

**HILLSBOROUGH COUNTY  
SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

Invitation to Bid No. 17-19

Inmate Linens and Bath Towels

October 13, 2019

## **HILLSBOROUGH COUNTY SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

2008 E. 8th Avenue  
Tampa, FL 33605

Carly Cartwright, General Manager I  
813-247-8964  
cbrauner@hcsso.tampa.fl.us

### **INSTRUCTIONS TO BIDDERS**

Included herein are General Terms and Conditions (Part A), Special Provisions (Part B), and Bid Response (Part C), which together with all attachments, constitute the entire "Bid Package". Said Bid Package must be the basis upon which all bids are offered and must be kept together and returned, intact, by the time and at the place specified herein. The Bidder must manually sign the General Terms and Conditions (Part A) and Bid Response (Part C). Any questions concerning this Invitation to Bid (Bid) should be directed to the General Manager I whose name appears above.

When awarded, the Bid Package becomes the "**Contract Document**". The Bidder's signature on the Bid Response (Part C), constitutes Bidder's agreement to the terms therein. The signature on the Bid Package must be that of an Officer of the Company, or an individual authorized to commit the Company to a legal and binding Contract. **READ THE ENTIRE BID PACKAGE CAREFULLY BEFORE SIGNING.**

### **NOTICE TO BIDDERS**

**WHEN SUBMITTING A SEALED BID PACKAGE, CLEARLY MARK THE PACKAGE  
AS A BID DOCUMENT ON THE OUTSIDE OF THE ENVELOPE OR BOX.  
INCLUDE THE BID NUMBER AND THE DATE AND TIME OF THE BID OPENING.**

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<b>PROPOSED SCHEDULE OF EVENTS</b>	<b>DATE</b>
BID ADVERTISED / POSTED TO HCSO AND OSD WEBSITES	10/13/19
DEADLINE TO SUBMIT BID	10/28/19
AWARD NOTIFICATION TARGET DATE	11/8/19

**Hillsborough County Sheriff's Office  
2008 East 8<sup>th</sup> Avenue  
Tampa, Florida 33605**

**SUBJECT:** INVITATION TO BID 17-19

**BID TITLE:** Inmate Linens and Bath Towels

**OPENING DATE & TIME:** October 28, 2019 @ 3:00 PM

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

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

**PART A - GENERAL TERMS AND CONDITIONS:**

1. Bids: Must be contained in a SEALED envelope addressed to: Chad Chronister, Sheriff, 2008 East 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the Bid must be marked as a BID DOCUMENT (including the Bid number, date, and time of Bid opening) on the outside of the envelope.

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

2. Bid Delivery: The responsibility for getting the Bid to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Bidder. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Bidder shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Bids will not be accepted after the time specified for receipt. Such bids shall be returned to the Bidder unopened with the notation "This Bid was received after the time designated for the receipt and opening of bids".
3. On-Line Documents: The HCSO is publishing documents on its website <http://www.hcso.tampa.fl.us> for the convenience of companies wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a bid.
4. Time for Consideration: Bidder warrants, by virtue of bidding, the prices quoted in their response will be good for an evaluation period of 60 calendar days from the date of bid opening unless otherwise stated. Bidders will not be allowed to withdraw or modify their Bids after the opening time and date.
5. Prices: All bids submitted must show the net bid price after any and all discounts allowable have been deducted. **Prices quoted are to be F.O.B. Destination.** All prices shall include freight (to include manufacturer to distributor), packaging, and any other similar fees. The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the successful Bidder.



The Bidder'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 Bid, and that all applicable taxes and fees shall be deemed to have been included in the Bid Response (Part C) as part of the materials cost, when applicable.

6. Bid Errors: When errors are found in the extension of bid prices, the unit price will govern. Bids having erasures or corrections must be initialed in ink by the Bidder.
7. Condition of Materials and Packaging: Unless otherwise indicated, it is understood and agreed that any product offered or shipped on this Bid shall be NEW and in FIRST CLASS CONDITION or FIRST QUALITY, that all containers shall be NEW and suitable for storage or shipment, and that prices include standard commercial packaging for the items shipped.
8. Claims: The Awarded Vendor will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
9. When to Make Delivery: Deliveries resulting from this Bid are to be made during the normal working hours of the HCSO. It is the Bidder's responsibility to obtain this information.
10. Manufacturer's Name: Any manufacturers' names, trade names, brand names information, and/or catalog numbers used herein are for purpose of description, reference, and establishing general quality levels. Such references are not intended to be restrictive and products of any manufacturer may be offered if they are approved as equals. The determination as to whether any alternate product or service is or is not equal shall be made by the HCSO and such determination shall be final and binding upon all Bidders.
11. Information and Descriptive Literature: Bidders must furnish all information requested in the Bid. If specified, each Bidder must submit samples, cuts, sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature submitted with previous responses will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
12. Bid Submittal Costs: Submittal of a Bid is solely at the cost of the Bidder and the HCSO in no way is liable or obligates itself for any cost incurred by the Bidder in preparing the Bid Package.
13. No Bid: If you do not wish to submit a response to the Bid, please return the Statement of "No Bid" found on page 20. The no bid information is helpful to the process and assures the HCSO you wish to remain on the HCSO Vendor List.
14. Compliance with Occupational Safety and Health Act (OSHA): The Bidder certifies that all material/items contained in their response meets all OSHA requirements.
15. Laws, Statutes, and Ordinances: The terms and conditions of the Bid and the resulting Agreement shall be construed in accordance with the laws, statutes, and ordinances of the State of Florida and Hillsborough County. Where State Statutes and regulations are referenced, they shall be interpreted to apply to this Bid and to the resulting Agreement. While the Sheriff is not bound by Chapter 287, Fla. Stat., in the spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.
16. Acceptance and Rejection: The HCSO reserves the right to reject any or all bids, for cause, to waive irregularities, if any, and to accept the Bid or Bids which, in the judgment of the Sheriff, is in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any bid

options or resulting contract(s) when deemed to be in the best interest of the HCSO.

17. Appropriations of Funds: The HCSO, as an entity of Government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this Bid for each and every fiscal year following the fiscal year in which this Contract is executed and entered into, and for which the Contract shall remain in effect. The HCSO shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the Contract, provide prompt written notice of such event and effective 30 calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such Contract.
18. Protests: Any prospective Bidder who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all Bids will submit a notice of protest in writing within 72 hours (excluding HCSO holidays, Saturdays and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.

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

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

19. Public Entity Crimes: Pursuant to §§287.132-133, Fla. Stats., the HCSO, as a public entity, may not accept any bid, proposal or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, Fla. Stat., for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that the person or affiliate was placed on the convicted vendor list, unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), Fla. Stat. If you submit a proposal in response to this Bid, you are certifying that §§287.132-.133, Fla. Stats. does not restrict your submission.
20. Public Records: Any material submitted in response to this Bid will become a public document pursuant to §119.07, Fla. Stat. This includes material which the respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, Fla. Stat. The Bidder agrees to comply with §119.0701, Fla. Stat. regarding maintenance and provision of access to all public records generated by this Contract with the HCSO.

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

**If the Bidder has questions regarding the application of Chapter 119, Florida Statutes, to the Bidder's duty to provide public records relating to this**

**Contract, contact the custodian of public records at: HCSO Records Section,  
1900 East 9<sup>th</sup> Avenue, Tampa, Florida 33605, Phone 813-247-8210 or email at  
[hcsorecords@hcsso.tampa.fl.us](mailto:hcsorecords@hcsso.tampa.fl.us)**

CHAD CHRONISTER, SHERIFF  
HILLSBOROUGH COUNTY, FLORIDA

By: *Paula Gair* A/CFO  
Christina R. Porter, CPA  
Chief Financial Officer

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Company Officer

\_\_\_\_\_  
Date

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID AFTER COMPLETING PARAGRAPH 21. EACH COMPANY'S BID, AND ANY CLARIFICATIONS TO THAT BID, AS WELL AS ALL AMENDMENTS OR ADDENDA TO THIS DOCUMENT SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE COMPANY IN CONTRACT. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN THE BID RESPONSE, EXCEPTIONS (PART C, PARAGRAPH 1).

## PART B - SPECIAL PROVISIONS

### 1. IN GENERAL

The purpose of this Invitation to Bid (Bid) is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) to secure a company for the procurement of linens and bath towels for use by inmates within the HCSO detention facilities.

### 2. SPECIFICATIONS AND SCOPE OF WORK

The requirements of this Bid include furnishing and delivering linens to include blankets, wash cloths, fitted sheets, flat sheets, pillow cases, and bath towels for use by inmates within the HCSO detention facilities. Inventory quantities of the listed items are maintained and ordered on an as-needed basis.

The items as specified herein are to be delivered to the location below:

Hillsborough County Sheriff's Office  
Orient Road Supply Warehouse  
1201 Orient Road  
Tampa, Florida 33619

**Two (2) samples of each proposed item are required for testing and evaluation by detention safety compliance and laundry personnel prior to award.** Samples shall be individually labeled with the Vendor's name and item number and sent separately from the Bid Package to the location below:

Hillsborough County Sheriff's Office  
Attn: Carly Cartwright  
2214 N. Falkenburg Road  
Tampa, Florida 33619

### 3. ESTIMATED QUANTITIES

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

### 4. COMMUNICATION BETWEEN PARTIES

All questions in regard to this Bid are to be directed, in writing, to the General Manager I: Carly Cartwright at [cbrauner@hcsso.tampa.fl.us](mailto:cbrauner@hcsso.tampa.fl.us) or by fax at 813-242-1851. No communication is allowed, either directly or indirectly, with any other HCSO employee in regard to this Bid prior to the notice of award.

In the interest of public access, all documents relating to this Bid will be posted to the HCSO website at <http://www.hcsso.tampa.fl.us>. This will include Q & A responses, amendments, addenda, etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the General Manager I utilizes for convenience of the parties involved.

### 5. SUBSTITUTION

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



6. BIDDER QUALIFICATIONS

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

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

The Vendor Packet attached as Appendix I must be returned with your Bid Response along with copies of Hillsborough County Business Tax Receipt or other local government business license(s).

7. BRAND NAMES

Bidders should submit the product make and model they believe will offer the best performance and economic value to the HCSO. Manufacturer's specification sheets must be furnished with the Bid Response. Justify the choice of product with references to the elements considered in making the recommendation. The evaluation of bids and the determination as to quality of product or equipment offered shall be the sole and final responsibility of the HCSO.

8. CONFLICT OF INTEREST

The Bidder agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, Fla. Stat. regarding Standards of conduct for public officers, employees of agencies, and local government attorneys.

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

9. AWARD

Award shall be made to the most responsive Bid and responsible Bidder meeting specifications, price, and other factors considered. The HCSO reserves the right to award by line item or by overall total, whichever is deemed in the best interest of the HCSO.

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

Award or No Award notifications will be sent to all Bidders. Bid results will be available on the HCSO website <http://www.hcso.tampa.fl.us>, on the Purchasing Page.

10. BID OPENING

Bidders are welcome to attend the bid opening where Bidder names will be read and unit prices read if requested. Award will be dependent upon the determination that the Bids are responsive, Bidders are responsible, and any other evaluation criteria stated in the Bid document. Bids and Bidders determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation. Tabulation of the Bid prices and Bidder rankings, if applicable, will be published at the time of Award. All Bidders responding with a Bid will receive a copy of the Bid tabulation.

11. CONTRACT PERIOD

The Contract shall be effective for one (1) year from the date of award. By written mutual consent between the HCSO and the Awarded Vendor(s), the Contract may be extended on an annual basis for up to four (4) additional one (1) year periods.

12. ESCALATION/DE-ESCALATION

The HCSO will allow an escalation/de-escalation provision in this Bid. The escalation/de-escalation will be allowed provided the Awarded Vendor(s) notify the HCSO, Financial Services Division, of the pending increase or decrease a minimum of 60 calendar days prior to the end of each renewal period for which the Bid was awarded. Said notification shall consist of manufacturer's proof of increase and shall include each individual item, the amount of increase/decrease, and the applicable Bid Item Number. Failure to comply with these instructions shall be grounds for disallowance of the escalation/de-escalation clause as stated herein.

13. ADDITION/DELETION

The HCSO reserves the right to add or delete any items from this Bid or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the Bid will be considered amendments. Any additions or deletions to the Contract will constitute a Change Order and must be executed in writing and approved by the Chief Financial Officer (CFO). The Change Order will consist of a memo to the CFO describing the justification for the item addition accompanied by the Awarded Vendor'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 Bid tabulation/price sheet.

14. CANCELATION

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

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

If it becomes necessary to terminate the Contract without cause, all 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 Bid and responsible Bidder based on evaluation, or articles specified may be purchased on the open market similar to those so terminated.

15. DEFAULT

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

16. NEXT BEST BIDDER

In the event of a default by the Awarded Vendor, or cancelation by HCSO, the HCSO reserves the right to utilize the next best responsive Bid and responsible Bidder. In the event of this occurrence, the new Awarded Vendor shall be required to provide the Bid items at the prices as contained in their Bid Response (Part C), for the remainder of the award period.

17. DELIVERY

Product(s) ordered shall be delivered in accordance with Estimated Time for Delivery identified in Bid Response (Part C). Failure to do so shall be considered a breach of Contract or default and the HCSO may utilize its options as stated herein.

Any backordered product(s) shall be made available within 15 calendar days of the time of backorder. If the backorder cannot be filled within the time frame of this requirement, the HCSO, Warehouse Supply Section, shall to be notified, in writing, thus permitting the HCSO to obtain the required materials/items and/or exercise its options as stated herein.

18. EMERGENCY

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

19. INVOICING AND PAYMENTS

The Awarded Vendor(s) shall invoice the HCSO for material(s)/item(s) as delivered. All invoices must have a unique invoice number and include: shipping location, description and quantity of items shipped, stock number, and unit price. Include the HCSO purchase order number on invoices unless payment is made by HCSO Purchasing Card. Payment shall be made in accordance with §215.422, Fla. Stat. which states the Vendor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices. Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed 45 calendar days from date of receipt of a properly approved application/invoice.

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

Or emailed to: [accountspayable@hcsotampa.fl.us](mailto:accountspayable@hcsotampa.fl.us)



ACH and HCSO Purchasing Card are preferred methods of payment, and available upon request and authorization. Please inquire at [accountspayable@hcsso.tampa.fl.us](mailto:accountspayable@hcsso.tampa.fl.us) or at 813-247-8276.

20. EXCEPTIONS TO BID

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

21. GOVERNMENTAL PURCHASING COUNCILS

All bids received shall be considered as bids to all members of the Hillsborough County Governmental and The Tampa Bay Area Cooperative Purchasing Councils. Said members may, at their discretion, utilize this Bid.

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



### PART C - BID RESPONSE

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

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

\* \* \* USE INK ONLY \* \* \*

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS

## BID PACKAGE TO BE CONSIDERED BY THE HCSO

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

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

[illegible]

## 2. PRICING

The undersigned has carefully examined the Bid Package and all conditions affecting the cost of the item(s) required by the HCSO.

The undersigned certifies that any exceptions to the Bid specifications are noted in the Bid Response (Part C). All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award may be cause for cancelation of award.

Time for delivery After Receipt of Order (ARO) shall be in calendar days.

We hereby propose to furnish the below described item(s) in accordance with the Bid Package, except as noted on attached Exceptions Form:

DESCRIPTION:					Est. Annual Usage	
Blanket: Gray, 100% recycled materials (Poly, Acrylic, Cotton), 66" x 90" finished size, machine washable & dryable, hemmed on all four sides with lock stitched manufacturer's label to identify origin and material content.					1,500 each	
Item	Please provide the brand name, manufacturer item number, and brief description:	Minimum Order Qty.	Item Number	Delivery ARO	Price Each	Qty. Per Case
A1				days	\$ each	
A2				days	\$ each	
DESCRIPTION:					Est. Annual Usage	
Wash Cloth: White, 86% cotton / 14% polyester, terry cloth, 12" x 12" square finished size, hemmed on all four sides, minimum weight of one pound per dozen with lock stitched manufacturer's label to identify origin and material content.					7,200 each	
Item	Please provide the brand name, manufacturer item number, and brief description:	Minimum Order Qty.	Item Number	Delivery ARO	Price Each	Qty. Per Case
B1				days	\$ each	
B2				days	\$ each	

DESCRIPTION:					Est. Annual Usage	
Fitted Sheet: White, 50% cotton / 50% polyester (+/- 5%), weight of 4.3 ounces per square yard, finished size to fit mattress size 30" x 76" x 5", lengthwise edge to be salvage edged, elastic to go across full crosswise grain (with elastic size of 3/8", +/- 1/8"), elastic shall be lock stitched, shrinkage not to exceed 5% with lock stitched manufacturer's label to identify origin and material content.					5,400 each	
Item	Please provide the brand name, manufacturer item number, and brief description:	Minimum Order Qty.	Item Number	Delivery ARO	Price Each	Qty. Per Case
C1				days	\$ each	
C2				days	\$ each	
DESCRIPTION:					Est. Annual Usage	
Flat Sheet: White, 50% cotton / 50 % polyester (+/- 5%), weight of 4.3 ounces per square yard, finished size to fit mattress size 66" x 96" (+/- 1/2"), lengthwise edge to be salvage edged, crosswise grain edge to be hemmed and lock stitched, shrinkage not to exceed 5% with lock stitched manufacturer's label to identify origin and material content.					6,000 each	
Item	Please provide the brand name, manufacturer item number, and brief description:	Minimum Order Qty.	Item Number	Delivery ARO	Price Each	Qty. Per Case
D1				days	\$ each	
D2				days	\$ each	

<b>DESCRIPTION:</b>					<b>Est. Annual Usage</b>	
Pillow Case: White, standard size, 50% cotton / 50% polyester (+/- 5%), weight of 4.3 ounces per square yard, cut size 42" x 34", finished size 21.5" x 29" (+/- 1"), hem of 1 1/2" (+/- 1/2") to be lock stitched, seams constructed with safety stitch, shrinkage not to exceed 5% with lock stitched manufacturer's label to identify origin and material content.					7,800 each	
<b>Item</b>	<b>Please provide the brand name, manufacturer item number, and brief description:</b>	<b>Minimum Order Qty.</b>	<b>Item Number</b>	<b>Delivery ARO</b>	<b>Price Each</b>	<b>Qty. Per Case</b>
E1				days	\$ each	
E2				days	\$ each	
<b>DESCRIPTION:</b>					<b>Est. Annual Usage</b>	
Bath Towel: White, 100% cotton and/or 85/15% cotton/polyester blend, 20" x 40" minimum finished size, 22" x 44" maximum finished size, 5.5 to 6.0 pounds per dozen, must be hemmed on all four sides with lock stitched manufacturer's label to identify origin and material content.					16,800 each	
<b>Item</b>	<b>Please provide the brand name, manufacturer item number, and brief description:</b>	<b>Minimum Order Qty.</b>	<b>Item Number</b>	<b>Delivery ARO</b>	<b>Price Each</b>	<b>Qty. Per Case</b>
F1				days	\$ each	
F2				days	\$ each	



3. VENDOR ORDER INSTRUCTIONS

Describe the preferred method of contact to place an order.

\_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

4. AFFIRMATION AND DECLARATION

At this present time we understand all requirements and warrant that as a serious Bidder we will comply with all the stipulations included in the Bid Package. **The undersigned must be an officer of the company or a designated agent empowered to bind the company in contract.**

The below named Bidder affirms and declares:

- a) That Bidder is of lawful age and that no other person, firm, or corporation has any interest in this Bid offered to be entered into;
- b) That this Bid is made without any understanding, agreement, or connection with any other person, firm, or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud;
- c) That the Bidder is not in arrears to Hillsborough County or the HCSO upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the HCSO;
- d) That no officer, employee, or person whose salary is payable in whole, or in part, from HCSO, is, shall be, or become interested, directly or indirectly, surety or otherwise in this Bid Response; in the performance of the Contract; in the supplies, materials, equipment, and Work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees that this Bid shall remain open for 60 days following the opening of bids.

Respectfully submitted by,

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Print Signer's Name Date

\_\_\_\_\_  
Signature of Company Officer Title

REFERENCE LIST

**Provide a minimum of three (3) references of customers in which you supplied a similar service, product or equipment. Do not include Hillsborough County Sheriff's Office as one of your references.**

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

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

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

STATEMENT OF NO BID

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

HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
 FINANCIAL SERVICES DIVISION  
 Email to: [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us)  
 Or Fax 813-242-1826

We, the undersigned, have declined to respond on Bid No. 17-19 for Inmate Linens & Bath Towels for the following reasons:

- \_\_\_\_\_ Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).
- \_\_\_\_\_ Insufficient time to respond.
- \_\_\_\_\_ We do not offer this product or an equivalent.
- \_\_\_\_\_ Our Product schedule would not permit us to perform.
- \_\_\_\_\_ Unable to meet specifications.
- \_\_\_\_\_ Unable to meet Bond Requirements.
- \_\_\_\_\_ Specifications unclear (explain below).
- \_\_\_\_\_ Other (specify below)

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

COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_

COMPANY OFFICER \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_



**BID CHECKLIST**

**Company Name:** \_\_\_\_\_

**Include this checklist as a cover page with your Bid Package:**

- ☐ ONE (1) ORIGINAL AND ONE (1) COPY of the entire Bid.
- ☐ SIGNATURES required Parts A and C.
- ☐ Any Addenda or Amendments (Signatures required).
- ☐ Completed Part C including pricing and signature page.
- ☐ Appendix I, Vendor Packet to include completed Vendor Application, W9 and Business Tax Receipt.
- ☐ Professional Licenses (if applicable).
- ☐ Manufacturer literature and warranty information.
- ☐ Samples required to be provided under separate cover.

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

CHAD CHRONISTER, SHERIFF  
2008 E. 8<sup>TH</sup> AVE  
TAMPA FL 33605

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

BID PACKAGE SUBMITTAL

From: \_\_\_\_\_

BID # 17-19  
INMATE LINENS AND BATH TOWELS

OPENING DATE/TIME:  
October 28, 2019 @ 3:00 PM

**APPENDIX-I**  
**VENDOR PACKET**

## Vendor Application Form

Chad Chronister, Sheriff  
Hillsborough County Sheriff's Office  
2008 E. 8<sup>th</sup> Avenue, Tampa, Florida 33605  
[www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us)



Purchasing Section  
Phone: 813-247-8034  
[purchasing@hcso.tampa.fl.us](mailto:purchasing@hcso.tampa.fl.us)

To establish your business as a vendor to the Hillsborough County Sheriff's Office,  
provide the following documentation along with this completed application:

- ☒ Completed and Signed IRS Form W9 (W8 for Foreign Based Company).
- ☒ Business Tax Receipt from Hillsborough County or other municipality's business license.
- ☒ Certificates of Liability & Workers' Compensation Insurance (for on-site service providers.)
- ☒ If your company is an LLC or LLP filing as a Corporation, provide IRS Form 8832 or Form 2553 to prevent receipt of an IRS Form 1099.
- ☒ Provide Federal, State or County certificates for Minority, Veteran, Women, or Small Business Ownership

Send completed forms to [purchasing@hcso.tampa.fl.us](mailto:purchasing@hcso.tampa.fl.us) or fax to 813-242-1826.

Refer to the HCSO Purchasing page at [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us) for additional information.

Business Name (as shown on your invoice): \_\_\_\_\_

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

Federal Tax ID No. \_\_\_\_\_ OR Social Security No. \_\_\_\_\_

Tax Status: C-Corp ☐ S-Corp ☐ Individual/Sole Proprietor (1099) ☐ LLC/LLP (1099) ☐

Certified: Minority Owned ☐ Small Business Owner ☐ Veteran Owned ☐ Women Owned ☐  
(Include Certificate)

Business Type: Commodity ☐ Services ☐ Visa Accepted: Yes ☐ No ☐

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Remit Address (for payment by check): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Procurement Code Category (see PC List):# \_\_\_\_\_

Additional Information: \_\_\_\_\_

### SALES CONTACT

Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ACCOUNTING CONTACT

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

To receive electronic payments please complete the  
Direct Deposit Payment Authorization Form available on  
the HCSO Purchasing page at [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us).

### HSCSO FSD USE ONLY:

Vendor ABN Assigned: \_\_\_\_\_ Search Type: V LV USS Other \_\_\_\_\_ RMT #: \_\_\_\_\_

ACH Payments Active: Yes No Tax Status: C N P X 1099 Reporting Code: A1 A3 A6 A7 AC

HCSO Staff Requesting Vendor ABN: \_\_\_\_\_ ABN: \_\_\_\_\_

Convictions, Suspensions, or Federal Exclusions: Yes No If Yes, please explain: \_\_\_\_\_

Completed by: \_\_\_\_\_ ABN: \_\_\_\_\_ Date: \_\_\_\_\_ Verified by: \_\_\_\_\_ ABN: \_\_\_\_\_ Date: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code	
<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
				-			-		
<b>or</b>									
<b>Employer identification number</b>									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign  
Here**

Signature of  
U.S. person ►

Date ►

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

# HILLSBOROUGH COUNTY SHERIFF'S OFFICE

CHAD CHRONISTER, SHERIFF

TAMPA, FL



## Direct Deposit Payment Authorization Form

Please complete this form if you would like to receive payments through the Automatic Clearing House System (ACH) in lieu of a check. Upon deployment, payees will be notified via e-mail that a payment has been sent to their financial institution. **Please note that it may take up to two weeks from receipt of this form by the Hillsborough County Sheriff's Office for initial setup and pre-noting through the ACH System.**

### Payee Information:

Payee Name (Entity Name or Name of Individual)

SSN or EIN

E-mail address

Phone Number

### Financial Institution Information:

Bank Name:

Address:

Routing Transit Number (9 digits):

Account Number:

☐

Checking Account - Attach a blank voided check here

☐

Savings Account - Attach a blank voided deposit slip here

### Payee Certification:

By signing this form, I authorize payments to be sent to the financial institution named above to be deposited to the designated account by the Hillsborough County Sheriff's Office for goods/services rendered, reimbursements, or other transactions and, if necessary, to initiate debit entries and adjustments for any credit entries (deposits) made in error. This authorization shall remain in full force and effect until withdrawn in writing with sufficient notice to allow adequate time to effect termination.

Name and Title

Signature

Date

Please return completed form and blank voided check to the following address or email:

Hillsborough County Sheriff's Office

ATTN: Accounts Payable

2008 East 8th Avenue

Tampa, Florida 33605

[accountspayable@hcsotampa.fl.us](mailto:accountspayable@hcsotampa.fl.us)

**FSD Use Only**

Vendor ABN: \_\_\_\_\_ RMT #: \_\_\_\_\_

Entered by: \_\_\_\_\_ ABN: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ ABN: \_\_\_\_\_ Date: \_\_\_\_\_



**Hillsborough County Sheriff's Office**  
**Purchase Terms and Conditions**

1. The content and conditions of a Purchase Order issued by the Hillsborough County Sheriff's Office (HCSO) may not be modified by verbal agreement. Any changes must be in writing and approved by the Chief Financial Officer of the HCSO.
2. Invoices, packing lists, and packages must include the Purchase Order number, if assigned, and the ship to or delivery address.
3. INVOICES SHALL BE ADDRESSED TO:  
Hillsborough County Sheriff's Office  
Accounts Payable  
P.O. BOX 3371  
TAMPA, FLORIDA 33601  
  
Or emailed to: [accountspayable@hcsotampa.fl.us](mailto:accountspayable@hcsotampa.fl.us)
4. Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this Purchase Order shall be NEW and in FIRST CLASS CONDITION or FIRST QUALITY, that all containers shall be new and suitable for storage or shipment and that prices include standard commercial packaging for the items shipped.
5. Materials rejected by the HCSO will be returned to the vendor at the vendor's risk and expense. The HCSO shall not be liable or otherwise responsible for any re-stocking charges unless prior written authorization has been issued by the HCSO.
6. Cash discounts will be deducted in accordance with the terms of the Vendor's quotation or bid. Payments shall be in accordance with §215.422 Fla. Stat. which states the Vendor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payments of approved invoices.
7. Acceptance by the Vendor of a Purchase Order includes acceptance of all items, conditions, prices, delivery instructions, and specifications as shown on the order, or attached to, or referred to, and which are made a part hereof by reference, as fully and to the same extent as, if copied at length herein.
8. All shipments by the Vendor must be F.O.B. DESTINATION, unless otherwise authorized in writing by the HCSO. THE HCSO WILL NOT ACCEPT C.O.D. SHIPMENTS.
9. The HCSO reserves the right to cancel all or part of the Purchase Order should delivery not occur within the time specified by the Vendor.
10. Vendors are expected to satisfy Purchase Orders in one (1) shipment unless otherwise disclosed in writing and authorized by the HCSO in writing. Excessive or unauthorized partial shipments may result in Vendor debarment.
11. Vendors are not authorized to deliver any goods or services which exceed the written authority of the Purchase Order, unless the order is modified pursuant to the terms expressed above in item one (1).
12. The Vendor, in accepting the order, agrees to indemnify the HCSO and holds harmless from and against all claims, liability, loss, damage, or expense, including attorney fees, arising from or by reason of any actual or claimed trademark, patent, or copyright infringement or litigation based thereon, with respect to the goods and any part thereof covered by the Purchase Order and such obligation shall survive acceptance of the goods and payment thereof by the HCSO.
13. The Vendor will indemnify and hold harmless the Sheriff and his agents or employees from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of the Purchase Order; providing that any such liability claim, damage, loss or expense caused in whole or in part by a negligent act, wrongful act, or omission of the Vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, whether or not it is caused in whole or in part by a party indemnified herein.
14. The Vendor, in accepting the Order, agrees the Order will become a public document pursuant to §119.07, Fla. Stat. The Vendor agrees to comply with §119.0701, Fla. Stat. with respect to any documents, papers, and records made or received by Vendor in connection with the Order.

If the Vendor has questions regarding the application of Chapter 119, Florida Statutes, to the Vendor's duty to provide public records, contact the custodian of public records at: HCSO Records Section, 1900 East 9<sup>th</sup> Avenue, Tampa, Florida 33605, Phone 813-247-8210 or email at [hcsorecords@hcsotampa.fl.us](mailto:hcsorecords@hcsotampa.fl.us)

**Hillsborough County Sheriff's Office  
Purchase Terms and Conditions**

15. Florida Law shall govern any dispute or contractual right regarding the Purchase Order. In the event of a lawsuit by the Vendor, the venue of such lawsuit shall be in Hillsborough County, Florida and the Vendor waives whatever rights it has in the selection of venue by accepting the order.
16. Terms and Conditions of signed contracts, Requests for Proposal, Requests for Bid, and Term Contracts will prevail to the degree said terms may be more stringent.

# HILLSBOROUGH COUNTY SHERIFF'S OFFICE

CHAD CHRONISTER, SHERIFF

TAMPA, FL



## PROCUREMENT CATEGORY CODES

The following list is customized to best serve the Hillsborough County Sheriff's Office (HCSO) Purchasing Section in identifying registered vendors by category for the purpose of soliciting quotes or notifying of Bid/RFP opportunities. The list is a tool for purchasing staff only. Selecting a Procurement Category code (PC) on your Vendor Registration does not guarantee you will receive solicitations or notices and in no way obligates the HCSO.

The HCSO advertises Bid opportunities in the legal section of the local newspaper (Tampa Bay Times) and posts all Bid documents to the HCSO public website where they may be viewed and downloaded at no charge. Visit the Purchasing page on the HCSO Website at [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us).

Select the PC code below that best fits the service or commodity your company provides. Use the PC code on your Vendor Registration Form. Selecting a broader category may increase the notifications you receive (ex. select 200 instead of 203).

You must provide a company email address and/or fax number on your Vendor Application to receive Bid/RFP Notices. It is not mandatory to select a PC code in order to do business with the HCSO.

PC Code	DESCRIPTION
<b>100</b>	<b>INFORMATION TECHNOLOGY &amp; ELECTRONICS</b>
101	Computers & Electronic Equipment
102	Security Systems
103	Telephone/Internet
104	Computer Software
105	Robotics
<b>200</b>	<b>OFFICE ADMINISTRATION</b>
201	Office Equipment
202	Office Furniture
203	Office Supplies
204	Event Planning
205	Accounting Services
206	Legal Services
207	Risk Management
208	Temporary Staffing
209	Print Services and Supplies
210	Photo Equipment & Supplies
211	Travel

<b>PC Code</b>	<b>DESCRIPTION</b>
<b>300</b>	<b>JAIL, DETENTION, PROBATION AND COURT SERVICES</b>
301	Inmate Supply
302	Jail Supply & Equip
303	Jail Operations
304	Court Security
305	Probation Services
<b>400</b>	<b>UNIFORMS AND WORK APPAREL</b>
401	Law Enforcement
402	Civilian
403	Accessories
<b>500</b>	<b>LAW ENFORCEMENT EQUIPMENT AND SUPPLY</b>
501	Officer Equipment
502	Investigative, Forensic, Crime Scene & Evidence Supplies
503	Motors
504	Bike Patrol
505	Bomb Squad
506	Aviation
507	Marine
508	Dive Team
509	K-9
510	Training
511	Child Safety
<b>600</b>	<b>MEDICAL, MENTAL HEALTH AND SOCIAL SERVICES</b>
601	Social Services
602	Medical Svc & Supply
<b>700</b>	<b>RADIO COMMUNICATION</b>
701	Public Safety Radio
702	Tower & Antenna Systems
<b>800</b>	<b>AUTOMOTIVE</b>
801	Vehicle Sales
802	Auto Repair & Maintenance
<b>900</b>	<b>FUEL AND FUEL RELATED EQUIPMENT</b>
901	Fuel Equipment – Storage & Dispensing
902	Fuel Types
<b>1000</b>	<b>FACILITIES MAINTENANCE, CONSTRUCTION AND RENOVATION, MRO</b>
1001	Engineering
1002	General Contractors
1003	Builders Supply
1004	Trade Contractors & Service Providers
1005	Materials, Supply & Equipment
1006	Janitorial Supply & Service
1007	Elevator Inspection and Repair
1008	Power Plant/Boilers & Chillers/Industrial Generators
1009	Warehouse Equipment Supply & Safety
1010	Utilities
1011	Waste Services & Recycling



Procurement Category (PC)			
100	INFORMATION TECHNOLOGY & ELECTRONICS		
	101	Computers & Electronic Equipment	
		101-1	Computer Hardware – PC's Laptops, Servers, Peripherals
		101-2	Computer/Server Equipment Installation, Cabling & Connecting
		101-3	Audio Visual – Closed Circuit Cameras, Digital A/V Recording
		101-4	Breath Alcohol Analyzers
		101-5	Covert Surveillance Equipment
		101-6	GPS – Navigational
		101-7	Radar Detectors
		101-8	Digital Signage
		101-9	Electronic Equipment Testing, Calibration, Inspection
		x	Light Bars, Sirens – See Law Enforcement Equipment
		x	Virtual Programs – See Training
	102	Security Systems	
		102-1	Security Access and Keyless Entry Systems
		102-2	Fire Alarm Systems
		102-3	Security System Monitoring
	103	Telephone/Internet/Broadcast Equipment and Service	
		103-1	Telephone Equipment
		103-2	Telephone - Landline Service
		103-3	Cellular Phone and Wireless Services
		103-4	Cell phone Data Tracking, Surveillance and Downloading
	104	Computer Software	
		104-1	Application Software
		104-2	System Software
		104-3	Development Software
	105	Robotics	
		105	All Forms
200	OFFICE ADMINISTRATION		
	201	Office Equipment	
		201-1	Multi-Function Copiers
		201-2	Laser Printers
		201-3	Mail Room Equipment
		201-4	Microfilm Equipment
		201-5	Office Equipment Maintenance and Repair



	202	Office Furniture
	202	All Types
	203	Office Supplies & Copy Paper
	203-1	General Office Supply – Includes small equipment items such as calculators, tape recorders, staplers, label makers etc.
	203-2	Copy Paper
	203-3	Engraving - Name Tags, Desk Name Plates, Trophies, Placques, Awards
	203-4	Batteries
	203-5	Drinking Water, Dispensers, Bottled
	203-6	Delivery Services
	203-7	Document/Records Storage Service
	203-8	Document Shredding Service
	204	Event Planning & Community Outreach
	204-1	Event Rentals
	204-2	Catering
	204-3	Promotional Items
	204-4	Graphics and Signage
	x	Trophies, Placques, Awards (See Office Supplies/Engraving)
	205	Accounting & Banking Services
	205-1	Audit Services
	205-2	Banking Services
	205-3	P-Card Programs & Services
	206	Legal Services
	206-1	Attorneys
	206-2	Court Reporting, Transcription
	206-3	Surveillance & Background Checks
	206-4	Polygraphers
	206-5	Interpreters
	207	Risk Management
	207-1	Health Insurance Administration
	207-2	Liability Insurance
	207-3	Actuarial Services
	208	Temporary Personnel & Staffing
	208	All Types
	209	Print Services and Supplies
	209-1	Specialty Papers, Binding accessories etc.
	209-2	Forms
	209-3	Decals – Materials and supplies for printing vehicle decals.

	210	Photo Shop
	210-1	Photography Equipment - Digital Cameras & Accessories
	210-2	Photo Printing supplies
	210-3	Film Processing Supplies
	210-4	Film Processing Equipment and Equipment Maintenance
	211	Travel
	211-1	Lodging
	211-2	Air Fare
	211-3	Car Rental
300	JAIL, DETENTION, PROBATION AND COURT SERVICES	
	301	Inmate Supply
	301-1	Inmate Uniforms, Undergarments, Footwear, Disposables
	301-2	Personal Hygiene - Toothbrush, toothpaste, body soap, combs, razors, lice control, sanitary napkins
	301-3	Linens - Towels, washcloths, sheets, pillow cases, blankets
	301-4	Mattresses, mattress covers, pillows
	301-5	Canteen Items (Currently provided by Canteen Program Contractor)
	302	Jail Supply & Equipment
	302-1	Prisoner Identification Equipment & Supplies
	302-2	Breath Alcohol Test Equipment/Calibration
	302-3	Property Control - Property boards, shrink wrap, bags
	302-4	Behavior Control Equipment - Spit hoods, restraint chairs
	302-5	Commercial Laundry Equipment and Repair
	302-6	Laundry - Bulk Chemical
	303-6	Locks, lock sets, key blanks (See Electronics for keyless entry)
	x	Clinic Equipment (See Medical Services)
	x	Bulk Janitorial Chemical other than Laundry (See Facilities Maint-Janitorial)
	303	Jail Operation Services
	303-1	Inmate Phone Service
	303-2	Inmate Medical Services
	303-3	Education & Vocational Training
	303-4	Food Services
	303-5	Commercial Kitchen & Cafeteria Equipment & Repair
	303-6	Canteen Program Operations – Management of a Canteen Program
	x	(Mental Health, Addiction Treatment and Social Services See (Social Services)
	304	Courthouse and Jail Security and Equipment
	304-1	Equipment – Xray Scanner, Magnetometers
	304-2	Personnel - Security Guards



	305	Court and Probation Services
	305-1	Inmate Extradition and Transportation
	305-2	GPS (Ankle bracelet) Monitoring
	305-3	Probation Program Management
400	UNIFORMS	
	401	Law Enforcement & Civilian
	401-1	Law Enforcement -Dress Uniforms
	401-2	Tactical Wear/BDU's
	402	Civilian Work Apparel
	402-1	Civilian Work Apparel – Polos, T-shirts, Oxford Shirts, Cargo & Work Pants,
	403	Accessories, Specialties & Customization
	401-4	Uniform Accessories -Ties, Ascots, Hats, Caps, Gloves, Safety Vests
	401-5	Outerwear, Rainwear
	401-6	Custom Motor Breeches
	401-7	Bike shorts/pants
	401-8	Badges, Pins/Caps, Insignia
	401-9	Emblems, Embroidery
	401-10	Alterations
500	LAW ENFORCEMENT EQUIPMENT & SUPPLY	
	501	Officer Equipment
	501-1	Duty Gear - Leather Basketweave & Hi-Gloss, Nylon Web
	501-2	Body Armor, Ballistic Vests, Riot Gear
	501-3	Personal Protective Equipment (PPE) – Hazmat Suits, Respirators
	501-4	Patrol Gear – Flashlights, Batons, OC Spray, PFD's, Throw Ropes, Handcuffs, Leg Irons
	501-5	Traffic Control – Flares, Fuses, Stop Sticks, Barricades, Cones
	501-6	Guns & Accessories
	501-7	Ammunition/Simunition, Explosives, Grenades
	501-8	Tasers/Less Lethal
	501-9	AED's, CPR Resuscitators and First Aid Supplies
	501-10	Scopes, Binoculars, Night Vision Instruments
	501-11	Communication Helmets
	501-12	MRE's
	501-13	Light Bars, Sirens
	x	Duty Gear (See Uniforms)
	x	Radar detectors, Digital Cameras – (See Electronics)

	502	Investigative, Forensic, Crime Scene & Evidence Supplies	
		502-1	Fingerprinting Supplies
		502-2	Drug Test Kits, Specimen Collection kits
		502-3	Gloves – Latex, Nitrile, Vinyl
		502-4	Barrier Tape, Cones, Markers
		502-5	Crime Scene Scanners/Recorders
		502-6	Evidence Supplies – Storage bags, boxes, containers, labels
		502-7	Evidence Handling and Storage Equipment - Coolers, freezers, dry storage, dehydrators
		502-8	Forensic Analysis Equipment
		502-9	Forensic Supplies
		502-10	DNA Testing & Reporting
		502-11	Crime Scene & Bio-Hazard Remediation
		x	Digital Cameras/SD Cards (See Electronics)
	503	Motors (Motorcycle)	
		503-1	Motorcycle Helmets and Accessories
		503-2	Motorcycle Boots
		x	(See Automotive for motorcycle sales and repair)
		x	Custom Motor Breeches (See Uniforms)
	504	Bike Patrol	
			Bicycle & Biking Accessories including helmets
		x	(Bike clothing – See Uniforms)
	505	Bomb Squad	
		505-1	Bomb Detection & Neutralization Equipment
		505-2	Bomb Suits
		505-3	Training Supplies
	506	Aviation	
		506-1	Avionics Equipment
		506-2	Avionics Repair & Maintenance
		506-3	Cleanroom (Maintenance Bay) Supplies (Dust free, static free)
		506-4	Helicopter Maintenance & Repair
		506-5	Airplane Maintenance & Repair
		506-6	Flight Suits & Communication Helmets
		506-7	Hangar & Aircraft Storage Related Equipment
		506-8	FAA Flight Testing & Certification
		x	Aviation Fuel (See Fuel Types)



	507	Marine Unit	
		507-1	Marine Craft - Sales
		507-2	Marine Craft Hull – Repair & Maintenance
		507-3	Marine Engine Outboard – Sales Repair, Maintenance
		507-4	Marine Craft Accessories
		507-5	Boat and Dock Equipment & Supplies
		507-6	Docks & Pilings – Construction, repair, maintenance
		x	Marine Fuel (See Fuel Types)
	508	Dive Team	
		508-1	Gear and Equipment – Dive Suits, SCUBA gear
		508-2	Underwater Ops Equipment
	509	K-9	
		509-1	Police Dogs
		509-2	K-9 Gear and Training Equipment
		509-3	Vehicle Kennels
		509-4	Dog Food
		509-5	Veterinary Care
	510	Law Enforcement Training	
		510-1	Law Enforcement Training – Instructors – Classroom
		510-2	On-Line Training – All
		510-3	Simulators, Virtual Training or Experience
		510-4	Fitness Equipment and Equipment Maintenance
		510-5	Firearms Training Equipment - Range Equipment...Targets
	511	Child Safety Equipment (Child Protection Investigation)	
		511-1	Car Seats
		511-2	Playpens
		511-3	Bunk Beds
		511-4	Air Mattresses
600	MEDICAL, MENTAL HEALTH & SOCIAL SERVICES		
	601	Social and Mental Health Services	
		601-1	Psychological/Psychiatric Testing and Evaluation
		601-2	Mental Health Counseling
		601-3	Addiction Rehabilitation Programs
		601-4	Residential Facilities – Halfway Houses
		601-5	Social Services – Families and Children at Risk
		x	(Background Checks, Polygraphs, Language Interpreters...see Legal)



	602	Medical Services, Supplies, Equipment and Pharmaceuticals	
		602-1	Physician Services
		602-2	Lab Services
		602-3	Pharmaceuticals
		602-4	Medical Supplies & Clinic Equipment
		602-5	Medical Diagnostic Equipment – Sales, Repair, Certification, Calibration etc.
700	RADIO COMMUNICATION		
	701	Public Safety Radio Systems	
		701-1	Public Safety Radio Systems 700/800 MHz (P25) Equipment & Supplies
		701-2	Two-Way Radio (P25) Equipment, Service, Repair and Calibration
		701-3	Radio Testing Equipment Calibration
	702	Tower and Antenna Systems	
		702-1	Towers and Antenna Site Management – Climbing, Rigging, Inspection, Repair, Certification.
800	AUTOMOTIVE		
	801	Vehicle Purchases	
		801-1	Dealers – Car, Vans & Trucks (Vehicle Purchases are made in accordance with Florida Sheriff's Association (FSA) contract only. Dealers interested in doing repair work should select Automotive Repair.
		801-2	Specialty Vehicles – Customized - Mobile Command Center, Transport Buses, Bomb Truck
		801-3	Motorcycle – Sales
		801-4	Off Road - ATV, Utility, Golf Carts
		801-5	Trailers – Sales and Repair
		801-6	Used Vehicles
		801-7	Vehicle & Equipment Auction Services – Sale of Vehicles
	802	Automotive Repair	
		802-1	Automotive – Engine Repair Parts
		802-2	Tires
		802-3	Batteries
		802-4	Fluids & Lubricants - Bulk Oil & Transmission Fluid, Grease
		802-5	Repair - Engine
		802-6	Repair - Transmission
		802-7	Repair – Paint & Body
		802-8	Motorcycles - Repair, Service & Parts
		802-9	Towing (Tow companies must be licensed by the County and apply to contract with the HCSO for a spot on a Rotational Call List limited by area.
		802-10	Shop Supplies

		802-11	Window Tint
		802-12	Alarm Systems – Theft, K-9 Safety
<b>900</b>	<b>FUEL AND FUEL RELATED EQUIPMENT</b>		
	<b>901</b>	<b>Fuel Related Equipment – Storage, Dispensing</b>	
		901-1	Tanks – Above and below ground. Install, Inspect, Repair
		901-2	Fuel pumps – Equipment, Service and Repair
		901-3	Fuel Management Systems – Electronic Distribution, Control and Tank Monitoring Systems
	<b>902</b>	<b>Fuel Types</b>	
		902-1	Gas – Tanker
		902-2	Off Road Diesel – Tanker
		902-3	Aviation – Tanker
		902-4	Propane Gas
		902-5	Natural Gas Transportation
<b>1000</b>	<b>FACILITIES MAINTENANCE, REPAIR &amp; OPERATION</b>		
	<b>1001</b>	<b>Engineering</b>	
		1001-1	Architectural
		1001-2	Civil
		1001-3	Mechanical
		1001-4	Electrical
		1001-5	Surveyors
		1001-6	Blueprint Reproduction
	<b>1002</b>	<b>General Contractors</b>	
		1002	General Contractor – Licensed in the State of Florida
	<b>1003</b>	<b>Builders Supply</b>	
		1003	Commercial Builders Supply
	<b>1004</b>	<b>Trade Contractors and Service Providers– Replace &amp; Repair</b>	
		1004-1	Roofing
		1004-2	Heating, Ventilation, Air Conditioning (HVAC)
		1004-3	Electrical (not electronic)
		1004-4	Plumbing
		1004-5	Carpentry
		1004-6	Masonry
		1004-7	Painting
		1004-8	Flooring Installation – Carpet, Ceramic tile, VCT, vinyl
		1004-9	Industrial Flooring & Installation – Composites & Epoxys such as
		1004-10	Asphalt, Concrete & Paving
		1004-11	Parking Lot Striping



	1004-12	Earth Moving, Dirt Hauling, Grading
	1004-13	Pre-Fabricated Structures, Modular Units
	1004-14	Grounds Maintenance & Landscape Services
	1004-15	Tree Trimming & Removal
	1004-16	Pressure Washing
	1004-17	Pest Control Services
	1004-18	Water Treatment Service and Supply
	1004-19	Signs – Fabrication and Installation, Interior/Exterior, Metal, Acrylic
	1004-20	Metal Works and Fabrication
	1004-21	Roll Up Overhead Doors, Replace and Repair
	1004-22	Doors and Windows – New, Repair, Replace, Hardware etc.
	1004-23	Glass Cutting
1005	Materials, Supply and Equipment	
	1005-1	Complete MRO Supply
	1005-2	HVAC – Supply
	1005-3	Electrical Supply
	1005-4	Plumbing, Pipe and Pump Supply
	1005-5	Paint/Coatings and Paint Supplies
	1005-6	Room Divider Panels
	1005-7	Window Treatments, Blinds
	1005-8	Floor Coverings – Tile, Carpet, Laminate, VCT
	1005-9	Lumber
	1005-10	Concrete – Pumping
	1005-11	Masonry materials and supplies, Mortar, cement, concrete mix
	1005-12	Asphalt
	1005-13	Grounds Maintenance Equipment (Mowers, Tractors) Parts & Repair
	1005-14	Landscape Supply – Plants, mulch, stone, gravel
	1005-15	Rental Equipment – Lifts, cranes, backhoes etc.
	1005-16	Rental – Temporary Storage, Job Site Offices
	1005-17	Rental - Sanitary Facilities
	1005-18	Fencing
	1005-19	Flags, Flagpoles, Flag holders
	1005-20	Lighting – Fixtures and Supply
	1005-21	Hardware – Nuts, bolts, nails, brackets, hooks etc.
	1005-22	Welding Equipment and Supply (including gases)
	1005-23	Hand and Power Tools
	1005-24	Safety Equipment – Crew, Job Site and Personal

		1005-25	Indoor/Outdoor Building Accessories & Equipment - Outdoor furniture, door mats, trash cans, ash trays
		1005-26	Fire Protection Equipment and Supplies
		1005-27	Lockers, Storage Cabinets
	1006	Janitorial Supply and Service	
		1006-1	Janitorial Chemical – Industrial Bulk
		1006-2	Janitorial Supply & Equipment
		1006-3	Industrial Janitorial Equipment – Vacuums, Floor Buffers
		1006-4	Commercial Paper Goods – Toilet paper, paper towels,
		1006-5	Janitorial Services – Office Cleaning, Window Cleaning, Carpet Cleaning
	1007	Elevators	
		1007	Inspection, Maintenance & Repair
	1008	Power Plant/Boilers & Chillers/ Industrial Generators	
		1008-1	Power Generators
		1008-2	Generator Installation, Maintenance and Repair
		1008-3	Boiler Equipment
		1008-4	Boiler Installation, Maintenance & Repair
	1009	Warehouse Equipment, Supply & Safety	
		1009-1	Fork Lifts & Pallet Jacks – Sales and Repair
		1009-2	Racks, Bins, Storage Systems, Cabinets, Carts
		1009-3	Supplies - Shrink wrap, labels, tags
		1009-4	Bar Coding Equipment and Supplies
		1009-5	Safety Equipment - back braces, eye wash stations
		1009-6	Liquidation Services – Auction, Sale, destruction. Disposition of obsolete or surplus items.
	1010	Utilities	
		1010-1	Electric
		1010-2	Cable/Internet Service
		1010-3	Gas – Natural
		1010-4	Natural Gas Transportation
	1011	Waste Services and Recycling	
		1011-1	Dumpsters, Compactors – Roll Offs – Construction
		1011-2	Recycling – Used Lamps, Electronics
		1011-3	Sharps & Biohazardous Waste Containment & Disposal
		1011-4	Hazardous Waste – Cleanup, Transportation & Disposal (e.g. Meth Lab)
		1011-5	Scrap Metal Sales