



Request for Proposal No. 6-15  
Communication Towers and Antenna Systems  
Maintenance

June 2, 2015

Office of the Comptroller  
2008 E. 8<sup>th</sup> Avenue  
Tampa, Florida 33605



Stephanie Jackson, Buyer  
(813) 247-0701  
sajack01@hcsso.tampa.fl.us

#### INSTRUCTIONS TO PROPOSERS

Included herein are General Terms and Conditions (Part A); the Special Provisions (Part B); the Technical Specifications (Part C); and the Proposal Response (Part D), which together with all attachments, constitute the entire "Proposal Package". Said Proposal Package must be the basis upon which all proposals are offered and the same (the entire Proposal Package) must be kept together and returned, intact, by the time and at the place herein specified. The Proposer must manually sign the General Terms and Conditions (Part A) and Proposal Response (Part D). Any questions concerning this request for Proposal Package should be directed to the Buyer whose name appears above.

When awarded, the Proposal Package becomes the "**Contract Document**". The Proposer's signature on the proposal constitutes Proposer's agreement to the terms therein. The signature on the proposal 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 PROPOSAL CAREFULLY BEFORE SIGNING.**

#### NOTICE TO PROPOSERS

**WHEN SUBMITTING A SEALED PROPOSAL, ALL PROPOSALS SHOULD BE CLEARLY MARKED AS A PROPOSAL DOCUMENT. THIS IDENTIFICATION SHOULD INCLUDE THE PROPOSAL NUMBER, PROPOSAL TITLE AND DATE DUE ON THE OUTSIDE OF THE ENVELOPE.**

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LETTER OF INTENT TO SUBMIT PROPOSAL

The undersigned hereby acknowledges the General Terms and Conditions, Special Provisions and Technical Specifications of Request For Proposal (RFP) 6-15 for Communication Towers and Antenna Systems Maintenance and intends to submit a proposal in response to the Hillsborough County Sheriff's Office request. We understand that all information regarding this RFP including amendments, addenda, clarifications, Q & A etc. will be posted to the HCSO website at [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us) on the purchasing page under this RFP number, which shall be considered the official method of communication. Communicating directly with those who intend on responding to the RFP via the authorized individual below is a courtesy.

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Name and Title

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Company Name

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Address  

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Email Address

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Telephone Number

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Fax Number

The following person(s) will attend the Mandatory Pre-Proposal Conference

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**THIS FORM SHALL BE SENT PRIOR TO THE MANDATORY PRE-PROPOSAL CONFERENCE INDICATED ON PAGE 5, TO THE BUYER, STEPHANIE JACKSON, AT [sajack01@hcso.tampa.fl.us](mailto:sajack01@hcso.tampa.fl.us) OR FAX NUMBER 813-242-1851.**

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

VENDOR NAME: \_\_\_\_\_

SUBJECT: Request for Proposal 6-15

TITLE: COMMUNICATION TOWERS AND ANTENNA SYSTEMS  
MAINTENANCE

OPENING DATE & TIME: **June 2, 2015 @ 3:00 PM**

PLACE: Sheriff's Operation Center  
Office of the Comptroller, Room 125  
2008 E 8th Avenue  
Tampa, FL 33605

MANDATORY PRE-PROPOSAL CONFERENCE: **May 27, 2015 @ 1:00 PM**

HCSO  
Communications Maintenance  
2214 N. Falkenburg Road  
Tampa, FL 33619

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

PART A - GENERAL TERMS AND CONDITIONS:

1. Proposals: Must be contained in a SEALED envelope addressed to: David Gee, Sheriff, 2008 E 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, the proposal must be marked as a PROPOSAL DOCUMENT (including the proposal number, date and time of proposal opening) on the outside of the envelope.

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

2. The responsibility for getting the proposal to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Proposer. The Sheriff will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Proposer shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Proposals will not be accepted after the time specified for receipt. Such Proposals shall be returned to the Proposer unopened with the notation "This Proposal Was Received After the Time Designated For the Receipt and Opening of Proposals".

3. On-Line Documents: The HCSO is publishing documents on its website ([www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us)) for the convenience of vendors wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a proposal.
4. Time for Consideration: Proposer warrants by virtue of proposing the prices quoted in his response will be good for an evaluation period of forty five (45) calendar days from the date of proposal opening unless otherwise stated. Proposers will not be allowed to withdraw or modify their proposals after the opening time and date.
5. Prices: All proposals submitted must show the net proposal price after any and all discounts allowable have been deducted. **Prices quoted are to be F.O.B. Destination.** State sales tax and federal excise taxes shall not be included as the HCSO is tax-exempt. The Sheriff will issue tax exemption certificates submitted to the successful Proposer when requested.

The Proposer's attention is directed to the fact that the tax laws of the State of Florida, including but not limited to Chapter 212, Florida Statutes, apply to this proposal matter and that all applicable taxes and fees shall be deemed to have been included in the Proposal Response as part of his materials cost, when applicable.

6. Proposal Errors: When errors are found in the extension of proposal prices, the unit price will govern. Proposals having erasures or corrections must be initialed in ink by the Proposer.
7. Condition of Materials & Packaging: Unless otherwise indicated, it is understood and agreed that any item offered or shipped on this proposal shall be NEW and in FIRST CLASS CONDITION, 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 successful proposer 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 proposal are to be made during the normal working hours of the Sheriff's Office. It is the Proposer'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 Proposers.
11. Information and Descriptive Literature: Proposer must furnish all information requested in the RFP. If specified, each proposer must submit cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous responses will not satisfy this provision. Proposals which do not comply with these requirements will be subject to rejection.
12. Proposal Package Costs: Submittal of a proposal is solely at the cost of the Proposer and the HCSO in no way is liable or obligates itself for any cost incurred by the Proposer in preparing the Proposal Package.
13. No Proposal: If the receipt of this request for proposal is not acknowledged, Proposer's name may be removed from the HCSO vendor mailing list.
14. Compliance with Occupational Safety and Health Act: Proposer certifies that all material, items, equipment, service, etc., contained in his proposal meets all O.S.H.A. requirements.

15. Acceptance and Rejection: The Sheriff, Hillsborough County, Florida, reserves the right to reject any or all proposals, for cause, to waive irregularities, if any, in any proposal, and to accept the proposal or proposals which in the judgment of the Sheriff is in the best interest of Hillsborough County.
16. Disputes: Any prospective Proposer who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all Proposals will submit a notice of protest in writing within seventy-two (72) hours (excluding official holidays, Saturdays and Sundays) to the HCSO Purchasing Section by registered mail or hand deliver for which a receipt must be provided.

The Buyer will have five (5) business days upon receipt of the dispute notice to review the issues with the stakeholders and evaluation committee if necessary and consider the dispute as written. The Proposer may be requested to provide further clarification of the issues. Upon completion of this review process the Buyer will make a recommendation to the Comptroller.

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

17. Public Entity Crimes: Pursuant to §§ 287.132–287.133, Fla Stats. (2015), the Hillsborough County Sheriff, as a public entity, may not accept any bid or proposal from, award any contract to, or transact any business in excess of the threshold amount provided in § 287.017, Fla Stat. (2015), for Category Two (currently \$35,000) with any person or affiliate on the convicted vendor list for a period of thirty-six (36) months from the date that 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. (2015).

If you submit a bid or proposal in response to this request, you are certifying that §§ 287.132-287.133, Fla Stats. (2015), does not restrict your submission.

18. Public Record: Any material submitted in response to this Request for Proposal will become a public document pursuant to §119.07, Fla. Stat. (2015). 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. (2015). The awarded vendor agrees to comply with §119.0701, Fla. Stat. (2015), regarding maintenance and provision of access to all public records generated by the contract with the HCSO.

19. Specifications are attached.

DAVID GEE, SHERIFF  
HILLSBOROUGH COUNTY, FLORIDA

*--Signature on File--*

By: \_\_\_\_\_  
Christina R. Porter, CPA  
Comptroller

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

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

\_\_\_\_\_  
Print Name/Title Title/Company Officer

SIGNATURE \_\_\_\_\_

**NOTE: THIS PAGE MUST BE RETURNED WITH YOUR PROPOSAL AFTER COMPLETING PARAGRAPH TWENTY (20) ABOVE. EACH PROPOSAL AND ANY CLARIFICATIONS TO THAT PROPOSAL AS WELL AS ALL AMENDMENTS OR ADDENDA TO THIS DOCUMENT SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE COMPANY IN CONTRACT. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN THE PROPOSAL RESPONSE (PART D, PARAGRAPH 1, EXCEPTIONS).**



## PART B - SPECIAL PROVISIONS

### 1. IN GENERAL

The purpose of these specifications is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) for Communication Towers and Antenna Systems Maintenance.

### 2. SCOPE OF WORK

The HCSO Communications Maintenance Section is responsible for providing and maintaining the 700/800 MHz radio system for multiple law enforcement and emergency responders within Hillsborough County. The microwave and broadband radio systems operate from multiple telecommunication towers. The awarded vendor will be responsible for maintaining the towers in accordance with Federal Communication Commission (FCC) and Federal Aviation Authority (FAA) Code of Federal Regulations (CFR) and any other state, local or governing authority's laws, regulations and policies. It will be the responsibility of the Contractor to be aware of all laws and regulations and to guarantee that HCSO towers and equipment are maintained in accordance with those laws and regulations. The Contractor will be responsible for all Antenna Structure Registrations (ASR) and updates.

### 3. LOCATIONS

The requirements for this request for proposal include furnishing the services specified herein, including, but not limited to, the sites and locations listed in Attachment "A". This spreadsheet identifies the site locations. The HCSO reserves the right to add or delete sites and locations to be serviced under this agreement.

### 4. CONTRACTOR QUALIFICATIONS

The Contractor may be required to furnish evidence in writing that they maintain a permanent place of business and have adequate equipment, finances and personnel to furnish the item or service satisfactorily and expeditiously. The HCSO reserves the right to inspect the Contractor's place of business and equipment prior to award of any contract, for determining ability to meet terms and conditions as set forth herein. Technical personnel performing this work must have a minimum of five (5) years experience on all of the equipment included in this work statement.

### 5. LAWS AND REGULATIONS

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

In the event the Contractor encounters protected wildlife on a job-site during the performance of services contained under contract, it is the responsibility of the Contractor to notify the HCSO Project Manager. At that time the HCSO shall assume the responsibility of coordinating a resolution with relevant State and Local Agencies before prescribed work/service is to resume.

### 6. PRE-PROPOSAL CONFERENCE

All interested parties must attend a mandatory pre-proposal conference (see date on Page 5). At this time the Sheriff's representative(s) will be available to answer questions relative to this RFP. Any suggested modifications must be presented in writing and discussed with the Sheriff's representative(s) at this meeting and may be

considered by said representative(s) as possible amendments to the RFP. It is the responsibility of the Proposer to conduct site visits and inspections of the equipment to be serviced under this agreement.

## 7. EVALUATION CRITERIA

Initially all proposals submitted will be reviewed to determine if the Proposer is both responsive in terms of the completeness of the proposal package and responsible as per the qualifications outlined in paragraph four (4) above. Proposals determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation.

Proposals determined to have met the minimum requirements will then be evaluated based on the following weighted criteria. These criteria relate directly to information required in Proposal Response (Part D) and are presented in the same outline. It is therefore important to maintain the organization of your Proposal Response as outlined so the evaluators may easily locate the required documents. Proposal Response (Part D) offers details of the criteria below.

Evaluation Criteria:	Points Available:
A. Company Overview	35
B. Personnel Qualifications	15
C. Price/Cost	<u>50</u>
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>

## 8. EVALUATION AND AWARD PROCESSES

The HCSO reserves the right to award this contract to the Proposer whose proposal, in the opinion of the Sheriff best serves the requirements of the HCSO. The successful Proposal will be determined utilizing both price and evaluation criteria outlined above. An Evaluation Committee will be appointed. Once each member of the Evaluation Committee has independently reviewed and ranked each Proposal, the committee will meet and discuss the results of their initial rankings as compiled by the Buyer. Each Proposal will be then be reviewed in a joint committee meeting for compliance with technical and administrative requirements. The committee may ask for clarifications which shall be communicated to the Proposer through the Buyer. The committee may also decide to interview or request oral presentations from the top ranked Proposers which shall be arranged by the Buyer.

Once the committee reaches a consensus the Buyer will communicate the committee recommendation for award through the chain of command for final approval by the Sheriff or his representative. The HCSO intends to make a selection announcement no later than forty-five (45) calendar days after the deadline for submission of proposals.

## 9. AWARD

Award shall be made to the most responsive and responsible proposer offering a service deemed suitable for use by the HCSO.

Award shall be made on an ALL-OR-NONE TOTAL OFFER basis.

Notice of Award will be sent to the awarded Contractor and posted to the HCSO website <http://www.hcso.tampa.fl.us> on the Purchasing Page under the appropriate RFP number. If you do not have Internet access, and would like a copy of the proposal results, contact the Purchasing Office at (813) 247-8034.

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

#### 10. CONTRACT DOCUMENT

The contract between David Gee, Sheriff, Hillsborough County and the Contractor shall consist of: (1) the RFP and any amendments thereto and (2) the Contractor's proposal submitted in response to the RFP. The HCSO reserves the right to clarify any contractual relationship in writing with the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Contractor's proposal. In all matters not affected by the written clarification, if any, the RFP and all amendments thereto shall govern. The Proposer is cautioned that his proposal shall be subject to acceptance without further clarification.

To the extent that a provision of the contract is contrary to the Constitution or Laws of Florida, or to the United States, the provision shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties.

#### 11. CONTRACTUAL OBLIGATIONS

The successful Proposer may not sublet or subcontract any of the contractual obligations concerning this proposal matter except as provided for in the written Contract between the HCSO and Contractor. This statement prohibits subcontracting overall management obligations pertaining to the work and requires the Contractor to retain ultimate liability for all contractual obligations.

#### 12. ASSIGNMENT

The Contractor will not assign, transfer, convey, or otherwise dispose of this Contract or any part thereof, or of its right title or interest therein or its power to execute this Contract or any amendment or modification hereto, to any other person, company or corporation, without prior written consent of the HCSO. Sale of a majority of corporate stocks, filing for bankruptcy, or reorganization shall be considered an assignment.

#### 13. DEFAULT

The Contract may be canceled or annulled by the HCSO of the Comptroller in whole or in part by written notice of default to the Contractor upon non-performance or violation of Contract terms. An award may be made to the next best responsive and responsible Proposer, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Contractor to deliver materials or services within the time stipulated in these specifications, unless extended in writing by the Office of the Comptroller, shall constitute Contract default. Vendors who default on Contracts may be removed from the vendor mailing lists for future Contracts at the discretion of the Office of the Comptroller.

14. CANCELLATION

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

- a. Ten (10) calendar days written notice with cause, or;
- b. Thirty (30) calendar day's written notice without cause.

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

15. NEXT QUALIFIED PROPOSER

In the event of a default by the Contractor, the HCSO reserves the right to utilize the next qualified proposal as the new awardee. In the event of this occurrence, the next low qualified proposer shall be required to provide the proposal services at the prices as contained on the proposal for this specification for the completion of the Contract.

16. ADDITION/DELETION

The HCSO reserves the right to add or delete any items from this proposal or resulting Contract when deemed to be in the best interest of the HCSO.

17. INVOICING & PAYMENT

The Contractor will invoice the HCSO for service completed. Payment shall be made in accordance with § 215.422, Fla. Stat. (2015), which states the Contractor's rights and the HCSO 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 forty-five (45) calendar days from date of receipt of properly executed invoice.

Invoices should be addressed to:

Hillsborough County Sheriff's Office  
Attention: Accounts Payable  
P.O. Box 3371  
Tampa, FL 33601

Invoices may be mailed to the address above or emailed to [accountspayable@hcsso.tampa.fl.us](mailto:accountspayable@hcsso.tampa.fl.us)

ACH and Purchasing Card payments are preferred 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.

18. CONTRACT PERIOD

The Contract shall be effective for three (3) years from the date of award. By written mutual consent between the Hillsborough County Sheriff's Office and the awardee, the Contract may be extended up to two (2) additional two (2) year periods.

## 19. ESCALATION/DE-ESCALATION

The Hillsborough County Sheriff's Office will allow an escalation/de-escalation provision in this RFP. The escalation/de-escalation will be allowed provided the Contractor notify the HCSO, Office of the Comptroller of the pending increase/decrease a minimum of thirty (30) calendar days prior to the end of each one (1) year period for which the bid was awarded. Said notification shall consist of proof of increase and shall include each individual item, the amount of increase/decrease and the applicable RFP Item Number. Failure to comply with these instructions shall be grounds for disallowance of the escalation/de-escalation clause as stated herein.

## 20. WARRANTIES

The Contractor will warrant all workmanship for a period of no less than one (1) year.

The Contractor will warrant this Work to be in direct compliance with all Federal, State and local laws, ordinances, codes, rules and regulations that in any manner affect this Work. During the warranted period, the Contractor will restore or remove and replace warranted Work to its original specified condition in the event of failure. Contractor will restore or remove and replace other Work which has been damaged by failure of warranted Work, or which must be removed and replaced to gain access to warranted Work.

## 21. CERTIFICATES OF INSURANCE

The Contractor shall not commence any work in connection with this Contract until he has obtained and provided all the following types of insurance and such insurance has been approved by the HCSO, nor shall the Contractor allow any Subcontractors to commence work on his subcontract until all similar insurance required of the Subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified to do business in Florida. Sixty (60) calendar days notice of cancellation, non-renewal, or change in the insurance coverage is a requirement.

### Worker's Compensation Insurance

The Contractor shall take out and maintain during the life of this Contract, Worker's Compensation Insurance for all of its employees connected with the Work of this project and, in case any Work is sublet, the Contractor shall require the Sub-contractor similarly to provide Worker's Compensation Insurance for all the Latter's employees unless such employees are covered by the protection afforded by the Contractor. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any hazardous work under this contract at the site of the project is not protected under the Worker's Compensation statute, the Contractor shall provide, and cause each Subcontractor to provide adequate insurance, satisfactory to the HCSO, for the protection of its employees not otherwise protected.

### Contractors Public Liability and Property Damage Insurance

The Contractor shall take out and maintain during the life of this Contract, Comprehensive General Liability Insurance (including operations, completed operations, products, contractual, and owners and contractors protective liability) and Comprehensive Automobile Liability Insurance and shall protect itself from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by itself or by anyone directly or indirectly employed by him, and the amounts of such insurance shall be the minimum limits as follows:

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

## 22. INDEMNIFICATION

The Contractor will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of its Work, provide that any such liability, claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting there from and (b) is cause in whole or in part by the act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, whether or not it is caused in whole or in part by a party indemnified hereunder.

In any and all claim against the HCSO or any of its agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workman's compensation acts, disability benefit acts, or other employee benefit acts.

The Contractor will indemnify and hold harmless the HCSO and anyone directly or indirectly employed by it from and against all claims, damage, losses, and expenses (including attorney's fees) arising out of any infringement of patent rights or copyrights held by others and shall defend all such claims in connection with any alleged infringement of such rights.

## 23. RESPONSIBILITY OF CONTRACTOR

The Contractor may perform the Work using equipment, tools and machinery of his own choosing. Any parts of the facilities that are damaged by the Contractor's equipment or procedures during the service shall be replaced or repaired as directed by the HCSO Communications or Facilities Maintenance personnel at the Contractor's expense.

The Contractor will be fully responsible for all acts and omissions of his Subcontractors and of persons directly or indirectly employed by it. Nothing in the Contract Documents shall create any contractual relationship between any subcontractor and the HCSO or any obligation on the part of the HCSO to pay or to see the payment of any monies due any subcontractor, except as may otherwise be required by law. The HCSO may furnish to any subcontractor, to the extent practicable, evidence of amounts paid to the Contractor for specific Work completed. The Contractor agrees to bind specifically every subcontractor to the applicable terms and conditions of the Contract Documents for the benefit of the HCSO. All work performed for the Contractor by a subcontractor shall be pursuant to an appropriate written agreement between the Contractor and the subcontractor which shall contain provisions that waive all rights the contracting parties may have against one another for damages caused by fire or other perils covered by insurance, except such rights as they may have to proceeds of such insurance held by the HCSO as trustee. The Contractor will pay each subcontractor an appropriate amount determined by value of the Work, of any insurance monies received by the Contractor under this insurance.

## 24. APPROPRIATION 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 request for each and every fiscal year following the fiscal year in which this Contract is executed and entered into and for which the Contract shall remain in effect. The 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 thirty (30) calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such Contract.

## 25. EXCEPTIONS TO PROPOSAL

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

## 26. LIQUIDATED DAMAGES

The completion of the documentation associated with the tower inspections and/or profiling of tower structures appurtenances is critical and time sensitive. At the conclusion of the tower inspections and/or profiling, the Contractor will have thirty (30) calendar days to complete the required documentation of the inspections and/or profiling and deliver the documents to the Communications Maintenance Section. Failure to complete and deliver the documentation within the allotted thirty (30) calendar days will result in the assessment of liquidated damages in the amount of \$100.00 per calendar day for each day beyond the established delivery date.

## 27. GOVERNMENTAL PURCHASING COUNCILS

All proposals received shall be considered as Proposals to all members of the Hillsborough County and Tampa Bay Area Government Purchasing Council. Said members may, at their discretion, utilize this proposal. All agencies will issue their own purchase orders, issue payments, and coordinate the service locations with the successful proposer as required, particularly those listed below:

Hillsborough County Transit Authority  
Hillsborough County Purchasing  
City of Temple Terrace  
Tampa Sports Authority  
Hillsborough Community College  
State Attorney's Office  
Clerk of the Circuit Court of Hillsborough County  
Hillsborough County Aviation Authority  
Hillsborough County School Board  
City of Plant City

Tampa Port Authority  
City of Tampa  
Hillsborough County Tax Collector  
Hillsborough County Property Appraiser  
Hillsborough County Supervisor of Elections  
City of Tampa Housing Authority  
The Children's Board of Hillsborough County.

Quantities provided are estimates only, and not binding upon the Hillsborough County Sheriff or any other of the entities listed above. Quantities given are those of the HCSO only.



PART C – TECHNICAL SPECIFICATIONS

1. Overview of Services Required
  - a. Communications Towers, Antenna Systems and Tower Lighting
    - i. Communications Tower Structures
      1. Annual Inspection of Tower Structures
    - ii. Antennas and Microwave Dishes
      1. Annual Inspection of Antennas and Microwave Dishes
      2. Annual Inventory of Antennas and Microwave Dishes
    - iii. Antenna and Microwave Mounts
      1. Annual Inspection of Antenna Mounts
    - iv. Transmission Lines
      1. Annual Inspection of Transmission Lines
    - v. Tower Lights and Lighting Systems
      1. Annual Inspection of Tower Lights and Lighting Systems
    - vi. Installation, Removal and Repair Services
      1. Installation of Antenna Systems
      2. Removal of Antenna Systems
      3. Installation of Transmission Lines
      4. Removal of Transmission Lines
      5. Repair Services
      6. Emergency Response Services

2. Communications Tower Structure Requirements

Communications towers (both guyed and self-supporting) are to be inspected annually for maintenance purposes and to extend the useful life of the structures and associated equipment. The inspections are to include tower structures, foundations, anchors, guy wires, fittings, guy wire tension, tower alignment, paint, obstruction marking, antennas, dishes, transmission lines, grounding and lighting. Detailed written reports shall be prepared and submitted along with digital photos notating discrepancies for each communications tower and associated equipment. Inspections shall include, but not limited to the following conditions or items:

- a. General Tower Structure Condition
  - i. General Conditions
    1. Check for bent members
    2. Check legs and bracing members
    3. Check for loose members
    4. Check for missing members
    5. Check if climbing facilities, platforms, catwalks are secure & stable
    6. Check for loose and/or missing bolts
    7. Check for signs of unusual stress or vibration
  - ii. Structural Items and members
    1. Spot check a minimum of ten (10) bolts on vertical tower members at intervals of approximately twenty-five (25) feet apart on all faces of tower

2. Record the number of bolts and/or nuts found to be missing
3. Record the percentage of bolts that were checked to be loose
4. Inspect structural members for fractures, bends and faulty welds
5. Check the general condition of the stub (bottom) of tower
6. Particular attention to be given to condition of welds at the following points:
  - a. Guyed tower cantilevered joints above guy level
  - b. Guy lugs and torque arm lugs
  - c. Welds on equalizer plate where it connects to the anchor shaft

iii. Anchors and Foundations

1. Check general conditions
2. Check for protection of exposed concrete
3. Check for cracks or deterioration of concrete
4. Check of any signs or indication of movement
5. Check for brush, trees or overgrowth
6. Check if anchors are fenced or protected
7. Check for sufficient slope to ensure proper water shedding
8. Check if anchor head is clear of earth
9. Check for any evidence of anchor bolt corrosion
10. Check guy plates and rods for bends and fractures
11. Inspect concrete tower foundations for cracking, spalling and settling
12. Check guy anchor foundations for cracking, weathering and creepage
13. Check anchor rod condition below earth (12 inches minimum)
14. Check base of self-supporting tower for proper grouting
15. Check drain holes at base for any obstructions
16. Explain any "unsatisfactory" conditions discovered in the written report

iv. Guy Wires and Fittings

1. Check general conditions
2. Check connection points (top and bottom)
3. Check that end fittings are secure
4. Check for rust and corrosion
5. Check for corrosion control
6. Check for vibration
7. Check if dampers are in place and secure (if used)
  - a. Check all turnbuckles, slippage and above grade
  - b. Check turnbuckle jam-nut safeties, and cable safeties
  - c. Inspect guy cable clamps for security and slippage
  - d. Check shackles, clevises and thimbles
  - e. Inspect guy wire tails for lashing
  - f. Visually inspect guy wires with binoculars for broken strands or damaged insulators
8. Explain any "unsatisfactory" conditions in written report

v. Guy Wire Tension

1. Check all guy wire tension using industry-accepted method
2. Specify the method used for guy tension measurement
3. Compare tensions to manufacturer specifications
4. When tension checks are made record the following:
  - a. Tension
  - b. Temperature (in degrees Fahrenheit)

- c. Wind direction
  - d. Wind velocity (in mph)
- 5. Explain any “unsatisfactory” conditions in written report
- vi. Tower Vertical Alignment
  - 1. Check tower vertical alignment using industry-accepted method
  - 2. Specify method used for checking alignment
  - 3. Record measurements in written report
  - 4. Explain any “unsatisfactory” conditions in written report
- vii. Insulators (if applicable)
  - 1. Check general condition
  - 2. Record type and location of insulators used
  - 3. Check for cracked, broken or damaged insulators
  - 4. Check condition of isolation transformer
  - 5. Check setting of spark gaps
  - 6. Make list of manufacturer, type and part numbers for future replacement
  - 7. Explain any “unsatisfactory” conditions in written report
- viii. Paint and Obstruction Marking
  - 1. Check general paint conditions
  - 2. Check condition of paint and if tower needs to be repainted
  - 3. Check for paint spatter near surrounding area of tower
  - 4. Check paint and marking for compliance aviation regulations
  - 5. Check for percentage of paint that may be peeling, flaking or fading
  - 6. Check for the visual effectiveness of the paint and markings
  - 7. Explain any “unsatisfactory” conditions in written report
- ix. Surface Condition
  - 1. Check all tower surfaces for rust and corrosion
  - 2. Check cable-bridge, mounting brackets, side arms, clamps, hanger bolts, etc. for rust and corrosion
  - 3. Check for accumulation of water in members
    - a. Check and clear all drain holes
  - 4. Inspect for signs of galvanic action
  - 5. Explain any “unsatisfactory” conditions in written report
- x. Electrical and Lighting Systems
  - 1. Check general condition of electrical and lighting systems
  - 2. Check that all lights are illuminated and working properly
  - 3. Check that strobe lights are properly flashing
  - 4. Check photoelectric controls for proper operation
  - 5. Verify that flasher and strobe units are operational
  - 6. Check for cracked or broken beacon and sidelight globes
  - 7. Check beacon closure bolt
  - 8. Check sidelight gasket condition
  - 9. Check beacon and sidelight socket condition
  - 10. Check internal wiring of beacon
  - 11. Check that drain holes are open and clean
  - 12. Inspect conduit, conduit clamps and junction box condition
  - 13. Check overall condition of electrical system connections

## 14. Explain any “unsatisfactory” conditions in written report

xi. Antennas and Dishes

1. Record the description of the antennas and dishes
2. Check and record general condition of antennas
3. Check for misalignment or physical damage
4. Check antennas, dishes and radomes for damage, deterioration and shifting
5. Check all antenna and dish mounts for loose or missing bolts
6. Check stiff-arms for loose or missing bolts and make sure they are secure
7. Specify in written report any antenna and dish mounting bolts that need to be re-tightened
8. Explain any “unsatisfactory” conditions in written report

xii. Transmission Lines and Waveguide

1. Inspect coax connections to all VHF, UHF and 700/800 MHz antennas
2. Check all jumper cables and connections
3. Check for proper weatherproofing of connectors
4. Inspect waveguide connections to microwave dishes
5. Check all pressurized waveguide connections for leaks
6. Check waveguide flex jumpers for cracks, leaks and deterioration
7. Check of loose or missing waveguide or coaxial cable hangers, supports, restrainers or wraplock
8. Where wrap-lock is used for securing elliptical waveguide or transmission lines, check the protective covering under the wraplock for chafing
9. Check that elliptical waveguide hangers or supports are spaced no more than four (4) feet apart
10. Check waveguide and transmission lines for cracks, excessive bends, dents, abrasions or other damage
11. Check transmission lines for proper attachment and weatherproofing of grounding kits
12. Check transmission lines for proper number and location of grounding kits
13. Explain any “unsatisfactory” conditions in written report

xiii. Tower Top Amplifiers

1. Check general condition of enclosures
2. Inspect exterior of painted box for rust and corrosion
3. Inspect connections for proper weatherproofing
4. Check that ground conductor is connected between grounding stud and tower structure
5. Check grounding connections for corrosion
6. Check ground cable terminals
7. Inspect mounting brackets and hardware for rust and corrosion
8. Open enclosure door and inspect the interior for intrusion of water. Securely close and tighten latches after inspection
9. Explain any “unsatisfactory” conditions in written report

xiv. Grounding

1. Check general grounding conditions
2. Check for loose ground straps or ground conductors
3. Check tower for proper grounding techniques
4. Check if lightning rod is installed and mounted properly

5. Check above grade cad-weld ground connections for secure connection to tower members
6. Check cad-welds for protective corrosion resistant coatings (Zinc enriched paint)
7. Check condition of all ground wires and clamps
8. Check that ground conductors are securely attached to tower members and guys
9. Check transmission lines for proper attachment and weatherproofing of grounding kits
10. Check transmission lines for proper number and location of grounding kits
11. Record the ground system resistance utilizing the clamp-on meter method
12. Explain any "unsatisfactory" conditions in written report

xv. Tower Assembly Profiling

1. Antennas, dishes and transmission lines (each)
  - a. Frequency
  - b. Elevation
  - c. Type
  - d. Size
  - e. Flex Jumper Part No. and Length
  - f. Tower leg
  - g. Gain
  - h. Model Number
  - i. Manufacturer
  - j. Connectors and hangers
  - k. Obstruction Lights
  - l. Prepare plot plan (with orientations to North)
2. Include appurtenances in inventory (side arms, walkways, platforms, sensors, obstruction lights, etc.)
  - a. Elevation
  - b. Arrangement
  - c. Tower assembly profiling report shall be provided in table form while listing all of the parameters contained in paragraph xv. Appurtenances, antennas, dishes, etc., will be numbered in the table as well. The table will also be provided to the HCSO in an Excel spreadsheet format on CD medium. Drawings are to be provided and reflect the item number of the appurtenances, location on the tower as well as elevation. Typical industry standard symbols should be used to depict the antennas and appurtenances. Profiling shall specify the type of Hangers used on transmission lines and elliptical waveguide (Snap-in or bolt-on hangers)

xvi. Tower Dismantling and Removal

1. Dismantling and removal of existing self-supporting tower structures
  - a. Proper disposal of all tower material dismantled
  - b. Deliver antennas, microwave dishes and mounting hardware to the HCSO, if requested
2. Dismantling and removal of existing guyed tower structures
  - a. Proper disposal of all tower material dismantled
  - b. Deliver antennas, microwave dishes and mounting hardware to the HCSO, if requested

xvii. Coaxial Cable and Elliptical Waveguide Hanger Replacement

1. Removal of coaxial cable and elliptical waveguide “Snap-in” Hangers
2. Replace coaxial cable and elliptical waveguide with “Bolt-on” Hangers
3. Hangers and mounting hardware will normally be supplied by the HCSO

3. Service, Materials and Exceptions

Provide labor, equipment, material and all incidentals required to correct, repair or replace any and all equipment or systems failing inspection under the specifications outlined above or otherwise noted as inoperable or not in compliance with Federal, State or local laws, codes or regulations. Any exceptions should be noted in PART D – Proposal Response.

4. Service Calls

a. Response Time

Emergency: The Contractor shall respond within twelve (12) hours upon receipt of Service call. This covers breakdowns of equipment that could affect the operations of the HCSO.

Non-Emergency: The Contractor shall respond within forty-eight (48) hours upon receipt of service call. This covers problems on equipment not considered to be critical to the operations of the HCSO.

Failure to Respond: If the Contractor does not respond within the specified time frame outlined above, this may be cause for contract dismissal or default.

b. Personnel Availability

Service or repair personnel shall be available, on call, twenty-four (24) hours per day, seven (7) days per week.

c. Parts

Parts supplied by the Contractor for equipment covered under this Contract shall be as recommended by the respective equipment’s manufacturer or an acceptable equivalent. Repairs with non OEM parts or improperly used parts are not acceptable. The Contractor will be expected to provide repair parts at cost plus 10% in addition to freight charges.

The HCSO may elect to supply certain items such as antennas for installation or replacement.

5. COMMUNICATIONS ANTENNA, TOWER REPAIRS AND PREVENTATIVE MAINTENANCE

Repairs: All repairs and/or service executed on any equipment covered under this RFP shall be made with the express knowledge or in the presence of HCSO Communications Maintenance personnel. The Contractor shall stock (or have quick access to) replacement bulbs for the tower lighting systems. The Contractor shall furnish replacement bulbs for the tower lighting systems. The Contractor will be reimbursed for the bulbs as previously stated Technical Specifications (Part C).

Preventive Maintenance: The minimum requirement shall be in accordance with Technical Specifications (Part C) and with the equipment manufacturer’s recommendations.

## PART D PROPOSAL RESPONSE

The undersigned understands that this Proposal **must be signed in ink** and that the **unsigned** Proposal Package will be considered incomplete and subject to rejection by the Hillsborough County Sheriff's Office.

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

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

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS

## PROPOSAL PACKAGE TO BE CONSIDERED BY THE HILLSBOROUGH

COUNTY SHERIFF'S OFFICE

EXCEPTIONS TO PROPOSAL: NOTES - ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS PROPOSAL TO BE REJECTED BY THE HILLSBOROUGH COUNTY SHERIFF'S OFFICE. **ALL PROPOSERS SHOULD CAREFULLY READ PARAGRAPH 25 OF THE SPECIAL PROVISIONS (PART B).**

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

[illegible]

2. PROPOSAL RESPONSE

The following cover pages correspond with the evaluation criteria listed in Special Provision, Part B, Paragraph 6. Each cover page lists a summary of the information to be included in that section.

Please use the cover pages to organize your proposal response as outlined.

Response Sections are titled:

- a. Company Overview, References, Response Time, Inspection and/or Profiling Documents.
- b. Personnel: Qualifications and Certifications
- c. Pricing



Part D: Proposal Response Cover Page

## **Section 2a – Company Overview**

### **References, Response Times and Inspection and/or Profiling Documents**

Responses must include the following information, at a minimum:

- ✓ Company History / Years in Business
- ✓ Provide three references of current customers whose programs would be similar to your proposal for the HCSO. Include for each reference the following information:
  - Company Name and Address
  - Contact Person Name and Title
  - Telephone Number
  - Email Address
- ✓ Response time for non emergency call outs
- ✓ Response time for emergency call outs
- ✓ Copy of documentation to be utilized for tower inspections and/or profiling

## **Section 2b – Personnel: Qualifications and Certifications**

Responses must include the following information, at a minimum:

- ✓ Number of Crews
- ✓ Years of Experience of each Employee
- ✓ Qualifications and Certifications of Personnel
- ✓ Responsibility of Crews

## Part D: Proposal Response

## Section 2c – Pricing

### I. Communications Tower Structure and Antenna System Maintenance Requirements

<u>Line #</u>	<u>Description of Work</u>	<u>Price</u>	<u>/UOM</u>
1.	Annual Inspection as listed in Part C – Scope of Work	\$ _____	/ft.
2.	Profiling of Tower Structure and appurtenances (Including antennas and transmission lines)	\$ _____	/ft.
3.	Profiling of Tower Structure and appurtenances when performed in conjunction with an annual tower inspection	\$ _____	/ft.
4.	Painting of Self Supporting Tower Structures (In accordance with FAA Requirements)	\$ _____	/ft.
5.	Painting of Guyed Tower Structures (In accordance with FAA Requirements)	\$ _____	/ft.
6.	Dismantle, Removal and Disposal of existing Self-supporting Towers	\$ _____	/ft.
7.	Dismantle, Removal and Disposal of existing Guyed Towers	\$ _____	/ft.
8.	Tower Lighting System (Inspection and Repairs as may be required)	\$ _____	/ft.
9.	Antenna and/or transmission line (Inspection and Repairs as may be required)	\$ _____	/ft.
10.	Replacement of Jumper Cables	\$ _____	/ft.
11.	Install Antenna with 7/8" Transmission Line to include installation of mounting brackets, hangers and hardware	\$ _____	/ft.
12.	Install Antenna with 1-5/8" Transmission Line to include \$ _____/ft. installation of mounting brackets, hangers and hardware		
13.	Install 1/2" Transmission Line to include hangers and hardware	\$ _____	/ft.
14.	Install 7/8" Transmission Line to include hangers and hardware	\$ _____	/ft.
15.	Install 1-5/8" Transmission Line to include hangers and hardware	\$ _____	/ft.
16.	Antenna Removal and Replacement	\$ _____	/ft.

## Part D: Proposal Response

- |   |                |
|---|----------------|
| 17. Antenna Removal Only  | \$ _____ /ft.  |
| 18. 1/2" Transmission Line and Connector<br>Removal and Replacement   | \$ _____ /ft.  |
| 19. 7/8" Transmission Line and Connector<br>Removal and Replacement   | \$ _____ /ft.  |
| 20. 1-5/8" Transmission Line and Connector<br>Removal and Replacement   | \$ _____ /ft.  |
| 21. 1/2" Transmission Line Removal only to include hangers  | \$ _____ /ft.  |
| 22. 7/8" Transmission Line Removal Only to include hangers  | \$ _____ /ft.  |
| 23. 1-5/8" Transmission Line Removal Only to include hangers  | \$ _____ /ft.  |
| 24. 1/2" Connector Removal and Replacement  | \$ _____ /ft.  |
| 25. 7/8" Connector Removal and Replacement  | \$ _____ /ft.  |
| 26. 1-5/8" Connector Removal and Replacement  | \$ _____ /ft.  |
| 27. Removal and Replacement of Cable Hangers  | \$ _____ /ft.  |
| 28. Tower Top Amplifier Installation to include installation of<br>Mounting brackets and hardware   | \$ _____ /ft.  |
| 29. Tower Top Amplifier Removal and Installation  | \$ _____ /hr   |
| 30. Install 6 ft. Microwave Dish with Pressurized<br>Waveguide Transmission Line to include mounting brackets, hangers,<br>Hardware and pressurization    | \$ _____ /ft.  |
| 31. Removal of 6 ft. Microwave Dish with Pressurized<br>Waveguide Transmission Line to include mounting brackets, hangers,<br>Hardware and pressurization | \$ _____ /ft.  |
| 32. Microwave Feed Horn Removal & Replacement   | \$ _____ /ft.  |
| 33. Microwave Feed Horn Removal Only  | \$ _____ /ft.  |
| 34. Microwave Dish Optimization<br>\$ _____ /hr.<br>(Specify Number of Personnel)   |                |
| 35. Sweeping of Transmission lines to include a copy of sweep   | \$ _____ /Line |

## Documentation

36. Sweeping of Transmission lines to include a copy of sweep Documentation when performed in conjunction with another Task listed in the price schedule \$ \_\_\_\_\_/Line

37. Miscellaneous Tower, Antenna, Transmission Line work \$ \_\_\_\_\_/ft.  
Provide hourly rates below for various personnel  
(Invoiced Hourly rates to be based upon time spent on site)

\_\_\_\_\_  
\$ \_\_\_\_\_/hr.  
\_\_\_\_\_  
\$ \_\_\_\_\_/hr.  
\_\_\_\_\_  
\$ \_\_\_\_\_/hr.  
\_\_\_\_\_  
\$ \_\_\_\_\_/hr.

38. Flat Rate Travel - Round Trip \$ \_\_\_\_\_

39. Flat Rate Emergency Call Out \$ \_\_\_\_\_

40. List any additional equipment charges not included in the above rates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hillsborough County Sheriff's Office reserves the right to request hourly rate proposals for any of the above proposed services.

NOTE TO PROPOSER: When work is required on towers or antennas that are located on rooftops, the price per foot shall apply only to the tower or antenna structure itself. The measurement will begin at the base of the tower or antenna, not at ground level.

## Part D Proposal Response

**SECTION 3: VENDOR DECLARATION**

VENDOR NAME: \_\_\_\_\_

The undersigned has carefully examined the proposal package and all conditions affecting the cost of the service required by the Hillsborough County Sheriff's Office.

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

We hereby propose to furnish the services and/or commodities described herein in accordance with the proposal package, except as noted on attached Exceptions Form.

At this present time we understand all requirements and state that as a serious proposer we will comply with all the stipulations included in the proposal package.

The above named Proposer affirms and declares:

1. That the Proposer is of lawful age and that no other person, firm or corporation has any interest in this proposal or in the Contract proposed to be entered into;
2. That this proposal is made without any understanding, agreement, or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud;
3. That the Proposer is not in arrears to Hillsborough County or the Sheriff upon debt or Contract and is not a defaulter, as surety or otherwise, upon any obligation to the Sheriff;
4. That no officer or employee or person whose salary is payable in whole or in part from the County Treasury is, shall be or become interested, directly or indirectly, surety or otherwise in this proposal; 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 also agrees that this proposal shall remain open for an evaluation period of ninety (90) calendar days following the opening of proposals.

Respectfully submitted,

By \_\_\_\_\_

(Please Print)

Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Vendor Application Form**

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 Unit  
 P. O. Box 3371  
 Tampa, Florida 33601  
 Phone 813-247-8034

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

1. Completed and Signed IRS Form W9
2. Business Tax Receipt from Hillsborough County or other municipality's business license.
3. Certificates of Liability & Workers' Compensation Insurance for on-site service providers.

**Completed forms may be sent to [purchasing@hcso.tampa.fl.us](mailto:purchasing@hcso.tampa.fl.us) or faxed to 813-242-1826.**  
 Refer to the Purchasing page at [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us) for additional information.

Business Name (As shown on your invoice):

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

Check One: Corporate Entity \_\_\_\_\_ Non Corporate (1099) \_\_\_\_\_ Sole Proprietor (1099) \_\_\_\_\_

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

Business Type: Commodity \_\_\_\_\_ Services \_\_\_\_\_ (Provide Certificates of Insurance if working on HCISO property)

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: (If available) \_\_\_\_\_

Mailing Address:

Remit to Address (Checks are to be mailed to):

Visa Accepted: Yes No

To receive electronic payments please complete "Authorization for Electronic Payment" form available on the website on the Purchasing page [www.hcso.tampa.fl.us](http://www.hcso.tampa.fl.us)

## STATEMENT OF NO PROPOSAL

NOTE: If you do not intend to submit a proposal for this requirement, please return this form immediately to:

HILLSBOROUGH COUNTY SHERIFF  
OFFICE OF THE COMPTROLLER  
P.O. BOX 3371  
TAMPA, FL 33601

We, the undersigned, have declined to submit a proposal on RFP 6-15 for the following reasons:

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

\_\_\_\_\_Insufficient time to respond to the Request for Proposal.

\_\_\_\_\_ We do not offer this service or an equivalent.

Our Service schedule would not permit us to perform.

Unable to meet specifications.

\_\_\_\_ Unable to meet Insurance Requirements.

\_\_\_\_\_ Technical Specifications unclear (explain below).

☐ Remove our company from your bid list.

Other (specify below) \_\_\_\_\_

We understand that if the "no proposal" letter is not executed and returned, our name may be deleted from the list of qualified Contractors for the Hillsborough County Sheriff's Office.

PLEASE PRINT      -      COMPANY NAME \_\_\_\_\_

COMPANY OFFICER NAME \_\_\_\_\_

TITLE \_\_\_\_\_

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

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



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

DAVID GEE, SHERIFF  
2008 E. 8<sup>th</sup> AVE  
TAMPA FL 33605

ATTN: PURCHASING

PROPOSAL PACKAGE SUBMITTAL

**RFP # 6-15**

***Communication Towers and Antenna Systems Maintenance***

OPENING DATE/TIME:  
June 2, 2015

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE**

**TOWERS**

**ATTACHMENT A**

<b>Site Name</b>	<b>Site No.</b>	<b>Address</b>	<b>Phone No.</b>	<b>Tower Type</b>	<b>Tower Height</b>
78th Street Site	102	3212 S. 78th Street Tampa, FL 33619	(813) 744-5317	Guyed	400 ft.
Taylor Road	108	West Side of Taylor Road Landfill 6209 County Road 579 Hillsborough County, FL	(813) 744-5534	Guyed	2 Towers at 300 ft.each
Plant City	109	Highway Maintenance Unit #4 4702 Sydney Road Plant City, FL 33566	(813) 764-0912	Guyed	180 ft.
Pinecrest	110	Southeast Fire Station #2 6766 Lithia Pinecrest Road Lithia, FL 33547	(813) 655-0807	Self- supporting	180 ft.
Wimauma	112	Wimauma Fire Station #22 1120 7th Street Wimauma, FL 33598	(813) 634-2432	Self- supporting	180 ft.
BullFrog Creek	114	13010 Bullfrog Creek Road Riverview, FL	(813) 677-9441	Self- supporting	195 ft.
EDOC (East)	N/A	Emergency Dispatch Operations Center 2709 E. Hanna Ave. Tampa, FL 33610	(813) 272-5665 or (813) 272-6653	Self- supporting	320 ft.
Ruskin	113	Ruskin Fire Station #17 101 1st Avenue NE Ruskin, FL 33570	(813) 645-8205	Guyed	120 ft.
Hurrah	111	111 Alafia Church Road East of SR 39 Thatcher Park Fort Lonesome, FL	(813) 634-8729	Guyed	120 ft.
EDOC (West)	N/A	Emergency Dispatch Operations Center 2709 E. Hanna Ave. Tampa, FL 33610	(813) 272-5665 or (813) 272-6653	Self- supporting	320 ft.

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE**

**TOWERS**

**ATTACHMENT A**

<b>Site Name</b>	<b>Site No.</b>	<b>Address</b>	<b>Phone No.</b>	<b>Tower Type</b>	<b>Tower Height</b>
<b>Tampa General Hospital (TGH)</b>	103	10th Floor New Bldg. Air Conditioning Unit No. 1 Davis Island, FL 33601	(813) 251-7000 Ext. 6029	Guyed	127 ft.
<b>Gunn Highway</b>	105	Gunn Highway Fire Station No. 13 7502 Gunn Highway Tampa, FL 33625	(813) 264-3915	Rohn Self-supporting	160 ft.
<b>Fire Station 10</b>	N/A	Fire Station #10 8430 N. Grady Ave. Tampa, FL 33614	(813) 886-3415	Monopole	195 ft.
<b>Fire Station 20</b>	N/A	City of Tampa Fire Station #20 16200 Bruce B. Downs Blvd. Tampa, FL 33647	(813) 979-0193	Self-supporting	195 ft.
<b>Cork Knight</b>	N/A	Cork Knight Fire Station #26 5302 West Thonotosassa Road Plant City, FL 33565	(813) 757-3915	Self-supporting	180 ft.
<b>Sheriff's Operation Center (SOC)</b>	101	2008 E. 8th Avenue Tampa, FL 33601	(813) 247-8240 (813) 247-0998	Monopole	90 ft.
<b>FIRE RESCUE DISPATCH CENTER</b>	N/A	Emergency Dispatch Operations Center 2709 E. Hanna Ave. Tampa, FL 33610	(813) 272-5665 or (813) 272-6653	Self-supporting	320 ft.
<b>District IV</b>	N/A	508 SE 33rd St. Ruskin, FL. 33570	813-247-0455	Self-supporting	180 ft.
<b>Himes Water Tower</b>	N/A	2001 N Himes Ave Tampa, FL 33607	N/A	N/A	Antenna attached on the rail system of water tower