



February 4, 2025

**SUBJECT:** RFQ 2023-003 Construction Services  
Change Order #2

**MESSAGE:** Please acknowledge and accept the following changes put forth in change order #2 for RFQ 2023-003 *Construction Services*:

1. Page 3 has been amended to update agency Buyer;
2. Pages 5 has been updated to include additional dates for acceptance of new submissions;
3. Page 6, Part A *General Terms and Conditions*, Paragraph 1 *SUBMITTALS* has been updated as to how HCSO will accept electronic formatted copies;
4. Page 13, Part B *Special Provisions*, Paragraph 7 *PREPARATION AND SUBMITTAL PACKAGE* has been updated to include electronic copy submission direction and reference;
5. Page 29 has updated submittal requirements in alignment with item 4.
6. Page 30 has been updated to reflect the most recent opening date and time.

Please complete the Acceptance of this change order on last page of this document and return to the Senior Procurement Analyst, Wady Almanzar by email at [WAlmanzar@teamhcsso.com](mailto:WAlmanzar@teamhcsso.com) or [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us).

Sincerely,

William V. Spinelli, CPA  
Chief Financial Officer

WVS/mt  
Enclosures

*Pages 3, 5, 6, 13, 29-30 from RFQ 2023-003*

**HILLSBOROUGH COUNTY  
SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

Hillsborough County Sheriff's Office  
Sheriff's Operations Center  
Financial Services Division - Purchasing Section  
2008 East 8th Avenue  
Tampa, FL 33605

Wady Almanzar, Senior Procurement Analyst  
[WAlmanzar@teamHCSO.com](mailto:WAlmanzar@teamHCSO.com)

**INSTRUCTION TO GENERAL CONTRACTORS**

Included herein are GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), SCOPE OF SERVICES (PART C) and SUBMITTAL RESPONSE (PART D), which together with all attachments, constitute the entire "Submittal Package". **Said Submittal Package must be the basis upon which all submittals are offered and must be kept together and returned, intact, by the time and at the place specified herein.** The General Contractor (GC) must manually sign the GENERAL TERMS AND CONDITIONS (PART A) and SUBMITTAL RESPONSE (PART D). Any questions concerning this Request for Qualifications (RFQ) should be directed to the Buyer whose name appears above.

When awarded, the Submittal Package becomes the "Agreement Document". The GC's signature on the SUBMITTAL RESPONSE (PART D), constitutes GC's agreement to the terms therein. The signature on the Submittal Package must be that of an Officer of the GC, or an individual authorized to commit the GC to a legal and binding agreement. **READ THE ENTIRE SUBMITTAL PACKAGE CAREFULLY BEFORE SIGNING.**

**NOTICE TO GENERAL CONTRACTORS**

**WHEN SUBMITTING A SEALED SUBMISSION, THE EXTERIOR OF THE PACKAGE  
MUST BE CLEARLY MARKED AS SUCH.  
UTILIZE THE INCLUDED PACKAGING LABEL AT THE END OF THIS DOCUMENT.**

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

**SUBJECT:** Request for Qualifications 2023-003

**RFQ TITLE:** Construction Services

PROPOSED SCHEDULE OF EVENTS	DATE
RFQ Advertised / Posted to HCSO and OSD Websites	December 9, 2022
DEADLINE TO SUBMIT LETTER OF INTENT	December 23, 2022
DEADLINE TO SUBMIT QUESTIONS	January 6, 2023
DEADLINE TO SUBMIT	January 27, 2023 3:00 PM EST
Award Notification Target Date	February 10, 2023

2025 RE-OPENING SCHEDULE OF EVENTS	DATE
RFQ Advertised / Posted to HCSO and OSD Websites	February 10, 2025
DEADLINE TO SUBMIT LETTER OF INTENT	March 10, 2025
DEADLINE TO SUBMIT	March 10, 2025 <sup>3pm</sup>
Award Notification Target Date	March 24, 2025

**PLACE:** Hillsborough County Sheriff's Office  
 Sheriff's Operations Center  
 Financial Services Division - Purchasing Section  
 2008 East 8th Avenue  
 Tampa, FL 33605

**NOTE:** This is not a Bid. There will be no public Bid Opening. Qualification submissions received by the date and time stated herein will be reviewed and the list of acceptable GCs will be posted to our Public Website, <https://TeamHCSO.com/>.

**RFQ Overview:** This request is for the provision of a continuing contract for Construction Services to be utilized on future construction efforts at various HCSO buildings, sites and detention facilities. Chad Chronister, the Sheriff of Hillsborough County, a Constitutional Officer of the State of Florida, shall select multiple qualified GCs to be pre-qualified to provide professional services to the HCSO on an as-needed basis for future projects. It is the HCSO's intention to solicit responses from as many GCs as are interested, to evaluate those responses and to select the most qualified GCs. There is no Work guaranteed to any GC as a result of being selected. The HCSO reserves the right to contract for Construction Services to the extent required for future projects.

**PART A - GENERAL TERMS AND CONDITIONS**

1. **SUBMITTALS:** Must be contained in a SEALED envelope addressed to: Hillsborough County Sheriff's Office, Sheriff's Operations Center, Financial Services Division – Purchasing Section, 2008 East 8th Avenue, Tampa, Florida 33605. **To prevent inadvertent opening, the Submittal must be marked as a SUBMITTAL PACKAGE (including the Submittal number, date, and time of opening) on the outside of the package.**

Electronic responses may be submitted through a secure mailbox at DemandStar (www.demandstar.com) until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their bid reaches DemandStar before the closing date and time.

If our specifications, when included, are not returned with your RFQ, and no specific reference is made to them in your SUBMITTAL RESPONSE (PART D), it will be assumed that all specifications will be met.

2. **SUBMITTAL DELIVERY:** The responsibility for delivering the Submittal to the HCSO on or before the stated time and date will be solely and strictly the responsibility of the GC. 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 GC shall be responsible for reading very carefully and understanding completely the requirements within this document. Submittals will not be accepted after the time specified for receipt.
3. **ON-LINE DOCUMENTS:** The HCSO publishes procurement-related documents on its website at <https://TeamHCSO.com/Purchasing> for the convenience of companies 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 submittal.
4. **TIME FOR CONSIDERATION:** The GC warrants, by virtue of submitting, the contents quoted in their Response will be good for a review period of 60 calendar days from the date of RFQ opening unless otherwise stated. GCs will not be allowed to withdraw or modify their RFQ after the opening time and date.
5. **PRICES:** The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the Qualified GCs upon request.

**The GC's attention is directed to the laws of the State of Florida including, but not limited to, Chapter 212, Florida Statutes, which applies to all transactions resulting from this RFQ, and that all applicable taxes and fees shall be deemed to have been included in any subsequent project proposal(s) as part of the cost, when applicable.**

6. **BID ERRORS:** Submittals having erasures or corrections must be initialed in ink by the GC.
7. **INFORMATION AND DESCRIPTIVE LITERATURE:** The GC must furnish all information requested in the Submittal. If specified, each GC must submit descriptive literature and/or complete narratives covering the services offered. Submittals that do not

6. **E-VERIFY REQUIREMENT:** Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded GC(s), and any and all subcontractors, if permitted by Agreement, to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. If the Awarded GC(s) enters into a contract with a subcontractor, the subcontractor must provide the Awarded GC(s) with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awarded GC(s) shall maintain a copy of such affidavit for the duration of the contract. If the Sheriff has a good faith belief that the Awarded GC(s) has knowingly violated §448.09(1), *Fla. Stat.*, the Agreement will be terminated. If the Sheriff has a good faith belief that a subcontractor knowingly violated this subsection, but the Awarded GC(s) otherwise complied with this subsection, the Sheriff will promptly notify the Awarded GC(s) and order the Awarded GC(s) to immediately terminate the contract with the subcontractor. Termination of any and all contracts and/or sub-contracts as provided above, does not constitute a breach of contract and may not be considered as such. If the Sheriff terminates an Agreement with an Awarded GC(s) as provided above, the Awarded GC(s) may not be awarded any Agreement for at least one (1) year after the date on which the Agreement was terminated. The Awarded GC(s) is liable for any additional costs incurred by the Sheriff as a result of the termination of an Agreement.
7. **PREPARATION AND SUBMITTAL PACKAGE:** Submittals shall be signed in ink by an authorized principle of the GC. Signatures are required for the acknowledgement to the GENERAL TERMS AND CONDITIONS (PART A) and a SIGNATURE OF AFFIRMATION TO THE SUBMITTAL RESPONSE (PART D). All attachments to the RFQ requiring signature acknowledgement (e.g. amendments) are to be returned with the Submittal Package.

Submittals are to be delivered in a sealed package. The face of the package shall indicate the RFQ name, number, and time and date of the opening. A label is provided within this document.

Submittals must be received by the HCSO Purchasing Section no later than the time and date shown herein. GCs mailing their Submittals should allow for normal mail time to ensure receipt by HCSO prior to the time and date fixed for the acceptance of the Submittals. Submittals or unsolicited amendments to Submittals, received by the HCSO after the acceptance date will not be considered.

GCs shall submit the required Submittal Package and any additional literature or attachments in the form of one (1) original document package. Any proprietary information should be marked as such on the original and a redacted copy should be included separate from the rest of the Submittal.

- Physical submitted Bids must be contained in a SEALED envelope addressed to: Hillsborough County Sheriff's Office, Sheriff's Operation Center, Financial Services Division – Purchasing Section, 2008 East Eighth 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 outermost envelope or packaging material – See 5.8 Packaging Label.
- Electronic bids may be submitted through a secure mailbox at DemandStar ([www.demandstar.com](http://www.demandstar.com)) until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their bid reaches DemandStar before the closing date and time.



**RFQ CHECKLIST**

**Company Name:** \_\_\_\_\_

Include this checklist as a cover page with your Submittal Package:

- Have submitted Letter of Intent by proposed deadline.
- One (1) original Physical or Electronic submittal by proposed deadline. Any proprietary information should be marked as such on the original and a redacted copy should separate if applicable.
- SIGNATURES required PARTS A and D, APPENDIX I, ATTACHMENT A.
- Completed Attachment(s) (signatures may be required).
- Any Addenda or Amendments (signatures required).
- APPENDIX I – Completed *Supplier Packet* to include completed Supplier Application, W9, Direct Deposit/Automated Clearing House (ACH) with secondary account verification and Business Tax Receipt or other government issued business license(s).
- APPENDIX II – *Statement of No Participation*, if applicable.

**\*\*GCs are responsible for providing all required information, documents, and signatures.\*\***

**REMAINDER OF PAGE IS INTENTIONALLY LEFT BLANK**

**PACKAGING LABEL**

Below is an example LABEL which is required on the OUTSIDE of your Sealed Submittal Package. Use this label which clearly marks the RFQ Number and Title and return to the specified address no later than the proposal due date and time.

<b>URGENT – SEALED SUBMITTAL PACKAGE ENCLOSED</b>	
<b>URGENT</b>	<b>HILLSBOROUGH COUNTY SHERIFF’S OFFICE</b>
	<b>SHERIFF’S OPERATIONS CENTER</b>
	<b>ATTN: FINANCIAL SERVICES DIVISION – PURCHASING SECTION</b>
	<b>2008 EAST 8<sup>TH</sup> AVE</b>
	<b>TAMPA, FL 33605</b>
	<b><u>RFQ SUBMITTAL PACKAGE</u></b>
	From: _____
	<b>RFQ # 2023-003</b>
	<b>CONSTRUCTION SERVICES</b>
	<b>RE-OPENING DATE/TIME:</b>
	<b>March 10, 2025 3:00 p.m. EST</b>
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ACCEPTANCE OF CHANGE ORDER

We do hereby acknowledge and accept the changes described in Change Order #2 for RFQ 2023-003 Construction Services.

PLEASE PRINT: Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature:* \_\_\_\_\_

(Signed Acceptance must be returned to the Buyer listed on the front page)