

HILLSBOROUGH COUNTY SHERIFF'S OFFICE



Request for Proposal No. 12-16 UPS and DC Power Systems Scheduled Maintenance and Services

June 9, 2016

David Gee, Sheriff

HILLSBOROUGH COUNTY

Financial Services Division

2008 E. 8th Avenue

Tampa, Florida 33605



Stephanie Douglas, Buyer

(813) 247-0024

sajack01@hcsso.tampa.fl.us

INSTRUCTIONS TO PROPOSERS

Included herein are General Terms and Conditions (Part A), Special Provisions (Part B), Technical Specifications (Part C), and Proposal Response (Part D), which together with all attachments, constitute the entire "Proposal Package". Said Proposal Package must be the basis upon which all proposals are offered and the same (the entire Proposal Package) must be kept together and returned, intact, by the time and at the place herein specified. The Proposer must manually sign the General Terms and Conditions (Part A) and Proposal Response (Part D). Any questions concerning this Request for Proposal (RFP) should be directed to the Buyer whose name appears above.

When awarded, the Proposal Package becomes the "**Contract Document**". The Proposer's signature on the Proposal constitutes Proposer's agreement to the terms therein. The signature on the Proposal 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 RFP CAREFULLY BEFORE SIGNING.**

NOTICE TO PROPOSERS

WHEN SUBMITTING A SEALED PROPOSAL, ALL PROPOSALS SHOULD BE CLEARLY MARKED AS A PROPOSAL DOCUMENT. THIS IDENTIFICATION SHOULD INCLUDE THE PROPOSAL NUMBER, PROPOSAL TITLE AND DATE DUE ON THE OUTSIDE OF THE ENVELOPE.

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LETTER OF INTENT**REQUEST FOR PROPOSAL NO. 12-16**

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

COMPANY NAME

COMPANY ADDRESS

PRIMARY CONTACT NAME/TITLE

EMAIL ADDRESS

TELEPHONE NUMBER

FAX NUMBER

SIGNATURE

DATE

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

Print Name

Email Address

Print Name

Email Address

Print Name

Email Address

****NOTE: THIS FORM SHOULD BE SENT IMMEDIATELY TO STEPHANIE DOUGLAS, BUYER, AT FAX NUMBER 813-242-1851 or sajack01@hcsotampa.fl.us**

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

VENDOR NAME: _____

SUBJECT: Request for Proposal Number 12-16

PROPOSAL TITLE: UPS and DC Power Systems Scheduled Maintenance and Services

OPENING DATE and TIME: June 30, 2016 at 3:00 P.M. EST

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

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

MANDATORY PRE-PROPOSAL CONFERENCE: June 21, 2016 at 10:00 A.M. EST

PLACE: Hillsborough County Sheriff's Office
Communications Maintenance Section
2214 N. Falkenburg Road
Tampa, Florida 33619

PART A - GENERAL TERMS AND CONDITIONS:

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

If our specifications, when included in our Request for Proposal (RFP), are not returned with your Proposal Package, and no specific reference is made to them in your Proposal Response (Part D), it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, vendor's or manufacturer's specifications which accompany the Proposal Response (Part D) contain information that can be construed or is intended to be a deviation from our specifications, such deviation must be specifically referenced in your Proposal Response (Part D).

2. Proposal Delivery: The responsibility for getting the Proposal Package to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Proposer. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Proposer shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Proposals will not be accepted after the time specified for receipt. Such proposals shall be returned to the Proposer unopened with the notation "This Proposal was received after the time designated for the receipt and opening of proposals".

3. On-Line Documents: The HCSO is publishing documents on its website <http://www.hcso.tampa.fl.us> for the convenience of vendors wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a proposal.
4. Time for Consideration: Proposer warrants by virtue of Proposal, the prices quoted in the Proposal will be good for an evaluation period of forty five (45) calendar days from the date of proposal opening unless otherwise stated. Proposers will not be allowed to withdraw or modify their proposals after the opening time and date.
5. Prices: All proposals submitted must show the net proposal price after any and all discounts allowable have been deducted. Prices offered are to be F.O.B. Destination. State sales tax and federal excise taxes shall not be included as the HCSO is tax-exempt for materials sold directly to them. The HCSO will issue tax exemption certificates to the Contractor.

The Proposer's attention is directed to the laws of the State of Florida, including but not limited to Chapter 212, Florida Statutes, which applies to all transactions resulting from this Proposal and that all applicable taxes and fees shall be deemed to have been included in the Proposal Response as part of the materials cost, when applicable.

6. Condition of Materials and Packaging: It is understood and agreed that any item offered or shipped on this Proposal shall be NEW and in FIRST CLASS CONDITION, that all containers shall be new and suitable for storage or shipment and that prices include standard commercial packaging for the items shipped.
7. Claims: The Contractor will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
8. When to Make Delivery: Deliveries resulting from this Proposal are to be made during the normal working hours of the HCSO. It is the Proposer's responsibility to obtain this information.
9. Manufacturer's Name: Any manufacturers' names, trade names, brand names information and/or catalog numbers used herein are for purpose of description, reference, and establishing general quality levels. Such references are not intended to be restrictive and products of any manufacturer may be offered if they are approved as equals. The determination as to whether any alternate product or service is or is not equal shall be made by the HCSO and such determination shall be final and binding upon all Proposers.
10. Information and Descriptive Literature: The Proposer must furnish all information requested in the Proposal. If specified, each Proposer must submit cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous proposal will not satisfy this provision. Proposals that do not comply with these requirements will be subject to rejection.
11. Proposal Submittal Costs: Submittal of a proposal is solely at the cost of the Proposer and the HCSO in no way is liable or obligates itself for any cost incurred by the Proposer preparing the submitted Proposal Package.
12. Proposal Obligation and Disposition: The contents of the Proposal Package and any clarifications thereto submitted by the Proposer shall, upon award, become part of the contractual obligation and incorporated by reference into the ensuing contracts. All Proposal Packages become the property of the HCSO and will not be returned to the Proposer.

13. No Proposal: If you do not wish to submit a response to the Proposal, please return the Statement of No Proposal found on page thirty-five (35). The “No Proposal” information is helpful to the process and assures the HCSO you wish to remain on the HCSO Vendor List.
14. Compliance with Occupational Safety and Health Act (OSHA): The Proposer certifies that all material, equipment, etc., contained in the Proposal Package meets all OSHA requirements.
15. Familiarity with Laws: The Proposer is required to be familiar with all federal, state and local laws, ordinances, rules, codes and regulations that in any manner affect the Work. Ignorance on the part of the Proposer will in no way relieve the Proposer of responsibility.
16. Laws, Statutes and Ordinances: The terms and conditions of the RFP and the resulting Contract shall be construed in accordance with the laws, statutes and ordinances applicable to Hillsborough County. Where State Statutes and regulations are referenced, they shall apply to this RFP and to the resulting Contract.
17. Public Entity Crimes: Pursuant to §§287.132-133, Fla. Stats., the HCSO, as a public entity, may not accept any bid, proposal or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, Fla. Stat., for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of thirty-six (36) months from the date that the person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), Fla. Stat. If you submit a proposal in response to this request, you are certifying that §§287.132-133, Fla. Stats. does not restrict your submission.
18. Public Record: Any material submitted in response to this RFP will become a public document pursuant to §119.07, Fla. Stat. This includes material which the respondent might consider to be confidential or trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, Fla. Stat. The Vendor or Contractor agrees to comply with §119.0701, Fla. Stat. regarding maintenance and provisions of access to all public records generated by this Contract with the HCSO.

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

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor’s duty to provide public records relating to this Contract, contact the custodian of public records at: HCSO Records Section, 1900 East 9th Avenue, Tampa, Florida 33605, Phone 813-247-8210 or email at hcsorecords@hcsso.tampa.fl.us

19. Appropriations of Funds: The HCSO, as an entity of Government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this request for each and every fiscal year following the fiscal year in which this Contract is executed and entered into and for which the Contract shall remain in effect. The HCSO shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the Contract, provide prompt written notice of such event and effective thirty (30) calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such Contract.
20. Acceptance and Rejection: The HCSO reserves the right to reject any or all proposals, for cause, to waive

irregularities, if any, and to accept the Proposal or Proposals which in the judgment of the Sheriff is in the best interest of the HCSO. The HCSO reserves the right to evaluate, add and/or reject any items from any proposal options or resulting contract(s) when deemed to be in the best interest of the HCSO.

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

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

The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Proposer in writing. This decision and the basis upon which it was made will be communicated to the Proposer within five (5) business days following the receipt of the recommendation from the Purchasing Section. A single appeal of the CFO's decision is available by submitting a notice in writing within seventy-two (72) hours (excluding County holidays, Saturdays and Sundays) requesting a Management review of the decision. Final decision of an appeal will be made by the Sheriff.

22. Specifications: Attached

DAVID GEE, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

--Signature on File--

By: _____
Christina R. Porter, CPA
Chief Financial Officer

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

Company Name Date

Print Name/Title

Signature of Company Officer

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR PROPOSAL AFTER COMPLETING PARAGRAPH 23. EACH VENDOR'S PROPOSAL AND ANY CLARIFICATIONS TO THAT PROPOSAL AS WELL AS ALL AMENDMENTS OR ADDENDA TO THIS DOCUMENT SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE COMPANY IN CONTRACT. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN THE PROPOSAL RESPONSE (PART D, PARAGRAPH 1).

PART B - SPECIAL PROVISIONS

1. IN GENERAL

The purpose of this Request for Proposal (RFP) is to allow the Hillsborough County Sheriff's Office (HCSO) to secure the services of a qualified Contractor to provide maintenance and repair services for Uninterruptible Power Supply (UPS) systems, Direct Current (DC) power systems and battery systems supporting the HCSO Radio Communication system.

2. SCOPE OF WORK

The Communications Maintenance Section is responsible for the radio systems and equipment which provide critical operational support to law enforcement. The Work will include scheduled maintenance, repairs and services to the UPS, DC power and battery systems and equipment. These services include but are not limited to inspecting, verifying, aligning, adjusting and recording of all measurements before and after adjustments. Information, forms and procedures provided in this RFP are intended for reference and a basis for establishing final processes with the awarded Contractor.

The scheduled maintenance services are to be performed during mutually agreeable working hours. The Work is to be performed to minimize system intrusion and outages. All planned outages must be must be scheduled through the Communications Maintenance Section Manager so that proper notifications may be made to the system users.

The successful proposer is to supply all necessary and required test equipment, tools, personnel, transportation and all incidentals for performing the scheduled maintenance services described in the Technical Specifications (Part C). Any exceptions should be noted in the Proposal Response (Part D). The Contractor will also work with the HCSO to critique existing scheduled maintenance procedures and forms currently in use to assist with the development of improved procedures, if necessary.

3. LOCATIONS

The requirements for this request for proposal include furnishing the services specified herein, including, but not limited to, the sites and locations identified in Attachment A. The HCSO reserves the right to add or delete equipment, sites and locations to be serviced under this agreement.

4. PROPOSER QUALIFICATIONS

Proposals shall be considered only from those firms or individuals who can clearly demonstrate to the HCSO a professional ability to perform the type of Work specified within the RFP. Proposers must be able to demonstrate adequate organizational, financial, equipment and personnel resources to furnish the materials or complete services in a satisfactory and expeditious manner. In the determination of the evidence of responsibility and ability to perform the Work, the HCSO reserves the right to investigate the financial condition, experience record, personnel, equipment, facilities and organization of the Proposer. The HCSO shall determine whether the evidence of responsibility and ability to perform is satisfactory, and will make awards only when such evidence is deemed satisfactory. The HCSO reserves the right to reject a proposal when evidence indicates the inability to perform the Work specified within the RFP.

Proposers shall have engaged in business in the Hillsborough County area for a period of not less than five (5) years, and shall provide references in the Proposal Response (Part D). Proposers may be required to furnish evidence in writing that they maintain permanent places of business. The HCSO reserves the right to inspect the Proposer's place of business and equipment prior to award of any contract, for determining ability to meet terms and conditions as set forth herein.

A qualified Proposer must be an authorized Toshiba UPS Service Center. Written Certification of such is to be submitted with the Proposal Response. Technical personnel performing work on UPS equipment must be trained on the Toshiba UPS models listed in this RFP. Copies of Toshiba training certificates must be submitted with Proposal Response for all personnel that will be working on Toshiba UPS units. Technical personnel performing work on the Toshiba UPS equipment must have a minimum of five (5) years of experience on all of the equipment included in this work statement. Technical personnel performing work on the DC Power Systems and associated batteries must have a minimum of five (5) years of experience on all of the DC Power equipment models included in this work statement.

The HCSO may require background checks of Contractor employees or subcontractors who will be working on HCSO property.

The attached Supplier Information form and IRS Form W9 must be returned with your Proposal Response along with copies of Hillsborough County Business Tax Receipt or other local government license to do business. Current Certificates of Insurance for Liability and Workers Compensation must also be included.

5. MANDATORY PRE-PROPOSAL CONFERENCE

All interested parties are required to attend the Mandatory Pre-Proposal Conference (see date/time on page 5). At this time the Sheriff's representative(s) will be available to answer questions relative to this RFP. Any suggested modifications may be presented in writing or discussed with the Sheriff's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the proposal. Only written amendments issued by the HCSO will be considered official changes to the Terms and Conditions (Part B) or Technical Specifications (Part C) of the RFP. Attendees will have the opportunity to discuss possible site visits and inspections of the equipment to be serviced in this RFP at the Mandatory Pre-Proposal Conference. Care should be taken to obtain any and all technical information necessary to complete and submit a concise but inclusive Proposal.

6. LETTER OF INTENT

Interested Proposers planning on attending the Mandatory Pre-Proposal Conference should notify the Buyer by use of the Letter of Intent form included herein. Submitted proposals will be returned to any Proposers who did not attend the Mandatory Pre-Proposal Conference. The person(s) indicated on the Letter of Intent will be those notified of all addenda, amendments and Questions and Answers (Q & A).

7. COMMUNICATION BETWEEN PARTIES

All questions in regard to this RFP are to be directed, in writing to the Buyer: Stephanie Douglas, at sajack01@hcsotampa.fl.us or by fax at 813-242-1851.

In the interest of public access, all documents relating to this RFP will be posted to the HCSO website at <http://www.hcsotampa.fl.us>. This will include minutes from the Pre-Proposal Conference, Q & A responses, amendments, addenda etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the Buyer utilizes for convenience of the parties involved.

8. PREPARATION AND SUBMITTAL OF PROPOSALS

All proposals shall be signed in ink by an authorized principle of the firm. A signature of acknowledgement to the General Terms and Conditions (Part A) is required on page eight (8) and a signature of affirmation is required on page thirty-four (34). All attachments to the RFP requiring signature acknowledgement (e.g. amendments) are to be returned with the Proposal Package.

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

Proposals must be received by the HCSO Purchasing Section not later than the time and date shown on page five (5). Proposers mailing their Proposal Packages should allow for normal mail time to ensure receipt by HCSO prior to the time and date fixed for the acceptance of the proposals. Proposals or unsolicited amendments to proposals, received by the HCSO after the acceptance date will not be considered and will be returned unopened marked "Received after the deadline for opening of proposals".

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

The HCSO reserves the right to postpone the date for receipt and opening of proposals or other deadlines and will make a reasonable effort to give at least five (5) calendar day's notice of any such postponement to each prospective Proposer.

9. CONTRACT PERIOD

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

10. ACCEPTANCE AND REJECTION

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

11. EVALUATION OF PROPOSALS

Initially, all proposals submitted will be reviewed to determine if the Proposer is both responsive in terms of the completeness of the Proposal Package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Proposals determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation.

Proposals determined to have met the minimum requirements will then be evaluated based on the following weighted criteria. These criteria relate directly to information required in the Proposal Response (Part D) and are presented in the same outline. It is therefore important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. Proposal Response (Part D) offers details of the criteria below.

	<u>Points</u>
A. Company and Service Overview	35
B. Personnel Qualificaitons	15
C. Pricing	<u>50</u>
	<u>100</u>

An evaluation committee will consist of a minimum of three (3) persons. Each committee member will independently read and score all eligible proposals. Any clarifications requested by a committee member will be presented to the Proposer through the Buyer. When all evaluations are complete, the Buyer will tabulate the results providing a scoring matrix indicating the group's collective ranking of each Proposer. The Buyer will present the composite evaluation results to the committee members, who may then submit their recommendation in accordance with the results of the scoring, or if deemed in the best interest of the HCSO, request a Best and Final Offer from the top ranked firms.

12. BEST AND FINAL OFFER

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

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

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

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

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

13. AWARD

The Buyer will submit the evaluation committee's final recommendation for award to the Bureau Commander who will review and further recommend through the Chain of Command to the Sheriff who will have the final decision as to the Award. The HCSO reserves the right to select for award the proposal which in the opinion of the Sheriff, offers the best value and best serves the requirements of the HCSO.

The Award of this RFP shall be made on an all or none, total offer basis.

In the event two (2) or more Proposers have submitted the best proposal, preference may be given in the award in the following order: first, to the Proposer who has his/her principal place of business in Hillsborough County; second, to the Proposer who has a place of business in Hillsborough County; and, third, if the Proposers involved in the "tie proposal" situation are all located inside/outside Hillsborough County, the toss of a coin will be used to break the tie.

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

14. INFORMATION PRIVACY

It is understood and agreed upon by the Proposer in submitting a Proposal Package that the HCSO has the right to withhold all information regarding this procurement **until after contract award**, including but not limited to: the number of proposals received, competitive technical information, competitive price information, and the HCSO evaluation concerns about competing proposals. Information releasable after award is subject to the disclosure requirements of Chapter 119, Fla. Stat. Proposers are enjoined from discussing or disclosing the content of any proposal with competing Proposers during the evaluation and negotiation process.

15. CONTRACT DOCUMENT

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

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

16. ADDITION/DELETION

The HCSO reserves the right to add or delete services from this RFP or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions, deletions or changes to the Scope of Work will be considered amendments. Any additions or deletions to the Contract will constitute a change order and will 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 Contractor'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 RFP tabulation/price sheet.

17. CONTRACTUAL OBLIGATIONS

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

18. DEFAULT

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

19. CANCELATION

When deemed to be in the best interest of the HCSO, any contract(s) resulting from this RFP may be canceled by the following means:

- a. Ten (10) calendar days written notice with cause, or;
- b. Thirty (30) calendar days written notice without cause.

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

20. NEXT BEST PROPOSER

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

21. CERTIFICATES OF INSURANCE

The Contractor shall not commence any Work in connection with this Contract until he has obtained all the following types of insurance and such insurance has been approved by the HCSO, nor shall the Contractor 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.

- a. Worker's Compensation Insurance: The Contractor shall take out and maintain during the life of this Contract, Worker's Compensation Insurance for all of his employees connected with the Work of this project and, in case any Work is sublet, the Contractor 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 Contractor. Such insurance shall comply fully with the Florida Worker's Compensation Laws. In case any hazardous Work under this Contract at the site of the project is not protected under the Worker's Compensation statute, the Contractor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the HCSO, for the protection of their employees not otherwise protected.
- b. Comprehensive Insurance Coverage: The Contractor 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:

Commercial/Comprehensive General Liability	
Bodily Injury	\$300,000 per person per occurrence
Property Damage	\$500,000 per occurrence
Automobile Liability	\$300,000 combined single limit bodily injury and property damage

22. ESCALATION/DE-ESCALATION

The HCSO will allow an escalation/de-escalation provision in this RFP. The escalation/de-escalation will be allowed provided the Contractor notify the HCSO Financial Services Division of the pending

increase/decrease a minimum of thirty (30) calendar days prior to the end of each one (1) year period for which the Contract was awarded. Said notification shall consist of proof of increase and shall include each individual item, the amount of increase/decrease and the applicable line number. Failure to comply with these instructions shall be grounds for disallowance of the escalation/de-escalation clause as stated herein.

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

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

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

24. CONTRACTOR'S RESPONSIBILITIES

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

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

All Work performed for the Contractor by a subcontractor shall be pursuant to an appropriate written agreement between the Contractor and the subcontractor which shall contain provisions that waive all rights the contracting parties may have against one another for damages caused by fire or other perils covered by insurance, except such rights as they may have to the proceeds of such

insurance held by the HCSO as trustee. The Contractor will pay each subcontractor an appropriate amount determined by value of the Work, of any insurance monies received by the Contractor under this insurance.

- d. Work Standards: The Contractor shall perform all work under this Contract in accordance with manufacturer's specifications and recommendations, or accepted industry standards for the work elements specified in the Technical Specifications (Part C). The scheduled maintenance procedures and test data forms are provided as part of this RFP document for the purposes of establishing the level of scheduled maintenance and services required. In the event of a conflict of procedures between documents, the manufacturer's scheduled maintenance procedures shall prevail, but in no way shall the manufacturer's procedures minimize the level of service to be performed.
- e. Documentation: Test data forms for annual scheduled maintenance shall be presented to the HCSO for approval prior to the commencement of any services. The test data forms shall be consistent in the layout for ease of review and analysis. Sample test data forms are included as part of this RFP for information purposes only and are not necessarily the only forms required for the recording of test data associated with the system scheduled maintenance.

Within thirty (30) days of completion of the system scheduled maintenance, the Contractor shall provide three (3) sets of test data in hard cover 3-ring notebooks. The notebooks shall include a table of contents and associated tabs for each section of test data forms. The Contractor shall also provide three (3) sets of test data electronically on USB flash drive or CD in Word, Excel, PDF or a combination of these files.

The Certificates of Calibration for the test equipment used for the alignment and testing of the systems shall be included in the notebooks and electronic copies with the test data forms.

- f. Certification of Test Equipment Calibration: Prior the commencement of any Work, the successful Contractor shall provide the HCSO with Certificates of Calibration for each item of test equipment being used for the scheduled maintenance and testing of the equipment in the systems. The Certificates of Calibration shall state the date of last calibration and the valid calibration period for each item of test equipment being used. It is expected that the calibration period shall be valid to cover the entire period of equipment maintenance and testing without recalibration during the testing process. Copies of the Certificates of Calibration shall also be submitted with the test data documentation at the conclusion of the testing.
- g. Site Cleanliness: The Contractor shall remove from vicinity of the work, rubbish, unused materials and other like material belonging to it or used under its direction during the repair or scheduled maintenance services.
- h. Final Acceptance: The Communications Maintenance Section Manager or a designated representative will perform the final inspection of repairs or scheduled maintenance services performed. The final acceptance of the repairs or scheduled maintenance services shall be based on the completion of the services and submission of the Test Data Documentation as described herein.

25. SERVICE CALLS

- a. Response Time: The Contractor shall give priority to calls for service from the HCSO in the event of hurricanes or other disasters providing conditions are safe for its personnel to respond.
 - Emergency: The Contractor shall respond on-site within two (2) hours upon receipt of Service call. Emergency calls are used for equipment malfunction or breakdown that could affect the critical operations of the HCSO.
 - Non-Emergency: The Contractor shall respond on-site within twenty-four (24) hours upon receipt of service call. Non-emergency calls are used for issues with equipment not considered to be critical to the operations of the HCSO.

- Failure to Respond: If the Contractor does not respond within the specified time frame outlined above, this may be cause for Contract dismissal or default.
- b. Personnel: Service or repair personnel shall be available, on call, twenty-four (24) hours per day, and seven (7) days per week. It shall be the responsibility of the Contractor to provide the HCSO with contact information to include, pager or telephone numbers for Emergency and Non-Emergency Service.
- c. Parts: Parts supplied by the Contractor for equipment covered under this Contract shall be as recommended by the respective equipment's manufacturer or an acceptable equivalent. Makeshift repairs, due to unavailability of a proper part, are not acceptable.
- d. Repairs: All repairs and/or service executed on any equipment covered under this Contract shall be made with the express knowledge or in the presence of HCSO Communications Maintenance personnel. A test of the repaired equipment shall be made in the presence of HCSO Communications Maintenance personnel, if personnel are available on site, who shall, according to their best judgment, accept or reject the repaired equipment. If Communications Maintenance personnel are not on site at the time, Communications Maintenance personnel shall be notified that the repair and testing has been performed.
- e. HCSO Repairs: The HCSO reserves the right to have its own Communications Maintenance personnel make repairs when it is deemed to be in the best interest of the HCSO.
- f. Scheduled Maintenance: The minimum requirement shall be in accordance with Technical Specifications (Part C) and with the equipment manufacturer's recommendations.

26. WARRANTIES

The Contractor will warrant all workmanship for a period of no less than one (1) year. The Contractor will warrant services performed to be in direct compliance with all Federal, State and local laws, ordinances, codes, rules and regulations that in any manner affect this work. During the warranted period, the Contractor will restore or remove and replace warranted work to its original specified condition in the event of failure. Contractor will restore or remove and replace other work which has been damaged by failure of warranted work, or which must be removed and replaced to gain access to warranted work. Cost of restoration or removal and replacement of warranted work that has failed, Contractor will reinstate the warranty by issuing an addendum to the original warranty for at least the remaining warranted period.

27. INDEMNIFICATION

The Contractor will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from the performance of its Work, provided that any such liability, claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting there from and (b) is cause in whole or in part by an act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, whether or not it is caused in whole or in part by a party indemnified hereunder.

In any and all claims against the HCSO or any of its agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under workmen's compensation acts, disability benefit acts, or other employee benefit acts.

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

28. INVOICING AND PAYMENTS

The Contractor will invoice the HCSO for Work as completed. At a minimum, an invoice shall show: a unique invoice number, the Work site address, description of Work performed or materials provided reflecting proposed pricing and labor hours. For materials provided, the invoice must show the base price, the percentage factor and the final price. The base price must be readily available to the HCSO for review.

It is a requirement of the HCSO to have the Communications Maintenance Section Manager (or designee) review and approve all invoices prior to the HCSO remitting payment.

Invoices shall be addressed to:

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

Or accountspayable@hcsso.tampa.fl.us

Payment shall be made in accordance with §215.422, Fla. Stat. which states the vendor's rights and the HCSO responsibilities concerning interest penalties and time limits for payment of invoices. Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed forty-five (45) calendar days from date of receipt of a properly approved application/invoice.

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

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

29. EXCEPTIONS TO PROPOSAL

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

30. GOVERNMENTAL PURCHASING COUNCILS

All proposals received shall be considered as proposals to all members of the Hillsborough County and Tampa Bay Area Government Purchasing Councils. Said members may, at their discretion, utilize this proposal as required, particularly those listed below:

Hillsborough County Transit Authority
Hillsborough County Purchasing
City of Temple Terrace
Tampa Sports Authority
Hillsborough Community College
State Attorney's Office
Clerk of Circuit Court of Hillsborough County
Hillsborough County Aviation Authority
Hillsborough County School Board
City of Plant City
Tampa Port Authority
City of Tampa
Hillsborough County Tax Collector
Hillsborough County Property Appraiser
Hillsborough County Supervisor of Elections
City of Tampa Housing Authority
The Children's Board of Hillsborough County

PART C – TECHNICAL SPECIFICATIONS

1. OVERVIEW OF SERVICES REQUIRED

The following is an outline of the alignment, scheduled maintenance, repairs, parts, replacement equipment and services for the Hillsborough County Sheriff's Office (HCSO) UPS systems, DC power systems and battery systems. This outline is intended to establish the level and type of scheduled maintenance required, but not necessarily to identify every detail of the scheduled maintenance. It also includes the supply of boards, modules, repairs and services associated with the maintenance of UPS systems, DC power systems and battery systems.

a. Alignment and Scheduled Maintenance Service

i. Toshiba UPS Systems

1. Inspect Components
2. Check Input Voltage (each phase)
3. Check Loading (each phase)
4. Check and Set Output Voltage (each phase)
5. Check all aluminum Electrolytic Capacitors
6. Check all power fuses and circuit breakers
7. Check and clean all UPS cooling fans
8. Monitor UPS cooling fans for bearing noise and vibration
9. Clean Inside and Outside of UPS Systems
10. Check and Set Output Frequency
11. Check and Set Charging Float Voltage
12. Check Internal Bypass Switch Operation
13. Check External Bypass Switch Operation
14. Check All Internal Alarm Functions
15. Check All External Alarm Functions
16. Check and Record all Display Readings
17. Batteries
 - a. Visually inspect all UPS batteries
 - b. Check for leakage
 - c. Check for corrosion
 - d. Check cases for cracks or distortions
 - e. Check battery temperature at the negative terminal
 - f. Measure and record the system float charging voltage
 - g. Measure and record the individual units float charging voltage
 - h. Measure and record the individual units voltage under load for minimum 60 minutes
 - i. On UPS at all locations measure and record the individual units voltage under load until the low battery voltage alarm sounds
 - j. Perform 10 second high rate load test on individual batteries
 - k. Test battery voltage for purpose of trending the battery over time
 - l. Re-torque all inter-battery and power connection hardware
 - m. Perform inter-battery connector checks

ii. PCP DC Power Systems

1. Measure Voltages
2. Set Voltages
3. Inspect Components

4. Check Fans
5. Charger Systems
 - a. Check all Digital Display or Analog Readouts
 - b. Check Forced Paralleling of Chargers
 - c. Check and Set Equalizer Timer Setting
 - d. Check and Set Equalizer Voltage Output
 - e. Check and Set Float Voltage Output
 - f. Measure System Voltage at Terminals
 - g. Measure Voltage/Load at Power Board Meter
 - h. Measure Continuity of Trays or Racks to Ground
 - i. Measure Voltage to Ground
 - j. Check Fuses and Breakers
 - k. Check AC Power Failure Alarm
 - l. Check and Clean Fans - Check Fans for bearing noise and vibration
 - m. Check and Torque all Connections
 - n. Clean Chargers inside and outside
 - o. Check Distribution Breaker Trip
 - p. Check High Voltage Shutdown Voltage
 - q. Perform Same Checks on Redundant Chargers
 - r. Check and Set Load Sharing

iii. Batteries

1. Measure and Record Battery String Float Voltage
2. Measure and Record Individual Cell Float Voltages
3. Measure Battery String Load Voltage
4. Measure and record the individual units Voltage under load for minimum 60 minutes
5. Measure and Record Individual Cell Load Voltages
6. Measure and Record Float Current
7. Measure and Record Float Voltage
8. Measure Actual Load Current
9. Estimate Backup Time base on Actual Load Current
10. Verify Connector/Cable Sizing is Adequate for Actual Load
11. 100% Check for Corrosion on Connections and Links
12. Clean Batteries, Frame and Area
13. Visually Inspect Cables and Wire Trays

iv. GNB Batteries (or other manufacturers)

1. Check and Set Float Voltage
2. Voltage Under Load and Time
3. Visual Inspection of Batteries

v. Supply three (3) sets of Test Data in Tabbed 3-Ring Binders

b. Professional Services

- i. Hourly Rates for Services
- ii. Hourly Rates for Emergency and Non-Emergency Repairs

c. Replacement Boards, Modules and Parts

- i. Repair or Exchange of Boards and Modules

- ii. Supply of replacement parts for repairs requested and authorized by the HCSO
- iii. Supply of Refurbished Boards and Modules
- iv. Must have an adequate stock of replacement parts or a method of obtaining such parts in a timely manner

d. Replacement Equipment and Batteries

- i. Pricing for Replacement Equipment
 - 1. UPS Equipment
 - 2. DC Power Equipment and Power Panels
 - 3. Batteries

e. Perform Non-Emergency and Emergency Repairs and Service

Provide non-emergency and emergency repairs on the UPS Systems, DC Power Systems and Battery Systems as requested and authorized by the HCSO.

f. Parts and Components

Provide replacement parts for the UPS Systems, DC Power Systems and Battery Systems and associated equipment as requested and authorized by the HCSO.

The Contractor shall be reimbursed for Parts required to perform repairs requested and authorized by the HCSO. The Contractor will be reimbursed for the parts on the basis of the Manufacturer's List Price less a specified discount. The discount for each manufacturer should be listed in the Proposal Response (Part D). Special Parts that are not reflected in a manufacturer's list pricing shall stipulate actual cost (including shipping and handling) plus a percentage markup. The percentage markup shall be listed in the Proposal Response (Part D).

g. Replacement or Additional Equipment

Due to the age of the UPS and DC Power equipment and the possible unavailability of replacement parts, Proposers are requested to include pricing for equivalent UPS equipment, DC Power equipment and Batteries. The pricing may be based on current manufacturer's list pricing less a specified discount, or special items that are not reflected in a manufacturer's list pricing shall stipulate actual cost (including shipping and handling) plus a percentage markup. Pricing shall be listed in the Proposal Response (Part D).

h. Additional Equipment, Components and Services

Vendors are invited to submit offers for additional components and services customary for support of the UPS System, DC Power Systems and Battery Systems and associated equipment.

i. Purchase Orders

The HCSO will request quotes/proposals for services, equipment and components required. Individual purchase orders will be issued for each quote/proposal accepted. The purchase order is the authorization for the awarded vendor to perform the services or provide equipment or components

PART D: PROPOSAL RESPONSE

The undersigned understands that this Proposal Package **must be signed** in ink and that the **unsigned** Proposal Package will be considered incomplete and subject to rejection by the Hillsborough County Sheriff's Office (HCSO).

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

* * * USE INK ONLY * * *

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS

PROPOSAL TO BE CONSIDERED BY THE HCSO

EXCEPTIONS TO PROPOSAL: ANY REPRESENTATION (BELOW) OR EXCEPTION(S) NOTED MAY CAUSE THIS PROPOSAL TO BE REJECTED BY THE HCSO. ALL PROPOSERS SHOULD CAREFULLY READ PARAGRAPH 29 OF THE SPECIAL PROVISIONS (PART B).

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

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. NARRATIVES AND DOCUMENTATION

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

Section title pages provided.

- A. Company and Service Overview
- B. Personnel Qualifications
- C. Pricing

Proposal Response Section Cover Page

A. Company and Service Overview

Responses must include the following information, at a minimum:

- Discuss brief company history and overview of organizational structure. Include information such as: years in business, best practices and company locations.
- Provide three (3) references of current customers whose Scope of Work would be similar to your proposal for the HCSO.
- Provide response time for emergency calls for service.
- Provide response time for non-emergency calls for service.
- Provide a sample copy of the documentation/forms to be utilized for inspections, measurements, test data, etc.
- Provide the following documents:
 - Insurance Certificates
 - Business Tax Receipt
 - IRS Form W9

References

**Provide a minimum of three references of current customers with similar Scopes of Work.
Do not include Hillsborough County Sheriff's Office as one of your references.**

- Company/Agency Name _____
 Address _____
 Contact Person Name & Title _____
 Phone number _____
 Email address _____

- Company/Agency Name _____
 Address _____
 Contact Person Name & Title _____
 Phone number _____
 Email address _____

- Company/Agency Name _____
 Address _____
 Contact Person Name & Title _____
 Phone number _____
 Email address _____

Proposal Response Section Cover Page

B. Personnel Qualifications

Responses must include the following information, at a minimum:

- Number of technicians
- Years of experience of each employee
- Qualifications and certifications of personnel
- Responsibility of technicians

Proposal Response Section Cover Page

C. Pricing**C-1: UPS Systems, DC Power Systems and Battery Systems Alignment & Scheduled Maintenance Services**

Site Name	UPS System	DC Power System	Battery System	Site Total
78 th Street				\$
Bullfrog Creek				\$
Taylor Road				\$
Pinecrest				\$
Plant City				\$
Wimauma				\$
Himes Avenue				\$
EDOC				\$
EDOC (Backup Radio)	-----			\$
D4 HQ				\$
Hurrah				\$
Tampa Gen. Hosp.				\$
Gunn Highway				\$
Fire Station 10				\$
Fire Station 20				\$
Cork Knight				\$
SOC				\$
SOC (Backup Radio)	-----			\$
ORJ 18 KVA				\$
ORJ 1.5 KVA				\$
ORJ 1.0 KVA				\$
Video Downlink				\$
Radio Shop				\$
Spare				\$
Temple Terrace – Fire Station 1				\$
Total Part D-1				\$

List any additional equipment charges not included in the above rates:

C-2: Professional Services for Support of UPS Systems, DC Power Systems and Battery Systems

Description of Professional Services	Hourly Rate or Rate
System Technician	\$
Maintenance Technician	\$
Maintenance Bench Technician	\$
Power Engineer	\$
System Installer	\$
Emergency Service Rate	\$
Travel Time	\$
Expenses	\$
Lodging	\$
Per Diem (HCSO SOP 247 Rate)	\$

Regular Service Hours: _____

List any additional equipment charges not included in the above rates:

C-3: Parts and Components**Parts Pricing based on Manufacturers Published List Price Less Discount**

Manufacturer	Type of Parts	% Discount from List Price
		%
		%
		%
		%
		%
		%
		%
		%

Parts Pricing based on Actual Cost Plus Markup

Manufacturer	Type of Parts	% Markup above Cost
		%
		%
		%
		%
		%
		%
		%
		%

List any additional equipment charges not included in the above rates:

C-4: Replacement or Additional Equipment**Replacement Equipment Pricing based on Manufacturers Published List Price Less Discount**

Manufacturer	Type of Parts	% Discount from List Price
		%
		%
		%
		%
		%
		%
		%
		%

Replacement or Additional Equipment Pricing based on Actual Cost Plus Markup

Manufacturer	Type of Parts	% Markup above Cost
		%
		%
		%
		%
		%
		%
		%
		%

List any additional equipment charges not included in the above rates:

C-5: Other Services, Options, Accessories**Pricing based on Manufacturers Published List Price Less Discount**

Manufacturer	Type of Parts	% Discount from List Price
		%
		%
		%
		%
		%
		%
		%
		%

Pricing based on Actual Cost Plus Markup

Manufacturer	Type of Parts	% Markup above Cost
		%
		%
		%
		%
		%
		%
		%
		%

List any additional equipment charges not included in the above rates:

3. AFFIRMATION AND DECLARATION

At this present time we understand all requirements and warrant that as a serious Proposer we will comply with all the stipulations included in the RFP package.

The above named Proposer affirms and declares:

- a) That Proposer is of lawful age and that no other person, firm or corporation has any interest in this RFP offered to be entered into;
- b) That this RFP 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 Proposer is not in arrears to Hillsborough County or the Sheriff upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Sheriff;
- d) That no officer, employee or person whose salary is payable in whole or in part from Hillsborough County Treasury, is, shall be or become interested, directly or indirectly, surety or otherwise in this Proposal Response; in the performance of the Contract; in the supplies, materials, equipment, and Work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees that this bid shall remain open for forty five (45) days following the opening of bids.

Respectfully submitted by,

Company Name: _____

Print Signer's Name

Date

Signature of Company Officer

Title

NOTE: THE ABOVE SIGNATURE OF AFFIRMATION AND THE SIGNATURE OF ACKNOWLEDGEMENT ON PAGE EIGHT (8), AS WELL AS ALL AMENDMENTS OR ADDENDA TO THIS DOCUMENT SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE COMPANY IN CONTRACT AND RETURNED WITH YOUR PROPOSAL RESPONSE. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED ON THE EXCEPTIONS PAGE (PAGE 24), PART D, PROPOSAL RESPONSE.

STATEMENT OF NO PROPOSAL

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

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

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

Fax: 813-242-1826

We, the undersigned, have declined to respond to your Proposal No. 12-16 for UPS and DC Power Systems Scheduled Maintenance and Services for the following reasons:

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

____ Insufficient time to respond to the Invitation for Proposal.

____ We do not offer this service.

____ Our Work schedule would not permit us to perform.

____ Unable to meet specifications.

____ Unable to meet Bond Requirements.

____ Specifications unclear (explain below).

____ Remove our company from your Vendor List.

____ Other (specify below)

We understand that if the "no proposal" letter is not executed and returned, our name may be deleted from the list of qualified vendors for the Hillsborough County Sheriff's Office.

PLEASE PRINT - COMPANY NAME _____

COMPANY OFFICER _____

TELEPHONE NUMBER _____

DATE _____

SIGNATURE _____

CHECKLIST. Include the following:

- ONE ORIGINAL of the entire RFP.
- ONE Electronic copy. Proprietary information should be separated.
- SIGNATURES required Parts A and D
- Any Addendums or Amendments (Signatures required)
- Completed Part D including references, signature page, vendor information, W9.
- Certificates of Insurance and Business Tax Receipt
- Professional Licenses (if applicable)
- Manufacturer literature and warranty information if applicable.

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

DAVID GEE, SHERIFF
2008 E. 8TH AVE
TAMPA FL 33605

ATTN: PURCHASING
813-247-8034

PROPOSAL PACKAGE SUBMITTAL

From:_____

RFP # 12-16

UPS and DC Power Systems Scheduled Maintenance and Services

OPENING DATE/TIME:

June 30, 2016 @ 3:00 P.M.