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Email: jrmiller@hcsotampa.fl.us

OFFICE OF THE COMPTROLLER
2008 E. 8th Avenue
Tampa, FL 33605

February 2, 2015

Request for Proposal

Title: UNIFORMS

RFP No: 1-15

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 Provisions (Part A) and Proposal Response (Part D). Any questions concerning this proposal package should be directed to the Buyer whose name appears above.

When awarded, this proposal package will become the "**Contract Document**". The Proposer's signature of Affirmation and Declaration constitutes the Proposer's agreement to the terms therein. **READ THE ENTIRE PROPOSAL CAREFULLY BEFORE SIGNING.**

NOTICE TO PROPOSERS
WHEN SUBMITTING A SEALED PROPOSAL, ALL PACKAGES OR ENVELOPES SHOULD BE CLEARLY MARKED AS ON THE OUTSIDE OF THE ENVELOPE. THIS IDENTIFICATION SHOULD INCLUDE THE PROPOSAL NUMBER, PROPOSAL TITLE AND DATE DUE.

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	PROPOSED SCHEDULE OF EVENTS	PROPOSED DATES
1	RFP ADVERTISED AND POSTED TO HCSO WEBSITE	February 2, 2015
4	SUBMIT LETTER OF INTENT TO SUBMIT PROPOSAL	As soon as possible *Not mandatory but preferred
5	DEADLINE TO SUBMIT PROPOSAL (OPENING DATE)	February 25, 2015
6	TOP RANKED PROPSERS NOTIFIED	March 11, 2015 (ESTIMATE)
7	INTERVIEWS/PRESENTATIONS BY TOP PROPOSERS	Week of March 23, 2015 (ESTIMATE)
8	AWARD NOTIFICATION DATE	April 13, 2015 (ESTIMATE)

LETTER OF INTENT TO SUBMIT PROPOSAL

The undersigned hereby acknowledges the Terms and Conditions, Provisions and Specifications of RFP 1-15 for Uniforms 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 on the Purchasing page under this bid 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.

NAME	TITLE
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COMPANY NAME

MAILING ADDRESS

TELEPHONE NUMBER	FAX NUMBER
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SIGNATURE	EMAIL ADDRESS
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Other individuals we wish to have included on email notices:

NAME & TITLE	EMAIL ADDRESS
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NAME & TITLE	EMAIL ADDRESS
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THIS FORM SHOULD BE SENT PRIOR TO THE DEADLINE INDICATED ON THE EVENT SCHEDULE ON PAGE 2, TO THE BUYER, JENNIFER MILLER, AT jrmiller@hcso.tampa.fl.us OR FAX NUMBER 813-242-1826.

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

VENDOR NAME:

(please print)

SUBJECT: Request for Proposal Number 1-15

PROPOSAL TITLE: Uniforms

BID OPENING DATE & TIME: February 25, 2015 at 3:00 PM

PLACE: Sheriff's Operation Center
 Purchasing Office, Room 125
 2008 E. 8th Avenue
 Tampa, Florida 33605

PART A - GENERAL TERMS AND PROVISIONS

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

If our specifications, when included in our Request for Proposal, are not returned with your proposal, and no specific reference is made to them in your proposal, 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 contain information that can be construed or is intended to be a deviation from our specifications, such deviations must be specifically referenced in your proposal response.

2. Delivery of Proposal: The responsibility for getting the proposal to the Sheriff's Office on or before the stated time and date will be solely and strictly the responsibility of the vendor. 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 vendor 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 vendor unopened with the notation "This Proposal Was Received After the Time Designated For the Receipt and Opening of Proposals".
3. On-Line Documents: The Hillsborough County Sheriff's Office is publishing documents on its web page at www.hcso.tampa.fl.us for the convenience of vendors wanting to do business with the Sheriff. This service is public record and the Sheriff 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: Vendors warrant by virtue of proposing that the prices quoted in their proposals will be good for an evaluation period of ninety (90) calendar days from the date of proposal opening unless otherwise stated. Vendors will not be allowed to withdraw or modify their proposals after the proposal opening time and date.
5. Prices: All proposal responses submitted must show the net proposal price after any and all discounts allowable have been deducted. Price(s) offered are to be F.O.B. Destination. State sales tax and federal excise taxes shall not be included as the Sheriff's Office is tax-exempt for materials sold directly to them. The Sheriff will issue exemption certificates to the successful vendor when requested.

The Vendor'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 Vendor's proposal as part of his materials cost, when applicable.

6. Proposal Obligation and Disposition: The contents of the proposal and any clarifications thereto submitted by the successful Vendor shall become part of the contractual obligation and incorporated by reference into the ensuing contracts. All proposals become the property of the Hillsborough County Sheriff's Office and will not be returned to the Vendor.
7. Laws, Statutes and Ordinances: The terms and conditions of the Request for Proposal and the resulting contract or activities based upon the Request for Proposal shall be construed in accordance with the laws, statutes and ordinances applicable to Hillsborough County. Where State Statutes and regulations are referenced, they shall apply to this Request for Proposal and to the resulting contract. The successful proposer shall, at all times observe and comply with all Federal, State, local and municipal laws, ordinances, rules and regulations in any way affecting the contract.
8. Familiarity with Law: The Vendor is required to be familiar with all Federal, State and local laws, ordinances, rules, codes and regulations that in any manner affect the work. Ignorance on the part of the Vendor will in no way relieve him from responsibility.
9. Proposal Submittal Costs: Submittal of a proposal is solely at the cost of the vendor and the Sheriff's Office in no way is liable or obligates itself for any cost accrued to the vendor in preparing the submitted proposal.
10. Public Entity Crimes: Pursuant to Chapter 287.132/133 of the Florida Statute , effective July 1, 1989, the Hillsborough County Sheriff, as a public entity, may not accept any proposal from, award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017, F.S., for Category Two (currently \$25,000) with any person or affiliate on the convicted vendor list for a period of 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 Section 287.133 (3)(f), F.S. If you submit a proposal in response to this request, you are certifying that Florida Statute 287.132 and 287.133 does not restrict your submission.
11. Compliance with Occupational Safety and Health Act (O.S.H.A.): Vendor certifies that all material, equipment, etc., contained in his/her proposal meets all O.S.H.A. requirements.
12. Public Record: Any material submitted in response to this Request for Proposal will become a public document pursuant to Section 119.07, Florida Statutes. This includes material which the respondent might consider to be confidential or trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, Florida Statutes. Public Records. The awarded Vendor or Contractor agrees to comply with Florida Statute 119.0701 regarding maintenance and provision of access to all public records generated by this contract with the Hillsborough County Sheriff's Office.

The Hillsborough County Sheriff's Office requires that, at the conclusion of the selection process, the contents of all proposals be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to the Request for Proposal will be handled in accordance with applicable Florida Statute and Hillsborough County procurement regulations.

13. 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 72 hours (excluding official holidays, Saturdays and Sundays) to the HCSO Purchasing Department by registered mail or hand deliver for which a receipt must be provided.

The Buyer will have five 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 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 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.

14. Specifications: Attached.

DAVID GEE, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

“Signature On File”

By _____
Christina R. Porter, CPA
Comptroller

15. General Terms and Provisions outlined above are acknowledged. Our proposal is attached.

Company Name Date

Print Name/Title

SIGNATURE _____

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR PROPOSAL AFTER COMPLETING PARAGRAPH 14. EACH VENDOR’S 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 ON THE SPECIFICATION PAGE OR PART D1 EXCEPTIONS.

PART B - SPECIAL PROVISIONS

1. GENERAL REQUIREMENTS

The intent of this Request for Proposal (RFP) is to select through a sealed bid process the vendor which offers the best value to the Hillsborough County Sheriff's Office (HCSO) for the provision of employee uniforms on an ongoing contractual basis. The specifications set forth are for informational purposes and to provide a general description of the minimum requirements. In addition to price, the quality of goods as well as the vendor's ability to fill orders expeditiously, provide online ordering and tracking and other customer service benefits will be considered. The selected proposal must meet the following objectives:

- Provide high quality, consistent uniform garments in a full range of sizes and customized in various ways as needed to comply with agency standard operating procedures (SOP) and requirements.
- Guarantee order fulfillment within strict time frames with minimal back order.
- Operate the uniform program in a cost-effective manner with full reporting and accountability to the HCSO.
- Implement and manage an online site for secure ordering, tracking and reporting of agency orders for individuals and for our warehouse inventory.
- Maintain an open and collaborative relationship with the administration and staff responsible for uniforms.

2. SCOPE OF WORK

The HCSO uniform program will outfit both law enforcement and civilian personnel performing various job functions. A dedicated account representative shall be assigned to assist the HCSO procurement personnel in providing properly fitted uniforms in an expeditious manner and to handle errors, omissions, dissatisfactions and all issues concerning uniforms.

It is the Sheriff's demand that uniformed personnel, especially law enforcement deputies, present to the public in uniforms that are consistently the same color and style, appear neat and crisp in the harsh Florida environment, resist staining and demonstrate ease of care and durability. There are approximately 1,200 uniformed deputies in the HCSO and many specialty units wearing specialty uniforms such as Marine Patrol, Aviation, K-9, Tactical units and the Honor Guard. There are several hundred uniformed civilians such as fleet, communications and facilities maintenance personnel, IT technicians, process servers, community service officers, child protection investigators, as well as a volunteer citizen patrol.

The HCSO preference is to deal directly with a uniform manufacturer in an effort to benefit from better quality control over issues such as consistent fabric color, composition and availability. However, it is understood that many manufacturers may only sell through authorized distributors. To achieve the widest competitive reach, proposals will be received from manufacturers or distributors. A proposer's position in the supply chain and their relationship with the manufacturer should be described with information such as: history of the relationship; market shares; priority standings; etc.

3. LETTER OF INTENT

Parties who intend submit a proposal in response to this request are asked to complete and forward to the Buyer the Letter of Intent found on page three (3). The person(s) indicated on the Letter of Intent will be notified by courtesy email of additional information regarding the RFP such as addenda, amendments and Questions and Answers. Submitting the Letter of Intent is not mandatory to submitting a proposal. The purpose served is to offer the HCSO information on who is interested in the opportunity as well as to allow the direct communication mentioned above.

4. COMMUNICATION

The official method of communicating any changes or information added to the RFP will be by posting such to the RFP file on the Purchasing page of the HCSO website at www.hcso.tampa.fl.us. All questions in regard to this RFP are to be directed, in writing, to: Jennifer Miller, Buyer, at jrmiller@hcso.tampa.fl.us or by fax at 813-242-1826. Answers to questions will be issued in a Question and Answer format and published on the HCSO website. As a matter of courtesy, group email notices of information may be sent to parties who have filed a Letter of Intent. However, courtesy emails are unofficial. It is therefore the responsibility of the proposer to check the website for official postings of information. No questions will be received within five days of the Opening date.

5. BRAND NAMES

Brand names, when furnished, are for reference purposes and to establish a standard of quality. The evaluation of samples and the determination as to equality of products offered shall be the sole and final responsibility of the Hillsborough County Sheriff's Office and will be based on visual and tactile observation, possible wash and wear testing and content specifications or other information furnished by the bidder.

6. ESTIMATED QUANTITIES

Estimated quantities, if furnished, are provided as a guide for preparing the proposal and should not be construed as representing actual quantities to be purchased under this bid.

7. PREPARATION AND SUBMITTAL OF PROPOSALS

- a. All proposals shall be signed in ink by the authorized principles of the firm.
- b. All attachments to the request for proposals requiring acknowledgment by the proposer are to be returned with the proposal.
- c. Proposals are to be returned in a sealed package. The face of the package shall indicate the RFP name, number, time, and date of public opening.
- d. Proposals must be received by the Hillsborough County Sheriff's Purchasing Office not later than the time and date shown on page four (4). Requests for extensions of this time and date will not be granted. Proposers mailing their proposals should allow for normal mail time to ensure receipt of their proposals prior to the time and date fixed for the acceptance of the proposals. Proposals or unsolicited amendments to proposals, received by the Sheriff's Office after the acceptance date will not be considered and will be returned unopened marked "Received after the deadline for Opening of proposals". Proposals will be publicly opened at the time and date specified.
- e. All proposals must include ONE original hard copy, THREE print copies and ONE electronic copy in Windows compatible format on a USB thumb drive. The ORIGINAL WILL BE MARKED AS SUCH on the front of the document. Hard copies may be bound in any fashion but should not vary from an 8-1/2 x 11 page size. Cover letters are not required but if used should be limited to a brief introduction and summary not to exceed two pages. ****PLEASE NOTE** – any information disclosed that could be considered proprietary or fiduciary in nature, and should NOT be released to other vendors as part of a public records request, should be noted as such and kept separate from other proposal information. Separate pages in hard copy and separate folders on the electronic copy are recommended.
- f. The Sheriff reserves the right to postpone the date for receipt and opening of proposals or other deadlines and will make a reasonable effort to give at least five (5) calendar days notice of any such postponement to each prospective proposer.

8. 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. The Sheriff reserves the right to select the proposer that will best meet the needs of the Hillsborough County Sheriff's Office, and the selection will not necessarily be made solely on cost as the proposal process utilized is not a competitive bid process. Persons or entities submitting proposals which do not meet the mandatory requirements will be considered in non-compliance and will be disqualified. After evaluation of the proposals received and approval by the Sheriff, all proposers will be notified of the selection.

9. BID OPENING

Bidders are welcome to attend the bid opening, where bidder names will be read along with unit prices if requested. Award, however, will be dependent upon the determination that bidders are both Responsive and Responsible and any other evaluation criteria specified in the bid document. Tabulation of the bid prices and bidder rankings (if applicable) will be published at the time of award. All vendors who submit a bid will receive a copy of the final bid tabulation.

10. PROPOSER QUALIFICATIONS

Proposals shall be considered only from manufacturers or distributors who can clearly demonstrate to the Sheriff's Office a professional ability to perform the type and volume of work specified within the Request for Proposal. Proposers must be able to demonstrate adequate organization, financial backing, equipment, facilities and personnel to ensure continuous provision of efficient product and service to the Sheriff. In the determination of the evidence of responsibility and ability to perform the contract by the proposer, the Sheriff reserves the right to investigate the financial condition, experience record, personnel, equipment, facilities and organization of the proposer. The Sheriff shall determine whether the evidence of responsibility and ability to perform is satisfactory, and will make awards only when such evidence is deemed satisfactory. The Sheriff reserves the right to reject a proposal when evidence indicates the inability to perform the work specified within the RFP.

11. EVALUATION AND AWARD PROCESS

The successful proposal will be determined utilizing evaluation criteria outlined below. 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. The Evaluation Committee may ask for clarifications which shall be communicated through the Buyer.

Interviews will be conducted with the top ranked proposers, offering the opportunity for the proposer to showcase their uniform items, present their online ordering and tracking solutions, describe the features of the proposal and highlight any innovations within their proposal. The Buyer will notify those top ranked proposers and schedule the interviews.

Following the interviews and demonstrations, the Evaluation Committee will reconvene, determine their recommendation for award and submit that recommendation in writing through the chain of command for final approval by the Sheriff or his representative. The Sheriff's office intends to make a selection announcement within ninety (90) days after the deadline for submission of proposals, however, the process may require up to 120 days.

12. 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 ten (10) 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.

- a. Company Overview
- b. HCSO Proposed Uniform Program Overview
- c. Online Services and Ordering System
- d. Uniform Items
- e. Uniform Item Pricing
- f. Innovations and Value-Added program features (bonus points)

13. AWARD

Award shall be made to the lowest and most responsible and responsive bidder meeting specifications, price and other factors considered. The Sheriff's Office prefers to award to one vendor for the overall total contract, but reserves the right to award by line item or by overall total, whichever is deemed in the best interest of the Hillsborough County Sheriff.

In the event two (2) or more vendors have submitted the lowest and best bids, or evaluation scoring is tied, preference may be given in the award in the following order: first, to the vendor who has his/her principal place of business in Hillsborough County; second, to the vendor who has a place of business in Hillsborough County; and, third, if the vendors involved in the "tie bid" situation are all located inside/outside Hillsborough County, the toss of a coin will be used to break the tie.

Award notification will be sent to vendors receiving a bid award. Bid results will be available at our web site <http://www.hcso.tampa.fl.us>, on the Purchasing Page. The Hillsborough County Sheriff's Office reserves the right to award this contract to the proposer(s) whose Uniform Program proposal in the opinion of the Sheriff best serves the

requirements of the Sheriff's Office.

14. CONTRACT TERM

The contract shall cover a five (5) year period. Upon mutual agreement, the contract may be renewed for an additional five (5) one-year extensions based upon negotiations of service delivery and costs. Changes in the contractual provisions or services to be furnished under the contract may be made only in writing, and must be approved by the Sheriff and the principal agent of the vendor.

15. DELIVERY

Orders shall be delivered within thirty (30) calendar days After the Receipt of the Order (ARO). Failure to do same shall be considered breach of contract or default and the Hillsborough County Sheriff's Office shall utilize its options as stated herein. All items are to be in new condition and of first quality.

Back ordered items shall be so noted on the delivery receipt and shall be made available as soon as possible. Monthly back order reports will estimate availability date. Back-ordered materials shall be made available within forty-five (45) calendar days of the time of back-order (original date of receipt). If the back-order cannot be filled within the time frame of this requirement, then the Hillsborough County Sheriff's Office of the Comptroller is to be notified, in writing, thus permitting the Hillsborough County Sheriff's Office to obtain the required materials and/or exercise its options as stated herein

16. INVOICING AND PAYMENTS

Awardee may invoice the Hillsborough County Sheriff's Office for order(s) as shipped. The invoice shall show: **purchase order number**, ship-to location, the item stock number, items and quantities ordered and quantities shipped. Also, the invoice shall indicate any portion that is on a backorder status and an estimated delivery date.

Payment shall be made in accordance with Section 215.422, F.S., which states the vendors' rights and the Sheriff's Office responsibilities not to exceed forty-five (45) calendar days. The HCSO policy is to pay within thirty (30) calendar days, however, no late fees may be charged before the forty-five days mandated by Statute.

Invoices/credit card receipts should be mailed to: Hillsborough County Sheriff's Office, Attn: Accounts Payable, P.O. Box 3371, Tampa, Florida 33601 -OR- emailed to: accountspayable@hcsotampa.fl.us

The Office of the Comptroller prefers to submit payment by credit card or ACH. Please contact the accounts payable department at the email address above or by phone at 813-247-8276 to authorize.

17. ESCALATION/DE-ESCALATION

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

18. ADDITION/DELETION

The Hillsborough County Sheriff's Office reserves the right to add or delete any items from this Bid proposal or resulting contract(s) when deemed to be in the best interest of the Sheriff. When adding items, the contractor shall provide a fixed price for each item, for review by the Office of the Comptroller. The Sheriff's Office has the sole option to consider adding or deleting any item from the contract. Any additions will be included into the contract for the remainder of the contract term.

19. EMERGENCY

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

20. CANCELLATION

When deemed to be in the best interest of the Hillsborough County Sheriff's Office, any contract(s) resulting from this specification may be canceled by the following means:

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

21. EXCEPTIONS TO PROPOSAL REQUIREMENTS

All proposals must clearly and with specificity detail all deviations to the exact requirements imposed upon the Proposer by the General Terms and Provisions (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 proposals that meet the specifications and other requirements imposed upon them by this package. In instances where an exception is stated upon the Proposal Response (Part D), said proposal will be subject to rejection by the Hillsborough County Sheriff in recognition of the fact that said proposal does not meet the exact requirements imposed upon proposer by the General Terms and Provisions , Special Provisions and Technical Specifications.

22. GOVERNMENT PURCHASING COUNCIL

All proposals received on this specification shall be considered as bids to all members of the Hillsborough County Government Purchasing Council. Said members may, at their discretion, utilize this bid as required, particularly those listed below:

Hillsborough Transit Authority
 Hillsborough County Purchasing & Contracts
 City of Temple Terrace
 Tampa Sports Authority
 Hillsborough Community College
 Hillsborough State Attorney's Office
 Clerk of Circuit Court
 Hillsborough County Aviation Authority
 Hillsborough County School Board
 City of Plant City
 Tampa Port Authority
 City of Tampa
 Tax Collector
 Property Appraiser
 Supervisor of Elections
 City of Tampa Housing Authority
 The Children's Board of Hillsborough County

PART C - TECHNICAL SPECIFICATIONS

1. GENERAL PROGRAM REQUIREMENTS

The successful proposer shall be responsible for the efficient customization, alteration and delivery of all uniform components worn by sworn and civilian personnel of the Hillsborough County Sheriff's Office.

2. SAMPLES

Each proposal will be accompanied by not more than TWO (2) style samples of the Class B Duty Shirt and the Law Enforcement Uniform Trouser as shown in Attachment A. Top ranked manufacturers or distributors selected for interview and presentation will be expected to provide a sample of all items proposed.

Proposals received without accompanying samples will be considered an incomplete submission and cannot be evaluated. It is the sole responsibility of the vendor to ensure delivery of samples to the address provided before the opening date and time.

3. ORDERING

HCSO prefers dedicated, secure internet access to a customized ordering website which lists the available uniform options for the job description given, current prices, size choices, customization options, etc. The website should also provide order tracking capabilities and other inquiry or reporting functions.

Orders will be centralized, i.e. entered by assigned personnel in the supply warehouse on behalf of the recipient.

4. STATISTICAL REPORTING AND SCHEDULED REVIEWS

All usage, specialty and back order reports should be provided to the HCSO Buyer/Contract Administrator. Back order reports shall be submitted by the fifth calendar day of each month, containing information relative to when the order was originally placed, the name of the person the item is for and an estimated fulfillment date.

The awarded vendor will be required to schedule and attend quarterly meetings with the General Services Bureau Director, Maintenance Support Section General Manager and Uniform Buyer. Quarterly reports to be presented will include total spend, categorical spend and back order reports. Both Vendor and Customer will be expected to communicate current or foreseeable issues in a timely manner in order to avoid delays or interruptions in service.

5. DELIVERY AND DISTRIUBTION

All orders are expected to be delivered within thirty days (30) After Receipt of Order (ARO).

Orders will be placed individually as needed and should be packaged by individual order and shipped to the central supply warehouse at the Orient Road Jail, 1201 Orient Road, Tampa, Florida 33619. The central supply warehouse also maintains an inventory of certain uniform items that will be ordered in bulk and shipped to the same location. Cadet uniform orders will be placed and shipped as a group to the supply warehouse.

6. FIT LINES

Full fit lines for awarded items are to be provided at no charge to the central supply warehouse. Additional fit lines will be needed at the local storefront location, as specified below.

7. EMBLEMS

The HCSO prefers that all required uniform emblems be provided by the uniform vendor, stocked and attached at the factory. For the sake of comparison, please indicate on your proposal separate pricing for the "blank" standards garment (see Attachment A) and the patches (see Attachment B) on their respective pricing sheets (see attachments C1 and C2).

Emblems include:

Shoulder patches - standard, cadet, reserve, process server, parking enforcement, volunteer and crossing guard

Rank designation patches - master deputy, master detective, corporal, master corporal, sergeant and master sergeant

Longevity patches - begin at nine years, with variations up to forty years

Civilian patches - civilian agency patch (left chest), various "strip" style patches to denote area of service for the right chest

Please see Attachment B for pictures and descriptions of emblems to be included in proposal response.

Pricing for each item shown in Attachment B should be included in Part D – Proposal Response, Section 2e Attachment C2).

8. STOREFRONT LOCATION

A dedicated business location within Hillsborough County will be made available for personnel to try on and/or be fitted for uniform items. A full fit line, to include civilian fit lines, is expected to be maintained for this purpose at the storefront location. Alterations of uniform items will also be available at this location. If the storefront location is operated by a third party, any and all contractual obligations and relationships between the awarded Vendor and this third party will be negotiated and maintained independently and without the involvement of the Hillsborough County Sheriff's Office.

The storefront is expected to offer a clean and organized environment providing courteous and helpful customer services to HCSO employees. Minimum services will include alterations (trouser hemming, shortening of sleeve), sewing on of patches and providing fit lines.

9. ALTERATIONS

The HCSO will pay for alterations as needed in limited circumstances. For example:

- the hemming of trousers stocked unfinished in our warehouse
- taking in of the trouser waist for Cadets with waist sizes smaller than available garments
- shortening of a long sleeved shirt if the correct size is not available due to time constraint
- tapering in of shirt sides for personnel unable to fit in available garments
- other "emergent" situations as determined by authorized HCSO personnel

"Cosmetic" alterations are not paid for by the agency.

10. PROFESSIONAL SIZING

The professional services of a qualified representative of the awarded vendor will be required to size Cadets for their first issue of uniforms prior to graduation from the academy. The agency graduates approximately eight (8) classes per year averaging 20-25 cadets per class. Fittings will be scheduled 7-14 days in advance and will be held at the HCSO supply warehouse. Other dates or a set schedule for current personnel would also be considered helpful.

11. GENERAL AGENCY INFORMATION AND ESTIMATED QUANTITIES

As per Part B, Paragraph 6, estimated quantities, if furnished, are provided as a guide for preparing the bid and should not be construed as representing actual quantities to be purchased under this bid. The following general agency information is provided as a reference in determining the scope of services required.

Number of Sworn Personnel – 2200 plus Reserve Deputies

Number of Civilian Personnel Required to wear Uniforms – 800

Estimated Number of Cadets per Year - 150

"Standard" Order for Sworn / Certified Personnel (Initial):

- Six (6) short sleeved shirts – may be replaced annually with approval
- One (1) long sleeved shirt – may be replaced annually with approval
- Four (4) trousers – may be replaced annually with approval
- One (1) clip-on tie – replaced when worn or damaged
- One (1) short sleeved BDU top (or one long sleeved if required) - replaced when worn or damaged
- One (1) BDU trouser – replaced when worn or damaged
- One (1) winter jacket – replaced when worn or damaged
- One (1) sweater – replaced when worn or damaged

“Standard” Order for Cadets (Initial):

Four (4) short sleeved shirts – returned by the Cadet for reissue until worn or damaged
One (1) long sleeved shirt – returned by the Cadet for reissue until worn or damaged
Four (4) trousers – every Cadet received new trousers, not returned for reissue

“Standard” Order for Civilian Uniformed Personnel (Initial):

Five (5) polo shirts or Oxford style shirt
Four (4) trousers (work pant, cargo pant)

12. UNIFORM ITEMS REQUIRED:

Please see Attachment A for pictures and descriptions of uniform items to be included in proposal response.

Current Brands and Styles in use are shown in Attachment A.

Pricing for each item shown in Attachment A should be included in Part D – Proposal Response, Section 2e (Attachment C1).

PART D - PROPOSAL RESPONSE

The undersigned understands that this Proposal **must be signed** in ink and that an **unsigned** Proposal 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 TO BE CONSIDERED BY THE HILLSBOROUGH COUNTY SHERIFF'S OFFICE.

1. EXCEPTIONS TO GENERAL TERMS AND CONDITIONS, SPECIAL PROVISIONS AND SPECIFICATIONS

ANY REPRESENTATION (BELOW) OR EXCEPTION(S) NOTED MAY CAUSE THIS PROPOSAL TO BE REJECTED BY THE HILLSBOROUGH COUNTY SHERIFF'S OFFICE. **ALL PROPOSERS SHOULD CAREFULLY READ PARAGRAPH 21 OF THE SPECIAL PROVISIONS (PART B).**

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

2. PROPOSAL RESPONSE

Please include in your proposal response the details that will evidence how your proposed uniform program will assist the HCSO in containing cost, increasing efficiency and providing the best value for uniforms.

The following cover pages correspond with the evaluation criteria listed in Part B, Paragraph 12. 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 and Experience
- b. HCSO Proposed Uniform Program Overview
- c. Proposed Online Services and Ordering System
- d. Proposed Uniform Items
- e. Pricing
- f. Innovations and Value-Added Program (bonus points)

Part D: Proposal Response

Section 2a - Company Overview, References and Experience

Responses must include the following information, at minimum:

- Company History / Years in Business
- Accreditations and Industry Memberships
- Awards and Industry Recognition
- Describe your relationship with the main manufacturer(s) of the items proposed.
- Provide three references of current customers whose programs would be similar to your proposed program for the HCSO. Include for each reference the following minimum information:

Name of agency

City, State

Telephone Number

Contact persons name

Contact person's email address

- Provide a listing of law enforcement agencies within the state of Florida that you have serviced in the last twelve months, including (if applicable) those listed as references. Indicate for each agency whether you hold any formal contracts with them. *This information will give us an insight as to experience with garments needed in the Florida climate, sizes of the agencies, scope of programs, etc.

Part D: Proposal Response

Section 2b – HCSO Proposed Uniform Program Overview

Responses must include the following information, at minimum:

- General overview of the program you propose to implement.
- Describe the personnel who would be dedicated to support HCSO and what roles or support functions they would provide.
- Describe the storefront location(s) that would be or is/are established, who operates the location(s), where the location(s) is/are, hours of operation, and what services would be available by location (such as sizing, alteration and returns).
- How would our needs for professional fitting be met for classes or groups of individuals?
- How are orders packaged?
- What method of shipping is included in your proposed pricing?
- How would you strive to meet the 30 day fulfillment requirement and keep back orders to a minimum?
- Would you maintain a minimum stock on hand for our specific use and if so how would those levels be determined?
- Describe how you would transition and implement your program and what time would be required before the program is fully functioning.
- Describe what quality controls and quality assurance programs are in place.
- Describe how customer complaints are handled.
- How are returns handled? What is the average replacement time?

Part D: Proposal Response

Section 2c – Proposed Online Services and Ordering System

Responses must include the following information, at minimum:

- Describe the Online Ordering system – its capabilities and limitations, reporting and inquiry functions, user access, training.
- Describe your existing online customer programs.
- Describe how orders will be placed for individuals and how they can be tracked.
- Describe what information is available to the customer online relative to historical orders and reports.
- Describe online payment options – would the ability exist to enter orders with either purchase order OR credit card information.
- How long to implement customized website?
- Describe methods used for gathering statistical data (such as forecasting and trending).
- Describe monthly, quarterly and annual reporting of statistical data including the type of report and data to be included.
- Propose a schedule for in person meetings and at what levels.
- Describe what types of information HCSO contract administrator and assigned personnel could access independently via website.

Top ranked Proposers selected for interview will be expected to provide a live demonstration of the online ordering system.

Part D: Proposal Response

Section 2d - Proposed Uniform Items

- See Attachment A for a complete list of required uniform items detailed by current brand, style, content and construction.
- Provide samples of the Class B Duty Shirt and Law Enforcement Trouser that you would propose for our use. **No more than two sample (proposed) styles may be submitted.**
- Samples should be delivered to:

Hillsborough County Sheriff's Office
General Services Bureau, Attn: Jennifer Miller
2214 N. Falkenburg Road
Tampa, Florida 33619

****PLEASE NOTE: This address is for samples ONLY. See page 4 for the delivery address for bid packages.**

- In your Proposal Response you must provide detailed specifications for each item you propose. You may include photos, cuts/swatches or other descriptive material.

Top ranked Proposers selected for interview will be expected to provide a live presentation of all proposed uniform garments.

Patch / emblem samples will not be required.

Part D: Proposal Response

Section 2e – Pricing

- See Attachment B for a spreadsheet of required uniform items that can be downloaded and used for data entry of brand, style, size range and price.
- Any additional costs should be identified and added as separate line item.
-
- On the “garment” pricing sheet, please indicate pricing for blank garments. Do not include any patches or customizations. Please list the patch, sew-on, etc. charges separately where indicated on the “patches” pricing sheet.
- Additional pages may be added if necessary.

Part D: Proposal Response

Section 2f - Innovations and Value-Added Programs

Meeting specifications does not constitute added value. Any points awarded for this category will be bonus points for a specifically noted innovation or service above and beyond specifications.

- Provide information on programs, processes, products or innovations in any area that bring added value to your proposal (for example, fabric technologies unique to your company, patents held, customer-based evaluation programs, etc.)
- Provide any “extra” features or considerations that accentuate your service plan.

Part D Proposal Response

SECTION 4: 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. 8th Avenue, Tampa, Florida 33605
www.hcso.tampa.fl.us

Purchasing Unit
P. O. Box 3371,
Tampa, Florida 33601
Phone 813-247-8034
purchasing@hcso.tampa.fl.us

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

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

Completed forms may be sent to purchasing@hcso.tampa.fl.us or faxed to 813-242-1826.
Refer to the Purchasing page at 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 HCSO 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

SALES CONTACT

ACCOUNTING CONTACT

Name: _____

Name: _____

Office Phone: _____ Fax: _____

Office Phone: _____

Fax Number: _____

Cell Phone: _____

Email: _____

Email: _____

STATEMENT OF NO PROPOSAL

NOTE: If you do not intend to respond to this requirement, please return this form by fax or email to:

Jennifer Miller, Buyer
Hillsborough County Sheriff's Office
Ph: 813-247-0026 Fax: 813-242-1851
jrmiller@hcs0.tampa.fl.us

DATE _____

SIGNATURE _____

Or mail to Hillsborough County Sheriff's Office, Office of the
Comptroller, Purchasing Unit
P.O. BOX 3371
TAMPA, FL 33601

We, the undersigned, have declined to respond to your **Proposal No.1-15** for Uniforms for the following reasons:

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

____ Insufficient time to respond to the Invitation for Proposal.

____ We do not offer this service.

____ Our work schedule would not permit us to perform.

____ Unable to meet specifications.

____ Unable to meet Bond Requirements.

____ Specifications unclear (explain below).

____ Remove our company from your vendor 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 vendors for the Hillsborough County Sheriff's Office.

PLEASE PRINT - COMPANY
NAME _____

COMPANY
OFFICER _____

TELEPHONE
NUMBER _____

EVALUATION SCORE SHEET – RFP 1-15

Provided for your reference, the maximum point values associated with each proposal response section is as follows:

Evaluation Criteria:	Points Available:	Points Awarded:
A. Company Overview, References and Experience	30	_____
B. HCSO Proposed Uniform Program Overview	50	_____
C. Proposed Online Services and Ordering System	40	_____
D. Proposed Uniform Items	30	_____
E. Pricing	50	_____
F. Innovations and Value Added Programs _____	Up to 5 Bonus Points	_____

TOTAL POINTS AVAILABLE	205	TOTAL AWARDED _____
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Below are examples of the information required on your Bid Package.

You may use these as labels if you wish.

FOR BID PACKAGES / RESPONSES:

**DAVID GEE, SHERIFF
2008 E. 8TH AVE
TAMPA FL 33605**

ATTN: PURCHASING x 8068

BID PACKAGE SUBMITTAL

RFP# 1-15, Uniforms

OPENING DATE/TIME:

February 25, 2015 @ 3:00 PM

FOR SAMPLES:

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
OFFICE OF THE COMPTROLLER / PURCHASING UNIT
2008 E. 8th AVE
TAMPA FL 33605**

**ATTN: JENNIFER MILLER / BUYER
X8068**

SAMPLE SUBMITTAL

RFP# 1-15, Uniforms

OPENING DATE/TIME:

February 25, 2015 @ 3:00 PM