



# OFFICE OF THE SHERIFF

**Chad Chronister, Sheriff**  
**Jose Docobo, Chief Deputy**  
*Hillsborough County, Florida*

October 20, 2017

**SUBJECT:** Amendment No. 2 to RFP 11-17 Orient Road Re-Entry Building Roof Replacement

**MESSAGE:** Please note and acknowledge the following changes or additions to be included in the referenced section(s) of RFP No. 11-17:

1. Due to the low turnout for the mandatory pre-bid meeting held on 10/12/17, we will be hosting a second pre-bid meeting in an effort to increase participation.
2. The Table of Contents, Proposed Schedule of Events, found on page three (3), will be replaced as follows:

	PROPOSED SCHEDULE OF EVENTS	DATE
1	POSTED TO HCSO WEBSITE	10/6/17
2	RFP ADVERTISED	10/6/17 & 10/23/17
3	PRE-PROPOSAL CONFERENCE AND FACILITY TOUR #1 & #2	10/12/17 & 10/26/17
4	QUESTIONS AND ANSWERS CLOSING	11/2/17
5	DEADLINE TO SUBMIT PROPOSAL	11/16/17
6	AWARD NOTIFICATION TARGET DATE	12/7/17
7	COMMENCEMENT (12:01 AM)	TBD

3. Page 5 will be replaced in its entirety to cover the change in Opening Date and Time as well as Mandatory Pre-Proposal Conference, see attached.
4. Page 34 will be replaced in its entirety to cover the change in Opening Date and Time, see attached.
5. If you attended the first pre-bid meeting on 10/12/17, you are not required to attend the meeting on 10/26/17.

Please note that this document hereby becomes a part of RFP No. 11-17 and without this document the Proposal is considered incomplete.

Sincerely,

*Signature on File*

Christina R. Porter, CPA  
Chief Financial Officer

CRP/dj

Enclosures

ACKNOWLEDGEMENT OF AMENDMENT

We do hereby acknowledge the information and/or changes to the Scope of Work described in Amendment No. 2 to RFP No. 11-17.

PLEASE PRINT - Company Name \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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

(Signed Acknowledgement must be included with your RFP/Bid Package)

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

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

**SUBJECT:** Request for Proposal Number 11-17  
 Proposal Title: Orient Road Re-Entry Building Roof Replacement

**OPENING DATE and TIME: 11/16/17 at 3:00 pm.**

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

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

**MANDATORY PRE-PROPOSAL CONFERENCE #1-10/12/17 at 10:00 am**  
**#2-10/26/17 at 10:00 am**

**PLACE:** Hillsborough County Sheriff's Office  
 Re-Entry Building  
 1801 Orient Road  
 Tampa, Florida 33619

**PART A - GENERAL TERMS AND CONDITIONS:**

1. **Proposals:** Must be contained in a SEALED envelope addressed to: Chad Chronister, Sheriff, 2008 E. 8th Avenue Room #125, Tampa, Florida 33605. To prevent inadvertent opening, the Proposal must be marked as a PROPOSAL DOCUMENT (including the Proposal number, the date and time of the Proposal opening) on the outside of the envelope.

If our specifications, when included in our Request for Proposal (RFP), are not returned with your Proposal Package, and no specific reference is made to them in your Proposal 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 Proposal 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 Proposal Response (Part D).

2. **Proposal Delivery:** The responsibility for getting the Proposal Package to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Proposer. The 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 Proposer shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Proposals will not be accepted after the time specified for receipt. Such proposals shall be returned to the Proposer unopened with the notation "This Proposal was received after the time designated for the receipt and opening of proposals".
3. **On-Line Documents:** The HCSO is publishing documents on its website <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

**CHECKLIST, Include the following:**

- ONE ORIGINAL and THREE COPIES OF the entire RFP.
- ONE Electronic copy. Proprietary information should be separated.
- SIGNATURES required Parts A and D
- Any Addendums or Amendments (Signatures required)
- Completed Part D including references, project plan and approach, timeline, equipment list, subcontractor list, resumes, signature page, vendor information, W9.
- Certificates of Insurance
- Business Tax Receipt
- Professional Licenses (if applicable)
- Manufacturer literature and warranty information.

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

CHAD CHRONISTER, SHERIFF  
2008 E. 8<sup>TH</sup> AVE  
TAMPA, FLORIDA 33605

ATTN: PURCHASING Ext. 8034

**PROPOSAL PACKAGE SUBMITTAL**

RFP # 11-17

**OPENING DATE and TIME:**

**11/16/2017 @ 3:00 pm**