



Request for Proposal
12-15
Portable Forensic Laser Light Source

April 20, 2015

Office of the Comptroller
2008 E. 8th Avenue
Tampa, Florida 33605



Jennifer Miller, Buyer
(813) 247-8068
jrmiller@hcsso.tampa.fl.us

INSTRUCTIONS TO PROPOSERS

Included herein are General Terms and Conditions (Part A); the Special Provisions (Part B); and the Proposal Response (Part C), 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 specified herein. The Proposer must manually sign the General Terms and Conditions (Part A) and Proposal Response (Part C). Any questions concerning this request for Proposal Package should be directed to the Buyer whose name appears above.

When awarded, the Proposal Package becomes the "**Contract Document**". The Proposer's signature on the proposal constitutes Proposer's agreement to the terms therein. The signature on the Proposal 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 PROPOSAL CAREFULLY BEFORE SIGNING.**

NOTICE TO PROPOSERS

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

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

VENDOR NAME: _____

SUBJECT: REQUEST FOR PROPOSAL 12-15

BID TITLE: Portable Forensic Laser Light Source

OPENING DATE & TIME: May 4, 2015 @ 3:00 PM

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

PART A - GENERAL TERMS AND CONDITIONS:

1. Proposal Response: Must be contained in a SEALED envelope 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 RFP number, date and time of RFP opening) on the outside of the envelope.

If our specifications, when included, are not returned with your proposal, and no specific reference is made to them in your Proposal Response, 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 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.

2. The responsibility for getting the Proposal Response 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 (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 proposal.
4. Time for Consideration: Proposer warrants by virtue of proposing the prices quoted in his response will be good for an evaluation period of forty-five (45) calendar days from the date of proposal opening unless otherwise stated. Proposers will not be allowed to withdraw or modify their bids after the opening time and date.

5. Prices: All proposals submitted must show the net proposed 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. The HCSO will issue tax exemption certificates to the successful Proposer when requested.

The Proposer's attention is directed to laws of the State of Florida, including but not limited to Chapter 212, Florida Statutes, apply to this bid and that all applicable taxes and fees shall be deemed to have been included in the Proposal Response as part of the commodity cost, when applicable.
6. Proposal Errors: When errors are found in the extension of proposed prices, the unit price will govern. Proposals having erasures or corrections must be initialed in ink by the Proposer.
7. Condition of Materials and Packaging: Unless otherwise indicated, it is understood and agreed that any commodity offered or shipped on this proposal 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 successful Proposer 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 Proposer'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 Proposers.
11. Information and Descriptive Literature: Proposer must furnish all information requested in the RFP. If specified, each Proposer must submit cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous responses will not satisfy this provision. Proposals which do not comply with these requirements will be subject to rejection.
12. Proposal Submittal Costs: Submittal of a proposal is solely at the cost of the Proposer and the HCSO in no way is liable or obligates itself for any cost incurred by the Proposer in preparing the Proposal Package.
13. No Proposal: If the receipt of this request for proposal is not acknowledged, Proposer's name may be removed from the HCSO's mailing list.
14. Compliance with Occupational Safety and Health Act: Proposer certifies that all material/items contained in his response meets all O.S.H.A. requirements.
15. Acceptance and Rejection: The Sheriff, Hillsborough County, Florida, reserves the right to reject any or all proposals, for cause, to waive irregularities, if any, and to accept the proposal or proposals which in the judgment of the Sheriff is in the best interest of Hillsborough County.
16. Protests: 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 Office of the Comptroller by registered mail.

The Proposal evaluation committee will have five (5) working days upon receipt of this notice to meet and consider the dispute as written. The evaluation committee 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 evaluation committee will make a recommendation to the Office of the Comptroller.

After review of the evaluation committee recommendation and the dispute notice, the Office of the Comptroller will make a recommendation to the Sheriff. The decision of the HCSO will be communicated to the Proposer in writing. This decision and the basis upon which it was made will be communicated within five (5) working days following the receipt of the recommendation from the evaluation committee. The decision of the Sheriff shall be final.

- 17. Public Entity Crimes: Pursuant to §§ 287.132-133, Fla. Stats. (2015), the HCSO, as a public entity may not accept any bid or proposal from, award any contract to, or transact any business in excess of the threshold amount provided in § 287.017, Fla. Stat. (2015), for Category Two (currently \$35,000) with any person or affiliate on the convicted vendor list for a period of thirty-six (36) months from the date that the 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. (2015).

If you submit a bid or proposal in response to this request, you are certifying that §§ 287.132-133, Fla. Stats. (2015) does not restrict your submission.

- 18. Public Record: Any material submitted in response to this Request for Proposal will become a public document pursuant to § 119.07, Fla. Stat. (2015). 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. (2015)

The awarded vendor agrees to comply with to § 119.0701, Fla. Stat. (2015) regarding maintenance and provision of access to all public records generated by this contract with the HCSO.

- 19. Specifications are attached.

DAVID GEE, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

--Signature on File--

By: _____
Christina R. Porter, CPA
Comptroller

- 20. General Terms and Conditions outlined above are acknowledged. Our proposal is attached.

Company Name

Signature of Company Officer

Date

Print Name

Title/Company Officer

PART B - SPECIAL PROVISIONS

1. IN GENERAL

The purpose of these specifications is to describe the requirements of the Hillsborough County Sheriff's Office (HCSO) for the one-time purchase of one (1) green 8-watt, 532 NM, portable forensic laser light source, such as the Coherent TracER Forensic Laser System.

2. SPECIFICATIONS AND SCOPE OF WORK

The portable forensic laser light source to be purchased will provide HCSO first responders and crime scene investigators with the ability to identify untreated trace evidence, such as fingerprints and body fluids, on any surface utilizing laser technology. The unit must be portable, be able to run on a rechargeable battery and have a handheld guide with on/off power controls. Additional details can be found in Specifications (Part C).

The items as specified herein are to be delivered to the location below:

Hillsborough County Sheriff's Office
Crime Scene Section
2416 North Falkenburg Road
Tampa, Florida 33619

3. ESTIMATED QUANTITIES

As a one-time purchase, the quantity indicated represents what is needed at the current time. It is unlikely that the purchase quantity would increase during the proposal process. However, the HCSO reserves the right to add or delete any items from this Proposal or resulting award when deemed to be in the best interest of the HCSO.

4. BRAND NAMES

Brand names, when furnished, are for reference purposes and to establish a standard of quality. The evaluation of bids and the determination as to equality of products offered shall be the sole and final responsibility of the HCSO and will be based on information and/or demonstrations provided by the Proposer.

5. VENDOR QUALIFICATIONS

Vendors 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 Vendor's place of business and equipment prior to award of any contract, for determining ability to meet terms and conditions as set forth herein.

6. EVALUATION OF PROPOSALS

An Evaluation Committee comprised of a minimum three persons assigned by the Division Commander and including the Crime Scene Section General Managers will initially review all proposals for adherence to technical specifications. The Buyer will act as a non-voting chairperson. Any Proposal Response not

meeting technical specifications will be rejected. Any proposal not including all the required literature or information as listed in the Proposal Response (Part C) may be rejected.

The committee will evaluate all proposals from responsive and responsible Proposers meeting technical specifications based on the following criteria, listed in order of importance and indicating the maximum points allowed.

A. Cost of unit / system	40
B. Technical capabilities of unit / system	40
C. Delivery time	10
D. References	<u>10</u>
Total Possible Points	100

The Evaluation Committee’s final recommendation will be submitted by the Buyer for review and approval through the Chain of Command, with the final decision resting with the Sheriff.

7. AWARD

The HCSO reserves the right to select for award the proposal which in the opinion of the Sheriff offers the best value and best serves the requirements of the HCSO. This award shall be made on an all-or-none total offer basis.

In the event two (2) or more Proposers have submitted the lowest and best proposals, preference may be given in the award in the following order. First, to the Proposer who has his/her principal place of business in Hillsborough County; second, to the Proposer who has a place of business in Hillsborough County; and, third, if the Proposers 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. Proposal 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 proposal results, contact the Purchasing Office at (813) 247-8034.

8. RFP OPENING

Proposers are welcome to attend the RFP opening where Proposer names will be read and unit prices read if requested. Award, however, will be dependent upon the determination that Proposers are both Responsive and Responsible and any other evaluation criteria stated in the proposal document. Tabulation of the proposed prices and Proposer rankings, if applicable, will be published at the time of Award. All Proposers responding with a proposal will receive a copy of the proposal tabulation.

9. CONTRACT PERIOD

Following announcement of the Award, a Purchase Order will be issued for the product as per the proposal. No other contract shall be entered. This will be a one-time purchase. Proposals for similar purchases may be issued at some point in the future depending on the HCSO’s needs.

10. ESCALATION/DE-ESCALATION

Changes in price will not be allowed once the deadline for receipt of proposals has passed. There will be no ongoing contract or renewal periods to which price changes might apply.

11. CANCELLATION

When deemed to be in the best interest of the HCSO, any contract(s) resulting from this Request for Proposal 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 items and/or materials provided through the date of receipt of written notice of cancellation may be invoiced to the HCSO and will be considered for payment providing documentation of said expenses are forwarded with the request for payment.

12. NEXT LOW PROPOSER

In the event of a default by the awarded vendor, the HCSO reserves the right to utilize the next low responsive and responsible Proposer as the new Awardee. In the event of this occurrence, the next low responsive and responsible Proposer shall be required to provide the proposed items at the prices as contained in their Proposal Response for the remainder of the award period.

13. DELIVERY

The HCSO expects to receive the equipment within the time frame indicated in the vendor's proposal or sooner. Lead time and total fulfillment of order time may be a consideration in award.

14. INVOICING AND PAYMENTS

Vendors may invoice the HCSO for material(s)/items orders as shipped. The invoice shall show: shipping location; items shipped, quantity & stock number. **Always show purchase order number on invoices.** Payment shall be made in accordance with to § 215.422, Fla. Stat. (2015) which states the vendor's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices.

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

Invoices may be mailed to the address above or emailed to: accountspayable@hcsso.tampa.fl.us

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

Payment shall be made in accordance with § 215.422, Fla. Stat. (2015), which states the contractor's rights and the Sheriff's Office responsibilities concerning interest penalties and time limits for payment of invoices.

15. EXCEPTIONS TO PROPOSAL

All Proposal Packages must clearly state with specific detail all deviations to the requirements imposed upon the Proposer by the General Terms and Conditions (Part A) and Special Provisions (Part B). Such deviations should be stated upon the Proposal Response (Part C) or appended thereto. Proposers are hereby advised that the HCSO will only consider Proposal Responses that meet the specifications and other requirements imposed upon them by this Proposal Package. In instances where an exception is stated upon the Proposal Response (Part C), said Proposal Response will be subject to rejection by the Hillsborough County Sheriff in recognition of the fact that said Proposal Response does not meet the exact requirements imposed upon the Proposer by the General Terms and Conditions (Part A) and the Special Provisions (Part B).

PART C- PROPOSAL RESPONSE

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

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

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 below described commodity in accordance with the proposal package, except as noted on attached Exceptions Form:

Item Description:

Manufacturer: _____

Model Number: _____

Delivered cost for one unit / system: _____

Any additional products or services included: _____

Any additional charges (set up, training, etc.): _____

Warranty (length, what is covered, etc.): _____

IMPORTANT NOTES:

- **Detailed descriptive literature, which includes detailed technical specifications, must be submitted for each proposed product or feature and should be included in your Proposal Response.**
- **If requested, Vendors must be able and prepared to demonstrate the proposed unit/system’s capabilities and features at the HCSO Crime Scene Lab.**

3. VENDOR INFORMATION

Business Name (As shown on your invoice): _____

Federal Tax ID No. _____ OR Social Security No. _____

(Please include an IRS Form W9 with your response)

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)

Our company has been in business under its current name since: _____

Office Phone: _____ Fax: _____ Website: (If applicable) _____

General Correspondence Mailing Address:

Remit to Address: (Checks are to be mailed to if different than mailing address above):

Warehouse Address (If Applicable):

Contact Information – Name/Email Address/Phone Number - for the following departments:

Sales: _____

Customer Service: _____

Accounting: _____

Check all that apply - We accept Payment by Check _____ ACH/EFT _____ Credit Card (Visa) _____

To receive electronic payments please complete "Authorization for Electronic Payment" form available on the HCSO website at www.hcso.tampa.fl.us under the Purchasing Section, Doing Business with the HCSO .



4. 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 proposal package.

The above named Proposer affirms and declares:

- a) That Proposer is of lawful age and that no other person, firm or corporation has any interest in this proposal offered to be entered into;
- b) 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;
- c) That the Proposer is not in arrears to HCSO upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Sheriff;
- 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 Proposal 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 proposal shall remain open for forty-five (45) days following the opening of proposals.

Company Name

Print Name

Title

Signature

Date

REFERENCE LIST

References should be customers to which you have provided similar units / systems. Please type or print.

1.	Firm Name:	
	Contact/Title:	
	Phone Number:	
	Email Address	
	Commodity Provided	

2.	Firm Name:	
	Contact/Title:	
	Phone Number:	
	Email Address	
	Commodity Provided	

3.	Firm Name:	
	Contact/Title:	
	Phone Number:	
	Email Address	
	Commodity Provided	

PROPOSAL EVALUATION MATRIX

Request for Proposal 12-15
Portable Forensic Laser Light Source

Proposer: _____ Unit / System: _____

	<u>MAXIMUM POINTS</u>	<u>SCORE</u>
1. Cost of unit / system	40	_____
2. Technical specifications of unit / system	40	_____
3. Delivery time	10	_____
4. References	10	_____
	TOTAL: 100	_____

What are three primary reasons you have for recommending this unit / system?

1. _____
2. _____
3. _____

What are three primary reasons you have for rejecting this unit / system?

1. _____
2. _____
3. _____

General comments / clarifications / questions:

Name of Evaluator: _____

Date: _____

STATEMENT OF NO PROPOSAL

NOTE: If you do not intend to respond to this Request for Proposal, please return this form immediately to:

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
OFFICE OF THE COMPTROLLER
Email to: purchasing@hcsso.tampa.fl.us
Or Fax (813) 242-1826

We, the undersigned, have declined to respond on RFP No. 12-15 for Portable Forensic Laser Light Source for the following reasons:

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

____ Insufficient time to respond to the Request for Proposal.

____ 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 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 _____ DATE _____

COMPANY OFFICER _____ TITLE _____

TELEPHONE NUMBER _____

SIGNATURE _____

Below is an example of the information required on the OUTSIDE of your Proposal 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

PROPOSAL PACKAGE SUBMITTAL

RFP # 12-15
“Portable Forensic Laser Light Source”

OPENING DATE/TIME:

May 4, 2015 @ 3:00 PM