

HILLSBOROUGH COUNTY SHERIFF'S OFFICE



Request for Proposal 8-16 Catering the Sheriff's Orientation Training Program for Recruits

February 24, 2016

Office of the Comptroller
2008 E. 8th Avenue
Tampa, FL 33605



Janice Wilder, Buyer
813-247-8029
Purchasing@hcsso.tampa.fl.us

David Gee, Sheriff
HILLSBOROUGH COUNTY

INSTRUCTIONS TO PROPOSERS

Included herein are General Terms and Conditions (Part A); the Special Provisions (Part B); the Technical Specifications (Part C), and the Proposal Response (Part D), which together with all attachments, constitute the entire "Proposal Package". Said package must be the basis upon which all proposals are offered and the same (the entire package) must be kept together and returned, intact, by the time and at the place specified herein. 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. **READ THE ENTIRE PROPOSAL 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: 8-16**

The undersigned hereby 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, clarifications and addenda to the Proposal will be promptly communicated to the individual authorized below to receive this information.

COMPANY NAME

COMPANY MAILING ADDRESS

PRIMARY CONTACT NAME / TITLE

EMAIL ADDRESS

TELEPHONE NUMBER

FAX NUMBER

SIGNATURE

It is not mandatory to submit the Letter of Intent nor are you bound to submit a bid if you do submit a Letter of Intent. The purpose of soliciting this information is to provide the Buyer insight as to the number of interested parties and to provide a method of communicating directly with those interested parties. Communications will also be posted to the HCSO website at www.hcso.tampa.fl.us/purchasing

THIS FORM SHOULD BE SENT TO THE BUYER LISTED ON THE FRONT
OF THIS DOCUMENT AT Purchasing@hcso.tampa.fl.us or FAXED TO 813-242-1826

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

VENDOR NAME: _____

SUBJECT: Request for Proposal 8-16

TITLE: Catering – Sheriff's Orientation Training for Recruits

OPENING DATE & TIME: **March 30, 2016 3:00 p.m. (EDT)**

PLACE: Malcolm E. Beard Sheriff's Operation Center (SOC)
Office of the Comptroller, Room 125
2008 E. 8th Avenue
Tampa, Florida 33605

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

PART A - GENERAL TERMS AND CONDITIONS:

1. Proposals: Must be contained in a SEALED envelope or package addressed to: David Gee, Sheriff, 2008 East 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the Proposal Package 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, Proposer's or manufacturer's specifications which accompany the proposal 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 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 web page <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. Questions: All questions regarding this proposal shall be submitted in writing to the Buyer, Janice Wilder jwilder@hcso.tampa.fl.us. Submitted questions will be answered and posted publically on the HCSO web page www.hcso.tampa.fl.us under the Purchasing tab and then clicking on the appropriate year and proposal number.

5. 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 proposal opening time and date.
6. Prices: All proposals submitted must show the net proposal price after any and all discounts allowable have been deducted. Price(s) 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 awarded Contractor.

The Proposer's attention is directed to the laws of the State of Florida, including but not limited to Chapter 212, Fla. Stat., which apply to 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.

7. 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.
8. 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 in preparing the submitted Proposal Package.
9. Proposal Obligation and Disposition: The contents of the Proposal Package and any clarifications thereto submitted by the successful Proposer shall 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.
10. No Proposal: If the receipt of this request for Proposal is not acknowledged, Proposer's name may be removed from the HCSO Vendor mailing list.
11. 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.
12. 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 him/her from responsibility.
13. Laws, Statutes and Ordinances: The terms and conditions of the RFP and the resulting contract shall be construed to be 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.
14. Public Entity Crimes: Pursuant to §§287.132-133, Fla. Stats., the HCSO, as a public entity, may not accept any bid or proposal from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, Fla. Stat., for Category Two (currently \$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 bid or proposal in response to this request, you are certifying that §§287.132-133, Fla. Stats. does not restrict your submission.
15. 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 a trade

secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, Fla. Stat. The Awarded Vendor or Contractor 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 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.

16. Appropriations of Funds: The Hillsborough County Sheriff, 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 Hillsborough County Sheriff's Office 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.
17. 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 Hillsborough County. 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.
18. Disputes: 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 the dispute notice to meet and consider the dispute as written. At that time, additional information and/or meeting from the Proposer may be requested to gain further clarification of the issues. Upon completion of this review process the Purchasing Section will make a recommendation to the Comptroller.

The Comptroller may concur with the recommendation or arrive at a separate decision. The decision of the Comptroller 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 Comptroller'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.

19. Specifications: Attached.

DAVID GEE, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

“Signature On File”

By _____
Christina R. Porter, CPA
Comptroller

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

Company Name

Date

Print Name/Title

SIGNATURE _____

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR PROPOSAL AFTER COMPLETING PARAGRAPH 20. EACH PROPOSAL RESPONSE 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 ON THE SPECIFICATION PAGE OR PROPOSAL RESPONSE (PART D), EXCEPTIONS (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 select, through a competitive process, a catering company to provide on a contractual basis meals to recruits enrolled in the Sheriff's Orientation Training (S.O.T.) program. S.O.T. classes are held for two week periods during which recruits are required to live on site at the HCSO training facility. The S.O.T. program is an opportunity for those interested in becoming a law enforcement or detention deputy to experience the HCSO culture, the rigorous demands of the job and to be assessed by HCSO training staff.

Recruits are involved in an intense physically and mentally challenging program. Nutrition can be critical to their performance and success. The HCSO is looking for a catering Contractor who will provide nutritionally balanced meals at a reasonable price and in sufficient portions for physically active men and women.

2. SCOPE OF WORK

S.O.T. classes are held at the Walter C. Heinrich Practical Training Site (WCHPTS) 14063 County Road 39, Lithia, Florida 33547. The Contractor will be tasked with providing three meals per day, one evening snack per day and additional beverages to classes of varying sizes usually between 25-30 recruits for a two week period. An additional count of ten (10) is added to the head count of each class to allow for staff to eat if they so desire and to allow second servings for some. The exact type and number of meals is detailed in the Specifications (Part C). On the average, eight (8) classes are scheduled each year.

Meals are served in a modular or "portable" building which doubles as a classroom referred to as the "chow hall". It is furnished with folding tables and chairs which remain in place for class activities and meals. Two or three tables are available as serving tables. The majority of meals are served buffet style. There is no kitchen or cooking facilities or food storage areas at the WCHPTS. There is one average residential size refrigerator with a top freezer compartment in the chow hall and an ice machine on site. All food preparation and storage must be off site or in mobile facilities provided by the Contractor. Potable water and outdoor hand washing sinks (not to be used for food preparation or cleanup) are available. Electric service is available inside chow hall and there are four 110 amp outlets available outdoors on a pole adjacent to the chow hall. The Contractor's equipment (vehicles, mobile kitchens, trailers etc.) may be parked on the paved area adjacent to the chow hall next to the outdoor sinks.

Included as Exhibits to the RFP are the February 2016 class schedule, a map of Hillsborough County showing the location of the WCHPTS and several photographs of the chow hall and catering set up area.

3. PROPOSER QUALIFICATIONS

Proposals shall be considered only from Proposers 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 organization, financial backing, equipment and personnel to ensure continuous provision of quality service. In the determination of the evidence of responsibility and ability to perform the contracted service the HCSO reserves the right to investigate the financial condition, experience record, personnel, equipment, facilities and organization of the Proposer. The HCSO reserves the right to reject a Proposal when evidence indicates an inability to perform the work specified.

The attached Supplier Information form and IRS Form W9 must be returned with your Proposal Response (Part D) along with copies of Hillsborough County Business Tax Receipt or other local government business

license. Current Certificates of Insurance for Liability and Workers Compensation must also be included.

Proposers shall have engaged in business in the Hillsborough County area for a period of not less than two (2) years, and shall provide references in the Proposal Response (Part D).

4. PRE-QUALIFICATION OF EMPLOYEES

All Contractor employees or subcontractors who will work in a HCSO facility or on HCSO grounds shall be required to have a background check performed by the HCSO prior to beginning work. All employees must comply with the HCSO written policy and procedures relating to security. The Contractor shall be required to provide a work crew list giving all personnel names and changes as they occur.

Any Contractor employee who breaches security policy may be immediately removed from the property and the Contractor may be asked to permanently replace said employee.

4. SITE VISIT(S)

In lieu of a pre-proposal conference and site visit a collection of photographs and aerial maps are included in Exhibit A. The items provide an accurate representation of the exact location of the WCHPTS and the physical area where the catering Contractor would stage their equipment and serve meals. If any prospective Proposer does wish to visit the site prior to the RFP Opening, contact the Buyer to make an appointment.

5. COMMUNICATION BETWEEN PARTIES AND LETTER OF INTENT

All questions in regard to this RFP are to be directed, in writing to the Buyer: Janice Wilder at Purchasing@hcsotampa.fl.us or by fax at (813) 242-1826.

If an interested party would like to provide the fax or email address of a representative desiring to receive any future communications from the HCSO regarding this RFP you may submit the Letter of Intent found on page four (4). It is not mandatory to submit the Letter of Intent nor are you bound to submit a RFP if you do submit a Letter of Intent. The purpose of soliciting this information is to provide the Buyer insight as to the number of interested parties and to provide a method of communicating directly with those interested parties.

6. PROJECT MANAGEMENT

The HCSO Project Manager and Point of Contact for this service is Sgt. Michael Kuettner who may be reached by email at mkuettne@hcsotampa.fl.us or by phone at 813-627-1008. All Work accomplished for these services will be scheduled, reviewed and approved by the Project Manager or his designated personnel. All work schedules, deliveries, personnel changes etc. will be coordinated with the Project Manager or his assigned personnel.

7. PREPARATION AND SUBMITTAL OF PROPOSALS

All proposals shall be signed in ink by the 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 twenty six (26). All attachments to the RFP requiring signature acknowledgement by the Proposer (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).

Proposal Responses must be received by the HCSO's 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 quadruplicate - one (1) original and three (3) copies, each marked appropriately. Any proprietary information should be marked as such on the original and copies and should be saved to a folder separate from the rest of the proposal in the electronic copy. The Sheriff 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 notice of any such postponement to each prospective Proposer.

8. 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 Proposal 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.

9. 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. The Proposal Response (Part D) offers details of the criteria below.

	<u>Points</u>
a. Price	50
b. Menus and Quantities of Food	25
c. Equipment, Experience, References	<u>25</u>
TOTAL	<u>100</u>

An evaluation committee will consist of a minimum of three persons, including the project manager. 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.

10. 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 Proposers 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 proposers or the lowest costs proposed until after the evaluation of the 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.

11. AWARD

The Buyer will submit the evaluation committee's final recommendation for award to the Division 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 HCSO also reserves the right to select options from one or more Proposers when in the best interest of HCSO. The optional division of the Scope of Work or line item award will be evident in the formatting of the proposal response.

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 on the HCSO website <http://www.hcsotampa.fl.us>, on the Purchasing Page. If you do not have internet access, and would like a copy of the proposal results, contact the Purchasing Section at (813) 247-8068.

12. 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 released 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.

13. CONTRACT DOCUMENT

The contract between HCSO and the Contractor shall consist of: (1) the RFP and any amendments thereto and (2) the Proposal Response Package. 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 and 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 his 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.

14. ADDITION / DELETION

The HCSO reserves the right to add or delete any items from this proposal or resulting contract(s) when deemed to be in the best interest of the HCSO. All such additions, deletions or any change to the Scope of Work shall be addressed as either an amendment to the proposal or a change order to the contract requiring written notification and acknowledgement (refer to Processing Change Orders, Part B, Paragraph 24).

15. 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.

16. TERMINATION WITH OR WITHOUT CAUSE

Should the Contractor default on the terms of the contract resulting from this RFP, the HCSO shall give the Contractor notice of such default and intent to terminate unless the Contractor successfully cures the conditions within the specified time period indicated in the notice. It shall be at the discretion of the HCSO to order the Contractor to stop work immediately and leave the premises or to reinstate the contract based upon corrective action.

Notwithstanding the above, the Contractor shall not be relieved of liability to the HCSO for damage sustained by virtue of any breach of the agreement by the Contractor. Either party may terminate the agreement, without cause, upon giving the other party written notice of termination not less than thirty calendar days prior to the next scheduled S.O.T. class.

When deemed to be in the best interest of the HCSO, any contract(s) resulting from this RFP may be cancelled 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.

17. FORCE MAJEURE

Either Party shall be excused from performance and shall not be in default in respect of any obligation hereunder to the extent that the failure to perform such obligation is due to a Force Majeure Event defined as an event beyond their control (excluding events of a mechanical or equipment operation nature) preventing the parties from their obligation, including but not limited to:

- a. acts of God such as, but not limited to, fires, explosions, hurricanes, earthquakes, drought, tidal waves and floods;
- b. war, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition, or embargo;
- c. rebellion, revolution, insurrection, or military or usurped power, or civil war;
- d. contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly;
- e. riot, commotion, strikes, go slows, lock outs or disorder, unless solely restricted to employees of the Contractor or of his Subcontractors; or
- f. acts or threats of terrorism.

If a Party wishes to claim protection in respect of an Event of Force Majeure, it shall, as soon as possible following the occurrence or date of commencement of such Event of Force Majeure, notify the other Party of the nature and expected duration of such Event of Force Majeure and shall thereafter keep the other Party informed until such time as it is able to perform its obligations. The Parties shall use their reasonable endeavors to:

- a. overcome the effects of the Event of Force Majeure;
- b. mitigate the effect of any delay occasioned by any Event of Force Majeure, including by recourse to alternative mutually acceptable (which acceptance shall not be unreasonably withheld by either Party) sources of services, equipment and materials; and
- c. ensure resumption of normal performance of this Agreement as soon as reasonably practicable and shall perform their obligations to the maximum extent practicable.

18. 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 next best Proposer shall be required to provide the proposal items at the prices as contained on their proposal for this RFP for the remainder of the award period.

19. CONTRACT TERM

The initial term of the contract shall be for one (1) year from commencement date. Upon mutual agreement, the contract may be renewed annually for an additional three (3) years. Commencement date may or may not coincide with the Award date but shall be addressed in the service specifications.

20. PRICE ESCALATION

The Contractor may submit a request to increase prices a minimum of 30 days prior to the end of a renewal period or annually if the renewal period exceeds one (1) year. The escalation may be supported by proof of increased cost. The HCSO may decline to renew the contract due to the price increase. Accepted price

escalations will be noted on the written annual renewal.

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 his sub-contract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified to do business in Florida. The Contractor will provide a copy of the Certificates of Insurance naming the Hillsborough County Sheriff's Office "All Locations".

a. Worker's Compensation and 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 Law. In case any hazardous work under this contract at the site 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 his employees not otherwise protected.

b. Comprehensive Liability Insurance

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 him from claims for damage or 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:

- Comprehensive General Liability to include contractual liability shall be in the amount of no less than \$300,000 bodily injury combined single limit
- \$50,000 bodily injury and property damage
- Automobile liability with \$300,000 combined single limit

22. COMMENCEMENT

Prior to the start of service, a joint meeting shall be held on site with representatives of the Contractor and HCSO staff to introduce the various key personnel from each organization and to discuss commencement. This would include obtaining information for background checks, verifying insurance or bond requirements, arranging facility access, etc.

23. PROCESSING CHANGE ORDERS

By the nature of the Work, exact numbers of meals to be served is variable from class to class. The Contractor will be expected to show flexibility in minor schedule changes. The HCSO shall make the final roster count and schedule available to the Contractor a minimum of seven (7) calendar days prior to the start date of each class. These variances in schedule or counts will not be considered change order to the contract. Only permanent changes such as a price per change will be considered a Change Order to the Contract.

Change Order requests will be submitted in writing and shall include the HCSO or Contractor's detail of the circumstances surrounding the request and the Contractor's written quote representing an increase, decrease or no change to the Contract Sum. The resulting Change Order Request will be submitted by the Contractor to the Project Manager for approval by the Comptroller.

Requests for estimates regarding possible changes to the service contract are not to be considered Change Orders or authorization to proceed with the proposed changes. Requests from the HCSO for quotes regarding new work not included in the original scope will not constitute a Change Order to this contract.

24. OTHER TERMS AND CONDITIONS

- a. Equal Employment Opportunity. The Contractor shall comply with all provisions of Federal, State and local regulations to ensure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, age, handicap or national origin.
- b. Warranty Against Contingent Fees. The Proposer will agree to warrant that no person or selling agency has been employed or retained to solicit this contract upon an agreement of understanding for commission, percentage, brokerage or contingency, except bona fide employees or selling agents maintained by the Proposer for the purpose of securing business.
- c. Subcontracts. The Contractor will not sell, assign, transfer, nor convey any of its rights except with the written consent of the Sheriff or his designee.
- d. Recovery of Expense due to Failure to Perform. The services rendered under this contract will be critical to the mandated responsibilities of the Sheriff. Therefore, the Contractor will reimburse the Sheriff for all expenses incurred by the HCSO in providing services which are the responsibility of the Contractor. Such expenses shall be reduced from the payment due the Contractor.
- e. Licensing. It is the responsibility of the Contractor to have and maintain the appropriate licenses and certificates valid for company to operate and for all employees to carry out the duties of the assignment.

25. CONTRACTOR'S RESPONSIBILITIES

- a. Supervision: The Contractor will supervise and direct the Work efficiently and with his best skill and attention. He will be solely responsible for the means, methods, techniques, sequences, and procedures of service unless specifically addressed in the Contract Documents. The Contractor will be responsible for seeing that the finished Work complies accurately with the Contract Documents. The Contractor will cooperate with and be responsible for coordination of the Work with HCSO personnel or other service providers on site.
- b. Account Manager: The Contractor will assign a dedicated account manager to be the HCSO primary contact for schedule changes, additions, deletions, service complaints and cures etc. All communications given to the Account Manager shall be as binding as if given to the Contractor.
- c. Contractor's Cost: The Contractor shall pay for all labor, equipment, materials, supplies, inspections and licenses as well as fees or fines issued due to failed inspection or unlicensed individuals as is required by Local, State, or Federal agencies.
- d. Concerning Employees: The Contractor will be fully responsible for all acts and omissions of his

employees 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 him.

- e. Laws and Regulations: The Contractor will give notices and comply with all laws, ordinances, rules, codes and regulations applicable to the Work.
- f. Use of Premises: The Contractor will confine his supplies, materials and equipment and storage of the same as well as the operations of his workers to the areas permitted by law, ordinances, permits, the requirements of the Contract Documents or as agreed upon with or requested by the HCSO. He shall not unreasonably encumber the premises with supplies, materials or equipment. Any loss or damage to the Contractor's or any subcontractor's equipment is solely at the risk of the Contractor.

The Contractor shall take care in working near existing areas to protect them from damage. The Contractor shall be responsible for any damage to existing areas and will repair such damage, at his expense, to the HCSO's satisfaction.

The Contractor shall keep the project site and surrounding area free from waste materials and rubbish which results from his work on the project. Removal, hauling and disposal of rubbish and waste materials shall be the responsibility of the Contractor.

The Contractor shall be held responsible for all damages resulting from his, or his subcontractors, errors, omissions or negligence in the performance of the Work of the Contract Documents.

The Contractor shall schedule and perform the work in such a manner as to result in the least possible disruption to the normal operations of on-site Sheriff's activities. The Contractor or subcontractors will not have any form of contact with the inmate trustees working on-site. Trustees are identified by wearing blue and orange uniforms. Any incidental contact with the inmate trustees will be reported to the Project Manager for HCSO.

- g. Work Safety: The Contractor will be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. He will take all necessary precautions for the safety of and will provide necessary protection to prevent damage, injury, or loss to:

All employees on the job site and other persons who may be affected by it; all materials or equipment to be incorporated, whether in storage on or off the site; and other property at or adjacent to the site, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities.

The Contractor will comply with all applicable laws, ordinances, rules, codes regulations, and orders of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury, or loss. Contractor will erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety and protection. All damage, injury, or loss to any property caused directly or indirectly, in whole or in part by the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable will be remedied by the Contractor.

- h. Emergencies: In emergencies affecting the safety of persons, the Work or property at the site or adjacent thereto, the Contractor, without special instructions or authorization from the Project Manager if time or circumstances do not permit, is obligated to prevent threatened damage, injury, or loss. Contractor will give the Project Manager written notice that the emergency provision has been invoked and shall state the reasons therefore within twenty four (24) hours of the incident. If the Contractor believes the emergency resulted in additional Work, a claim for a Change Order is permissible and will be reviewed by the appropriate HCSO approving authority for concurrence.

The Contractor shall immediately notify the Project Manager of all events involving personal injuries to any person on the site, whether or not such person was engaged in the execution of the service, and shall file a written report on such person(s) and any other event resulting in property damage of any amount within five (5) days of the occurrence.

- i. Cleaning Up: The Contractor will maintain the premises from accumulations of waste materials, rubbish and other debris resulting from the Work as required and will leave the site clean and ready for occupancy by the HCSO. In addition to any other rights available to the HCSO under this Contract, the Contractor's failure to maintain the site may result in withholding of any amounts due Contractor.

26. 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.

27. INVOICING AND PAYMENTS

The Contractor must invoice the HCSO for payment. The invoice shall show the S.O.T. class number and dates, head count, number of meals and snacks served and the unit cost per meal/snack.

The HCSO is obligated by §215.422, Fla.Stat. to pay all invoice in no more than forty-five (45) days of the invoice date. HCSO policy is to pay all invoices within thirty (30) days of the invoice date. Due to the nature of these services and basis of the charges, the HCSO is willing to consider optional payment schedules which consider the Proposer's needs, such as a deposit payable up to ten (10) calendar days prior to the first Monday of a new class. The Proposer should include their required payment schedule in their Proposal Response. It is a requirement of the HCSO to have the Project Manager or his designee review and approve all invoices prior to the HCSO remitting payment.

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

Invoices may be mailed to the address above or emailed to accountspayable@hcsotampa.fl.us . Purchase Card (Pcard) payments are preferred. ACH payments are available. Contact Accounts Payable at the above email address or by phone at 813-247-8276.

28. EXCEPTIONS TO PROPOSAL

The Proposal Response must clearly state with specific detail all deviations to the requirements imposed upon the Contractor by the General Terms and Conditions (Part A), the Special Provisions (Part B) and the Specifications (Part C). Such deviations should be stated upon the Proposal Response (Part D) or appended thereto. Proposers are hereby advised that the HCSO will only consider proposals that meet the specifications and other requirements imposed upon them by this RFP. 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 Technical Specifications, (Part C).

PART C - SPECIFICATIONS

1. The successful Proposer will be expected to respond with a detailed description of their company's ability to provide the services specified including the operational and management functions that will assure quality service and nutritionally balanced meals. Include with your Proposal Response a detailed list of equipment and the number of personnel to be on site and their job duties. Include a sample menu for the two week schedule which indicates portion sizes.
2. The two week schedule of meals and snacks is shown in the chart below. Recruits go home each Friday afternoon so there are no Friday dinners or snacks. There is an option as to whether they report on the Sunday evening or Monday morning of the first week which creates an optional Sunday evening snack and Monday Breakfast.

S.O.T MEAL SCHEDULE						
		Breakfast	Lunch	Dinner	Snack	
	Sunday				Option	
Week 1	Monday	Option	x	x	x	
	Tuesday	x	x	x	x	
	Wednesday	x	x	x	x	
	Thursday	x	x	x	x	
	Friday	x	x			
	Sunday				x	
Week 2	Monday	x	x	x	x	
	Tuesday	x	x	x	x	
	Wednesday	x	x	x	x	
	Thursday	x	x	x	x	
	Friday	x	x			Totals
	Number of Scheduled Meals		9	10	8	9
Number of Meals including options		10	10	8	10	38

2. The Contractor shall insure that all food is stored, served and maintained at temperatures established by applicable health codes, and that all foods are handled in accordance with established "safe food handling" practices.
4. The following shall be provided by the Contractor:
 - Beverages with all meals including cups and ice.
 - Disposable plates, flatware and napkins.

- All cookware, serving dishes and serving utensils.
- General clean up including trash and garbage pickup and disposal.

5. A full activity schedule for each day is provided in advance. Meal times may vary slightly day to day based on other activities. Generally meals are served in forty-five minute time blocks between the following hours:

Breakfast	0530-0700
Lunch	1100-1230
Dinner	1700-1830

- Meals are served buffet style.
 - The activities schedule usually creates a need for at least two (2) box lunch menus for consumption off site. The Contractor will provide and pack the lunches and drinks in coolers ready for transport by the scheduled morning departure time, generally between 0700-0900.
 - Snacks are for the evening at the choice of the recruit and should include items such as whole fruit and granola bars, snack wraps, water and Gatorade etc. Snacks are to be left in the refrigerator in the chow hall.
 - Sodas are not served. Water and Gatorade are served at all meals. Juice and coffee is added at breakfast.
 - HCSO provides two (2) five gallon beverage coolers/dispensers for Gatorade. The Contractor will provide and prepare powdered Gatorade at meals and snacks and make available additional Gatorade for preparation throughout the day as needed. Gatorade consumption averages 10-15 gallons per day.
 - Six five gallon beverage coolers are provided by the HCSO for water which the Contractor will fill.
 - The Contractor shall provide additional disposable cups for Gatorade and water.
 - Pork substitutes are preferred to allow for religious restrictions.
6. The Contractor shall be made aware and be mindful of any known food allergens disclosed by recruits. As well, foods served that may contain known food allergens such as but not limited to peanuts, dairy, gluten, shell fish etc. should be identified by the Contractor prior to serving.
7. The HCSO will provide the number of recruits scheduled for a class not less than (seven) calendar days prior to the first day of class.
8. The HCSO reserves the right to cancel or reschedule a class without penalty a minimum of seven (7) calendar days prior to the scheduled start date.
9. Pricing is to be shown as a price per type of meal to be multiplied by the number of recruits (or head count given) and the quantity of meal types. All fees are to be included in the per meal price. No additional surcharges, fuel charges, travel fees etc. will be accepted.
10. As previously mentioned, the HCSO shall provide the dining area, tables and chairs, serving tables, running water, electricity, one small refrigerator, ice machine, outdoor hand washing sinks, potable water hose spigot and a garbage dumpster.
11. The Contractor's performance will be measured by their punctuality and readiness on a daily basis, the variety and quality of the food served as measured by its freshness, proper cooking and preparation and the adequacies of the quantities served.
12. Services will be scheduled to commence on the first S.O.T. class scheduled following award.

PART D - PROPOSAL RESPONSE

The undersigned understands that this Proposal Package **must be signed in ink** and that an **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), THE SPECIAL PROVISIONS (PART B) AND THE 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 PACKAGE TO BE CONSIDERED BY THE HCSO

1. **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 28 OF THE SPECIAL PROVISIONS (PART B).**

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

[illegible]

2. PRICE AND OTHER REQUIRED RESPONSES

The undersigned has carefully examined the RFP and all conditions affecting the cost of the service required by the HCSO.

The undersigned certifies that any exceptions to the RFP specifications are noted on the attached exceptions form. All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award, may be cause for cancellation of award.

We hereby propose to furnish the services described herein in accordance with the Proposal Package, except as noted on attached Exceptions Form:

Line #	Description	UOM or Qty	Price
A.	Breakfast	Price per Meal	\$ _____
B.	Lunch	Price per Meal	\$ _____
C.	Dinner	Price per Meal	\$ _____
D.	Snack	Price per Snack	\$ _____
E.	Describe preferred invoicing and payment schedule. _____		

F. **SAMPLE MENU** – Provide a full two week sample menu with portion sizes indicated.

- G. **Narratives and Documentation** - Describe in detail how your program would operate.
Suggested or required elements:
- Description of the equipment you will use to provide the services.
 - List of personnel by job title which will be on site to provide service.
 - An overview of your company, years in business and organizational structure.
 - Added value components of your program.
 - References
 - Business Documentation – Licenses, Certificates of Insurance

3. **References**

Provide a minimum of three references

➤ Company/Agency Name _____

Project Description _____

Contact Person Name & Title _____

Phone number _____

Email address _____

➤ Company/Agency Name _____

Project Description _____

Contact Person Name & Title _____

Phone number _____

Email address _____

➤ Company/Agency Name _____

Project Description _____

Contact Person Name & Title _____

Phone number _____

Email address _____

4. VENDOR INFORMATION

Business Name (As shown on your invoice): _____

Federal Tax ID No. _____ OR Social Security No. _____
(Please include an IRS Form W9 with your response)

Check One: Corporate Entity _____ Non Corporate (1099) _____ Sole Proprietor (1099) _____

Owner's Name as per IRS records, if reporting under SS# _____

Business Type: Commodity _____ Services _____ (Provide Certificates of Insurance if working on HCSO property)

Our company has been in business under its current name since: _____

Office Phone: _____ Fax: _____ Website: (If applicable) _____

General Correspondence Mailing Address:

Remit to Address: (Checks are to be mailed to if different than mailing address above):

Warehouse Address (If Applicable):

Contact Information – Name/Email Address/Phone Number - for the following departments:

Sales: _____

Customer Service: _____

Accounting: _____

Check all that apply - We accept Payment by Check _____ ACH/EFT _____ Credit Card (Visa) _____**

To receive electronic payments please complete "Authorization for Electronic Payment" form available on the HCSO website at <http://www.hcso.tampa.fl.us> under the Purchasing Section, Doing Business with the HCSO.

5. 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 HCSO 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) following the opening of bids.

Respectfully submitted by,

Company Name: _____

Print Name

Title

Signature

Date

STATEMENT OF NO PROPOSAL

NOTE: If you do not intend to respond to this requirement, 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 Request for Proposal 8-16 Catering-S.O.T. Program for the following reasons:

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

____ Insufficient time to respond to the Request 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 HCSO.

PLEASE PRINT - COMPANY NAME _____

COMPANY OFFICER _____

TELEPHONE NUMBER _____

DATE _____

SIGNATURE _____

PROPOSAL EVALUATION MATRIX

Vendor Name: _____

Criteria	Points Allowed-100	Awarded
A. Price	50	_____
B. Quality of Menus, Quantities to be served	25	_____
C. Equipment, Experience, References	25	_____

D. What are the strengths of this proposal?

E. What are the weakest points of this proposal?

F. General comments/clarifications/questions:

Name of Evaluator_____Date_____

Below is an example of the information required on the OUTSIDE of 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 Ext. 8034

BID PACKAGE SUBMITTAL

RFP#8-16 Catering S.O.T Program

OPENING DATE & TIME:

MARCH 30, 2016 3:00 PM EDT