



# OFFICE OF THE SHERIFF

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**Chad Chronister, Sheriff**

Donna Lusczynski, Chief Deputy

*Hillsborough County, Florida*

March 16, 2023


**SUBJECT:** Amendment #1 to RFQ 2023-004 Roofing Services

**MESSAGE:** Please note and acknowledge the following changes or additions to be included in the referenced section(s) of RFQ 2023-004:

Pages 19 and 20 of PART C - SCOPE OF SERVICES will be replaced in their entirety to add Paragraph 2. f. PERMITS. Please see attached.

Please note that this document hereby becomes part of RFQ 2023-004 and, without this document, the RFQ is considered incomplete.

Sincerely,

  
For / William V. Spinelli, CPA  
Chief Financial Officer

WVS/slb

Attachment

**PART C - SCOPE OF SERVICES**

1. IN GENERAL: This is a Request for Qualifications (RFQ) for the provision of Roofing Services for various HCSO buildings, sites, and detention facilities. Multiple RCs will be selected to provide Roofing Services to the HCSO on an as-needed basis for future projects. It is the HCSO's intention to solicit responses from as many RCs as are interested, to review those responses, and to select the multiple Qualified RCs. There is no Work guaranteed to any RC as a result of being selected. The HCSO reserves the right to contract for Roofing Services to the extent required for future projects.
  
2. SCOPE OF SERVICES, SCOPE OF WORK: RCs shall meet the following minimum requirements and submit the following information in their Submittal:
  - a. Licensing: RC shall be licensed by state and county agencies which have jurisdiction over the type of Work performed and shall be, at the time of Submittal and throughout the term of any potential future contract, a Certified Roofing Contractor in the State of Florida. Copies of all such licenses must be included in Submittal and updated annually.
  
  - b. Roofing Systems: RC shall have knowledge and experience on all types of roofing systems, including but not limited to, build-ups, modified, shingle, metal and asphalt, and those listed in ATTACHMENT B – LIST OF HCSO ROOF TYPES.
  
  - c. Similar Services: RC shall have been successfully engaged in providing similar services of governmental or commercial roof inspection, installation, maintenance, repair, and replacement as its primary business within the last five (5) years, of which at least one (1) reference must be from a local government with satisfactory performance. RC shall provide details for references to include agency name and contact information, location, term, and scope of work. RC shall also submit the same information for any contracts for similar services, during the same time period, which were terminated for cause/default.
  
  - d. Availability/Response Time: RC shall submit a description with timeline of their proposed procedures for: 1) receiving and dispatching service work orders for all maintenance services to include emergency and scheduled maintenance, 2) receiving and dispatching service work orders for all repair services to include emergency and scheduled repairs, and 3) performing an inspection rotation for all buildings listed in Attachment B.
  
  - e. Service Capacity: RC must have a minimum of 10 service trucks on the road and a minimum of 20 qualified (background checked) roofers to service the HCSO in case of an emergency or natural disaster. RC shall submit a list of trucks and service equipment in their fleet to include make, model, and year.
  
  - f. Permits: RC shall provide all necessary documentation to obtain permits prior to beginning any Work. It is the RC's responsibility to ensure payment is made for any permitting costs and to ensure all necessary inspections are scheduled and completed prior to the completion of the Work.

The Awarded RC's must be willing to provide reasonable proposals within short time frames and be prepared to commence and complete Work as agreed upon by the individual project schedule.

The actual Scope of Services will be negotiated by individual projects or services on a case-by-case basis.

The Awarded RC's must be prepared to perform Work within HCSO's buildings, sites, and detention facilities.

Work shall conform to all requirements of the HCSO and the applicable codes and ordinances of the authorities having jurisdiction. The scope may expand to include services necessary for the completion of the project.

3. ROOFING CONTRACTOR QUALIFICATIONS: The HCSO is seeking Submittals from highly qualified professional RCs with substantial and successful experience in Roofing Services. RCs must be able to demonstrate adequate organizational, financial, and personnel resources to ensure timely and satisfactory completion of the Services. The capability and experience of the RCs will be among the most important factors in the review of Submittals.

The selected RCs must be a Certified Roofing Contractor in the State of Florida and must be able to provide the appropriate credentials. RCs are expected to demonstrate a proven track record of successfully completed projects.

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ACKNOWLEDGMENT OF AMENDMENT

We do hereby acknowledge the information and/or changes described in the  
Amendment #1 to RFQ 2023-004.

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

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

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

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

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

(Signed Acknowledgment must be included with your Submission)