

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 2026-012 General Construction IDIQ

June 1, 2026

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

By: _____

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Contractor Participation Notice:	A formal project-specific determination established during the Joint Scope Meeting (JSM) outlining the mandatory self-performance, labor, and management contribution required of the Contractor for that specific Task Order.
Direct Labor:	Work executed by tradespeople, craftsmen, and laborers who are on the Contractor's own W-2 payroll.
Direct Materials:	Construction materials and equipment purchased directly by the Contractor for the specific project.
Discipline:	A specific category of construction expertise (e.g., General Building, Electrical, Mechanical, Civil) for which a Contractor has been pre-qualified.
Discipline Designation Form:	Appendix II – template provided to provide disciplines and license numbers.
Equipment & Assets:	The use of company-owned heavy equipment, tools, and vehicles required to physically execute the work.
Indefinite Delivery, Indefinite Quantity (IDIQ):	A contract model that provides for an indefinite quantity of services during a fixed period of time, where work is authorized through individual Task Orders.
Joint Scope Meeting (JSM):	A mandatory collaborative site visit between HCSO and one or more "Bench" Contractors to define the precise Scope of Work for a specific project prior to the submission of a proposal.
Open Book Pricing:	A transparent pricing method where the Contractor discloses actual material and subcontractor costs and applies only the pre-negotiated Master TC multipliers to arrive at a total price.
Self-Performance:	The requirement that the awarded Contractor perform a meaningful and substantial portion of the total labor and material value of a Task Order using their own W-2 employees and company-owned equipment**, as determined during the project-specific Joint Scope Meeting (JSM).
Self-Performance Declaration:	Appendix III - Part B; Template for the signed corporate declaration to verify "Builder" status and prevent project brokering . Subcontracting Limit: The use of subcontractors is permitted for specialized trades (such as Electrical, HVAC, or Plumbing) but is subject to the project-specific participation requirements established during the Joint Scope Meeting (JSM). Brokering of entire projects without active Contractor forces and management is strictly prohibited.
Subcontracting Limit:	The use of subcontractors is permitted for specialized trades (such as Electrical, HVAC, or Plumbing) but is strictly capped at 49% of the total Task Order value.
Supervision:	All on-site project management and safety oversight provided by the Contractor's own staff.
Task Order:	A legally binding document issued under the Master Term Contract that authorizes a specific project, defining the unique scope, schedule, and "Open Book" compensation for that assignment.

1.3 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.

1.4 Contract Documents.

During award procedures, the TC, its attachments, its amendments, and TC package submitted by the GC will become incorporated into an Agreement that becomes the “Contract Document.” This Agreement will require the signatures of the GC and either the signature of the Sheriff, Undersheriff, Chief Deputy, or the Chief Financial Officer to become binding. A draft copy of the proposed Agreement and its terms and conditions are attached to this TC for review. The final executed Agreement may have differing terms due to corrections and/or negotiations. All TC Packages become the property of the HCSO and will not be returned to the GC. The HCSO reserves the right to clarify any contractual relationship in writing with the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the TC or the Contractor’s response. In all other matters not affected by the written clarification, if any, the TC and all amendments thereto shall govern. The GC is cautioned that his TC response shall be subject to acceptance without further clarification.

GCs selected for award of a contract will be required to execute a written Agreement with HCSO (see attached Exhibit A). Only those modifications the Supplier indicates in its response will be available for discussion. Much of the language in the Contract reflects State of Florida and HCSO legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Florida law or HCSO Policy may result in the TC response being disqualified from further review.

To request a modification to the Contract terms, conditions, or specifications, a GC must submit the requested modifications or exceptions to the award contract with their TC response. Exceptions must:

- A. Clearly identify the affected article and section, and
- B. Clearly note what language is requested to be modified. Unclear requests will be automatically denied.

Only those exceptions that have been accepted by HCSO will be included in the contract document provided to the Awarded Supplier for signature.

If a GC receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at HCSO’s sole discretion, the contract award may be revoked.

1.5 Term Contract Submission Requirements.

The HCSO prefers that solicitations be submitted electronically. Electronic solicitations may be submitted through a secure mailbox at Euna OpenBids: www.demandstar.com until the date and time as indicated in this document, or by emailing your submission directly to the Buyer, listed in 1.1. It is the sole responsibility of the supplier to ensure their solicitations reaches Euna OpenBids, or the Buyer before the closing date and time.

- 1.5.1 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 Operation Center 2008 East Eighth Avenue Tampa, Florida 33605 by the "Due Date and Time.

1.6 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.

1.7 Communication Between Parties.

All questions in regard to 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.

1.8 Amendments to the TC.

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

1.9 Prices.

The rates for profit, overhead, and bond established in this base contract shall be the maximum rates that may be awarded in any Task Order or Task Order Modification. Contractors may propose lower rates for specific Task Orders to remain competitive; such lower rates shall be in effect only for that specific Task Order and do not change the maximum rates allowed per the base contract. All Bid Rates are deemed to include only the Contractor's costs and all costs recoverable as components of an equitable adjustment, excluding subcontractor costs.

1.9.1 The Pricing Breakdown

To clarify how the "Open Book" model and your Appendix III multipliers work in a real-world scenario, here is a breakdown of a hypothetical \$10,000 renovation Task Order.

In this example, the "Bare Cost" (Labor and Materials) is the foundation, and your contracted multipliers from Appendix III, Part A are applied on top.

<i>EXAMPLE</i>		
Direct Labor (W-2 Staff)	100 hours @ \$40/hr	\$4,000
Direct Materials (Pass-through)	Invoiced Cost	\$6,000
Total Bare Cost	(Labor + Materials)	\$10,000
Overhead (e.g., 10%)	\$10,000 x 0.10	\$1,000
Profit (e.g., 6%)	\$10,000 x 0.06	\$600
Bonding (e.g., 3%)	\$10,000 x 0.03	\$300
TOTAL TASK ORDER INVOICE		\$11,900

1.10 Documented Past Performance with the HCSO.

Contractors are informed that documented past performance with the HCSO may be considered in determining Supplier responsibility and responsiveness. Suppliers with a history of poor performance with the HCSO may be deemed non-responsive to this solicitation.

1.11 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.

1.12 TC Errors.

In the event of a mathematical error in the summation of the Maximum NTE Multipliers in Appendix III, Part A, the individual rates provided for Overhead, Profit, and Bond shall govern, and the "Total Combined Multiplier" used for the Scoring Matrix (Section 3.21) will be corrected by the Purchasing Section accordingly. Quotes containing erasures or manual corrections must be initialed in ink by the Authorized Representative. Electronic submissions must be clear and legible; any ambiguity in the numerical multipliers may be cause for the rejection of the Quote as non-responsive.

1.13 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.

1.14 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@hcsotampa.fl.us.

1.15 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/>.

- 1.15.1 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.
- 1.15.2 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.
- 1.15.3 Termination of any and all contracts and/or subcontracts as provided above, does not constitute a breach of contract and may not be considered as such.
- 1.15.4 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.
- 1.15.5 The Awarded Supplier is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.

1.16 Security.

When applicable, personnel or contractors performing Work at HCSO facilities will be escorted by HCSO personnel at all times. It should be understood that the Work could be interrupted by an emergency, safety, or security issue at any time. No additional charges will be allowed due to this type of service interruption. It should be noted that the time it takes entering and exiting a detention facility will vary on a daily basis, depending on security levels.

- 1.16.1 All persons entering any HCSO facility shall not have weapons, cell phones, or tobacco/vaping products.
- 1.16.2 All persons are expected to wear appropriate working attire and may be denied access if attire is considered inappropriate.
- 1.16.3 HCSO detention facilities requires all persons to wear long pants (**shorts will not be allowed**) and shirt with company logo is preferred.
- 1.16.4 HCSO detention facilities require that Orange, Red, or Forest Green clothing are not permitted.
- 1.16.5 Safety vests may be worn in the HCSO detention facilities, if Work requires it, but may NOT be orange in color.
- 1.16.6 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 intention of this Term Contract (TC) is to establish a diverse pool of multiple awarded contractors across various construction disciplines to provide facility renovation, repair, and general construction services. This TC establishes a list of pre-qualified partners with verified maximum allowable rates for overhead, profit, and bond. These rates serve as the "ceiling" for all future work; while Contractors may propose lower rates for specific projects, they shall never exceed the rates established in this base contract.

The HCSO requires a streamlined mechanism to select General Contractors (GC) by specific expertise to receive project-specific Requests for Quotes (RFQ). The Awarded Suppliers will provide competitive proposals based on an "Open Book" framework, itemizing labor and materials while applying their contracted multipliers.

The Awarded Supplier shall prominently display the HCSO Master Contract Number 2026-012 and the established contracted rates (Overhead, Profit, and Bond) on all project-specific quotations and subsequent invoices related to this solicitation. This requirement ensures transparency and facilitates accurate auditing and payment processing. Non-compliance may lead to rejection of the proposal or processing delays for invoices.

2.1 Contract Period and Renewal.

The Master Contract shall be effective for one (1) year from the date of Master Contract Execution. By written mutual consent between the HCSO and the Supplier, the Master Contract may be renewed on an annual basis for up to three (3) additional one (1) year periods.

During each renewal period, the Contractor shall have the opportunity to refresh their Builder Qualification File to reflect new key personnel or expanded discipline expertise. Updated files must adhere to a 10-page limit.

Subsequent Task Order Contracts may incur an "Extension" if needed for project completion, which should be treated as a separate administrative action.

2.2 Scope of Services: Multi-Discipline Construction Pools

HCSO will categorize awarded contractors into primary and secondary disciplines (e.g., General Building, Electrical, Civil). When a project arises, the Agency may select contractors from the appropriate discipline pool to provide competitive proposals. Every proposal and subsequent invoice associated with a Task Order must clearly display the HCSO Master Contract Number and the contracted maximum rates.

2.3 The "Open Book" Transparency Model.

This Contract utilizes an "Open Book" pricing model based on established Maximum Not-To-Exceed (NTE) caps for Overhead, Profit, and Bond.

- Itemized Proposals: Contractors must submit project-level quotes that disclose actual material costs and labor hours before applying their contracted multipliers (Overhead, Profit, and Bond).
- Auditing Rights: HCSO must retain the right to verify actual invoice costs for materials to ensure the "pass-through" pricing model is being followed.

- Audit Rights: HCSO reserves the right to verify actual supplier invoices and certified payroll records to ensure the agency receives the benefit of the contracted rates.

2.4 Contract Structure and Task Order Process.

Each GC selected under this solicitation will be required to enter into a Master Services Agreement (MSA) with the Hillsborough County Sheriff's Office (HCSO). The MSA will serve as the governing contract for the provision of construction services and will incorporate this RFQ and the GC response. The MSA will establish the maximum allowable rates for overhead, profit, and bond, but will not authorize any specific work obligation on its own. All Work will be authorized exclusively through individually executed Task Order Contracts issued under the MSA.

No GC shall begin any Work until a Task Order Contract is fully executed between the GC and HCSO. Task Order Contracts will be initiated via a Joint Scope Meeting (JSM) and will define the project-specific scope, deliverables, schedule, and compensation. Compensation for each Task Order shall be calculated using the "Open Book" method, applying the GC established base contract maximum rates (or lower "spot discounts") to the project-specific labor and material costs. Every Task Order proposal and invoice must prominently display the HCSO Master Contract Number and the contracted maximum rates.

Only the HCSO Director of Construction Services, or their authorized designee, is permitted to initiate requests for services under this contract. No other division or department within HCSO is permitted to request Work independently. Firms may communicate with HCSO's Purchasing Section for purposes of MSA administration and Task Order execution; however, no contract documents shall be submitted for signature without prior written approval from the Facilities Management Division. To ensure specialized expertise, HCSO will request Task Order proposals from the pool of GCs awarded within the specific Discipline Category required for the scope of work.

2.4.1 Task Order Process.

Project-specific work is initiated via a Joint Scope Meeting (JSM).

- Quote Validity: All project-specific quotes submitted by the Contractor shall remain firm and valid for a period of 90 calendar days minimum from the date of submission.
- Discount Preservation: If a quote is requested and submitted less than the contracted ceiling price, that pricing remains valid for a full 90-day quote validity period. This ensures HCSO retains the benefit of the discount for which it was offered at the time of the initial request.

2.5 Joint Scope Meeting (JSM) & Task Order Protocol.

- JSM Initiation: For every project, HCSO will conduct a mandatory Joint Scope Meeting at the site to finalize the Scope of Work (SOW) and identify site-specific constraints.
- Discipline-Based Selection: HCSO will typically request proposals from the "Bench" contractors awarded within the specific Discipline Category required for the project.
- Authorization: No work shall commence, and no materials shall be ordered, until a Task Order is fully executed and a Purchase Order is issued.

2.6 The Builder Qualification File & JSM Selection

As part of the initial submittal for this Term Contract, Bidders must provide a "Builder Qualification File." This file will be maintained by HCSO and serves as the qualitative basis for selecting firms to participate in Joint Scope Meetings (JSM).

2.6.1 File Composition and Constraints: The Builder Qualification File is strictly limited to ten (10) pages. The document should be organized into four (4) sections as follows:

1. Project Management & Philosophy: A brief overview of the GC's primary Project Manager(s) and Lead Superintendent(s) most likely assigned to HCSO Task Orders, highlighting their individual experience in similar environments.
2. Operational Security: A narrative specifically detailing the firm's standard protocols for Tool Accountability and Dust/Debris Containment (HEPA) within sensitive or high-security areas.
3. Institutional Expertise Summary: A narrative summary of the firm's experience working in occupied, high-security, or 24/7 public safety environments (e.g., schools, hospitals, or courthouses). *Note: The specific 5-project contact list and detailed references should be provided in Section 4.5 (Reference List) and do not count toward this 10-page limit.*
4. Self-Performance Narrative: A brief description of the firm's core W-2 trades and any secondary specialties. *Note: The verified W-2 Roster or redacted certified payroll should be provided as Attachment B and does not count toward this 10-page limit.*

2.6.2 Lifecycle of the Qualification File

Intake: The file is submitted at the time of the initial TC Response and evaluated for "Responsibility."

JSM Invitation: HCSO Project Managers will review these 10-page files to determine which "Bench" contractors possess the most relevant expertise for a specific project scope. Invitation to a JSM is at the sole discretion of HCSO based on this file.

Updates: HCSO may request an updated file at its discretion to reflect changes in the Contractor's personnel or capabilities. Contractors are encouraged to submit an updated file during any Contract Renewal period.

2.7 Anti-Brokering Standards and Contractor Participation.

To ensure high quality and direct accountability, HCSO is seeking contractors who maintain their own active labor forces and management infrastructure, explicitly prohibiting firms operating purely as brokers.

- Mandatory Notice (Contractor Participation): For every individual project, specific contractor participation and minimum self-performance requirements will be formally established and addressed within the subsequent Joint Scope Meeting (JSM). These project-specific thresholds will be tailored to the unique scope, complexity, and security environment of the task assignment.
- Specialized Subcontracting: Use of subcontractors for trades outside the Contractor's primary discipline is permitted subject to the specific participation bounds set during the JSM.
- Verification: Compliance is verified via a notarized Self-Performance Declaration and a W-2 Personnel Roster.

2.7.1 Intended Use of the Declaration

The primary purpose of this document is to enforce anti-brokering rules required for this General Construction IDIQ. By signing the declaration, a contractor formally warrants that they possess the internal workforce and equipment necessary to perform substantial portions of work on projects as a functional general or specialty contractor using their own direct employees.

- **Establishing "Responsibility":** It serves as a mandatory "gatekeeper" document. If a firm cannot or will not sign the declaration affirming active operational and labor capacity, they may be deemed "Non-Responsible" and excluded from the pool.
- **Capacity Verification:** It requires the contractor to stand behind their W-2 Personnel Roster, confirming that the trades they claim to perform are supported by actual staff on their payroll.
- **Fraud Prevention:** The signed document provides operational accountability, ensuring that firms do not misrepresent their capabilities to gain entry into the pool.

2.7.2 How HCSO Will Use the Declaration

The HCSO Purchasing Section and the Facilities Management Division will use the declaration as a tool for both Initial Selection and Ongoing Audit:

- **Initial Qualification (The "Tally" Phase):** During the solicitation review, the Procurement Professional will verify the existence of the signed declaration as part of the TC Checklist. It acts as a prerequisite before the Respondent is even scored on pricing or experience.
- **Verification of "Primary Discipline":** HCSO will use the declaration in conjunction with the Discipline Designation Form to ensure that a firm assigned to a specific pool (e.g., Electrical or Mechanical) actually has the W-2 staff to perform that specific trade.
- **Task Order Auditing:** When a contractor submits an "Open Book" proposal for a specific project, HCSO will use the declaration and JSM participation notice to ensure the labor breakdown aligns with the project specific goals. If a proposal shows unjustified or complete subcontracted labor indicative of project brokering, HCSO can cite the affidavit to reject the proposal and require the contractor to re-scope the work to use their own forces.
- **Contract Enforcement:** If a contractor is found to be "brokering" work (subcontracting out the majority of every job without executing direct management, site control or established JSM labor minimums) HCSO can use the misrepresentation on the declaration as grounds for Contract Default or removal from the HCSO Supplier List.

2.8 Site Staging and Safety Requirements.

- 2.8.1 **Facility Operations:** HCSO facilities are 24/7 high-security environments; work must be performed with minimal disruption to operations.
- 2.8.2 **Cleanliness/HEPA Standards:** Mandatory use of "zip-walls" or HEPA filtration when working near occupied office or medical areas to prevent dust contamination.
- 2.8.3 **Daily Debris Removal:** A requirement for the daily removal of all construction waste, with strict

limits on dumpster placement in high-security areas.

- 2.8.4 Staging: No dumpsters or material staging areas shall be placed in high-security zones without prior written approval.

2.9 Security and Access Control.

- 2.9.1 Background Checks: Every individual entering a secured facility must pass an HCSO Security Background Check.

- 2.9.2 Tool Control: In detention environments, the Contractor must maintain a strict tool inventory, accounting for all items at the start and end of every shift.

2.10 Non-Prepriced (NPP) Items.

For specialized items or rental equipment not covered by the base contract labor rates:

- 2.10.1 Three-Quote Rule: The Contractor must obtain at least three (3) competitive bids from independent suppliers to ensure fair market pricing.

- 2.10.2 Pass-Through Pricing: HCSO will pay the actual invoice cost plus a fixed administrative markup (Maximum 10%).

- 2.10.3 NPP Cap: NPP items shall typically not exceed 15% of the total Task Order value without prior justification and approval.

2.11 Warranty of Construction.

- 2.11.1 Standard Warranty: The Contractor warrants that work performed under any resultant Contract conforms to the project specifications and is free of any defect in equipment, material, or workmanship performed by the Contractor or any subcontractor or supplier. This warranty shall continue for a period of one (1) year from the date of substantial completion of each Task Order.

- 2.11.2 Remedy: The Contractor shall remedy, at the Contractor's expense, any failure to conform or any defect. In addition, the Contractor shall remedy, at the Contractor's expense, any damage to HCSO-owned or controlled real or personal property when that damage is the result of the Contractor's failure to conform to project requirements or any defect in equipment, material, or workmanship.

- 2.11.3 Manufacturer Warranties: The Contractor shall obtain all warranties that the manufacturers or suppliers would give in normal commercial practice. All such warranties shall be for the benefit of HCSO and shall be delivered to the Director of Construction Services, or designee, upon project completion.

2.12 Location of Work.

The location(s) where Work is to be performed, completed, or delivered to are within Hillsborough County, Florida. The Contractor is presumed to have established all prices with knowledge of general and local conditions that may affect the cost of performance at the site, to the extent such information is reasonably obtainable.

2.13 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.

2.14 Additional Requirements.

Suppliers must meet the following additional thresholds to be considered Responsible:

- Hold a valid Florida General Contractor or Specialty License appropriate for the designated discipline.
- Provide a W-2 Personnel Roster identifying direct personnel for at primary and secondary trades to support self-performance.
- Demonstrate past experience with the HCSO or other public safety agencies.
- Maintain 51% self-performance of contracted work.

2.15 Unit Prices, Options, and Permits

- Unit Prices: If Work is performed on a unit price basis, the price shall include all coordination costs. No markups shall be applied to unit prices in equitable adjustments.
 - In the event of an approved Change Order or Equitable Adjustment, the Contractor shall be entitled to apply the established Multipliers from Appendix III to the additional 'Bare Costs' incurred, ensuring fair compensation for overhead and profit on the expanded scope.
- Options: Adjustments for option-priced work shall be computed solely on the basis of the Option Price set forth herein.
- Permits: The Contractor shall secure and pay for all necessary permits, governmental fees, and licenses legally required at the time of award.

2.16 Time for Consideration.

The GC 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. GCs will not be allowed to withdraw or modify their Quotes after the opening time and date.

END OF SECTION

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Section 3 General Process Information

3.1 Bonds.

A Performance and Payment Bond are not required for the Master Term Contract award; however, HCSO reserves the right to require a project-specific Performance and Payment Bond for any individual Task Order exceeding \$100,000.00, in accordance with Florida Statute 255.05.

3.2 Delivery.

Execution of work shall begin only after the issuance of a fully executed Task Order and a formal Purchase Order. The Contractor shall coordinate all site access and performance schedules with the HCSO Project Manager during the Joint Scope Meeting (JSM). Failure to meet the substantial completion date established in a Task Order may result in a performance review and potential bypass in the future rotation.

3.3 Evaluation of Quotes.

Quotes will be evaluated by the Purchasing Section to determine the "Responsibility" of the Bidder and the "Responsiveness" of the Quote. This is an Agent-Led procurement where awards are based on a mathematical tally of objective criteria rather than a subjective evaluation committee. (Ref: Section 3.21 Scoring Matrix).

3.4 Determination of Responsiveness

A Quote shall be considered "Responsive" if it conforms in all material respects to the mandatory requirements of this solicitation. This includes the timely submission of the following items from the Section 4.8 TC Checklist:

- Appendix I: Supplier Packet (Ref: Section 4.10)
- Appendix II: Discipline Designation Form (Ref: Section 2.2)
- Appendix III: Consolidated Pricing & Self-Performance Declaration (Ref: Sections 2.4 & 2.7)

3.5 Determination of Responsibility.

The Purchasing Section will evaluate Bidders to determine if the qualifications and Term Contract requirements are met. (Ref: Section 4.9 TC Checklist).

Bidders whose TC Responses, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Term Contract may be rejected as non-responsible. In determining a responsible Bidder, the following factors may be considered:

- Adequacy of Resources: The sufficiency of facilities, W-2 staffing levels, and financial resources to meet the anti-brokering and project-specific self-performance mandates.
- Previous Experience: Experience with HCSO contracts or other similar government contracts.
- Service Quality: The ability to provide excellent customer service, including performance on previous HCSO contracts or Task Orders.
- General Reliability: Any other information relevant to the responsibility of a Bidder of which HCSO is aware.

HCSO will not request documentation or consider a Bidder's social, political, or ideological interests in determining if the Bidder is a responsible Supplier. HCSO will not give preference to a Bidder based on the Bidder's social, political, or ideological interests.

In addition to the requirements set forth by these Terms & Conditions, HCSO reserves the right to request staffing, performance, and financial information from any Bidder during the evaluation process. HCSO reserves the right to determine which TC Responses meet the requirements, specifications, and Terms & Conditions of the solicitation, and which Bidders are responsive and responsible.

HCSO further reserves the right to limit the participation of Bidders who, in HCSO's sole discretion, are determined to present responsibility concerns that call into question the Bidder's ability to perform (e.g., lack of specialized equipment or limited W-2 staff for a specific discipline) but that do not rise to the level of requiring rejection of the Bidder as non-responsible.

3.6 Award.

HCSO intends to award a Master Term Contract to a "Bench" of qualified Contractors across multiple disciplines. To ensure rapid response and specialized expertise, HCSO may award to multiple GC's within each Discipline Category. There is no guarantee of work or minimum dollar value associated with this award. The anticipated benchmark for award is uppermost 10 ranked within each discipline represented.

3.7 Scoring Matrix (Quantitative Tally).

Contractors will be ranked within their respective disciplines based on a 100-point scale:

- Pricing Score (50 Points):
Points are awarded based on the lowest combined Maximum Rates (Overhead % + Profit % + Bond %).
Formula: $(\text{Lowest Combined \%} / \text{Proposer's Combined \%}) \times 50$.
- HCSO or Public Safety Experience Score (50 Points):
Points awarded based on verified successful completion of institutional or public safety projects completed within the last 5 years as determined by feedback received from Reference Requests outlined in Section 4.5:
 - 5+ Projects = 50 pts;
 - 3-4 Projects = 30 pts;
 - 1-2 Projects = 15 pts;
 - 0 Projects = 5 pts (Neutral)
- Performance Adjustment – HCSO documented supplier performance evaluations will be applied in the following manner, and upon request of the Director of Construction Services during any resultant renewal periods.
 - (1 negative = -5, 1 positive = +5), and;
 - (5+ projects = 50 pts; 3-4 = 30 pts; 1-2 = 15 pts; 0 = 5 pts).

3.8 Task Order Assignment.

HCSO reserves the right to select firms any number of firms from the awarded Bench for a Joint Scope Meeting (JSM). HCSO does not guarantee an invitation to a JSM to all awarded Contractors. Selection for a project-specific JSM will be based on a comparative analysis of the Builder Qualification Files on record current capacity, and past performance on HCSO projects. HCSO will select the firm(s) whose personnel resumes and institutional expertise best align with the specific project's technical and security requirements. HCSO may bypass a Contractor in the rotation if they are unable to meet the 51% self-performance requirement for a specific scope of work.

3.9 Claims.

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

3.10 Invoicing and Payments.

The Contractor shall submit a properly itemized invoice to the HCSO upon completion of the work defined in each Task Order. All invoices must have a unique invoice number and shall include the HCSO Purchase Order (PO) number. Invoices must prominently display the HCSO Master Contract Number and the project-specific Task Order number.

- Invoices must reflect the "Open Book" pricing model, showing the actual bare costs for materials/subcontractors and the application of the contracted Maximum NTE Multipliers.
- HCSO reserves the right to request copies of actual supplier invoices or certified payroll to verify the "Open Book" components before payment is processed.

Invoices shall be e-mailed to AccountsPayable@HCSO.Tampa.FL.US.

3.10.1 At a minimum all invoices for Work completed shall include:

- Site location where Work was performed.
- Description of Work completed, including Task Order Number.
- 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).

3.10.2 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.

- 3.10.3 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.
- 3.10.4 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.

3.11 Escalation/De-escalation.

The Awarded Contractor(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 each one (1) 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.

3.12 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.

3.13 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.

3.14 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.

3.15 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.

3.16 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 best 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.

3.17 Award.

Awards will be made to multiple Responsive and Responsible Bidders to ensure a diverse pool of expertise. The Procurement Professional will award contracts to the highest-scoring Bidders within each discipline based on the mathematical tally of the Scoring Matrix in Section 3.7. This process is completed by the Procurement Professional without the use of a subjective evaluation committee.

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 <https://www.EunaOpen Bids.com>.

3.18 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 Contractor, and the Awarded Contractor shall be entitled to offer and provide services to others, solicit other clients, and otherwise advertise the services offered by the Awarded Contractor.

3.19 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.

3.20 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.

- 3.20.1 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).
- 3.20.2 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 Task 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 Evaluation Appendices (PRICING & DISCIPLINE)

INSTRUCTIONS TO BIDDER: Complete the following two mandatory appendices as described below. These documents will establish your "Builder" status, your qualified trades, and the "Contract Ceilings" for the duration of the Master Agreement.

1.1.1 APPENDIX II: DISCIPLINE DESIGNATION

Identify the construction disciplines your firm is licensed and equipped to perform. Bidders must provide a W-2 Personnel Roster (Attachment B) for any discipline marked as "Primary" or "Secondary" to verify self-performance capability.

DISCIPLINE CATEGORY	PRIMARY (SELECT ONE)	SECONDARY (SELECT ALL)	FLORIDA LICENSE #
GENERAL BUILDING (VERTICAL)	<input type="checkbox"/>	<input type="checkbox"/>	
CIVIL / SITE WORK	<input type="checkbox"/>	<input type="checkbox"/>	
MECHANICAL / HVAC	<input type="checkbox"/>	<input type="checkbox"/>	
ELECTRICAL / LOW VOLTAGE	<input type="checkbox"/>	<input type="checkbox"/>	
PLUMBING / INDUSTRIAL	<input type="checkbox"/>	<input type="checkbox"/>	
SPECIALTY (ROOFING/PAVING)	<input type="checkbox"/>	<input type="checkbox"/>	

4.4.1 APPENDIX III, PART A: Multipliers (THE "CEILING")

Bidders must submit their Maximum Bid Rates using this table. These rates will be summed for the Pricing Score calculation and will serve as the contract ceilings. You may offer lower "spot discounts" for specific Task Orders, but you may never exceed these figures.

RATE CATEGORY	PROPOSED MAXIMUM NTE RATE (%)
MAXIMUM OVERHEAD PERCENTAGE (GENERAL REQUIREMENTS, INSURANCE, SITE SUPERVISION):	_____ %
MAXIMUM PROFIT MARGIN (CONTRACTOR'S FEE):	_____ %
MAXIMUM BONDING PERCENTAGE (PERFORMANCE & PAYMENT BOND, IF APPLICABLE):	_____ %

4.4.2 APPENDIX III, PART B & C: Recovery and Anti-Broking Declaration

By signing this Declaration, the undersigned Officer of the Company hereby certifies and affirms:

- The Respondent is a "Builder" and not a "Broker," maintaining a consistent W-2 workforce and company-owned equipment.
- The Respondent shall actively manage, supervise, and fulfill the individual contractor participation requirements established during project-specific Joint Scope Meetings (JSM).
- The Respondent understands that project broking without performing a meaningful, documented role is grounds for immediate termination of the Master Agreement.

4.5 Reference List.

Provide an e-mail contact for a minimum of 5 recently completed projects. [Please print legibly]

The following form template will be used by HCSO to contact the Organizations of your provided recent project contacts. The recipients of your reference request(s) are responsible for returning the completed form to Buyer listed on 1.1 within 10 business days from the response date and time on page 4, Term Contract (TC) Overview. Delayed receipt may cause reference to not be reviewed.

To: _____ From: XXX, Buyer
 Attn: _____
 Ph: _____ Fax: 813-242-1826
 EM: _____ EM: [xxx](#)

You are being contacted on behalf of the Hillsborough County Sheriff's Office (HCSO) Purchasing.
 2026-012 General Construction IDIQ
 The Contractor indicated below has given your name as a reference for Work completed. We would appreciate your reply to the following questions regarding your experience with this company. Please return this form at your earliest convenience to the HCSO email listed above. Thank you.

Contractor: _____ Work Referenced

Please provide a brief explanation where necessary. Additional pages may be used.		YES	NO	EXPLANATION
1	Has the Contractor's Work been satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Were problems resolved in good faith?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Were there financial problems or billing issues?	<input type="checkbox"/>	<input type="checkbox"/>	
5	What was the approximate Agreement amount?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Would you Work with this Contractor again?	<input type="checkbox"/>	<input type="checkbox"/>	
7	How would rate the vendor's overall performance to quality?			
8	How would rate the vendor's overall performance to timeliness?			
9	Use the space below to elaborate on any strengths or weaknesses of this Contractor.			

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4.6 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.

Specifications

Nature of Award

Specifications are too "tight" (i.e., limited to one brand or manufacturer)

Insufficient time was provided for response

Unable to meet specifications

Product or an equivalent is not offered

Specifications are unclear

Other

Please provide an explanation:

We request to:

remain on HCSO's list for future solicitations in this service category

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:

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4.8 Packaging Label.

Below is the information required on the outermost packaging of your TC package if submitting a physical copy. Use this as a label.

URGENT - SEALED SUBMITTAL PACKAGE 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 PACKAGE SUBMITTAL</u>
	From: _____
# 2026-012	
General Construction IDIQ	
OPENING DATE/TIME: July 23, 2026. 3:00pm EST	
URGENT	

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4.9 Submittal Checklist & Attachment List.

INSTRUCTIONS TO GCs: To ensure your Response is found "Responsive," utilize this checklist to confirm all mandatory components are included. Failure to provide any item marked as [Mandatory] may result in the immediate rejection of your Quote.

4.9.1 Administrative Requirements

- TC Package (Original/Electronic): One (1) original or one (1) electronic copy of the entire solicitation, including all sections requiring a signature in their entirety.
- Redacted Copy (As Applicable): If no redacted copy is provided, the original will be considered a public record in its entirety.
- Addenda/Amendments: Ensure all issued Addenda are signed and included.
- Bid Packaging Label: Use the standard label provided in Section 4.9 for physical or digital folder identification.

4.9.2 Mandatory Appendices & Attachments

Check	Item	Description & Reference
<input type="checkbox"/>	Appendix I: Supplier Packet	[Mandatory] Completed company information, ACH, and tax forms.
<input type="checkbox"/>	Appendix II: Discipline Designation	[Mandatory] Selection of Primary and Secondary trades and corresponding FL License numbers. (Ref: Section 2.2)
<input type="checkbox"/>	Appendix III: Pricing & Declaration	[Mandatory] Signed declaration of anti-brokering standards, JSM participation compliance, and Maximum NTE Multipliers. (Ref: Section 2.3 & 2.7)
<input type="checkbox"/>	As Attachment A: Builder Qualification File	[Mandatory] 10-page narrative including resumes and safety protocols. (Strict 10-page limit). (Ref: Section 2.6)
<input type="checkbox"/>	As Attachment B: W-2 Personnel Roster	[Mandatory] List of staff to verify "Builder" capacity for selected trades. (Ref: Section 3.5)
<input type="checkbox"/>	*4.5: Reference List	[Mandatory] Documentation of 5 successful projects in high-security environments. (Ref: Section 4.5)
<input type="checkbox"/>	*4.6: Statement of No Participation	[Optional] Only submitted if you are declining to bid. (Ref: Section 4.6)