Hillsborough County Sheriff's Office
Financial Services Division
Purchasing Section

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

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

CHAD CHRONISTER, SHERIFF

Request for Term Contract Quotation

TC 2026-007 PORTABLE SANITATION SERVICES

September 8, 2026

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

By: _____

William V. Spinelli, CPA
Chief Financial Officer

SECTION 1 INTRODUCTION AND INSTRUCTIONS 3

1.1 TERM CONTRACT (TC) OVERVIEW 3
1.2 TC PACKAGE 3
1.3 TERM CONTRACT QUOTATION SUBMISSION REQUIREMENTS 4
1.4 SUBMITTAL COSTS 4
1.5 COMMUNICATION BETWEEN PARTIES 4
1.6 AMENDMENTS TO THE TC 4
1.7 AMENDMENTS TO QUOTES 4
1.8 PRICES 4
1.9 EXCEPTIONS TO TERM CONTRACT 5
1.10 TC ERRORS 5
1.11 PUBLIC ENTITY CRIMES 5
1.12 PUBLIC RECORDS 5
1.13 E-VERIFY 6
1.14 SECURITY 6

SECTION 2 SPECIFICATIONS AND SCOPE OF WORK 8

2.1 CONTRACT PERIOD AND RENEWAL 8
2.2 SERVICE 8
2.3 MAINTENANCE 8
2.4 LOCATION OF WORK 8
2.5 MINIMUM QUALIFICATION REQUIREMENTS 9
2.6 CERTIFICATE OF INSURANCE 9
2.7 TIME FOR CONSIDERATION 10
2.8 WARRANTY 10
2.9 CONDITION OF MATERIALS AND PACKAGING 10

SECTION 3 GENERAL PROCESS INFORMATION 11

3.1 SUPPLIER DIVERSITY 11
3.2 DELIVERY 11
3.3 CLAIMS 11
3.4 INVOICING AND PAYMENTS 11
3.5 ESCALATION/DE-ESCALATION 12
3.6 ADDITION/DELETION 12
3.7 ACCEPTANCE AND REJECTION 13
3.8 CANCELLATION 13
3.9 DEFAULT 13
3.10 NEXT BEST QUOTE 13
3.11 BASIS FOR AWARD 13
3.12 EXCLUSIVITY 14
3.13 PROTESTS 14

SECTION 4 TC RESPONSE 15

4.1 TC CONTACT INFORMATION 15
4.2 SUPPLIER ORDER INSTRUCTIONS 15
4.3 EXCEPTIONS 16
4.4 PRICING MATRIX 16
4.5 STATEMENT OF NO PARTICIPATION 17
4.6 AFFIRMATION AND DECLARATION 18
4.7 TC CHECKLIST 19
4.8 SOLICITATION PACKAGING LABEL 20
4.9 ATTACHMENTS, NUMBER AND DESCRIPTION OR CONTENTS 21

Section 1 Introduction and Instructions

1.1 Term Contract (TC) Overview.

Subject: Invitation for Term Contract Quotation 2026-007
Proposal Title: Portable Sanitation Services
TC Opening: December 22, 2026
PM/PS: Wady Almanzar, WAlmanzar@TeamHCSO.com

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

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

- Public Posting Date — November 09, 2026, 1500
- Questions & Answers Deadline — November 27, 2026, 1500
- Deadline for Receipt/Opening Date — December 22, 2026, 1500
- Award Notification Target Date — January 18, 2027

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

1.2 TC Package.

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

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

1.3 Term Contract Quotation Submission Requirements.

The HCSO prefers that solicitations be submitted electronically. Electronic solicitations may be submitted through a secure 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 PM/Procurement Specialist, Wady Almanzar walmanzar@teamhcso.com. It is the sole responsibility of the supplier to ensure their solicitations reaches Euna OpenBids, or the SPA/Procurement Specialist before the closing date and time.

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

1.4 Submittal Costs.

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

1.5 Communication Between Parties.

All questions in regard to this TC are to be directed, in writing, to the SPA/Procurement Specialist 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 Procurement Specialist utilizes for convenience of the parties involved. Any modifications or alterations to the original document language will be cause for the rejection of a quote.

1.6 Amendments to the TC.

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

1.7 Amendments to Quotes.

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

1.8 Prices.

All quotes submitted must show the net price after any and all discounts allowed have been deducted. The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the Awarded Supplier upon request. All Prices shall include freight (to include manufacturer to distributor), packaging, and any other similar fees.

The Supplier's attention is directed to the laws of the State of Florida including, but not limited to, Chapter 212*, Florida Statutes*, which applies to all transactions resulting from this TC, and that all applicable taxes and fees shall be deemed to have been included in the TC Response as part of the materials cost, when applicable.

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

1.9 Exceptions to Term Contract.

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

1.10 TC Errors.

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

1.11 Public Entity Crimes.

Pursuant to §§287.132-.133, Florida Statutes, the HCSO, as a public entity, may not accept any Bid, Proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, Florida Statute, for Category Two ($35,000) with any person or affiliate on the convicted supplier list, unless that person or affiliate has been removed from the list pursuant to §287.133(3)(f), Florida Statute. If you submit a proposal in response to this Bid, you are certifying that §§287.132-.133, Florida Statutes, does not restrict your submission.

1.12 Public Records.

Any material submitted in response to this TC will become a public record pursuant to §119.07, Florida Statute. This includes material which the respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, Florida Statute. The Supplier agrees to comply with §119.0701, Florida Statute, regarding maintenance and provision of access to all public records generated by this Contract with the HCSO.

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

If the Supplier has questions regarding the application of Chapter 119, Florida Statute, to the Supplier's duty to provide public records relating to this Contract, contact the custodian of public records at: Records Section - Freddie Solomon Annex, 1900 East 9th Avenue, Tampa, Florida 33605.

Records Custodian may also be reached at (813) 247-0960 or rec_request@hcso.tampa.fl.us.

1.13 E-Verify

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

1.13.1 If the Sheriff has a good faith belief that the Awarded Supplier has knowingly violated §448.09(1), Florida Statute, the contract will be terminated.

1.13.2 If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded Supplier otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Supplier and order the Awarded Supplier to immediately terminate the contract with the subcontractor.

1.13.3 Termination of any and all contracts and/or subcontracts as provided above, does not constitute a breach of contract and may not be considered as such.

1.13.4 If the Sheriff terminates a contract with an Awarded Supplier as provided above, the Awarded Supplier may not be awarded a contract for at least one (1) year after the date on which the contract was terminated.

1.13.5 The Awarded Supplier is liable for any additional costs incurred by the Sheriff as a result of the termination of a contract.

1.14 Security.

When applicable, Contractor personnel performing Work at Hillsborough County Sheriff's Office (HCSO) facilities shall comply with all HCSO security policies and procedures. Contractor personnel may be required to be escorted by HCSO personnel while within secure or restricted areas. The Contractor acknowledges that Work may be interrupted or temporarily suspended at any time due to security, safety, operational, or emergency situations. No additional compensation, delay claims, or other costs resulting from such interruptions shall be permitted. Contractor personnel should also anticipate that entry into and exit from detention and other secure facilities may require additional processing time, which may vary based on daily security conditions.

The Contractor shall ensure that all personnel comply with the following requirements while performing Work at HCSO facilities:

1.14.1 All personnel entering any HCSO facility shall successfully complete any required security screening and background check prior to being granted access to secure areas, as determined by HCSO.

1.14.2 Weapons, firearms, ammunition, cell phones, tobacco products, electronic cigarettes, vaping devices, and other prohibited items are not permitted within HCSO facilities unless specifically authorized by HCSO.

1.14.3 Contractor personnel shall always wear appropriate work attire. HCSO reserves the right to deny facility access to any individual whose attire is deemed inappropriate or presents a security or safety concern.

1.14.4 Personnel entering HCSO detention facilities shall wear full-length pants. Shorts are prohibited. Shirts displaying the Contractor's company name or logo are preferred for identification purposes. Safety vests may be worn in the HCSO detention facilities, if Work requires it, but may NOT be orange in color.

1.14.5 Clothing that is Orange, Red, or Forest Green in color is prohibited within HCSO detention facilities due to security requirements.

1.14.6 Safety vests may be worn when required by the nature of the Work; however, orange safety vests are prohibited within HCSO detention facilities.

1.14.7 The Contractor shall ensure that all personnel comply with HCSO security directives, escort requirements, identification procedures, and any additional facility-specific rules communicated by HCSO staff. Failure to comply with these requirements may result in removal from the facility and/or denial of future access.

END OF SECTION

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

Section 2 Specifications and Scope of Work

The intention of this TC is to obtain quotes/fixed pricing/service schedule for the rental (including delivery and set up) and scheduled pump out and cleaning service of standard and ADA portable toilets to fulfill the needs of the HCSO. We currently have five (5) standard monthly units placed at one (1) location as identified in Location of Work, paragraph 2.4. The five (5) units are serviced once weekly; we also have occasion to rent portable toilets and hand washing stations for short term special events or special projects as needed.

Pursuant to Hillsborough County Code of Ordinances and Laws, Part A, Chapter 28, Article III (Hand Sanitizer Ordinance), as amended, every portable restroom in service in Hillsborough County which does not have a hand washing facility located within the portable restroom, or in an area immediately adjacent to the portable restroom, must have an operable hand sanitizer dispenser containing sanitation liquid affixed to the inside of the portable restroom or immediately adjacent to the portable restroom. In order to ensure compliance, each portable restroom provided shall have either an internal hand washing station or a hand sanitizer dispenser.

The Awarded Supplier shall prominently display the solicitation number TC 2026-007 on all quotations, invoices, packing slips, and any other documentation related to this solicitation. This requirement facilitates accurate order tracking and payment processing. Non-compliance may lead to processing delays.

2.1 Contract Period and renewal.

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

2.2 Service.

The services will include weekly, monthly and/or quarterly service, see Location of Work 2.4.

2.3 Maintenance.

No Maintenance will be required.

2.4 Location of Work.

The location(s) where Work is to be performed, completed, or delivered to are as follows:

Address	**# Units / Service**
1. Walter C. Heinrich Practical Training Site 14063 State Road 39 Lithia, FL 33547	Five (5) / Once Weekly
2. Falkenburg Road Jail – PAA 520 North Falkenburg Road Tampa, FL 33619	Two (2) / Once Weekly

2.5 Minimum Qualification Requirements.

Suppliers may be required to furnish written evidence that they maintain permanent places of business and have sufficient equipment, finances, and personnel to furnish the goods and/or services offered in a satisfactory and expeditious manner and are able to meet the terms and conditions as set forth herein.

The HCSO reserves the right to inspect the Supplier's place(s) of business and equipment prior to award of any contract, for the purpose of making these determinations. Supplier personnel who will be working in HCSO facilities or on HCSO property may be required to undergo a background check at HCSO expense. The complete Supplier Packet must be attached as APPENDIX I and must be returned with your TC Response along with copies of all requested documents. Suppliers must present an IRS verifiable W9 form, be registered to do business in the State of Florida, and not be listed as convicted, suspended, or on the excluded parties list of Florida's Department of Management Services.

2.6 Certificate of Insurance.

No Work shall commence in connection with this Contract until the Awarded Supplier and any Subcontractor(s) have met the insurance requirements listed below and obtained approval of such by the HCSO. These policies, obtained at the Contractor's own expense, shall show Chad Chronister, Sheriff, as additional named insured; include the severability of interest provision; provide that all liability coverage required under contract are primary to any liability insurance carried or any self-insured programs of the Sheriff; and shall be maintained throughout the life of this Contract. All insurance policies shall be with insurers qualified and doing business in the state of Florida. The HCSO must be notified within sixty calendar days of cancellation, non-renewal, or change in the insurance coverage.

A. Worker's Compensation Insurance: Worker's Compensation Insurance must meet statutory minimum requirements for all employees connected with the Work of this project and in case any Work is sublet, the Awarded Supplier shall require the subcontractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Awarded Supplier. 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 Awarded Supplier shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the HCSO for the protection of their employees not otherwise protected. The minimum amounts required are as follows:

Employer's Liability:	$100,000 Limit each Accident
	$500,000 Limit each Aggregate
	$100,000 Limit Disease each employee

B. Contractors Public Liability and Property Damage Insurance: Comprehensive General Liability Insurance (including operations, completed operations, products, contractual, and owners and contractors protective liability) and Comprehensive Automobile Liability Insurance which shall protect the Contractor from claims for damage and 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 the Contractor or by anyone directly or indirectly employed by the Contractor 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.

C. Professional Liability Insurance: Professional Liability Insurance shall meet the following minimum amounts:

Professional Liability:	$500,000 per occurrence; and $1,000,000 aggregate.

D. Comprehensive Insurance Coverage: Comprehensive General Liability and Automobile Liability Insurance which shall protect the Contractor 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 the Contractor or by anyone directly or indirectly employed by the Contractor. The minimum amounts of such insurance shall be as follows:

Commercial/Comprehensive General Liability:

Bodily Injury	$300,000 per person per occurrence.
Property Damage	$300,000 per occurrence.
Automobile Liability	$300,000 combined single limit bodily injury and property damage.
Garage Liability	$1,000,000 combined single limit each occurrence.
Garage Keepers Liability	$100,000 collision and comprehensive per vehicle.

2.7 Time for Consideration.

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

2.8 Warranty.

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

2.9 Condition of Materials and Packaging.

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

END OF SECTION

Section 3 General Process Information

3.1 Supplier Diversity.

Sheriff's Office shall comply with, and shall cause each of its third-party contractors, suppliers, and professionals to comply with, all applicable laws, regulations, codes, and rules governing the design, construction, and completion of the components of the Project, including but not limited to, those relating to the Americans with Disabilities Act (ADA). To ensure the maximum participation in posted HCSO solicitations, the HCSO Purchasing Office submits all postings to the Florida Department of Management Services' Office of Supplier Diversity (OSD) and the Hillsborough County MBE/SBE Programs Office. These offices will then share the posted opportunities with OSD certified suppliers 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) suppliers in the area while also expanding the overall participation rate for DM/DWBE and SBE suppliers and overall providing greater opportunities to disadvantaged businesses.

3.2 Delivery.

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

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

3.2.2 All service drivers arriving at the WCHPTS Range must check in with the Admin Building prior to entry. Failure to do so may result in payment being refused as we will have no record of services being rendered.

3.2.3 All other rentals will have a designated HCSO point of contact to coordinate with for delivery, servicing and pickup. Failure to coordinate with the designated HCSO point of contact may result in payment being refused as we will have no record of services being rendered.

3.3 Claims.

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

3.4 Invoicing and Payments.

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

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

- Site location where Work was performed.
- Description of Work completed.
- A statement that all Work completed meets state and local codes.
- Costs for supplies, parts and equipment.

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

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

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

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

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

3.5 Escalation/De-escalation.

The Awarded Supplier(s) must notify the HCSO's Financial Services Division of the price escalation/de-escalation request a minimum of 60 calendar days prior to the end of each two (2) year period for which the TC was awarded for it to be considered. The price escalation request must be due to a factor beyond the control of the Supplier and can be no more than the percentage of increase passed through to the Supplier by the manufacturer. At the time of request, the Supplier must furnish written substantiation of increase by its supplier/manufacturer to the HCSO. Said substantiation shall be in the form of invoices, receipts and/or other appropriate documentation showing costs in effect at the time of the TC versus cost in effect at the time of the request for price escalation. Any price increase must be substantiated to the satisfaction of the HCSO and shall only be effective upon acceptance by HCSO in writing.

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

3.6 Addition/Deletion.

The HCSO reserves the right to add or delete any items from this TC or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the TC will be considered amendments. Any additions or deletions to the Contract will constitute a Change Order and must be executed in writing and approved by the CFO. The Change Order will consist of a memo to the CFO describing the justification for the item's addition accompanied by the Awarded Supplier's written, fixed price quote for each item to

be added. If approved by the CFO, the item will be added to the Contract and recorded on the original TC tabulation/price sheet.

3.7 Acceptance and Rejection.

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

3.8 Cancellation.

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

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

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

3.9 Default.

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

3.10 Next Best Quote.

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

3.11 Basis for Award.

The HCSO intents to award the lowest price, responsive and responsible Supplier meeting the specifications and all other requirements set forth in this solicitation. The HCSO reserves the right to award by line item or by overall total, whichever is deemed to be in the best interest of the HCSO.

Awards may be made to more than one (1) Supplier when necessary to ensure that the Work is completed in a timely manner.

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.

3.12 Exclusivity.

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

3.13 Protests.

Any prospective Supplier who disputes the reasonableness or appropriateness of the notice of Award, or notice of rejection, for any or all Quotes, must submit a notice of protest in writing within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.

3.13.1 The HCSO will have five (5) business days upon receipt of the notice to review and consider the protest as written. The Procurement Specialist 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 Procurement Specialist will make a recommendation to the Chief Financial Officer (CFO).

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

END OF SECTION

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

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:		

4.2 Supplier Order Instructions.

Describe the preferred method of contact to request service.

Company Name:		
Contact Name and Title:		
Address:		
City:	State:	Zip Code:
Office Phone:	Mobile Phone:	Fax:
E-Mail Address:		
Company Website:		

4.3 Exceptions.

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

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

_____

_____

_____

_____

4.4 Pricing Matrix.

Please complete APPENDIX II – PRICING MATRIX, a Microsoft Excel file, and include the following.

a. Standard or ADA Unit Monthly Fee w/ Once Weekly Service.

b. Standard or ADA Unit Monthly Fee w/ Twice Weekly Service.

c. Standard or ADA Unit Quarterly Service Fee

d. Delivery / Pick up Fee for Standard or ADA Long Term Unit if not included in Monthly Rental Fee (Items a & b).

e. Standard or ADA Unit Weekly Fee w/ Once Weekly Service including delivery and pick up.

f. Standard or ADA Unit Weekly Fee w/ Twice Weekly Service including delivery and pick up.

g. Standard or ADA Unit Quarterly Service including delivery and pick up

h. Self-Contained 4 Person Portable Hand Washing Station w/ Weekly Fee including delivery and pick up.

i. Self-Contained 4 Person Portable Hand Washing Station w/ Monthly Fee including delivery and pick up.

j. Self-Contained 4 Person Portable Hand Washing Station w/ Quarterly Fee including delivery and pick up.

k. Additional Pump Out Service Request

l. Emergency After Hours/Weekend Pump Out Service Request

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

4.5 Statement of No Participation.

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

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:

4.6 Affirmation and Declaration.

At this present time, we understand all requirements and warrant that as a serious Supplier we will comply with all the stipulations included in the TC. The undersigned must be an Officer of the Company, or a designated agent empowered to bind the Company in Contract.

The below named Supplier affirms and declares:

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

The undersigned agrees that this response shall remain valid for 60 days following the due date for submissions.

Signature of Acknowledgment.

The content of this solicitation, including *all the above sections* are acknowledged.

Respectfully submitted by,

Company Name

Company Officer Name (Printed) Date

Company Officer Signature Title

4.7 TC Checklist.

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

- One (1) original **or** one (1) electronic copy of the completed Bid Package in its entirety.
- Signatures as required for Acknowledgments, Letter of Intent, Participation, Affirmations, Addenda, Change Orders, etc.
- Appendix I – Supplier Application to include the completed Application, W9, ACH Authorization with valid secondary verification method, Business Tax Receipt or other government issued business license.
- Appendix II – Pricing Matrix
- Section 4 TC Response, all documents signed.
- Requested manufacturer's literature and warranty information, when applicable.
- Properly labeled outermost layer of packaging to meet submission requirements, as applicable.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

4.8 Solicitation Packaging Label.

Below is the information required on the outermost packaging of your solicitation package **only if the solicitation packet if being shipped, delivered or if samples are being provided.** 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 8TH AVE
TAMPA FL 33605

TC PACKAGE SUBMITTAL

From: _____

 # 2026-007

PORTABLE SANITATION SERVICES

OPENING DATE/TIME:
DECEMBER 22, 2026, 3:00pm EST

URGENT

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

4.9 Attachments, Number and Description or Contents

- Appendix I - Supplier Application Packet
- Appendix II - Pricing Matrix
- Exhibit A - Draft Award Contract
- Exhibit B – HCSO Locations Serviced

END OF SECTION

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK