

**HILLSBOROUGH COUNTY
SHERIFF'S OFFICE**



CHAD CHRONISTER, SHERIFF

REQUEST FOR QUALIFICATIONS
2025-013

LANDSCAPING SERVICES

May 5, 2025

**HILLSBOROUGH COUNTY
SHERIFF'S OFFICE**



CHAD CHRONISTER, SHERIFF

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

Wady Almanzar, Senior Procurement Analyst
(813) 247-8263 WAlmanzar@TeamHCSO.com

INSTRUCTION TO SUPPLIERS

Included herein are GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), SCOPE OF SERVICES (PART C) and SUBMITTAL RESPONSE (PART D), which together with all attachments, constitute the entire "Submittal Package." **Said Submittal Package must be the basis upon which all submittals are offered and must be kept together and returned, intact, by the time and at the place specified herein.** The Supplier must manually sign the GENERAL TERMS AND CONDITIONS (PART A) and SUBMITTAL RESPONSE (PART D). Any questions concerning this Request for Qualifications (RFQ) should be directed to the Buyer whose name appears above.

When awarded, the Submittal Package becomes the "**Agreement Document**". The Supplier's signature on the SUBMITTAL RESPONSE (PART D), constitutes Supplier's agreement to the terms therein. The signature on the Submittal Package must be that of an Officer of the Supplier, or an individual authorized to commit the Supplier to a legal and binding agreement. **READ THE ENTIRE SUBMITTAL PACKAGE CAREFULLY BEFORE SIGNING.**

NOTICE TO SUPPLIERS

**WHEN SUBMITTING A SEALED SUBMISSION, THE EXTERIOR OF THE PACKAGE
MUST BE CLEARLY MARKED AS SUCH.
UTILIZE THE INCLUDED PACKAGING LABEL AT THE END OF THIS DOCUMENT.**

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PROPOSED SCHEDULE OF EVENTS	DATE
BID ADVERTISED / POSTED TO HCSO AND OSD WEBSITE	June 09, 2025
DEADLINE TO SUBMIT QUESTIONS TO PURCHASING	June 24, 2025
DEADLINE TO RECEIVE SAMPLES	N/A
DEADLINE TO SUBMIT BID	July 10, 2025 3:00 PM EST
AWARD NOTIFICATION TARGET DATE	July 24, 2025

LETTER OF INTENT

RFQ 2025-013 LANDSCAPING SERVICES

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

COMPANY NAME

COMPANY ADDRESS

PRIMARY CONTACT NAME/TITLE

EMAIL ADDRESS

TELEPHONE NUMBER

FAX NUMBER

SIGNATURE OF COMPANY OFFICER

DATE

When responding to this Letter of Intent, in good faith, it will allow the Buyer to coordinate RFQ related correspondence in an effective manner to all participants, when applicable, in addition to the HCSO's official means of communication, HCSO's website; <https://TeamHCSO.com/> and www.DemandStar.com.

If you do not wish to participate, please return Appendix II - *Statement of No Participation*. This information is helpful to the process and assures the HCSO you wish to remain on the available HCSO Supplier List.

NOTE: This form should be completed and returned prior to the deadline to the buyer listed on page two (2) of this document, at fax number 813-242-1826, or purchasing@hcsotampa.fl.us.with the subject line "2025-013 LETTER OF INTENT."

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

SOLICITATION OVERVIEW

SUBJECT: Request for Qualifications 2025-013

RFQ TITLE: Landscaping Services

OPENING DATE & TIME: July 10, 2025 at 3:00 PM

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

NOTE: This is not a Bid. There will be no public Bid Opening. Qualification submissions received by the date and time stated herein will be reviewed and the list of acceptable Suppliers will be posted to our Public Website, <https://TeamHCSO.com/> and www.DemandStar.com.

RFQ Overview: This request is for the provision of qualifications for professional services which are related to landscaping services. The intent of this solicitation is to pre-approve for HCSO's use as many qualified, responsive, and responsible suppliers to increase the expediency and cost effectiveness of landscaping services which may be needed throughout the county. This is not a guarantee of Work; however, it is a pre-approval status of eliciting quotation for future needs.

Any requirement for services in an amount estimated to be greater than \$100,000.00 will be quoted by at least two pre-qualified suppliers in conjunction with this RFQ.

HCSO reserves the right to publicly solicit additional Qualification Submittals with regards to this RFQ at any time prior to the end of the Agreement Period.

PART A - GENERAL TERMS AND CONDITIONS

1. **PROPOSALS SUBMISSION:** Proposals may be submitted by hand-delivery, United States Postal Service (USPS), commercial shipment or electronically on DemandStar.
 - a. Physical submitted Bids must be contained in a SEALED envelope addressed to:
Hillsborough County Sheriff's Office, Sheriff's Operation Center, Financial Services Division – Purchasing Section, 2008 East Eighth 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 outermost envelope or packaging material – See 5.8 Packaging Label.
 - b. Electronic bids may be submitted through a secure mailbox at DemandStar (www.demandstar.com) until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their bid reaches DemandStar before the closing date and time.

If our specifications, when included, are not returned with your RFQ, and no specific reference is made to them in your SUBMITTAL RESPONSE (PART D), it will be assumed that all specifications will be met.

2. **SUBMITTAL DELIVERY:** The responsibility for delivering the Submittal to the HCSO on or before the stated time and date will be solely and strictly the responsibility of the Supplier. 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 Supplier shall be responsible for reading very carefully and understanding completely the requirements within this document. Submittals will not be accepted after the time specified for receipt.
3. **ON-LINE DOCUMENTS:** The HCSO publishes procurement-related documents on its website at <https://TeamHCSO.com/Purchasing> and www.DemandStar.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:** Supplier warrants, by virtue of submitting, the contents quoted in their response will be good for an evaluation period of 90 calendar days from the date of RFQ opening unless otherwise stated. Suppliers will not be allowed to withdraw or modify their RFQ after the opening time and date.
5. **PRICES:** The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the Qualified Suppliers upon request.

The Supplier'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 RFQ, and that all applicable taxes and fees shall be deemed to have been included in any subsequent project proposal(s) as part of the cost, when applicable.

6. ERRORS: Submittals having erasures or corrections must be initialed in ink by the Supplier.
7. INFORMATION AND DESCRIPTIVE LITERATURE: The Supplier must furnish all information requested in the Submittal. If specified, each Supplier must submit descriptive literature and/or complete narratives covering the services offered. Submittals that do not comply with these requirements will be subject to rejection.
8. SUBMITTAL COSTS: Submission of a Submittal Package is solely at the cost of the Supplier and the HCSO in no way is liable or obligates itself for any cost incurred by the Supplier in preparing the Submittal Package.
9. NO PARTICIPATION: If you do not wish to submit a response to the RFQ, please return the STATEMENT OF NO PARTICIPATION herein as APPENDIX II. The “No Participation” information is helpful to the process and assures the HCSO you wish to remain on the available HCSO Supplier List.
10. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA): The Supplier certifies that all material/items contained in their response meets all OSHA requirements.
11. LAWS, STATUTES, AND ORDINANCES: The terms and conditions of the RFQ and the resulting Agreement shall be construed in accordance with the laws and statutes of the state of Florida and ordinances and other regulations of Hillsborough County. Where such statutes and regulations are referenced, they shall be interpreted to apply to this RFQ and to the resulting Agreement. While the Sheriff is not bound by Chapter 287, *Florida Statutes*, in the spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.

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

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

12. FAMILIARITY WITH LAW: The Supplier 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 Supplier will in no way relieve him from responsibility.
13. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all submittals, for cause, to waive irregularities, if any, and to accept the Submittal Package (or Packages) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any submittal options or resulting contract(s) or agreements, when deemed to be in the best interest of the HCSO.

14. APPROPRIATION OF FUNDS: The HCSO, as an entity of local government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any agreement entered into as a result of this RFQ for each and every fiscal year following the fiscal year in which this Agreement is executed and entered into, and for which the Agreement 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 Agreement, 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 Agreement.
15. PROTESTS: Any Supplier who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all Submittal Package(s) must submit a notice of protest in writing within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.
 - a. The HCSO will have five (5) business days upon receipt of the notice to review and consider the protest as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Supplier or request a meeting to gain further clarification of the issues. Upon completion of this review process, the Buyer will make a recommendation to the Chief Financial Officer (CFO).
 - b. The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Supplier in writing. This decision, and the basis upon which it was made, will be communicated to the Supplier 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.
16. INDEMNIFICATION: The Awarded Supplier(s) will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of its Work, provided that any such liability, claim, damage, loss, or expense is (a) attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting there from and (b) is caused in whole, or in part, by the act or omission of the Awarded Supplier(s), 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 Supplier, 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 Supplier or any Subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts.

17. **PUBLIC ENTITY CRIMES:** Pursuant to §287.132-133, *Fla. Stats.*, the HCSO, as a public entity, may not accept any bid, proposal or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, *Fla. Stat.*, for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that the person or affiliate was placed on the convicted vendor list, unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), *Fla. Stat.* If you submit a proposal in response to this RFQ, you are certifying that §287.132-.133, *Fla. Stats.*, does not restrict your submission.
18. **PUBLIC RECORDS:** Any material submitted in response to this RFQ 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 Supplier 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 submittal packages be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a Submittal must be clearly stated in the Submittal itself. Proprietary information submitted in response to the RFQ will be handled in accordance with applicable *Florida Statutes*.

If the Supplier has questions regarding the application of Chapter 119, Florida Statutes, to the Supplier's duty to provide public records relating to this Agreement, contact the custodian of public records at: Hillsborough County Sheriff's Office, Sheriff's Operations Center, ATTN: Records Section, 1900 East 9th Avenue, Tampa, Florida 33605, (813) 247-0960 or at Rec_Request@HCSO.Tampa.FL.US.

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

By: 
William V. Spinelli, CPA
Chief Financial Officer

SIGNATURE OF ACKNOWLEDGMENT

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

Supplier Name

Supplier Officer Name (Printed)

Title

Supplier Officer Signature

Date

Note: This page must be returned with your submittal response. Each Supplier's response, and any clarifications to that response, as well as all amendments or addenda to this document shall be signed by an officer of the Supplier or a designated agent empowered to bind the Supplier in contract.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

PART B - SPECIAL PROVISIONS

1. CONTINGENT FEES PROHIBITED: The supplier warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the supplier to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or Supplier, other than a bona fide employee working solely for the supplier any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.
2. COMMUNICATION BETWEEN PARTIES: All questions regarding this RFQ are to be directed, in writing, to the Buyer/SPA as listed on page 2, *Instructions to Suppliers*. No communication is allowed, either directly or indirectly, with any other HCSO employee regarding this RFQ prior to the notice of award.

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

3. THE SUPPLIER PACKET: The completed APPENDIX I must be returned with your RFQ Response along with copies of Hillsborough County Business Tax Receipt, other local government, state, or county business license(s). Suppliers can obtain information about the license at: <http://www.hillstax.org/occweb/default.asp>. Current Certificates of Insurance for Liability and Workers Compensation may be requested prior to award. ACH is the approved method of payment, and requires a secondary method of verification in the form of a voided check, voided deposit slip, or Letter from applicable Financial Institution. Failure to provide requested documentation will cause submission to be deemed unresponsive.
4. QUALIFICATIONS: The completed Attachment A must be returned with your RFQ Response and is required to be updated and returned to the Buyer on an annual basis of Agreement Period. A blank Attachment A may be provided by HCSO to Awarded Suppliers prior to the end of each year of the Agreement Period upon request. HCSO reserves the right to publicly solicit additional Qualification Submittals with regards to this RFQ at any time prior to the end of the Agreement Period.
5. CERTIFICATE OF INSURANCE: No Work shall commence in connection with this Contract until the Awarded Supplier and any Subcontractor(s) have met the insurance requirements listed below and obtained approval of such by the HCSO. These policies, obtained at the Supplier's own expense, shall show Chad Chronister, Sheriff, as additional named insured; include the severability of interest provision; provide that all liability coverage required under contract are primary to any liability insurance carried or any self-insured programs of the Sheriff; and shall be maintained throughout the life of this Contract. All insurance policies shall be with insurers qualified and doing business in the state of Florida. The HCSO must be notified within sixty calendar days of cancellation, non-renewal, or change in the insurance coverage.

- a. Worker's Compensation Insurance: Worker's Compensation Insurance must meet statutory minimum requirements for all employees connected with the Work of this project and in case any Work is sublet, the Awarded Supplier 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 Awarded Supplier. 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 Awarded Supplier shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the HCSO for the protection of their employees not otherwise protected. The minimum amounts required are as follows:

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

- b. Contractors Public Liability and Property Damage Insurance: Comprehensive General Liability Insurance (including operations, completed operations, products, contractual, and owners and contractors protective liability) and Comprehensive Automobile Liability Insurance which shall protect the Contractor from claims for damage and 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 the Contractor or by anyone directly or indirectly employed by the Contractor shall be the minimum limits as follows:

Comprehensive General	\$300,000 bodily injury and property damage combined single limit
Automobile	\$300,000 bodily injury and property damage combined single limit.

- c. Professional Liability Insurance: Professional Liability Insurance shall meet the following minimum amounts:

\$500,000 per occurrence; and
\$1,000,000 aggregate.

- d. Comprehensive Insurance Coverage: Comprehensive General Liability and Automobile Liability Insurance which shall protect the Contractor 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 the Contractor or by anyone directly or indirectly employed by the Contractor. The minimum amounts of such insurance shall be as follows:

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

Garage Liability	\$1,000,000 combined single limit each occurrence
Garage Keepers Liability	\$100,000 collision and comprehensive per vehicle

6. E-VERIFY REQUIREMENT: Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded Supplier(s), and any and all subcontractors, if permitted by agreement, to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. If the Awarded Supplier(s) enters into a contract with a subcontractor, the subcontractor must provide the Awarded Supplier(s) with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Supplier(s) shall maintain a copy of such affidavit for the duration of the contract. If the Sheriff has a good faith belief that the Awarded Supplier(s) has knowingly violated §448.09(1), *Fla. Stat.*, the contract will be terminated. If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded Supplier(s) otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Supplier(s) and order the Awarded Supplier(s) to immediately terminate the contract with the subcontractor. Termination of any and all contracts and/or sub-contracts as provided above does not constitute a breach of contract and may not be considered as such. If the Sheriff terminates a contract with an Awarded Supplier(s) as provided above, the Awarded Supplier(s) may not be awarded a contract for at least one (1) year after the date on which the contract was terminated. The Awarded Supplier(s) is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.
7. PREPARATION AND SUBMITTAL PACKAGE: Proposals shall be signed in ink by an authorized principal of the Proposer. Signatures are required as acknowledgment of the General Terms and Conditions (Part A) and as affirmation of the Proposal Response (Part D). All required signature acknowledgments, including attachments such as amendments, must be returned with the Proposal Package.

For physical submissions, proposals must be delivered in a sealed package. The face of the package shall clearly indicate the RFQ name, number, and the time and date of the opening. A submission label is provided within this document for the Proposer's convenience. Proposers submitting physical proposals should ensure receipt by the HCSO Purchasing Section no later than the deadline specified in this document. Proposers are encouraged to allow sufficient time for mailing or delivery to ensure timely arrival. Proposals received after the specified deadline, including unsolicited amendments, will not be considered. Each physical submission must include one (1) original copy, clearly marked as "Original." If any portion of the proposal contains proprietary information, it must be clearly marked in the original. In such cases, a redacted version of the proposal, with proprietary content removed or obscured, must also be submitted in addition to the original.

For electronic submissions, proposals may be submitted through a secure mailbox at DemandStar (www.demandstar.com) until the date and time indicated in this document. It is the sole responsibility of the Proposer to ensure that the electronic submission is successfully uploaded to DemandStar prior to the closing deadline. Late electronic submissions or amendments will not be considered. Proposers submitting electronically are encouraged to verify receipt confirmation through the DemandStar platform. Each electronic submission must include one (1) complete

proposal file. If any portion of the electronic proposal contains proprietary information, it must be clearly marked within the file. In such cases, a redacted version of the proposal, with proprietary content removed or obscured, must also be uploaded as a separate file in addition to the original.

The HCSO reserves the right to postpone the deadline for receipt and opening of proposals or any other associated deadlines. In such cases, the HCSO will make a reasonable effort to provide at least five (5) calendar days' notice of any postponement to all prospective Proposers.

8. REVIEW OF SUBMITTALS: Initially, all Submittals will be reviewed to determine if the Supplier is both responsive in terms of the completeness of the Submittal Package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Submittals determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation.

For Suppliers to be considered responsive, suppliers must meet these minimum requirements:

- a. Submittals must be received by the advertised date and time, be in accordance with objective mandatory submission requirements such as the correct number of copies and authorized signatures, proof of insurability, bonding, certification, or other requirements listed in PART B *Special Provisions*.
- b. Complete and return Supplier Application Packet, in its entirety, regardless of supplier's current status.
- c. W-9 verifies with the Internal Revenue Service (IRS).
- d. The Supplier, Contractor, or listed sub-contractor(s) are not Convicted, Excluded or Suspended by the Florida Department of Management Services.
- e. The supplier is registered to do business in the State of Florida.

A Supplier's failure to meet these minimum requirements will cause their Response to be considered non-responsive and rejected.

In the determination of the evidence of responsibility and ability to perform the Services, the HCSO reserves the right to evaluate the financial condition, experience record, personnel, facilities, and organization of the Supplier. The HCSO shall determine whether the evidence of responsibility and ability to perform is deemed satisfactory. The HCSO reserves the right to reject a Submittal when evidence indicates the inability to perform the Services specified within the RFQ.

9. ORAL PRESENTATION/TELEPHONE DISCUSSIONS: HCSO intends to pre-qualify multiple Suppliers for this RFQ. Oral Presentations by the Suppliers will not be required for this RFQ. Telephone discussions may be held with each of the Suppliers if requested.

10. SUBCONTRACTING: The Awarded Supplier(s) may not sublet or subcontract any of the contractual obligations concerning this RFQ matter except as provided for in the written contract between the HCSO and Awarded Supplier(s). This statement prohibits subcontracting overall management obligations pertaining to the work and requires the Awarded Supplier(s) to retain ultimate liability for all contractual obligations.
11. CONFLICT OF INTEREST: The Supplier agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, *Fla. Stat.*, regarding standards of conduct for public officers, employees of agencies, and local government attorneys.

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

12. AWARD: To be awarded a pre-qualification on HCSO's Supplier list, Supplier must be responsive, responsible and meet or exceed the minimum specifications listed herein. Award may be made to more than one (1) Supplier to ensure that Work is completed in a timely manner.
 - a. Award will be dependent upon the determination that the Submittal Package(s) are responsive, Suppliers are responsible, review of criteria stated in the Submittal Package and any other provided information deemed relevant and beneficial. Submittal Packages and Suppliers determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation. Tabulation of the RFQ Responses will be published at the time of Award.
 - b. Notification of Award will be sent to the Supplier(s) receiving the Award. RFQ results will be published on the HCSO website: <https://TeamHCSO.com/Purchasing> and www.DemandStar.com.
13. RFQ OPENING: The RFQ Opening will *not* be open to the public. Submittal Packages will be received until the time and date listed herein and will be read aloud immediately thereafter at the "Place" indicated. Submissions will be reviewed, and acceptable Suppliers will be marked for award of pre-qualified on a tabulation sheet that will then be posted to the HCSO website <https://TeamHCSO.com/Purchasing> and www.DemandStar.com.
 - a. Submissions must be preceded by a Letter of Intent received by HCSO Purchasing Section no later than the date and time shown within this Submittal Package.
 - b. Submittal Packages must be received by the HCSO Purchasing Section no later than the time and date shown within this Submittal Package. Suppliers mailing their Submittal Packages should allow for normal mail time to ensure receipt by HCSO prior to the time and date fixed for the acceptance of the RFQs. Submittal Packages or unsolicited amendments to submissions received by the HCSO after the acceptance date will not be considered.

- c. The HCSO reserves the right to postpone the date for receipt and opening of submissions or other deadlines and will make a reasonable effort to give at least five (5) calendar days' notice of any such postponement to each prospective Supplier.
 - d. It is understood and agreed upon by the Supplier in submitting a Submittal 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 responses received; competitive technical information; and the HCSO evaluation concerns about competing. Information released after award is subject to the disclosure requirements of the Chapter 119, *Fla. Stat.* Suppliers are enjoined from discussing or disclosing the content of any Submittal Package with competing Suppliers during the evaluation or negotiation process.
14. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all Submittal Responses, for cause, to waive irregularities, if any, and to accept the Submittal Response (or Responses) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any RFQ options or resulting contract(s), agreements, when deemed to be in the best interest of the HCSO.
15. AGREEMENT PERIOD: The resulting Awards from this RFQ may be effective for five (5) years from the date of award. Attachment A, QUALIFICATIONS, is required to be updated and returned to the Buyer herein on an annual basis from the date of Award. HCSO Reserves the right to solicit additional Submittals to this RFQ, utilizing a public posting, for consideration of the remainder of the Agreement Period.
16. ADDITION/DELETION: The HCSO reserves the right to add or delete any items from this RFQ or resulting Agreement(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the RFQ will be considered amendments. Any additions or deletions to the Agreement will constitute a Change Order and must be executed in writing and approved by the Chief Financial Officer (CFO). The Change Order will consist of a memo to the CFO describing the justification for the item addition accompanied by the Awarded Supplier(s)'s written approval for each item to be added. If approved by the CFO, the item will be added to the Agreement and recorded on the original RFQ tabulation/price sheet.
17. CANCELTATION: When deemed to be in the best interest of the HCSO, any agreement(s) resulting from this RFQ may be canceled by the following means:
- a. 10 calendar days' written notice with cause, or
 - b. 30 calendar days' written notice without cause.

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

18. ASSIGNMENT: The Awarded Supplier(s) will not assign, transfer, convey, or otherwise dispose of this agreement or any part thereof, or of its right title or interest therein or its power to execute this agreement or any amendment or modification hereto, to any other person, company or corporation, without prior written consent of the HCSO. Sale of a majority of corporate stocks, filing for bankruptcy or reorganization shall be considered an assignment.
19. DEFAULT: The Agreement may be canceled or nullified by the HCSO's CFO in whole, or in part, by written notice of default to the Awarded Supplier(s) upon non-performance or violation of Agreement terms. An award may be made to the next best responsive Submittal Package and responsible Supplier based on evaluation, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Awarded Supplier(s) to deliver items within the time stipulated in this RFQ, unless extended in writing by the Financial Services Division, shall constitute an Agreement default. Awarded Supplier(s) who default on agreements may be removed from the HCSO Supplier List and determined ineligible for future contracts, agreements, at the discretion of the CFO.
20. EMERGENCY: If and when an emergency requirement should occur, the HCSO reserves the right to deviate from this Agreement and procure the item(s) from the most available source.
21. SECURITY: When applicable, personnel or contractors performing work at HCSO facilities will be escorted by HCSO personnel at all times. It should be understood that the Work could be interrupted by an emergency, safety, or security issue at any time. No additional charges will be allowed due to this type of service interruption. It should be noted that the time it takes entering and exiting a detention facility will vary on a daily basis, depending on security levels.
 - a. All persons entering any HCSO facility shall not have weapons, cell phones, or tobacco/vaping products.
 - b. All persons are expected to wear appropriate working attire and may be denied access if attire is considered inappropriate.
 - c. HCSO detention facilities requires all persons to wear long pants (**shorts will not be allowed**) and shirt with company logo is preferred.
 - d. HCSO detention facilities require that Orange, Red, or Forest Green clothing are not permitted.
 - e. Safety vests may be worn in the HCSO detention facilities, if Work requires it, but may NOT be orange in color.
 - f. All persons entering a secured facility must have a background check performed before entering the facility.

22. INVOICING AND PAYMENTS: The Contractor will invoice the HCSO for Work as completed. At a minimum, an invoice shall include the Work site address, description of Work completed, or list of goods received, and the Purchase Order number. Applications for payment will be required for partial payments or progress payments and are acceptable in lieu of an invoice if numbered. All applications for partial payment shall be accompanied by a schedule of values and indicate the percentage of Work completed as of the application date.

All progress payments will be subject to 10 percent retainer. Approval for payment of the final invoice and release of the retainer shall be subject to the final project inspection and acceptance by the Project Manager. The retained amount should **not** be included on the final invoice but should be requested separately.

It is a requirement of the HCSO to have the Architect and Project Manager review and approve all applications for payment and invoices prior to the HCSO remitting payment.

Applications for payment should be accompanied by Waivers of Lien from the Contractor, all subcontractors and all suppliers of equipment and materials. Payments may not be considered without these documents.

Invoices shall be e-mailed to AccountsPayable@HCSO.tampa.fl.us.

Automated Clearing House (ACH) and HCSO Purchasing Card are the accepted methods of payment; please inquire at (813) 247-8276 or AccountsPayable@HCSO.tampa.fl.us.

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

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

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

23. SUPPLIER DIVERSITY: Sheriff's Office shall comply with, and shall cause each of its third-party contractors, suppliers, and professionals to comply with, all applicable laws, regulations, codes, and rules governing the design, construction, and completion of the components of the Project, including but not limited to, those relating to the Americans with Disabilities Act (ADA). To ensure the maximum participation in posted HCSO solicitations, the HCSO Purchasing Office submits all postings to the Florida Department of Management Services' Office of Supplier Diversity (OSD) and the Hillsborough County MBE/SBE Programs Office. These offices will then share the posted opportunities with OSD certified vendors to ensure exposure to businesses and increase the number of eligible Disadvantaged Minority/Disadvantaged Women Business Enterprise (DM/DWBE) and Small Business Enterprise (SBE) vendors in the area while also expanding the overall participation rate for DM/DWBE and SBE vendors and overall providing greater opportunities to disadvantaged businesses.
24. GOVERNMENTAL PURCHASING COUNCILS: All responses received shall be considered as submittal packages to all members of the Hillsborough County and Tampa Bay Area Purchasing Cooperative. Said members may, at their discretion, utilize this RFQ as required.

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

PART C - SCOPE OF SERVICES

1. IN GENERAL: This Request for Qualifications (RFQ) is issued to qualified landscaping suppliers for the provision of services across Hillsborough County Sheriff's Office (HCSO) buildings, sites, and Detention Facilities. Multiple suppliers will be selected to provide landscaping services on an as-needed basis for future projects. The HCSO seeks to solicit responses from interested suppliers, evaluate those responses, and select qualified candidates. Please note, selection does not guarantee any work for the suppliers chosen.
2. SCOPE OF SERVICES, SCOPE OF WORK: The Scope of Services includes ongoing, year-round grounds and landscaping maintenance at the designated properties. It is understood that seasonal variations will affect the type and frequency of work required. Suppliers are expected to follow industry-standard horticultural practices to promote healthy, vigorous growth of turf and landscape plantings, while also minimizing the presence of weeds and pests. In addition, parking lots, walkways, entrances, maintenance access points, signage, and lighting must remain accessible and free from overhanging branches, shrubs, and the accumulation of leaves or debris.

A project-specific Request for Proposal (RFP) may be issued under this contract to define specific project requirements involving estimated spend over \$100,000.00.

3. MAINTENANCE: Visits will consist of grounds and landscape maintenance of the following for each HCSO location:
 - a. Turf Maintenance
 - i. Mowing, Edging and Trimming
 1. Remove litter and debris from turf areas before mowing.
 2. Remove litter and debris from all areas of the property.
 3. Mow turf areas as needed to keep it properly maintained to HCSO standards.
 4. Edging and trimming to curtail growth up or over curbs, sidewalks, fence lines, and walls as needed to maintain a neat appearance.
 - ii. Fertilizing – Fertilizing as needed to maintain a neat appearance to HCSO standards. Safety Data Sheets (SDS) for all products shall be made available upon request.
 - iii. Weed Control – Weed control as needed to maintain a neat appearance to HCSO standards. Safety Data Sheets (SDS) for all products shall be made available upon request.
 - b. Trees, Palms, Shrubs, and Ground Cover Maintenance
 - i. Pruning
 1. Prune regularly to enhance natural growth, aesthetic shape, or other functions as intended and to keep clear of pedestrian or vehicular traffic.
 2. Seasonally as is appropriate for the shrub or tree.
 - ii. Fertilizing – Fertilizing as needed to maintain a neat appearance to HCSO standards. Safety Data Sheets (SDS) for all products shall be made available upon request.

c. Plant Beds and Mulch Maintenance

- i. Weed Control - Keep planting beds and tree wells free of weeds. Hand pulling or other mechanical methods are to be used. Chemical applications for weed control are discouraged and may not be used unless pre-approved by the Facilities Management Project Manager or their designee.
- ii. Mulch
 1. Mulch beds requiring sweeping or raking mulch to maintain a neat appearance to HCSO standards.
 2. Annually, all mulched areas are to be refreshed with pine bark mulch or rubber mulch, depending on the location.
- d. Hardscape – Parking lots, sidewalks, perimeter walls, memorials, patios, roof gutters, roadway gutters will be kept clear of litter, plant debris, clippings, leaves etc.
- e. Plant debris removal – All plant debris and trash resulting from plant and turf maintenance is to be collected and disposed of per county ordinance by the Awarded Supplier. (Litter collected from the property may be placed in HCSO dumpsters on site).
- f. Fertilizer, weed, and pest control will be the responsibility of the Awarded Supplier.
- g. Walter C Heinrich Practical Training Site (WCHPTS) – This is a 180-acre secure training site that has approximately 20 structures, nine (9) outdoor ranges, a bomb berm, a driving pad, a pursuit course, and several berms throughout the facility. This facility will require large tractors with mowers for the open grass areas, as well as, regular maintenance of landscaping and hardscaping.

4. OTHER SERVICES OR SPECIAL PROJECTS:

- a. Turf (sod) or plant replacement due to damage not caused by Awarded Supplier or turf or plant additions requested or approved by HCSO will be quoted upon request and will include estimated labor hours at base labor rate and materials at cost plus percentage markup.
- b. Irrigation System – The Awarded Supplier should determine the watering schedule based on local ordinances and provide the best plant/turf care within regulations. HCSO will provide periodic system testing and repair. The Awarded Supplier will be expected to notify HCSO personnel of any irrigation system problems or system programming needs.
- c. Annual tree trimming and clearing maintenance for trees requiring lift equipment to access.
- d. Tree removal due to storm damage or disease.

5. SUPPLIER ADDITIONAL SPECIFICATIONS / QUALIFICATIONS: The HCSO is seeking Submittals from highly qualified professional Suppliers with substantial and successful experience in landscaping services. Suppliers must be able to demonstrate adequate organizational, financial, and personnel resources to ensure timely and satisfactory completion of the Services. The capability and experience of the Suppliers will be among the most important factors in the review of Submittals.

The selected Suppliers must be certified landscaping contractors and licensed within Hillsborough County or the State of Florida. Suppliers are expected to demonstrate a proven track record of successfully completed projects.

- A. **Background:** Background checks may be performed on all employees who are assigned to this contract. A 5-day notice will be required when a different employee, who is normally assigned to work inside any high-security area, will be substituted.
- B. **Maintenance:** The maintenance portion of the contract shall include all labor, materials, chemicals, and equipment required to properly care for and maintain the locations of work.
- C. **Location of Work:** The location(s) the work may be performed, completed, or delivered to is/are at
- Malcolm E. Beard Sheriff's Operation Center (SOC)
 - SOC Fitness Center
 - SOC Overflow Lot
 - 9-11 and Fallen Officer Memorial Parks
 - Freddie Solomon Annex
 - HCSO History Museum
 - 78th Street Facility
 - Orient Road Jail, Exterior
 - Orient Road Jail, Interior (High-Security Area)
 - HCSO Aviation Hangar (High-Security Area)
 - Walter C. Heinrich Practical Training Site
 - Falkenburg Road Complex Warehouse / K-9 Section
 - Falkenburg Road Jail, Exterior
 - Falkenburg Road Jail, Interior (High-Security Area)
 - Pinebrooke Business Park (Pinebrook 1-5)
 - Occupational Health & Wellness Clinic
- D. **Workspace:** The Hillsborough County Sheriff's Office will not provide workspace for the Awarded Supplier.
- E. **Minimum Qualification Requirements:** The Supplier must have large property maintenance experience as well as meet the following minimum qualification requirements. Suppliers that do not meet these minimum requirements will not be considered.
- a. Suppliers may be required to furnish evidence in writing that they maintain a permanent place of business within Hillsborough County, Florida.
 - b. Suppliers shall have engaged in business within the Hillsborough County area for a period of no less than the past five (5) years and shall provide references upon request.
 - c. Suppliers must have adequate equipment, finances, and personnel to furnish the item or service offered satisfactorily and expeditiously.

- d. Suppliers shall employ only qualified operators and personnel who are skilled in the performance of the Work. All employees of the Supplier who will work in an 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 policies and procedures which include the prohibition against the use of any tobacco products on any HCSO property.
 - e. Suppliers shall be required to provide a list to include all personnel names and changes as they occur.
 - f. Suppliers shall have proper tools, equipment, facilities, and any other requirement to successfully perform the Work. All equipment necessary to perform work under this contract which requires certification with the State of Florida shall be current.
 - g. Upon request, the Supplier shall provide proof of training certificates acquired by its employees demonstrating the quality level of their expertise and training.
 - h. Subcontractors may be used to perform work. If a Supplier intends to use subcontractors, the Supplier must identify in writing the names of the subcontractors and the portions of the work the subcontractors will perform.
 - i. Subcontractor experience shall be considered in determining whether the Supplier meets the requirements set forth herein.
 - ii. Suppliers must provide the following information concerning each prospective subcontractor within five (5) business days from the date of the HCSO's request.
 - Complete Name of the Subcontractor or DBA
 - Complete Address of the Subcontractor
 - Type of work Subcontractor will perform
 - Percentage of Work Subcontractor will be providing
 - A written statement, signed by each proposed subcontractor that clearly verifies that Subcontractor is committed to render the services required by the contract
 - iii. A Supplier's failure to provide this information, within the time set, may cause HCSO to consider non-responsive. Note that if the Subcontractor will not be performing work within Florida, they will not be required to hold a Florida business license.
 - i. Personnel. Any change of the key project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the General Services Representative. Changes that are not approved by the HCSO may be grounds for the HCSO to terminate the supplier.
- F. **Minimum Technical Requirements:** The Supplier must meet the following minimum technical requirements. Suppliers that do not meet these minimum requirements will not be considered.
- a. Certification in related fields or service.
- G. **Miscellaneous Requirements:** Suppliers must be able to provide proof of current general business liability insurance and proof of worker's compensation insurance before the start of any work.

- H. **Warranty:** Suppliers will warrant all replacements and repairs for a one (1) year period from the date of the Work completion. If a failure develops during the warranty period, the Awarded Supplier is responsible for repairs at no cost to HCSO.
- I. **Additional Information:** Safety Data Sheets (SDS) shall be made available to HCSO upon request for pest control, weed control, fertilizer, and any other chemicals or products used at any HCSO facility.
- J. **Hidden Damages:** When hidden conditions or damage are discovered after the Work or repairs have commenced, the Awarded Supplier must advise the HCSO Representative in charge as to the nature and the extent of the hidden conditions or damage and provide a written estimate of additional repairs needed. No additional Work shall commence until approved by the HCSO Representative.
- K. **Performance Report:** When applicable, performance reports will be provided monthly for the Term of the Contract.
- L. **Security:**
When applicable, personnel or contractors performing work in High-Security Areas will be escorted by HCSO personnel at all times. It should be understood that the Work could be interrupted by an emergency, safety, or security issue at any time. No additional charges will be allowed due to this type of service interruption. It should be noted that the time it takes entering and exiting a jail facility will vary on a daily basis, depending on security levels.
- a. All persons entering an HCSO facility shall not have weapons, cell phones, or tobacco/vaping products.
 - b. All persons are expected to wear appropriate working attire and may be denied access if attire is considered inappropriate.
 - c. Jail Facilities requires all persons to wear long pants (shorts will not be allowed) and shirt with company logo is preferred.
 - d. Jail Facilities require that Orange, Red, or Forest Green clothing is not permitted.
 - e. Safety vests may be worn in the Jail Facilities, if Work requires it, but may NOT be orange in color.

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PART D - SUBMITTAL RESPONSE

The undersigned understands that this Submittal Package **must be signed in ink** and that an **unsigned** Submittal Package will be considered nonresponsive and subject to rejection by HCSO. **The undersigned must be an Officer of the Supplier, or a designated agent empowered to bind the Supplier in Contract.**

The undersigned, by the signature evidenced represents that the Supplier accepts the terms, conditions, provisions, mandates, and other conditions of the foregoing general terms and conditions (part a), special provisions (part b) and scope of services (part c), said documents being the strict basis upon which the said Supplier makes this submittal.

► USE INK ONLY ◀

All the following information must be here upon given for this submittal package to be considered by the HCSO.

1. PRESENTATION OF SERVICES: The undersigned has carefully examined the Submittal Package and all conditions affecting the professional services required by the HCSO.

Supplier Name:

The undersigned certifies that all Special Provisions (Part B) are as requested. The undersigned also understands that any exceptions presented after the award may be cause for removal from the pre-qualified supplier list.

We hereby propose to furnish the professional services described herein in accordance with the Submittal Package.

2. NARRATIVES AND DOCUMENTATION: The outline below corresponds with the criteria on which HCSO will review your Submittal. It is therefore important to maintain the organization of your Submittal Package as outlined so reviewers may easily locate the required documents. Include narratives and supporting documentation.

Section title pages provided.

- a. Ability of the Supplier and its Professional Personnel.
- b. Supplier's experience with projects for Public Facilities and Correctional Facilities.
- c. Project Team Location.
- d. Supplier's historical ability to meet schedule and budget requirements.
- e. Supplier's other considerations / references

3. PAYMENT AND PERFORMANCE BONDS: The Supplier acknowledges performance bonds are not required for this RFQ; however, Project Contracts resulting from this RFQ will be subject to the following:
- a. Bond Requirement: The HCSO shall, prior to the execution of the Contract, require the Contractor to furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder in such form and amount as listed hereunder. Premiums for Bonds shall be paid by the Contractor.
 - b. The Surety Company shall be licensed to transact surety business in Florida, shall be certified to issue the total amount of the bond on any one risk, and shall be otherwise acceptable to the HCSO.
 - c. Time of Delivery and Form of Bonds: The Contractor shall deliver the required bonds to the HCSO within 10 calendar days from the Notice of Award. A Notice to Proceed and Purchase Order will be issued upon receipt of the Performance Bond.
 - d. "Performance and Payment Bond" shall be for 100% of the Contract sum on behalf of the HCSO. The bonds shall be written on the Surety Company's standard form. The Contractor shall require the Attorney-In-Fact who executes the required bonds on behalf of the Surety Company to affix to the bond a certified and current copy of their Power of Attorney, indicating monetary limit of such power.
 - e. Alternative Forms of Security: In lieu of the bond required by this section, the Contractor may file with the HCSO, an alternative form of security which shall be in the form of cash, money order, certified check, cashier's check, or irrevocable letter of credit. Such alternative forms of security shall be for the same purpose and shall be subject to the same conditions as those applicable to the bond required by this section. The determination of the value of such alternative forms of security shall be made by the HCSO.
 - f. Release of Bonds: Bonds will be released after all conditions of the Contract have been met, final acceptance has been given and all inspections have been satisfied and a statement of warranty and release of lien has been issued.
4. QUALIFICATIONS RENEWAL: The HCSO will receive ATTACHMENT A from Awarded Suppliers annually from the date of award throughout the length of the Agreement Period to signify consent to renew. The completed ATTACHMENT A will be returned to the Buyer on an annual basis to assess changes in Qualifications. If no updates to the ATTACHMENT A are required, the Buyer must be notified that Qualifications remain the same for the next year.

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Submittal Response Section Cover Page

a. Ability of the Supplier and its Professional Personnel

- Attach resumes for key personnel of the Project Team, detailing past experience as it relates to projects for Public Facilities and Correctional Facilities.
- Submit separate organizational charts delineating personnel of each available trade or service provided.

Documents:

1. Copies of key personnel's professional licenses/certifications
2. Organizational chart
3. Resumes of key personnel

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Submittal Response Section Cover Page

b. Supplier Experience with Projects for Public Facilities and Correctional Facilities.

- Present a concise outline of specific services the Supplier is qualified to offer, with examples as related to Public Facilities and/or Correctional Facilities.
- Identify any services or method of approach to services that your Supplier believes to be unique, outstanding or which is recognized as giving the Supplier a competitive edge or advantage.
- Provide information about the Supplier's qualifications and experience to include technical competence to perform services required.

Documents:

1. Outline of Services
2. Narrative

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Submittal Response Section Cover Page

c. Project Team Location

- Specify the key personnel of the project team and office location for each.
- A Supplier should be considered local if it is within the Tampa Bay Regional Partnership area, made up of Hillsborough, Pinellas, Citrus, Pasco, Polk, Manatee, Sarasota, and Hernando Counties.

Documents:

1. List of project teams and locations

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Submittal Response Section Cover Page

d. Supplier's Historical Ability to Meet Schedule and Budget Requirements

- Provide a two (2) page maximum narrative outlining how you manage projects, meet schedules, and conform with budgetary requirements.
- Indicate the controls to be utilized to maintain both schedule and budget for various projects.
- Describe how personnel will be assigned, and tasks effectively handled, to provide the most efficient service on projects (during both the design and the construction document phases, if applicable).

Documents:

1. Narrative

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Submittal Response Section Cover Page

e. Supplier's Additional Considerations

- Additional information deemed necessary by the Supplier. Indicate any other considerations the Supplier may wish to highlight or discuss such as awards, Supplier brochures, letters of commendation, periodical articles, references, etc.

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SIGNATURE OF AFFIRMATION AND DECLARATION

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

The below named Supplier affirms and declares:

- a. That this Submittal Package is made without any understanding, agreement, or connection with any other person, Supplier, or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud;
- b. That the Supplier 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;
- c. 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 Submittal shall remain open for 90 days following the opening of Bids per General Terms and Conditions (PART A) paragraph 4 *Time for Consideration*.

Respectfully submitted by,

Company Name

Company Officer Name (printed)

Date

Company Officer Signature

Title

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RFQ CHECKLIST

Company Name: _____

Include this checklist as a cover page with your Submittal Package:

- ☐ Submitted Letter of Intent.
- ☐ One (1) original physical submission **or** One (1) complete electronic file submitted through DemandStar. If any proprietary information is included in the proposal, it must be clearly marked in the original. A separate redacted copy, with proprietary content removed or obscured, must also be submitted in addition to the original.
- ☐ SIGNATURES required on PARTS A and D.
- ☐ Completed Attachment(s) (Signatures may be required).
- ☐ Any Addenda or Amendments (Signatures required). "If Applicable"
- ☐ APPENDIX I – Completed *Supplier Packet* to include completed Supplier Application, W9, Direct Deposit/Automated Clearing House (ACH) with secondary account verification and Business Tax Receipt or other government issued business license(s).
- ☐ APPENDIX II – *Statement of No Participation*, if applicable.
- ☐ ATTACHMENT A – Qualifications (Completed)

****Suppliers are responsible for providing all required information, documents, and signatures.****

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PACKAGING LABEL

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

URGENT – SEALED SUBMITTAL PACKAGE ENCLOSED		
URGENT	<p>HILLSBOROUGH COUNTY SHERIFF’S OFFICE SHERIFF’S OPERATIONS CENTER ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION 2008 EAST 8TH AVE TAMPA FL 33605</p> <p><u>RFQ PACKAGE SUBMITTAL</u></p> <p>From: _____</p> <p>RFQ # 2025-013</p> <p>LANDSCAPING SERVICES</p> <p>OPENING DATE/TIME: JULY 10, 2025 @ 3:00 PM EST</p>	URGENT