

Hillsborough County Sheriff's Office
Financial Services Division
Purchasing Section

Sheriff's Operation Center
2008 East Eighth Avenue
Tampa, Florida 33605



**HILLSBOROUGH COUNTY
SHERIFF'S OFFICE**

CHAD CHRONISTER, SHERIFF

Request for Term Contract Quotation

TC 2026-014 Inmate Personal Grooming Supplies

May 15, 2026

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

By: _____


William V. Spinelli, CPA
Chief Financial Officer

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Section 1 Introduction and Instructions

1.1 Term Contract (TC) Overview.

Subject: Invitation to 2026-014

Proposal Title: TC Inmate Personal Grooming Supplies

TC Opening: TC Deadline Date: Thursday, June 18, 2026, 3:00 p.m. EDT

Buyer: Bryan Chandler, Bchandler@TeamHCSO.com

The Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida (Sheriff), is soliciting quotes for Inmate Personal Grooming Supplies, for the purpose of entering a Term Contract for their procurement. If you intend to respond with a quote, please fill out and return Section 4 TC Response, beginning on page 15, along with a copy of your quote and completed APPENDIX I by e-mail to the Buyer named above by the date and time indicated. If you were notified of this TC due to being on the HCSO's approved supplier list, and are declining to provide a quote, please return page 17, Statement of No Participation.

The completed APPENDIX I (Supplier Packet) must be returned, with all the documentation listed therein, with your TC Response along with copies of your Hillsborough County Business Tax Receipt, other local government registration, or state business license(s) regardless of your current supplier status with HCSO.

| | |
|----------------------------------|--|
| ❖ Public Posting Date | Tuesday, May 19, 2026, 1:00 p.m. EDT |
| ❖ Questions & Answers Deadline | Tuesday, June 9, 2026, 3:00 p.m. EDT |
| ❖ Deadline for Receipt | Thursday, June 18, 2026, 3:00 p.m. EDT |
| ❖ Award Notification Target Date | Friday, July 17, 2026, 3:00 p.m. EDT |

1.1.1 The total annual expense represented by this TC is estimated to be less than the \$100,000 threshold which would require a public bid process. However, a competitively awarded Term Contract provides advantages of price protection and ordering convenience for those services or products which have either high priority, frequent ordering or multiple quote requirements. The Awarded Supplier will be asked to lock in their rates for a minimum of one (1) year, assuring the HCSO a competitive price or guaranteed schedule under a short-term contract.

1.2 TC Package.

Included herein are Numbered Sections, which together, along with all appendices and attachments, constitute the entire "TC Package". Said TC Package must be the basis upon which all Quotes are offered. The Supplier must manually complete, sign and return Section 4 along with the Appendices and/or applicable Attachments and email it to the buyer listed in Section 1.1. Any questions concerning this TC should only be directed in writing to the Buyer listed in Section 1.1.

1.2.1 When awarded, the TC Package becomes the "Contract Document". The Supplier's signatures contained herein constitute the Supplier's agreement to the terms herein and by reference. The signatures within the TC Package must be that of an Officer of the Company, or an individual authorized to commit the Company to a legal and binding Contract.

1.3 Term Contract Quotation Submission Requirements.

The HCSO prefers that solicitations be submitted electronically. Electronic solicitations may be submitted through a secure website at Euna OpenBids until the date and time as indicated in this document, or by emailing your submission directly to the Buyer, Bryan Chandler, bchandler@teamhcsso.com. It is the sole responsibility of the supplier to ensure their solicitations reaches Euna OpenBids, or the Buyer before the closing date and time.

1.3.1 There is no cost to the supplier to submit HCSO's electronic solicitations via Euna OpenBids. Electronic solicitations may require the uploading of electronic attachments. The submission of attachments containing embedded documents is prohibited. All documents should be attached as separate files. If the supplier chooses to submit the solicitation directly to the HCSO in writing: The solicitation must be signed in ink, sealed in a properly addressed envelope, and delivered to the Sheriff's Operations Center 2008 East Eighth Avenue Tampa, Florida 33605 by the "Due Date and Time".

1.4 Submittal Costs.

Submittal of a TC is solely at the cost of the Supplier and the HCSO is in no way liable or obliged for any cost incurred by the Supplier in preparing the TC Package.

1.5 Communication Between Parties.

All questions regarding this TC are to be directed, in writing, to the Buyer listed in Section 1.1. No communication is allowed, either directly or indirectly, with any other HCSO employee regarding this TC prior to the notice of award.

In the interest of public access, all documents relating to this TC will be posted to the HCSO website at <https://TeamHCSO.com/Purchasing>. This will include Question and Answers (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. Any modifications or alterations to the original document language will be cause for the rejection of a quote.

1.6 Amendments to the TC.

If an amendment is issued it will be posted to the HCSO website at <https://TeamHCSO.com/Purchasing> and on Euna OpenBids.

1.7 Amendments to Quotes.

Amendments to or withdrawals of quotes will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of the quotes.

1.8 Prices.

All quotes submitted must show the net price after all discounts allowed have been deducted. The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the Awarded Supplier upon request.

All Prices shall include freight (including manufacturer to distributor), packaging, and any other similar fees.

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 TC, and that all applicable taxes and fees shall be deemed to have been included in the TC Response as part of the materials cost, when applicable.

All applicable taxes and fees shall be deemed to have been included in the Net Unit Price quotes in APPENDIX II – PRICING MATRIX as applicable.

1.9 Exceptions to Term Contract.

All submittals must clearly state with specific detail all deviations to the requirements imposed upon the Supplier by the TC Package. Such deviations should be stated in 4.3. Suppliers who make any exceptions to the terms and conditions of this quotation may be subject to rejection. Suppliers requesting clarification should contact the Buyer listed above.

1.10 TC Errors.

When errors are found in the extension of Quoted prices, the unit price will govern. Quotes having erasures or corrections must be initialed in ink by the Supplier.

1.11 Public Entity Crimes.

Pursuant to §§287.132-.133, Florida Statutes, 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, Florida Statute, for Category Two (\$35,000) with any person or affiliate on the convicted vendor list, unless that person or affiliate has been removed from the list pursuant to §287.133(3)(f), Florida Statute. If you submit a proposal in response to this Bid, you are certifying that §§287.132-.133, Florida Statutes, does not restrict your submission.

1.12 Public Records.

Any material submitted in response to this TC will become a public record pursuant to §119.07, Florida Statute. 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, Florida Statute. The Supplier agrees to comply with §119.0701, Florida Statute, 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 the TCs be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a TC Response must be clearly stated in the response itself, and a redacted electronic copy provided. Proprietary information submitted in response to the TC will be handled in accordance with applicable Florida Statutes.

If the Supplier has questions regarding the application of Chapter 119, Florida Statute, to the Supplier's duty to provide public records relating to this Contract, contact the custodian of public records at: Records Section - Freddie Solomon Annex, 1900 East 9th Avenue, Tampa, Florida 33605. Records Custodian may also be reached at (813) 247-0960 or rec_request@hcsso.tampa.fl.us.

1.13 E-Verify

Pursuant to §448.095, Florida Statute, the Sheriff requires the Awarded Supplier, and any and all subcontractors, if permitted by agreement, to register with and utilize the E-Verify internet-based system to verify the work authorization status of all newly hired employees. If the Awarded Supplier enters into a contract with a subcontractor, the subcontractor must provide the Awarded Supplier with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded Supplier shall maintain a copy of such affidavit for the duration of the contract. Additional information about E-Verify is available at <https://www.e-verify.gov/>.

- 1.13.1 If the Sheriff has a good faith belief that the Awarded Supplier has knowingly violated §448.09(1), Florida Statute, the contract will be terminated.
- 1.13.2 If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded Supplier otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Supplier and order the Awarded Supplier to immediately terminate the contract with the subcontractor.
- 1.13.3 Termination of all contracts and/or subcontracts as provided above does not constitute a breach of contract and may not be considered as such.
- 1.13.4 If the Sheriff terminates a contract with an Awarded Supplier as provided above, the Awarded Supplier may not be awarded a contract for at least one (1) year after the date on which the contract was terminated.
- 1.13.5 The Awarded Supplier is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.

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1.14 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 to enter and exit a detention facility will vary on a daily basis, depending on security levels.

- 1.14.1 All persons entering any HCSO facility shall not have weapons, cell phones, or tobacco/vaping products.
- 1.14.2 All persons are expected to wear appropriate working attire and may be denied access if attire is considered inappropriate.
- 1.14.3 HCSO detention facilities require all persons to wear long pants (**shorts will not be allowed**) and shirt with company logo is preferred.
- 1.14.4 HCSO detention facilities require that Orange, Red, or Forest Green clothing are not permitted.
- 1.14.5 Safety vests may be worn in the HCSO detention facilities, if Work requires it, but may NOT be orange in color.
- 1.14.6 All persons entering a secured facility must have a background check performed before entering the facility.

END OF SECTION

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Section 2 Specifications and Scope of Work

The intent of this Term Contract (TC) is to obtain quotes and fixed pricing for the procurement of **Inmate Personal Grooming Supplies** on an as-needed basis for detention facilities. The awarded supplier(s) shall furnish, deliver, and ensure consistent availability of the specified items in accordance with the requirements outlined herein.

All products shall be new, unused, and of standard commercial quality suitable for correctional facility use. Items must be durable, safe for inmate use, and comply with all applicable federal, state, and local regulations.

Required Items and Specifications

1. **Comb**

- Size: Approximately 5 inches
- Color: Black
- Material: Unbreakable/durable plastic
- Design: Smooth edges with no sharp points; suitable for secure environments
- Packaging: Bulk packed

2. **Razor**

- Type: Disposable
- Blade: Twin blade
- Construction: Designed for institutional/correctional use with safety features to minimize misuse
- Packaging: Bulk packed

3. **Toothbrush**

- Size: Travel size (approximately 4 inches)
- Cover: No cover
- Bristles: Minimum 33 tuft or better
- Design: Compact and safe for institutional use
- Packaging: Individually wrapped; bulk packed for shipment

4. **Toothpaste**

- Size: 0.6-ounce plastic tube
- Flavor: Mint
- Composition: No animal by-products
- Packaging: Bulk packed

2.1 Required Samples

Two (2) samples shall be required for each proposed item for testing and safety compliance by HCSO's Detention Staff. Samples shall be delivered to the location specified in Section 4.8, TC Sample Packaging Label. All samples are due on or before the deadline identified in Section 4.8.

2.2 Contract Period and Renewal.

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

2.3 Evaluation of Goods

Certain items under this solicitation, particularly those intended for use within detention facilities, may be subject to award decisions based on the operational needs and discretion of the requesting division. In these instances, award determinations may consider factors beyond price, including safety, quality, durability, performance, and suitability for use within a correctional environment. Products utilized in detention settings must withstand frequent use, repeated laundering or cleaning cycles, and the unique operational demands associated with inmate and staff interactions. Evaluation criteria may include, but are not limited to, material strength, resistance to wear and tear, user safety considerations, construction quality, functionality, and overall performance during product testing or evaluation. Different evaluation methods may be used depending on the item being reviewed. However, documented justification supporting the award decision will be maintained at a minimum. Awards will not be made solely based on the lowest price, but rather on the product(s) determined to provide the best overall value and meet the agency's operational, safety, and detention specific requirements.

2.4 Location of Work.

The location(s) where work is to be performed, completed, or delivered to is 1201 Orient Road Tampa Florida 33619.

2.4.1 The HCSO will not provide workspace for the Supplier.

2.5 Minimum Qualification Requirements.

Suppliers may be required to furnish written evidence that they maintain permanent places of business and have sufficient equipment, finances, and personnel to furnish the goods and/or services offered in a satisfactory and expeditious manner and are able to meet the terms and conditions as set forth herein. The HCSO reserves the right to inspect the Supplier's place(s) of business and equipment prior to award of any contract, for the purpose of making these determinations. Supplier personnel who will be working in HCSO facilities or on HCSO property may be required to undergo a background check at HCSO expense. The completed Supplier Packet must be attached as APPENDIX I and must be returned with your TC Response along with copies of all requested documents. Suppliers must present an IRS verifiable W9 form, be registered to do business in the State of Florida, and not be listed as convicted, suspended, or on the excluded parties list of Florida's Department of Management Services.

2.6 Time for Consideration.

The Supplier warrants, by virtue of submitting a quote, the prices quoted in their response will be good for a period of 60 calendar days from the due date of quotes. Suppliers will not be allowed to withdraw or modify their Quotes after the opening time and date.

2.7 Warranty.

The material(s) shall be guaranteed to be free of defects in composition, conception, and workmanship for a period of at least six (6) months from the date of acceptance. Any parts or portion found not in accordance with this specification will be rejected and returned to the Supplier at their expense for immediate replacement.

2.8 Condition of Materials and Packaging.

Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this TC shall be newly manufactured, latest model and design, and in first class condition; and that all containers shall be new, suitable for storage or shipment and in compliance with all applicable laws relating to construction, packaging, labeling and registration.

END OF SECTION

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Section 3 General Process Information

3.1 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), Veteran-Owned Small Business (VOSB/SDVOSB), 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.

3.2 Delivery.

The product(s) ordered shall be delivered in accordance with the estimated time for delivery identified in TC Response. Failure to do so shall be considered a breach of Contract, or default, and the HCSO may utilize its options as stated herein.

3.2.1 Deliveries resulting from this TC are to be made during the normal working hours of the HCSO. It is the Supplier's responsibility to obtain this information.

3.2.2 Any backordered product(s) shall be made available within 60 calendar days of the time of backorder (original date of receipt). If the back order cannot be filled within the time frame of this requirement, the HCSO's Financial Services Division shall be notified, in writing, thus permitting the HCSO to obtain the required materials/items and/or exercise its options as stated herein.

3.3 Claims.

The Awarded Supplier will immediately replace missing or damaged items and will be responsible for making all claims against carriers.

3.4 Invoicing and Payments.

The Supplier shall invoice the HCSO for Work completed and/or items delivered. All invoices must have a unique invoice number and shall include the HCSO Purchase Order (PO) number. Invoices shall be e-mailed to AccountsPayable@HCSO.Tampa.FL.US.

- 3.4.1 At a minimum all invoices for Work completed shall include:
- Site location where Work was performed.
 - Description of Work completed.
 - A statement that all Work completed meets state and local codes.

- Costs for supplies, parts and equipment.
- Supporting documentation for the Supplier's parts cost must be readily available to the HCSO for review.
- Labor hours by labor type, labor hourly rate, and labor total (labor hours x labor rate).

3.4.2 At a minimum all invoices for items/materials delivered shall include:

- Ship-to location
- Items shipped including quantity and stock numbers.
- For items priced using a percentage factor, the invoice must include the base or manufacturer's price, the percentage factor and the final price. Supporting documentation for base prices must be readily available to the HCSO for review.

3.4.3 ACH and HCSO Purchasing Card (P-Card) are the accepted methods of payment; please inquire at (813) 247-8276 or AccountsPayable@HCSO.Tampa.FL.US.

3.4.4 Payment shall be made in accordance with Chapter 218, Part VII, *Florida Statutes*, which states the Supplier's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices. Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed 45 calendar days from the date of receipt of a properly approved application/invoice.

3.5 Escalation/De-escalation.

The Awarded Supplier(s) must notify the HCSO's Financial Services Division of the price escalation/de-escalation request a minimum of 60 calendar days prior to the end of the initial three (3) year period for which the TC was awarded for it to be considered. The price escalation request must be due to a factor beyond the control of the Supplier and can be no more than the percentage of increase passed through to the Supplier by the manufacturer. At the time of request, the Supplier must furnish written substantiation of increase by its supplier/manufacturer to the HCSO. Said substantiation shall be in the form of invoices, receipts and/or other appropriate documentation showing costs in effect at the time of the TC versus cost in effect at the time of the request for price escalation. Any price increase must be substantiated to the satisfaction of the HCSO and shall only be effective upon acceptance by HCSO in writing.

A price escalation request outside of the renewal process may be accepted. These requests must reference/cite and include any source materials used to form the basis of the proposed justification but must not include historical information prior to the initial contract term. They must also include the same written substantiation documentation as mentioned in the paragraph above. The HCSO will research Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related indicators or sources and conduct an analysis to determine 1) if the submitted justification and evidence are sufficient, 2) the requested price escalation is fair and reasonable, and 3) if approving the request is in the HCSO's best interest. The HCSO reserves the right to negotiate, accept or reject the request, or terminate and re-solicit the contract.

3.6 Addition/Deletion.

The HCSO reserves the right to add or delete any items from this TC or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the TC will be considered amendments. Any additions or deletions to the Contract will constitute a Change Order and must be executed in writing and approved by the CFO. The Change Order will consist of a memo to the CFO describing the justification

for the item's addition accompanied by the Awarded Supplier's written, fixed price quote for each item to be added. If approved by the CFO, the item will be added to the Contract and recorded on the original TC tabulation/price sheet.

3.7 Acceptance and Rejection.

The HCSO reserves the right to reject any or all TC Responses, for cause, to waive irregularities, if any, and to accept the Quote (or Quotes) 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 TC options or resulting contract(s) when deemed to be in the best interest of the HCSO.

3.8 Cancellation.

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

- 10 calendar days' written notice with cause, or;
- 30 calendar days' written notice without cause.

If it becomes necessary to terminate the Contract without cause, all items and/or materials provided through the date of receipt of written notice of cancellation may be invoiced to the HCSO, and will be considered for payment providing documentation of said expenses are forwarded with the request for payment. An award may be made to the next best responsive and responsible Supplier based on evaluation, or articles specified may be purchased on the open market similar to those to terminated.

3.9 Default.

The Contract may be cancelled or nullified by the HCSO's CFO in whole, or in part, by written notice of default to the Awarded Supplier(s) upon non-performance or violation of Contract terms. An award may be made to the next best responsive and responsible Supplier based on evaluation, or articles specified may be purchased on the open market similar to those to terminated. Failure of the Awarded Supplier to deliver materials, or items within the time stipulated in this TC, unless extended in writing by the Financial Services Division, shall constitute Contract Default. Awarded Suppliers who default on contracts may be removed from the HCSO Supplier List and determined ineligible for future contracts at the discretion of the CFO.

3.10 Next Best Quote.

In the event of a default by the Awarded Supplier, or cancellation by the HCSO, the HCSO reserves the right to utilize the next most responsive and responsible Supplier. In the event of this occurrence, the new Awarded Supplier shall be required to provide the TC items at the prices as contained in their TC Response, for the remainder of the award period.

3.11 Award.

Award shall be made to the most Responsive and Responsible Supplier meeting specifications, price and other factors considered. HCSO reserves the right to award by line item or by overall total, whichever is deemed in the best interest of HCSO and/or Hillsborough County. Awards may be made to more than one (1) Supplier to ensure that inventory supply is maintained and/or work is completed in a timely manner.

If the HCSO awards the entire TC, or line items, to more than one (1) Supplier then orders will be placed as needed. The determination of which awarded vendor the HCSO will place order with will be decided by price, lead times and other operational needs at the time of the order.

Quotes and Suppliers determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation. Tabulation of the TC prices and Supplier rankings, if applicable, will be published at the time of Award.

Notification of Award will be sent to the Suppliers receiving the Award. TC results will be published on the HCSO website at <https://teamHCSO.com/Purchasing> and DemandStar.com.

3.12 Exclusivity.

The parties expressly acknowledge that this Term Contract or Awarded Agreement does not create an exclusive relationship between the parties. HCSO is free to engage others to perform services of the same or similar nature to those provided by the Awarded Supplier, and the Awarded Supplier shall be entitled to offer and provide services to others, solicit other clients, and otherwise advertise the services offered by the Awarded Supplier.

3.13 Protests.

Any prospective Supplier who disputes the reasonableness or appropriateness of the notice of Award, or notice of rejection, for any or all Quotes, 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.

3.13.1 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 issue. Upon completion of this review process, the Buyer will make a recommendation to the Chief Financial Officer (CFO).

3.13.2 The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the protesting 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. The Sheriff will make the final decision of an appeal.

END OF SECTION

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Section 4 TC Response

4.1 TC Contact Information.

Provide the contact information for the individual submitting this TC Response. (Please print the information below.)

Company Name:

Contact Name and Title:

Address:

City:

State:

Zip Code:

Office Phone:

Mobile Phone:

Fax:

E-Mail Address:

Describe the preferred method of contact for questions regarding this quote submission below:

4.2 Supplier Order Instructions.

Describe the preferred method of contact to request service.

Company Name:

Contact Name and Title:

Address:

City:

State:

Zip Code:

Office Phone:

Mobile Phone:

Fax:

E-Mail Address:

Company Website:

4.3 Exceptions.

Any representation (below) or exception(s) may cause this TC Package to be rejected by the HCSO. All Suppliers should carefully read the entire document.

The following represents every deviation (itemized by number) to the foregoing Sections of this TC, to wit. If there is no exception, please write "None," or "N/A."

4.4 Pricing Matrix.

See Appendix II attached.

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4.5 Statement of No Participation.

If, for any reason, you are unable or unwilling to participate in this TC at this time, please complete and return this Statement of No Participation to the e-mail Purchasing@HCSO.Tampa.FL.US or by fax at (813) 242-1826. Your choices or comments below will assist us in properly notifying you of future opportunities.

| <u>Specifications</u> | Nature of Award |
|--|--|
| <input type="checkbox"/> Specifications are too "tight" (i.e., limited to one brand or manufacturer) | <input type="checkbox"/> Insufficient time was provided for response |
| <input type="checkbox"/> Unable to meet specifications | <input type="checkbox"/> Product or an equivalent is not offered |
| <input type="checkbox"/> Specifications are unclear | <input type="checkbox"/> Other |

Please provide an explanation:

We request to:

| | |
|--|--|
| <input type="checkbox"/> remain on HCSO's list for future solicitations in this service category | <input type="checkbox"/> be removed from HCSO's list for future solicitations in this service category |
|--|--|

Company Name: _____

Officer Name and Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone: _____ Mobile Phone: _____ Fax: _____

E-Mail Address: _____

Signature of Officer: _____ Date: _____

4.7 TC Checklist.

To ensure your submission is found responsive, please ensure you have included all the requested items in this Solicitation. These may include at the minimum the items notated below. Failure to verify all requested items are included in your Response, regardless of whether included on this Checklist, may be grounds for your Response to be rejected.

- One (1) electronic copy provided on Euna OpenBids or emailed to Buyer listed the completed TC Package to include, at a minimum, all Sections requiring a Signature in their entirety.
- Signatures as required for Acknowledgments, Participation, Affirmations, Addenda, Change Orders, etc.
- Any Addenda or Amendments (Signatures required)
- Appendix I – *Supplier Application* to include the completed Application, W9, ACH Authorization with valid secondary verification method, Business Tax Receipt or other government issued business license regardless of current application status.
- Appendix II – *Pricing Matrix*
- Section 4 TC Response to include 1) order instructions, 2) references, 3) exceptions, 5) Signature of acknowledgment, etc.
- Required samples of proposed items submitted on or before due date listed in Section 4.8.
- Requested manufacturer's literature and warranty information, when applicable.
- Properly labeled outermost layer of packaging to meet submission requirements.

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4.8 TC Sample Packaging Label.

Below is the information required on the outermost packaging of your TC package **only if samples are provided**. Use this as a label.

| | |
|---|--|
| URGENT - SEALED SUBMITTAL SAMPLES ENCLOSED | |
| URGENT | HILLSBOROUGH COUNTY SHERIFF'S OFFICE |
| | SHERIFF'S OPERATIONS CENTER |
| | ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION |
| | 2008 EAST 8 TH AVE |
| | TAMPA FL 33605 |
| | <u>TC SAMPLES ONLY PACKAGE SUBMITTAL</u> |
| | From: _____ |
| TC# 2026-014 | |
| INMATE PERSONAL GROOMING SUPPLIES | |
| SAMPLE DUE DATE/TIME: | |
| June 16, 2026, 3:00 p.m. EDT | |
| URGENT | |

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4.9 Attachments, Number and Description or Contents

Appendix I – Completed Supplier Packet (ATTACHED)

Appendix II – Pricing Matrix (ATTACHED)

END OF SECTION

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