



Invitation to Bid
22-16
Automotive Glass Replacement

July 21, 2016

David Gee, Sheriff
HILLSBOROUGH COUNTY
Financial Services Division
2008 E. 8th Avenue
Tampa, FL 33605



Stephanie Douglas, Buyer
(813) 247-0024
sajack01@hcs0.tampa.fl.us

INSTRUCTIONS TO BIDDERS

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

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

NOTICE TO BIDDERS

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

Hillsborough County Sheriff's Office
 2008 E. 8th Avenue
 Tampa, Florida

VENDOR NAME: _____

SUBJECT: INVITATION TO BID 22-16

BID TITLE: Automotive Glass Replacement

OPENING DATE & TIME: August 4, 2016 at 3:00 P.M. EDT

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

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

PART A - GENERAL TERMS AND CONDITIONS:

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

If our specifications, when included, are not returned with your Bid, and no specific reference is made to them in your Bid Response (Part D), 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 Bid Response (Part D), contain information that can be construed or is intended to be a deviation from our specifications, such deviation must be specifically referenced in your Bid Response (Part D).

2. Bid Delivery: The responsibility for getting the Bid to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Bidder. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Bidder shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Bids will not be accepted after the time specified for receipt. Such bids shall be returned to the Bidder unopened with the notation "This bid was received after the time designated for the receipt and opening of bids".
3. On-Line Documents: The HCSO is publishing documents on its website <http://www.hcso.tampa.fl.us> for the convenience of Vendors wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a bid.
4. Time for Consideration: Bidders warrant by virtue of bidding the prices quoted in their response will be good for an evaluation period of forty-five (45) calendar days from the date of bid opening unless otherwise stated. Bidders will not be allowed to withdraw or modify their bids after the opening time and date.
5. Prices: All bids submitted must show the net bid price after any and all discounts allowable have been deducted. **Prices quoted are to be F.O.B. Destination.** State sales tax and federal excise taxes shall not

be included as the HCSO is tax-exempt for materials sold directly to them. The HCSO will issue tax exemption certificates to the successful Bidder when requested.

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

6. Bid Errors: When errors are found in the extension of bid prices, the unit price will govern. Bids having erasures or corrections must be initialed in ink by the Bidder.
7. Condition of Materials and Packaging: Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this Bid shall be NEW and in FIRST CLASS CONDITION, that all containers shall be new and suitable for storage or shipment and that prices include standard commercial packaging for the items shipped.
8. Claims: The Vendor will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
9. When to Make Delivery: Deliveries resulting from this Bid are to be made during the normal working hours of the HCSO. It is the Bidder's responsibility to obtain this information.
10. Manufacturer's Name: Any manufacturers' names, trade names, brand names information and/or catalog numbers used herein are for purpose of description, reference, and establishing general quality levels. Such references are not intended to be restrictive and products of any manufacturer may be offered if they are approved as equals. The determination as to whether any alternate product or service is or is not equal shall be made by the HCSO and such determination shall be final and binding upon all Bidders.
11. Information and Descriptive Literature: Bidder must furnish all information requested in the bid. If specified, each Bidder must submit samples, cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous responses will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
12. Bid Submittal Costs: Submittal of a bid is solely at the cost of the Bidder and the HCSO in no way is liable or obligates itself for any cost incurred by the Bidder in preparing the Bid Package.
13. No Bid: If you do not wish to submit a response to the Bid, please return the Statement of "No Bid" found on page 21. The no bid information is helpful to the process and assures the HCSO you wish to remain on the HCSO Vendor List.
14. Compliance with Occupational Safety and Health Act (OSHA): Bidder certifies that all material/items contained in his response meets all OSHA requirements.
15. Laws, Statutes and Ordinances: The terms and conditions of the Bid and the resulting Contract 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 Bid and to the resulting Contract.
16. Acceptance and Rejection: The HCSO reserves the right to reject any or all bids, for cause, to waive irregularities, if any, and to accept the Bid or Bids which in the judgment of the Sheriff is in the best interest of the HCSO. The HCSO reserves the right to evaluate, add and/or reject any items from any bid options or resulting contract(s) when deemed to be in the best interest of HCSO.

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

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

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

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

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the custodian of public records at: HCSO Records Section, 1900 East 9th Avenue, Tampa, Florida 33605, Phone 813-247-8210 or email at hcsorecords@hcsotampa.fl.us

21. Specifications: Attached

DAVID GEE, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

--Signature on File--

By: _____
Christina R. Porter, CPA
Chief Financial Officer

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

Company Name

Print Signer's Name

Date

Signature of Company Officer

Title

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID AFTER COMPLETING PARAGRAPH 22. EACH VENDOR'S BID AND ANY CLARIFICATIONS TO THAT BID AS WELL AS ALL AMENDMENTS OR ADDENDA TO THIS DOCUMENT SHALL BE SIGNED BY AN OFFICER OF THE COMPANY OR A DESIGNATED AGENT EMPOWERED TO BIND THE COMPANY IN CONTRACT. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN THE BID RESPONSE, EXCEPTIONS (PART D, PARAGRAPH 1).

PART B - SPECIAL PROVISIONS

1. **IN GENERAL**

The purpose of this Invitation to Bid (Bid) is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) for securing a qualified Vendor to replace and repair automotive glass and mechanical hardware on HCSO vehicles. All work will be performed on an as needed basis.

2. **SCOPE OF WORK**

The requirements of this Bid include installation, removal and repair of windshields, door windows and rear window glass in all vehicle types comprising the HCSO vehicle fleet. Also included is the repair and replacement of all types of electric window motors and mechanical operational equipment such as rear window hinges or vent window assemblies. All methods of repair and installation and all types of glass and materials shall meet or exceed Federal Motor Vehicle Safety Standards and Regulations as governed by the National Highway Traffic Safety Administration. For further details refer to Technical Specifications (Part C).

The majority of the Work will be performed at the location below:

Hillsborough County Sheriff's Office
Fleet Maintenance Section
2210 N. Falkenburg Road
Tampa, Florida 33619

3. **ESTIMATED QUANTITIES**

The estimated annual expenditure for services to be performed under this Contract is approximately \$34,000.00. This estimate is furnished as a guide for preparing the Bid Response (Part D), and should not be construed as representing actual value of services to be provided under this Bid.

4. **VENDOR QUALIFICATIONS**

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

The HCSO reserves the right to inspect the Bidder's place of business and equipment prior to award of any contract, for determining ability to meet terms and conditions as set forth herein. Bidders shall have engaged in business in the Hillsborough County area for a period of not less than two (2) years and shall provide references.

The attached Supplier Information form and IRS Form W9 must be returned with your Bid Response along with copies of Hillsborough County Business Tax Receipt or other local government license to do business. Current Certificates of Insurance for Liability and Workers Compensation must also be included.

5. **COMMUNICATION BETWEEN PARTIES**

All questions in regard to this Bid are to be directed, in writing to the Buyer: Stephanie Douglas, at sajack01@hcs0.tampa.fl.us or by fax at 813-242-1851.

In the interest of public access, all documents relating to this Bid will be posted to the HCSO website at

<http://www.hcso.tampa.fl.us>. This will include Q & A responses, amendments, addenda etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the Buyer utilizes for convenience of the parties involved.

6. SUBSTITUTION

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

7. AWARD

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

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

Award or No Award notifications will be sent to all Bidders. Bid results will be available on the HCSO website <http://www.hcso.tampa.fl.us>, on the Purchasing Page. If you do not have internet access, and would like a copy of the bid results, contact the Purchasing Section at (813) 247-8068.

8. BID OPENING

Bidders are welcome to attend the bid opening where Bidder names will be read and unit prices read if requested. Award however will be dependent upon the determination that Bidders are both responsive and responsible and any other evaluation criteria stated in the bid document. Tabulation of the bid prices and Bidder rankings, if applicable, will be published at the time of award. All Bidders responding with a bid will receive a copy of the bid tabulation.

9. CONTRACT PERIOD

The Contract shall be effective for one (1) year from the date of award. By written mutual consent between the HCSO and the Vendor, the Contract may be extended on an annual basis for up to three (3) additional years.

10. ESCALATION/DE-ESCALATION

The HCSO will allow an escalation/de-escalation provision in this Bid. The escalation/de-escalation will be allowed provided the Vendor(s) notify the HCSO, Financial Services Division of the pending increase or decrease a minimum of thirty (30) calendar days prior to the end of each one (1) year period for which the Bid was awarded. Said notification shall consist of 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.

11. ADDITION/DELETION

The HCSO reserves the right to add or delete services from this Bid or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the Bid will be considered amendments. Any additions or deletions to the Contract will constitute a change order and will be executed in writing and approved by the Chief Financial Officer (CFO). The change order will consist of a memo to the CFO describing the justification for the change accompanied by the Vendor's written, fixed price quote for each change to be added. If approved by the CFO, the service description and price change will be added to the Contract and recorded on the original bid tabulation/price sheet.

12. CANCELATION

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

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

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

13. DEFAULT

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

14. NEXT BEST BIDDER

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

15. EMERGENCY

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

16. CERTIFICATES OF INSURANCE

The Vendor shall not commence any Work in connection with this Contract until he has obtained all the following types of insurance and such insurance has been approved by the HCSO, nor shall the Vendor allow any subcontractor to commence Work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified to do business in Florida.

- a. Worker's Compensation Insurance: The Vendor shall take out and maintain during the life of this Contract, Worker's Compensation Insurance as per statutory minimum requirements for all of his employees connected with the Work of this project and, in case any Work is sublet, the Vendor 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 Vendor. 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 Vendor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the HCSO for the protection of his employees not otherwise protected.

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

- b. Comprehensive Insurance Coverage: The Vendor shall take out and maintain during the life of this Contract, Comprehensive General Liability Insurance and Comprehensive Automobile Liability Insurance and shall protect them 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 themselves or by anyone directly or indirectly employed by them, and the amounts of such insurance shall be the minimum limits as follows:

The required insurance coverage shall be:

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

17. INVOICING AND PAYMENTS

The Vendor will invoice the HCSO for Work completed. All invoices must include the date of service and have a unique invoice number. Each vehicle shall be invoiced separately from other vehicles. At a minimum each invoice shall show the year, make and model of the vehicle, the vehicle identification number, HCSO vehicle number, HCSO Purchase Order number, description of the Work performed, labor rate and hours billed, complete NAGS part number, parts cost and discount.

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

ACH and Purchasing Card payments are preferred and available upon request and authorization. Please inquire at accountspayable@hcsotampa.fl.us or at 813-247-8276.

Payment shall be made in accordance with §215.422, Fla. Stat. which states the vendor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices. Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed forty-five (45) calendar days from date of receipt of a properly approved application/invoice.

18. EXCEPTIONS TO BID

All Bid Packages must clearly state with specific detail all deviations to the requirements imposed upon the

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

19. GOVERNMENTAL PURCHASING COUNCILS

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

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

PART C - TECHNICAL SPECIFICATIONS

1. SCOPE OF SERVICES

The Vendor shall provide the repair and replacement of auto glass in vehicle types as specified herein. Services are to include but not be limited to supplying replacement glass, installation of glass, removal of glass either for replacement or storage for future use, disposal of damaged removed glass and the repair of existing glass when possible. The Vendor shall be required to replace or repair equipment hardware such as window motors, window regulators, vent window hinges, vent assemblies and to provide other typical hardware installation. All installations should use methods and materials which retain the original structural integrity and retention characteristics. The Vendor shall agree to give priority to repairing HCSO vehicles.

The majority of the Work will be performed at:

Hillsborough County Sheriff's Office
 Fleet Maintenance Section
 2210 N. Falkenburg Road
 Tampa, Florida 33619

The Work may also be performed at other HCSO locations including but not limited to our District Offices, Substations or Sheriff's Operation Center (SOC). On rare occasions, special appointments may be required for HCSO personnel at their home from the hours of 7:00 a.m. to 6:00 p.m. Monday through Friday. The address of the repair location will be provided with the individual request for repair estimate.

2. ESTIMATES

The Vendor shall provide a written, detailed estimate for all Work for approval by the HCSO Fleet Maintenance Section Manager, hereafter referred to as the Section Manager, prior to the commencement of the Work.

Estimates for repairs shall be inclusive of all labor, travel time, glass, shop supplies and materials including but not limited to new molding, gaskets, weather stripping, adhesives, epoxy and rivets. The invoice shall not exceed the written estimate without prior approval from the Section Manager.

3. PRICING, RATES AND INVOICING

The cost for furnishing and the number of labor hours for installing all auto glass shall be derived from the most current issue of the National Auto Glass Specifications, Inc (NAGS) Benchmark Calculator. Two (2) complete sets of current NAGS Benchmark Calculator price books shall be provided with your Bid Response. The awarded Vendor shall furnish the HCSO with two (2) updated sets of NAGS Benchmark Calculator price books with each new release. All issues will be furnished at no charge to the HCSO.

Labor rates are to be based on the flat hourly labor rate provided in the Bid Response (Part D). Labor rates are to include all overhead cost such as travel, mileage, freight, estimate preparation, shop supplies and all incidentals. The labor rate should also include clean up of all broken glass and any repair area. The addition of freight charges shall be considered only if the HCSO has requested an expedited service from premium carrier.

The Vendor shall invoice the HCSO as Work is completed. The invoice shall reflect the date, the year, make and model of the vehicle, the HCSO vehicle number, description of Work and complete NAGS part number and list price, discount percentage and final price. All invoices must be approved and signed by the

Section Manager or designee.

4. RESPONSE TIME AND TIME FOR COMPLETION

All work or repairs shall be completed within two (2) business days or less following approval of the estimate. If the work or repair is expected to take longer than two (2) business days the Vendor must include a time of completion and justification for the time extension in the written estimate. The HCSO reserves the right to use an alternate repair service if the contracted Vendor cannot complete the Work within an acceptable time frame.

5. VEHICLE INFORMATION

The vehicle types listed are currently in the HCSO fleet, and shall be used as an example for the types of vehicles, which may require glass replacements or repairs during the course of the contract. The HCSO fleet primarily includes, but is not limited to, the following types of vehicles:

Chevrolet: Impala 2007 to present
 Chevrolet: Trucks and Vans 2005 to present

Dodge: Charger 2008 to present
 Dodge: Extended Van 2005 to present
 Dodge: Trucks and Vans 1990 to present

Ford: Taurus 2008 to present
 Ford: Crown Victoria 2008 to present
 Ford: Trucks and Vans 2005 to present

This contract is inclusive of all vehicle types within the HCSO vehicle fleet.

6. REPLACEMENT PARTS

All glass, parts or materials installed as part of this contract shall be new and shall meet or exceed Original Equipment Manufacturer (OEM) specifications and shall match the items being replaced. The HCSO shall not accept aftermarket parts without prior written approval by the Section Manager. Replacement parts shall not in any way void the Manufacturer's warranty.

7. HCSO PROVIDED PARTS AND MATERIALS

The HCSO may require the Vendor to install parts or materials provided by the HCSO. These parts may be new or used. The Section Manager will coordinate this with the Vendor as needed. The Vendor shall charge the Bid Labor Rate for the installation of these parts.

8. OUTSIDE REPAIRS

Any resulting award shall not be construed to encompass all repairs to the HCSO fleet. The HCSO reserves the right to have repairs performed by other providers, if necessary, to keep the maximum number of HCSO fleet vehicles in full operation.

9. TOOLS, EQUIPMENT AND QUALIFICATIONS

The Vendor shall have proper tools, gauges, equipment and vehicles to successfully perform work as required. All equipment necessary to perform work under this contract which requires certification with the

State of Florida, shall be current. The HCSO reserves the right to require an inspection or demonstration of the materials and/or equipment to be utilized on HCSO vehicles at any time, either prior to or after the award of this contract.

The Vendor must have capable and experienced personnel to properly diagnose and complete repairs. The Vendor shall provide proof of training certificates acquired by its employees demonstrating the quality level of their expertise and training in the automotive repair industry.

10. HIDDEN DAMAGES

When hidden damages are discovered after the Work or repairs have commenced, the Vendor must advise the Section Manager as to the nature the extent of the hidden damage and provide a written estimate of additional repairs needed. No additional Work shall commence until approved by the Section Manager or his designee.

11. WARRANTY

The Vendor will warrant all replacements and repairs for a one (1) year period, with unlimited mileage from the date of the Work completion. If a failure develops during the warranty period, the Vendor is responsible for repairs at no cost to the HCSO.

12. RULES, REGULATIONS, LAWS, ORDINANCES AND LICENSES

The awarded Vendor agrees that it shall observe and obey all the laws, ordinances, regulations and rules of the Federal, State, County and City which may be applicable to its services.

13. SUBCONTRACTING

The Vendor shall not subcontract any portion of the repair without the prior approval of the HCSO.

PART D - BID RESPONSE

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

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

* * * USE INK ONLY * * *

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS
BID PACKAGE TO BE CONSIDERED BY THE HCSO

EXCEPTIONS TO BID: ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS BID PACKAGE TO BE REJECTED BY THE HCSO. **ALL BIDDERS SHOULD CAREFULLY READ PARAGRAPH 18 OF THE SPECIAL PROVISIONS (PART B).**

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

2. PRICING

The undersigned has carefully examined the Bid Package and all conditions affecting the cost of the service or items required by the HCSO.

The undersigned certifies that any exceptions to the Bid 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 cancelation of award.

We hereby propose to furnish the below described service or commodity in accordance with the Bid Package, except as noted on attached Exceptions Form:

<u>Description</u>	<u>Price</u>	<u>UOM</u>
A. Labor Rate – Repair or install materials either provided by the Vendor or the HCSO	\$_____	Hour
B. Furnish and install Automotive Glass – Express as a percentage discount off NAGS Benchmark Calculator Price	_____	% Off List
C. Furnish and install Tempered Glass – Express as a percentage discount off NAGS Benchmark Calculator Price	_____	% Off List

D. Warranty Statement:

E. List other available pricing options:

F. Provide pricing information for the following types of glass:

Vehicle & Glass Type	NAGS Order Number	Price
(2005-present) Dodge Extended Van		
Windshield		\$
Door Glass		\$
Heated Back Glass		\$
Non-Heated Back Glass		\$
(2007-present) Chevrolet Impala		
Windshield		\$
Door Glass		\$
Heated Back Glass		\$
(2008-present) Dodge Charger		
Windshield		\$
Door Glass		\$
Heated Back Glass		\$
(2008-present) Ford Crown Victoria		
Windshield		\$
Door Glass		\$
Heated Back Glass		\$
(2008-present) Ford Taurus		
Windshield		\$
Door Glass		\$
Heated Back Glass		\$
(2006-present) Ford Extended Van		
Windshield		\$
Door Non-Heated Glass		\$

Indicate if other parts are needed for above vehicles:

3. VENDOR ORDER INSTRUCTIONS

Describe the preferred method of contact to request service.

Name: _____

Address: _____

Office #: _____ Mobile #: _____ Fax #: _____

Email: _____

4. BID CONTACT INFORMATION

Provide the contact information for the individual submitting this bid response.
(Please print the information below)

Company Name: _____

Contact Name & Title: _____

Address: _____

Office #: _____ Mobile #: _____ Fax #: _____

Email: _____

Describe the preferred method of contact for questions regarding this bid submission.

References

**Provide a minimum of three references of current customers with similar Scopes of Work.
Do not include Hillsborough County Sheriff's Office as one of your references.**

- Company/Agency Name _____
Address _____
Contact Person Name & Title _____
Phone number _____
Email address _____

- Company/Agency Name _____
Address _____
Contact Person Name & Title _____
Phone number _____
Email address _____

- Company/Agency Name _____
Address _____
Contact Person Name & Title _____
Phone number _____
Email address _____

5. AFFIRMATION AND DECLARATION

At this present time we understand all requirements and warrant that as a serious Bidder we will comply with all the stipulations included in the Bid Package.

The above named Bidder affirms and declares:

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

The undersigned agrees that this Bid shall remain open for forty-five (45) days following the opening of bids.

Respectfully submitted by,

Company Name: _____

Print Signer's Name	Date
---------------------	------

Signature of Company Officer	Title
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STATEMENT OF NO BID

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

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

We, the undersigned, have declined to respond on Bid No. 22-16 Automotive Glass Replacement for the following reasons:

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

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

COMPANY NAME _____ DATE _____

COMPANY OFFICER _____ TITLE _____

TELEPHONE NUMBER _____

SIGNATURE _____

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

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

ATTN: PURCHASING
813-247-8034

BID PACKAGE SUBMITTAL

From: _____

BID # 22-16

AUTOMOTIVE GLASS REPLACEMENT

OPENING DATE/TIME:

AUGUST 4, 2016 @ 3:00 P.M.