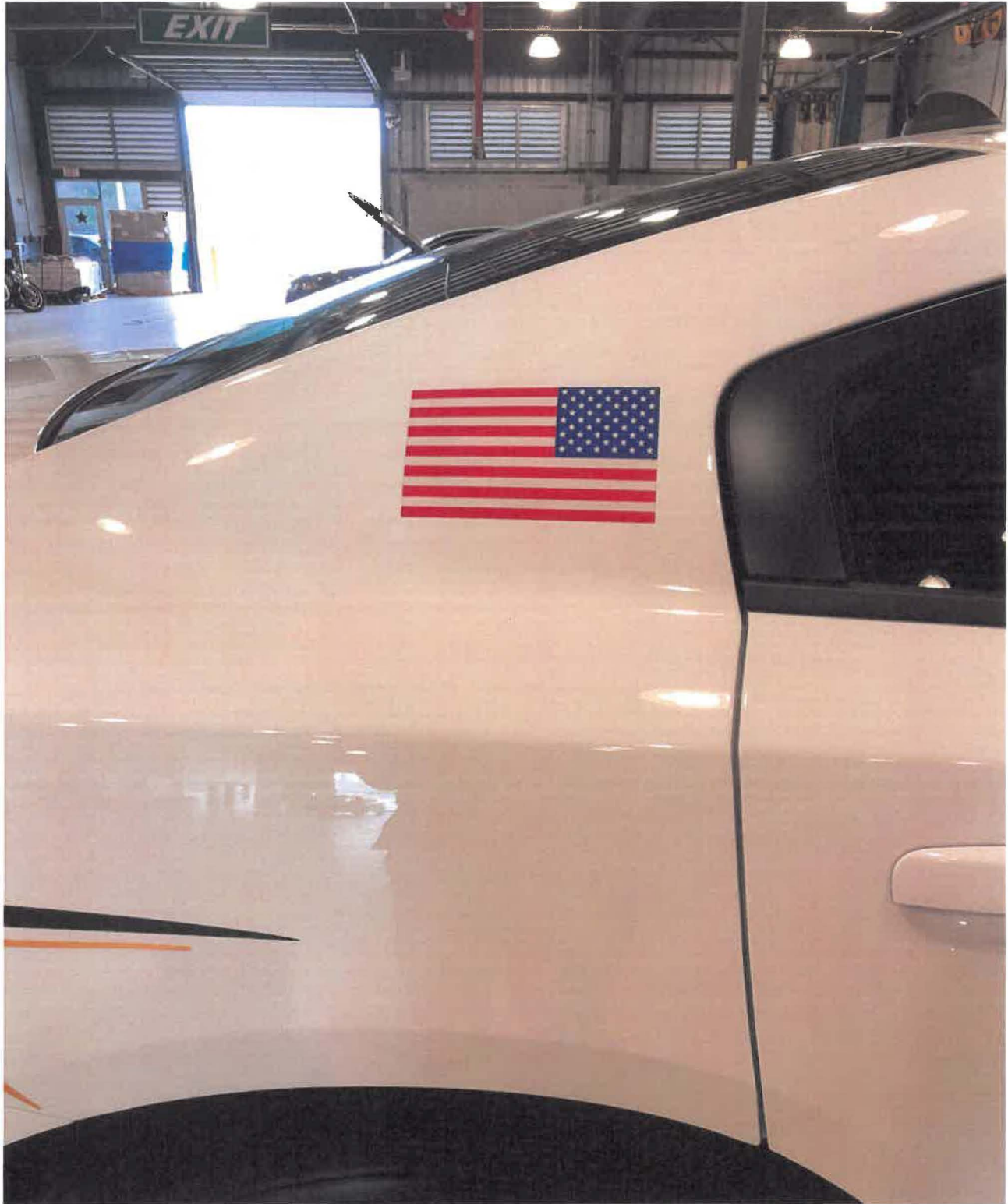


EXHIBIT A
DECALS BY VEHICLE TYPE

ITEM S: AED DECAL



EXHIBIT A
DECALS BY VEHICLE TYPE

ITEM T: SHERIFF - FRONT LICENSE PLATE

